



NOTICE OF MEETING

CITY OF PACIFIC GROVE

CITY COUNCIL

REGULAR MEETING AGENDA

Wednesday, July 20, 2022, 6:00 P.M.

Council Chamber – City Hall – 300 Forest Avenue, Pacific Grove, CA

The Council will not begin consideration of any item on this agenda later than 10:00 p.m. unless such consideration is approved. Any items on this agenda not considered this evening will be continued to a future meeting.

Copies of the agenda packet are available for review at the Pacific Grove Library, in the Finance Department, and electronically at www.cityofpacificgrove.org/agendas. The most effective method of communication with the City Council is by sending an email to citycouncil@cityofpacificgrove.org. In order to allow the City Council adequate time to review communication related to an agenda item, it is recommended that the communication be sent no later than 9:00 AM on the day prior to the City Council meeting.

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

CHAMBER CAPACITY SEATING IS LIMITED AND PROVIDED ON A FIRST COME, FIRST SERVED BASIS.

THE VIRTUAL MEETING IS COMPLIANT WITH THE GOVERNOR'S EXECUTIVE ORDERS ALLOWING FOR A DEVIATION OF TELECONFERENCE RULES REQUIRED BY THE BROWN ACT.

JOIN THE ZOOM WEBINAR TO PARTICIPATE LIVE AT:

<https://us02web.zoom.us/j/209579290>

To participate telephonically, call any number below:

888 788 0099 US (Toll-free)

877 853 5247 US (Toll-free)

669 900 9128

669 219 2599

Webinar ID: 209 579 290#

If prompted to enter a participant ID, press #.

Help Line 831-648-3128

[MEETING INSTRUCTIONS](#)

The public may also view the meeting on the Peninsula Channel 25.

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE: Councilmember Smith

1. APPROVAL OF AGENDA

2. PRESENTATIONS

A. Service Award: Joyce Halabi PG 9

Reference: Ben Harvey, City Manager

Recommended Action: Receive presentation of 5 year service award to Joyce Halabi.

CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

B. Mayor's Proclamation: Tama Olver PG 11

Reference: Bill Peake, Mayor

Recommended Action: Receive proclamation presented to Tama Olver.

CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

3. COUNCIL AND STAFF ANNOUNCEMENTS (City-Related Items Only)

A. Report on Closed Session by City Attorney

B. Other

4. GENERAL PUBLIC COMMENT

General Public Comment must deal with matters subject to the jurisdiction of the City and the Council that are not on the Regular Agenda. This is the appropriate place to comment as to items on the Consent Agenda, only if you do not wish to have the item pulled for individual consideration by the Council. Comments from the public will be limited to three minutes and will not receive Council action. Comments regarding items on the Regular Agenda shall be heard prior to Council’s consideration of such items at the time such items are called. Whenever possible, written correspondence should be submitted to the Council in advance of the meeting, to provide adequate time for its consideration.

CONSENT AGENDA

The Consent Agenda deals with routine and non-controversial matters, and may include action on resolutions, ordinances, or other public hearings for which testimony is not anticipated. The vote on the Consent Agenda shall apply to each item that has not been removed. Any member of Council, staff, or the public may remove an item from the Consent Agenda for individual consideration. When items are pulled for discussion, they will be automatically placed at the end of their respective section within the Regular Agenda. One motion shall be made to adopt all non-removed items on the Consent Agenda.

5. APPROVAL OF CITY COUNCIL MEETING MINUTES

Items pulled from this section will be placed under 12. Unfinished and Ongoing Business

- A. Minutes of the July 6, 2022 City Council Closed Session, Special and Regular Meetings

Reference: Sandra Kandell, City Clerk **PG 13**

Recommended Action: Approve minutes.

CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

6. RESOLUTIONS

Items pulled from this section will be placed under 12. Unfinished and Ongoing Business or 13. New Business

- A. Council Policy 000-2 Meeting and Travel Expense Reimbursement **PG 24**

Reference: Jennifer Pope, Management Analyst

Recommended Action: Adopt a resolution amending Council Policy 000-2 Meeting Travel Expense Reimbursement.

CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

7. ORDINANCES

Items pulled from this section will be placed under 11. Public Hearings

8. REPORTS – INFORMATION ONLY

Items pulled from this section will be placed under 12. Unfinished and Ongoing Business or 13. New Business

- A. Check Register Report – June 2022 **PG 39**

Reference: Tori Hannah, Administrative Services Director/Assistant City Manager

Recommended Action: Receive the report.

CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

- B. Core Revenue Report Status for June 2022 **PG 83**

Reference: Tori Hannah, Administrative Services Director/Assistant City Manager

Recommended Action: Receive the Core Revenue Status Report for June 2022.

CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

- C. Monterey County Regional Taxi Authority Board Meeting Highlights for June 27, 2022

Reference: Joe Amelio, Mayor Pro Tem **PG 86**

Recommended Action: Receive highlights.

CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

- D. Monterey Salinas Transit Meeting Minutes for June 13, 2022 **PG 89**

Reference: Joe Amelio, Mayor Pro Tem

Recommended Action: Receive minutes.

CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

9. **REPORTS – REQUIRING ACTION**

Items pulled from this section will be placed under 12. Unfinished and Ongoing Business or 13. New Business

- A. Ratification of New Local Emergency Actions **PG 97**

Reference: Ben Harvey, City Manager

Recommended Action: Receive report of emergency directives/modifications.

CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

- B. School Resource Officer Program Agreement **PG 99**

Reference: Jocelyn Francis, Police Administrative Services Manager

Recommended Action: Enter into an agreement with the Pacific Grove Unified School District to provide a School Resource Officer during the 2022/2023 school year, to include reimbursement of \$80,618.

CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

- C. Sanitary Sewer Maintenance Services Agreement **PG 103**

Reference: Joyce Halabi, Deputy Public Works Director

Recommended Action: Authorize an agreement with The Don Chapin Co., Inc DBA Green Line Liquid Waste Haulers for sanitary sewer services in an amount not to exceed \$350,000 per fiscal year with options to extend the agreement for two (2) additional yearly increments.

CEQA: Categorical Exemption, CEQA Guidelines Section 15301, Class I, Existing Facilities

- D. Pacific Grove VW Treffen Car Show **PG 105**

Reference: Daniel Gho, Public Works Director / Deputy City Manager

Recommended Action: Approve a date change for the Pacific Grove VW Treffen Car Show, allowing the car show to be held on July 27, 2022.

CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

E. Special Events Policy 900-1 **PG 107**

Reference: Bill Peake, Mayor

Recommended Action: Approve the proposed amendments to Special Events Policy 900-1.

CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

10. **MEETING MINUTES OF COMMISSIONS, BOARDS, AND COMMITTEES**

Items pulled from this section will be placed under 13. New Business

A. Beautification and Natural Resources Commission Meeting Minutes: February 15, 2022 and April 19, 2022 **PG 113**

Reference: Daniel Gho, Public Works Director / Deputy City Manager

Recommended Action: Receive minutes.

CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

B. Diversity, Equity and Inclusion Meeting Minutes: June 13, 2022 **PG 121**

Reference: Sandra Kandell, City Clerk

Recommended Action: Receive minutes.

CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

REGULAR AGENDA

11. **PUBLIC HEARINGS**

For public hearings involving a quasi-judicial determination by the Council, the proponent of an item may be given 10 minutes to speak and others in support of the proponent’s position may be given three minutes each. A designated spokesperson for opposition to the item may be given 10 minutes to speak and all others in opposition may be given three minutes each. Very brief rebuttal and surrebuttal may be allowed in the sole discretion of the Council. In public hearings not involving a quasi-judicial determination by the Council, all persons may be given three minutes to speak on the matter. Public hearings on non-controversial matters or for which testimony is not anticipated may be placed on the Consent Agenda, but shall be removed if any person requests a staff presentation or wishes to be heard on the matter.

A. Ordinance Amending the Salary Classification Schedule **PG 125**

Reference: Leticia Livian, Human Resources Director

Recommended Action:

1. Introduce and hold first reading of an ordinance to amend the salary classification schedule, as outlined within the attachment;
2. Modify the salary ranges for specified classifications;
3. Add the new classification of City Clerk/DEI Coordinator;
4. Delete the Community and Economic Development Manager classification; and
5. Direct that a summary of a proposed ordinance be published as approved by the City Attorney.

CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

B. Street Sweeping Services Agreement & Ordinance Amending the FY22/23 Budget PG 154

Reference: Joyce Halabi, Deputy Public Works Director

Recommended Action:

1. Authorize an agreement with Accent Clean and Sweep Inc. for street sweeping services in an amount not to exceed \$205,200 plus a 10% contingency per fiscal year with options to extend for additional yearly increments, not to exceed 4 additional years.
2. Introduce and hold a first reading of an ordinance amending the Fiscal Year 2022/23 Operating and Capital Improvement Budget; and direct publication of an ordinance summary approved by the City attorney

CEQA: Categorical Exemption, CEQA Guidelines Section 15301, Class I, Existing Facilities

12. UNFINISHED AND ONGOING BUSINESS

A. Cannabis Advisory Ballot Measure and Cannabis Tax Ballot Measure *This item was continued from July 6, 2022. Action is requested to be taken no later than the Council's July 20, 2022 meeting.* PG 158

Reference: Ben Harvey, City Manager

Recommended Action: 1. Adopt a resolution authorizing an advisory measure related to retail cannabis sales to be placed on the ballot for the City of Pacific Grove, ordering an election, requesting consolidation of the election with the General and Statewide consolidated election to be held on the November 8, 2022 General Municipal Election; and
2. Adopt a resolution submitting a ballot measure to establish a business tax on businesses which sell and deliver cannabis and cannabis products including industrial hemp and hemp products; ordering an election, requesting County Elections to conduct the election and requesting consolidation of the election with the General Municipal and Statewide Consolidated Election to be held on November 8, 2022.

CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

B. Pacific Grove City Charter Amendment to Change the Number of City Council Members from Six to Four *This item was continued from the July 6, 2022 meeting. Action is requested to be taken no later than the Council's July 20, 2022 meeting.* PG 193

Reference: Ben Harvey, City Manager

Recommended Action: Adopt a resolution submitting a ballot measure to amend the Pacific Grove City Charter to change the Number of City Council Members from six to four by directing:

1. In 2024 two City Council Members shall be elected to four-year terms, and one City Council Member shall be elected to a single two-year term, and
2. Every two years thereafter, beginning in 2026, two City Council Members shall be elected to four-year terms, and
3. Enact consistent Charter changes to clarify a quorum, majority vote and other select actions; and
4. Ordering an election, requesting the Monterey County Elections Department conduct the election and consolidate it with the Statewide Election to be held on November 8, 2022.

CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

- C. Contract Amendment with Access Media Productions (AMP) for production and televised broadcast of the City's public meetings **PG 212**

Reference: Mohammed Khasimi, Chief Information Officer

Recommended Action: Approve amendment of the contract with Access Media Productions (AMP) with one of these two revised pricing plans:

1. CURRENT PLAN -- \$42,900 annually
 - AMP will produce and provide coverage of City of PG’s Meetings (up to 30 per year.)
 - AMP will provide a file of the meeting for VOD purposes
 - AMP will broadcast PG’s City Council meetings on the Peninsula Channel ONLY while they are live
 - City of PG will not receive broadcast replays of meetings on the Peninsula Channel, or the ability to playback other city-authorized programs
2. PREMIUM PLAN -- \$52K annually
 - AMP will produce and provide coverage of all City of PG Meetings/special events (up to 35 per year)
 - AMP will broadcast PG’s City Council meetings on the Peninsula Channel
 - AMP will live stream these meetings to City of PG’s internet platform of choice
 - AMP will provide a file of the meeting for VOD purposes
 - AMP will provide frequent replays of above meetings on the Peninsula Channel and the ability to broadcast other city-authorized programs

CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

13. NEW BUSINESS

- A. City of Pacific Grove Youth Commission **PG 246**

Reference: Jenny McAdams, Councilmember

Recommended Action: Direct the City Manager to return with a draft ordinance and resolution to form a Youth Commission.

CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

B. Amend the FY 2022/2023 Authorized Position Allocation **PG 249**

Reference: Leticia Livian, HR Director and Tori Hanna, Ast. City Manager/ASD Director

Recommended Action: Approve to amend the Fiscal Year 22/23 Authorized Staffing allocation in the budget to combine one .50 FTE Office Assistant and 0.50 FTE Administrative Technician; to establish a 1.0 FTE Office Assistant in the Community Development Department.

CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

14. **FULL PRESENTATIONS**

15. **CLOSED SESSION**

ADJOURNMENT

NOTICE OF ADA COMPLIANCE: Pursuant to Title II of the Americans with Disabilities Act (Codified At 42 United States Code Section 12101 and 28 Code of Federal Regulations Part 35), and Section 504 of the Rehabilitation Act of 1973, the City of Pacific Grove does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age or sexual orientation in the provision of any services, programs, or activities. The City of Pacific Grove does not discriminate against persons with disabilities. City Hall is an accessible facility. A limited number of assisted listening devices will be available at this meeting. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting or provide the requested agenda format.



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Ben Harvey, City Manager
MEETING DATE: July 20, 2022
SUBJECT: Service Award: Joyce Halabi
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive presentation of 5 year service award to Joyce Halabi.

Attachments

Service Award



CITY OF PACIFIC GROVE Service Award Recognition

is hereby granted to: Joyce Halabi
5 Years of Dedicated Public Service

Awarded: July 20, 2022

Ben Harvey

City Manager

Bill Peake

Mayor



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Bill Peake, Mayor
MEETING DATE: July 20, 2022
SUBJECT: Mayor's Proclamation: Tama Olver
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive proclamation presented to Tama Olver.

Attachments

Proclamation



Mayor's Proclamation Recognizing Tama Olver's Contributions to Pacific Grove Museum of Natural History

Whereas, Tama Olver first volunteered at the Pacific Grove Museum of Natural History in 2007 as a monarch butterfly docent, “because butterflies bring out the best in people”; and

Whereas, Tama Olver has since volunteered in just about every capacity related to the museum, from a docent talking to guests at the museum and the butterfly sanctuary, to board president and interim Executive Director; and

Whereas, Tama served on the Pacific Grove Museum of Natural History Association board, the Museum Foundation of Pacific Grove board, and the City's Museum Board; and

Whereas, Tama assisted in a very successful capital campaign, participated in the executive search which resulted in Carla Bitter as Executive Director, and assured the museum continued to meet accreditation standards for the American Alliance of Museums; and

Whereas, Tama Olver has also contributed to the community through volunteering at the Monterey Bay Aquarium, Point Lobos State Natural Reserve, League of Women Voters, and Library Board.

Now, be it resolved that I, Bill Peake, as Mayor of the City of Pacific Grove in the State of California am pleased to recognize Tama Olver for outstanding dedication and service to the people of Pacific Grove. The museum and community are better off for her many selfless contributions.

Bill Peake

**Bill Peake, Mayor
City of Pacific Grove**



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Sandra Kandell, City Clerk
MEETING DATE: July 20, 2022
SUBJECT: Minutes of the July 6, 2022 City Council Closed Session, Special and Regular Meetings
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Approve minutes.

Attachments

Draft Minutes



DRAFT MEETING MINUTES
CITY OF PACIFIC GROVE
CITY COUNCIL
CLOSED SESSION MEETING

Wednesday, July 6, 2022, 5:00 P.M.
Council Chamber – City Hall – 300 Forest Avenue, Pacific Grove, CA

**THIS MEETING WILL BE HELD IN PERSON AND VIRTUALLY (HYBRID).
CHAMBER CAPACITY SEATING IS LIMITED AND PROVIDED ON A
FIRST COME, FIRST SERVED BASIS.**

**THE VIRTUAL MEETING IS COMPLIANT WITH THE GOVERNOR’S EXECUTIVE ORDERS
ALLOWING FOR A DEVIATION OF TELECONFERENCE RULES REQUIRED
BY THE BROWN ACT.**

Join the Zoom Meeting to participate live at:
<https://us02web.zoom.us/j/692219855>

CALL TO ORDER

Mayor Peake called the meeting to order at 5:00 p.m. City Clerk Kandell conducted roll call with the following Council present in Chamber: Mayor Peake, Mayor Pro Tem Amelio, Councilmembers Coletti, McAdams, Poduri, Smith and Tomlinson.

- A. Remote Teleconference - AB 361 *Action required by 7/6/22*
No public comment was received.

Action: Upon motion by Councilmember Tomlinson and seconded by Councilmember Poduri, the Council voted to ratify Resolution No. 21-029 Emergency Teleconferencing authorizing remote teleconference meetings of all City legislative bodies for the following 30 days in accord with the Ralph M. Brown Act.

Motion carried 7-0, by the following roll call vote:

AYES: Mayor Peake, Mayor Pro Tem Amelio, Councilmembers Coletti, McAdams, Poduri, Smith and Tomlinson.
NOES: None.
ABSENT: None.

CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

APPROVAL OF AGENDA

Action: Upon motion by Councilmember McAdams and seconded by Councilmember Poduri, Council voted to approve the agenda.

Motion carried 7-0, by the following roll call vote:

AYES: Mayor Peake, Mayor Pro Tem Amelio, Councilmembers Coletti, McAdams,
Poduri, Smith and Tomlinson.
NOES: None.
ABSENT: None.

CLOSED SESSION

CLOSED SESSION PUBLIC COMMENT ON CLOSED SESSION MATTERS

No public comment was received.

- A. Conference with Labor Negotiators (Government Code Section 54957.6)
City Negotiators: Ben Harvey, City Manager, Tori Hannah, Administrative Services Director
and Leticia Livian, Human Resources Director
Employees: Unrepresented Management, Confidential Employees, and Unrepresented
Department Heads

DRAFT



DRAFT MEETING MINUTES
CITY OF PACIFIC GROVE
CITY COUNCIL
SPECIAL MEETING

Wednesday, July 6, 2022, 5:00 P.M.

Council Chamber – City Hall – 300 Forest Avenue, Pacific Grove, CA

**THIS MEETING WILL BE HELD IN PERSON AND VIRTUALLY (HYBRID).
CHAMBER CAPACITY SEATING IS LIMITED AND PROVIDED ON A
FIRST COME, FIRST SERVED BASIS.**

**THE VIRTUAL MEETING IS COMPLIANT WITH THE
GOVERNOR’S EXECUTIVE ORDERS ALLOWING FOR A DEVIATION
OF TELECONFERENCE RULES REQUIRED BY THE BROWN ACT.**

JOIN THE ZOOM WEBINAR TO PARTICIPATE LIVE AT:

<https://us02web.zoom.us/j/209579290>

CALL TO ORDER

Mayor Peake called the meeting to order at 6:00 p.m. simultaneously with the noticed regular meeting. City Clerk Kandell conducted roll call with the following Council present in Chamber: Mayor Peake, Mayor Pro Tem Amelio, Councilmembers Coletti, McAdams, Poduri, Smith and Tomlinson.

1. APPROVAL OF AGENDA

Action: Upon motion by Councilmember Smith and seconded by Councilmember McAdams, Council voted to approve the Special Meeting agenda.

Motion carried 7-0, by the following roll call vote:

AYES: Mayor Peake, Mayor Pro Tem Amelio, Councilmembers Coletti, McAdams, Poduri, Smith and Tomlinson.
NOES: None.
ABSENT: None.

CONSENT AGENDA

2. REPORTS – REQUIRING ACTION

A. Claudia Tibbs Appointment to BNRC

Reference: Bill Peake, Mayor

Recommended Action: Approve appointment of Claudia Tibbs to Beautification and Natural Resources Commission (BNRC) for a term ending January 31, 2024.

CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378



DRAFT MEETING MINUTES
CITY OF PACIFIC GROVE
CITY COUNCIL
REGULAR MEETING

Wednesday, July 6, 2022, 6:00 P.M.

Council Chamber – City Hall – 300 Forest Avenue, Pacific Grove, CA

**THIS MEETING WILL BE HELD IN PERSON AND VIRTUALLY (HYBRID).
CHAMBER CAPACITY SEATING IS LIMITED AND PROVIDED ON A
FIRST COME, FIRST SERVED BASIS.**

**THE VIRTUAL MEETING IS COMPLIANT WITH THE GOVERNOR'S EXECUTIVE
ORDERS ALLOWING FOR A DEVIATION OF
TELECONFERENCE RULES REQUIRED BY THE BROWN ACT.**

JOIN THE ZOOM WEBINAR TO PARTICIPATE LIVE AT:

<https://us02web.zoom.us/j/209579290>

CALL TO ORDER

Mayor Peake called the meeting to order at 6:00 p.m. simultaneously with the noticed special meeting. City Clerk Kandell conducted roll call with the following Council present in Chamber: Mayor Peake, Mayor Pro Tem McAdams, Councilmembers Amelio, Coletti, Poduri, Smith and Tomlinson.

PLEDGE OF ALLEGIANCE

Councilmember Poduri led the pledge of allegiance.

1. APPROVAL OF AGENDA

Action: Mayor Peake recommends deferring Regular Agenda item 11A until the Council's July 20, 2022 meeting. Councilmember Tomlinson recommends Regular Agenda 13B be considered as Regular Agenda item 12A; with remaining items under 12. Unfinished and Ongoing Business to be renumbered.

Action: Upon motion by Councilmember Smith, and seconded by Mayor Pro Tem Amelio, Council voted to approve the agenda as amended.

Motion carried 7-0, by the following roll call vote:

AYES:	Mayor Peake, Mayor Pro Tem Amelio, Councilmembers Coletti, McAdams, Poduri, Smith and Tomlinson.
NOES:	None.
ABSENT:	None.

2. PRESENTATIONS

3. **COUNCIL AND STAFF ANNOUNCEMENTS (City-Related Items Only)**

A. Report on Closed Session

Conference with Labor Negotiators (Government Code Section 54957.6)

City Negotiators: Ben Harvey, City Manager, Tori Hannah, Administrative Services Director and Leticia Livian, Human Resources Director

Employees: Unrepresented Management, Confidential Employees, and Unrepresented Department Heads

City Attorney Pierik reported nothing to report from the closed session meeting.

B. Council and staff made general announcements.

4. **GENERAL PUBLIC COMMENT**

Public comment was received from Jenny MacMurdo, Carmelita Garcia, Thom Akeman, Jane Haines, Kim Akeman, Lori McDonnell, Tina Rau.

CONSENT AGENDA

Action: Consent Agenda item 8B was pulled and considered as Regular Agenda item 12B; with remaining items under 12. Unfinished and Ongoing Business to be renumbered.

Action: Upon motion by Mayor Pro Tem Amelio and seconded by Councilmember Poduri, Council approved the Consent Agenda as amended.

Motion carried 7-0, by the following roll call vote:

AYES: Mayor Peake, Mayor Pro Tem Amelio, Councilmembers Coletti, McAdams, Poduri, Smith and Tomlinson.

NOES: None.

ABSENT: None.

5. **APPROVAL OF CITY COUNCIL MEETING MINUTES**

A. Minutes of the June 15, 2022 City Council Regular Meeting and the June 29, 2022 City Council Special Meeting

Action: Approved minutes.

CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

6. **RESOLUTIONS**

A. Resolution Calling November 8, 2022 Municipal Election for Mayor and Councilmembers

Action required by July 18, 2022.

Action: Adopted Resolution No. 22-033 Calling An Election, Requesting The County Elections Department To Conduct The Election And Requesting Consolidation Of The November 8, 2022 General Municipal Election For The City Of Pacific Grove for Mayor and City Councilmembers.

CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

7. **ORDINANCES**

8. **REPORTS – INFORMATION ONLY**

- A. Monterey-Salinas Transit Board of Directors Meeting Minutes: May 9, 2022

Action: Received minutes.

CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

- B. Planning Commission Regular Meeting Format *This item was pulled and considered as Regular Agenda item 12B.*

Reference: Luke Coletti, Councilmember

Recommended Action: Receive report from the Planning Commission recommending that the City Council approve the hybrid meeting format for Planning Commission meetings as soon as possible.

CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

9. **REPORTS – REQUIRING ACTION**

- A. Ratification of New Local Emergency Actions

Action: Received report of emergency directives/modifications.

CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

10. **MEETING MINUTES OF COMMISSIONS, BOARDS, AND COMMITTEES**

- A. Economic Development Commission Meeting Minutes: May 5, 2022

Action: Received minutes.

CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

- B. Planning Commission Meeting Minutes: May 12 and May 19, 2022

Action: Received minutes.

CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

REGULAR AGENDA

11. **PUBLIC HEARINGS**

- A. Ordinance Amending the Salary Classification Schedule *During the Approval of the Agenda, this item was deferred to the Council’s July 20, 2022 meeting.*

Reference: Leticia Livian, Human Resources Director

Action: 1. Introduce and hold first reading of an ordinance to amend the salary classification schedule, as outlined within the attachment; 2. Modify the salary ranges for specified classifications; 3. Add the new classification of City Clerk/DEI Coordinator; 4. Delete the Community and Economic Development Manager classification; and 5. Direct that a summary of a proposed ordinance be published as approved by the City Attorney.

CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

12. **UNFINISHED AND ONGOING BUSINESS**

- A. Concept Review: Skatepark Project Proposal ***During the Approval of the Agenda, this item was moved forward.***

Public comment was received from James Grove, Emily Hassleauer, Kelly Sorensen, Marsha, Lisa Ciani, and Tyler Ellis.

Action: Council convened a concept review discussion for a process to launch a proposed skatepark project proposal, providing framework and direction to City staff and the Recreation Board.

CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

- B. Planning Commission Regular Meeting Format
Public comment was received from Steve Lilley, Inge Lorentzen Daumer, Lisa Ciani, and Jane Haines.

Action: Council Received report from the Planning Commission recommending that the City Council approve the hybrid meeting format for Planning Commission meetings as soon as possible.

CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

- C. Safe Parking ***This item was continued from the June 15, 2022 meeting.***
Public comment was received from Marsha and Steve Lilley.

Action: Council held a conceptual discussion regarding PGMC [18.36.050](#) to amend Safe Parking from a pilot program to a permanent program and directed staff to return with draft language.

CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

Council took a 10 minute break until 8:00 p.m. Upon return, Council redirected itself to the Special Meeting Agenda and item noticed for action.

CONSENT AGENDA

2. **REPORTS – REQUIRING ACTION**

- A. Claudia Tibbs Appointment to BNRC
Public comment was received from Lisa Ciani.

Action: Upon motion by Councilmember Coletti and seconded by Mayor Pro Tem Amelio, Council approved the appointment of Claudia Tibbs to Beautification and Natural Resources Commission (BNRC) for a term ending January 31, 2024.

Motion carried 7-0, by the following roll call vote:

AYES: Mayor Peake, Mayor Pro Tem Amelio, Councilmembers Coletti, McAdams, Poduri, Smith and Tomlinson.

NOES: None.

ABSENT: None.

CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

Council returned to the Regular Agenda items.

- D. Cannabis Advisory Ballot Measure and Cannabis Tax Ballot Measure
Public comment was received from Don Murphy, Marsha, Tina Rau, and Debby Beck.

Action: Council provided further direction with the matter continued to the Council’s July 20, 2022 meeting.

CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

- E. Pacific Grove City Charter Amendment to Change the Number of City Council Members from Six to Four ***This item was continued from the June 15, 2022 meeting. Action is requested to be taken no later than the Council's July 20, 2022 meeting.***
Public comment was received from Robert Huitt and Inge Lorentzen Daumer.

Action: Upon motion by Councilmember McAdams and seconded by Councilmember Smith, Council voted to adopt a resolution submitting a ballot measure to amend the Pacific Grove City Charter to change the Number of City Council Members from six to four by directing:

1. In 2024 two City Council Members shall be elected to four-year terms, and one City Council Member shall be elected to a single two-year term, and
2. Every two years thereafter, beginning in 2026, two City Council Members shall be elected to four-year terms, and
3. Enact consistent Charter changes to clarify a quorum, majority vote and other select actions; and
4. Ordering an election, requesting the Monterey County Elections Department conduct the election and consolidate it with the Statewide Election to be held on November 8, 2022.

Motion carried 5-2, by the following roll call vote:

AYES: Mayor Peake, Councilmembers Coletti, McAdams, Smith and Tomlinson.

NOES: Mayor Pro Tem Amelio and Councilmember Poduri.

ABSENT: None.

CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

- F. Short-Term Rental (STR) Software Update
No public comment was received.

Action: Council received information and provide direction to staff regarding the STR enforcement software.

CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

13. **NEW BUSINESS**

- A. Special Events Policy 900-1 Proposed Amendments *During the Approval of the Agenda, this item was moved forward and heard as 12A.*
Public comment was received from Marsha.

Action: Upon motion by Councilmember Tomlinson and seconded by Mayor Pro Tem Amelio, Council voted to approve the DEI Task Force's proposed additions to the Special Events Policy 900-1, with the removal of the two added under Purpose and minor edits by Councilmember Poduri.

Motion carried 7-0, by the following roll call vote:

AYES: Mayor Peake, Mayor Pro Tem Amelio, Councilmembers Coletti, McAdams, Poduri, Smith and Tomlinson.

NOES: None.

ABSENT: None.

CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

- B. Concept Review: Skatepark Project Proposal
Reference: Amy Tomlinson, Councilmember

Recommended Action: Convened a concept review discussion for a process to launch a proposed skatepark project proposal, providing framework and direction to City staff and the Recreation Board.

CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

14. **FULL PRESENTATIONS**

15. **CLOSED SESSION**

ADJOURNMENT

Council adjourned the regular meeting at 9:45 p.m.

Respectfully Submitted,

Sandra Kandell
City Clerk

Approved by Mayor: _____ Date _____

Attest by City Manager: _____ Date _____

DRAFT



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Jennifer Pope, Management Analyst
MEETING DATE: July 20, 2022
SUBJECT: Council Policy 000-2 Meeting and Travel Expense Reimbursement
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Adopt a resolution amending Council Policy 000-2 Meeting and Travel Expense Reimbursement.

DISCUSSION

Staff is currently developing a procurement manual and as a part of the process is reviewing and updating City procurement policies to incorporate best practices and strengthen internal controls. At the December 1, 2021 City Council Meeting, staff recommended the following revisions.

- Change meal per diem to reflect the US General Services Administration (GSA) rates for the destination
- Provide criteria for lodging costs, which include referencing the GSA lodging rates, the lowest of three government lodging rates, if area hotels are in excess of the GSA rate; or using a group conference rate for a standard hotel room
- Define the method for calculating mileage distance when using a personal vehicle

City Council asked staff to research City Council Travel Policies and come back with additional information regarding City Council travel approvals. Council also recommended a separate section for Boards, Commissions and Committees under Section III. *Securing Travel and Reporting* and a review of Section V. *Stipends From External Parties*.

After additional research of City Council Travel Policies, staff recommends the following additional revisions.

- City Council travel will be approved during the budget process. No further approval is needed for budgeted travel.
- City Manager reviews and approves City Council travel expense reimbursements/advances for payment.
- Separate section for Boards, Commissions, and Committees. (Section III. *Securing Travel and Reporting*).
- Language to provide an opportunity for a traveler who receives a stipend from an external organization to request reimbursement for travel that is not covered by the stipend. (Section V.

Stipends from External Parties).

The attached Draft Travel Policy includes redlined changes based on the December 1, 2021 Council Meeting. The revisions have been reviewed with the City's independent auditors.

OPTIONS

1. Approve resolution
2. Provide alternate direction

FINANCIAL IMPACT:

Travel costs could increase minimally due to the changes in meal per diem rates; however this is dependent upon the travel destination. This is anticipated to be offset by savings associated with referencing the GSA lodging rate. There should be sufficient funds in the Fiscal Year 22/23 Budget to support any changes related to this Policy.

GOAL ALIGNMENT: Financial Stability: Develop a strategic plan to better address current and future City expenditure and revenue needs.

Attachments

Draft Travel Policy_July 20_2022
Resolution - Travel Policy
Current City Travel Policy

City of Pacific Grove, California City Council Policy

Policy Governing	Policy No.	Effective Date	Page
Meeting and Travel Expense Reimbursement	000-2	January 2, 1986	1 of 6

BACKGROUND:

In the performance of City business, certain travel and attendance at meetings is required for the City Council, members of City boards, commissions, and committees, and City employees.

PURPOSE:

This policy applies to all City of Pacific Grove Employees, Council Members, and Board/Committee/Commission Members ("Travelers") and is intended to establish uniform procedures by which Travelers shall report and be reimbursed for expenses incurred in connection with authorized travel on behalf of the City.

This policy allows for economical and efficient travel in order to derive the greatest benefit from the travel at the most effective cost. It does not allow Travelers to benefit financially as a result of the travel. Travelers are responsible for exercising good judgement in requesting, arranging and fulfilling a travel request to mitigate costs to the City.

I. POLICY:

- a. Travel will be authorized when necessary and in the best interest of the City.
- b. All travel and meeting expenses for Travelers shall be approved as part of the annual budget process. Once the budget is approved, travel and meetings included therein will be considered as approved and no further Council action is necessary. Appropriations and controls will be made on a departmental basis. All necessary travel and meetings not included in the budget shall require prior Council approval.
- c. Travel within California shall be subject to review and approval for reimbursements/advances by the following approving officials:

Traveler	~~Initial Approval to Travel~~	~~Approval for Payment~~ ~~Final Approval~~
Employees	Department ~~Supervisor~~ <u>Director</u>	Department Director
City Council	~~City — Manager~~ <u>Consistent with Budget Approval and Policy</u>	City Manager

Boards, Committees, Commissions	~~Staff Liaison~~ <u>Consistent with Budget Approval and City Manager Policy</u>	City Manager
---------------------------------	---	--------------

- d. Travel for City Council members and members of boards, commission, and committees that is not included in the budget must be approved on consent at a City Council meeting prior to the travel dates.
- e. All out of state travel for City employees must receive final approval by the City Manager.
- f. All approving officials are responsible for making the determination that the travel is necessary and that the benefit for which the travel is requested cannot be achieved through other means that could eliminate the necessity for travel, while still accomplishing the benefit to the City.
- g. Official meetings and travel expenses are authorized for reimbursement, to the extent of funds appropriated in the annual budget, to Travelers for the following activities:
 - 1. Attendance at conferences and meetings sponsored by organizations in which the City holds membership or affiliation.
 - 2. Attendance at training sessions, professional workshops, and seminars as required for maintaining proficiency or meeting standards established by the City or required by other authority (i.e., POST).
 - 3. Attendance at professional meetings related to City business and designed to provide information needed for the successful conduct of City operations.
 - 4. City business related travel as determined by the appropriate approving official.
 - 5. City sponsored meetings at which registration or meal fees are charged.
 - 6. Community activities or special events at which City representation is desirable as determined by the City Manager and is authorized in the annual budget appropriation.

II. TRAVEL ESTIMATES AND AUTHORIZATION

All Travelers are required to prepare an estimate of travel costs *prior* to purchasing any training sessions, workshops, seminars, conferences, or other events. This information should include the following:

- a. Dates and times of requested travel;
- b. Copy of the event announcement;
- c. Estimated standard lodging based on one of the following criteria:

1. [U.S. General Services Administration \(GSA\) lodging rates for the appropriate location](#); or
 2. Copies of at least three competitive lodging proposals based on the government rate for the dates of travel, if the standard accommodations are above the GSA rate; or
 3. A negotiated group rate that is available to conference or training attendees at the specified standard room rate.
- d. Amount of per diem requested.
- e. Any estimated mileage reimbursement, airfare, rental car, or similar costs.

During the fiscal year, reimbursement for required travel and meetings is authorized only when there is an existing unobligated balance in the appropriate account(s).

The City will pay for the costs incurred by Travelers, subject to review. Additional costs associated with companions are the responsibility of Travelers.

III. SECURING TRAVEL AND REPORTING

- a. Employees, [Boards, Commissions, and Committees](#)
 1. The City may provide travel advances to employees; ~~and members of Boards, Commissions, and Committees~~ for per diem and other costs. Reservations for lodging, airfare, and related costs may be made using a City or personal credit card; or a Travel Expense Form only after the travel has been approved.
- b. City Council Members
 1. In consideration of numerous expenses incidental to serving as a Mayor or Council Members, the City Council shall receive a monthly salary as authorized by the City Charter and City ordinances. This salary is intended to reimburse Council Member incurred expenses for telephone and meeting expenses from travel, and meetings in Monterey County. No further reimbursement for these expenses shall be made by the City without specific authorization. Council members may claim mileage reimbursement for all travel on City business.
 2. For travel and meetings outside of Monterey County, Council Members may be reimbursed for actual and necessary expenses as authorized in the annual budget. Sections 53232.1-53232.3 of the California Government Code defines reimbursement for legislative body expenses. The procedures included within this policy are intended to be consistent with the relevant sections of the Government Code.
 3. Council Members may submit travel estimates based on the criteria included in Section II or a reasonable estimate of expenses as determined by the City Manager. Any lump sum advancements based on the estimates may be expended by the Council Member

as appropriate for the travel or meeting. All actual and necessary expenses incurred during travel shall be filed with the City at the conclusion of travel on the Travel Expense Form, with the accompanying receipts. If the authorized expenses for lodging, airfare, mileage, and similar costs, are more than the advanced amount; the City shall reimburse the Traveler for costs. If the authorized travel expenses are below any advanced amount, the Traveler shall pay the City the difference. Companions are encouraged to attend as appropriate, but no differential in travel allowance will be given.

4. Council travel expenses will be included in the monthly check register that is provided at Council Meetings.

4.5. Council Member travel that was not included in the budget must be approved on consent at a City Council meeting prior to the travel.

c. Boards, Commissions, and Committees

1. The City may provide travel advances to members of a board, commission, or committee for per diem and other expenses. Reservations for lodging, airfare, and related costs may be made using a City or personal credit card; or a Travel Expense Form only after the travel has been approved.

+2. Travel for members of boards, commission, and committees that is not included in the budget must be approved on consent at a City Council meeting prior to securing the travel.

Commented [TH1]: Boards, Commissions, and Committee Members are listed separately from Council. Some of the information related to monthly salary is not applicable to this classification.

IV. REIMBURSEMENTS

Travelers who are required to travel for City business or training are eligible to claim reimbursement for the following:

- a. Meals and incidentals for overnight stays:
 1. If business travel requires an overnight stay away from home, Travelers are eligible to receive the United States General Services Administration (GSA) per diem rate that is applicable to the destination.
 2. Total travel time (work time, plus the lunch period, plus round-trip travel time) must equal or exceed 12 hours).
 3. For the first and last calendar day of travel, the per diem is calculated at 75% of the appropriate per diem rate.
 4. No receipts are required for per diem.
 5. Snacks are a personal expense and are not reimbursable
 6. Claims for alcoholic beverages are prohibited.

A Traveler may not claim a per diem allowance or reimbursement for any meal which is provided, or otherwise available, with lodging or the function being attended.

- a. Lodging expenses shall be reimbursed or paid on the basis of standard, non-deluxe accommodations for the attendee only. This shall be based on the criteria that has been included in Section II (c) of this Policy; and consistent with the authorized travel. If the Traveler chooses to incur additional costs above the rates, they may do so at their own expense. Other charges, such as additional guests, room service, personal telephone calls, and in-room movies are not reimbursable unless such charges are standard inclusions in the one-person rate.
- b. Transportation costs for air, train, personal vehicle, or bus shall be reimbursed or paid based upon the lowest fare available. City vehicles shall be used whenever possible for transportation. City gasoline credit cards shall be used for refueling City vehicles. The use of private vehicles is discouraged.
 1. Reimbursement for private automobile use shall be at the rate currently accepted by the Internal Revenue Service for purposes of income tax deductions, not to exceed the lowest round trip air fare cost.
 2. If the Traveler uses a private automobile to travel directly from the home to a meeting or conference, the mileage distance should be computed using the most direct route from the Traveler's work site or home, whichever is less.
 3. When applicable, Travelers are also encouraged to carpool to save on transportation costs. When carpooling of private vehicles occurs, the vehicle owner only is to be reimbursed.
- c. Registration and other fees and charges for the meeting or training shall be reimbursed or paid at cost.
- d. Incidental expenses such as parking tolls, transportation between meeting sites, business telephone calls and other business expenses shall be reimbursed at cost.
- e. The use of rental vehicles will be authorized and reimbursed only when other alternative transportation is not available at the destination.

V. STIPENDS FROM EXTERNAL PARTIES

When a Council Member, member of a board, commission, or committee, or City employee represents the City on a joint powers agency (JPA) or other board for which a stipend or allowance is paid, ~~there shall be no~~ City will not typically provide a reimbursement for expenses. These costs are presumed to be paid by the JPA or board; or be paid through the allowance. If a case arises where a JPA or board does not reimburse for the expenses and the stipend is insufficient to cover the costs, Travelers may request reimbursement for travel that and the travel would be beneficial to the City for the Council Member to attend. All Travelers requesting reimbursement under this section, shall follow the regular approval process.

Stipends received by City employees in these situations shall be paid to the City.

VI. PROCEDURE

- a. All requests for travel and attendance at conferences meetings must be submitted in the annual budget request. After review, the City Manager or Administrative Services Director shall recommend travel and meeting expenditures for the fiscal year.
- b. Following Council approval of the annual budget, travel and meetings may be taken as authorized.
- c. To facilitate budgetary planning, Travelers shall provide their appropriate approving authority with a copy of the Travel Expense Form or information listed in Section II showing the complete estimates of travel costs including registration, hotel, airfare, mileage, per diem, and any other costs.
- d. Claims for travel reimbursements will be submitted using a Travel Expense Form and approved by the department head or the designated approving authority and sent to the Administrative Services Director for approval and payment.
- e. All Travel Expense Forms must be filled out correctly or they will be returned to the Traveler for corrections, which may delay the payment.
- f. Claims must be turned in to the Administrative Services Department within 15 days of the traveler's return.

Claims shall include:

1. Name and address of Traveler;
2. Name of conference, training, seminar (etc.) and location of travel;
3. Dates of travel;
4. GL account number to which expenses are to be charged; and
5. Expense identification such as registration, mileage, airfare, etc. and the amount of each expense.
6. Receipts for all expenses, with the exception of per diem, must be attached to the Travel Expense Form. If receipts are missing a Lost Receipt form must be submitted with an explanation of the expense
7. If the authorized expenses for lodging, airfare, mileage, and similar costs, are more than the advanced amount; the City shall reimburse the Traveler for costs. If the authorized travel expenses are below any advanced amount, the Traveler shall pay the City the difference.

Adopted: January 2, 1986
Resolution No. 5681

Amended: March 15, 1989

Resolution No. 5971

Amended: February 7, 1990
Resolution No. 6056

Amended: November 4, 1998
Resolution No. 08-56

Amended: September 7, 2016
Resolution No. 16-048

Amended: July 20, 2022
Resolution No.

DRAFT

RESOLUTION NO. 22-xxx

**RESOLUTION OF THE CITY OF PACIFIC GROVE
AMENDING COUNCIL POLICY NO. 000-2 MEETING AND TRAVEL EXPENSE
REIMBURSEMENT POLICY**

FINDINGS

1. The City periodically reviews its Meeting and Travel Expense Reimbursement Policy to review internal controls, update best practices and to address issues that have arisen in previous years.
2. This Meeting and Travel Expense Reimbursement Policy follows State law provisions establishing travel objectives and setting forth permissible use of public funds.
3. This action does not constitute a “Project” as that term is defined under the California Environmental Quality Act (CEQA) Guideline Section 15378, as it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE:

1. The Council determines that each of the Findings set forth above is true and correct, and by this reference incorporates those Findings as an integral part of this Resolution.
2. The Council authorizes adopting a resolution approving Council Policy 000-2 Meeting and Travel Expense Reimbursement.
3. Council Policy 000-2 is hereby approved as attached to this Resolution, which by this reference are incorporated as set forth in its entirety.
4. This Resolution shall become effective immediately following passage and adoption thereof.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE
this 20th day of July 2022, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

BILL PEAKE, Mayor

ATTEST:

SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

BRIAN A. PIERIK, City Attorney

City of Pacific Grove, California

City Council Policy

Policy Governing	Policy No.	Effective Date	Page
Meeting and Travel Expense Reimbursement	000-2	January 2, 1986	1 of 3

BACKGROUND:

In the performance of City business, certain travel and attendance at meetings is required for the City Council, members of City boards, commissions, and committees, and City employees.

PURPOSE:

The purpose of this policy is to:

This policy applies to all City of Pacific Grove Employees, Council Members and Committee/Commission Members (“Travelers”) and is intended to establish uniform procedures by which Travelers will report and be reimbursed for expenses incurred in connection with authorized travel on behalf of the City.

This policy allows for economical and efficient travel in order to derive the greatest benefit from the travel at the most effective cost. It does not allow Travelers to benefit financially as a result of the travel. Travelers are responsible for exercising good judgement in requesting, arranging and fulfilling a travel request to mitigate costs to the City.

POLICY:

1. Travel will be authorized when necessary and in the best interest of the City.
2. Department Directors are responsible for making the determination that the travel is necessary and that the benefit for which the travel is requested cannot be achieved through other means that could eliminate the necessity for travel, while still accomplishing the benefit to the City.
3. Official meetings and travel expenses are authorized for reimbursement, to the extent of funds appropriated in the annual budget, to council members, members of City boards, commissions and committees, and City employees for the following activities:
 - a. Attendance at conferences and meetings sponsored by organizations in which the City holds membership or affiliation.
 - b. Attendance at training sessions, professional workshops, and seminars as required for maintaining proficiency or meeting standards established by the City or required by other authority (i.e., POST).
 - c. Attendance at professional meetings related to City business and designed to provide information needed for the successful conduct of City operations.

- d. City business related travel as determined by the Council, the City Manager or a Department Manager.
 - e. City sponsored meetings at which registration or meal fees are charged.
 - f. Community activities or special events at which City representation is desirable as determined by the City Council or as authorized in the annual budget appropriation.
4. The City will pay for the cost incurred by Travelers, subject to review. Additional costs associated with companions are the responsibility of Travelers.
5. In consideration of numerous expenses incidental to serving as a Mayor or Council Member, the City Council shall receive a monthly salary as authorized by the City Charter and City ordinances. This salary is intended to reimburse to the extent possible Council Member incurred expenses for telephone and meeting expenses from travel and meetings in the Monterey County area. No further reimbursement for these expenses shall be made by the City without specific Council authorization. Council member may claim mile reimbursement for all travel on City business.
6. For travel and meetings outside of Monterey County, Council Members may be reimbursed for expenses as authorized by the City Council. Whenever, possible, Council policy is that lump sum payments based on a reasonable estimate of expenses as determined by the City Manager be made. The lump sum may be expended by the Council Member as appropriate for the travel or meeting without further submission of expense claims. Spouses are encouraged to attend as appropriate, but no differential in travel allowance will be given.
7. All travel and meeting expenses will be included in the annual budget and approved by the City Council. All necessary travel and meetings not included in the budget will require prior Council approval. Once the budget is approved, travel and meetings included therein, will be considered as approved and no further Council action is necessary. Appropriations and controls will be made on a departmental basis.
8. During the fiscal year, reimbursement for travel and meetings is authorized only when there is an existing unobligated balance in the appropriate account(s).
9. When a Council Member, member of a board, commission, or committee, or City staff represents the City on a JPA or other board for which a stipend or allowance is paid, there shall be no City reimbursement for expenses. Stipends received by City employees in these situations will be paid to the City.
10. A City employee who is required to travel for City business or training is eligible to claim for meals as follows:
 - a. If business travel requires an overnight stay away from home, employees are eligible to receive a \$51.00 per diem.
 - b. Total travel time (work time, plus the lunch period, plus round-trip travel time) must equal or exceed 12 hours.
 - c. For the first and last calendar day of travel, the per diem is calculated at 75%, or, \$38.25.
 - d. No receipts are required.
 - e. Snacks are a personal expense and are not reimbursable

- f. Claiming for alcoholic beverages is prohibited.
 - g. An employee may not claim a per diem allowance or reimbursement for any meal which is provided, or otherwise available, with lodging or the function being attended.
11. Lodging expenses will be reimbursed or paid on the basis of standard, non deluxe accommodation for the attendee only. Other charges, such as additional guests, room service, and personal telephone calls or television are not reimbursable unless such charges are standard inclusions in the one person rate.
 12. Transportation costs for air, train, or bus will be reimbursed or paid based upon the lowest fare available. City vehicles should be used whenever possible for transportation. City gasoline credit cards should be used for refueling city vehicles. The use of private vehicles is discouraged. Reimbursement for private automobile use will be at the rate currently accepted by the Internal Revenue Service for purposes of income tax deductions, not to exceed the lowest round trip air fare cost. When car pooling of private vehicles occurs, the vehicle owner only is to be reimbursed.
 13. Registration and other fees and charges for the meeting or training will be reimbursed or paid at cost.
 14. Incidental expenses such as parking tolls transportation between meeting sites, business telephone calls and other business expenses will be reimbursed at cost.
 15. The use of rental vehicles will be authorized and reimbursed only when other alternative transportation is not available at destination.

PROCEDURE

1. All requests for travel and meetings should be submitted in the annual budget request. After review, the City Manager will recommend travel and meeting expenditures for the fiscal year.
2. Following Council approval of the annual budget, travel and meetings may be taken as authorized.
3. Claims for travel reimbursements will be submitted using a Request for Travel Reimbursement form and approved by the department head (or their designee) and sent to the Finance Director for approval and payment.
4. All Request for Travel Reimbursement forms must be filled out correctly or it will be returned to the employee for corrections which may delay the payment.
5. All claims must be turned in to the Finance Department within 15 days of the Travelers return.
6. Claims should include:
 - a. Name and address of traveler
 - b. Name of conference, training, seminar (etc.) and location of travel
 - c. Dates of travel
 - d. GL account number to which expenses are to be charged
 - e. Expense identification such as registration, mileage, airfare, etc. and the amount of each expense.

7. Receipts for all expenses must be attached to the Request for Travel Reimbursement form. If receipts are missing a Lost Receipt form must be submitted with an explanation of the expense.

Format Revision Only: May 5, 2018

Adopted: January 2, 1986
Resolution No. 5681

Amended: March 15, 1989
Resolution No. 5971

Amended: February 7, 1990
Resolution No. 6056

Amended: November 4, 1998
Resolution No. 08-56

Amended: September 7, 2016
Resolution No. 16-048



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Tori Hannah, Administrative Services Director/Assistant City Manager
MEETING DATE: July 20, 2022
SUBJECT: Check Register Report – June 2022
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive the report.

DISCUSSION

The check register is a detailed account of monthly expenditures. It provides budgetary insight and promotes transparency. It is an excellent counterpart to the City's monthly Core Revenue Report; and is a practice followed by many other local jurisdictions.

The check register is produced from the City’s financial system. The report groups the checks by the respective city fund and vendor. The check register includes the check number, the check issue date, the name of the vendor, and a description of the purchase and the amount of the check.

Attached is the check register report for June 2022.

The monthly total is provided on the last page of the report.

OPTIONS

N/A – This is an informational report only.

FINANCIAL IMPACT:

There is no fiscal impact. This is informational only.

GOAL ALIGNMENT: Financial Stability: Develop a strategic plan to better address current and future City expenditure and revenue needs.

Attachments

Check Register_June 2022

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 1
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	100426 V	08/18/21	9448	KAREN MITCHELL	01	214	DAMAGE DEP. REFUND	0.00	-185.00
101	102573 V	04/29/22	9609	FRANCESCO GRILLO	01	214	DEPOSIT REFUND	0.00	-510.00
101	102874 V	05/27/22	9528	PACIFIC CHESS ACADE	421	5208	CONTRACT INSTRUCTOR	0.00	-1,568.00
101	102893	06/01/22	9448	KAREN MITCHELL	01	214	REFUND DAMAGE DEPOI	0.00	185.00
101	102893 V	06/01/22	9448	KAREN MITCHELL	01	214	REFUND DAMAGE DEPOI	0.00	-185.00
TOTAL CHECK								0.00	0.00
101	102894	06/01/22	2952	AFLAC	01	202	DED:5291 AFLAC P/T	0.00	69.24
101	102894	06/01/22	2952	AFLAC	01	202	DED:5200 AFLAC PREM	0.00	678.09
101	102894	06/01/22	2952	AFLAC	01	202	DED:5201 AFLAC P/T	0.00	1,742.06
TOTAL CHECK								0.00	2,489.39
101	102895	06/01/22	2935	CALIF LAW ENFORCMEN	01	202	DED:3200 LTD PD	0.00	514.50
101	102896	06/01/22	1	CALPERS HEALTH	01	202	DED:531 HEALTH	0.00	350.62
101	102896	06/01/22	1	CALPERS HEALTH	01	202	DED:109 HEALTH	0.00	507.91
101	102896	06/01/22	1	CALPERS HEALTH	01	202	DED:115 HEALTH	0.00	701.23
101	102896	06/01/22	1	CALPERS HEALTH	01	202	DED:2074 HEALTH	0.00	911.50
101	102896	06/01/22	1	CALPERS HEALTH	01	202	DED:118 HEALTH	0.00	911.60
101	102896	06/01/22	1	CALPERS HEALTH	01	202	DED:120 HEALTH	0.00	1,015.82
101	102896	06/01/22	1	CALPERS HEALTH	01	202	DED:1 HEALTH	0.00	1,057.01
101	102896	06/01/22	1	CALPERS HEALTH	01	202	DED:2225 HEALTH INS	0.00	1,057.01
101	102896	06/01/22	1	CALPERS HEALTH	01	202	DED:0563 HEALTH FAM	0.00	1,114.18
101	102896	06/01/22	1	CALPERS HEALTH	01	202	DED:2072 HEALTH	0.00	1,725.00
101	102896	06/01/22	1	CALPERS HEALTH	01	202	DED:110 HEALTH	0.00	2,031.62
101	102896	06/01/22	1	CALPERS HEALTH	01	202	DED:2071 HEALTH	0.00	2,397.00
101	102896	06/01/22	1	CALPERS HEALTH	01	202	DED:103 HEALTH	0.00	2,454.34
101	102896	06/01/22	1	CALPERS HEALTH	01	202	DED:106 HEALTH	0.00	2,642.55
101	102896	06/01/22	1	CALPERS HEALTH	01	202	DED:105 HEALTH	0.00	2,734.80
101	102896	06/01/22	1	CALPERS HEALTH	01	202	DED:102 HEALTH	0.00	2,748.24
101	102896	06/01/22	1	CALPERS HEALTH	01	202	DED:533 HEALTH	0.00	3,646.40
101	102896	06/01/22	1	CALPERS HEALTH	01	202	DED:104 HEALTH	0.00	4,207.38
101	102896	06/01/22	1	CALPERS HEALTH	01	202	DED:2073 HEALTH FAM	0.00	4,438.00
101	102896	06/01/22	1	CALPERS HEALTH	01	202	DED:100 HEALTH	0.00	6,342.12
TOTAL CHECK								0.00	42,994.33
101	102897	06/01/22	3134	CITY OF PACIFIC GRO	01	202	DED:3300 AFLAC DEP	0.00	348.00
101	102897	06/01/22	3134	CITY OF PACIFIC GRO	01	202	DED:3301 AFLAC MED	0.00	2,453.02
TOTAL CHECK								0.00	2,801.02
101	102898	06/01/22	3393	EFT	01	202	DED:*FM MEDICARE	0.00	9,748.78
101	102898	06/01/22	3393	EFT	01	202	DED:*SCA STATE TAX	0.00	14,160.94
101	102898	06/01/22	3393	EFT	01	202	DED:*FT FEDERAL TX	0.00	37,408.69
TOTAL CHECK								0.00	61,318.41
101	102899	06/01/22	9589	FOREMAN FINANCIAL,	01	202	DED:7506 WAGE ORDER	0.00	555.29
101	102900	06/01/22	3404	FRANCHISE TAX BOARD	01	202	DED:7502 WAGE GARN	0.00	1,518.89

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 2
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	102901	06/01/22	2946	PACIFIC GROVE CITY	01	202	DED:7000 ASSOC DUES	0.00	760.00
101	102902	06/01/22	2938	MASS MUTUAL (457 PL	01	202	DED:3999 ROTH IRA	0.00	915.00
101	102902	06/01/22	2938	MASS MUTUAL (457 PL	01	202	DED:4000 DEF COMP	0.00	12,221.57
TOTAL CHECK									13,136.57
101	102903	06/01/22	2936	MTRY COUNTY DEPT OF	01	202	DED:0023 GARNISH	0.00	236.30
101	102904	06/01/22	2949	PACIFIC GROVE MANAG	01	202	DED:7203 ASSOC DUES	0.00	20.00
101	102905	06/01/22	2051	CITY OF PACIFIC GRO	01	202	DED:1006 WORK COMP	0.00	23.09
101	102905	06/01/22	2051	CITY OF PACIFIC GRO	01	202	DED:1009 WORK COMP	0.00	68.19
101	102905	06/01/22	2051	CITY OF PACIFIC GRO	01	202	DED:1005 WORK COMP	0.00	1,230.68
101	102905	06/01/22	2051	CITY OF PACIFIC GRO	01	202	DED:1010 WORK COMP	0.00	2,786.02
101	102905	06/01/22	2051	CITY OF PACIFIC GRO	01	202	DED:1003 WORK COMP	0.00	5,761.40
TOTAL CHECK									9,869.38
101	102906	06/01/22	2052	CITY OF PACIFIC GRO	01	202	DED:7510 PERS REIMB	0.00	44.13
101	102907	06/01/22	2053	CITY OF PACIFIC GRO	01	202	DED:2101 DENTAL	0.00	75.80
101	102907	06/01/22	2053	CITY OF PACIFIC GRO	01	202	DED:201 DENTAL	0.00	187.95
101	102907	06/01/22	2053	CITY OF PACIFIC GRO	01	202	DED:202 DENTAL	0.00	189.64
101	102907	06/01/22	2053	CITY OF PACIFIC GRO	01	202	DED:2102 DENTAL	0.00	263.13
101	102907	06/01/22	2053	CITY OF PACIFIC GRO	01	202	DED:200 DENTAL	0.00	568.50
101	102907	06/01/22	2053	CITY OF PACIFIC GRO	01	202	DED:2103 DENTAL FAM	0.00	616.33
TOTAL CHECK									1,901.35
101	102908	06/01/22	2054	CITY OF PACIFIC GRO	01	202	DED:0005 SUTA	0.00	122.07
101	102909	06/01/22	2943	POLICE OFFICERS ASS	01	202	DED:7204 ASSOC DUES	0.00	7.00
101	102909	06/01/22	2943	POLICE OFFICERS ASS	01	202	DED:7205 ASSOC DUES	0.00	884.42
TOTAL CHECK									891.42
101	102910	06/01/22	2940	LEGAL SHIELD	01	202	DED:6100 LEGAL SVC	0.00	14.95
101	102911	06/01/22	7956	STATE DISABILITY TA	01	202	DED:0026 SDI	0.00	3,758.59
101	102912	06/01/22	8211	STANDARD INSURANCE	01	202	DED:3500 LIFE INS	0.00	1,323.00
101	102913	06/01/22	8352	TRANSAMERICA EMPLOY	01	202	DED:5202 TRANSAMERI	0.00	627.08
101	102914	06/01/22	4177	UNION BANK OF CALIF	01	202	DED:4005 PARS-457	0.00	802.65
101	102915	06/01/22	632	VISION SERVICE PLAN	01	202	DED:2502 VISION	0.00	41.88
101	102915	06/01/22	632	VISION SERVICE PLAN	01	202	DED:302 VISION	0.00	60.00
101	102915	06/01/22	632	VISION SERVICE PLAN	01	202	DED:301 VISION	0.00	90.00
101	102915	06/01/22	632	VISION SERVICE PLAN	01	202	DED:300 VISION	0.00	195.44
101	102915	06/01/22	632	VISION SERVICE PLAN	01	202	DED:2503 VISION FAM	0.00	270.01
TOTAL CHECK									657.33
101	102916	06/01/22	2133	PERS	513	5145	MAY 22 UAL	0.00	250.00
101	102916	06/01/22	2133	PERS	101	5145	MAY 22 UAL	0.00	416.68

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 3
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 01 - GENERAL FUND

CASH	ACCT	CHECK	NO	ISSUE	DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101		102916		06/01/22	2133		PERS	133	5145	MAY 22 UAL	0.00	2,333.33
101		102916		06/01/22	2133		PERS	502	5145	MAY 22 UAL	0.00	2,583.33
101		102916		06/01/22	2133		PERS	501	5145	MAY 22 UAL	0.00	3,166.67
101		102916		06/01/22	2133		PERS	421	5145	MAY 22 UAL	0.00	4,833.33
101		102916		06/01/22	2133		PERS	121	5145	MAY 22 UAL	0.00	8,916.67
101		102916		06/01/22	2133		PERS	503	5145	MAY 22 UAL	0.00	9,083.33
101		102916		06/01/22	2133		PERS	131	5145	MAY 22 UAL	0.00	10,250.00
101		102916		06/01/22	2133		PERS	401	5145	MAY 22 UAL	0.00	10,333.33
101		102916		06/01/22	2133		PERS	201	5145	MAY 22 UAL	0.00	12,333.33
101		102916		06/01/22	2133		PERS	505	5145	MAY 22 UAL	0.00	16,583.33
101		102916		06/01/22	2133		PERS	351	5145	MAY 22 UAL	0.00	88,862.58
101		102916		06/01/22	2133		PERS	301	5145	MAY 22 UAL	0.00	105,500.00
TOTAL CHECK											0.00	275,445.91
101		102917		06/01/22	2024		PACIFIC GAS & ELECT	421	5222	300 16TH ST.	0.00	143.91
101		102917		06/01/22	2024		PACIFIC GAS & ELECT	501	5222	FOREST 40 FT E/O LH	0.00	146.98
101		102917		06/01/22	2024		PACIFIC GAS & ELECT	201	5222	CEDD - 9.5%	0.00	173.45
101		102917		06/01/22	2024		PACIFIC GAS & ELECT	121	5222	CITY MANAGER - 9.5%	0.00	173.45
101		102917		06/01/22	2024		PACIFIC GAS & ELECT	411	5222	FOREST & CENTRAL DR	0.00	179.97
101		102917		06/01/22	2024		PACIFIC GAS & ELECT	421	5222	17 MI DR BALLPARK	0.00	210.82
101		102917		06/01/22	2024		PACIFIC GAS & ELECT	421	5222	117 COMMUNITY CTR	0.00	229.46
101		102917		06/01/22	2024		PACIFIC GAS & ELECT	351	5222	FIRE DEPT	0.00	245.62
101		102917		06/01/22	2024		PACIFIC GAS & ELECT	503	5222	PARKING LOT LIGHT	0.00	14.78
101		102917		06/01/22	2024		PACIFIC GAS & ELECT	131	5222	101 CITY HALL/FIN -	0.00	15.12
101		102917		06/01/22	2024		PACIFIC GAS & ELECT	201	5222	101 CITY HALL/CEDD	0.00	15.12
101		102917		06/01/22	2024		PACIFIC GAS & ELECT	501	5222	CORP YARD DM & 5TH	0.00	15.57
101		102917		06/01/22	2024		PACIFIC GAS & ELECT	503	5222	LOVERS POINT	0.00	17.67
101		102917		06/01/22	2024		PACIFIC GAS & ELECT	503	5222	PLATT PK SPRNKL	0.00	18.25
101		102917		06/01/22	2024		PACIFIC GAS & ELECT	421	5222	GRAND AV & PK PL	0.00	19.47
101		102917		06/01/22	2024		PACIFIC GAS & ELECT	501	5222	1307 FORST PINE SIG	0.00	22.53
101		102917		06/01/22	2024		PACIFIC GAS & ELECT	501	5222	1307 FORST SINEX SI	0.00	23.07
101		102917		06/01/22	2024		PACIFIC GAS & ELECT	421	5222	PIEDMONT & MORELAND	0.00	23.08
101		102917		06/01/22	2024		PACIFIC GAS & ELECT	421	5222	620 OCEAN VIEW POOL	0.00	30.07
101		102917		06/01/22	2024		PACIFIC GAS & ELECT	421	5222	BEACH BOAT STORAGE	0.00	30.26
101		102917		06/01/22	2024		PACIFIC GAS & ELECT	503	5222	PHONE BOOTH-BERWICK	0.00	34.01
101		102917		06/01/22	2024		PACIFIC GAS & ELECT	501	5222	CORP YARD SUNSET DR	0.00	40.63
101		102917		06/01/22	2024		PACIFIC GAS & ELECT	501	5222	1307 FORST PINE SIG	0.00	44.27
101		102917		06/01/22	2024		PACIFIC GAS & ELECT	501	5222	1307 FORST SINEX SI	0.00	44.97
101		102917		06/01/22	2024		PACIFIC GAS & ELECT	101	5222	CITY COUNCIL - 3%	0.00	54.78
101		102917		06/01/22	2024		PACIFIC GAS & ELECT	421	5222	RECREATION - 3%	0.00	54.78
101		102917		06/01/22	2024		PACIFIC GAS & ELECT	421	5222	162 16TH STREET	0.00	63.43
101		102917		06/01/22	2024		PACIFIC GAS & ELECT	421	5222	CONCESSION STAND	0.00	51.03
101		102917		06/01/22	2024		PACIFIC GAS & ELECT	421	5222	17TH ST & LAUREL	0.00	71.48
101		102917		06/01/22	2024		PACIFIC GAS & ELECT	421	5222	117 COMMUNITY CTR	0.00	106.98
101		102917		06/01/22	2024		PACIFIC GAS & ELECT	421	5222	CHAUTAUQUA HALL	0.00	112.57
101		102917		06/01/22	2024		PACIFIC GAS & ELECT	421	5222	CHAUTAUQUA HALL	0.00	126.93
101		102917		06/01/22	2024		PACIFIC GAS & ELECT	131	5222	FINANCE - 7%	0.00	127.81
101		102917		06/01/22	2024		PACIFIC GAS & ELECT	421	5222	17 MILE DRIVE	0.00	139.36
101		102917		06/01/22	2024		PACIFIC GAS & ELECT	411	5222	165 FOREST AVE	0.00	276.01
101		102917		06/01/22	2024		PACIFIC GAS & ELECT	501	5222	FOREST 40 FT E/O LH	0.00	279.34
101		102917		06/01/22	2024		PACIFIC GAS & ELECT	421	5222	17TH ST & LAUREL	0.00	309.17
101		102917		06/01/22	2024		PACIFIC GAS & ELECT	131	5222	300 FOREST AVE	0.00	347.59

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 4
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	401	5222	PUBLIC LIBRARY	0.00	355.88
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	351	5222	FIRE DEPARTMENT - 2	0.00	438.21
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	401	5222	550 CENTRAL AVE	0.00	523.48
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	301	5222	POLICE DEPT	0.00	571.68
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	301	5222	POLICE DEPARTMENT -	0.00	785.12
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	421	5222	117 COMMUNITY CTR	0.00	786.76
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	401	5222	PUBLIC LIBRARY	0.00	1,017.07
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	421	5802	14TH&JUNIPERO-LOAN	0.00	294.94
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	503	5802	SUNSET SR. - LOAN	0.00	338.81
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	301	5802	580 PINE AVE - LOAN	0.00	1,046.81
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	301	5222	580 PINE AVE	0.00	1,387.69
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	503	5222	LOVERS POINT	0.00	4.13
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	421	5222	17 MI DR BALLPARK	0.00	8.65
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	421	5222	CALEDONIA PK LIGHTS	0.00	9.54
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	421	5222	OCEANVIEW & 17TH	0.00	11.21
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	421	5222	FOREST CENTRL SPR	0.00	12.34
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	421	5222	117 RECREATION ROOM	0.00	13.23
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	503	5222	BERWICK PARK AT	0.00	13.24
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	421	5222	168 16TH ST	0.00	13.39
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	421	5222	CALEDONIA ST	0.00	0.01
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	421	5222	FOREST CENTRL SPR	0.00	1.52
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	421	5222	168 16TH ST	0.00	1.88
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	421	5222	117 RECREATION ROOM	0.00	2.01
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	503	5222	PLATT PK SPRNKLR	0.00	4.69
TOTAL CHECK								0.00	11,676.08
101	102919	06/02/22	9448	KAREN MITCHELL	01	214	REFUND COVID19 IMPA	0.00	517.00
101	102920	06/03/22	9609	FRANCESCO GRILLO	01	214	DAMAGE DEPOSIT REFU	0.00	510.00
101	102922	06/10/22	6788	JONES AND MAYER	301	5205	LEGAL FEES	0.00	23.20
101	102923	06/10/22	8890	4LEAF	505	5201	FY21/22 TRAFFIC ENG	0.00	450.00
101	102924	06/10/22	9632	ABBIE FERRERA	01	4462	REFUND FOR CLASS	0.00	106.91
101	102925	06/10/22	5621	ACCENT CLEAN & SWEE	504	5201	FY21/22 STREET SWEE	0.00	13,266.00
101	102926	06/10/22	79	ALOHA POOL & SPA	421	5309	SERVICE CALL	0.00	1,393.69
101	102926	06/10/22	79	ALOHA POOL & SPA	421	5309	SWIMMING POOL REPAI	0.00	720.00
TOTAL CHECK								0.00	2,113.69
101	102927	06/10/22	4965	ALVAREZ TECHNOLOGY	133	5201	AFTER HOURS, WEEKEN	0.00	450.00
101	102928	06/10/22	8330	AMAZON CAPITAL SERV	501	5309	VOLUNTEER PROGRAM	0.00	115.23
101	102928	06/10/22	8330	AMAZON CAPITAL SERV	502	5322	MECH STOCK TOOLS	0.00	29.95
101	102928	06/10/22	8330	AMAZON CAPITAL SERV	505	5226		0.00	46.75
101	102928	06/10/22	8330	AMAZON CAPITAL SERV	501	5301		0.00	52.99
101	102928	06/10/22	8330	AMAZON CAPITAL SERV	501	5291	CREDIT-VOLUNT PROGM	0.00	-108.70
TOTAL CHECK								0.00	136.22
101	102929	06/10/22	9629	AMIN AFSHARZADEH	01	214	REFUND	0.00	189.00

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 5
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	102930	06/10/22	9430	ARAMARK UNIFORM & C	301	5201	LINEN SERVICE	0.00	104.60
101	102930	06/10/22	9430	ARAMARK UNIFORM & C	301	5201	LINEN SERVICE	0.00	104.60
101	102930	06/10/22	9430	ARAMARK UNIFORM & C	301	5201	LINEN SERVICE	0.00	104.60
TOTAL CHECK								0.00	313.80
101	102931	06/10/22	5363	AT&T CALNET 3	133	5206	CITY HALL	0.00	22.43
101	102932	06/10/22	4934	BARTEL ASSOCIATES,	131	5202	GASB 75 ACTUARIAL V	0.00	3,972.00
101	102933	06/10/22	5303	VERIZON BUSINESS	301	5206	VERIZON PORT ACCESS	0.00	575.87
101	102935	06/10/22	9631	CASSANDRA ATKINSON	01	214	REFUND	0.00	189.00
101	102938	06/10/22	5198	CODE PUBLISHING, IN	121	5201	MUNI CODE UPDATED	0.00	203.25
101	102939	06/10/22	6309	COLANTUONO, HIGHSMI	111	5205	LEGAL SERVICES PG&E	0.00	86.19
101	102940	06/10/22	5171	COMCAST	133	5206	INTERNET - PW	0.00	228.62
101	102940	06/10/22	5171	COMCAST	133	5206	INTERNET - PD	0.00	151.16
TOTAL CHECK								0.00	379.78
101	102941	06/10/22	9628	COUNTY OF SAN MATEO	301	5215	RED DOT INSTRUCTOR	0.00	1,200.00
101	102943	06/10/22	9573	D & M TRAFFIC SERVI	505	5331		0.00	2,062.63
101	102943	06/10/22	9573	D & M TRAFFIC SERVI	505	5331		0.00	4,760.64
TOTAL CHECK								0.00	6,823.27
101	102944	06/10/22	9625	DEPARTMENT OF HUMAN	131	5215	TRAININGS	0.00	875.00
101	102945	06/10/22	904	ENGINEERED FIRE SYS	351	5201	PLAN REVIEW APR 202	0.00	1,250.00
101	102946	06/10/22	9574	MONTEREY HOMESCAPES	503	5223		0.00	2,425.00
101	102946	06/10/22	9574	MONTEREY HOMESCAPES	503	5223		0.00	2,425.00
TOTAL CHECK								0.00	4,850.00
101	102947	06/10/22	7127	GACHINA LANDSCAPE M	503	5201	FY21/22 MOWING SERV	0.00	1,399.00
101	102948	06/10/22	7884	GARDAWORLD	131	5202	JUNE 2022	0.00	86.97
101	102950	06/10/22	8450	GREEN FIELDS FALCON	201	5202	ANNUAL GULL ABATEME	0.00	15,525.00
101	102952	06/10/22	1199	HAYWARD LUMBER COMP	503	5223	B&G	0.00	114.63
101	102952	06/10/22	1199	HAYWARD LUMBER COMP	503	5223	B&G	0.00	19.00
101	102952	06/10/22	1199	HAYWARD LUMBER COMP	505	5309	STREETS VEHICLE	0.00	71.75
TOTAL CHECK								0.00	205.38
101	102953	06/10/22	8975	HEIHACHIRO TAKARABE	421	5208	CONTRACT INSTRUCTOR	0.00	63.00
101	102954	06/10/22	8066	HINDERLITER, DE LLA	131	5201	SALES TAX, BUSINESS	0.00	300.00
101	102955	06/10/22	9630	HOPE PEDERSEN	01	214	REFUND	0.00	189.00

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 6
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 01 - GENERAL FUND

CASH	ACCT	CHECK	NO	ISSUE	DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101		102957		06/10/22	7433		IPS GROUP, INC	301	5213	IPS METER BANK FEES	0.00	1,506.08
101		102958		06/10/22	1135		JANE GROSCOST	01	214	REFUND	0.00	189.00
101		102959		06/10/22	9633		JENNIFER LITTLE	01	4462	REFUND FOR CLASS	0.00	135.00
101		102961		06/10/22	8527		JOYCE HALABI	501	5291	RIBBON CUTTING REFR	0.00	556.47
101		102962		06/10/22	4367		KELLY MOORE PAINT C	505	5291		0.00	121.76
101		102963		06/10/22	1487		LC ACTION POLICE SU	301	5275	HOLSTER/SUE	0.00	116.57
101		102965		06/10/22	8738		LIFTOFF LLC	133	5229	OFFICE 365 LICENSIN	0.00	27,090.00
101		102966		06/10/22	8918		LUCIE CAMPOS	01	4401	REFUND	0.00	191.00
101		102967		06/10/22	8647		MAIN STREET SIGNS	503	5223		0.00	137.63
101		102970		06/10/22	1693		MISSION LINEN SUPPL	351	5291	LINEN SERVICES FY 2	0.00	74.33
101		102970		06/10/22	1693		MISSION LINEN SUPPL	351	5291	LINEN SERVICES FY 2	0.00	74.33
101		102970		06/10/22	1693		MISSION LINEN SUPPL	351	5291	LINEN SERVICES FY 2	0.00	74.33
101		102970		06/10/22	1693		MISSION LINEN SUPPL	351	5291	LINEN SERVICES FY 2	0.00	74.33
101		102970		06/10/22	1693		MISSION LINEN SUPPL	351	5291	LINEN SERVICES FY 2	0.00	81.35
TOTAL CHECK											0.00	378.67
101		102973		06/10/22	1694		MISSION UNIFORM SER	505	5309	LINEN AND UNIFORM C	0.00	13.76
101		102973		06/10/22	1694		MISSION UNIFORM SER	351	5291	LINEN AND UNIFORM C	0.00	12.60
101		102973		06/10/22	1694		MISSION UNIFORM SER	351	5291	LINEN AND UNIFORM C	0.00	12.60
101		102973		06/10/22	1694		MISSION UNIFORM SER	421	5201	LINEN AND UNIFORM C	0.00	13.34
101		102973		06/10/22	1694		MISSION UNIFORM SER	421	5201	LINEN AND UNIFORM C	0.00	13.34
101		102973		06/10/22	1694		MISSION UNIFORM SER	502	5309	LINEN AND UNIFORM C	0.00	12.89
101		102973		06/10/22	1694		MISSION UNIFORM SER	503	5309	LINEN AND UNIFORM C	0.00	12.89
101		102973		06/10/22	1694		MISSION UNIFORM SER	505	5309	LINEN AND UNIFORM C	0.00	12.89
101		102973		06/10/22	1694		MISSION UNIFORM SER	502	5309	LINEN AND UNIFORM C	0.00	13.76
101		102973		06/10/22	1694		MISSION UNIFORM SER	502	5309	LINEN AND UNIFORM C	0.00	76.80
101		102973		06/10/22	1694		MISSION UNIFORM SER	503	5309	LINEN AND UNIFORM C	0.00	76.80
101		102973		06/10/22	1694		MISSION UNIFORM SER	505	5309	LINEN AND UNIFORM C	0.00	76.80
101		102973		06/10/22	1694		MISSION UNIFORM SER	502	5309	LINEN AND UNIFORM C	0.00	76.80
101		102973		06/10/22	1694		MISSION UNIFORM SER	503	5309	LINEN AND UNIFORM C	0.00	76.80
101		102973		06/10/22	1694		MISSION UNIFORM SER	505	5309	LINEN AND UNIFORM C	0.00	76.80
101		102973		06/10/22	1694		MISSION UNIFORM SER	502	5309	LINEN AND UNIFORM C	0.00	76.80
101		102973		06/10/22	1694		MISSION UNIFORM SER	503	5309	LINEN AND UNIFORM C	0.00	76.80
101		102973		06/10/22	1694		MISSION UNIFORM SER	505	5309	LINEN AND UNIFORM C	0.00	76.80
101		102973		06/10/22	1694		MISSION UNIFORM SER	502	5309	LINEN AND UNIFORM C	0.00	77.24
101		102973		06/10/22	1694		MISSION UNIFORM SER	503	5309	LINEN AND UNIFORM C	0.00	77.24
101		102973		06/10/22	1694		MISSION UNIFORM SER	505	5309	LINEN AND UNIFORM C	0.00	77.24
101		102973		06/10/22	1694		MISSION UNIFORM SER	502	5309	LINEN AND UNIFORM C	0.00	77.24
101		102973		06/10/22	1694		MISSION UNIFORM SER	503	5309	LINEN AND UNIFORM C	0.00	77.24
101		102973		06/10/22	1694		MISSION UNIFORM SER	505	5309	LINEN AND UNIFORM C	0.00	77.24
101		102973		06/10/22	1694		MISSION UNIFORM SER	421	5201	LINEN AND UNIFORM C	0.00	72.88
101		102973		06/10/22	1694		MISSION UNIFORM SER	421	5201	LINEN AND UNIFORM C	0.00	72.88

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 7
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 01 - GENERAL FUND

CASH	ACCT	CHECK	NO	ISSUE	DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101		102973		06/10/22	1694		MISSION UNIFORM SER 505	5309		LINEN AND UNIFORM C	0.00	13.76
101		102973		06/10/22	1694		MISSION UNIFORM SER 502	5309		LINEN AND UNIFORM C	0.00	13.76
101		102973		06/10/22	1694		MISSION UNIFORM SER 505	5309		LINEN AND UNIFORM C	0.00	13.76
101		102973		06/10/22	1694		MISSION UNIFORM SER 502	5309		LINEN AND UNIFORM C	0.00	13.76
101		102973		06/10/22	1694		MISSION UNIFORM SER 505	5309		LINEN AND UNIFORM C	0.00	13.76
101		102973		06/10/22	1694		MISSION UNIFORM SER 502	5309		LINEN AND UNIFORM C	0.00	13.76
101		102973		06/10/22	1694		MISSION UNIFORM SER 503	5309		LINEN AND UNIFORM C	0.00	13.77
101		102973		06/10/22	1694		MISSION UNIFORM SER 503	5309		LINEN AND UNIFORM C	0.00	13.77
101		102973		06/10/22	1694		MISSION UNIFORM SER 503	5309		LINEN AND UNIFORM C	0.00	13.77
101		102973		06/10/22	1694		MISSION UNIFORM SER 502	5309		LINEN AND UNIFORM C	0.00	16.00
101		102973		06/10/22	1694		MISSION UNIFORM SER 503	5309		LINEN AND UNIFORM C	0.00	16.00
101		102973		06/10/22	1694		MISSION UNIFORM SER 505	5309		LINEN AND UNIFORM C	0.00	16.00
TOTAL CHECK											0.00	1,604.11
101		102974		06/10/22	8963		MONTEREY BAY PARENT 421	5221		SUMMER AD APRIL	0.00	740.00
101		102974		06/10/22	8963		MONTEREY BAY PARENT 421	5221		SUMMER AD MARCH	0.00	740.00
101		102974		06/10/22	8963		MONTEREY BAY PARENT 421	5221		SUMMER AD MAY	0.00	740.00
TOTAL CHECK											0.00	2,220.00
101		102975		06/10/22	1750		MONTEREY COUNTY ELE 101	5201		SPRING ELECTION	0.00	124,484.32
101		102976		06/10/22	3807		MONTEREY COUNTY WEE 201	5221		SECOND READ	0.00	108.81
101		102976		06/10/22	3807		MONTEREY COUNTY WEE 101	5215		2ND READ DOGS IN PA	0.00	108.81
TOTAL CHECK											0.00	217.62
101		102978		06/10/22	1802		CITY OF MONTEREY 351	5201		ANNUAL FIRE SERVICE	0.00	226,572.93
101		102978		06/10/22	1802		CITY OF MONTEREY 351	5227		UNIT 6414	0.00	1,338.23
TOTAL CHECK											0.00	227,911.16
101		102979		06/10/22	4299		NOLAND, HAMERLY, ET 131	5201		ASSISTANCE WITH DEV	0.00	4,617.25
101		102980		06/10/22	1958		OFFICE DEPOT, INC. 131	5301		OFFICE SUPPLIES	0.00	165.26
101		102980		06/10/22	1958		OFFICE DEPOT, INC. 401	5306		LIB SUPPLIES	0.00	93.19
101		102980		06/10/22	1958		OFFICE DEPOT, INC. 131	5301		OFFICE SUPPLIES	0.00	12.53
101		102980		06/10/22	1958		OFFICE DEPOT, INC. 201	5301		OFFICE SUPPLIES	0.00	47.78
101		102980		06/10/22	1958		OFFICE DEPOT, INC. 131	5301		OFFICE SUPPLIES	0.00	71.84
101		102980		06/10/22	1958		OFFICE DEPOT, INC. 131	5301		OFFICE SUPPLIES	0.00	5.24
TOTAL CHECK											0.00	395.84
101		102981		06/10/22	9576		O'REILLY AUTO ENTER 503	5227		UNIT 51	0.00	165.17
101		102981		06/10/22	9576		O'REILLY AUTO ENTER 505	5226		BOBCAT STREETS #160	0.00	39.07
TOTAL CHECK											0.00	204.24
101		102983		06/10/22	2024		PACIFIC GAS & ELECT 421	5222		REC	0.00	293.56
101		102983		06/10/22	2024		PACIFIC GAS & ELECT 501	5222		PW	0.00	787.09
101		102983		06/10/22	2024		PACIFIC GAS & ELECT 505	5222		GOLF STREETS	0.00	30.40
101		102983		06/10/22	2024		PACIFIC GAS & ELECT 505	5222		GOLF STREETS	0.00	36.44
TOTAL CHECK											0.00	1,147.49
101		102986		06/10/22	2034		PACIFIC GROVE HARDW 503	5223		B&G	0.00	316.03
101		102986		06/10/22	2034		PACIFIC GROVE HARDW 503	5223		B&G	0.00	23.00

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 8
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 01 - GENERAL FUND

CASH	ACCT	CHECK	NO	ISSUE	DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	301	5223	PD	0.00	23.94
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	503	5223	B&G	0.00	24.10
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	503	5223	B&G	0.00	26.98
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	503	5223	B&G	0.00	32.37
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	301	5223	PD	0.00	32.81
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	503	5223	B&G	0.00	41.04
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	505	5309	STREETS	0.00	22.60
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	505	5309	STREETS	0.00	25.00
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	505	5309	STREETS	0.00	26.06
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	503	5223	B&G	0.00	19.12
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	503	5223	B&G	0.00	19.56
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	503	5223	B&G	0.00	21.71
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	503	5227	B&G VEHICLE	0.00	17.39
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	503	5223	B&G	0.00	16.94
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	505	5309	STREETS	0.00	43.48
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	505	5309	STREETS	0.00	69.03
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	503	5223	B&G	0.00	46.74
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	503	5223	B&G	0.00	48.93
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	401	5223	LIBRARY	0.00	59.49
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	503	5223	B&G	0.00	78.23
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	301	5223	PD	0.00	82.61
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	503	5227	B&G VEHICLE	0.00	81.55
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	503	5223	DISCOUNT - CREDIT	0.00	-101.50
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	503	5223	B&G	0.00	1.20
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	503	5223	B&G	0.00	3.89
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	401	5223	LIBRARY	0.00	5.13
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	503	5223	B&G	0.00	6.07
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	503	5223	B&G	0.00	6.51
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	401	5223	LIBRARY	0.00	7.11
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	301	5223	PD	0.00	7.17
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	401	5223	LIBRARY	0.00	7.60
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	301	5223	PD	0.00	7.80
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	503	5223	B&G	0.00	8.25
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	503	5223	B&G	0.00	9.87
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	421	5309	POOL	0.00	9.10
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	502	5309	MECH	0.00	9.78
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	505	5309	STREETS	0.00	19.97
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	301	5223	PD	0.00	9.98
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	503	5223	B&G	0.00	10.86
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	503	5223	B&G	0.00	13.01
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	301	5223	PD	0.00	13.04
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	503	5223	B&G	0.00	13.04
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	503	5223	B&G	0.00	14.13
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	503	5223	B&G	0.00	15.20
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	503	5223	B&G	0.00	16.28
101		102986		06/10/22	2034		PACIFIC GROVE HARDW	503	5223	B&G	0.00	16.28
TOTAL CHECK											0.00	1,328.48
101		102987		06/10/22	2118		PENINSULA WELDING &	421	5361	HELIUM TANK	0.00	377.46
101		102988		06/10/22	2139		P.F. PETTIBONE & CO	101	5301	MINUTE BOOK + PAPER	0.00	240.95

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 9
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	102989	06/10/22	8429	PURE JANITORIAL LLC	411	5201	FY21/22 JANITORIAL	0.00	2,385.00
101	102990	06/10/22	4468	RENTAL DEPOT MONTER	503	5223		0.00	526.10
101	102991	06/10/22	8402	ROGER MILLER	01	214	REFUND	0.00	510.00
101	102992	06/10/22	2371	SAFETY-KLEEN SYSTEM	503	5223		0.00	329.75
101	102993	06/10/22	6743	HANA GARDENS SEASID	503	5223		0.00	1,249.78
101	102994	06/10/22	7891	SIR SPEEDY	401	5306	BUS CARDS	0.00	68.82
101	102995	06/10/22	7441	SLAKEY BROTHERS INC	503	5223		0.00	200.92
101	102996	06/10/22	6038	SPEAK WRITE BILLING	301	5201	TRANSCRIPTION SERVI	0.00	207.00
101	102996	06/10/22	6038	SPEAK WRITE BILLING	301	5201	TRANSCRIPTION SERVI	0.00	236.56
101	102996	06/10/22	6038	SPEAK WRITE BILLING	301	5201	TRANSCRIPTION SERVI	0.00	189.63
TOTAL CHECK								0.00	633.19
101	102997	06/10/22	2567	STAPLES CREDIT PLAN	301	5301	OFFICE SUPPLIES	0.00	10.64
101	102997	06/10/22	2567	STAPLES CREDIT PLAN	301	5301	OFFICE SUPPLIES	0.00	25.48
101	102997	06/10/22	2567	STAPLES CREDIT PLAN	301	5301	OFFICE SUPPLIES	0.00	30.35
101	102997	06/10/22	2567	STAPLES CREDIT PLAN	301	5301	OFFICE SUPPLIES	0.00	48.38
101	102997	06/10/22	2567	STAPLES CREDIT PLAN	301	5301	OFFICE SUPPLIES	0.00	54.09
101	102997	06/10/22	2567	STAPLES CREDIT PLAN	301	5301	OFFICE SUPPLIES	0.00	77.20
101	102997	06/10/22	2567	STAPLES CREDIT PLAN	301	5301	OFFICE SUPPLIES	0.00	107.50
101	102997	06/10/22	2567	STAPLES CREDIT PLAN	301	5301	OFFICE SUPPLIES	0.00	217.25
101	102997	06/10/22	2567	STAPLES CREDIT PLAN	301	5301	OFFICE SUPPLIES	0.00	228.30
101	102997	06/10/22	2567	STAPLES CREDIT PLAN	301	5301	OFFICE SUPPLIES	0.00	350.43
TOTAL CHECK								0.00	1,149.62
101	102998	06/10/22	1758	THE MONTEREY COUNTY	505	5291	LEGAL AD - STREET S	0.00	157.68
101	102999	06/10/22	7263	TOM'S SITE SERVICES	503	5223		0.00	4,205.74
101	103000	06/10/22	2680	TOPE'S TREE SERVICE	513	5201	FY21/22 TREE MAINT.	0.00	54,260.00
101	103003	06/10/22	7867	UPS	301	5211	UPS PICK-UP	0.00	7.00
101	103004	06/10/22	2786	VERIZON WIRELESS	301	5206	VERIZON WIRELESS MO	0.00	505.32
101	103004	06/10/22	2786	VERIZON WIRELESS	501	5212	PW	0.00	545.65
101	103004	06/10/22	2786	VERIZON WIRELESS	421	5212	REC	0.00	105.44
101	103004	06/10/22	2786	VERIZON WIRELESS	201	5212	CDD	0.00	110.40
101	103004	06/10/22	2786	VERIZON WIRELESS	501	5212	PW	0.00	134.30
101	103004	06/10/22	2786	VERIZON WIRELESS	301	5212	PD	0.00	136.39
101	103004	06/10/22	2786	VERIZON WIRELESS	201	5212	CDD	0.00	26.04
101	103004	06/10/22	2786	VERIZON WIRELESS	121	5212	CM	0.00	31.04
101	103004	06/10/22	2786	VERIZON WIRELESS	133	5212	IT	0.00	38.01
101	103004	06/10/22	2786	VERIZON WIRELESS	133	5212	ADMIN	0.00	51.32
101	103004	06/10/22	2786	VERIZON WIRELESS	351	5212	FIRE	0.00	62.21
101	103004	06/10/22	2786	VERIZON WIRELESS	401	5212	LIB	0.00	76.02
TOTAL CHECK								0.00	1,822.14

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 10
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	103005	06/10/22	9305	WATSONVILLE FORD	505	5227	UNIT 16	0.00	236.93
101	103005	06/10/22	9305	WATSONVILLE FORD	503	5227	UNIT 51	0.00	58.25
101	103005	06/10/22	9305	WATSONVILLE FORD	505	5227	CREDIT	0.00	-17.48
TOTAL CHECK								0.00	277.70
101	103007	06/10/22	6216	ALBERT WEISFUSS	513	5201	FY21/22 ARBORIST SE	0.00	3,300.00
101	103008	06/10/22	8136	WELLS FARGO VENDOR	501	5225	KONICA LEASE FY 21/	0.00	147.32
101	103008	06/10/22	8136	WELLS FARGO VENDOR	401	5225	KONICA LEASE FY 21/	0.00	164.75
101	103008	06/10/22	8136	WELLS FARGO VENDOR	301	5225	KONICA LEASE FY 21/	0.00	173.65
101	103008	06/10/22	8136	WELLS FARGO VENDOR	131	5225	KONICA LEASE FY 21/	0.00	173.65
101	103008	06/10/22	8136	WELLS FARGO VENDOR	121	5225	KONICA LEASE FY 21/	0.00	174.70
101	103008	06/10/22	8136	WELLS FARGO VENDOR	201	5225	KONICA LEASE FY 21/	0.00	205.51
TOTAL CHECK								0.00	1,039.58
101	103009	06/10/22	8989	WEX BANK	301	5311	FUEL	0.00	48.82
101	103013	06/10/22	4943	US BANK	421	5361	CLARK CC MAY 2022	0.00	1,431.01
101	103013	06/10/22	4943	US BANK	133	5212	KHASIMI CC MAY 2022	0.00	321.66
101	103013	06/10/22	4943	US BANK	301	5275	SANTOS CC MAY 2022	0.00	695.27
101	103013	06/10/22	4943	US BANK	301	5275	FRANCIS CC MAY 2022	0.00	873.85
101	103013	06/10/22	4943	US BANK	401	5306	GODWIN CC MAY 2022	0.00	338.09
101	103013	06/10/22	4943	US BANK	133	5307	KHASIMI CC MAY 2022	0.00	2,771.85
101	103013	06/10/22	4943	US BANK	101	5202	LINDSTROM CC MAY 20	0.00	495.00
101	103013	06/10/22	4943	US BANK	133	5207	KHASIMI CC MAY 2022	0.00	1,166.54
101	103013	06/10/22	4943	US BANK	121	5215	HARVEY CC MAY 2022	0.00	234.31
101	103013	06/10/22	4943	US BANK	121	5215	LINDSTROM CC MAY 20	0.00	698.75
101	103013	06/10/22	4943	US BANK	301	5215	MADALONE CC MAY 202	0.00	1,173.21
101	103013	06/10/22	4943	US BANK	301	5215	FRANCIS CC MAY 2022	0.00	1,632.88
101	103013	06/10/22	4943	US BANK	121	5216	LIVIAN CC MAY 2022	0.00	1,383.95
101	103013	06/10/22	4943	US BANK	121	5221	LIVIAN CC MAY 2022	0.00	295.00
101	103013	06/10/22	4943	US BANK	133	5224	KHASIMI CC MAY 2022	0.00	697.19
101	103013	06/10/22	4943	US BANK	121	5236	GHO CC MAY 2022	0.00	728.30
101	103013	06/10/22	4943	US BANK	131	5261	HANNAH CC MAY 2022	0.00	255.00
101	103013	06/10/22	4943	US BANK	501	5261	GHO CC MAY 2022	0.00	715.82
101	103013	06/10/22	4943	US BANK	101	5291	LINDSTROM CC MAY 20	0.00	232.03
101	103013	06/10/22	4943	US BANK	301	5291	PD TRAVEL CC MAY 20	0.00	237.23
101	103013	06/10/22	4943	US BANK	301	5291	FRANCIS CC MAY 2022	0.00	413.66
101	103013	06/10/22	4943	US BANK	301	5301	PD TRAVEL CC MAY 20	0.00	576.35
101	103013	06/10/22	4943	US BANK	301	5215	PD TRAVEL CC MAY 20	0.00	4,152.21
101	103013	06/10/22	4943	US BANK	121	5217	HANNAH CC MAY 2022	0.00	85.66
101	103013	06/10/22	4943	US BANK	301	5227	GHO CC MAY 2022	0.00	158.51
101	103013	06/10/22	4943	US BANK	131	5291	HANNAH CC MAY 2022	0.00	50.00
101	103013	06/10/22	4943	US BANK	101	5291	HARVEY CC MAY 2022	0.00	190.05
101	103013	06/10/22	4943	US BANK	121	5261	HARVEY CC MAY 2022	0.00	69.99
101	103013	06/10/22	4943	US BANK	133	5229	KHASIMI CC MAY 2022	0.00	14.99
101	103013	06/10/22	4943	US BANK	401	5201	GODWIN CC MAY 2022	0.00	200.00
101	103013	06/10/22	4943	US BANK	401	5211	WEIRICK CC MAY 2022	0.00	3.19
101	103013	06/10/22	4943	US BANK	131	5211	FRATI CC MAY 2022	0.00	16.05
101	103013	06/10/22	4943	US BANK	201	5211	WYATT CC MAY 2022	0.00	23.20
101	103013	06/10/22	4943	US BANK	121	5215	KANDELL CC MAY 2022	0.00	-573.44

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 11
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	103013	06/10/22	4943	US BANK	131	5215	HANNAH CC MAY 2022	0.00	30.57
101	103013	06/10/22	4943	US BANK	501	5215	GHO CC MAY 2022	0.00	164.11
101	103013	06/10/22	4943	US BANK	201	5215	WYATT CC MAY 2022	0.00	180.00
101	103013	06/10/22	4943	US BANK	501	5309	GHO CC MAY 2022	0.00	26.26
101	103013	06/10/22	4943	US BANK	301	5301	FRANCIS CC MAY 2022	0.00	223.46
101	103013	06/10/22	4943	US BANK	121	5303	LINDSTROM CC MAY 20	0.00	14.78
TOTAL CHECK								0.00	22,396.54
101	103014	06/17/22	2952	AFLAC	01	202	DED:5291 AFLAC P/T	0.00	69.24
101	103014	06/17/22	2952	AFLAC	01	202	DED:5200 AFLAC PREM	0.00	678.09
101	103014	06/17/22	2952	AFLAC	01	202	DED:5201 AFLAC P/T	0.00	1,742.06
TOTAL CHECK								0.00	2,489.39
101	103015	06/17/22	1	CALPERS HEALTH	01	202	DED:531 HEALTH	0.00	350.62
101	103015	06/17/22	1	CALPERS HEALTH	01	202	DED:109 HEALTH	0.00	507.91
101	103015	06/17/22	1	CALPERS HEALTH	01	202	DED:115 HEALTH	0.00	701.23
101	103015	06/17/22	1	CALPERS HEALTH	01	202	DED:2074 HEALTH	0.00	911.50
101	103015	06/17/22	1	CALPERS HEALTH	01	202	DED:118 HEALTH	0.00	911.60
101	103015	06/17/22	1	CALPERS HEALTH	01	202	DED:120 HEALTH	0.00	1,015.82
101	103015	06/17/22	1	CALPERS HEALTH	01	202	DED:1 HEALTH	0.00	1,057.01
101	103015	06/17/22	1	CALPERS HEALTH	01	202	DED:2225 HEALTH INS	0.00	1,057.01
101	103015	06/17/22	1	CALPERS HEALTH	01	202	DED:0563 HEALTH FAM	0.00	1,114.18
101	103015	06/17/22	1	CALPERS HEALTH	01	202	DED:2072 HEALTH	0.00	1,725.00
101	103015	06/17/22	1	CALPERS HEALTH	01	202	DED:110 HEALTH	0.00	2,031.62
101	103015	06/17/22	1	CALPERS HEALTH	01	202	DED:2071 HEALTH	0.00	2,397.00
101	103015	06/17/22	1	CALPERS HEALTH	01	202	DED:103 HEALTH	0.00	2,454.34
101	103015	06/17/22	1	CALPERS HEALTH	01	202	DED:106 HEALTH	0.00	2,642.55
101	103015	06/17/22	1	CALPERS HEALTH	01	202	DED:105 HEALTH	0.00	2,734.80
101	103015	06/17/22	1	CALPERS HEALTH	01	202	DED:102 HEALTH	0.00	2,748.24
101	103015	06/17/22	1	CALPERS HEALTH	01	202	DED:533 HEALTH	0.00	3,646.40
101	103015	06/17/22	1	CALPERS HEALTH	01	202	DED:104 HEALTH	0.00	4,207.38
101	103015	06/17/22	1	CALPERS HEALTH	01	202	DED:2073 HEALTH FAM	0.00	4,438.00
101	103015	06/17/22	1	CALPERS HEALTH	01	202	DED:100 HEALTH	0.00	6,342.12
101	103015	06/17/22	1	CALPERS HEALTH	01	202	DED:103 HEALTH	0.00	467.92
101	103015	06/17/22	1	CALPERS HEALTH	01	202	DED:100 HEALTH	0.00	-467.92
TOTAL CHECK								0.00	42,994.33
101	103016	06/17/22	3134	CITY OF PACIFIC GRO	01	202	DED:3300 AFLAC DEP	0.00	348.00
101	103016	06/17/22	3134	CITY OF PACIFIC GRO	01	202	DED:3301 AFLAC MED	0.00	2,453.02
TOTAL CHECK								0.00	2,801.02
101	103017	06/17/22	3393	EFT	01	202	DED:*FM MEDICARE	0.00	10,143.92
101	103017	06/17/22	3393	EFT	01	202	DED:*SCA STATE TAX	0.00	14,614.33
101	103017	06/17/22	3393	EFT	01	202	DED:*FT FEDERAL TX	0.00	38,921.97
101	103017	06/17/22	3393	EFT	01	202	DED:*FM MEDICARE	0.00	70.60
101	103017	06/17/22	3393	EFT	01	202	DED:*SCA STATE TAX	0.00	96.81
101	103017	06/17/22	3393	EFT	01	202	DED:*FT FEDERAL TX	0.00	318.16
101	103017	06/17/22	3393	EFT	01	202	DED:*FT FEDERAL TX	0.00	-318.16
101	103017	06/17/22	3393	EFT	01	202	DED:*SCA STATE TAX	0.00	-96.81
101	103017	06/17/22	3393	EFT	01	202	DED:*FM MEDICARE	0.00	-70.60
TOTAL CHECK								0.00	63,680.22

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 12
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	103018	06/17/22	9589	FOREMAN FINANCIAL,	01	202	DED:7506 WAGE ORDER	0.00	555.29
101	103019	06/17/22	3404	FRANCHISE TAX BOARD	01	202	DED:7502 WAGE GARN	0.00	1,518.89
101	103020	06/17/22	2946	PACIFIC GROVE CITY	01	202	DED:7000 ASSOC DUES	0.00	760.00
101	103021	06/17/22	2938	MASS MUTUAL (457 PL	01	202	DED:3999 ROTH IRA	0.00	915.00
101	103021	06/17/22	2938	MASS MUTUAL (457 PL	01	202	DED:4000 DEF COMP	0.00	12,221.57
TOTAL CHECK								0.00	13,136.57
101	103022	06/17/22	2936	MTRY COUNTY DEPT OF	01	202	DED:0023 GARNISH	0.00	236.30
101	103023	06/17/22	2949	PACIFIC GROVE MANAG	01	202	DED:7203 ASSOC DUES	0.00	20.00
101	103024	06/17/22	2051	CITY OF PACIFIC GRO	01	202	DED:1006 WORK COMP	0.00	21.54
101	103024	06/17/22	2051	CITY OF PACIFIC GRO	01	202	DED:1009 WORK COMP	0.00	135.63
101	103024	06/17/22	2051	CITY OF PACIFIC GRO	01	202	DED:1005 WORK COMP	0.00	1,175.56
101	103024	06/17/22	2051	CITY OF PACIFIC GRO	01	202	DED:1010 WORK COMP	0.00	2,829.97
101	103024	06/17/22	2051	CITY OF PACIFIC GRO	01	202	DED:1003 WORK COMP	0.00	6,189.29
101	103024	06/17/22	2051	CITY OF PACIFIC GRO	01	202	DED:1009 WORK COMP	0.00	20.20
101	103024	06/17/22	2051	CITY OF PACIFIC GRO	01	202	DED:1009 WORK COMP	0.00	-20.20
TOTAL CHECK								0.00	10,351.99
101	103025	06/17/22	2052	CITY OF PACIFIC GRO	01	202	DED:7510 PERS REIMB	0.00	44.13
101	103026	06/17/22	2053	CITY OF PACIFIC GRO	01	202	DED:2101 DENTAL	0.00	75.80
101	103026	06/17/22	2053	CITY OF PACIFIC GRO	01	202	DED:201 DENTAL	0.00	187.95
101	103026	06/17/22	2053	CITY OF PACIFIC GRO	01	202	DED:202 DENTAL	0.00	189.64
101	103026	06/17/22	2053	CITY OF PACIFIC GRO	01	202	DED:2102 DENTAL	0.00	263.13
101	103026	06/17/22	2053	CITY OF PACIFIC GRO	01	202	DED:200 DENTAL	0.00	568.50
101	103026	06/17/22	2053	CITY OF PACIFIC GRO	01	202	DED:2103 DENTAL FAM	0.00	616.33
101	103026	06/17/22	2053	CITY OF PACIFIC GRO	01	202	DED:200 DENTAL	0.00	18.95
101	103026	06/17/22	2053	CITY OF PACIFIC GRO	01	202	DED:200 DENTAL	0.00	-18.95
TOTAL CHECK								0.00	1,901.35
101	103027	06/17/22	2054	CITY OF PACIFIC GRO	01	202	DED:0005 SUTA	0.00	126.89
101	103027	06/17/22	2054	CITY OF PACIFIC GRO	01	202	DED:0028 SUTA	0.00	0.87
101	103027	06/17/22	2054	CITY OF PACIFIC GRO	01	202	DED:0005 SUTA	0.00	-0.87
TOTAL CHECK								0.00	126.89
101	103028	06/17/22	2943	POLICE OFFICERS ASS	01	202	DED:7205 ASSOC DUES	0.00	884.42
101	103029	06/17/22	7956	STATE DISABILITY TA	01	202	DED:0026 SDI	0.00	3,924.45
101	103029	06/17/22	7956	STATE DISABILITY TA	01	202	DED:0029 SDI	0.00	24.34
101	103029	06/17/22	7956	STATE DISABILITY TA	01	202	DED:0026 SDI	0.00	-24.34
TOTAL CHECK								0.00	3,924.45
101	103030	06/17/22	8352	TRANSAMERICA EMPLOY	01	202	DED:5202 TRANSAMERI	0.00	627.08
101	103031	06/17/22	4177	UNION BANK OF CALIF	01	202	DED:4005 PARS-457	0.00	1,427.65
101	103032	06/17/22	632	VISION SERVICE PLAN	01	202	DED:2502 VISION	0.00	41.88

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 13
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	103032	06/17/22	632	VISION SERVICE PLAN	01	202	DED:302 VISION	0.00	60.00
101	103032	06/17/22	632	VISION SERVICE PLAN	01	202	DED:301 VISION	0.00	90.00
101	103032	06/17/22	632	VISION SERVICE PLAN	01	202	DED:300 VISION	0.00	195.44
101	103032	06/17/22	632	VISION SERVICE PLAN	01	202	DED:2503 VISION FAM	0.00	270.01
101	103032	06/17/22	632	VISION SERVICE PLAN	01	202	DED:300 VISION	0.00	6.98
101	103032	06/17/22	632	VISION SERVICE PLAN	01	202	DED:300 VISION	0.00	-6.98
TOTAL CHECK								0.00	657.33
101	103033	06/20/22	2133	PERS	01	202	PPE 5/28/2022	0.00	52,811.32
101	103034	06/20/22	1798	MONTEREY ONE WATER	501	5222	05/01/2022-06/30/20	0.00	180.12
101	103034	06/20/22	1798	MONTEREY ONE WATER	411	5222	05/01/2022-06/30/20	0.00	180.12
101	103034	06/20/22	1798	MONTEREY ONE WATER	421	5222	05/01/2022-06/30/20	0.00	540.36
101	103034	06/20/22	1798	MONTEREY ONE WATER	131	5222	05/01/2022-06/30/20	0.00	630.42
101	103034	06/20/22	1798	MONTEREY ONE WATER	503	5222	05/01/2022-06/30/20	0.00	3,019.40
101	103034	06/20/22	1798	MONTEREY ONE WATER	401	5222	05/01/2022-06/30/20	0.00	90.06
TOTAL CHECK								0.00	4,640.48
101	103035	06/24/22	8890	4LEAF	201	5201	BUILDING DEPARTMENT	0.00	53,984.30
101	103035	06/24/22	8890	4LEAF	201	5202	BUILDING DEPARTMENT	0.00	6,000.00
101	103035	06/24/22	8890	4LEAF	201	5202	BUILDING DEPARTMENT	0.00	6,800.00
101	103035	06/24/22	8890	4LEAF	201	5202	BUILDING DEPARTMENT	0.00	14,868.76
TOTAL CHECK								0.00	81,653.06
101	103036	06/24/22	7555	ADT SECURITY SERVIC	421	5201	REC DEPT	0.00	239.34
101	103036	06/24/22	7555	ADT SECURITY SERVIC	131	5201	FIN DEPT	0.00	283.71
TOTAL CHECK								0.00	523.05
101	103037	06/24/22	3970	ALHAMBRA & SIERRA S	351	5291	WATER SERVICE	0.00	174.87
101	103038	06/24/22	9614	ALLISON STEGGE	01	4462	REFUND	0.00	135.00
101	103039	06/24/22	4965	ALVAREZ TECHNOLOGY	133	5201	AFTER HOURS, WEEKEN	0.00	1,669.50
101	103040	06/24/22	8330	AMAZON CAPITAL SERV	201	5306	OFFICE EQUIPMENT	0.00	31.51
101	103041	06/24/22	106	AMERICAN SUPPLY COM	503	5305		0.00	77.81
101	103041	06/24/22	106	AMERICAN SUPPLY COM	503	5305		0.00	82.98
101	103041	06/24/22	106	AMERICAN SUPPLY COM	503	5305		0.00	111.20
101	103041	06/24/22	106	AMERICAN SUPPLY COM	421	5309		0.00	744.94
101	103041	06/24/22	106	AMERICAN SUPPLY COM	503	5305		0.00	769.95
101	103041	06/24/22	106	AMERICAN SUPPLY COM	503	5305		0.00	1,007.90
101	103041	06/24/22	106	AMERICAN SUPPLY COM	503	5305		0.00	1,035.46
TOTAL CHECK								0.00	3,830.24
101	103042	06/24/22	125	APA - AMERICAN PLAN	201	5261	APA MEMBERSHIP FEE	0.00	869.00
101	103043	06/24/22	9430	ARAMARK UNIFORM & C	301	5201	LINEN SERVICE	0.00	105.60
101	103044	06/24/22	6154	AT&T	351	5212	SEWER ALARM	0.00	33.97
101	103044	06/24/22	6154	AT&T	133	5212	ADMIN ALARM	0.00	33.97
101	103044	06/24/22	6154	AT&T	421	5212	REC	0.00	33.97

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 14
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
TOTAL CHECK								0.00	101.91
101	103045	06/24/22	5363	AT&T CALNET 3	133	5212	ADMIN	0.00	22.99
101	103045	06/24/22	5363	AT&T CALNET 3	133	5206	INTERNET LIBRARY	0.00	176.12
101	103045	06/24/22	5363	AT&T CALNET 3	133	5206	PHONES	0.00	1,891.53
TOTAL CHECK								0.00	2,090.64
101	103046	06/24/22	8476	AT&T MOBILITY	301	5206	AT&T FIRSTNET CELLP	0.00	1,630.40
101	103047	06/24/22	213	BAKER & TAYLOR COMP	401	5301	LABELS AND SUPPLIES	0.00	182.10
101	103048	06/24/22	7680	BAVCO	503	5309	BACKFLOW	0.00	616.79
101	103051	06/24/22	5131	BEST BEST & KRIEGER	111	5205	ON CALL DEVELOPMENT	0.00	1,145.50
101	103051	06/24/22	5131	BEST BEST & KRIEGER	201	5202	ASSIST & REVIEW HOU	0.00	1,722.50
TOTAL CHECK								0.00	2,868.00
101	103052	06/24/22	4061	GREG PATTERSON	503	5223		0.00	107.12
101	103053	06/24/22	402	CA DEPT OF JUSTICE	301	5201	DOJ LIVESCANS	0.00	113.00
101	103054	06/24/22	9640	CALIFORNIA SELTZER	201	5471	FACADE IMP PROGRAM	0.00	5,000.00
101	103055	06/24/22	3501	CALTRONICS BUSINESS	301	5225	PD	0.00	142.87
101	103055	06/24/22	3501	CALTRONICS BUSINESS	401	5225	LIB	0.00	55.65
101	103055	06/24/22	3501	CALTRONICS BUSINESS	501	5225	PW	0.00	64.48
101	103055	06/24/22	3501	CALTRONICS BUSINESS	131	5225	FIN	0.00	314.10
101	103055	06/24/22	3501	CALTRONICS BUSINESS	201	5225	CDD	0.00	431.45
101	103055	06/24/22	3501	CALTRONICS BUSINESS	501	5225	PW	0.00	584.21
TOTAL CHECK								0.00	1,592.76
101	103057	06/24/22	2993	CENTRALSQUARE TECHN	131	5201	CONSULTING, PROJ MG	0.00	1,440.00
101	103057	06/24/22	2993	CENTRALSQUARE TECHN	131	5201	EFINANCE SOFTWARE &	0.00	4,092.31
TOTAL CHECK								0.00	5,532.31
101	103058	06/24/22	8748	CIVICPLUS	133	5239	ANNUAL FEE	0.00	8,556.50
101	103059	06/24/22	6309	COLANTUONO, HIGHSMI	111	5205	LEGAL SERVICES PG&E	0.00	117.33
101	103060	06/24/22	5171	COMCAST	133	5206	INTERNET- CH	0.00	163.16
101	103060	06/24/22	5171	COMCAST	133	5206	TV SERVICE CH	0.00	14.04
101	103060	06/24/22	5171	COMCAST	133	5206	INTERNET - PW	0.00	106.16
TOTAL CHECK								0.00	283.36
101	103061	06/24/22	3132	COPY KING	513	5309	ARBOR DAY BROCHURES	0.00	29.50
101	103064	06/24/22	779	DEMCO	401	5306	LIB SUPPLIES	0.00	173.01
101	103065	06/24/22	819	DOCTORS ON DUTY MED	503	5309	DMV PHYSICAL	0.00	150.00
101	103066	06/24/22	846	DROUGHT RESISTANT N	503	5223		0.00	54.57
101	103066	06/24/22	846	DROUGHT RESISTANT N	503	5223		0.00	204.06

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 15
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
TOTAL CHECK								0.00	258.63
101	103067	06/24/22	7424	EDGES ELECTRICAL GR	505	5291		0.00	247.25
101	103069	06/24/22	9637	ELIAS MILLER	01	4401	REFUND	0.00	2,617.65
101	103070	06/24/22	904	ENGINEERED FIRE SYS	351	5201	PLAN REVIEW MAY 202	0.00	1,125.00
101	103073	06/24/22	592	FOREST HILL ACE HAR	503	5223		0.00	3.58
101	103074	06/24/22	9588	GENUINE PARTS COMPA	503	5227	FINANCE CHARGE	0.00	2.63
101	103075	06/24/22	9643	HALEY HURSTFIELD-ME	421	5361	REIMB-SUPPLIES	0.00	68.19
101	103076	06/24/22	9647	HANNAH BELL	01	4401	AOC PERMIT	0.00	1,410.80
101	103077	06/24/22	9645	HEATHER VICKERS	01	4462	REFUND	0.00	63.00
101	103078	06/24/22	9644	HILLARY MUELLER	01	214	REFUND	0.00	189.00
101	103079	06/24/22	8066	HINDERLITER, DE LLA	131	5201	Q4/2021	0.00	1,071.48
101	103080	06/24/22	4321	HOME DEPOT CREDIT S	503	5223		0.00	8.39
101	103081	06/24/22	8391	HOMETEK	503	5223	MEMORIAL BENCH	0.00	165.00
101	103082	06/24/22	8993	ROBERT A. MULLANE	225	5209	ATC PLANNING SERVIC	0.00	5,950.00
101	103083	06/24/22	3551	INTERNATIONAL CODE	201	5291	CURRENT CODE BOOKS	0.00	294.10
101	103084	06/24/22	3551	INTERNATIONAL CODE	201	5291	CURRENT CODE BOOKS	0.00	1,969.40
101	103085	06/24/22	9250	INTERNATIONAL CUISI	201	5471	FACADE IMP PROGRAM	0.00	5,000.00
101	103086	06/24/22	9639	J+J STORAGE LLC	201	5471	FACADE IMP PROGRAM	0.00	5,000.00
101	103087	06/24/22	9642	JANETTE MOODY	01	214	REFUND	0.00	189.00
101	103088	06/24/22	8689	JENINNI KITCHEN + W	201	5471	FACADE IMP PROGRAM	0.00	3,102.50
101	103089	06/24/22	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	50.77
101	103090	06/24/22	7862	KIMLEY HORN	225	5209	CEQA/EIR FOR ATC/CO	0.00	9,242.85
101	103091	06/24/22	9641	KRISTINE GARCIA	01	214	REFUND	0.00	189.00
101	103092	06/24/22	1467	LANGUAGE LINE SERVI	301	5201	TRANSLATION SERVICE	0.00	108.78
101	103094	06/24/22	3443	MONTEREY BAY PEST C	503	5223		0.00	180.00
101	103094	06/24/22	3443	MONTEREY BAY PEST C	503	5223		0.00	490.00
TOTAL CHECK								0.00	670.00

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 16
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	103095	06/24/22	3807	MONTEREY COUNTY WEE	101	5221	DOGS IN PARKS	0.00	108.81
101	103095	06/24/22	3807	MONTEREY COUNTY WEE	131	5221	BUDGET 2ND READ	0.00	108.81
101	103095	06/24/22	3807	MONTEREY COUNTY WEE	301	5221	2ND READ EV CHARGIN	0.00	108.81
101	103095	06/24/22	3807	MONTEREY COUNTY WEE	121	5221	2ND READ ADMIN FEES	0.00	108.81
101	103095	06/24/22	3807	MONTEREY COUNTY WEE	201	5221	OUTDOOR DINING	0.00	108.81
TOTAL CHECK								0.00	544.05
101	103096	06/24/22	1775	MONTEREY FIRE EXTIN	301	5224	FIRE EXTINGUISHER S	0.00	547.88
101	103097	06/24/22	1801	MONTEREY TIRE SERVI	503	5227	UNIT 51	0.00	599.13
101	103099	06/24/22	6431	QUADIENT FINANCE US	131	5291	POSTAGE	0.00	489.66
101	103100	06/24/22	1958	OFFICE DEPOT, INC.	201	5301	OFFICE SUPPLIES	0.00	127.04
101	103100	06/24/22	1958	OFFICE DEPOT, INC.	131	5301	OFFICE SUPPLIES	0.00	136.36
101	103100	06/24/22	1958	OFFICE DEPOT, INC.	131	5301	OFFICE SUPPLIES	0.00	18.23
101	103100	06/24/22	1958	OFFICE DEPOT, INC.	201	5301	OFFICE SUPPLIES	0.00	20.54
101	103100	06/24/22	1958	OFFICE DEPOT, INC.	131	5301	OFFICE SUPPLIES	0.00	36.45
101	103100	06/24/22	1958	OFFICE DEPOT, INC.	131	5301	OFFICE SUPPLIES	0.00	60.88
101	103100	06/24/22	1958	OFFICE DEPOT, INC.	101	5301	COPY PAPER	0.00	67.87
101	103100	06/24/22	1958	OFFICE DEPOT, INC.	121	5301	COPY PAPER	0.00	67.87
101	103100	06/24/22	1958	OFFICE DEPOT, INC.	201	5301	OFFICE SUPPLIES	0.00	74.54
101	103100	06/24/22	1958	OFFICE DEPOT, INC.	131	5301	OFFICE SUPPLIES	0.00	76.65
101	103100	06/24/22	1958	OFFICE DEPOT, INC.	201	5301	OFFICE SUPPLIES	0.00	101.24
TOTAL CHECK								0.00	787.67
101	103101	06/24/22	9576	O'REILLY AUTO ENTER	502	5309	MECH STOCK	0.00	22.83
101	103102	06/24/22	2024	PACIFIC GAS & ELECT	411	5802	MUSEUM	0.00	270.67
101	103103	06/24/22	2062	PACIFIC WEST WATER	131	5301	OFFICE SUPPLIES	0.00	42.85
101	103103	06/24/22	2062	PACIFIC WEST WATER	201	5301	OFFICE SUPPLIES	0.00	42.85
TOTAL CHECK								0.00	85.70
101	103105	06/24/22	8285	PAUL NAGAMINE	301	5215	RED DOT INSTRUCTOR	0.00	140.25
101	103106	06/24/22	5963	PEOPLE INFORMATION	133	5201	MAINTAIN & UPDATE G	0.00	5,645.00
101	103108	06/24/22	7621	READY REFRESH	301	5291	WATER SERVICE	0.00	186.98
101	103109	06/24/22	3828	SAME DAY SHRED	301	5291	SHREDDING SERVICE	0.00	45.00
101	103110	06/24/22	7891	SIR SPEEDY	131	5303	CODE 6/20/22 WORK	0.00	69.08
101	103111	06/24/22	7441	SLAKEY BROTHERS INC	503	5223	CLUBHOUSE	0.00	200.10
101	103112	06/24/22	9646	STATE BOARD OF EQUA	01	4413	STATE BOE MAPPING F	0.00	350.00
101	103113	06/24/22	1768	STURDY OIL COMPANY	301	5311	PD	0.00	5,301.54
101	103113	06/24/22	1768	STURDY OIL COMPANY	01	111		0.00	4,653.74
101	103113	06/24/22	1768	STURDY OIL COMPANY	351	5311	PD	0.00	54.17
101	103113	06/24/22	1768	STURDY OIL COMPANY	505	5311	STRT	0.00	820.58

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 17
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	103113	06/24/22	1768	STURDY OIL COMPANY	503	5311	B&G	0.00	1,641.15
TOTAL CHECK									0.00 12,471.18
101	103114	06/24/22	2606	SUMMIT UNIFORMS	301	5275	NEW HIRE UNIFORMS	0.00	2,255.31
101	103115	06/24/22	1758	THE MONTEREY COUNTY	201	5221	PH- 829 OCEAN VIEW	0.00	427.42
101	103116	06/24/22	1965	TIM O'HALLORAN	01	4401	REFUND	0.00	284.00
101	103116	06/24/22	1965	TIM O'HALLORAN	01	4402	REFUND	0.00	894.00
TOTAL CHECK									0.00 1,178.00
101	103117	06/24/22	4650	TORO PETROLEUM CORP	351	5311	FIRE DEPT 600 PINE	0.00	2,077.33
101	103117	06/24/22	4650	TORO PETROLEUM CORP	351	5311	FIRE DEPT	0.00	2,342.43
TOTAL CHECK									0.00 4,419.76
101	103118	06/24/22	8379	TRANSUNION RISK AND	301	5201	4170441/TLO	0.00	150.00
101	103119	06/24/22	2707	TRUCKSIS ENTERPRISE	503	5223	FLAG	0.00	149.95
101	103121	06/24/22	2800	ROXANE VIRAY	301	5123	JUNE 2022	0.00	150.00
101	103122	06/24/22	6216	ALBERT WEISFUSS	513	5201	FY21/22 ARBORIST SE	0.00	4,100.00
101	103123	06/24/22	8136	WELLS FARGO VENDOR	501	5225	KONICA LEASE FY 21/	0.00	147.31
101	103123	06/24/22	8136	WELLS FARGO VENDOR	401	5225	KONICA LEASE FY 21/	0.00	164.74
101	103123	06/24/22	8136	WELLS FARGO VENDOR	301	5225	KONICA LEASE FY 21/	0.00	173.66
101	103123	06/24/22	8136	WELLS FARGO VENDOR	131	5225	KONICA LEASE FY 21/	0.00	173.66
101	103123	06/24/22	8136	WELLS FARGO VENDOR	121	5225	KONICA LEASE FY 21/	0.00	174.70
101	103123	06/24/22	8136	WELLS FARGO VENDOR	201	5225	KONICA LEASE FY 21/	0.00	205.51
TOTAL CHECK									0.00 1,039.58
101	103125	06/24/22	4203	CHRIS WILSON PLUMBI	01	4203	REFUND	0.00	247.00
101	103126	06/24/22	2894	WILSON'S PLUMBING &	351	5223	REPLACE BROKEN HEAT	0.00	6,076.60
101	103127	06/24/22	438	CALIFORNIA AMERICAN	421	5222	114 CALEDONIA PK	0.00	1,846.28
101	103127	06/24/22	438	CALIFORNIA AMERICAN	421	5222	616 OCEANVW-SWIM PL	0.00	2,282.68
101	103127	06/24/22	438	CALIFORNIA AMERICAN	421	5222	980 PIEDMONT BALL P	0.00	2,482.09
101	103127	06/24/22	438	CALIFORNIA AMERICAN	421	5222	230 17-MILE DRIVE	0.00	4,695.84
101	103127	06/24/22	438	CALIFORNIA AMERICAN	421	5222	616 OCEANVIEW IRRG	0.00	4,794.72
101	103127	06/24/22	438	CALIFORNIA AMERICAN	421	5222	150 FOREST-JEWELL P	0.00	5,366.85
101	103127	06/24/22	438	CALIFORNIA AMERICAN	503	5222	391 OCEANVW-BERWICK	0.00	9,488.85
101	103127	06/24/22	438	CALIFORNIA AMERICAN	503	5222	1025 MORSE-PLATT PK	0.00	271.38
101	103127	06/24/22	438	CALIFORNIA AMERICAN	503	5222	263 GROVE ACRES	0.00	295.26
101	103127	06/24/22	438	CALIFORNIA AMERICAN	503	5222	1051 OCEANVIEW IRRG	0.00	296.41
101	103127	06/24/22	438	CALIFORNIA AMERICAN	421	5222	515 JUNIPERO	0.00	301.64
101	103127	06/24/22	438	CALIFORNIA AMERICAN	201	5222	304 16TH ST BDOM-FI	0.00	315.66
101	103127	06/24/22	438	CALIFORNIA AMERICAN	301	5222	580 PINE	0.00	353.13
101	103127	06/24/22	438	CALIFORNIA AMERICAN	131	5222	300 FOREST	0.00	382.08
101	103127	06/24/22	438	CALIFORNIA AMERICAN	503	5222	792 LIGHTHSE IRRIG	0.00	411.42
101	103127	06/24/22	438	CALIFORNIA AMERICAN	503	5222	165 FOREST-MUSEUM	0.00	507.63
101	103127	06/24/22	438	CALIFORNIA AMERICAN	401	5222	550 CENTRAL	0.00	723.98

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 18
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 01 - GENERAL FUND

CASH	ACCT	CHECK	NO	ISSUE	DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101		103127		06/24/22	438		CALIFORNIA AMERICAN	503	5222	863 OCEANVIEW IRRG	0.00	762.84
101		103127		06/24/22	438		CALIFORNIA AMERICAN	201	5222	304 16TH ST FIRE	0.00	85.65
101		103127		06/24/22	438		CALIFORNIA AMERICAN	501	5222	SUNSET-CORPYARD18%	0.00	93.32
101		103127		06/24/22	438		CALIFORNIA AMERICAN	503	5222	585 LAUREL	0.00	93.59
101		103127		06/24/22	438		CALIFORNIA AMERICAN	503	5222	130 LIGHTHOUSE IRRG	0.00	93.59
101		103127		06/24/22	438		CALIFORNIA AMERICAN	503	5222	707 OCEANVIEW-NAIAD	0.00	994.20
101		103127		06/24/22	438		CALIFORNIA AMERICAN	503	5222	711 OCEANVIEW IRRG	0.00	1,140.20
101		103127		06/24/22	438		CALIFORNIA AMERICAN	503	5222	930 SINEX	0.00	1,207.19
101		103127		06/24/22	438		CALIFORNIA AMERICAN	503	5222	610 OCEANVW IRRIGPK	0.00	1,234.81
101		103127		06/24/22	438		CALIFORNIA AMERICAN	503	5222	620 OCEANVIEW/BATH	0.00	1,456.09
101		103127		06/24/22	438		CALIFORNIA AMERICAN	503	5222	800 LIGHTHSE PLANTE	0.00	38.28
101		103127		06/24/22	438		CALIFORNIA AMERICAN	503	5222	582 LIGHTHSE IRRIG	0.00	38.28
101		103127		06/24/22	438		CALIFORNIA AMERICAN	351	5222	643 HYDRANTS HYDT	0.00	39.26
101		103127		06/24/22	438		CALIFORNIA AMERICAN	131	5222	300 FOREST FIRE-50%	0.00	25.52
101		103127		06/24/22	438		CALIFORNIA AMERICAN	201	5222	300 FOREST FIRE-50%	0.00	25.53
101		103127		06/24/22	438		CALIFORNIA AMERICAN	501	5222	MECH 5%	0.00	25.92
101		103127		06/24/22	438		CALIFORNIA AMERICAN	503	5222	2100 SUNSET DRIVE	0.00	38.28
101		103127		06/24/22	438		CALIFORNIA AMERICAN	503	5222	840 LIGHTHSE PLANTE	0.00	38.28
101		103127		06/24/22	438		CALIFORNIA AMERICAN	503	5222	850 LIGHTHSE PLANTE	0.00	38.28
101		103127		06/24/22	438		CALIFORNIA AMERICAN	503	5222	882 LIGHTHSE PLANTE	0.00	38.28
101		103127		06/24/22	438		CALIFORNIA AMERICAN	503	5222	106 7TH ST PARK	0.00	38.28
101		103127		06/24/22	438		CALIFORNIA AMERICAN	131	5222	300 FOREST IRRIG	0.00	38.28
101		103127		06/24/22	438		CALIFORNIA AMERICAN	131	5222	308 16TH ST.	0.00	38.28
101		103127		06/24/22	438		CALIFORNIA AMERICAN	503	5222	748 LIGHTHSE IRRG	0.00	38.28
101		103127		06/24/22	438		CALIFORNIA AMERICAN	503	5222	765 LIGHTHSE IRRIG	0.00	38.28
101		103127		06/24/22	438		CALIFORNIA AMERICAN	411	5222	165 FOREST AVE FIRE	0.00	51.05
101		103127		06/24/22	438		CALIFORNIA AMERICAN	421	5222	CENTRAL 4 IN FIRE	0.00	51.05
101		103127		06/24/22	438		CALIFORNIA AMERICAN	351	5222	600 PINE AVE FIRE	0.00	51.05
101		103127		06/24/22	438		CALIFORNIA AMERICAN	421	5222	139 GRAND AVE	0.00	69.55
101		103127		06/24/22	438		CALIFORNIA AMERICAN	503	5222	B & G 15%	0.00	77.77
101		103127		06/24/22	438		CALIFORNIA AMERICAN	421	5222	611 CENTRAL AVE	0.00	145.63
101		103127		06/24/22	438		CALIFORNIA AMERICAN	503	5222	100 OCEANVW IRRIG	0.00	185.78
101		103127		06/24/22	438		CALIFORNIA AMERICAN	503	5222	196 OCEANVW IRRIG	0.00	185.78
101		103127		06/24/22	438		CALIFORNIA AMERICAN	503	5222	429 LIGHTHOUSE IRRG	0.00	185.78
101		103127		06/24/22	438		CALIFORNIA AMERICAN	503	5222	619 OCEANVIEW IRRIG	0.00	185.78
101		103127		06/24/22	438		CALIFORNIA AMERICAN	131	5222	300 FOREST AVE	0.00	185.78
101		103127		06/24/22	438		CALIFORNIA AMERICAN	351	5222	600 PINE	0.00	242.82
TOTAL CHECK											0.00	44,132.51
101		103129		06/29/22	2133		PERS	513	5145	JUNE 2022 UAL	0.00	250.00
101		103129		06/29/22	2133		PERS	101	5145	JUNE 2022 UAL	0.00	416.68
101		103129		06/29/22	2133		PERS	133	5145	JUNE 2022 UAL	0.00	2,333.33
101		103129		06/29/22	2133		PERS	502	5145	JUNE 2022 UAL	0.00	2,583.33
101		103129		06/29/22	2133		PERS	501	5145	JUNE 2022 UAL	0.00	3,166.67
101		103129		06/29/22	2133		PERS	421	5145	JUNE 2022 UAL	0.00	4,833.33
101		103129		06/29/22	2133		PERS	121	5145	JUNE 2022 UAL	0.00	8,916.67
101		103129		06/29/22	2133		PERS	503	5145	JUNE 2022 UAL	0.00	9,083.33
101		103129		06/29/22	2133		PERS	131	5145	JUNE 2022 UAL	0.00	10,250.00
101		103129		06/29/22	2133		PERS	401	5145	JUNE 2022 UAL	0.00	10,333.33
101		103129		06/29/22	2133		PERS	201	5145	JUNE 2022 UAL	0.00	12,333.33
101		103129		06/29/22	2133		PERS	505	5145	JUNE 2022 UAL	0.00	16,583.33
101		103129		06/29/22	2133		PERS	351	5145	JUNE 2022 UAL	0.00	88,862.58

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 19
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	103129	06/29/22	2133	PERS	301	5145	JUNE 2022 UAL	0.00	105,500.00
TOTAL	CHECK							0.00	275,445.91
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	421	5222	117 COMMUNITY CTR	0.00	783.40
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	301	5222	POLICE DEPARTMENT -	0.00	829.85
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	401	5222	PUBLIC LIBRARY	0.00	1,047.68
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	301	5222	580 PINE AVE	0.00	1,397.14
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	421	5222	117 COMMUNITY CTR	0.00	96.42
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	421	5222	BEACH BOAT STORAGE	0.00	36.44
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	421	5222	CONCESSION STAND	0.00	47.60
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	101	5222	CITY COUNCIL - 3%	0.00	57.90
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	421	5222	RECREATION - 3%	0.00	57.90
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	421	5222	17TH ST & LAUREL	0.00	61.88
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	421	5222	162 16TH STREET	0.00	63.07
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	421	5222	300 16TH ST.	0.00	69.19
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	503	5222	PLATT PK SPRNKL	0.00	18.40
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	421	5222	PIEDMONT & MORELAND	0.00	18.59
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	501	5222	CORP YARD SUNSET DR	0.00	18.75
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	503	5222	LOVERS POINT	0.00	18.84
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	421	5222	FOREST CENTRL SPR	0.00	13.23
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	421	5222	117 RECREATION ROOM	0.00	13.38
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	131	5222	101 CITY HALL/FIN -	0.00	13.79
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	201	5222	101 CITY HALL/CEDD	0.00	13.79
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	421	5222	OCEANVIEW & 17TH	0.00	13.80
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	421	5222	168 16TH ST	0.00	13.83
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	503	5222	PARKING LOT LIGHT	0.00	14.29
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	501	5222	CORP YARD DM & 5TH	0.00	15.68
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	421	5222	GRAND AV & PK PL	0.00	19.74
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	501	5222	1307 FORST PINE SIG	0.00	21.12
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	501	5222	1307 FORST SINEX SI	0.00	21.74
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	421	5222	620 OCEAN VIEW POOL	0.00	29.07
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	503	5222	PHONE BOOTH-BERWICK	0.00	32.02
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	501	5222	1307 FORST PINE SIG	0.00	42.70
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	501	5222	1307 FORST SINEX SI	0.00	43.51
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	421	5222	CALEDONIA ST	0.00	0.01
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	421	5222	17 MI DR BALLPARK	0.00	8.11
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	421	5222	CALEDONIA PK LIGHTS	0.00	9.88
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	503	5222	BERWICK PARK AT	0.00	10.49
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	421	5222	168 16TH ST	0.00	1.65
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	421	5222	117 RECREATION ROOM	0.00	1.76
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	421	5222	FOREST CENTRL SPR	0.00	1.79
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	503	5222	PLATT PK SPRNKL	0.00	4.00
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	503	5222	LOVERS POINT	0.00	4.02
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	421	5222	17 MI DR BALLPARK	0.00	178.74
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	201	5222	CEDD - 9.5%	0.00	183.34
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	121	5222	CITY MANAGER - 9.5%	0.00	183.34
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	411	5222	FOREST & CENTRAL DR	0.00	192.02
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	351	5222	FIRE DEPT	0.00	221.00
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	421	5222	117 COMMUNITY CTR	0.00	227.80
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	131	5222	300 FOREST AVE	0.00	266.25
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	421	5222	17 MILE DRIVE	0.00	104.26
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	421	5222	CHAUTAUQUA HALL	0.00	106.61

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 20
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	501	5222	FOREST 40 FT E/O LH	0.00	132.41
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	131	5222	FINANCE - 7%	0.00	135.09
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	421	5222	CHAUTAUQUA HALL	0.00	137.12
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	501	5222	FOREST 40 FT E/O LH	0.00	286.33
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	411	5222	165 FOREST AVE	0.00	290.27
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	401	5222	PUBLIC LIBRARY	0.00	294.19
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	421	5222	17TH ST & LAUREL	0.00	306.98
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	301	5222	POLICE DEPT	0.00	456.79
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	421	5802	14TH&JUNIPERO-LOAN	0.00	294.94
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	503	5802	SUNSET SR. - LOAN	0.00	338.81
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	301	5802	580 PINE AVE - LOAN	0.00	1,046.81
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	351	5222	FIRE DEPARTMENT - 2	0.00	463.17
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	401	5222	550 CENTRAL AVE	0.00	501.04
TOTAL CHECK								0.00	11,333.76
101	103132	06/29/22	9528	PACIFIC CHESS ACADE	421	5208	RE-ISSUE CHK	0.00	1,568.00
101	103148	07/01/22	2133	PERS	01	202	DED:0004 SURV BEN	0.00	0.93
101	103148	07/01/22	2133	PERS	01	202	DED:0000 PERS	0.00	296.85
101	103148	07/01/22	2133	PERS	01	202	DED:0020 PERS ER M3	0.00	-158.49
101	103148	07/01/22	2133	PERS	01	202	DED:0021 PERS REG M	0.00	-138.36
101	103148	07/01/22	2133	PERS	01	202	DED:0004 SURV BEN	0.00	-0.93
TOTAL CHECK								0.00	0.00
101	103156	06/29/22	2133	PERS	01	202	PPE 06/11/2022	0.00	58,755.37
101	V6102022	06/10/22	8974	ALENA RACHELLE WAGR	421	5208	CONTRACT INSTRUCTOR	0.00	1,316.00
101	V6102023	06/10/22	3835	REPUBLIC ELEVATOR,	503	5223	YOUTH CENTER	0.00	1,519.80
101	V6102024	06/10/22	9196	DIANNE LYLE	421	5208	CONTRACT INSTRUCTOR	0.00	1,890.00
101	V6242022	06/24/22	2987	HARRIS & ASSOCIATES	201	5202	CONTRACT PLANNING S	0.00	15,073.75
TOTAL CASH ACCOUNT								0.00	1,793,632.64
TOTAL FUND								0.00	1,793,632.64

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 21
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 11 - LIBRARY BOOK FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	102937	06/10/22	1040	CENGAGE LEARNING/GA	403	5303	BOOKS & MATERIALS	0.00	33.92
101	102964	06/10/22	7086	LIBRARY IDEAS, LLC	403	5303	BOOKS & MATERIALS	0.00	2.00
101	102964	06/10/22	7086	LIBRARY IDEAS, LLC	403	5303	BOOKS & MATERIALS	0.00	5.50
TOTAL CHECK								0.00	7.50
101	102969	06/10/22	3304	MIDWEST TAPE	403	5303	BOOKS & MATERIALS	0.00	100.26
101	102969	06/10/22	3304	MIDWEST TAPE	403	5303	BOOKS & MATERIALS	0.00	89.68
TOTAL CHECK								0.00	189.94
101	102982	06/10/22	5567	OVERDRIVE, INC.	403	5303	BOOKS & MATERIALS	0.00	5.98
101	103013	06/10/22	4943	US BANK	403	5303	WEIRICK CC MAY 2022	0.00	16.30
101	103013	06/10/22	4943	US BANK	403	5303	WEIRICK CC MAY 2022	0.00	1,572.34
TOTAL CHECK								0.00	1,588.64
101	103047	06/24/22	213	BAKER & TAYLOR COMP	403	5303	BOOKS AND MATERIALS	0.00	1,027.90
101	103047	06/24/22	213	BAKER & TAYLOR COMP	403	5303	BOOKS AND MATERIALS	0.00	2,180.02
TOTAL CHECK								0.00	3,207.92
101	103056	06/24/22	1040	CENGAGE LEARNING/GA	403	5303	BOOKS & MATERIALS	0.00	93.93
101	103056	06/24/22	1040	CENGAGE LEARNING/GA	403	5303	BOOKS & MATERIALS	0.00	26.96
101	103056	06/24/22	1040	CENGAGE LEARNING/GA	403	5303	BOOKS & MATERIALS	0.00	31.31
101	103056	06/24/22	1040	CENGAGE LEARNING/GA	403	5303	BOOKS & MATERIALS	0.00	33.05
101	103056	06/24/22	1040	CENGAGE LEARNING/GA	403	5303	BOOKS & MATERIALS	0.00	33.05
101	103056	06/24/22	1040	CENGAGE LEARNING/GA	403	5303	BOOKS & MATERIALS	0.00	33.05
TOTAL CHECK								0.00	251.35
TOTAL CASH ACCOUNT								0.00	5,285.25
TOTAL FUND								0.00	5,285.25

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 22
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 12 - FIRE EMERG EQUIP FUND										
CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT	
101	103120	06/24/22	7563	VIA HEART PROJECT	355	5371	LIFEPAK CR BATTERY	0.00	166.16	
101	103120	06/24/22	7563	VIA HEART PROJECT	355	5371	LIFEPAK CR BATTERY	0.00	166.16	
TOTAL CHECK								0.00	332.32	
TOTAL CASH ACCOUNT								0.00	332.32	
TOTAL FUND								0.00	332.32	

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 23
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 14 - CIVIC CENTER FUND									
CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	103034	06/20/22	1798	MONTEREY ONE WATER	704	5207	05/01/2022-06/30/20	0.00	360.24
TOTAL CASH ACCOUNT								0.00	360.24
TOTAL FUND								0.00	360.24

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 24
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 15 - HOUSING FUND										
CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT	
101	102916	06/01/22	2133	PERS	204	5145	MAY 22 UAL	0.00	833.33	
101	103129	06/29/22	2133	PERS	204	5145	JUNE 2022 UAL	0.00	833.33	
TOTAL CASH ACCOUNT								0.00	1,666.66	
TOTAL FUND								0.00	1,666.66	

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 25
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 17 - LOCAL STREETS AND ROADS									
CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	102977	06/10/22	1786	MONTEREY PENINSULA	522	6041	ROAD REHAB OVB - FY	0.00	338,575.30
TOTAL CASH ACCOUNT								0.00	338,575.30
TOTAL FUND								0.00	338,575.30

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 26
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 18 - GAS TAX FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	102916	06/01/22	2133	PERS	508	5145	MAY 22 UAL	0.00	1,666.67
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	508	5222	FOREST AV & SUNSET	0.00	37.36
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	508	5222	FOREST AVE & SUNSET	0.00	31.04
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	508	5222	FOREST AVE & SUNSET	0.00	18.85
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	508	5222	FOREST AV & SUNSET	0.00	14.79
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	508	5222	19TH & SUNSET DR.	0.00	17.56
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	508	5222	19TH & SUNSET DR.	0.00	0.78
TOTAL CHECK								0.00	120.38
101	102918	06/01/22	2024	PACIFIC GAS & ELECT	508	5222	PW	0.00	7,193.99
101	102949	06/10/22	1104	GRANITE CONSTRUCTIO	508	5331		0.00	697.46
101	102956	06/10/22	4123	INTERSTATE TRAFFIC	508	5331		0.00	617.88
101	103001	06/10/22	8380	TREETOP PRODUCTS, I	508	5331	BIKE RACKS	0.00	445.38
101	103002	06/10/22	9148	TRI COUNTY CONCRETE	508	5331		0.00	489.37
101	103006	06/10/22	8618	WCT PRODUCTS	508	5331	PURCHASE OF STREET	0.00	6,345.00
101	103040	06/24/22	8330	AMAZON CAPITAL SERV	508	5331	LED STREET LIGHTS	0.00	68.46
101	103063	06/24/22	3566	DAVE'S REPAIR SERVI	508	5276		0.00	209.25
101	103113	06/24/22	1768	STURDY OIL COMPANY	508	5311	STRT, TYMCO,BOOM	0.00	820.57
101	103127	06/24/22	438	CALIFORNIA AMERICAN	508	5222	ST FUND 50%	0.00	259.24
101	103129	06/29/22	2133	PERS	508	5145	JUNE 2022 UAL	0.00	1,666.67
101	103130	06/29/22	2024	PACIFIC GAS & ELECT	508	5222	PW	0.00	7,118.73
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	508	5222	FOREST AV & SUNSET	0.00	12.80
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	508	5222	FOREST AVE & SUNSET	0.00	29.05
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	508	5222	19TH & SUNSET DR.	0.00	16.52
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	508	5222	FOREST AVE & SUNSET	0.00	16.77
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	508	5222	19TH & SUNSET DR.	0.00	0.73
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	508	5222	FOREST AV & SUNSET	0.00	37.42
TOTAL CHECK								0.00	113.29
TOTAL CASH ACCOUNT								0.00	27,832.34
TOTAL FUND								0.00	27,832.34

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 27
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 27 - LIGHTHOUSE MAINT.& IMPV.

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	413	5222	ASILOMAR BLVD PG LH	0.00	15.80
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	413	5222	ASILOMAR BLVD PG LH	0.00	2.96
TOTAL CHECK								0.00	18.76
101	102968	06/10/22	4325	NANCY MCDOWELL	413	5309	LIGHTHOUSE BINDERS	0.00	14.56
101	102986	06/10/22	2034	PACIFIC GROVE HARDW	413	5223	LIGHTHOUSE	0.00	18.48
101	102986	06/10/22	2034	PACIFIC GROVE HARDW	413	5223	LIGHTHOUSE	0.00	59.80
101	102986	06/10/22	2034	PACIFIC GROVE HARDW	413	5223	LIGHTHOUSE	0.00	68.06
101	102986	06/10/22	2034	PACIFIC GROVE HARDW	413	5223	LIGHTHOUSE	0.00	16.30
101	102986	06/10/22	2034	PACIFIC GROVE HARDW	413	5223	LIGHTHOUSE	0.00	2.18
TOTAL CHECK								0.00	164.82
101	103034	06/20/22	1798	MONTEREY ONE WATER	413	5222	05/01/2022-06/30/20	0.00	90.06
101	103127	06/24/22	438	CALIFORNIA AMERICAN	413	5222	90 ASILOMAR	0.00	803.78
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	413	5222	ASILOMAR BLVD PG LH	0.00	2.74
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	413	5222	ASILOMAR BLVD PG LH	0.00	16.26
TOTAL CHECK								0.00	19.00
TOTAL CASH ACCOUNT								0.00	1,110.98
TOTAL FUND								0.00	1,110.98

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 28
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 31 - OPERATING DONATIONS									
CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	103050	06/24/22	7156	BELSON OUTDOORS, IN	516	6031	PICNIC TABLES JEWEL	0.00	5,776.17
TOTAL CASH ACCOUNT								0.00	5,776.17
TOTAL FUND								0.00	5,776.17

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 29
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 40 - POETRY PROMOTION FUND									
CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	103034	06/20/22	1798	MONTEREY ONE WATER	405	5291	05/01/2022-06/30/20	0.00	128.46
TOTAL CASH ACCOUNT								0.00	128.46
TOTAL FUND								0.00	128.46

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 30
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 41 - YOUNT INCOME FUND										
CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT	
101	102916	06/01/22	2133	PERS	510	5145	MAY 22 UAL	0.00	166.67	
101	103129	06/29/22	2133	PERS	510	5145	JUNE 2022 UAL	0.00	166.67	
TOTAL CASH ACCOUNT								0.00	333.34	
TOTAL FUND								0.00	333.34	

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 31
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 43 - SLESF FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	103062	06/24/22	9547	CROSSROADS SOFTWARE	304	5201	ELECTRONIC CITATION	0.00	36,900.00
101	103071	06/24/22	9033	ENTERPRISE FM TRUST	304	5225	LEASED VEHICLES	0.00	2,125.60
101	103071	06/24/22	9033	ENTERPRISE FM TRUST	304	5225	LEASED VEHICLES	0.00	2,125.60
TOTAL CHECK								0.00	4,251.20
101	103093	06/24/22	9402	MARK43, INC.	304	5201	NEW RMS	0.00	26,300.00
TOTAL CASH ACCOUNT								0.00	67,451.20
TOTAL FUND								0.00	67,451.20

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 32
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 63 - CAPITAL IMPROV PROJ FUND										
CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT	
101	102977	06/10/22	1786	MONTEREY PENINSULA	631	6041	ROAD REHAB OVB - FY	0.00	28,932.10	
101	102998	06/10/22	1758	THE MONTEREY COUNTY	631	6021	PW FIRE	0.00	170.77	
101	103010	06/10/22	9401	WILLIAMS SCOTSMAN,	631	6021	FY21/22 PW CONSTRUC	0.00	1,219.85	
TOTAL CASH ACCOUNT								0.00	30,322.72	
TOTAL FUND								0.00	30,322.72	

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 33
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 70 - EMP BENEFIT FUND										
CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT	
101	102921	06/07/22	1	CALPERS HEALTH	703	5123	RET & CHANGES	0.00	12,289.46	
101	103011	06/09/22	8211	STANDARD INSURANCE	703	5123	JUNE 2022	0.00	2,733.95	
101	103104	06/24/22	4279	PARS	703	5141	4/30/2022 PARS FEES	0.00	383.80	
101	103128	06/22/22	9360	STANDARD INSURANCE	703	5234	JUNE 2022	0.00	4,634.89	
TOTAL CASH ACCOUNT								0.00	20,042.10	
TOTAL FUND								0.00	20,042.10	

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 34
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 71 - WORKERS COMP FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	102916	06/01/22	2133	PERS	701	5145	MAY 22 UAL	0.00	583.33
101	102942	06/10/22	8703	AUDREY CRAY	701	5291	REIMB	0.00	157.14
101	102942	06/10/22	8703	AUDREY CRAY	701	5291	REIMB	0.00	30.78
TOTAL CHECK								0.00	187.92
101	103013	06/10/22	4943	US BANK	701	5215	HANNAH CC MAY 2022	0.00	126.85
101	103129	06/29/22	2133	PERS	701	5145	JUNE 2022 UAL	0.00	583.33
TOTAL CASH ACCOUNT								0.00	1,481.43
TOTAL FUND								0.00	1,481.43

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 35
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 72 - LIABILITY INS FUND										
CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT	
101	102916	06/01/22	2133	PERS	702	5145	MAY 22 UAL	0.00	416.67	
101	102934	06/10/22	7268	CALIFORNIA JPIA	702	5231	RISK PROP INSURANCE	0.00	150,906.00	
101	103129	06/29/22	2133	PERS	702	5145	JUNE 2022 UAL	0.00	416.67	
TOTAL CASH ACCOUNT								0.00	151,739.34	
TOTAL FUND								0.00	151,739.34	

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 36
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 74 - LOCAL WATER PROJECT										
CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT	
101	102983	06/10/22	2024	PACIFIC GAS & ELECT	741	5222	LWP	0.00	7,403.21	
101	103034	06/20/22	1798	MONTEREY ONE WATER	741	5222	05/01/2022-06/30/20	0.00	14,753.14	
101	103107	06/24/22	7716	PERC WATER CORPORAT	741	5201	LWP O&M	0.00	26,129.79	
101	103127	06/24/22	438	CALIFORNIA AMERICAN	741	5222	1313 OCEAN VIEW BLV	0.00	18,333.15	
TOTAL CASH ACCOUNT								0.00	66,619.29	
TOTAL FUND								0.00	66,619.29	

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 37
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 75 - CEMETERY FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	102916	06/01/22	2133	PERS	601	5145	MAY 22 UAL	0.00	1,166.67
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	601	5222	CEMETERY - 1%	0.00	18.26
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	601	5222	CREST & RIPPLE	0.00	21.26
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	601	5222	CEMETERY	0.00	51.12
TOTAL CHECK								0.00	90.64
101	102936	06/10/22	8796	SITE INDUSTRIES, LL	602	6001	ANNU LICENSE FY 22/	0.00	3,025.00
101	102952	06/10/22	1199	HAYWARD LUMBER COMP	601	5309	CEM	0.00	43.00
101	102952	06/10/22	1199	HAYWARD LUMBER COMP	601	5309	CEM	0.00	14.33
TOTAL CHECK								0.00	57.33
101	102960	06/10/22	9635	JIM SLEEPER	75	4510	REFUND	0.00	5,620.00
101	102973	06/10/22	1694	MISSION UNIFORM SER	601	5309	LINEN AND UNIFORM C	0.00	12.89
101	102973	06/10/22	1694	MISSION UNIFORM SER	601	5309	LINEN AND UNIFORM C	0.00	13.76
101	102973	06/10/22	1694	MISSION UNIFORM SER	601	5309	LINEN AND UNIFORM C	0.00	77.25
101	102973	06/10/22	1694	MISSION UNIFORM SER	601	5309	LINEN AND UNIFORM C	0.00	76.81
101	102973	06/10/22	1694	MISSION UNIFORM SER	601	5309	LINEN AND UNIFORM C	0.00	76.81
101	102973	06/10/22	1694	MISSION UNIFORM SER	601	5309	LINEN AND UNIFORM C	0.00	77.25
101	102973	06/10/22	1694	MISSION UNIFORM SER	601	5309	LINEN AND UNIFORM C	0.00	76.81
101	102973	06/10/22	1694	MISSION UNIFORM SER	601	5309	LINEN AND UNIFORM C	0.00	16.00
101	102973	06/10/22	1694	MISSION UNIFORM SER	601	5309	LINEN AND UNIFORM C	0.00	13.76
101	102973	06/10/22	1694	MISSION UNIFORM SER	601	5309	LINEN AND UNIFORM C	0.00	13.76
101	102973	06/10/22	1694	MISSION UNIFORM SER	601	5309	LINEN AND UNIFORM C	0.00	13.76
TOTAL CHECK								0.00	468.86
101	102981	06/10/22	9576	O'REILLY AUTO ENTER	601	5226	UNIT L47	0.00	168.19
101	102986	06/10/22	2034	PACIFIC GROVE HARDW	601	5309	CEM	0.00	31.07
101	102986	06/10/22	2034	PACIFIC GROVE HARDW	601	5309	CEM	0.00	35.29
101	102986	06/10/22	2034	PACIFIC GROVE HARDW	601	5309	CEM	0.00	40.22
101	102986	06/10/22	2034	PACIFIC GROVE HARDW	601	5309	CEM	0.00	9.11
101	102986	06/10/22	2034	PACIFIC GROVE HARDW	601	5309	CEM	0.00	9.77
101	102986	06/10/22	2034	PACIFIC GROVE HARDW	601	5309	CEM	0.00	15.20
TOTAL CHECK								0.00	140.66
101	102998	06/10/22	1758	THE MONTEREY COUNTY	601	5221	LEGAL AD-CEMETERY	0.00	162.30
101	103004	06/10/22	2786	VERIZON WIRELESS	601	5212	CEM	0.00	20.04
101	103072	06/24/22	926	EWING IRRIGATION PR	601	5309		0.00	935.75
101	103113	06/24/22	1768	STURDY OIL COMPANY	601	5311	CEM	0.00	-279.61
101	103124	06/24/22	5629	WHITED CEMETERY SER	601	5309	CEMETERY SUPPLIES	0.00	3,466.00
101	103127	06/24/22	438	CALIFORNIA AMERICAN	601	5222	CEM 4%	0.00	20.74
101	103127	06/24/22	438	CALIFORNIA AMERICAN	601	5222	1254 DELMONTECEM70%	0.00	257.15
TOTAL CHECK								0.00	277.89

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 38
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 75 - CEMETERY FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	103129	06/29/22	2133	PERS	601	5145	JUNE 2022 UAL	0.00	1,166.67
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	601	5222	CEMETERY - 1%	0.00	19.30
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	601	5222	CREST & RIPPLE	0.00	15.86
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	601	5222	CEMETERY	0.00	44.27
TOTAL CHECK								0.00	79.43
TOTAL CASH ACCOUNT								0.00	16,565.82
TOTAL FUND								0.00	16,565.82

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 39
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 76 - SEWER FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	102916	06/01/22	2133	PERS	611	5145	MAY 22 UAL	0.00	9,250.00
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	611	5222	PUMP SUNSET ARENA	0.00	255.63
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	611	5222	0 V 9TH PUMP #2	0.00	209.37
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	611	5222	EARDLEY PUMP #1	0.00	51.94
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	611	5222	17TH & OCNVW	0.00	63.74
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	611	5222	PUMP 17TH & OCNVW	0.00	142.83
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	611	5222	EARDLEY PUMP #1	0.00	120.67
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	611	5222	PUMP SUNSET ARENA	0.00	123.77
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	611	5222	PUMP STATION	0.00	19.37
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	611	5222	PUMP RUSSELL SVC CT	0.00	40.16
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	611	5222	1996 SUNSET DR.	0.00	35.07
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	611	5222	520 OCEAN VIEW BLVD	0.00	49.00
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	611	5222	471 OCEAN VIEW BL.	0.00	18.45
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	611	5222	360 OCEAN VIEW BLVD	0.00	99.57
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	611	5222	520 OCEAN VIEW BLVD	0.00	101.94
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	611	5222	PUMP SUNSET ARENA	0.00	10.16
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	611	5222	471 OCEAN VIEW BL.	0.00	4.43
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	611	5222	OCEANVIEW BLVD & 8T	0.00	5.23
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	611	5222	1996 SUNSET DR.	0.00	5.52
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	611	5222	PUMP RUSSELL SVC CT	0.00	8.37
TOTAL CHECK								0.00	1,365.22
101	102928	06/10/22	8330	AMAZON CAPITAL SERV	611	5227	#44	0.00	266.38
101	102951	06/10/22	3378	DON CHAPIN CO., INC	611	5201	FY21/22 SANITARY SE	0.00	606.90
101	102951	06/10/22	3378	DON CHAPIN CO., INC	611	5201	FY21/22 SANITARY SE	0.00	844.20
101	102951	06/10/22	3378	DON CHAPIN CO., INC	611	5201	FY21/22 SANITARY SE	0.00	859.60
101	102951	06/10/22	3378	DON CHAPIN CO., INC	611	5201	FY21/22 SANITARY SE	0.00	1,370.60
101	102951	06/10/22	3378	DON CHAPIN CO., INC	611	5201	FY21/22 SANITARY SE	0.00	1,390.90
101	102951	06/10/22	3378	DON CHAPIN CO., INC	611	5201	FY21/22 SANITARY SE	0.00	1,447.60
101	102951	06/10/22	3378	DON CHAPIN CO., INC	611	5201	FY21/22 SANITARY SE	0.00	1,549.80
101	102951	06/10/22	3378	DON CHAPIN CO., INC	611	5201	FY21/22 SANITARY SE	0.00	1,647.80
101	102951	06/10/22	3378	DON CHAPIN CO., INC	611	5201	FY21/22 SANITARY SE	0.00	1,787.80
101	102951	06/10/22	3378	DON CHAPIN CO., INC	611	5201	FY21/22 SANITARY SE	0.00	1,810.90
101	102951	06/10/22	3378	DON CHAPIN CO., INC	611	5201	FY21/22 SANITARY SE	0.00	1,834.00
101	102951	06/10/22	3378	DON CHAPIN CO., INC	611	5201	FY21/22 SANITARY SE	0.00	1,891.40
101	102951	06/10/22	3378	DON CHAPIN CO., INC	611	5201	FY21/22 SANITARY SE	0.00	2,230.00
101	102951	06/10/22	3378	DON CHAPIN CO., INC	611	5201	FY21/22 SANITARY SE	0.00	2,232.30
101	102951	06/10/22	3378	DON CHAPIN CO., INC	611	5201	FY21/22 SANITARY SE	0.00	2,599.10
TOTAL CHECK								0.00	24,102.90
101	102973	06/10/22	1694	MISSION UNIFORM SER	611	5309	LINEN AND UNIFORM C	0.00	12.89
101	102973	06/10/22	1694	MISSION UNIFORM SER	611	5309	LINEN AND UNIFORM C	0.00	13.76
101	102973	06/10/22	1694	MISSION UNIFORM SER	611	5309	LINEN AND UNIFORM C	0.00	76.81
101	102973	06/10/22	1694	MISSION UNIFORM SER	611	5309	LINEN AND UNIFORM C	0.00	77.25
101	102973	06/10/22	1694	MISSION UNIFORM SER	611	5309	LINEN AND UNIFORM C	0.00	76.81
101	102973	06/10/22	1694	MISSION UNIFORM SER	611	5309	LINEN AND UNIFORM C	0.00	76.81
101	102973	06/10/22	1694	MISSION UNIFORM SER	611	5309	LINEN AND UNIFORM C	0.00	77.25
101	102973	06/10/22	1694	MISSION UNIFORM SER	611	5309	LINEN AND UNIFORM C	0.00	13.76
101	102973	06/10/22	1694	MISSION UNIFORM SER	611	5309	LINEN AND UNIFORM C	0.00	13.76
101	102973	06/10/22	1694	MISSION UNIFORM SER	611	5309	LINEN AND UNIFORM C	0.00	13.76

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 40
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 76 - SEWER FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	102973	06/10/22	1694	MISSION UNIFORM SER	611	5309	LINEN AND UNIFORM C	0.00	16.00
TOTAL CHECK								0.00	468.86
101	102986	06/10/22	2034	PACIFIC GROVE HARDW	611	5309	SEWER #44	0.00	93.27
101	102986	06/10/22	2034	PACIFIC GROVE HARDW	611	5309	SEWER	0.00	168.97
TOTAL CHECK								0.00	262.24
101	102998	06/10/22	1758	THE MONTEREY COUNTY	611	5221	LEGAL AD-SEWER MAIN	0.00	161.52
101	103013	06/10/22	4943	US BANK	612	6051	GHO CC MAY 2022	0.00	1,045.00
101	103044	06/24/22	6154	AT&T	611	5212	SEWER ALARM	0.00	33.97
101	103044	06/24/22	6154	AT&T	611	5212	SEWER ALARM	0.00	33.97
101	103044	06/24/22	6154	AT&T	611	5212	SEWER ALARM	0.00	33.97
TOTAL CHECK								0.00	101.91
101	103049	06/24/22	8579	BEFORE THE MOVIE IN	611	5221	ADVERTISING	0.00	199.00
101	103049	06/24/22	8579	BEFORE THE MOVIE IN	611	5221	ADVERTISING	0.00	199.00
TOTAL CHECK								0.00	398.00
101	103068	06/24/22	8482	EISEN LETUNIC	612	6051		0.00	2,325.00
101	103098	06/24/22	1896	NEILL ENGINEERS COR	611	5201	FY21/22 ADMINISTRAT	0.00	1,000.00
101	103102	06/24/22	2024	PACIFIC GAS & ELECT	611	5222	PW	0.00	902.10
101	103113	06/24/22	1768	STURDY OIL COMPANY	611	5311	SEWER	0.00	452.35
101	103127	06/24/22	438	CALIFORNIA AMERICAN	611	5222	1273 CRESPI POND 50	0.00	70.87
101	103127	06/24/22	438	CALIFORNIA AMERICAN	611	5222	SEWER 8%	0.00	41.48
101	103127	06/24/22	438	CALIFORNIA AMERICAN	611	5222	100 OCEANVW IRRIG	0.00	38.28
TOTAL CHECK								0.00	150.63
101	103129	06/29/22	2133	PERS	611	5145	JUNE 2022 UAL	0.00	9,250.00
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	611	5222	PUMP 17TH & OCNVW	0.00	158.17
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	611	5222	PUMP SUNSET ARENA	0.00	118.63
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	611	5222	EARDLEY PUMP #1	0.00	120.16
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	611	5222	PUMP SUNSET ARENA	0.00	268.99
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	611	5222	0 V 9TH PUMP #2	0.00	205.22
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	611	5222	360 OCEAN VIEW BLVD	0.00	88.44
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	611	5222	PUMP RUSSELL SVC CT	0.00	41.32
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	611	5222	471 OCEAN VIEW BL.	0.00	53.59
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	611	5222	17TH & OCNVW	0.00	71.09
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	611	5222	520 OCEAN VIEW BLVD	0.00	82.32
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	611	5222	EARDLEY PUMP #1	0.00	47.02
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	611	5222	520 OCEAN VIEW BLVD	0.00	35.40
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	611	5222	1996 SUNSET DR.	0.00	36.18
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	611	5222	PUMP STATION	0.00	20.37
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	611	5222	471 OCEAN VIEW BL.	0.00	21.15
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	611	5222	OCEANVIEW BLVD & 8T	0.00	5.12
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	611	5222	1996 SUNSET DR.	0.00	5.19

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 41
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 76 - SEWER FUND									
CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	611	5222	PUMP RUSSELL SVC CT	0.00	8.07
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	611	5222	PUMP SUNSET ARENA	0.00	12.53
TOTAL CHECK								0.00	1,398.96
TOTAL CASH ACCOUNT								0.00	52,901.07
TOTAL FUND								0.00	52,901.07

SUPERION
DATE: 07/08/2022
TIME: 17:57:50

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 42
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 1/23

FUND - 77 - GOLF FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	621	5222	1313 OCEAN VIEW BLV	0.00	36.15
101	102917	06/01/22	2024	PACIFIC GAS & ELECT	621	5222	1313 OCEAN VIEW BLV	0.00	78.50
TOTAL CHECK								0.00	114.65
101	103127	06/24/22	438	CALIFORNIA AMERICAN	621	5222	77 ASILOMAR FIRE SV	0.00	85.65
101	103127	06/24/22	438	CALIFORNIA AMERICAN	621	5222	1273 CRESPI POND 50	0.00	70.87
101	103127	06/24/22	438	CALIFORNIA AMERICAN	625	5222	77 ASILOMAR GOLF HS	0.00	1,638.42
101	103127	06/24/22	438	CALIFORNIA AMERICAN	621	5222	1254 DELMONTEGOLF30	0.00	110.21
TOTAL CHECK								0.00	1,905.15
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	621	5222	1313 OCEAN VIEW BLV	0.00	35.26
101	103131	06/29/22	2024	PACIFIC GAS & ELECT	621	5222	1313 OCEAN VIEW BLV	0.00	83.88
TOTAL CHECK								0.00	119.14
TOTAL CASH ACCOUNT								0.00	2,138.94
TOTAL FUND								0.00	2,138.94
TOTAL REPORT								0.00	2,584,295.61



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Tori Hannah, Administrative Services Director/Assistant City Manager
MEETING DATE: July 20, 2022
SUBJECT: Core Revenue Report Status for June 2022
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive the Core Revenue Status Report for June 2022

DISCUSSION

The City of Pacific Grove's General Fund revenues are primarily derived from Property Tax, Transient Occupancy Tax, and Sales and Use Tax revenues. During the Fiscal Year 21/22 Mid-Year Budget presentation, it was estimated that these three revenue sources would generate approximately \$18.5 million. This represents approximately 65% of the amended General Fund revenue estimates; or 70% of the General Fund projected receipts, net of the American Rescue Plan Act Fund and the Library bequest transfers.

Details on the budgeted amounts and revenues to date for the current fiscal year are included in Attachment 1.

OPTIONS

N/A – this is informational only.

FINANCIAL IMPACT:

There is no fiscal impact associated with receiving this report.

GOAL ALIGNMENT: Financial Stability: Develop a strategic plan to better address current and future City expenditure and revenue needs.

Attachments

Core Revenue Report - June

Attachment 1
Core Revenue Report
June 2022

The following tables include the FY21/22 budget and year to date revenues. The receipts represent funds received to date. The year-to-date sales tax and transient occupancy final amounts are subject to accrual through late August.

PROPERTY TAX

Property Tax is the first largest source of the General Fund revenue. The City typically receives property tax payments in December, April, and June. Unlike other tax revenues, property taxes were not impacted by COVID-19. The City received its first two property tax payments for Fiscal Year 2021/22 in December 2021 and April 2022, with an additional minor payment received in June 2022. The following table presents Fiscal Year 2021/22 budget, and revenues received to date.

Property Tax	Amended Budget	YTD Receipts	% of Amended Budget
FY21/22	8,518,000	8,573,967	100.7%

TRANSIENT OCCUPANCY TAX (TOT)

Transient Occupancy Tax (TOT) is the General Fund's second largest source of revenue which the City receives on a monthly basis. Unlike property taxes, TOT was significantly impacted by COVID-19. The following table presents Fiscal Year 2021/22 budget and revenues received to date. The Fiscal Year 2021/22 revenues are recovering at a steady rate.

Transient Occupancy Tax	Amended Budget	YTD Receipts	% of Amended Budget
FY21/22	5,696,000	5,651,760	99.2%

The City receives transient occupancy tax in the month following the stay. The revenues received in June are for the May lodging period.

The following table shows a monthly breakdown of TOT revenues when compared to the same month last year. The reduction in the 2020/21 TOT in December and January primarily resulted from temporary COVID-19 restrictions. Also noted is the decline in the March 2019/20 TOT, due to COVID-19 pandemic.

Lodging Period	2019/20	2020/21	2021/22	Net Difference
July	839,162	289,435	673,475	384,040
August	807,047	340,019	730,578	390,559
September	608,652	327,958	578,129	250,171
October	588,842	347,103	475,290	128,187
November	485,652	216,516	431,862	215,346
December	364,933	90,066	378,655	288,589
January	372,122	109,118	314,248	205,130
February	409,906	205,512	412,711	207,199
March	145,558	334,004	476,041	142,037
April ⁽¹⁾	22,362	379,613	568,275	188,662
May	56,465	428,612	612,496	183,884
June	151,029	518,002		
	4,851,730	3,585,958	5,651,760	2,583,804

June 2022 TOT Payments are anticipated to be received late July 2022

(1) April 2021/22 was restated to reflect an additional payment of \$54,838.

SALES AND USE TAX

Sales and Use tax is the third largest source of the City's General Fund revenues. The City receives a 1% Bradley Burns Tax and a 1% Measure U Transactions and Use Tax.

The impact of COVID-19 on the Sales and Use tax revenues has been less significant when compared to TOT. The following table presents Fiscal Year 21/22 budget and revenues received to date.

Sales and Use Tax	Amended Budget	YTD Receipts	% of Amended Budget
FY21/22	4,309,000	3,591,295	83.3%

In Fiscal Year 2019/20, the City received sales tax monthly; however, two payments were advances, which were based on estimated sales, prior period tax receipts, adjustments, and current distributions. This was followed by a true-up within each quarter. Due to this methodology, the advance monthly tax contributions were not truly representative of actual performance.

In Fiscal Year 2020/21, the State changed its tax collection methodology. The State now calculates a factor for each agency based on how the agency's sales tax performed last year to the statewide total, and then applies that factor to the total statewide prepayments they received for that month. If statewide prepayments are tracking higher than the agency's local sales, this could inflate the two advances. Additionally, the higher advances could also represent audit cases or late payments that they also processed during that month. When compared to Fiscal Year 2019/20, this new methodology can contribute to higher advance payments, with a lower true-up amount.

The impact of COVID-19 on the Sales and Use tax revenues has been less significant when compared to TOT. The following table presents Fiscal Year 2021/22 budget and revenues received to date.

Tax Return Period	2019/20	2020/21	2021/22	Net Difference
July Advance	373,338	358,945	303,144	(55,801)
August Advance	439,453	427,105	507,200	80,095
September True-up	376,610	243,269	287,224	43,955
October Advance	297,095	343,188	311,118	(32,070)
November Advance	323,622	333,869	324,181	(9,688)
December True-up	496,186	302,359	479,810	177,451
January Advance	244,631	281,830	260,937	(20,893)
February Advance	322,132	339,550	316,738	(22,812)
March True-up	171,312	239,864	471,617	231,753
April Advance	241,956	314,606	329,326	14,720
May Advance	398,893	395,212		
June True-Up	240,350	481,058		
	3,925,578	4,060,855	3,591,295	406,710
<i>May 2022 payments are anticipated to be received in late July as the State pays the City two months in arrears</i>				



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Joe Amelio, Council Member
MEETING DATE: July 20, 2022
SUBJECT: Monterey County Regional Taxi Authority Board Meeting Highlights for June 27, 2022
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive highlights.

Attachments

Highlights



MONTEREY COUNTY REGIONAL TAXI AUTHORITY BOARD MEETING HIGHLIGHTS

June 27, 2022

RECEIVED PRELIMINARY FINANCIAL REPORT FOR FY 2022

The RTA board received and unanimously approved the preliminary financial report for fiscal year 2022 of the Monterey County Regional Taxi Authority.

RECEIVED FISCAL YEAR 2021 AUDIT AND AUTHORIZED REIMBURSEMENT OF MST EXPENSES BILLED TO THE RTA

The RTA Board received the FY 2021 RTA Audit and authorized the transfer of \$33,924 to MST to reimburse audited expenses incurred by MST on behalf of RTA during FY 2021.

GENERAL LIABILITY AND DIRECTORS AND OFFICERS INSURANCE

The RTA Board unanimously approved the procurement of General Liability and Directors and Officers Insurance Premium Not to Exceed \$15,750 for One Year of Coverage.

RECEIVED A REPORT FROM THE RTA ADMINISTRATOR REPORTS FOR FY 2022

Received and accepted the RTA Administrator Report and RTA Incident Log for FY 2022 (July 2021 through June 2022).

APPROVED CHECKER CAB TAXI OPERATING PERMIT

The RTA Board held a public hearing and approved IQ Business Connection's "Checker Cab's" Application for a Taxi Operating Permit within the RTA Jurisdiction, contingent upon successful completion and receipt of the Live Scan clearance report.

APPROVED FISCAL YEAR 2023 FINAL OPERATING BUDGET

The RTA Board received and unanimously approved the Fiscal Year 2023 Final Operating Budget.

APPROVED AMENDMENT TO RTA BYLAWS ARTICLE VI.

The RTA Board unanimously approved an amendment to RTA bylaws Article VI. Officers regarding Officer Elections and Appointments.

RTA CHAIR AND VICE CHAIR APPOINTMENTS FOR FY 2023-24

The RTA board received a report from the nominating committee, conducted an election of officers, and appointed Tony Barrera from the City of Salinas, to serve as the RTA Board Chairperson, and appointed David Pacheco, from the City of Seaside, to serve as the RTA Board Vice-Chairperson for fiscal years 2023 and 2024.

NEXT SCHEDULED MEETING

The regular RTA board meeting is scheduled for June 27, 2022.



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Joe Amelio, Mayor Pro Tem
MEETING DATE: July 20, 2022
SUBJECT: Monterey Salinas Transit Meeting Minutes for June 13, 2022
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive minutes.

Attachments

MST Minutes

MEETING OF THE MST BOARD OF DIRECTORS

MEETING MINUTES

June 13, 2022
10:00 am (Pacific)

Present:	Dan Albert (Chair)	City of Monterey
	Anna Velazquez (Vice Chair)	City Soledad
	Jeff Baron	City of Carmel-by-the-Sea
	John Gaglioti	City of Del Rey Oaks
	Lorraine Worthy	City of Gonzales
	Mike LeBarre	City of King
	David Burnett	City of Marina
	Joe Amelio	City of Pacific Grove
	Tony Barrera	City of Salinas
	Mary Ann Carbone	City of Sand City
	Anna Velazquez	City Soledad
	Luis Alejo	County of Monterey
Absent:	Dave Pacheco	City of Seaside
	Yanely Martinez	City of Greenfield
Staff:	Carl Sedoryk	General Manager/CEO
	Lisa Rheinheimer	Assistant General Manager
	Norman Tuitavuki	Chief Operating Officer
	Michael Kohlman	Chief Information Officer
	Kelly Halcon	Director of HR & Risk Management
	Michelle Overmeyer	Director of Planning & Innovation
	Andrea Williams	General Accounting & Budget Manager
	Jeanette Alegar-Rocha	Deputy Secretary
	Ikuyo Yoneda-Lopez	Marketing & Customer Service Manager
	Sonia Wills	Customer Service Supervisor
	Matthew Deal	Grants Analyst
	Scott Taylor	IT Manager
	Ezequiel Rebollar	IT Technician
	Lisa Cox	Risk and Safety Manager
	Sonjé Dayries	Compliance Officer
	Elena Grigorichina	Operations Analyst
	Marzette Henderson	Transportation Manager
	Kevin Allshouse	Mobility Coordinator

Claudia Valencia
Beronica Carriedo
Daniel Bruno
Emma Patel

Mobility Specialist
Community Relations Coordinator
Scheduling Assistant
Associate Planner

Counsel: David Laredo
Michael D. Laredo

General Counsel, De Lay & Laredo
Associate Counsel, De Lay & Laredo

Public: Tate Baugh

Member of the Public

Apology is made for any misspelling of a name.

1. CALL TO ORDER

1-1. Roll Call.

1-2. Pledge of Allegiance.

Chair Albert called the meeting to order at 10:03 a.m. Roll call was taken, and a quorum was established. Vice Chair Velazquez led the pledge of allegiance.

1-3. Review Highlights of the Agenda. (Carl Sedoryk)

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

There were no public comments.

3. CONSENT AGENDA

These items will be approved by a single motion. Anyone may request that an item be discussed and considered separately.

3-1. Approve Resolution 2022-34 Authorizing Remote Teleconference Meetings. (Carl Sedoryk)

3-2. Adopt Resolution 2022-35 Recognizing Hector Suarez, Payroll Specialist, as Employee of the Month for June 2022. (Andrea Williams)

3-3. Approve Minutes of the MST Board Meeting on May 9, 2022. (Jeanette Alegar-Rocha)

3-4. Receive Draft Minutes MST Board Administrative Performance Committee Meeting on May 9, 2022. (Jeanette Alegar-Rocha)

3-5. Financial Reports – April 2022. (Lori Lee)

a) Accept Reports of April 2022 Cash Flow

- b) Approve April 2022 Disbursements
- c) Accept Report of April 2022 Treasury Transactions
- 3-6. Receive Report on Lost and Found Items Left on MST Property for the Month of February 2022. (Sonia Wills)
- 3-7. Reject Claim by Claimant Gonzalo Camarillo Morales. (Lisa Cox)
- 3-8. Authorize the General Manager/CEO to Execute a Contract with Vontas for One Year of System Maintenance in an Amount Not to Exceed \$123,451. (Michael Kohlman)
- 3-9. Authorize the General Manager/CEO to Execute a Contract with Giro, Inc. for One Year of System Maintenance for HASTUS Software in an Amount Not to Exceed \$124,458. (Michael Kohlman)
- 3-10. Authorize the General Manager/CEO to Execute a Series of Related Contracts with the Trapeze Software Group for One Year of System Maintenance in an Amount Not to Exceed \$129,240. (Michael Kohlman)
- 3-11. Reject Claim by Lamb & Frischer Law Firm, LLP obo Rhonda Wise. (Lisa Cox)

End of Consent Agenda

There were no public comments.

On a motion by Director Gaglioti, seconded by Director Alejo and carried by the following vote, which was conducted by roll call, the Board approved items 3-1 through 3-11 on the Consent Agenda:

AYES:	11	Albert, Alejo, Amelio, Baron, Barrera, Burnett, Carbone, Gaglioti, LeBarre, Velazquez and Worthy
NOES:	0	
ABSENT:	2	Martinez and Pacheco
ABSTAIN:	0	

Director Worthy left the meeting at approximately 11:15 a.m.

4. RECOGNITIONS AND SPECIAL PRESENTATIONS

- 4-2. June 2022 Employee of the Month –Hector Suarez, Payroll Specialist, as Employee of the Month for June 2022. (Andrea Williams)
- 4-3. Board Member Service Recognition – Mary Ann Carbone 5 years (Carl Sedoryk)
- 4-4. Receive Staff Report on Activities Related to the COVID-19 Pandemic

Incident Response and Recovery Planning to Date and Provide Direction, if Needed. (Carl Sedoryk)

4-5. Receive Update on SURF! Project Public Outreach. (Lisa Rheinheimer)

5. PUBLIC HEARINGS

5-1. FY 2023 – 2024 Operating and Capital Budget (Lisa Rheinheimer)

- a) Receive Presentation on Proposed FY 2023 – 2024 Operating and Capital Budget,
- b) Conduct Public Hearing to Hear Public Comments on the Proposed FY 2023 – 2024 Operating and Capital Budget,
- c) Adopt Proposed FY 2023 – 2024 Operating and Capital Budget,
- d) Approve Resolution 2022-36 Authorizing the Filing of Federal Grant Applications, and
- e) Authorize Staff to Apply to the Transportation Agency for Monterey County for Transportation Development Act Local Transportation Funds and State Transit Assistance for FY 2023.

Chair Albert opened the public hearing and called for public comments on the Proposed FY 2023-2024 Operating and Capital Budget.

There were no public comments.

On a motion by Director Alejo, seconded by Director Gaglioti and carried by the following vote, which was conducted by roll call, the Board approved the FY 2023-2024 Operating and Capital Budget, Resolution 2022-36 authorizing the filing of federal grant applications, and authorized staff to apply to the Transportation Agency for Monterey County Transportation Development Act Local Transportation Funds and State Transit Assistance for FY 2023.

AYES: 10 Albert, Alejo, Amelio, Baron, Barrera, Burnett, Carbone, Gaglioti, LeBarre, Pacheco, and Velazquez

NOES: 0

ABSENT: 3 Martinez, Pacheco, and Worthy

ABSTAIN: 0

6. ACTION ITEMS

- 6-1. Authorize the General Manager/CEO to Enter into Contract with Kimley-Horn for a Transit-Oriented Development Planning Study in an Amount Not to Exceed \$493,498, with a \$12,752 Project Contingency. (Michelle Overmeyer)

On a motion by Director Barrera, seconded by Director Gaglioti and carried by the following vote, which was conducted by roll call, the Board authorized the General Manager/CEO to enter into contract with Kimley-Horn for a Transit-Oriented Development Planning Study in an amount not to exceed \$493,498 with a \$12,752 project contingency.

AYES: 10 **Albert, Alejo, Amelio, Baron, Barrera, Burnett, Carbone, Gaglioti, LeBarre, Pacheco, and Velazquez**
NOES: 0
ABSENT: 3 **Martinez, Pacheco and Worthy**
ABSTAIN: 0

- 6-2. Receive Report from Nominating Committee, Conduct Election of Officers, and Appoint Representatives. (Dan Albert)

On a motion by Director LeBarre seconded by Director Alejo and carried by the following vote, which was conducted by roll call, the Board approved the FY 2023-2024 MST District Officers and appointments with Anna Velazquez as the new Board Chair and Mary Ann Carbone as the new Vice Chair:

AYES: 10 **Albert, Alejo, Amelio, Baron, Barrera, Burnett, Carbone Gaglioti, LeBarre, Pacheco, and Velazquez**
NOES: 0
ABSENT: 3 **Martinez, Pacheco and Worthy**
ABSTAIN: 0

7. REPORTS & INFORMATION ITEMS

The Board will receive and file these reports, which do not require action by the Board.

- 7-1. General Manager/CEO Report – April 2022
- 7-2. Federal Legislative Advocacy Report
- 7-3. State Legislative Advocacy Update
- 7-4. Staff Trip Reports
- 7-5. Correspondence – None

8. BOARD REPORTS, COMMENTS, AND REFERRALS

- 8-1. Reports on Meetings Attended by Board Members at MST Expense. (AB 1234)
- 8-2. Board Member Comments and Announcements.

- a) 2022 APTA Transit Board Members & Board Administrators Seminars, Salt Lake City, UT. Early Bird Registration Deadline is June 17, 2022.

8-3. Board Member Referrals for Future Agendas.

8-4. Approve Resolution 2022-37 In Appreciation for MST Leadership Dan Albert. (Carl Sedoryk)

On a motion by Director Gaglioti, seconded by Director Amelio and carried by the following vote, which was conducted by roll call, the Board unanimously approved resolution 2022-37 in appreciation of Dan Albert for his leadership as Chair.

AYES:	10	Albert, Amelio, Baron, Barrera, Burnett, Carbone, Gaglioti, LeBarre, Pacheco, and Velazquez
NOES:	0	
ABSENT:	3	Alejo, Martinez, and Worthy
ABSTAIN:	0	

9. CLOSED SESSION

9-1. Significant Exposure to Litigation Pursuant to § 54956.9(b): (one case: Francisco Martinez vs. Monterey-Salinas Transit District; Court & Case # not assigned.)

Associate Counsel Michael Laredo reported an update was provided by staff, but no reportable action was made by the Board.

9-2. Conference with Legal Counsel Pursuant to § 54956.95: Authorization to Settle Permanent Disability and Future Medical for Isabel Carrasco Claim No: MST-18-0015.

Associate Counsel Michael Laredo reported an update that action was made by the Board on a motion by Director Albert, seconded by Director Gaglioti, and carried by the following vote, which was conducted by roll call, the Board approved to settle permanent disability and future medical for Isabel Carrasco Claim No: MST-18-0015.

AYES:	9	Albert, Amelio, Baron, Barrera, Burnett, Carbone Gaglioti, LeBarre, and Velazquez
NOES:	0	
ABSENT:	4	Alejo, Pacheco Martinez, and Worthy
ABSTAIN:	0	

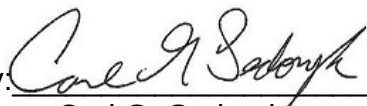
10. ATTACHMENTS

10-1. The Detailed Monthly Performance Statistics and Disbursement Journal for April 2022 can be viewed online within the GM Report at <http://mst.org/about-mst/board-of-directors/board-meetings/>

11. ADJOURN

With no further business to discuss, Chair Velazquez adjourned the meeting at 11:48 a.m. (Pacific).

Prepared by : 
Jeanette Alegar-Rocha

Reviewed by: 
Carl G. Sedoryk



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Ben Harvey, City Manager
MEETING DATE: July 20, 2022
SUBJECT: Ratification of New Local Emergency Actions
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive report of emergency directives/modifications.

DISCUSSION

The City Manager during this Local Emergency is authorized to directly mitigate effects of the Local Emergency to protect life or property.

This report appraises the City Council of emergency directives taken under the continuing local emergency proclaimed by Resolution 20-007. This report fulfills the City Council’s review obligation under that Resolution and Government Code 8630. This agenda item also enables ratification of select actions taken since the City Council’s last review.

City expenditures for legal services related to COVID-19 issues (specifically to related to COVID 19-COM (Communications); COVID 19-TRN (Training); COVID 19-LAW (Legal Support); and COVID-19 (Other)) are eligible for State and Federal Emergency Service reimbursement, including but not limited to FEMA or other emergency grant funding.

Actions not subject to Ratification. Since the time of the revised Monterey County Shelter in Place Order issued Friday, April 3, 2020, the City Manager has taken the following new or modified actions pursuant to the Emergency Proclamation:

- None to report at this time.

No action is necessary with respect to the above new or modified measures, as each is responsive to requirements of the revised Monterey County Shelter in Place Order falling within the regular management discretion of the City Manager.

Actions subject to Ratification. Certain mitigation measures that have been enacted by the City Manager in response to the Monterey County Shelter in Place Order issued Friday, May 8, 2020, and in accord with Council’s Local Emergency under Article 19, subparagraph I, of the Pacific Grove City Charter, and Chapter 3.20 of the Pacific Grove Municipal Code (PGMC), are subject to ratification. Any mitigation measures that qualify are subject to ratification as required by Government Code 8630

and City Council Resolution 20-007, and are listed below:

1. None to report at this time.

Discussion of Circumstances Needing Emergency Response. The discussion part of this item allows comment on circumstances which may benefit from further or different emergency responses. Matters identified will be referred to the City Manager for appropriate consideration in accord with the Emergency Management System protocols set by PGMC Chapter 3.20. These delegate exclusive emergency management response authority to the City Manager.

CEQA Exemption. Actions taken to prevent or mitigate an emergency are exempt from CEQA pursuant to section 15260 of the CEQA Guidelines.

OPTIONS

Actions not subject to ratification are reported for information only.

FINANCIAL IMPACT:

There is no financial impact in receiving the report.

GOAL ALIGNMENT: Not Applicable.



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Jocelyn Francis, Police Administrative Services Manager
MEETING DATE: July 20, 2022
SUBJECT: School Resource Officer Program Agreement
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Enter into an agreement with the Pacific Grove Unified School District to provide a School Resource Officer during the 2022/2023 school year, to include reimbursement of \$80,618.

DISCUSSION

On June 2, 2022 the Pacific Grove Unified School District Board approved entering into the School Resource Officer services agreement for the 2022/2023 school year. This action included approving PGUSD to partially reimburse the City for \$80,618 to partially cover salary expenses. Each school year, the Pacific Grove Police Department (PGPD) assigns a School Resource Officer (SRO) to provide a variety of services to the Pacific Grove Unified School District (PGUSD).

The benefits of the SRO program includes enhancing school safety, collaboration, and community with students, teachers, parents and community members of Pacific Grove. This SRO also provides educational programming through the DARE program, which encourages empowerment to respect others and choose to lead lives free from violence, substance use, and other dangerous behaviors. In addition, to hosting training related to a variety of topics for students, teachers and parents (such as vaping, drug abuse, and social media). The SRO also participates in a variety of school and community events to continue establishing positive interactions with our youth and families. In order to continue the established collaboration efforts between the school district, students, teachers, parents, and the Pacific Grove Police Department, it is recommended City Council approve continuing the School Resource Officer Program.

OPTIONS

1. Do nothing and let the School Resource Officer program lapse.

FINANCIAL IMPACT:

For FY2022/2023, \$80,618 has been requested in special revenue fund 43 to partially cover reimbursable School Resource Officer salary from the Pacific Grove Unified School District. Combined with funding from the Supplemental Law Enforcement Services Fund - 70% of salary and benefits are covered by special funding. The remaining 30% has been requested in the FY2022/2023 Police General Fund operating budget.

GOAL ALIGNMENT: Facilitate Local Business Recovery: Review and revise existing policies and programs and develop a strategic plan to better serve existing businesses.

Attachments

Reso

RESOLUTION NO. 22-xxx

ENTER INTO AN AGREEMENT BETWEEN THE CITY OF PACIFIC GROVE AND THE PACIFIC GROVE UNIFIED SCHOOL DISTRICT FOR THE SCHOOL RESOURCE OFFICER PROGRAM

FINDINGS

1. The City of Pacific Grove and the Pacific Grove Unified School District wish to continue the School Resource Officer program.
2. The City of Pacific Grove and the Pacific Grove Unified School District recognize the benefits of enhanced school safety, collaboration and community that the School Resource Officer brings to the students, teachers, parents and community of Pacific Grove.
3. On June 2, 2022 the Pacific Grove Unified School District Board approved entering into the School Resource Officer services agreement for the 2022/2023 school year and agreed to share the costs associated with a School Resource Officer.
4. On June 29, 2022 the City of Pacific Grove City Council adopted the FY2022/2023 budget which includes funding for the position of School Resource Officer.
5. Adoption of this Resolution is not a Project as that term defined by the California Environmental Quality Act (CEQA).

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
OF PACIFIC GROVE:**

1. The Council determines that each of the Findings set forth above is true and correct, and by this reference incorporates those Findings as an integral part of this Resolution.
2. The Council authorizes the Mayor to enter into an agreement between the City of Pacific Grove and the Pacific Grove Unified School District to provide a School Resource Officer.
3. The agreement between the City of Pacific Grove and the Pacific Grove Unified School District is hereby approved and incorporated herein by reference.
4. This Resolution shall become effective immediately following passage and adoption.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE
this 6th day of July 20, 2022, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

BILL PEAKE, Mayor

ATTEST:

DATED: _____

SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

BRIAN A. PIERIK, City Attorney



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Joyce Halabi, Deputy Public Works Director
MEETING DATE: July 20, 2022
SUBJECT: Sanitary Sewer Maintenance Services Agreement
CEQA: Categorical Exemption, CEQA Guidelines Section 15301, Class I, Existing Facilities

RECOMMENDATION

Authorize an agreement with The Don Chapin Co., Inc DBA Green Line Liquid Waste Haulers for sanitary sewer services in an amount not to exceed \$350,000 per fiscal year with options to extend the agreement for two (2) additional yearly increments.

DISCUSSION

The City of Pacific Grove's sanitary sewer collection system includes 59 miles (314,435 linear feet) of sanitary sewer line ranging in size from 4" to 18" in diameter and approximately 900 manholes. The pipes are comprised of various materials, including but not limited to: vitrified clay (VCP), reinforced concrete (RCP), polyvinyl chloride (PVC), and cast iron (CI) pipes.

Maintenance of the sanitary sewer system is vital to the longevity and operation of the system. The proposed \$350,000 annual contract with Green Line waste hauler includes line maintenance, anticipated CCTV needs, and emergency call outs. The work to be done under this contract consists of the cleaning of the City's sanitary sewer mains and removal of tree roots in various locations throughout the City. The work shall also include the removal and disposal of tree roots, solids, sludge, grit, grease, sand, pieces of the broken pipe and any other debris from the sanitary sewer lines and sanitary manholes.

The City issued a Request for Proposals on June 1, 2022. One bid was received:

Company	Task	Price
Green Line Liquid Waste Haulers	Hydro-Flush	\$1.07/LF
	Hydro-Flush w/Root Removal	\$1.37/LF
	Emergency Call Out	\$325/hour

Green Line Waste Hauler has been qualified as the lowest, responsible bidder. The City has successfully used Green Line for maintenance of the City's sanitary sewer lines since 2013. They are qualified to perform the services.

OPTIONS

1. Approve agreement
2. Do not approve agreement

FINANCIAL IMPACT:

As an element of the FY22/23 Operating Budget, \$350,000 was budgeted from the Sewer Fund for the sanitary sewer maintenance services agreement.

GOAL ALIGNMENT: City Asset Stewardship: Repair, maintain and improve City assets, including streets, sidewalks, sewer systems, buildings, and parks and trails.



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Daniel Gho, Public Works Director / Deputy City Manager
MEETING DATE: July 20, 2022
SUBJECT: Pacific Grove VW Treffen Car Show
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Approve a date change for the Pacific Grove VW Treffen Car Show, allowing the car show to be held on July 27, 2022.

DISCUSSION

At the beginning of each calendar year, the Recreation Board and the City Council review the list of proposed Special Events scheduled to occur during the upcoming fiscal year (July – June) and approve the level of support required for each event. At the February 16, 2022 City Council meeting, the Council approved the event Calendar for Fiscal Year 2022/23.

At the time of approval, the date for the Pacific Grove VW Treffen Car Show was noted to occur on July 20, 2022. Unfortunately, at the time of application submission, the VW Treffen event organizers did not have their schedule solidified. Since approval, the event organizers have notified the Pacific Grove Chamber (the applicant on file) that they will be arriving in Pacific Grove on July 27, 2022. City Staff has no concerns with the proposed date change.

The remaining details of the event will remain the same as initially proposed:

- This is only a car show, no entertainment with amplified sound.
- Two blocks of Lighthouse between Forest & 17th Street will be closed, leaving both Forest & 17th open for through traffic.
- Timeframe:
- Set up: 3:30-5pm
- VW are expected to arrive here from San Francisco around 4:30pm
- Car Show Time: 5:00 -7:30pm
- Street open: 7:30pm
- There will be no vendors at this event.
- The Chamber will notify all businesses/downtown residents one week prior to the event.

If the City Council approves the date change for the Pacific Grove VW Treffen Car Show, City staff will update the special events calendar and begin preparation for the event.

OPTIONS

1. Do not approve the change in date for the Pacific Grove VW Treffen Car Show

FINANCIAL IMPACT:

The Pacific Grove VW Treffen Car Show was approved as a full cost recovery event. All cost that are incurred will be reimbursed by the event applicant, the Pacific Grove Chamber of Commerce.

GOAL ALIGNMENT: Facilitate Local Business Recovery: Review and revise existing policies and programs and develop a strategic plan to better serve existing businesses.



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Bill Peake, Mayor
MEETING DATE: July 20, 2022
SUBJECT: Special Events Policy 900-1
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Approve the proposed amendments to Special Events Policy 900-1.

DISCUSSION

In recent years Special Event applications have been received after the traditional deadline. This has created uncertainty as how they should be handled. Current policy does not address this situation. This amendment should close that gap and in doing so, set expectations for late applicants.

The amendment strives to strike a balance between allowing consideration of late applications and not encouraging this practice. See attachment for details. Additions are shown in red and blue and deletions in ~~striketrough~~. Minor edits for clarity also included.

OPTIONS

1. Do not approve.
2. Provide alternative direction.

FINANCIAL IMPACT:

There is no financial impact for these proposed amendments.

GOAL ALIGNMENT: Transparency, Accountability and Communication: Implement programs, processes, revisions, and training to improve and advance the City's efforts.

Attachments

Amended Policy

CITY OF PACIFIC GROVE CITY COUNCIL POLICY

SUBJECT	POLICY NO.	EFFECTIVE DATE	PAGE NO.
Special Events	900-1	February 16, 2011	1 of 3

PURPOSE

The City of Pacific Grove cultivates an environment of trust and respect for all residents and visitors alike. We strive to ensure that our actions are inclusive and reflective of the diverse community of which we aim to be.

The intent of this policy is to provide guidance for the conduct of special events in the City and ensure an appropriate balance between the number and scope of special events with the ability of City neighborhoods and facilities to adequately handle such events.

POLICY

I. General

The City shall have the discretion to limit the number of special events in any ~~calendar~~-fiscal year.

All special events will be limited to those activities that benefit Pacific Grove residents or businesses.

Most special events are either one-time or annual. Certain special events, such as the Farmers' Market, are periodic and ongoing.

The Council reserves the right to take actions creating exceptions to this policy in the event of special circumstances.

Americans with Disabilities Act (ADA) Requirements

The ADA requires the City of Pacific Grove and public accommodations to provide equitable access for people with disabilities. Event organizers are expected follow ADA guidelines and provide and maintain access for people with disabilities. This may include providing a clear path of travel to and on sidewalks, curb cuts and restrooms; maintaining already-designated parking for people with disabilities, providing additional parking for people with disabilities if parking is provided; and providing accessible restrooms.

Non-Discrimination Policy

The City of Pacific Grove (City) requires that no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity on the grounds of race, color, sex, age, disability or national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) or due to breastfeeding in a public place, gender identity, marital status, political ideology, religion, sexual orientation, or military status or veteran status. The City of Pacific Grove also includes immigration status, ethnic background and Neurodivergent people, in its non-discrimination policy. The City further assures every effort will be made to ensure nondiscrimination and inclusivity in all of its programs and activities, whether those programs and activities are federally funded or not. Permitted special events must comply with the City's nondiscrimination policy and all applicable City, state and federal laws, rules and

regulations.

*Neurodivergent or ND refers to variations in the human brain and cognition, for instance in sociability, learning, attention, mood and other mental functions.

II. Types of Special Events

The City will create an annual calendar of special events. Events included in the annual calendar shall have first priority for the scheduled locations and times. Requests for inclusion in the annual calendar shall be submitted to the City by ~~September 31~~November 30th for any event to be held during the following fiscal year.

~~The City will also consider the approval of events on an as-proposed basis.~~ Such events will not be approved if they conflict with already approved events. Events requiring City Council approval are those that:

- Require City sponsorship or other City support;
- Preclude others from using an entire outdoor public facility (e.g., Caledonia Park);
- Are likely to have a significant impact on substantial numbers of residents or businesses (e.g., closure of multiple or high-traffic streets for a significant amount of time, as determined by the City Manager); or
- Have other characteristics that warrant public consideration by the Council.

More limited events may be approved by staff. A neighborhood event, requiring closure only of a neighborhood street, for example, would not require Council approval. In these cases, those persons incurring the costs of the street closure are the same persons benefiting from the event.

III. Information Required

Each application for special events shall contain the following information:

- A. A description of the proposed event.
- B. A statement of the purpose of the event and its benefits to the City including actions of inclusivity that are reflective of the diverse community which we aim to be.
- C. The name of the sponsoring organization.
- D. The date, location, and time (to include preparation and clean up) of the event. In the case of a race or parade, a map of the proposed route shall be submitted.
- E. An estimate of the number of participants and/or spectators.
- F. A description of City facilities, support, and personnel required.
- G. A list of personnel to be provided by the sponsor.
- H. A description of parking arrangements for the event.
- I. If electronic sound amplification equipment will be used, an application for the necessary permit shall be made as required by Chapter 11.94 of the Pacific Grove Municipal Code.
- J. A description of the proposed [refuse management and](#) recycling program for plastics, glass, paper, and aluminum during the event.
- K. A listing of accommodations provided by the sponsor pursuant to the Americans with Disabilities Act.
- L. A listing of fees proposed to be charged, commercial sales, commercial filming, and the service or sale of food and/or alcohol.

III. Conditions of Permit

Once the Council approves an application, the sponsoring organization shall comply with the following conditions:

- A. At least 30 days prior to the event, furnish the City with a certificate of insurance in an amount not less than \$2 million naming the City of Pacific Grove as an additional insured. Such insurance shall be primary to any City insurance, and the City must have at least ten days' notice of cancellation.
- B. The sponsoring organization shall reimburse the City for all direct and incidental expenses for the use of the City personnel and facilities. The sponsor has the option of using volunteers or other non-City personnel for some functions (e.g., placing barricades, emptying public trash cans, etc.) Other functions (e.g., Police security) require City personnel. The City has the absolute discretion to determine the number of personnel who will be provided for a particular event.
- C. The sponsor is responsible for all sign removal, litter control, clean-up activities, and for providing necessary containers and personnel for recycling activities, as determined by the City.
- D. The sponsor shall provide portable restroom facilities if deemed necessary by the City and in compliance with the ADA.
- E. The sponsor shall be advised that the sponsor is responsible for determining what, if any, accommodations are required of sponsor pursuant to the American with Disabilities Act.

- F. An approved Special Event Application is required for all groups and shall be in the possession of the sponsor or representative at the event.
- G. The City will review applications and additional approvals may be deemed necessary.
- H. If amplification is to be used a deposit of \$500 will need to be paid along with the application fee. If it is determined that amplification exceeds allowable levels or has locations have not been preapproved by City Staff then the deposit may not be returned.

The City of Pacific Grove reserves the right to revoke permissions for an event at any time.

IV. ~~Permitted Events~~Event Classifications

The Council established the following classification of events to be used in determining the events scheduled for each calendar year: Special Events and City Sponsored Events.

Special Events: These are Special Events that require exclusive use of City property and require support from Police, Fire and / or Public Works. Special Events will be deemed full cost recovery

City Sponsored Events: These events include traditional events that are primarily hosted by the Chamber of Commerce, the School District, or the City and shall receive full City Support. These events will be noted annually on the Special Events Calendar for approval by the City Council.

V. Review, Approval, and Scheduling of Events

All activities approved are authorized for the subsequent year only and, continued Council approval should not be assumed. Activities may be discontinued if they become too large or if they create problems that would substantially disrupt the peace and quiet of a neighborhood.

Should the City receive requests for more activities than may be accommodated, the City will establish an appropriate random drawing type of system or other suitable method for determining those activities to be approved.

Completed special event applications received by November 30 will be given priority for the upcoming fiscal year July 1 – June 30. Key dates for review and approval are:

- November – Recreation Department receives completed applications
- December – Staff prepares recommendation
- January – Recreation Board prepares recommendation
- February – Council approves events, calendar, and city sponsorship
- March – Staff publishes Special Events calendar

Completed special event applications received after November 30 (off-cycle) shall be considered if:

1. Not in conflict with approved special events or issued park/facility permit
2. Received a minimum ~~420~~150 days in advance of the event
3. Off-cycle events brought forward for review will not be recommended as “City

Page 2 of 3

Formatted: Left

Formatted: Left

4. Sponsored” special events.

Off-cycle applications will undergo the same review and approval process as for applications received by November 30.

Formatted: Indent: Left: 0.67", No bullets or numbering

Formatted: Left, Indent: Left: 0.5", First line: 0"



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Daniel Gho, Public Works Director/Deputy City Manager
MEETING DATE: July 20, 2022
SUBJECT: Beautification and Natural Resources Commission Meeting Minutes: February 15, 2022 and April 19, 2022
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive minutes.

Attachments

February 2022 Minutes

April 2022 Minutes

SUBJECT February 15, 2022, BNRC meeting minutes

RECOMMENDATION

Approve the meeting minutes.

1. Call to order at 4:00 p.m.

Roll Call by Dan Gho: All commissioners present: Sara Green, Colleen Ingram, Megan McKenna, newly appointed Lucy Moore, Susan Myers, Claudia Vierneisel, Cathy Wooten.

2. Approval of February 15th agenda

Postponement of Item 7B of Goals, attachment was incomplete. Postpone till next month. Ingram motion to approve change, Wooten 2nd, 7-0 approval.

3. Commission and staff announcements (City-related items only)

Commissioners

- Wooten- Update on the Monarch Sanctuary: Last count of monarchs was on Feb 4th and there were almost 8500 counted. Another count will be done this Saturday. Monarchs are starting to mate and leave the area for milkweed. She also welcomed Lucy Moore to the BNRC.

Staff

- Gho- Announced that an offer has been made to a new Environmental Programs manager and onboarding is in process. The manager will be officially named once the process is completed and is officially announced to the City.

4. Council liaison announcements

- Council member Nick Smith – absent

5. General Public Comments

All Written Comments

- **Karin Locke**: Recommends starting a climate action plan development.

Public

- **Lisa Ciani**: Stated that Nick Smith introduced the concept of eliminating the liasons at the last council meeting and there was good discussion on that. Council did not approve of the concept. A couple of members volunteered to take additional roles. Stated Smith was BNRC liason for 3 years and attended approximately 4 out of 27 meetings. Encouraged writing to the mayor to get a committed council liason.

Staff

- **Gho** added that if any commissioner has a question about the ongoings of the meetings, they can reach out and he will always respond.

6. Approval of the minutes of the January 18, BNRC meeting

- Wooten motion to approve the minutes, Green 2nd. 7-0 approval.

7. Regular Agenda

7A. Selection of Officers

Reference: Dan Gho

Recommended Action: Select a Chair, Vice Chair and Secretary to serve 2022 Calendar year.

- Ingram moved to nominate **Wooten as Chair**, Myers 2nd, Wooten accepted, 7-0 approval.
- Wooten nominated **McKenna as Vice-Chair**, Vierneisel 2nd, 7-0 approval.
- Vierneisel nominated **Ingram as Secretary** and volunteered to be backup, Wooten 2nd, 7-0 approval.

Public comment: -none

Commissioner comments: -none

7C. Capital Improvement Program

Reference: Dan Gho

Recommended Action:

- Receive report and submit a project(s) that would be coming from the BNRC.

Public comments:

- **Rebecca Lee:** Would like to know due by regarding CIP, would like to see the City reach canopy goals to include both city and private trees, purchase of bigger trees, to see funding for watering trucks. Would like to see incentives for private sector to plant trees. Stated this is an exciting opportunity.
- **Thom Akeman:** Suggested the last time the BNRC did a CIP proposal for trees that got buried due to funding. Stated the proposal was to hire a contractor to plant and water trees for 2 years to establish them. The City pledged to plant a few thousand trees to catch up – \$20K trees behind. About 2 years ago it was estimated that \$100K could get in about 100 trees. Recommended BNRC use that proposal.
- **Lisa Ciani:** Agrees tree planting is huge and much needed. Wanted to mention that the Planning Commission is asking for purple pipe to bring reclaimed water to the magic carpet (Perkins Park). Mural restoration also- and that's part of your area as well.
- **Inge Lorentzen Daumer:** Stated the purple pipe and mural- both brought up by the DEI and Planning Commission. The mural is enjoyed by all and needs work. It is a huge project and very important, is public art, and visitors view and read it as they walk. Wanted to stress the issue of the trees and mural.

Commissioner comments:

- **McKenna:** Had a discussion with Wooten about the importance of the mural restoration and other projects and aligning all of them with the BNRC and Council goals.
- Also discussed climate action plan, solar panels on buildings, more EV stations
- Restoration of natives along the coast
- Establishing reusable commercial food ware service to reduce single-use plastics
- Trees and canopies
- **Vierneisel:** Wondered if the memorial tree program would fall under this. Would the CIP apply to this program? Gho responded that CIP needs to be \$5k or more and that there is a tree replant fund for the trees but did not follow the question. Vierneisel asked who decides where the trees go? Gho answered the BNRC but we have exhausted the list and we need to revisit.
- **Wooten:** Stated that we can discuss the topics that McKenna outlined. Asked what the deadline is for the CIP submissions, and how detailed does it have to be? Gho answered that it does have to have a level of detail to it. The deadline is mid-March.
- **Moore:** Asked what happens after we submit CIPs? Do they go to the Council for approval? Gho answered that all CIPs will go to Deputy Dir. of Public Works Halibi who oversees CIPs for the City. Public Works then brings them forward to the City Mgr. so that together they can find where the funding for each project out of every type of funding available. The general fund needs to house items like road improvements... They are reviewed and then the council gets an opportunity to review the list and alter the list.
- **Moore:** Asked how we vet the submissions to find the most viable ones before we submit them? Do we talk to you (Gho)? Peake? How do we focus on the ones that will get us the most effect? Gho answered that the ones of highest priority based on city council goals will move forward.
- **Wooten:** Started the discussion of the projects

Mural

The mural was originally painted at a minimal amount of money because the artist was unknown. Now the artist is asking for a significant amount of money. The artist owns the art as it was before the

City put in place the art donation forms. Discussion continued – other commissions might be submitting this for CIP, but it does fall under BNRC responsibilities. We need to contact the artist to find out the estimate before we submit it. There may be private funding for it. Can we start from scratch? The answer is tricky and legal might have to answer that. Action needed-contact artist and Laredo's office for legal implications of starting new: **Art subcommittee** already in place to handle this. Could we find out if other commissions are working on the same submissions? We will not know the projects until they are submitted. Crowd funding from community might be a solution to the mural cost.

Climate Action – Solar Panels and EV stations:

Solar: The City has looked into solar in the past. Gho stated they looked into the whole solar bank at Public Works but the return on investment wasn't there for us at the Public Works yard. The advancements may be different. It was stated by commissioners that this is under the goals of council and asked if it could be included in the BNRC's recommendations for CIP in the future. Gho could not comment either way and stated there would have to be inspections to approve the buildings – Chataugua Hall would not be a good candidate according to Gho. Questioned whether we would have enough time to meet deadlines, if incentives are enough now, etc. The climate action subcommittee can be working on this regardless of meeting deadlines. Can the ARPA (COVID relief funds) money be used for this? We have time to find about the ARPA.

EV Stations: Current stations are almost ready to go. Are there currently plans to add more? No. Should we pursue? Is there a budget for the existing ones so that we have? The 4 stations behind Fandangos cost over \$100K. There was no power infrastructure and that has made it difficult. There is not enough power at the current stations to operate more at that location. **Ingram and Myers** will pursue another location to submit.

Coastal Native Restoration:

Point Pinos Trail Project – burlap around sea bank has native seeds in it. Also have container stock growing that will be planted in those areas also. Can that be watered? The seed will germinate when it gets what it needs. Public Works worked with a biologist to have it grow naturally without watering by the City. We don't have a specific area of restoration. It makes sense to find areas that have need and Pt Pinos is covered. Asked Gho for recommendations for areas of need, perhaps where there is a lot of the ice plant. We need to be aware of the banana slugs and where they are living. Gho recommends assigning commissioners to evaluate where we can remove the highway iceplant. There will be a need for biological/environmental research to be done. Did the same thing at the Great Tide Pool site. **Vierniesel, Wooten, and Moore.**

Commercial To-Go Containers:

Companies provide reusable to-go containers for restaurants that are offered to the public for a buy in fee. Localized areas have potential, like Farmers Markets, schools, etc. We may want to get more clear on the details that are involved and we can work towards goals of the coming year.

Tree Canopy:

Should we also ask for funding from the COVID relief? The tree planting needs to be well thought out. We are losing trees on the private sector. Are we purchasing 100 trees to make a significant impact or 1000 seedlings and hope that are viable? We should probably talk about the revision of the City's tree ordinance. That will be the policy around it. If you fill out the form to request the funding for the trees and leave the outline to Public Works. We need to come up with a number and plant x amount in City parks, borders of public areas, golf course, etc. Gho brought up the steps involved in bringing in of contractor. A part time employee was thought to be a better alternative. **Subcommittee Green, Vierniesel, Wooten**

Gho will follow up with sending out CIP application

Action: Accept the report

Myers motioned to accept, Green 2nd 7-0 approval

7D. Title 12, Trees and the Urban Forest

Reference: Dan Gho

Recommended Action:

- Receive report

Public comments:

- **Lisa Ciani:** Stated the City's Trees and Urban Forest codes need to be methodically revised and reworked, with deep involvement of BNRC's Trees and Landscaping Subcommittee, starting with what the public wants to see done as a major factor guiding the work, sites a recent failure of the tree ordinance is the Council's decision to allow the entire tree population of mostly mature natives, at the ATC site to be cleared while the City's Local Coastal Plan does not allow for removal of native trees for a project unless it's diseased or a public safety hazard. She also believes the revision of the tree ordinance should be informed by the City's LCP to be consistent with the LCP ordinances, at least in the Coastal Zone- perhaps throughout the City, and that the City needs to care for its own replantings and enforce those of private individuals, added that the City planted 2 replacement cypresses, but maintenance was not reliable and both of them died and haven't been replaced, and now two old Monterey cypresses at Lighthouse and Pacific Avenue are being altered, roots are being pruned to deal with the sidewalk. Asked if all alternatives have been explored to reduce the damage to the trees and make the sidewalk safer, and believes the city root pruning should be brought to BNRC for review and public comment.
- **Rebecca Lee:** Recommended that commissioners read Title 12. Instead of Public Works reviewing Title 12 and coming back once, it would be more helpful to go over sections for review so that the BNRC is more involved in the process without being so overwhelming.

Commissioner Comments:

- **Green:** Agrees with R. Lee's idea of a more iterative process as it would be a better use of our time.
- **Moore:** Asked if there is a process to review the private sector responsibility. There doesn't seem to be follow up. For example, we could employ a part-time employee to review the back up. Gho answered that part of the review will be how we streamline the reporting requirements.
- **Wooten:** Asked if Joyce can make monthly updates to the BNRC as she moves through the code? Gho thinks monthly may be too often, but periodic or frequent updates can be made. Recommends that the commissioners read Title 12 and associated documents.

Ingram

- Also agrees with R Lee's idea of reviewing sections of Title 12 with BNRC monthly/frequently so that we can be involved.

8. Next Meeting March 15th 4pm via Zoom

ADJOURNMENT 5:29pm

Myers motioned, Green 2nd 7-0

Colleen Ingram, Secretary

SUBJECT April 19, 2022, BNRC meeting minutes

RECOMMENDATION

Approve the meeting minutes.

1. Call to order at 4:00 p.m. (no roll call)

Present: Wooten, Ingram, Vierneisel, McKenna. Absent: Commissioners Green, Moore, and Myers. Myers joined at 4:05pm, Green joined during meeting.

2. Approval of April 19th agenda

Motion to approve McKenna, Vierneisel 2nd, 4-0 approval.

3. Commission and Staff Announcements (City-related items only)

Commissioners

- **Ingram-** Update on the LP Ambassador program: 3 ambassadors covering 1 or 2 shift a week, but we are getting business throughout the week now. Often celebrations end with metallic confetti and/or silk rose petals being thrown. Whether it is a permitted event or just a casual party, it is difficult to address at the park. It is on the permit that people sign that they don't do these things. Stated that it may be something that people should initial on the permit to make sure they read it.
- **Vierneisel-** Pacific Grove Garden Club had a big annual clean-up at Perkins Park. Amy had sent out a notification and had 47 volunteers weeding along the coast who were able to collect 3500 pounds of weeds.

Staff

- **Dan Gho-** On May 29th, Arbor Day, we will be giving away little pines between 11am-1pm on the City Hall courtyard. There are 150 seedlings. An Oak tree will be planted at the Forest Grove Elementary on the same day.

4. Council Liaison Announcements

- **Coletti-** Briefly announce that the council Wildlife Protection Subcommittee is still active and pursuing the 2 goals endorsed by the BNRC to establish a wildlife protection commission and appropriate enforcement officer to oversee that enforcement. In addition, as an independent council member, he is working on an ordinance about permitting of nonemergency activity along Oceanview during seal pupping season. He stated he will be reaching out to the commission when the time is appropriate.

5. General Public Comments

- **Jan Loomis-** Shared a display of a state park signage from AZ state parks that demonstrated how long it takes for trash to disintegrate. Wondered if something similar could be done professionally along our coast and thinks that if people saw the impact of their refuge there would be behavior change. Concerned about the influx of visitors and the trash that comes with it.

All Written Comments

- **Karin Locke:** Stated climate action plan goal needs to request funding.

6. Approval of the minutes of March 15th, BNRC meeting

Motion to approve Myers, McKenna 2nd, 5-0 approval.

7. Regular Agenda

7A. Climate Action Plan: Megan McKenna with Colleen Ingram

Recommended Action: Receive report and provide directions and comments

Public comment: -

- **None**

Commissioner comments: -

- **Wooten** – Asked what the next course of action should be for this document.
- **Ingram** – We hope to present this to council and have them commit to developing a climate action plan so that it is not something that is just sitting there. There needs to be action behind our recommendation.
- **Wooten**- Clarified that the ask of the commission is that they vote on a recommendation to council that they create a climate action and adaptation plan.
- **McKenna**- Commented that this is a review and what some of the priorities might be different but it is a call to commit and to initiate that process. There will take time to find funding.
- **Ingram**- Stated that there is funding from the state once the process is started. The City has done some of these things but we need some measurable goals and a way to chart progress.
- **Myers**- Stated that this is a great document and liked how it was divided up and highlighted what the City has done. Thanked the subcommittee for the work.
- **Wooten**- Asked what the state's position is on climate action plans for jurisdictions.
- **Ingram**- It is strongly suggested that every city have a plan. We have been a part of the Mayors' Agreement for quite some time and that was a commitment from the mayor to start the process but it is time to go to the next level.

Action: McKenna motioned for the commission to approve this document and have it forwarded to council to review and commit to the climate action planning. Ingram 2nd. Approved 6-0.

- **Gho** mentioned that the council schedule is booked and this may not come to council until July, and he will reach out to the subcommittee when the presentation is scheduled.

7B. Memorial Tree Program

Reference: Dan Gho

Recommended Action: Receive report and provide direction and feedback

Public comment: -

- **Inge Lorentzen Daumer**- Stated that while at the cemetery and looking out at the Norfolk Island Pine. She would like such a memorial tree at the cemetery. Asked if that would be a possibility
- **Lisa Ciani**- Suggested maybe a discount memorial tree for street trees. The Monterey Cypress on Lighthouse Avenue are dying and will need replacement. We need more street trees and maybe people would be attracted to a less expensive option.

Commissioner comments:

- **Green:** Asked if the memorial tree program could be expanded to put plaques on existing mature trees and the money could go to maintenance for all city trees. The plaque could be a nice way to memorialize loved ones and raise money for more tree infrastructure.
- **Wooten**- Asked about trees in the Sanctuary, mentioned that there are several memorial trees and plaques that are not in good shape. Could this be a location?
- **Gho:** Answered yes as long as they are consistent with the maintenance and management plan (Stu Weiss).
- **Wooten:** Asked about the various memorial trees throughout the City that are in poor shape or dead. Is there an inventory of the tree condition? We need to have a way to maintain and check up on them. It would better to have no program than to have memorial trees die from neglect.
- **Ingram**- Suggested that a checklist similar to what Parks and Rec put together for park inventory and maintenance. It may be a way to keep up with the condition of the trees through the tree subcommittee. Suggested Esplanade and a memorial tree walk.

- **Wooten-** We could get the tree subcommittee to work with PW for an inventory and the potential locations.
- **McKenna-** Suggested looking into planting on school grounds and maybe the Adult School.
- **Gho-** Responded that school property makes it difficult to care for the trees. Prefer public property. People also need to be able to visit the tree at all times for memorial trees.

7C. Leaf Blower Ordinance

Reference: Dan Gho Director of Public Works

Recommended Action: Receive report

Public comment: -

- None

Commissioner Comments: -

- **Ingram-** Stated that there is an inconsistency in the messaging on how to report, and that reporting must be in real time. It may be a need for education and consistent messaging.
- **Gho-** Stated that landscapers often work on a schedule. If a report comes in with the address, day, and time of the incident PW can make a visit the next week to hand them a flyer. He also noted that Public Works did a lot of education prior to the ordinance going into effect and felt they were successful in getting the message out.
- **Wooten- Suggested action:** On the compliance landing page, add the number to call and the email. We could also include this information a couple times a year on the manager's report and social media to get the word out. Gho commented that he would discuss with community development.
- **McKenna-** Suggested that it would be nice to be able to acknowledge those companies that comply and to include that in the education.
- **Ingram-** Stated that the importance of compliance has to do with emissions more than noise. Gas leaf blowers emit significant amounts of GHG and this is important.

7D. BNRC Goals

Reference: Dan Gho Director of Public Works

Recommended Action: Receive report

Public comment: -

- None

Commissioner Comments: -

- **Green-** Suggested that goals be shared with commissioner Moore.
- **Wooten-** Offered that Moore has received the goals and will commit to a subcommittee of her choice. Thanked Myers for updating the goals

Myers motioned to approve the goals, Green 2nd, 7-0 approval

8. NEXT MEETING – May 17th, 2022

ADJOURNMENT: 4:55p

Ingram motion to adjourn, McKenna 2nd, 7-0 approval

Colleen Ingram, Secretary



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Sandra Kandell, City Clerk
MEETING DATE: July 20, 2022
SUBJECT: Diversity, Equity and Inclusion Meeting Minutes: June 13, 2022
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive minutes.

Attachments

DEI Minutes



MEETING MINUTES
CITY OF PACIFIC GROVE
DIVERSITY, EQUITY, AND INCLUSION
TASK FORCE

REGULAR MEETING

Monday, June 13, 2022, 6:00 P.M.

Council Chamber – City Hall – 300 Forest Avenue, Pacific Grove, CA

**THIS MEETING WILL BE HELD VIRTUALLY AND IS COMPLIANT WITH
THE GOVERNOR'S EXECUTIVE ORDERS ALLOWING FOR A DEVIATION
OF TELECONFERENCE RULES REQUIRED BY THE BROWN ACT.**

JOIN THE ZOOM WEBINAR TO PARTICIPATE LIVE AT:
<https://us02web.zoom.us/j/89179208141>

To participate telephonically, call any number below:

888 788 0099 US (Toll-free)
877 853 5247 US (Toll-free)
669 900 9128
669 219 2599

Webinar ID: 891 7920 8141#
If prompted to enter a participant ID, press #.

1. **CALL TO ORDER / ROLL CALL**
Chair Tina Rau called the meeting to order at 6:00 pm. Clerk Kandell conducted roll call with the following Task Force members present via Zoom Meeting: Task Force Members (Members) Kim Bui, Edward Juarez-Lefevre, Nadja Mark and Tina Rau. Member Kristy Markowitz was absent.
2. **APPROVAL OF AGENDA**
Action: Upon motion by Vice Chair Juarez-Lefevre and seconded by Secretary Bui the Task Force approved the Agenda.

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

AYES: Members Bui, Juarez-Lefevre, Mark, Markowitz, and Rau.
NOES: None.
ABSENT: Member Mark
3. **TASK FORCE AND STAFF ANNOUNCEMENTS (City-Related Items Only)**
Chair Rau, Secretary Bui, Vice Chair Juarez-Lefevre, Member Mark and Member Markowitz made announcements.

4. **COUNCIL LIAISON ANNOUNCEMENTS**

Council member Poduri made announcements.

5. **GENERAL PUBLIC COMMENT**

Public comment was received from Inge Lorentzen Daumer.

6. **APPROVAL OF THE MINUTES**

Action: Upon motion by Member Markowitz and seconded by Member Mark, the Task Force approved the Minutes of the May 9, 2022 Regular Meeting as follows:

Motion carried 5-0 by the following vote:

AYES: Members Bui, Juarez-Lefevre, Mark, Markowitz, and Rau.

NOES: None.

7. **REGULAR AGENDA**

A. Amendment to the City Council Special Events 900-1

Chair Rau gave a presentation.

No public comment was received.

Action: Upon motion by Member Bui and seconded by Member Mark, the Task Force approved the proposed language updates to Special Events Policy 900-1 and requested the staff place on an upcoming City Council agenda for consideration.

Motion carried 5-0 by the following vote:

AYES: Members Bui, Juarez-Lefevre, Mark, Markowitz, and Rau.

NOES: None.

B. Discussion regarding virtual and in person meetings

Chair Rau gave a presentation.

Public comment was received from Inge Lorentzen Daumer, Lisa Ciani and Carmelita Garcia.

Action: Upon motion by Chair Rau and seconded by Member Mark, the Task Force will resume in person meetings when the City can provide both in person and remote options.

Motion carried 5-0 by the following vote:

AYES: Members Bui, Juarez-Lefevre, Mark, Markowitz, and Rau.

NOES: None.

NEXT MEETING: Regular Meeting on July 11, 2022 at 6:00 p.m.

ADJOURNMENT

Chair Rau adjourned the regular meeting at approximately 7:03 p.m.

Respectfully Submitted,

DocuSigned by:

CCCFCF4BF8E44BD...
Kim Bui
Secretary

DocuSigned by:

3DDF71C2D6404D1...
Approved by Chair: _____ Date 7/13/2022



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Leticia Livian, Human Resources Director
MEETING DATE: July 20, 2022
SUBJECT: Ordinance Amending the Salary Classification Schedule
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

1. Introduce and hold first reading of an ordinance to amend the salary classification schedule, as outlined within the attachment;
2. Modify the salary ranges for specified classifications;
3. Add the new classification of City Clerk/DEI Coordinator;
4. Delete the Community and Economic Development Manager classification; and
5. Direct that a summary of a proposed ordinance be published as approved by the City Attorney.

DISCUSSION

The City salary classification schedule identifies the job classifications approved by Council (e.g., Office Assistant) and the hourly rates of pay for each classification at each step authorized by the Personnel Rules. Pursuant to Charter Article 25 and Pacific Grove Municipal Code (PGMC) Section 4.20.280, approval and amendment to the classification schedule must be adopted by the Council.

1. Salary Adjustments

3% Cost of Living Adjustment

During the 20/21 fiscal year, active employees of all classifications took a reduction in pay to assist the City to meet its financial obligations during the COVID-19 pandemic and subsequent shut-down of services and businesses. Employees agreed to take up to a 10% reduction in pay. For the first two quarters of FY 20/21, employees took a 10% reduction in work and pay, and for the following two quarters of FY 20/21, employees took a 5% reduction in work and pay. This employee economic concession saved the City approximately \$634,000, and significantly assisted the City in balancing the budget.

To help off-set the economic concessions employees made, and to recognize the dramatic increase in inflation, staff is recommending an across the board 3% COLA for GEA, MEA, Unrepresented, and for some Department Head and Non-represented Management and Confidential Group classifications. **The City Manager Classification is not proposed for the Cost of Living Adjustment at this time.**

Members of the POA are currently in the negotiation process of their contract, and changes to their contract in regard to pay, benefits, and working conditions will follow the negotiation process, and will be brought before City Council at a later date.

Salary Market Adjustments

In 2019/2020, following the completion of negotiations and contract renewals for POA, MEA and GEA, the Department Head and the Non-represented Management and Confidential Group employees were to follow with review of their Compensation and Benefits Plan, specifically examining total compensation and recommendations for salary market adjustments. However, the timing of the review occurred during the onset of the COVID-19 Pandemic, and the review was placed on hold. The last time classifications in these groups were reviewed was in 2017.

Current salary surveys show several classifications are under market for total compensation. City Council's practice has been to align classifications to 95% of the market median for total compensation. Staff is recommending the following classifications be brought up to 95% of the market median for total compensation:

- Administrative Services Manager
- City Clerk
- Community Development Director
- Deputy City Clerk
- Finance Director
- Human Resources Director
- Library Director
- Police Administrative Services Manager
- Police Administrative Services Manager/PIO
- Police Chief
- Police Commander
- Program Manager, Senior
- Public Works Director

2. New Classification

Staff is recommending a new classification to the salary schedule, City Clerk/DEI (Diversity, Equity & Inclusion) Coordinator. This position would support the City Council's recently created DEI Task Force and its policy recommendations. The City Clerk currently is participating as a City staff liaison to the DEI Task Force and has expressed interest in expanding her role and knowledge base. This new proposed classification provides for growth in the City Clerk's current position, as well as meets the needs of the City in moving DEI efforts forward. Attached to this agenda report is a draft job description of the new position.

3. Remove Obsolete Classification

The Community and Economic Development Program Manager is a classification that has been unfunded for over five years and currently is not relevant. It is recommended that this position be removed from the salary schedule.

Conclusion

The salary schedules are amended by Ordinance; therefore, staff is recommending an amendment to the salary classification schedule.

A proposed salary chart is included in this report, listing each classification and its associated bargaining

group or alignment with a bargaining group, as well as its current hourly salary range/string, and the new hourly salary range/string. Also noted is the designation of a COLA, salary market adjustment, or if the salary is to remain unchanged. There is also indication advising if the position is authorized (budgeted, assigned, and FTE/staffed), unfunded (no budget assigned, FTE not authorized/not staffed), or vacant (budgeted, authorized, under recruitment).

The following classifications on the salary schedule are vacant/unfunded positions:

- Accountant, Chief
- Accountant, Senior
- Administrative Services Director
- Animal Control Officer
- Arborist
- Assistant Finance Manager
- Comm. & Economic Dev. Program Manager
- Custodian
- Deputy City Manager
- Engineering Technician
- Finance Director
- Financial Analyst
- Housing Rehab Inspector
- Human Resources Manager
- Intern
- Intern II
- Maint. Tech/Safety Coordinator
- Planner, Assistant
- Planner, Principal
- Police Admin. Services Manager
- Preschool Manager
- Public Works Director
- Public Works Superintendent
- Recreation Coordinator, Senior
- Risk Manager
- Senior Librarian
- Volunteer Coordinator

Salary market changes will keep these classifications in line with the market as well as maintain the equity in the salary schedule (ie, lower-level classification should not be at a higher salary range of a higher classification). There is no effort or interest to fund or fill these positions at this time.

OPTIONS

1. Provide alternative direction to staff.
2. Not approve the Ordinance

FINANCIAL IMPACT:

The estimated annual costs for the 3% COLA and market adjustments are \$193,500 and \$140,000, respectively. This does not include any funds for a POA COLA, which is currently under negotiation. All funds to support these increases have been included in the FY 22/23 Adopted Budget.

GOAL ALIGNMENT: Not Applicable.

Attachments

List of Classifications

Current and New Proposed Salary Chart

Ordinance

Draft Job Description

PPT

List of Classifications to Amend in the Salary Schedule

Accountant	Library Clerk
Accountant, Chief	Library Director
Accountant, Senior	Lighthouse Docent Coordinator
Accounting Assistant	Maintenance Supervisor
Accounting Assistant, Senior	Maintenance Tech/Safety Coord
Administrative Services Director (ASD)	Maintenance Worker
ASD/ Assistant City Manager	Maintenance Worker, Senior
Administrative Services Manager	Management Analyst
Administrative Technician	Office Assistant
Animal Control Officer	Parking Enforcement Officer
Arborist	Planner, Assistant
Assistant Finance Manager	Planner, Associate
Cashier	Planner, Principal
City Clerk	Planner, Senior
City Clerk/DEI Coordinator	Police Adm. Services Manager (ASM)
~~City Manager~~	Police ASM/Public Information Officer
Code Compliance Officer	Police Chief
Community Development Director	Police Commander
Community Service Officer	Police Officer Recruit
Construction Project Manager	Police Records Supervisor
Custodian	Police Services Technician
Deputy City Clerk	Pre School Manager
Deputy City Manager	Program Manager
Engineering Technician	Program Manager, Senior
Equipment Mechanic	Public Works (PW) Director
Equipment Mechanic, Senior	PW Director/ Deputy City Manager
Finance Director	Public Works Superintendent
Financial Analyst	Recreation Assistant I
Housing Rehab Inspector	Recreation Assistant II
Human Resources Director	Recreation Coordinator
Human Resources Manager	Recreation Coordinator, Senior
IT Support Specialist	Recreation Program Supervisor
Intern	Risk Manager
Intern II	Senior Librarian
Librarian	Volunteer Coordinator
Library Assistant	Extra Help Retired Annuitant
Library Assistant, Senior	

Salary Chart
Current and Proposed New

Barg. Group/Align	3% COLA or Market Adjustment		Hourly Salary Steps								3% COLA or Market Adjustment	Position Budget Status Authorized, Vacant, or Unfunded
	Classification		Step 1A	Step 2B	Step 3C	Step 4D	Step 5E	Step 6F	Step 7G	Step 8H		
GEA	Accountant		31.83	33.42	35.09	36.85	38.70	39.66	40.65	41.66		
		New	32.78	34.42	36.15	37.95	39.85	40.85	41.87	42.91	COLA	Authorized
MEA	Accountant, Chief		38.05	39.95	41.95	44.05	46.25	47.99	49.79			
		New	39.20	41.15	43.21	45.37	47.64	49.43	51.28		COLA	Unfunded
MEA	Accountant, Senior		34.86	36.61	38.43	40.36	42.38	43.97	45.61			
		New	35.91	37.70	39.59	41.57	43.65	45.28	46.98		COLA	Unfunded
GEA	Accounting Assistant		25.12	26.38	27.69	29.08	30.53	31.30	32.08	32.89		
		New	25.88	27.17	28.53	29.96	31.45	32.24	33.05	33.87	COLA	Authorized
GEA	Accounting Assistant, Senior		26.71	28.05	29.45	30.92	32.47	33.28	34.12	34.97		
		New	27.51	28.89	30.33	31.85	33.44	34.28	35.14	36.01	COLA	Authorized
DH	Administrative Services Director		65.26	68.52	71.95	75.55	79.32	82.30	85.38			
		New	65.62	68.90	72.35	75.97	79.77	83.75	87.94		COLA	Unfunded
DH	Administrative Services Director/ Assistant City Manager		71.79	75.38	79.14	83.10	87.26	91.62	96.20			
		New	73.94	77.64	81.52	85.59	89.87	94.37	99.09		COLA	Authorized
Nonrep Mgt	Administrative Services Manager		49.06	51.51	54.09	56.79	59.63	62.61	65.75			
		New	52.58	55.21	57.97	60.87	63.92	67.11	70.47		Adjustment/Parity	Vacant
GEA	Administrative Technician		32.12	33.72	35.41	37.18	39.04	40.01	41.01	42.04		
		New	33.08	34.73	36.47	38.29	40.21	41.21	42.25	43.30	COLA	Authorized
GEA	Animal Control Officer		25.30	26.63	27.95	29.35	30.83	31.98	33.18			
		New	26.12	27.43	28.80	30.24	31.75	32.94	34.17		COLA	Unfunded
GEA	Arborist		39.33	41.30	43.37	45.53	47.81	49.01	50.23	51.49		
		New	40.52	42.54	44.67	46.90	49.25	50.48	51.74	53.03	COLA	Unfunded
MEA	Assistant Finance Manager		34.77	36.50	38.33	40.24	42.25	43.84	45.48			
		New	35.81	37.60	39.48	41.45	43.52	45.16	46.85		COLA	Unfunded

**Salary Chart
Current and Proposed New**

Barg. Group/Align	3% COLA or Market Adjustment		Hourly Salary Steps								3% COLA or Market Adjustment	Position Budget Status Authorized, Vacant, or Unfunded
	Classification		Step 1A	Step 2B	Step 3C	Step 4D	Step 5E	Step 6F	Step 7G	Step 8H		
Unrep	Cashier		15.00	15.75	16.54	17.36	18.23					
		New	15.45	16.22	17.03	17.88	18.78				COLA	Vacant
DH	City Clerk		41.94	44.04	46.24	48.55	50.98	53.53	56.20			
		New	53.67	56.35	59.17	62.13	65.23	68.50	71.92		Adjustment	Recommend Filled>Unfunded/Unfilled
DH	City Clerk/DEI Coordinator		56.35	59.17	62.13	65.24	68.50	71.92	75.52			
	New Classification										New Classification Benchmark Classification is City Clerk	Recommended Unfunded> Filled/Funded
Elec	City Council Member		420 per month								No Change	Authorized
Contract	City Manager		103.85								No Change	Authorized
GEA	Code Compliance Officer		32.54	34.17	35.87	37.67	39.55	40.55	41.56	42.59		
		New	33.52	35.19	36.95	38.80	40.74	41.76	42.80	43.87	COLA	Authorized
MEA	~~Comm & Econ Dev. Program Mgr~~		~~40.05~~	~~42.05~~	~~44.16~~	~~46.36~~	~~48.68~~	~~50.51~~	~~52.40~~		Obsolete Classification	Unfunded
DH	Community Development Director		59.70	62.69	65.82	69.11	72.57	76.19	80.00			
		New	63.62	66.80	70.14	73.65	77.33	81.20	85.26		Adjustment	Authorized
GEA	Community Service Officer		25.91	27.20	28.56	29.99	31.49	32.67	33.89			
		New	26.68	28.01	29.41	30.88	32.43	33.64	34.91		COLA	Authorized
MEA	Construction Project Manager		37.49	39.36	41.33	43.40	45.57	47.28	49.05			
		New	38.61	40.54	42.57	44.70	46.94	48.70	50.52		COLA	Authorized
Unrep	Custodian		16.63	17.46	18.33	19.25	20.21					
		New	17.13	17.98	18.88	19.83	20.82				COLA	Unfunded
DH	Deputy City Clerk		30.62	32.15	33.76	35.45	37.22	38.61	40.07			
		New	32.31	33.93	35.62	37.40	39.27	41.24	43.30		Adjustment	Authorized

Salary Chart
Current and Proposed New

Barg. Group/Align	3% COLA or Market Adjustment		Hourly Salary Steps								3% COLA or Market Adjustment	Position Budget Status Authorized, Vacant, or Unfunded
	Classification		Step 1A	Step 2B	Step 3C	Step 4D	Step 5E	Step 6F	Step 7G	Step 8H		
Nonrep Mgt	Deputy City Manager		60.93	63.98	67.17	70.53	74.05	77.76	81.65			
		New	62.75	65.89	69.19	72.64	76.28	80.09	84.10		COLA	Unfunded
GEA	Engineering Technician		35.01	35.88	36.78	37.70	38.64	39.61	40.60	41.61		
		New	32.74	34.38	36.10	37.90	39.80	40.79	41.81	42.86	COLA	Unfunded
GEA	Equipment Mechanic		31.96	33.55	35.23	36.99	38.84	39.81	40.81	41.83		
		New	32.92	34.56	36.29	38.10	40.01	41.01	42.04	43.09	COLA	Authorized
GEA	Equipment Mechanic, Senior		34.01	35.72	37.51	39.38	41.34	42.37	43.44	44.53		
		New	35.04	36.79	38.63	40.56	42.59	43.65	44.74	45.86	COLA	Authorized
DH	Finance Director		56.27	57.68	59.12	60.59	62.11	63.66	65.26			
		New	63.62	66.80	70.14	73.65	77.33	81.20	85.26		Adjustment/Parity	Unfunded
MEA	Financial Analyst		30.18	31.70	33.28	34.94	36.69	38.07	39.50			
		New	31.09	32.65	34.28	35.99	37.79	39.21	40.68		COLA	Unfunded
GEA	Housing Rehab Inspector		22.68	23.81	25.00	26.25	27.56					
		New	23.35	24.52	25.75	27.04	28.39				COLA	Unfunded
DH	Human Resources Director		55.50	58.28	61.19	64.25	67.46	70.83	74.38			
		New	63.62	66.80	70.14	73.65	77.33	81.20	85.26		Adjustment/Parity	Authorized
NonrepMgt	Human Resources Manager		45.66	47.94	50.34	52.86	55.50	58.58	61.19			
		New	47.03	49.38	51.85	54.44	57.17	60.02	63.03		COLA	Unfunded
GEA	IT Support Specialist		25.24	26.50	27.83	29.22	30.68	31.45	32.23	33.04		
		New	26.00	27.30	28.66	30.10	31.60	32.39	33.20	34.03	COLA	Authorized
Unrep	Intern		15.00	15.75	16.54	17.36	18.23					
		New	15.45	16.22	17.03	17.88	18.78				COLA	Unfunded
Unrep	Intern II		20.16	21.17	22.23	23.34	24.50					
		New	20.76	21.80	22.89	24.03	25.24				COLA	Unfunded

Salary Chart
Current and Proposed New

Barg. Group/Align	3% COLA or Market Adjustment		Hourly Salary Steps								3% COLA or Market Adjustment	Position Budget Status Authorized, Vacant, or Unfunded
	Classification		Step 1A	Step 2B	Step 3C	Step 4D	Step 5E	Step 6F	Step 7G	Step 8H		
MEA	Librarian		30.18	31.70	33.28	34.94	36.69	38.07	39.50			
		New	31.09	32.65	34.28	35.99	37.79	39.21	40.68		COLA	Authorized
GEA	Library Assistant		23.31	24.47	25.69	26.98	28.33	29.03	29.76	30.51		
		New	24.00	25.20	26.46	27.79	29.18	29.91	30.65	31.42	COLA	Authorized
GEA	Library Assistant, Senior		24.98	26.23	27.54	28.92	30.37	31.13	31.90	32.70		
		New	25.73	27.02	28.37	29.79	31.28	32.06	32.86	33.68	COLA	Authorized
Unrep	Library Clerk		17.50	18.38	19.30	20.27	21.28					
		New	18.03	18.93	19.88	20.87	21.92				COLA	Authorized
DH	Library Director		58.58	61.51	64.58	67.81	71.20	74.76	78.50			
		New	63.62	66.80	70.14	73.65	77.33	81.20	85.26		Adjustment	Authorized
Unrep	Lighthouse Docent Coordinator		15.00	15.75	16.54	17.36	18.23					
		New	15.45	16.22	17.03	17.88	18.78				COLA	Authorized
GEA	Maintenance Supervisor		33.96	35.67	37.44	39.31	41.28	42.31	43.37	44.45		
		New	34.98	36.73	38.57	40.49	42.52	43.58	44.67	45.79	COLA	Authorized
GEA	Maintenance Tech/Safety Coord		33.96	35.67	37.44	39.31	41.28	42.31	43.37	44.45		
		New	34.98	36.73	38.57	40.49	42.52	43.58	44.67	45.79	COLA	Unfunded
GEA	Maintenance Worker		27.11	28.47	29.89	31.38	32.95	33.77	34.62	35.48		
		New	27.92	29.31	30.78	32.32	33.93	34.78	35.65	36.54	COLA	Authorized
GEA	Maintenance Worker, Senior		30.41	31.94	33.52	35.21	36.96	37.89	38.83	39.80		
		New	31.32	32.89	34.53	36.26	38.07	39.02	40.00	41.00	COLA	Authorized
MEA	Management Analyst		33.78	35.47	37.24	39.11	41.06	42.60	44.20			
		New	34.80	36.54	38.36	40.28	42.29	43.88	45.53		COLA	Authorized
ELE	Mayor		700 per month								No Change	
GEA	Office Assistant		21.66	22.75	23.88	25.08	26.33	26.99	27.66	28.35		
		New	22.31	23.42	24.60	25.83	27.12	27.79	28.49	29.20	COLA	Authorized

Salary Chart
Current and Proposed New

Barg. Group/Align	3% COLA or Market Adjustment		Hourly Salary Steps								3% COLA or Market Adjustment	Position Budget Status Authorized, Vacant, or Unfunded
	Classification		Step 1A	Step 2B	Step 3C	Step 4D	Step 5E	Step 6F	Step 7G	Step 8H		
GEA	Parking Enforcement Officer		24.36	25.58	26.86	28.20	29.62	30.73	31.88			
		New	25.10	26.35	27.67	29.05	30.51	31.65	32.84		COLA	Authorized
GEA	Planner, Assistant		33.08	34.74	36.48	38.30	40.21	41.23	42.25	43.30		
		New	34.08	35.78	37.57	39.45	41.42	42.45	43.52	44.60	COLA	Unfunded
GEA	Planner, Associate		36.76	38.60	40.54	42.56	44.68	45.80	46.95	48.12		
		New	37.87	39.76	41.75	43.84	46.03	47.18	48.36	49.57	COLA	Authorized
MEA	Planner, Principal		43.57	45.75	48.04	50.44	52.96	54.95	57.01			
		New	44.88	47.12	49.48	51.95	54.55	56.60	58.72		COLA	Unfunded
GEA	Planner, Senior		41.63	43.71	45.90	48.20	50.61	51.87	53.17	54.50		
		New	42.88	45.03	47.28	49.64	52.12	53.43	54.76	56.13	COLA	Vacant
Nonrep Mgt	Police Adm. Services Manager		49.06	51.51	54.09	56.79	59.63	62.61	65.75			
		New	52.59	55.22	57.98	60.87	63.92	67.11	70.47		Adjustment	Unfunded
Nonrep Mgt	Police Adm. Services Manager/ Public Information Officer		51.51	54.09	56.79	59.63	62.61	65.75	69.04			
		New	55.21	57.97	60.87	63.92	67.11	70.47	73.99		Adjustment	Authorized
											Police Admin Services Mgr is the benchmark classification	
DH	Police Chief		69.33	72.80	76.44	80.26	84.27	88.48	92.91			
		New	73.03	76.68	80.52	84.54	88.77	93.21	97.87		Adjustment	Authorized
Nonrep Mgt	Police Commander		55.32	58.09	60.99	64.04	67.24	70.60	74.13			
		New	58.65	61.59	64.66	67.90	71.29	74.86	78.60		Adjustment	Authorized
POA	Police Officer		44.10	46.31	48.62	51.06	53.61	55.62	57.70		No change Pending Negotiation	Authorized
Unrep	Police Officer Recruit		24.23	25.44	26.71	28.04	29.44	30.54	31.68			
		New	24.94	26.19	27.50	28.87	30.32	31.46	32.64		COLA	Authorized
											Underfill for Police Officer	
GEA	Police Records Supervisor		29.33	30.80	32.34	34.04	35.73	37.08	38.46			
		New	30.28	31.79	33.38	35.05	36.80	38.18	39.61		COLA	Authorized

Salary Chart
Current and Proposed New

Barg. Group/Align	3% COLA or Market Adjustment		Hourly Salary Steps								3% COLA or Market Adjustment	Position Budget Status Authorized, Vacant, or Unfunded
	Classification		Step 1A	Step 2B	Step 3C	Step 4D	Step 5E	Step 6F	Step 7G	Step 8H		
POA	Police Sergeant		50.96	53.50	56.18	58.99	61.94	64.26	66.67		No Change Pending Negotiation	Authorized
GEA	Police Services Technician		25.91	27.20	28.56	29.99	31.49	32.67	33.89		COLA	Authorized
	New		26.68	28.01	29.41	30.88	32.43	33.64	34.91			
Unrep	Pre School Manager		18.74	19.68	20.66	21.69	22.78				COLA	Unfunded
	New		19.30	20.27	21.28	22.35	23.46					
MEA	Program Manager		41.39	43.46	45.63	47.91	50.31	52.20	54.15		COLA	Authorized
	New		42.63	44.76	47.00	49.35	51.82	53.76	55.77			
Nonrep Mgt	Program Manager, Senior		49.06	51.51	54.09	56.79	59.63	62.61	65.75		Adjustment	Authorized
	New		52.58	55.21	57.97	60.87	63.92	67.11	70.47			
DH	Public Works Director		56.78	59.62	62.60	65.73	69.02	72.47	76.09		Adjustment/Parity	Unfunded
	New		63.62	66.80	70.14	73.65	77.33	81.20	85.26			
DH	Public Works Director/ Deputy City Manager		68.92	72.37	75.98	79.78	83.77	87.96	92.36		COLA	Authorized
	New		70.99	74.54	78.26	82.18	86.29	90.60	95.13			
MEA	Public Works Superintendent		45.00	47.25	49.61	52.09	54.70	56.75	58.87		COLA	Unfunded
	New		46.34	48.66	51.09	53.65	56.33	58.44	60.64			
Unrep	Recreation Assistant I		15.00	15.75	16.54	17.36	18.23				COLA	Authorized
	New		15.45	16.22	17.03	17.88	18.78					
Unrep	Recreation Assistant II		16.33	17.15	18.00	18.90	19.85				COLA	Authorized
	New		16.82	17.66	18.54	19.47	20.45					
GEA	Recreation Coordinator		23.81	25.00	26.25	27.56	28.94	29.66	30.40	31.16	COLA	Authorized
	New		24.52	25.75	27.03	28.38	29.80	30.55	31.31	32.10		
MEA	Recreation Coordinator, Senior		37.17	39.03	40.98	43.03	45.19	46.88	48.64		COLA	Unfunded
	New		38.29	40.21	42.22	44.33	46.54	48.29	50.10			

Salary Chart Current and Proposed New

Barg. Group/Align	3% COLA or Market Adjustment		Hourly Salary Steps								3% COLA or Market Adjustment	Position Budget Status Authorized, Vacant, or Unfunded
	Classification		Step 1A	Step 2B	Step 3C	Step 4D	Step 5E	Step 6F	Step 7G	Step 8H		
Unrep	Recreation Program Supervisor		21.44	22.51	23.63	24.82	26.06					
		New	22.08	23.19	24.35	25.56	26.84				COLA	Authorized
MEA	Risk Manager		34.77	36.50	38.33	40.24	42.25	43.84	45.48			
		New	35.80	37.59	39.47	41.45	43.52	45.15	46.84		COLA	Unfunded
MEA	Senior Librarian		34.94	36.69	38.52	40.45	42.47	44.06	45.71			
		New	35.98	37.78	39.67	41.66	43.74	45.3796	47.08		COLA	Unfunded
GEA	Volunteer Coordinator		26.33	27.65	29.03	30.48	32.01	32.81	33.63	34.47		
		New	27.13	28.48	29.91	31.40	32.97	33.80	34.64	35.51	COLA	Unfunded

Classification	Hourly Salary Range
Extra Help Retired Annuitant	From 11.50 - 92.91 to 15.50 - 106.96

Bargaining Group Abbreviations

GEA	General Employee Association
MEA	Management Employee Association
POA	Police Officer Association
DH	Department Head Group
Nonrep Mgt	Non-Represented Management Group
Unrep	Unrepresented classification due to part-time and/or temporary/seasonal status
ELE	Elected Officials

ORDINANCE NO. 22-_____

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE
AMENDING THE CLASSIFICATION SCHEDULE**

Findings

1. The City of Pacific Grove (City) is providing a 3% COLA for GEA, MEA, and unrepresented classifications; and
2. The City is providing a 3% COLA for some members of the Department Head and Non-represented Management and Confidential Groups; and
3. Members of the Department Head and Non-represented Groups that are not receiving a 3% COLA, are receiving a salary market adjustment increase; and
4. A new classification of City Clerk/DEI (Diversity, Equity and Inclusion) Coordinator is being created and added to the salary schedule; and
5. The following Classifications salary ranges will be revised to reflect the salary changes:

Accountant	Library Clerk
Accountant, Chief	Library Director
Accountant, Senior	Lighthouse Docent Coordinator
Accounting Assistant	Maintenance Supervisor
Accounting Assistant, Senior	Maintenance Tech/Safety Coord
Administrative Services Director (ASD)	Maintenance Worker
ASD/ Assistant City Manager	Maintenance Worker, Senior
Administrative Services Manager	Management Analyst
Administrative Technician	Office Assistant
Animal Control Officer	Parking Enforcement Officer
Arborist	Planner, Assistant
Assistant Finance Manager	Planner, Associate
Cashier	Planner, Principal
City Clerk	Planner, Senior
City Clerk/DEI Coordinator	Police Adm. Services Manager (ASM)
	Police ASM/Public Information Officer
Code Compliance Officer	Police Chief
Community Development Director	Police Commander
Community Service Officer	Police Officer Recruit
Construction Project Manager	Police Records Supervisor
Custodian	Police Services Technician
Deputy City Clerk	Pre School-Manager

Deputy City Manager	Program Manager
Engineering Technician	Program Manager, Senior
Equipment Mechanic	Public Works (PW) Director
Equipment Mechanic, Senior	PW Director/ Deputy City Manager
Finance Director	Public Works Superintendent
Financial Analyst	Recreation Assistant I
Housing Rehab Inspector	Recreation Assistant II
Human Resources Director	Recreation Coordinator
Human Resources Manager	Recreation Coordinator, Senior
IT Support Specialist	Recreation Program Supervisor
Intern	Risk Manager
Intern II	Senior Librarian
Librarian	Volunteer Coordinator
Library Assistant	Extra Help Retired Annuitant
Library Assistant, Senior	

6. Modifications to the salary classification plan must be amended to revise hourly rates; and
7. Amendment to the classification plan must be adopted by the City Council pursuant to Charter Article 25 and Pacific Grove Municipal Code (PGMC) Section 4.20.280; and
8. In the enactment of this ordinance, the City followed the guidelines adopted by the State of California and published in the California Code of Regulations, Title 14, Section 15000, et seq. Enactment of this ordinance action does not constitute a “project” as defined by California Environmental Quality Act (CEQA) because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment pursuant Section 15378.

Ordinance

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE:

SECTION 1. The foregoing findings of the City Council are incorporated into this Ordinance as if set forth in full.

SECTION 2. The position classification plan approved and adopted by the City Council pursuant to Charter Article 15 and PGMC § 4.20.280 is amended for the list classification, with the following salary schedule:

Code	Classification	Hourly Salary Steps							
		Step 1A	Step 2B	Step 3C	Step 4D	Step 5E	Step 6F	Step 7G	Step 8H
124-001	Accountant	32.78	34.42	36.15	37.95	39.85	40.85	41.87	42.91
219-000	Accountant, Chief	39.20	41.15	43.21	45.37	47.64	49.43	51.28	
218-003	Accountant, Senior	35.91	37.70	39.59	41.57	43.65	45.28	46.98	
120-001	Accounting Assistant	25.88	27.17	28.53	29.96	31.45	32.24	33.05	33.87
125-01	Accounting Assistant, Senior	27.51	28.89	30.33	31.85	33.44	34.28	35.14	36.01
304-001	Administrative Services Director (ASD)	65.62	68.90	72.35	75.97	79.77	83.75	87.94	
302-001	ASD/ Assistant City Manager	73.94	77.64	81.52	85.59	89.87	94.37	99.09	
212-000	Administrative Services Manager	52.58	55.21	57.97	60.87	63.92	67.11	70.47	
170-000	Administrative Technician	33.08	34.73	36.47	38.29	40.21	41.21	42.25	43.30
505-001	Animal Control Officer	26.12	27.43	28.80	30.24	31.75	32.94	34.17	
168-004	Arborist	40.52	42.54	44.67	46.90	49.25	50.48	51.74	53.03
216-002	Assistant Finance Manager	35.81	37.60	39.48	41.45	43.52	45.16	46.85	
090-000	Cashier	15.45	16.22	17.03	17.88	18.78			
243-001	City Clerk	53.67	56.35	59.17	62.13	65.23	68.50	71.92	
TBD	City Clerk/DEI Coordinator	56.35	59.17	62.13	65.24	68.50	71.92	75.52	
002-000	City Council Member	420 per month							
301-001	City Manager	103.85							
164-002	Code Compliance Officer	33.52	35.19	36.95	38.80	40.74	41.76	42.80	43.87
205-000	Community Development Director	63.62	66.80	70.14	73.65	77.33	81.20	85.26	
507-001	Community Service Officer	26.68	28.01	29.41	30.88	32.43	33.64	34.91	
209-000	Construction Project Manager	38.61	40.54	42.57	44.70	46.94	48.70	50.52	
40-000	Custodian	17.13	17.98	18.88	19.83	20.82			
204-001	Deputy City Clerk	32.31	33.93	35.62	37.40	39.27	41.24	43.30	
305-001	Deputy City Manager	62.75	65.89	69.19	72.64	76.28	80.09	84.10	
102-000	Engineering Technician	32.74	34.38	36.10	37.90	39.80	40.79	41.81	42.86
156-001	Equipment Mechanic	32.92	34.56	36.29	38.10	40.01	41.01	42.04	43.09
157-000	Equipment Mechanic, Senior	35.04	36.79	38.63	40.56	42.59	43.65	44.74	45.86
256-000	Finance Director	63.62	66.80	70.14	73.65	77.33	81.20	85.26	
208-001	Financial Analyst	31.09	32.65	34.28	35.99	37.79	39.21	40.68	
71-001	Housing Rehab Inspector	23.35	24.52	25.75	27.04	28.39			
310-001	Human Resources Director	63.62	66.80	70.14	73.65	77.33	81.20	85.26	
210-001	Human Resources Manager	47.03	49.38	51.85	54.44	57.17	60.02	63.03	
105-001	IT Support Specialist	26.00	27.30	28.66	30.10	31.60	32.39	33.20	34.03
64-000	Intern	15.45	16.22	17.03	17.88	18.78			
64-3	Intern II	20.76	21.80	22.89	24.03	25.24			
208-002	Librarian	31.09	32.65	34.28	35.99	37.79	39.21	40.68	
122-001	Library Assistant	24.00	25.20	26.46	27.79	29.18	29.91	30.65	31.42
144-002	Library Assistant, Senior	25.73	27.02	28.37	29.79	31.28	32.06	32.86	33.68
199-000	Library Clerk	18.03	18.93	19.88	20.87	21.92			
219-000	Library Director	63.62	66.80	70.14	73.65	77.33	81.20	85.26	
50-004	Lighthouse Docent Coordinator	15.45	16.22	17.03	17.88	18.78			
154-000	Maintenance Supervisor	34.98	36.73	38.57	40.49	42.52	43.58	44.67	45.79
153-000	Maintenance Tech/Safety Coord	34.98	36.73	38.57	40.49	42.52	43.58	44.67	45.79
132-000	Maintenance Worker	27.92	29.31	30.78	32.32	33.93	34.78	35.65	36.54

Code	Classification	Hourly Salary Steps							
		Step 1A	Step 2B	Step 3C	Step 4D	Step 5E	Step 6F	Step 7G	Step 8H
146-001	Maintenance Worker, Senior	31.32	32.89	34.53	36.26	38.07	39.02	40.00	41.00
208-003	Management Analyst	34.80	36.54	38.36	40.28	42.29	43.88	45.53	
001-000	Mayor	700 per month							
104-001	Office Assistant	22.31	23.42	24.60	25.83	27.12	27.79	28.49	29.20
506-001	Parking Enforcement Officer	25.10	26.35	27.67	29.05	30.51	31.65	32.84	
165-001	Planner, Assistant	34.08	35.78	37.57	39.45	41.42	42.45	43.52	44.60
168-002	Planner, Associate	37.87	39.76	41.75	43.84	46.03	47.18	48.36	49.57
241-002	Planner, Principal	44.88	47.12	49.48	51.95	54.55	56.60	58.72	
169-001	Planner, Senior	42.88	45.03	47.28	49.64	52.12	53.43	54.76	56.13
201-000	Police Adm. Services Manager (ASM)	52.59	55.22	57.98	60.87	63.92	67.11	70.47	
211-001	Police ASM/Public Information Officer	55.21	57.97	60.87	63.92	67.11	70.47	73.99	
602-001	Police Chief	73.03	76.68	80.52	84.54	88.77	93.21	97.87	
601-001	Police Commander	58.65	61.59	64.66	67.90	71.29	74.86	78.60	
516-001	Police Officer	44.10	46.31	48.62	51.06	53.61	55.62	57.70	
513-000	Police Officer Recruit	24.94	26.19	27.50	28.87	30.32	31.46	32.64	
521-002	Police Records Supervisor	30.28	31.79	33.38	35.05	36.80	38.18	39.61	
524-001	Police Sergeant	50.96	53.50	56.18	58.99	61.94	64.26	66.67	
508-001	Police Services Technician	26.68	28.01	29.41	30.88	32.43	33.64	34.91	
62-001	Preschool Manager	19.30	20.27	21.28	22.35	23.46			
219-001	Program Manager	42.63	44.76	47.00	49.35	51.82	53.76	55.77	
206-000	Program Manager, Senior	52.58	55.21	57.97	60.87	63.92	67.11	70.47	
207-000	Public Works (PW) Director	63.62	66.80	70.14	73.65	77.33	81.20	85.26	
303-001	PW Director/ Deputy City Manager	70.99	74.54	78.26	82.18	86.29	90.60	95.13	
220-002	Public Works Superintendent	46.34	48.66	51.09	53.65	56.33	58.44	60.64	
10-001	Recreation Assistant I	15.45	16.22	17.03	17.88	18.78			
51-001	Recreation Assistant II	16.82	17.66	18.54	19.47	20.45			
118-001	Recreation Coordinator	24.52	25.75	27.03	28.38	29.80	30.55	31.31	32.10
217-003	Recreation Coordinator, Senior	38.29	40.21	42.22	44.33	46.54	48.29	50.10	
62-002	Recreation Program Supervisor	22.08	23.19	24.35	25.56	26.84			
216-003	Risk Manager	35.80	37.59	39.47	41.45	43.52	45.15	46.84	
209-000	Senior Librarian	35.98	37.78	39.67	41.66	43.74	45.38	47.08	
170-001	Volunteer Coordinator	27.13	28.48	29.91	31.40	32.97	33.80	34.64	35.51
203	Extra Help Retired Annuitant	Hourly Range \$15.50 – \$106.96							

SECTION 3. The City Manager is directed to execute all documents and to perform all other necessary City acts to implement this Ordinance.

SECTION 4. In accord with Article 15 of the City Charter, this ordinance shall become effective on July 24, 2022.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE
this ____ day of August 2022, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

BILL PEAKE, Mayor

ATTEST:

SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

[Insert Name], City Attorney



City Clerk/DEI Coordinator

DRAFT

SUMMARY:

Under the general guidance and direction of the City Manager, serves as City Clerk for the City of Pacific Grove, and performs the full duties of the office as defined by law; performs technical, legal, and administrative duties in managing the official records of the City, maintaining the required historical municipal data, and conducting municipal elections; ensures technical compliance with City and state regulations. **Serves as the principal staff resource for the coordination of Diversity, Equity and Inclusion (DEI) programs, including assisting with, overseeing and evaluating Citywide internal and external DEI initiatives and programs. Serves as primary staff liaison to DEI Task force.**

ESSENTIAL FUNCTIONS:

As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Manages and coordinates the operations of the City Clerk's office; performs technical, legal and administrative duties in managing the official records of the City; ensures official City activities are in compliance with federal, state, and City policies and practices.
- Provides confidential and specialized administrative support and special research functions for the City Council and City Manager; reviews, approves, and prepares meeting agendas, ordinances, resolutions, agreements, and supporting documentation, and ensures the proper internal approvals and distribution.
- Reviews, approves, compiles, prepares, and distributes public meeting information packets; manages the technical preparation, recording, and transcribing of proceedings during special and regular meetings and public hearings of the City Council and Commissions; attends meetings and ensures completion of required follow-up on meeting action items.
- Reviews official documents, resolutions, ordinances, and meeting minutes; manages publication of official notices and agendas; receives, processes, and responds to legal and technical documents, contracts, bids, proposals, and requests for information; updates the Municipal Code and City website.
- Ensures all appropriate materials are posted on the City's website in a timely manner. Leads the planning for and conducts City elections in compliance with the Voting

Rights Act.

- Coordinates Fair Political Practices Commission (FPPC) Form 700, campaign contribution, and election filings for all appropriate City officials.
- Acts as official custodian of records and ensures the accuracy of technical files and official records; coordinates the processing of Public Records Act (PRA) requests; ensures City records management program is in compliance with California statutes. Collects technical and administrative information and compiles data for reports; prepares and distributes regular and special reports; identifies and researches compliance issues and recommends solutions.
- Coordinates communications between the City Council and work groups; clarifies issues on City Council meetings and formal procedures; assists Councilmembers and City staff as needed; provides administrative services for City Commissions, other government agencies and the general public.
- Ensures the absolute confidentiality of all records and information.
- Serves as the City's subject matter resource on diversity, equity, and inclusion.
- Coordinates with DEI Task Force on the development, monitoring, and implementation of diversity, equity, and inclusion practices, including training and development, seminars, workshops, and skill-building to all levels of City leaders, managers, and employees.
- Coordinates with the DEI Task Force and Human Resources on DEI programs to meet City core values and objectives; coordinates and monitors City employee and community-facing diversity, equity, and inclusion initiatives and programs.
- Coordinates with DEI Task Force in a comprehensive DEI strategic plan for the City, including needs assessment and stakeholder engagement activities; assisting with implementing priority DEI initiatives, programs, and action plans.
- Serves as primary staff liaison to the DEI Task Force, assisting with meeting and agenda preparation.
- Coordinates with the DEI Task Force on the review of policies, procedures, and programs to ensure equity, and encourage best practices through a DEI lens.
- Facilitates DEI-related programs and events for the community.
- Represents the City in regional, state, and federal DEI efforts.
- Presents DEI-related reports and status on DEI initiatives to the City Council, City Manager, the Leadership Team, staff groups, other officials, and official boards as required.
- Supervises assigned staff, monitors work, develops skills, and evaluates performance. Oversees consultants and monitors projects. Responds to and resolves customer service issues in a courteous and respectful manner.
- Develops, manages, and tracks the DEI budget and contracts in coordination and collaboration with the City Manager or designee. Participates in ongoing continuing education on diversity, equity, and inclusion practices.
- Performs related duties similar to the above in scope and function as required.

Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in Public or Business Administration, or related field AND three years' experience as a municipal or county clerk, preferably in California; OR an equivalent combination of education, training, and experience, **and two years of, or equivalent combination of education and experience related to DEI or working with underrepresented groups. A deep understanding of the issues facing underrepresented populations are desirable.**

Knowledge of:

- City organization, operations, policies, and procedures.
- Federal and state laws and statutes governing municipal operations and open meetings, including California Public Employment Relations Board, the Meyers-Milias-Brown Act, California Fair Political Practices Commission regulations, California Public Records Act, California Elections Code, and the Voting Rights Act.
- Principles and practices of records retention, record keeping, and bids and contract administration.
- Municipal election process and governing laws and regulations. City ordinances, codes, policies, resolutions, and agreements.
- Legal, ethical, and professional rules of conduct for public sector employees and elected officials.
- **Principles, practices, trends and research related to diversity, equity and inclusion.**
- **Issues affecting the people of diverse racial, ethnic, cultural, and socio-economic backgrounds.**
- **Practices and techniques related to community outreach and engagement.**
- Customer service principles, protocols, and methods. Business computers and standard software applications.

Skill in:

- Working independently, maintaining composure and confidentiality, and working effectively in a **high-pressure** environment with changing priorities. **Using tact and diplomacy to effectively handle a broad range of high-level and sensitive interpersonal situations with diverse personalities**
- Analyzing technical and statutory issues, evaluating alternatives, and developing recommendations.
- Understanding and applying applicable state and federal rules and regulations and statutory standards.
- Reviewing, correcting, and maintaining complex and extensive public records. Investigating, analyzing, and resolving complicated and sensitive issues and complaints.
- Ensuring the City's compliance with all laws, regulations, and rules. Assessing and prioritizing multiple tasks, projects, and demands.
- **Assisting with coordinating, organizing, and overseeing, DEI initiatives and programs.**
- **Ability to identify different stakeholders as it relates to DEI matters.**

- Participate in the DEI subcommittee to enhance the provisions of all City services.
- Remain informed regarding current DEI issues affecting Pacific Grove and the region.
- Respond effectively and appropriately to conflicts and problems.
- Set priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Operating a personal computer utilizing standard and specialized software. Establishing and maintaining effective working relationships with co-workers, public officials, government agency representatives, and citizens. **Represent the City effectively in meetings with community groups, governmental bodies and the public.**
- Effective verbal and written communication.

LICENSING AND CERTIFICATION

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required. Registration as a Certified Municipal Clerk and Notary Public certification are required within one year of hire.

DEI Certification **or equivalent training must be initiated in the first six months of assignment.**

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment; some physical labor, such as setting up a room for a public meeting, is occasionally required.

Must be willing to work varied hours, as well as attend evening or weekend meetings and/or critical events and activities, as appropriate. This position has a critical role for the City in the preparation for, operations during, and recovery from physical disasters and other emergency incidents.

Salary Schedule Amendment



Changes to the Salary Schedule

Cost of Living
Adjustment
(COLA)

Market
Adjustment

Adding a New
Classification

3% COLA Recommendation

- **FY 20/21 employees took up to a 10% reduction in pay and work**
 - **Saved the City \$634,000**
- **Increasing inflation**

CM & Department Head Group

Hourly Salary	Top Step From	Top Step To
Police Chief	\$92.91	\$97.87
Community Development Dir.	\$80.00	\$85.26
Finance Director*	\$65.26	\$85.26
Human Resources Director	\$74.38	\$85.26
Library Director	\$78.50	\$85.26
Public Works Director*	\$76.09	\$85.26
City Clerk	\$56.20	\$71.92
City Manager	\$103.85	No Change
Admin. Services Director/Asst. CM	\$96.20	\$99.09
Public Works Director/Deputy CM	\$92.36	\$95.13

*Finance Director and Public Works Director are vacant/unfunded positions. A salary market adjustment would keep the classification in line with the market as well as maintain the equity in the salary schedule.

Market Salary Adjustment Recommendation: Non-represented Management & Confidential Group

Top Step Hourly Salary	Top Step From	Top Step To
Police Commander	\$74.13	\$78.60
Police Administrative Services Manager/PIO	\$69.04	\$73.99
Police Administrative Services Manager*	\$65.75	\$70.47
Program Manager, Senior	\$65.75	\$70.47
Deputy City Clerk	\$40.07	\$43.30

*Police Administrative Services Manager is vacant/unfunded. A salary market adjust would keep the classification in line with the market as well as maintain the equity in the salary schedule.

New Classification

City Clerk/DEI Coordinator

Hourly Salary	Top Step	% Increase
City Clerk/DEI Coordinator	\$75.52	5% above City Clerk at the top step (\$71.92)

FY 22/23 Budget

Council approved the FY 22/23 budget which included funding for the COLA and market adjustments to the salary classification schedule.

Public Comment & City Council Discussion



7/20/22

City of Pacific Grove



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Joyce Halabi, Deputy Public Works Director
MEETING DATE: July 20, 2022
SUBJECT: Street Sweeping Services Agreement & Ordinance Amending the FY22/23 Budget
CEQA: Categorical Exemption, CEQA Guidelines Section 15301, Class I, Existing Facilities

RECOMMENDATION

1. Authorize an agreement with Accent Clean and Sweep Inc. for street sweeping services in an amount not to exceed \$205,200 plus a 10% contingency per fiscal year with options to extend for additional yearly increments, not to exceed 4 additional years.
2. Introduce and hold a first reading of an ordinance amending the Fiscal Year 2022/23 Operating and Capital Improvement Budget; and direct publication of an ordinance summary approved by the City attorney

DISCUSSION

Street sweeping services are vital to ensure streets remain clean and free of debris. Street sweeping is also an integral element of the City's storm water pollution prevention toolkit, and is a best management practice, as it helps remove unwanted materials from roadways preventing their entry into storm drains, the bay, and the Area of Special Biological Significance (ASBS).

In June 2018, an agreement for street sweeping services was authorized by the City Council. The agreement included three (3) options to extend for yearly increments, not to exceed 3 additional years. The last extension option was harnessed for the FY21/22 service term.

A Request for Proposals (RFP) was issued in June 2022. Two proposals were received.

Company Name	Proposal Amount
Accent Clean & Sweep, Inc.*	Year 1 & 2: \$205,200 Year 3 & 4: \$225,720
Sweeping Corp of America	\$238,471.30

**The Accent Clean & Sweep Inc. proposal includes a 10% increased rate for years 3 & 4. Even with this increased rate, they are the lowest bidder.*

Accent clean and Sweep Inc. has been qualified as the lowest responsible bidder. Accent Clean & Sweep has been providing street sweeping services for the City since 2018. They have also performed street sweeping services for other local agencies. They are qualified to execute the scope of work.

The scope of work includes street sweeping of residential and commercial roadways, and parking areas at regular intervals that coincide with solid waste collection schedules. This scope of work ensures continued compliance with natural and manmade debris collection in accordance with the City's annual stormwater permit.

OPTIONS

1. Approve agreement & ordinance
2. Do not approve agreement & ordinance. Failure to approve the agreement may result in impacts to meet the City's annual storm water permitting requirements.

FINANCIAL IMPACT:

Green Waste Recovery (GWR) pays the City a Litter Abatement Fee each quarter in the amount of 3.95% of gross receipts. In FY22/23, the City is estimated to receive \$197,146. The fee has historically been used to pay for street sweeping services.

When developing the FY22/23 operating budget, the previous year's costs for services were harnessed and \$159,192 was budgeted for street sweeping services. Following the competitive bid process, which concluded in June 2022, the budget must be adjusted to allocate an additional \$66,528 of funding to accommodate the new cost for services. The draft ordinance amending the budget is attached for reference.

As stated above, the City has historically used the litter abatement fee for street sweeping services. Although FY22/23 estimated litter abatement revenue is below the proposed contract amount, there is sufficient funding to accommodate this budget adjustment and the agreement for services. Litter abatement revenue from previous years has exceeded street sweeping contract amounts, with the excess revenues used to support other General Fund or Public Works activities.

If approved, subsequent years of services will be properly budgeted for, in accordance with this agreement, during the budget process.

GOAL ALIGNMENT: Environmental Stewardship: Adopt and develop policies and ordinances that preserve and protect the environment.

Attachments

Draft Ordinance

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE
AMENDING THE APPROVED BUDGET FOR THE FISCAL YEAR 2022-23**

FACTS

1. The City Council approved the Fiscal Year 2022-23 Budget on June 15, 2022.
2. It is customary to amend the budget to adjust revenues and expenditures to reflect updated information since the adoption of the Fiscal Year 2022-23 Budget.
3. The City Manager is recommending amendments to the FY 2022-23 Budget to reflect the City Council's goals for the fiscal year budget.
4. The Council has determined it is appropriate to amend the approved budget for FY 2022-23.
5. Pursuant to Charter Article 15, an amendment of the budget must be approved by ordinance,
6. A summary of the Ordinance, approved by the City Attorney, was published on _____.
7. In the enactment of this ordinance, the City followed the guidelines adopted by the State of California and published in the California Code of Regulations, Title 14, Section 15000, et seq.
8. Enactment of this ordinance action does not constitute a "project" as defined by California Environmental Quality Act (CEQA) Guidelines Section 15378 because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF PACIFIC GROVE DOES ORDAIN
AS FOLLOWS:**

SECTION 1. The foregoing Facts are adopted as findings of the City Council as set forth fully within the body of this ordinance.

SECTION 2. The revenue and expenditure budget for the following funds is amended, as stated herein, which by this reference are incorporated as set forth in its entirety.

		Increase/Decrease
Expenditures		
1	General Fund – Street Maintenance Contracts	\$66,528

SECTION 3. The Fiscal Year 22/23 estimated fund balances are based on preliminary information; and adjusted for this amendment, are referenced herein:

Fiscal Year 20/21 Estimated Ending Fund Balance, After Proposed Budget Amendments

		Beginning Fund Balance FY 22/23 ⁽¹⁾	Revenue FY 22/23	Expenditures FY 22/23	Preliminary Estimated Ending Fund Balance FY 22/23
1	General Fund	\$ 10,054,161	30,380,119	30,478,137	\$ 9,956,143

(1) Reflects estimated beginning fund balance. Final numbers will not be available until September due to accruals.

SECTION 4. In accord with Article 15 of the City Charter, this ordinance shall become effective upon adoption hereof.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE
This 3rd day of August, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

BILL PEAKE, Mayor

ATTEST:

SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

DAVID C. LAREDO, City Attorney



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Ben Harvey, City Manager
MEETING DATE: July 20, 2022
SUBJECT: Cannabis Advisory Ballot Measure and Cannabis Tax Ballot Measure ***This item was continued from July 6, 2022. Action is requested to be taken no later than the Council's July 20, 2022 meeting.***
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

1. Adopt a resolution authorizing an advisory measure related to retail cannabis sales to be placed on the ballot for the City of Pacific Grove, ordering an election, requesting consolidation of the election with the General and Statewide consolidated election to be held on the November 8, 2022 General Municipal Election; and
2. Adopt a resolution submitting a ballot measure to establish a business tax on businesses which sell and deliver cannabis and cannabis products including industrial hemp and hemp products; ordering an election, requesting County Elections to conduct the election and requesting consolidation of the election with the General Municipal and Statewide Consolidated Election to be held on November 8, 2022.

DISCUSSION

At the Council's July 6, 2022 meeting further direction was provided to staff and revisions were made to the cannabis business tax resolution as outlined in the attached red-lined document. There should not be a concern with the ballot language. Assistant City Attorney Rubens looked at the 2020 resolution where the City tried to fix the issues (ineffectively). The prior sales tax measure issue was not the revenue and taxation code, but the reference to the wrong municipal code section that CDTFA would not enforce. The Cannabis measure creates a new chapter to impose the tax and is not amending an existing code section. The entire matter was continued to July 20, 2022 for Council re-consideration.

At the [April 20, 2022 City Council meeting](#), the City Council directed staff to prepare two ballot measures related to (1) cannabis retail sales and (2) a cannabis business tax, each to be on the November 2022 general election:

1. the ballot measure addressing support retail cannabis sales would be an advisory measure to assess support for the Council to later amend the Pacific Grove Municipal Code to enable location of no more than 1 (one) cannabis retail storefront; and
2. the ballot measure addressing a business tax would be an authorizing measure that, if approved by a majority of votes, would impose a general tax on sale or delivery of cannabis and cannabis products,

including hemp, to not exceed 6% of gross sales.

The two resolutions are attached to this agenda report.

1. A resolution authorizing an advisory measure related to retail cannabis sales to be placed on the ballot for the City of Pacific Grove, ordering an election, requesting consolidation of the election with the General and Statewide consolidated election to be held on the November 8, 2022 General Municipal Election; and
2. A resolution submitting a ballot measure to establish a business tax on businesses which sell and deliver cannabis and cannabis products including industrial hemp and hemp products; ordering an election, requesting County Elections to conduct the election and requesting consolidation of the election with the General Municipal and Statewide Consolidated Election to be held on November 8, 2022.

In addition to the two resolutions, other documents are also attached that would accompany the respective ballot measure in the election materials:

1. A map of the City of Pacific Grove, displaying one-thousand foot (1000') buffer zones from licensed day care facilities, the Pacific Grove Youth Center and Pacific Grove schools. The map also indicates the City's Commercial Zones. The map is intended to accompany the cannabis ballot advisory measure.
2. A draft ordinance of the City of Pacific Grove to establish a business tax on businesses which sell and delivery cannabis and cannabis products, including industrial hemp and hemp products, at an annual rate not to exceed 6% of gross receipts. The draft ordinance is intended to accompany the cannabis business tax ballot measure.

To serve as a subject matter expert and consultant to the City in this process, a professional services agreement between the City and HdL (David McPherson) is being finalized. This scope of services for this professional services agreement is consistent with City Council direction, and is within City Manager spending authority. Additional details regarding proposed ballot measure(s) costs, along with a corresponding Fiscal Year 22-23 budget amendment, will be forthcoming following anticipated adoption of the resolution and consultation with the Monterey County Elections Department.

OPTIONS

1. Take no action as to one or both resolutions.
2. Provide alternate direction.

FINANCIAL IMPACT:

If the City Council adopts either resolution, City staff will contact the Monterey County Elections Department to obtain a cost estimate for the proposed ballot measure(s) to be placed on the November, 2022 election. The cost estimate to add the measures will be brought back for City Council consideration and a corresponding budget amendment within the Fiscal Year 22-23 budget. An estimate for the cost of the addition of these proposed measures is not available at this time.

GOAL ALIGNMENT: Transparency, Accountability and Communication: Implement programs, processes, revisions, and training to improve and advance the City's efforts.

Attachments

Advisory Reso
Greyscale Map

Bus Tax Reso
Bus Tax Ord
PPT

RESOLUTION NO. 22-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE AUTHORIZING AN ADVISORY MEASURE TO BE PLACED ON THE BALLOT FOR THE CITY OF PACIFIC GROVE, ORDERING AN ELECTION, REQUESTING CONSOLIDATION OF THE ELECTION WITH THE GENERAL AND STATEWIDE CONSOLIDATED ELECTION TO BE HELD ON NOVEMBER 8, 2022

WHEREAS, Proposition 64 of 2016, approved by California voters in November 2016, legalized adult recreational use of cannabis; and

WHEREAS, Pacific Grove Municipal Code (PGMC or Code) Chapter 11.100, enacted in 2017, prohibits cannabis activities and makes it unlawful for any person to sell cannabis or cannabis products within city limits; and

WHEREAS, PGMC section 11.100.040 also prohibits sale or provision of medicinal cannabis within city limits; and

WHEREAS, This Resolution shall place a non-binding advisory ballot measure before Pacific Grove voters at the November 8, 2022, election to determine if there is support or opposition for the City Council to amend the PGMC to create a licensing process that would allow cannabis retail sales at a single licensed and regulated commercial cannabis establishment; and

WHEREAS, The ballot measure referenced in this Resolution shall have no independent force or effect, and shall not require the City Council to take action or withhold action based on the results of the election; and

WHEREAS, This Resolution is exempt from the CEQA, Public Resources Code Section 21000 et seq., because it can be seen with certainty that there is no possibility that the enactment of this Ordinance would have a significant effect on the environment (Pub. Resources Code § 21065; CEQA Guidelines §§ 15378, 15061).

WHEREAS, pursuant to Elections Code Section 10002, the governing body of the City of Pacific Grove requests the Board of Supervisors of Monterey County to permit Monterey County Elections to provide any and all services necessary for conducting an election on November 8, 2022, for purposes of placing a ballot measure before the electorate; and

WHEREAS, pursuant to Elections Code Section 10002, Monterey County Elections shall supply the elections official with a list of its precincts, or consolidated precincts, as applicable; and

WHEREAS, pursuant to Elections Code Section 10002 the City shall reimburse the county in full for the services performed upon presentation of a bill; and

WHEREAS, the City Clerk and County Registrar of Voters are authorized to print forms, publish notices, and provide information as may be necessary or convenient to assure the orderly conduct of the election, and they shall do all other things necessary to facilitate the holding of the election in a manner consistent with law; and

WHEREAS, pursuant to Elections Code Section 10400, whenever two or more elections, including bond elections, of any legislative or congressional district, public district, city, county, or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and

WHEREAS, pursuant to Elections Code Section 10403, whenever an election called by a district, city or other political subdivision for the submission of any question, proposition, or office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the elections official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot. Upon such request, the Board of Supervisors may order the consolidation. The resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election;

WHEREAS, pursuant to Elections Code Section 10400, such election for cities and special districts may be either completely or partially consolidated; and

WHEREAS, except as otherwise recited in this resolution, the election shall be held and conducted as provided by the law for holding elections.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE DOES RESOLVE AND ORDER that the Whereas provisions set forth above are an integral part of this Resolution and are adopted as if set forth in their entirety.

BE IT FURTHER RESOLVED AND ORDERED the governing body of the City of Pacific Grove hereby orders an election be called and consolidated with any and all elections also called to be held on **November 8, 2022** insofar as said elections are to be held in the same territory or in territory that is in part the same as the territory of the Board of Supervisors of the County of Monterey to order such consolidation under Elections Code Section 10400, 10401 and 10403.

BE IT FURTHER RESOLVED AND ORDERED that pursuant to Elections Code Section 10002 said governing body hereby requests the Board of Supervisors of the County of Monterey to permit the Monterey County Elections Department to provide any and all services necessary for conducting an election and agrees to pay for said services in full, and

BE IT FURTHER RESOLVED AND ORDERED that the Monterey County Elections Department shall conduct the election to be held on November 8, 2022 and submit to the electorate the following question:

ADVISORY MEASURE ()

Should the Pacific Grove City Council be **authorized** to amend the Municipal Code to allow retail sales of medical or recreational cannabis, limited to one single

location within the City, at a location no closer than 1000 feet from any existing licensed Daycare/Preschools, Youth Center, and Schools, to engage in commercial cannabis activities?

Yes ()

No ()

BE IT FURTHER RESOLVED AND ORDERED that the City Council directs the City Clerk to take all actions necessary to submit the measure to the Registrar of Voters for placement on the November 8, 2022 ballot and comply with provisions of the Elections Code of the State of California, City Charter, Ordinances, Resolutions and Policies regarding the conduct of that election.

BE IT FURTHER RESOLVED that the City Council authorizes (i) the City Council or any member(s) of the City Council, (ii) any individual voter eligible to vote on the above measure, (iii) a bona fide association of such citizens or (iv) any combination of voters and associations, to file a written argument in favor of or against the City measure, in accordance with the California Elections Code. Arguments in favor of or against the measure shall each not exceed 300 words in length. Each argument shall be signed and filed with the City Clerk and include the printed name(s) and signature(s) of the author(s) submitting it, or if submitted on behalf of an organization, the name of the organization, and the printed name and signature of at least one of its principal officers who is the author of the argument. Submittals are to be delivered to the City Clerk no later than 12:00 p.m. on August 18, 2022. Authors of any argument in favor or in opposition may prepare and submit rebuttal arguments not exceeding 250 words, in the same manner as the direct arguments. Submittals are to be delivered to the City Clerk no later than 12:00 p.m. on August 25, 2022.

BE IT FURTHER RESOLVED that in the interest of providing relevant information to the voters on the potential effect of the measure, the City Council requests that Exhibit A – a Cannabis Map dated May 2, 2022 be included in the voter guide as an example as of the date of the map where cannabis businesses could be allowed should the City Council implement the measure as authorized.

BE IT FURTHER RESOLVED that the City Attorney shall prepare an impartial analysis of the measure, not to exceed 500 words in length, showing the effect of the measure on the existing law and the operation of the measure. Submittal of the Impartial Analysis is to be delivered to the City Clerk no later than 12:00 p.m. on August 18, 2022.

BE IT FURTHER RESOLVED that that if any provision of this Resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the Resolution which can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are severable. The City Council hereby declares that it would have adopted this Resolution irrespective of the invalidity of any particular portion thereof.

BE IT FURTHER RESOLVED THAT voter approval requirement is by majority vote of people of the City of Pacific Grove.

BE IT FURTHER RESOLVED that that this Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the City Council of the City of Pacific Grove on this 20TH day of July, 2022 by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

BILL PEAKE, Mayor

ATTEST:

DATED: _____

SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

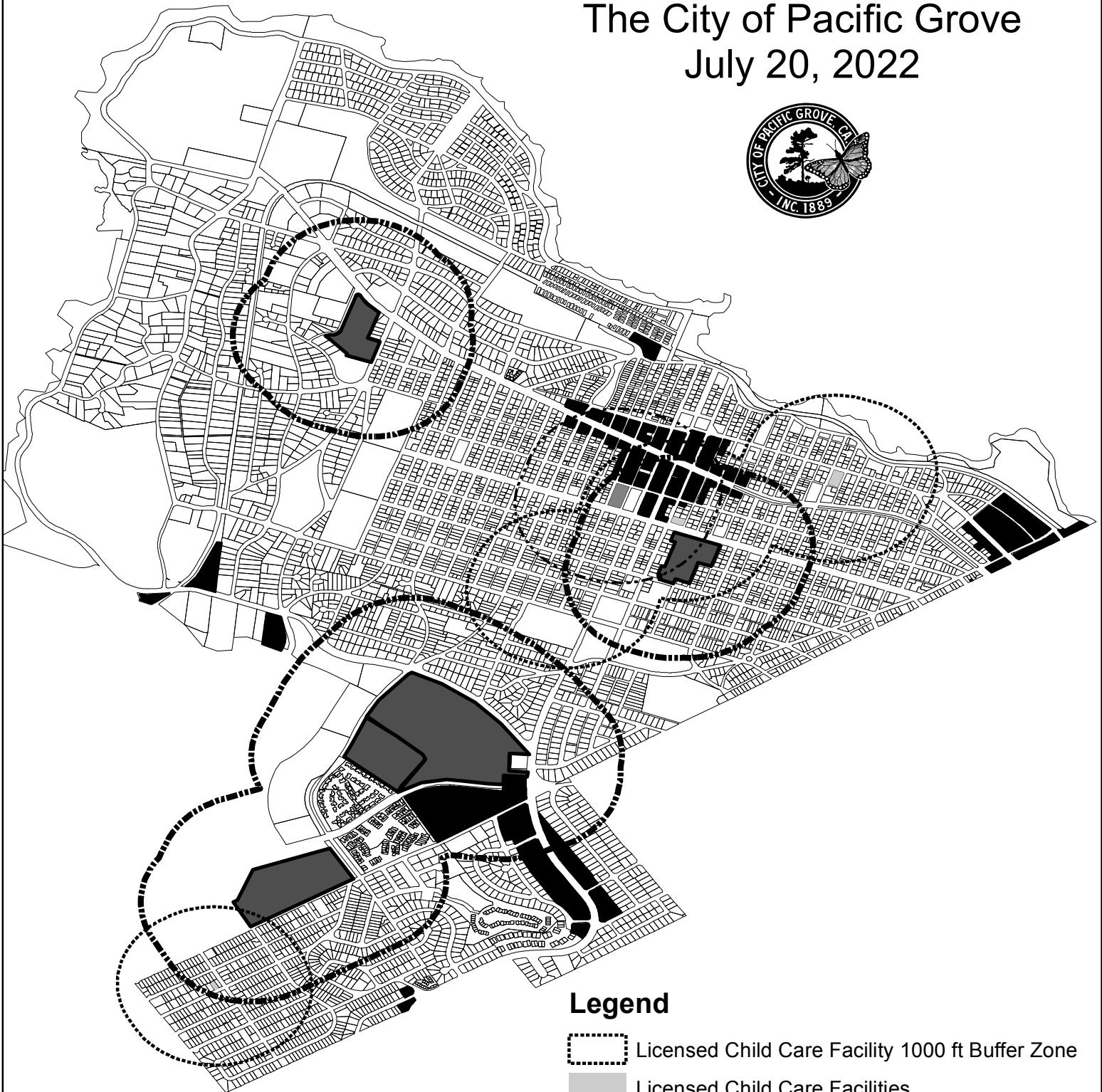
BRIAN A. PIERIK, City Attorney

EXHIBIT A

Map of Cannabis Buffer Zones

The City of Pacific Grove

July 20, 2022



Legend

- Licensed Child Care Facility 1000 ft Buffer Zone
- Licensed Child Care Facilities
- Pacific Grove Youth Center 1000 ft Buffer Zone
- Pacific Grove Youth Center
- Pacific Grove Schools 1000 ft Buffer Zone
- Pacific Grove Schools
- Commercial Zone
- Pacific Grove Parcels

0 1,000 Feet



RESOLUTION NO. 22-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE SUBMITTING TO THE CITY VOTERS A BALLOT MEASURE TO ESTABLISH A BUSINESS TAX ON BUSINESSES WHICH SELL AND DELIVER CANNABIS AND CANNABIS PRODUCTS INCLUDING INDUSTRIAL HEMP AND HEMP PRODUCTS; ORDERING AN ELECTION, REQUESTING COUNTY ELECTIONS TO CONDUCT THE ELECTION AND REQUESTING CONSOLIDATION OF THE ELECTION WITH THE GENERAL MUNICIPAL AND STATEWIDE CONSOLIDATED ELECTION TO BE HELD ON NOVEMBER 8, 2022.

WHEREAS, Sections 37101 and 37100.5 of the California Government Code authorize the City to levy a license tax, for revenue purposes, upon business transacted in the City; and

WHEREAS, as a result of recent voter-approved changes to state law and new state regulations being implemented, there has been a very strong interest by cannabis businesses to open in the City; and

WHEREAS, the California Industrial Hemp Farming Act, (Government Code Section 81600 et seq. and related regulations) authorize the commercial production of Industrial Hemp in California; and

WHEREAS, the City Council will consider enactment of a cannabis and hemp regulatory ordinance; and

WHEREAS, if cannabis and hemp businesses are authorized, they are likely to create demands upon City services, and the City's current tax system does not currently impose any taxes on retail and delivery cannabis businesses, aside from generally applicable municipal taxes; and

WHEREAS, the City Council desires to adopt a tax ordinance in order to impose the tax upon cannabis and hemp businesses, to be known as the "Cannabis Business Tax"; and

WHEREAS, proceeds of the Cannabis Business Tax will be used to offset demands on City service and to augment the City's General Fund; and

WHEREAS, the Cannabis Business Tax cannot be imposed without majority voter approval; and

WHEREAS, pursuant to Elections Code Section 10002, the governing body of the City of Pacific Grove requests the Board of Supervisors of Monterey County to permit Monterey County Elections to provide any and all services necessary for conducting an election on November 8, 2022, for purposes of placing a ballot measure before the electorate; and

WHEREAS, pursuant to Elections Code Section 10002, Monterey County Elections shall supply the elections official with a list of its precincts, or consolidated precincts, as applicable; and

WHEREAS, pursuant to Elections Code Section 10002 the City shall reimburse the county in full for the services performed upon presentation of a bill; and

WHEREAS, the City Clerk and County Registrar of Voters are authorized to print forms, publish notices, and provide information as may be necessary or convenient to assure the orderly conduct of the election, and they shall do all other things necessary to facilitate the holding of the election in a manner consistent with law; and

WHEREAS, pursuant to Elections Code Section 10400, whenever two or more elections, including bond elections, of any legislative or congressional district, public district, city, county, or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and

WHEREAS, pursuant to Elections Code Section 10403, whenever an election called by a district, city or other political subdivision for the submission of any question, proposition, or office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the elections official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot. Upon such request, the Board of Supervisors may order the consolidation. The resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election;

WHEREAS, pursuant to Elections Code Section 10400, such election for cities and special districts may be either completely or partially consolidated; and

WHEREAS, except as otherwise recited in this resolution, the election shall be held and conducted as provided by the law for holding elections.

WHEREAS, the City Council desires to submit a Cannabis Business Tax measure to the voters of the City at a General Municipal Election to be held on Tuesday, November 8, 2022, and to be consolidated with the general municipal election and the statewide election to be held on that date.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE RESOLVES AS FOLLOWS:

Section 1. Recitals. The City Council hereby finds and determines that the foregoing recitals are true and correct.

Section 2. Proposal. The City Council hereby proposes that the voters adopt an ordinance (hereafter also referenced as “measure”) establishing a Cannabis Business Tax. The proposed ordinance submitted to the voters is entitled “An Ordinance of the City of Pacific Grove, California Adding Chapter 7.14 (Cannabis Business Tax) to Title 7 of the Pacific Grove Municipal Code Establishing a Tax on Cannabis and Hemp Business Activities within the City.” The full text of the ordinance is attached to this Resolution as Exhibit “A” and incorporated by reference. The full text of the proposed ordinance is not required to be printed in the Sample Ballot and Voters Pamphlet. However, the full text shall be made available to the public and to any voter at the County Elections Department and the Pacific Grove City Clerk.

Section 3. Election. Pursuant to Article 8 and Elections Code Sections 10400, 10401, and 10403, the City Council of the City of Pacific Grove hereby orders an election be called and consolidated with any and all elections also called to be held at the General Election for Tuesday November 8, 2022 (the “Election”) insofar as said elections are to be held in the same territory that is in part the same as the territory of the Board of Supervisors of the County of Monterey and orders, pursuant to Section 9222 of the Elections Code, that the Cannabis Business Tax Ordinance be submitted to the voters at that election.

Section 4. Ballot Question. The question submitted by Section 4 of this Resolution shall appear on the ballot as follows:

To fund general municipal expenses such as police, fire, roads and recreation, and for unrestricted general fund purposes, shall an ordinance be adopted establishing a City excise tax on cannabis businesses (which includes hemp) at an annual rate not to exceed 6% of gross receipts for retail and delivery cannabis businesses, which is expected to generate an estimated \$300,000 annually and will be levied until repealed by the voters?	YES	
	NO	

Section 5. Publication of Measure. The City Clerk is directed to publish a synopsis of the measure at least one time not later than one week before the election in accordance with Section 12111 of the Elections Code.

Section 6. Approval. Under Article XIII C of the Constitution, the vote requirement for this measure to pass shall be a majority of those casting ballots on the measure (50% plus 1).

Section 7. Consolidation. Pursuant to Section 10400 et seq. of the Elections Code, the governing body of the City of Pacific Grove hereby orders an election be called and consolidated with any and all elections to be held, and the Board of Supervisors of Monterey County and requests to consolidate the Election with the General Municipal Election and Statewide Election to be held on November 8, 2022. The City Clerk and the County Registrar of Voters are authorized to print such forms, publish such notices, and provide such information as may be necessary or convenient to assure the orderly holding of the election,

and they shall do all other things necessary to facilitate the holding of the election in a manner harmonious and consistent with law.

Section 8. California Environmental Quality Act. The City Council hereby finds and determines that this resolution is exempt from the California Environmental Quality Act, Public Resources Code Sections 21000 et seq. (“CEQA”) and 14 Cal. Code Re. Sections 15000 et seq. (“CEQA Guidelines”). The calling and noticing of an election for the submission of a ballot measure to voters is not a project within the meaning of CEQA Guidelines 15378. The tax submitted to the voters is a general tax that can be used for any governmental purpose; it is not a commitment to any particular action or actions.

As such, under CEQA Guidelines Section 15378 (b)(4), the tax is not a project within the meaning of CEQA because it creates a government funding mechanism that does not involve any commitment to any specific project that may result in a potentially significant physical impact on the environment. If revenue generated by the tax were used for a purpose that would have such an effect, the City of Pacific Grove would undertake the required CEQA review for that particular project. Therefore, pursuant to CEQA Guideline Section 15060 CEQA analysis is not required.

Section 9. Canvass. The Board of Supervisors is authorized to canvass the returns of the Election pursuant to Section 10411 of the Elections Code.

Section 10. Conduct of Election. Pursuant to Section 10002 of the Elections Code, the Board of Supervisors is requested to permit the County Elections Department to render all services specified by Section 10418 of the Elections Code relating to the election, for which services the City agrees to reimburse the County, in accordance with current County pro-rations and allocation procedures.

Section 11. Filing with County. The City Clerk shall file a certified copy of this Resolution with the County Elections Department.

Section 12. Analysis and Argument. Pursuant to Elections Code Section 9280, the City Attorney shall prepare an impartial analysis of the measure that shall exceed 500 word no later than 12:00 p.m. on August 18, 2022. Any person or persons may file an argument either for or against the ballot measure. An argument for or against the measure shall not exceed 300 words in length. If more than one argument is submitted for the measure, or more than one argument against the measure, the City Clerk shall select the argument to be included with the ballot materials. The last day to submit arguments for or against the proposed measure shall be August 18, 2022. Submittals are to be delivered to the City Clerk no later than 12:00 p.m. Rebuttal arguments shall be permitted pursuant to applicable law. The last day to submit rebuttal arguments to the City Clerk shall be August 25, 2022. Submittals are to be delivered to the City Clerk no later than 12:00 p.m.

Section 13. Implementation. The City Clerk and City Manager are authorized to take all actions as necessary to effectuate the purposes of this resolution and the election. The City Manager is authorized to execute all documents and to perform all other necessary acts to enter into a service agreement for the provision of election services with Monterey

County Registrar of Voters. The City Clerk and City Attorney are authorized to make any typographical, clerical, and non-substantive corrections to this resolution as may be deemed necessary by the Monterey Elections Department.

Section 14. Declaration. The City Council shall meet to declare the results of the election called for by this Resolution at their regular meeting following certification of election results.

Section 15. Effective Date. This Resolution shall be effective immediately upon adoption.

PASSED AND ADOPTED by the Council of the City of Pacific Grove on this 20TH day of July, 2022, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

BILL PEAKE, Mayor

ATTEST:

DATED:_____

SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

, City Attorney

EXHIBIT A

EXHIBIT A

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF PACIFIC GROVE, CALIFORNIA ADDING CHAPTER 7 (CANNABIS BUSINESS TAX) TO TITLE 7, OF THE PACIFIC GROVE MUNICIPAL CODE ESTABLISHING A TAX ON CANNABIS BUSINESS ACTIVITIES WITHIN THE CITY

THE PEOPLE OF THE CITY OF PACIFIC GROVE DO ORDAIN AS FOLLOWS:

SECTION 1. CODE AMENDMENT. Chapter 7.14 is added to Title 7, of the Pacific Grove City Municipal Code to read as follows:

CHAPTER 7.14 CANNABIS BUSINESS TAX

- 7.14.010 Title.
- 7.14.020 Authority and purpose.
- 7.14.030 Intent.
- 7.14.040 Definitions.
- 7.14.050 Tax imposed.
- 7.14.060 Registration, reporting, and remittance of tax.
- 7.14.070 Payments and communications –timely remittance.
- 7.14.080 Payment – when taxes deemed delinquent.
- 7.14.090 Notice not required by City.
- 7.14.100 Penalties and interest.
- 7.14.110 Refunds and credits.
- 7.14.120 Refunds and procedures.
- 7.14.130 Personal cultivation not taxed.
- 7.14.140 Administration of the tax.
- 7.14.150 Appeal procedure.
- 7.14.160 Enforcement –action to collect.
- 7.14.170 Apportionment.
- 7.14.180 Constitutionality and legality.
- 7.14.190 Audit and examination of premises and records.
- 7.14.200 Other licenses, permits, taxes or charges.
- 7.14.210 Payment of tax does not authorize unlawful business.
- 7.14.220 Deficiency determinations.
- 7.14.230 Failure to report – nonpayment, fraud.
- 7.14.240 Tax assessment –notice requirements.
- 7.14.250 Tax assessment – hearing, application, and determination.
- 7.14.260 Relief from taxes-disaster relief.
- 7.14.270 Conviction for violation – taxes not waived.
- 7.14.280 Violation deemed misdemeanor.
- 7.14.290 Severability.
- 7.14.300 Remedies cumulative.

7.14.310 Amendment or modification.

7.14.010 Title.

This ordinance shall be known as the Cannabis Business Tax Ordinance. This ordinance shall be applicable in the City of Pacific Grove, California which shall be referred to herein as “City.”

7.14.020 Authority and Purpose.

The purpose of this Ordinance is to adopt a tax, for revenue purposes, pursuant to Sections 7284, and 7284.4 of the Revenue and Taxation Code, upon cannabis businesses that engage in business in the City. The Cannabis Business Tax is levied based upon business gross receipts. It is not a sales and use tax, a tax upon income, or a tax upon real property and shall not be calculated or assessed as such. The Cannabis Business Tax shall not be separately identified or otherwise specifically assessed or charged to any member, customer, patient, or caretaker. The Cannabis Business Tax is a general tax enacted solely for general, governmental purposes of the City and not for specific purposes. All of the proceeds from the tax imposed by this chapter shall be placed in the City's general fund and be available for any lawful City purpose.

7.14.030 Intent.

The intent of this Ordinance is to levy a tax on all cannabis retail businesses that operate in the City, regardless of whether such business would have been legal at the time this chapter was adopted. Nothing in this chapter shall be interpreted to authorize or permit any business activity that would not otherwise be legal or permissible under laws applicable to the activity at the time the activity is undertaken.

7.14.040 Definitions.

The following words and phrases shall have the meanings set forth below when used in this chapter:

- A. An "arm's length transaction" is a sale entered into in good faith and for valuable consideration at a sales price that reflects the fair market value in the open market between two informed and willing parties, neither under any compulsion to participate in the transaction.
- B. “Business” shall include all activities engaged in or caused to be engaged in within the City, including any commercial or industrial enterprise, trade, profession, occupation, vocation, calling, or livelihood, whether or not carried on for gain or profit, but shall not include the services rendered by an employee to his or her employer.
- C. “Calendar year” means January 1 through December 31, of the same year.
- D. “Cannabis” means all parts of the plant *Cannabis sativa* Linnaeus, *Cannabis indica*, or *Cannabis ruderalis*, whether growing or not; the seeds thereof; the resin, whether crude or

purified, extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin. “Cannabis” also means the separated resin, whether crude or purified, obtained from cannabis. “Cannabis” shall not include “industrial hemp,” unless otherwise specified.

E. “Cannabis product” means raw cannabis that has undergone a process whereby the raw agricultural product has been transformed into a concentrate, an edible product, or a topical product. “Cannabis product” also means cannabis products as defined by Section 11018.1 of the California Health and Safety Code and is not limited to medicinal cannabis products.

F. “Cannabis business” means any business activity involving cannabis or industrial hemp, including but not limited to cultivating, transporting, distributing, manufacturing, compounding, converting, processing, preparing, storing, packaging, delivering, testing, dispensing, retailing, and wholesaling of cannabis, cannabis products, industrial hemp, industrial hemp products or of ancillary products and accessories, whether or not carried on for gain or profit.

G. “Cannabis business tax” means the tax due pursuant to this chapter for engaging in a cannabis business in the City.

H. “Commercial cannabis permit” means a permit, license, certificate, or other approval issued by the City to a person to authorize that person to operate a cannabis business or engage in business as a cannabis business within the City.

I. “Employee” means each and every person engaged in the operation or conduct of any business, whether as owner, member of the owner's family, partner, associate, agent, manager, or solicitor, and each and every other person employed or working in such business for a wage, salary, commission, barter or any other form of compensation.

J. “Engaged in business as a cannabis business” means the commencing, conducting, operating, managing, or carrying on of a cannabis business, whether done as owner, or by means of an officer, agent, manager, employee, or otherwise. A person shall be deemed engaged in business within the City if:

1. Such person or person’s employee maintains a fixed place of business within the City for the benefit or partial benefit of such person;
2. Such person or person’s employee owns or leases real property within the City for business purposes;
3. Such person or person’s employee maintains a stock of tangible personal property in the City for sale in the ordinary course of business;
4. Such person or person’s employee conducts solicitation of business within the City; or
5. Such person or person’s employee performs work or renders services in the City.

The foregoing specified activities shall not be a limitation on the meaning of “engaged in business.”

K. “Evidence of doing business” means evidence such as, without limitation, use of signs, circulars, cards, or any other advertising media, including the use of internet or telephone solicitation, or representation to a government agency or to the public that such person is engaged in a cannabis business in the City.

L. “Fiscal year” means July 1, through June 30, which is the period used by the City for financial reporting and budgeting.

M. “Gross Receipts,” except as otherwise specifically provided, means, whether designated as a sales price, royalty, rent, membership fee, ATM service fee, delivery fee, slotting fee, any other fee, vaping room service charge, commission, dividend, or other designation, the total amount (including all receipts, cash, credits, services and property of any kind or nature) received or payable for sales of goods, wares or merchandise, or for the performance of any act or service of any nature for which a charge is made or credit allowed (whether such service, act or employment is done as part of or in connection with the sale of goods, wares, merchandise or not), without any deduction therefrom on account of the cost of the property sold, the cost of materials used, labor or service costs, interest paid or payable, losses or any other expense whatsoever. In the event the business is involved in a “non-arms” length transaction the gross receipts will be subject to the fair market value using a methodology approved by the Tax Administrator. However, the following shall be excluded from Gross Receipts:

1. Cash discounts were allowed and taken on sales;
2. Any tax required by law to be included in or added to the purchase price and collected from the consumer or purchaser;
3. Such part of the sale price of any property returned by purchasers to the seller as refunded by the seller by way of cash or credit allowances or return of refundable deposits previously included in gross receipts;
4. Receipts derived from the occasional sale of used, obsolete or surplus trade fixtures, machinery or other equipment used by the taxpayer in the regular course of the taxpayer's business;
5. Cash value of sales, trades or transactions between departments or units of the same business located in the City of Pacific Grove and if authorized by the Tax Administrator in writing in accordance with Section 7.14.140 (B);
6. Whenever there are included within the gross receipts amounts which reflect sales for which credit is extended and such amount proved uncollectible in a subsequent year, those amounts may be excluded from the gross receipts in the year they prove to be uncollectible; provided, however, if the whole or portion of such amounts excluded as uncollectible are subsequently collected, they shall be included in the amount of gross receipts for the period when they are recovered;

7. Receipts of refundable deposits, except that such deposits when forfeited and taken into income of the business shall not be excluded;

8. Amounts collected for others where the business is acting as an agent or trustee and to the extent that such amounts are paid to those for whom collected. These agents or trustees must provide the Tax Administrator with the names and the addresses of the others, and the amounts paid to them. This exclusion shall not apply to any fees, percentages, or other payments retained by the agent or trustees;

9. Retail sales of non-cannabis products, such as t-shirts, sweaters, hats, stickers, key chains, bags, books, posters, rolling papers, cannabis accessories such as pipes, pipe screens, vape pen batteries (without cannabis or industrial hemp) or other personal tangible property which the Tax Administrator has excluded in writing by issuing an administrative ruling per Section 7.14.140 shall not be subject to the cannabis business tax under this chapter. However, such transaction may be subject to Chapter 7.04 and Section 7.04.040.

10. Payments made by the tax-reporting cannabis business (Seller) to a cannabis business (Buyer) for the difference in the original acquisition price and subsequent renegotiated or finalized selling price of products or services sold to a specific end customer. This type of transaction is referred to as a “Billback”. The tax-reporting cannabis business must provide supporting documentation to substantiate the transaction in order to be eligible for an exemption.

11. Any business which sells industrial hemp and/or hemp products or offers services or activities related to industrial hemp or hemp products and /or which is not required to obtain a cannabis or industrial hemp permit or license from the City or the State for the purpose of cultivating, growing, drying, curing, manufacturing, processing, packaging, transporting, distributing, testing or selling of industrial hemp either wholesale or retail shall be exempt from the cannabis tax provided that such business does not generate more than 50% of their total gross receipts in the reporting period from the business from industrial hemp activities. However, the exemption may be amended by the City Council by resolution or ordinance pursuant to Section 7.14.050 (B) to increase or decrease the percentage of the business’s hemp and/or hemp products gross receipts reporting from zero to one hundred percent. To the extent the gross receipts from the hemp activities do not meet the relevant percentage to be included, this exclusion shall reduce the gross receipts to zero for the sole purpose of calculating the cannabis tax.

N. “Industrial hemp” means a crop that is limited to types of the plant *Cannabis sativa* L. having no more than three-tenths of 1 percent tetrahydrocannabinol (THC) contained in the dried flowering tops, whether growing or not; the seeds of the plant; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds or resin produced therefrom. However, should the federal or state legislative body increase or decrease the percentage of tetrahydrocannabinol (THC) then this new limit shall be applicable to the tax unless modified by resolution or ordinance of the City Council pursuant to Section 7.14.310.

O. “Industrial hemp products” means any raw hemp that has undergone a process

whereby the raw agricultural product has been transformed into a concentrate, an edible product, or a topical product. “Hemp product” also means hemp products as defined by Section 11018.5 of the California Health and Safety Code.

P. “Medicinal cannabis” or “medicinal cannabis product” means cannabis or a cannabis product, intended to be sold or sold for use pursuant to the Compassionate Use Act of 1996 (Proposition 215), found at Section 11362.5 of the Health and Safety Code, for a medicinal cannabis patient in California who possesses a physician’s recommendation, or a cannabis card issued pursuant to Health and Safety Code Section 11362.71.

Q. A "non-arm's length transaction" is a transaction that does not meet the definition of an "arm's length transaction." In other words, the transaction is not a sale entered into in good faith and that reflects fair market value in the open market. One example of a non-arm's length transaction would be when a cultivator sells cannabis goods to a cannabis distributor at a sales price that is lower than what the same cultivator would to other cannabis distributors, or which does not reflect the fair market value in the open market.

R. “Person” means an individual, firm, partnership, joint venture, association, corporation, limited liability company, estate, trust, business trust, receiver, syndicate, or any other group or combination acting as a unit, whether organized as a nonprofit or for-profit entity, and includes the plural as well as the singular number.

S. “Retailer” means a person as defined in Section 7.14.040 (R) who sells cannabis, cannabis products, hemp and/or hemp products at their place of business or by delivery to an end user or customer for use or consumption rather than to another person or business for resale.

T. “Sale” “Sell” and “to sell” means and includes any sale, exchange, or barter either as a retailer or wholesaler by a person as defined by Section 7.14.040 (R) . It shall also mean any transaction whereby, for any consideration, title to cannabis, cannabis products, industrial hemp and/or industrial hemp products are transferred from one person to another and includes the delivery of cannabis, cannabis products, industrial hemp and/or industrial hemp products pursuant to an order placed for the purchase of the same, but does not include the return of cannabis, cannabis products, industrial hemp and/or industrial hemp products to the licensee from whom the cannabis, cannabis product, industrial hemp and/or industrial hemp product was purchased.

U. “State” means the State of California.

V. “State license,” “license,” or “registration” means a state license issued pursuant to California Business & Professions Code Section 26050, and all other applicable state laws, required for operating a cannabis business.

W. “Tax Administrator” means the City Manager of the City of Pacific Grove or his/her designee(s).

7.14.050 Tax Imposed.

A. Beginning January 1, 2023, there is imposed upon each person who is engaged in

business as a cannabis business a cannabis business tax. Such tax is payable regardless of whether the person has been issued a commercial cannabis business license, permit, or certificate to operate lawfully in the City or is operating unlawfully. The City's acceptance of a cannabis business tax payment from a cannabis business operating illegally shall not constitute the City's approval or consent to such illegal operations.

- B. The City Council may, by resolution or ordinance, increase or decrease the rate of the cannabis business tax, including the initial rate of the cannabis business tax. The City Council may, by resolution or ordinance, increase or decrease the rate of the cannabis business tax on hemp or hemp products, including the initial rate of the tax on hemp or hemp products independent of other cannabis activities. Notwithstanding the foregoing, in no event shall the City Council repeal this tax or set any adjusted rate that exceeds the maximum rates calculated pursuant to this chapter.
- C. The maximum rate of the cannabis business tax shall be calculated as follows:
 - 1. For every person engaged in retail sales of cannabis, cannabis products, industrial hemp, and/or industrial hemp products, including as a retailer (dispensary) or non-storefront retailer (retail delivery business), or microbusiness, the person shall be subject to the maximum tax rate not to exceed six percent (6%) of gross receipts.
- D. Persons subject to the cannabis business tax shall register with the City and if applicable pay the registration fee adopted by resolution or ordinance by the City Council.

7.14.060 Registration, reporting and remittance of tax.

- A. Registration of Cannabis Business. All cannabis businesses shall be required to annually register as follows:
 - 1. All persons engaging in business as a cannabis business, whether an existing, newly established or acquired business shall register with the Tax Administrator within thirty (30) calendar days of commencing operation and shall annually renew such registration within 30 calendar days of the business registration anniversary date of each year thereafter. In registering, such persons shall furnish to the Tax Administrator a sworn statement, upon a form prescribed by the Tax Administrator, setting forth the following information:
 - i. The name of the business
 - ii. The names and addresses of each owner
 - iii. The exact nature or kind of business;
 - iv. The place where such business is to be carried on; and

- v. Any additional information which the Tax Administrator may require.
- B. An annual registration fee in accordance with the current and approved City fee schedule shall be presented with the sworn statement submitted under this chapter and may be adjusted annually by resolution or ordinance of the City Council.
- C. The cannabis business tax imposed by this chapter shall be paid, in arrears, on a monthly basis. Each person owing a cannabis business tax shall on or before the last day of the month following the close of each month file with the Tax Administrator a statement (“tax statement”) of the tax owed for that calendar month and the basis for calculating that tax. The Tax Administrator may require that the tax statement be submitted on a form prescribed by the Tax Administrator. The tax for each calendar month shall be due and payable on the same date that the tax statement is due.
- D. Upon cessation of a cannabis business, tax statements and payments shall be immediately due for all calendar months up through the calendar month during which cessation occurred.
- E. In the event that there is a change in ownership of any cannabis business:
 - a. The new owner is required to submit an updated registration form to the Tax Administrator;
 - b. The new owner is subject to an audit by the Tax Administrator; and
 - c. Unless otherwise provided by law, it is the joint and several liability of both the seller and buyer to remit any taxes, interest, penalties, and fees due up until the date of sale; otherwise, enforcement action may be taken pursuant to Section 7.14.160 of this chapter against both the seller and/or buyer in an amount to be determined by the Tax Administrator.
- F. The Tax Administrator may, at his or her discretion, establish alternative reporting and payment periods for any taxpayer as the Tax Administrator deems necessary to ensure effective collection of the cannabis business tax. The Tax Administrator may also require that a deposit, to be applied against the taxes for a calendar month, be made by a taxpayer at the beginning of that calendar month. In no event shall the deposit required by the Tax Administrator exceed the tax amount he or she projects will be owed by the taxpayer for the calendar month. The Tax Administrator may require that a taxpayer make payments via a cashier’s check, money order, wire transfer, or similar instrument.

7.14.070 Payments and communications – timely remittance.

Whenever any payment, statement, report, request, or other communication is due, it must be received by the Tax Administrator on or before the due date. A postmark will not be accepted as timely remittance. If the due date would fall on a Saturday, Sunday or a holiday observed by the City, the due date shall be the next regular business day on which the City is open to the public.

7.14.080 Payment - when taxes deemed delinquent.

Unless otherwise specifically provided under other provisions of this chapter, the taxes required to be paid pursuant to this chapter shall be deemed delinquent if not received by the Tax Administrator on or before the due date as specified in Sections 7.14.060 and 7.14.070.

7.14.090 Notice not required by the City.

The City may as a courtesy send a tax notice to the cannabis business which owes the City a cannabis business tax. However, the Tax Administrator is not required to send a delinquency or other notice or bill to any person subject to the provisions of this chapter. Failure to send such notice or bill shall not affect the validity of any tax or penalty due under the provisions of this chapter.

7.14.100 Penalties and interest.

A. Any person who fails or refuses to pay any cannabis business tax required to be paid pursuant to this chapter on or before the due date shall pay penalties and interest as follows:

1. A penalty equal to ten percent (10%) of the amount of the tax, in addition to the amount of the tax, plus interest on the unpaid tax calculated from the due date of the tax at the rate of one percent (1%) per month.

2. If the tax remains unpaid for a period exceeding one calendar month beyond the due date, an additional penalty equal to twenty-five percent (25%) of the amount of the tax, plus interest at the rate of one percent (1%) per month on the unpaid tax and on the unpaid penalties.

3. Interest shall be applied at the rate of one percent (1%) per month on the first day of the month for the full month and will continue to accrue monthly on the tax and penalty until the balance is paid in full.

B. Whenever a check or electronic payment is submitted in payment of a cannabis business tax and the payment is subsequently returned unpaid by the bank for any reason, the taxpayer will be liable for the tax amount due plus any fees, penalties, and interest as provided for in this chapter, and any other amount allowed under state law.

C. The Tax Administrator may waive the penalties imposed upon any person under this Section 7.14.100 if:

1. The person requests a waiver of penalties by submitting a written request for waiver to the Tax Administrator no later than June 30 of the second fiscal year following the fiscal year in which the tax became delinquent; and

2. The person provides evidence satisfactory to the Tax Administrator that the failure to pay timely was due to circumstances beyond the control of the person and occurred notwithstanding the exercise of ordinary care and in the absence of willful

neglect; and the person paid the delinquent taxes, penalties, accrued interest, and fees owed prior to applying to the Tax Administrator for a waiver.

D. The waiver provisions specified in Section 7.14.100 (C) shall not apply to interest accrued on the delinquent taxes and a waiver shall be granted only once during any twenty-four month period. The Tax Administrator's decision on a request for a waiver of penalties is final and conclusive and not subject to appeal under Section 7.14.150.

7.14.110 Refunds and credits.

A. No refund shall be made of any tax collected pursuant to this chapter, except as provided in Section 7.14.120.

B. No refund of any tax collected pursuant to this chapter shall be made because of the discontinuation, dissolution, or other termination of a business.

7.14.120 Refunds and procedures.

A. Whenever the amount of any cannabis business tax, penalty or interest has been overpaid, paid more than once, or has been erroneously collected or received by the City under this chapter, it may be refunded to the claimant who paid the tax provided that a written claim for refund signed under the penalty of perjury is filed with the Tax Administrator within one (1) year of the date the tax was originally due or paid, whichever came first. A person may only file a claim for refund if the person paid the tax. No person shall be entitled to a refund unless the person can support the claim by written records sufficient to show entitlement thereto. The Tax Administrator's decision on a claim for refund is final and conclusive and not subject to appeal under Section 7.14.150.

B. The Tax Administrator, his or her designee which may include a third party, or any other City officer charged with the administration of this chapter shall have the right to examine and audit all the books and business records of the claimant in order to determine the eligibility of the claimant to the claimed refund. No claim for refund shall be allowed if the claimant refuses to allow such examination of claimant's books and business records after requested by the Tax Administrator to do so. The Tax Administrator may collect a fee adopted by resolution by the City Council to pay for the cost of examination and audit should the books and records be provided in a form insufficient to allow the Tax Administrator to make a determination on the claim for refund.

C. In the event that the cannabis business tax was erroneously paid in an amount in excess of the tax due, and the error is attributable to the City, the City shall refund the amount of tax erroneously paid; provided that (i) a claim for refund has been timely filed with the Tax Administrator; and (ii) the refund cannot exceed, under any circumstance, the amount of tax overpaid during the twelve months preceding the last month for which the claim states the tax was overpaid.

7.14.130 Personal Cultivation Not Taxed.

The provisions of this chapter shall not apply to personal cannabis cultivation or personal use of cannabis, to the extent those activities are authorized in the "Medicinal and Adult Use

Cannabis Regulation and Safety Act,” as may be amended. This chapter shall not apply to personal use of cannabis that is specifically exempted from state licensing requirements, that meets the definition of personal use or equivalent terminology under state law, and provided that the individual receives no compensation whatsoever related to that personal cultivation or use.

7.14.140 Administration of the tax.

A. It shall be the duty of the Tax Administrator to collect the taxes, interest, penalties, fees, and perform the duties required by this chapter.

B. For purposes of administration and enforcement of this chapter generally, the Tax Administrator may from time to time promulgate such administrative interpretations, rules, and procedures consistent with the purpose, intent, and express terms of this chapter as he or she deems necessary to implement or clarify such provisions or aid in enforcement.

C. The Tax Administrator may take such administrative actions as needed to administer the cannabis business tax, including but not limited to:

1. Provide to all cannabis business taxpayers forms for the reporting of the tax;
2. Provide information to any taxpayer concerning the provisions of this chapter;
3. Receive and record all taxes remitted to the City as provided in this chapter;
4. Maintain records of taxpayer reports and taxes collected pursuant to this chapter;
5. Assess penalties and interest to taxpayers pursuant to this chapter;
6. Determine amounts owed under and enforce collection pursuant to this chapter.

7.14.150 Appeal procedure.

A taxpayer aggrieved by a decision of the Tax Administrator with respect to the amount of tax, interest, penalties, and fees, if any, due under this chapter may appeal only if a hearing was requested and attended pursuant to Section 7.14.250. An appeal may be made by filing a notice of appeal with the City Clerk within fifteen (15) calendar days of the serving or mailing of the Tax Administrator’s decision of the amount due. Upon receipt of a timely notice of appeal, the City Clerk, or his or her designee, shall fix a time and place for hearing such appeal with an Administrative Hearing Officer selected pursuant to PGMC Chapter 1.19.110. The appeal shall be deemed a request for hearing on an administrative citation. An appeal fee shall be paid in advance as determined by the Master Fee Schedule. The City Clerk, or his or her designee, shall give at least ten (10) calendar days’ notice of the appeal hearing in writing to such taxpayer at the last known place of address. The Administrative Hearing Officer shall render a written decision that shall be served on the taxpayer at the last known place of address. The decision of the Administrative Hearing Officer shall be final and conclusive. Any amount found to be due by the Administrative Hearing Officer shall be immediately due and payable upon the service of the decision. If no notice of appeal is filed within the time prescribed in this Section, the Tax

Administrator's decision with respect to the amount of tax, interest, penalties, and fees due is final and conclusive.

7.14.160 Enforcement - action to collect.

A. Any taxes, interest, penalties, and/or fees required to be paid under the provisions of this chapter shall be deemed a debt owed to the City. Any person owing money to the City under the provisions of this chapter shall be liable in an action brought in the name of the City for the recovery of such debt. The provisions of this chapter shall not be deemed a limitation upon the right of the City to bring any other action including criminal, civil and equitable actions, based upon the failure to pay the tax, interest, penalties, and/or fees imposed by this chapter or the failure to comply with any of the provisions of this chapter.

7.14.170 Apportionment.

If a person subject to the tax is operating both within the City and outside the City, it is the intent of the City to apply the cannabis business tax so that the measure of the tax fairly reflects the proportion of the taxed activity actually carried on in the City. To the extent federal or state law requires that any tax due from any taxpayer be apportioned, the taxpayer may indicate said apportionment on his or her tax return. The Tax Administrator may promulgate administrative procedures for apportionment as he or she finds useful or necessary.

7.14.180 Constitutionality and legality. This tax is intended to be applied in a manner consistent with the United States and California Constitutions and state law. None of the tax provided for by this chapter shall be applied in a manner that causes an undue burden upon interstate commerce, a violation of the equal protection or due process clauses of the Constitutions of the United States or the State of California or a violation of any other provision of the California Constitution or state law. If a person believes that the tax, as applied to him or her, is impermissible under applicable law, he or she may request that the Tax Administrator release him or her from the obligation to pay the impermissible portion of the tax.

7.14.190 Audit and examination of premises and records.

A. For the purpose of ascertaining the amount of cannabis business tax owed or verifying any representations made by any taxpayer to the City in support of his or her tax calculation, the Tax Administrator or his/her designees which may include a third party shall have the power to inspect any location where commercial cannabis activity occurs and to audit and examine all books and records (including, but not limited to bookkeeping records, access to METRC data, and/or point-of-sale data, state and/or federal income tax returns, excise tax returns, and other records relating to the gross receipts of the business) of persons engaged in cannabis businesses. In conducting such investigation, the Tax Administrator, or his/her designees which may include a third party shall have the power to inspect any equipment or software, such as computers, software systems, platforms, and databases (including METRC), and/or point of sale systems, to include any keys or access codes for access to and use of the equipment and/or software, that may contain such records.

B. It shall be the duty of every person liable for the collection and payment to the City of any tax imposed by this chapter to keep and preserve, for a period of at least three (3) years, all

records as may be necessary to determine the amount of such tax as he or she may have been liable for the collection of and payment to the City, which records the Tax Administrator or his/her designee which may include a third party shall have the right to inspect at all reasonable times.

7.14.200 Other licenses, permits, taxes, fees, or charges.

A. Nothing contained in this chapter shall be deemed to repeal, amend, be in lieu of, replace or in any way affect any requirements for any commercial cannabis permit, City license, permit, or other certificate required by, under or by virtue of any provision of any other Chapter of this code or any other ordinance or resolution of the City, nor be deemed to repeal, amend, be in lieu of, replace or in any way affect any tax, fee or other charge imposed, assessed or required under any other Chapter of this code or any other ordinance or resolution of the City. Any references made or contained in any other Chapter of this code to any licenses, permits, certificates, taxes, fees, or charges, or to any schedule of license, permit, certificate, or fees, shall be deemed to refer to the licenses, permits or certificates, and their respective taxes, fees or charges, or schedule of fees, provided for in other Chapters of this code.

B. A commercial cannabis permit issued under the Pacific Grove Municipal Code may be revoked, suspended or not renewed in the event that the business holding that permit has failed to (i) make a deposit required by the Tax Administrator pursuant to Section 7.14.60 or (ii) timely pay all taxes, interest and penalties owed by that business under this chapter.

7.14.210 Payment of tax does not authorize unlawful business.

A. The payment of a cannabis business tax required by this chapter, and its acceptance by the City, shall not entitle any person to carry on any cannabis business unless the person has complied with all of the requirements of this code and all other applicable state laws.

B. No tax paid under the provisions of this chapter shall be construed as authorizing the conduct or continuance of any illegal or unlawful business, or any business in violation of any local or state law.

7.14.220 Deficiency determinations.

If the Tax Administrator is not satisfied that any statement filed as required under the provisions of this chapter is correct, or that the amount of tax is correctly computed, he or she may compute and determine the amount to be paid and make a deficiency determination upon the basis of the facts contained in the statement or upon the basis of any information in his or her possession or that may come into his or her possession within three (3) years of the date the tax was originally due and payable. One or more deficiency determinations of the amount of tax due for a period or periods may be made. When a person discontinues engaging in a cannabis business, a deficiency determination may be made at any time within three (3) years thereafter as to any liability arising from engaging in such cannabis business whether or not a deficiency determination is issued prior to the date the tax would otherwise be due. Whenever a deficiency determination is made, a notice shall be given to the person concerned in the same manner as notices of assessment are given under Sections 7.14.240 and 7.14.250.

7.14.230 Failure to report—nonpayment, fraud.

A. Under any of the following circumstances, the Tax Administrator may make and give notice of an assessment of the amount of tax owed by a person under this chapter at any time:

1. If the person has not filed a complete statement required under the provisions of this chapter;
2. If the person has not paid the tax due under the provisions of this chapter;
3. If the person has not, after demand by the Tax Administrator, filed a corrected statement, or furnished to the Tax Administrator adequate substantiation of the information contained in a statement already filed, or paid any additional amount of tax due under the provisions of this chapter; or
4. If the Tax Administrator determines that the nonpayment of any cannabis business tax due under this chapter is due to fraud, a penalty of twenty-five percent (25%) of the amount of the tax shall be added thereto in addition to penalties and interest otherwise payable under this chapter and any other penalties allowed by law.

B. The notice of assessment shall separately set forth the amount of any tax known by the Tax Administrator to be due or estimated by the Tax Administrator, after consideration of all information within the Tax Administrator's knowledge concerning the business and activities of the person assessed, to be due under each applicable provision of this chapter and shall include the amount of any penalties or interest accrued on each amount to the date of the notice of assessment. The notice shall state that the person has thirty (30) calendar days from the date of the notice to make a written request for an informal hearing before the Tax Administrator. The notice shall also state that if the person fails to timely request an informal hearing within the time allowed, the amount determined by the Tax Administrator is final and conclusive and is immediately due and payable.

7.14.240 Tax assessment - notice requirements.

The notice of assessment shall be served upon the person either by personal delivery, by overnight delivery by a nationally-recognized courier service, or by a deposit of the notice in the United States mail, postage prepaid thereon, addressed to the person at the address of the location of the business or to such other address as he or she shall register with the Tax Administrator for the purpose of receiving notices provided under this chapter; or, should the person have no address registered with the Tax Administrator for such purpose, then to such person's last known address. For the purpose of Section 7.14.240, a service by overnight delivery shall be deemed to have occurred one (1) calendar day following deposit with a courier and service by mail shall be deemed to have occurred three (3) days following deposit in the United States mail.

7.14.250 Tax assessment - hearing, application, and determination.

Within thirty (30) calendar days after the date of service of the notice of assessment the person may apply in writing to the Tax Administrator for an informal hearing on the assessment. If application for an informal hearing is not made within the time herein prescribed, the tax assessed by the Tax Administrator shall become final and conclusive. Within thirty (30) calendar days of the receipt of any such application for an informal hearing, the Tax Administrator shall

cause the matter to be set for an informal hearing before him or her, or his/her designee, no later than thirty (30) calendar days after the receipt of the application, unless a later date is agreed to by the Tax Administrator and the person requesting the informal hearing. Notice of such informal hearing shall be given by the Tax Administrator to the person requesting such informal hearing no later than five (5) calendar days prior to such informal hearing. A hearing under this section shall be informal and need not follow any formal rules of evidence. At such hearing said applicant may appear and offer evidence why the assessment as made by the Tax Administrator should not be confirmed and fixed as the tax due. After such hearing the Tax Administrator shall determine and reassess (if necessary) the proper amount of tax, interest, penalties, and fees to be charged and shall give written notice of the decision to the person in the manner prescribed in Section 7.14.240 for giving notice of assessment. No appeal of a notice of assessment may be made under Section 7.14.150 unless an informal hearing is timely requested, and the person attends the hearing. If the person fails to appear at the informal hearing, the amount due determined by the Tax Administrator in the notice of assessment is final and conclusive.

7.14.260 Relief from taxes – disaster relief.

A. If a person is unable to comply with any tax requirement imposed under this chapter due to a disaster impacting its cannabis business, the person may notify the Tax Administrator of its inability to comply and request relief from the tax requirement. For purposes of this chapter, “disaster” means fire, flood, storm, tidal wave, earthquake, or similar public calamity resulting in physical damage to real property, whether or not resulting from natural causes.

B. The person shall provide any information required by the Tax Administrator including, without limitation, why relief is requested, the time period for which the relief is requested, and the reason relief is needed for the specific amount of time. The person agrees to grant the Tax Administrator or his/her designee access to the location where the cannabis business has been impacted due to a disaster.

C. The Tax Administrator, in his/her sole discretion, may provide relief from the cannabis business tax requirement for businesses whose operations have been impacted by a disaster if such tax relief does not exceed ten thousand (\$10,000) dollars. Such temporary relief may be granted for a reasonable amount of time, in the Tax Administrator’s sole discretion, and the amount and duration of relief should be based upon how long it would reasonably take for the cannabis business to recover from the disaster. The Tax Administrator may require that the cannabis business follow certain conditions to receive temporary relief from the cannabis business tax requirement. The Tax Administrator's decision on a request for relief and the conditions that may be imposed for relief under this section are final and conclusive and not subject to appeal under Section 7.14.150.

7.14.270 Conviction for violation - taxes not waived.

The conviction and punishment of any person for failure to pay the required tax shall not excuse or exempt such person from any civil action for the tax debt unpaid at the time of such conviction. No civil action shall prevent a criminal prosecution for any violation of the provisions of this chapter or of any state law requiring the payment of all taxes.

7.14.280 Violation deemed misdemeanor.

Any person violating any of the provisions of this chapter shall be guilty of a misdemeanor. Any violation of the provisions of this chapter is unlawful and may be enforced pursuant to Chapter 1.16 PGMC.

7.14.290 Severability.

If any provision of this chapter, or its application to any person or circumstance, is determined by a court of competent jurisdiction to be unlawful, unenforceable, or otherwise void, that determination shall have no effect on any other provision of this chapter or the application of this chapter to any other person or circumstance and, to that end, the provisions hereof are severable.

7.14.300 Remedies cumulative.

All remedies and penalties prescribed by this chapter, or which are available under any other provision of this code and any other provision of law or equity are cumulative. The use of one or more remedies by the City shall not bar the use of any other remedy for the purpose of enforcing the provisions of this chapter.

7.14.310 Amendment or modification.

Except as set forth in Section 7.14.310, this chapter may be amended or modified but not repealed by the City Council without a vote of the people. However, as required by Article XIII C of the California Constitution, voter approval is required for any amendment that would expand, extend, or increase the rate of any tax levied pursuant to this chapter beyond the maximums set forth in this chapter. The people of the City of Pacific Grove affirm that the following actions shall not constitute an increase of the rate of a tax:

A. The restoration or adjustment of the rate of the tax to a rate that is no higher than that allowed by this chapter, in those circumstances where, among others, the City Council has previously acted to reduce the rate of the tax or is incrementally implementing an increase authorized by this chapter;

B. An action that interprets or clarifies (i) the methodology of applying or calculating the tax or (ii) any definition applicable to the tax, so long as the interpretation or clarification (even if contrary to some prior interpretation or clarification) is not inconsistent with the provisions of this chapter; or

C. The collection of the tax imposed by this chapter even if the City had, for some period of time, failed to collect the tax.

SECTION 2. SEVERABILITY. If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance. The people of the City of Pacific Grove hereby declare that they would have passed this ordinance and each section, subsection, sentence, clause, and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid.

SECTION 3. ENVIRONMENTAL COMPLIANCE. The City Council hereby finds and determines that this resolution or ordinance is exempt from the California Environmental Quality Act, Public Resources Code Sections 21000 et seq. ("CEQA") and 14 Cal. Code Re. Sections 15000 et seq. ("CEQA Guidelines"). The calling and noticing of an election for the submission of a ballot measure to voters is not a project within the meaning of CEQA Guidelines 15378. The tax submitted to the voters is a general tax that can be used for any governmental purpose; it is not a commitment to any particular action or actions.

As such, under CEQA Guidelines Section 15378 (b)(4), the tax is not a project within the meaning of CEQA because it creates a government funding mechanism that does not involve any commitment to any specific project that may result in a potentially significant physical impact on the environment. If revenue generated by the tax were used for a purpose that would have such an effect, the City of Pacific Grove would undertake the required CEQA review for that particular project. Therefore, pursuant to CEQA Guideline Section 15060 CEQA analysis is not required.

SECTION 4. EFFECTIVE DATE. Pursuant to the California Constitution, Article XIIC(2)(b) and California Elections Code § 9217, if a majority of the voters voting in the election on this measure vote in favor of the adoption of this measure, this ordinance shall be deemed valid and binding and shall be considered adopted upon the date that the vote is declared by the City Council and shall go into effect ten (10) days after that date.

This Ordinance was approved and adopted by the People of the City of Pacific Grove at the City's November 8, 2022 statewide election.

This Ordinance was approved by Declaration of the vote by the City Council of Pacific Grove on _____.

BILL PEAKE, Mayor

ATTEST:
DATED: _____

SANDRA KANDELL, City
Clerk

APPROVED AS TO FORM:

_____, City Attorney

Draft

Cost of Pacific Grove Elections

(2012-2022)

Election Date:	11/6/2012	11/4/2014	4/19/2016	11/8/2016	11/6/2018	11/3/2020	4/12/2022
Election Type:	Presidential	General	Special	Presidential	General	Presidential	Special
Registered Voters:	9,547	9,213	9,338	10,165	10,025	10,694	10,450
Ballots Cast:	8,049	5,700	5,134	8,463	7,960	9,677	4,051
Turnout:	84.31%	61.87%	54.98%	83.26%	79.40%	90.49%	38.77%
Council Candidates:	9	6	0	6	7	6	0
Mayoral Candidates:	2	2	0	2	3	1	0
Local Measures:	1	0	1	1	2	1	1
Election Cost	\$46,469	\$17,055	\$79,327	\$38,503	\$53,583	\$60,671	\$124,484
Cost Per Registered Voter:	\$4.87	\$1.85	\$8.50	\$3.79	\$5.34	\$5.67	\$11.91



City Council
City of Pacific Grove

July 20, 2022

Luke Coletti – lcoletti@cityofpacificgrove.org



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Ben Harvey, City Manager
MEETING DATE: July 20, 2022
SUBJECT: Pacific Grove City Charter Amendment to Change the Number of City Council Members from Six to Four *This item was continued from the July 6, 2022 meeting. Action is requested to be taken no later than the Council's July 20, 2022 meeting.*
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Adopt a resolution submitting a ballot measure to amend the Pacific Grove City Charter to change the Number of City Council Members from six to four by directing:

1. In 2024 two City Council Members shall be elected to four-year terms, and one City Council Member shall be elected to a single two-year term, and
2. Every two years thereafter, beginning in 2026, two City Council Members shall be elected to four-year terms, and
3. Enact consistent Charter changes to clarify a quorum, majority vote and other select actions; and
4. Ordering an election, requesting the Monterey County Elections Department conduct the election and consolidate it with the Statewide Election to be held on November 8, 2022.

DISCUSSION

The matter was approved at the Council's July 6, 2022 meeting. However, additional corrections and revisions were made since the Council's approval. The matter returns tonight with explanation and approval.

At the [May 18, 2022 City Council meeting](#), City staff was directed to return with all necessary documents for City Council consideration for placing a City Charter amendment on the November 8, 2022 General Election ballot to transition from six (6) to four (4) City Council Members. Accordingly, the requisite resolution which if adopted would result in a November 8, 2022 ballot measure is attached for City Council review and consideration. As discussed at the May 18, 2022 City Council meeting (details of the discussion may be accessed via the hyperlink above), and as detailed within the attached resolution, the proposed City Charter amendment for a transition from six (6) to four (4) City Council Members would take place over two election cycles. The office of Mayor would not be subject to the proposed City Charter revision, and would remain a two-year term. Additional details regarding proposed ballot measure(s) costs, along with a corresponding Fiscal Year 22-23 budget amendment, will be forthcoming following anticipated adoption of the resolution and consultation with the

Monterey County Elections Department.

NEXT STEP:

At the July 6, 2022 Regular City Council Meeting, the City Clerk's Office will prepare for City Council consideration all resolutions necessary to effectuate the purposes of this resolution and the election.

OPTIONS

1. Take no action.
2. Provide alternate direction.

FINANCIAL IMPACT:

Should the City Council adopt the resolution, City staff will contact the Monterey County Elections Department for an estimate to place proposed ballot measure(s) on the November, 2022 election. The estimate to add the measure(s) will be brought back for City Council consideration and a corresponding budget amendment within the Fiscal Year 22-23 budget. An estimate for the cost of the addition of this proposed measure is not available at this time.

GOAL ALIGNMENT: Not Applicable.

Attachments

Reso
Att 1 to Reso
Cost Slide

RESOLUTION NO. 22-0XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE SUBMITTING A BALLOT MEASURE TO VOTERS TO AMEND THE PACIFIC GROVE CITY CHARTER TO CHANGE THE NUMBER OF ELECTED CITY COUNCIL MEMBERS FROM SIX TO FOUR BY DIRECTING (1) IN 2024 TWO COUNCIL MEMBERS SHALL BE ELECTED TO FOUR-YEAR TERMS, AND ONE COUNCIL MEMBER SHALL BE ELECTED TO A SINGLE TWO-YEAR TERM, AND (2) EVERY TWO YEARS THEREAFTER BEGINNING IN 2026 TWO COUNCIL MEMBERS SHALL BE ELECTED TO FOUR-YEAR TERMS; CONSISTENT CHARTER CHANGES SHALL CLARIFY A QUORUM, MAJORITY VOTE AND OTHER SELECT ACTIONS; ORDERING AN ELECTION, REQUESTING MONTEREY COUNTY ELECTIONS DEPARTMENT CONDUCT THE ELECTION AND CONSOLIDATE IT WITH THE STATEWIDE ELECTION TO BE HELD ON NOVEMBER 8, 2022.

WHEREAS, the Pacific Grove City Charter, since 1927, has required the staggered election of six Council members, in addition to the Mayor, whereby each Council Member is elected to serve a four-year term. This election system was largely based on the "Model City Charter" published in 1926 by the League of California Municipalities, with one notable exception being the "Model City Charter" recommended a five-member council.

WHEREAS, California city councils vary greatly in size from four to 15 members. A clear majority of cities (almost 90%) throughout California call for election of a five-member council. This is the council membership for all cities in Monterey County, excepting Pacific Grove and Salinas. Less than 7% of California cities rely on a seven-member council.

WHEREAS, the proposed Charter Amendment would reduce the size of the City Council from seven to five members, that is, four Council members and a Mayor;

WHEREAS, reducing the number of elected council members from six to four will reduce redundancy, conserve City resources and facilitate decision-making. Some commentators have stated council larger than five increases the opportunity for members to divide into factions.

WHEREAS, any City Charter amendment must be approved by the voters of that City;

WHEREAS, a change to the City election system requires a vote of the electorate and may only be effected prospectively insofar as elected officials, by law, hold office for the entire term of their elected service.

WHEREAS, the change to the City election system proposes to stage this election sequence whereby one council member shall serve a single two-year term to provide a bridge between the six-member group of elected councilmembers to the four-member group of elected councilmembers.

WHEREAS, pursuant to Elections Code Section 10002, the governing body of any city or district may by resolution request the Board of Supervisors of the county to permit the county elections official to render specified services to the city or district relating to the conduct of an election. The city or district shall reimburse the county in full for the services performed upon presentation of a bill to the city or district.

WHEREAS, pursuant to Elections Code Section 10002, Monterey County Elections shall supply the elections official with a list of its precincts, or consolidated precincts, as applicable.

WHEREAS, the City Clerk and County Registrar of Voters are authorized to print forms, publish notices, and provide information as may be necessary or convenient to assure the orderly conduct of the election, and they shall do all other things necessary to facilitate the holding of the election in a manner consistent with law; and

WHEREAS, pursuant to Elections Code Section 10400, whenever two or more elections, including bond elections, of any legislative or congressional district, public district, city, county, or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections.

WHEREAS, pursuant to Elections Code Section 10403, whenever an election called by a district, city or other political subdivision for the submission of any question, proposition, or office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the elections official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot. Upon such request, the Board of Supervisors may order the consolidation. The resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election.

WHEREAS, the City Council finds and determines this resolution is exempt from the California Environmental Quality Act, Public Resources Code Sections 21000 et seq. ("CEQA") and 14 Cal. Code of Regulations, Sections 15000, et seq. ("CEQA Guidelines"). The calling and noticing of an election for the submission of a ballot measure to voters is not a project within the meaning of CEQA Guidelines 15378.

WHEREAS, the City Council desires to submit the proposed Charter Amendment to the voters of the City at a General Municipal Election to be held on Tuesday, November 8, 2022, and to be consolidated with the general municipal election and the statewide election to be held on that date.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE:

Section 1. Recitals. The City Council hereby finds and determines that the foregoing recitals are true and correct.

Section 2. Election. Pursuant to Section 3 of Article XI of the California Constitution, Article 8 of the City Charter, and Elections Code Sections 9255(b)(1), 10400, 10401 and 10403, the City Council of the City of Pacific Grove hereby orders an election be called and consolidated with any and all elections also called to be held at the General Election for Tuesday November 8, 2022 (the “Election”), insofar as said elections are to be held in the same territory or in territory that is in part the same as the territory of the Board of Supervisors of the County of Monterey and orders the following proposed Charter Amendment be submitted to the voters at that election.

Measure “__” Charter Amendment – Reducing Number of Councilmembers.

Shall the Pacific Grove City Charter requirement for six elected City Councilmembers be changed to four elected Councilmembers via this sequence: (1) in 2024 two Councilmembers shall be elected to four-year terms, and one shall be elected to a single two-year term, (2) every two years thereafter, beginning in 2026, two Councilmembers shall be elected to four-year terms, with other revisions for votes needed for a quorum, a majority vote and other select actions?	YES	
	NO	

Section 4. Proposed Charter Amendment. The text of the proposed Charter Amendment to be submitted to the voters is attached to this Resolution as Exhibit A and incorporated by reference. The full text of the proposed Charter Amendment shall be printed in the Sample Ballot and Voters Pamphlet and shall be made available to the public and to any voter at the County Elections Department and the Pacific Grove City Clerk.

Section 5. Publication of Measure. The City Clerk is directed to publish a synopsis of the measure at least one time not later than one week before the election.

Section 6. Approval. The vote requirement for this measure to pass shall be a majority of those casting ballots on the measure (50% plus 1).

Section 7. Consolidation. Pursuant Section 10400 et seq. of the Elections Code, the governing body of the City of Pacific Grove hereby orders an election be called and consolidated with any and all elections also called to be held and Board of Supervisors of Monterey County is requested to consolidate the Election with the General Municipal Election and Statewide Election to be held on November 8, 2022. The City Clerk and the County Registrar of Voters are authorized to print such forms, publish such notices, and provide such information as may be necessary or convenient to assure the orderly holding of the election, and they shall do all other things necessary to facilitate the holding of the election in a manner harmonious and consistent with law.

Section 8. Canvass. The Board of Supervisors is authorized to canvass the returns of the Election pursuant to Section 10411 of the Elections Code.

Section 9. Conduct of Election. Pursuant to Section 10002 of the Elections Code, the Board of Supervisors is requested to permit the County Elections Department to render all services specified by Section 10418 of the Elections Code relating to the election, for which services the City agrees to reimburse the County, in accordance with current County pro-rations and allocation procedures.

Section 10. Filing with County. The City Clerk shall file a certified copy of this Resolution with the County Elections Department.

Section 11. Analysis and Argument. Pursuant to Elections Code Section 9280, the City Attorney shall prepare an impartial analysis of the measure that shall not exceed 500 words no later than 12:00 p.m. on August 18, 2022. Pursuant to Elections Code Section 9282, the City Council authorizes the Mayor to author and submit the primary argument and pursuant to Elections Code Section 9285(a), authorizes the Mayor to submit a rebuttal argument in favor of the ballot measure. Pursuant to Elections Code Section 9287, if more than one argument is submitted against the measure, the City Clerk shall select the argument to be included with the ballot materials. An argument for or against the measure shall not exceed 300 words in length. The last day to submit arguments for or against the proposed measure shall be August 18, 2022. Submittals are to be delivered to the City Clerk no later than 12:00 p.m. Rebuttal arguments (250 words) shall be permitted pursuant to applicable law. The last day to submit rebuttal arguments to the City Clerk shall be August 25, 2022. Submittals are to be delivered to the City Clerk no later than 12:00 p.m.

Section 12. Implementation. The City Clerk and City Manager are authorized to take all actions as necessary to effectuate the purposes of this resolution and the election. The City Manager is authorized to execute all documents and to perform all other necessary City acts to enter into a service agreement for the provision of election services with Monterey County Registrar of Voters. The City Clerk and City Attorney are authorized to make any typographical, clerical, and non-substantive corrections to this resolution as may be deemed necessary by the Monterey Elections Department.

Section 13. Declaration. The City Council shall meet to declare the results of the election called for by this Resolution at their regular meeting following certification of election results.

Section 14. Effective Date. This Resolution shall take immediate effect upon its adoption by the City Council and the City Clerk shall certify the vote adopting the resolution.

Section 15. Environmental Compliance. The City Council finds the adoption of this resolution is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Division 6, Chapter 3, because it has no potential for resulting in physical change to the environment, directly, or indirectly.

PASSED AND ADOPTED by the Council of the City of Pacific Grove on this 20th day of July, 2022, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

BILL PEAKE, Mayor

ATTEST:

DATED:_____

SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

BRIAN PIERIK, City Attorney

RESOLUTION NO. 22-0XX
EXHIBIT A

Text of Proposed Charter Amendment to Be Submitted to the Voters: Proposal to Amend the Pacific Grove City Charter to Reduce the Number of City Council Members from Six (6) to Four (4) and Redefine the Votes Needed for a Quorum, A Majority Vote and Other Select Actions.

TEXT OF AMENDMENT TO PACIFIC GROVE CITY CHARTER

Amended text shown in **underscored bold italics** text, and deleted text shown in ~~strikeout~~ text. **Highlighted** text shown solely for ease of reference.

PART 1: PROPOSED CHARTER AMENDMENT

Section 1. That Article 6 of the City Charter be amended to read as follows:

Article 6 Officers and Employees

The officers of the City of Pacific Grove shall consist of ~~six~~ ***four*** Councilmembers and a Mayor, a City Manager, a City Clerk, a City Treasurer, a City Attorney, other officers as provided by ordinance, and members of Commissions, Boards and Committees as provided by Charter and by ordinance; provided, the Council may by ordinance provide for such subordinate officers, assistants, deputies, clerks and employees as it deems necessary, and that the Council may at any time, when in its judgment the interest of the City so demands, consolidate by ordinance the powers and duties of two or more City officers, and place the same in charge of one such officer. The Mayor and the members of the Council shall be elected from the City at large. All other officers, assistants, deputies, clerks, and employees shall be appointed as provided in this Charter, or as the Council may provide by ordinance in case no provision for their appointment is herein made, and they shall hold their respective offices or positions at the pleasure of the appointing power, except as otherwise herein provided.

Section 2. That Article 11 of the City Charter be amended to read as follows:

Article 11 The Mayor

A Mayor shall be elected at each general municipal election and shall hold office for the term of two years from and after the Tuesday next succeeding the day of such election and until a successor is elected and qualified. The Mayor may receive compensation as provided by ordinance, but in no case shall the compensation exceed that amount which is permitted by State Law for General Law cities of comparable size to Pacific Grove. The Mayor shall be ineligible to hold any office or employment with the City except as a member of any board, commission or committee thereof of which the Mayor is constituted such member by General Law. In the name and on behalf of the City the

Mayor shall sign all contracts, deeds, bonds and other legal instruments in which the city is a party. The Mayor or the Mayor's designate shall represent the City at all ceremonial functions of a social or patriotic character when it is desirable or appropriate to have the City represented officially thereat. The Council shall choose one of its members to serve as Mayor pro tempore during the absence of the Mayor. The Mayor shall preside over all Council meetings and shall be entitled to one vote.

In the event a vacancy occurs in the office of the Mayor, the remaining Council Members shall appoint, by ~~four~~ **three** affirmative votes, one of their number to serve as Mayor for the remaining term of the vacated office of Mayor. If the Council does not fill the Mayoral vacancy within thirty (30) days its appointment power shall lapse and the Mayor Pro Tempore shall assume the office of Mayor. In either event, a vacancy shall then exist as to that Council seat, which shall be filled in accord with the provisions of Article 12 of this Charter.

Section 3. That Article 12 of the City Charter be amended to read as follows:

Article 12 Council

~~Three~~ **Two** Councilmembers shall be elected at each general municipal election and shall hold office for the term of four years each from and after the Tuesday next succeeding the day of such election, and until their successors are elected and qualified.

A vacancy in an elective office shall be filled by appointment by the Council, such appointee to hold office until the next general municipal election and until a successor is elected and qualified. Such successor shall be elected for the unexpired term of his or her predecessor at the general municipal election and until a successor is elected and qualified. Such successor shall be elected for the unexpired term of his or her predecessor at the general municipal election next succeeding such appointment. Should the Council fail to fill any such vacancy within thirty days after the same occurs, then it shall be filled by appointment by the Mayor; provided, however, that if the offices of a majority, or more, of the Council shall become vacant, then the City Clerk shall call a special election at once to fill the vacancies for the unexpired terms, and the same shall be conducted substantially in the manner provided for general municipal elections.

If any Councilmember of the City shall be absent for more than two consecutive regular meetings without good cause as determined by the Council, or shall cease to be a resident or elector of the City, or shall fail to qualify, or shall resign or be convicted of a felony, or be adjudged mentally incompetent, the Councilmember's office shall thereupon become vacant.

The Councilmembers may receive compensation as provided by ordinance, but in no case shall the compensation exceed that amount which is permitted by the State Law for General Law cities of comparable size to Pacific Grove.

No Councilmember shall be eligible to hold any other office or employment with the City except as a member of any board, commission, or committee thereof, of which the Councilmember is constituted such member by the General Law of the State.

The term of office for a Councilmember who files as a candidate for the Office of Mayor shall automatically expire on the Tuesday next succeeding the general municipal election held following that filing. The filing period for candidates to fill such Councilmember's term shall be extended an additional five days.

Section 4. That Article 13 of the City Charter be amended to read as follows:

Article 13 Meetings of the Council

All meetings of the Council shall be duly noticed and shall be open to the public and shall otherwise comply with applicable state law. All meetings of the Council shall be held in the Council Chambers, except that the Council may hold meetings at another location either to (1) accommodate those who wish to attend, or to (2) accommodate an emergency situation, or to (3) accommodate the needs of a particular meeting as determined in the sole discretion of the Council. There shall be two regular meetings of the Council in each month at a day and hour by ordinance determined, and any regular meeting may be adjourned to a date and hour certain and such adjourned meeting shall be a regular meeting for all purposes; provided however, the Council may cancel one of those meetings, as circumstances may require, by ~~five (5)~~ **four (4)** affirmative votes. The Council shall adopt rules for the conduct of its proceeding and shall provide by ordinance the manner in which its special meetings may be called.

Section 5. That Article 15 of the City Charter be amended to read as follows:

Article 15 Ordinances

- (a) The enacting clause of all ordinances passed by the Council shall read as follows: "The Council of the City of Pacific Grove does ordain as follows:" The enacting clause of all ordinances passed by the vote of the electors of the City through the exercise of the initiative or referendum shall be: "The people of the City of Pacific Grove do ordain as follows:"
- (b) The affirmative vote of ~~four~~ **three** members of the Council shall be necessary to adopt any ordinances, resolutions or claims against the City, which vote shall be taken by ayes and noes and entered upon the record, and upon the request of any member of the Council the ayes and noes shall be taken and recorded upon any vote.
- (c) No ordinance shall be passed by the Council on the day of its introduction nor within five days thereafter, nor at any time other than at a regular meeting, nor until its publication at least once in the official newspaper at least three days before its adoption. Provided, that the publication of ordinances as required herein may be satisfied by publication of a summary of a proposed ordinance, if at the time the ordinance is

introduced the Council directs a summary to be published. Any summary so published shall be approved by the City Attorney. A copy of the full text of proposed ordinances for which summaries are published shall be on file in the office of the City Clerk and available to the public on and after the first business day following introduction.

(d) Notwithstanding the five day waiting period required in (c), immediately hereinabove, any ordinance declared by the Council to be necessary as an emergency measure for preserving the public peace, health, safety or public welfare, and containing the reasons for its urgency, may be introduced and if passed by a vote of no fewer than ~~five~~ **four** members of the Council shall become effective immediately.

(e) A proposed ordinance may be amended or modified between the time of its introduction and the time of its final passage, provided its general scope and original purpose are retained.

(f) No ordinance or portion thereof shall be repealed, revised or amended except by ordinance, and all ordinances shall be signed by the Mayor and attested by the City Clerk.

(g) Except as provided by General Law, or by this Charter, no action providing for the approval or amendment of the annual fiscal year budget, or for the acquisition, sale, lease, encumbrancing or disposition of real property of the City, or any interest therein, or for the levying of any tax or assessment, or for the granting of any franchise, or for the establishment or changing of zoning regulations, or for the imposing of any penalty, shall be taken except by ordinance.

(h) All ordinances subject to the right of referendum shall become effective 30 days following final passage. All other ordinances shall be effective immediately upon final passage. The provisions of this subarticle shall not affect the ability of the Council to adopt emergency measures pursuant to subarticle (d) of this Article.

Section 6. That Article 19 of the City Charter be amended to read as follows:

Article 19 City Manager

There shall be a City Manager appointed by the affirmative vote of ~~five-sevenths~~ **four-fifths** of the Council who shall be the administrative head of the City government. The City Manager shall be chosen by the Council without regard to political consideration and with reference solely to qualifications for such office. The procedure for removal of the City Manager shall be prescribed by ordinance.

It shall not be necessary that the City Manager reside in the City at the time of appointment, but the City Manager shall become a resident thereof within sixty days thereafter and thereafter during incumbency shall actually reside in the City.

The powers and duties of the City Manager shall be:

- a. To see that all ordinances are enforced.
- b. To appoint all heads of departments, subordinate officials and employees, and remove the same, and have general supervision and control over the same.
- c. To exercise general supervision over all privately owned public utilities operating within the City so far as the same are subject to municipal control.
- d. To see that the provisions of all franchises, leases, contracts, permits and privileges granted by the City are fully observed and to report to the Council any violations thereof.
- e. To act as purchasing agent for the City. The City Manager shall know the exact condition of the treasury at all times, and shall approve all demands before the same have been allowed by the Council if the City Manager is satisfied that the money is lawfully due.
- f. To attend all meetings of the Council unless excused therefrom by ~~three~~ **two** members thereof or by the Mayor.
- g. To examine, or cause to be examined, without notice, the conduct, or the official account and records, of any officer or employee of the City.
- h. To keep the Council advised as to the needs of the City.
- i. To have supervision over all City property, including public buildings, parks and playgrounds.
- j. To appoint such advisory boards as the City Manager may deem desirable to advise and assist the City Manager provided the members of such boards shall receive no compensation.
- k. To cause a quarterly statement of all funds in the treasury to be submitted to the Council. Such statements shall be submitted not later than the first meeting in November, February, May and August.
- l. To assume general control of the City government and all of its branches in case of riot, insurrection or extraordinary emergency, and to be responsible for the suppression of disorders and the restoration of normal conditions.

Section 7. That Article 24 of the City Charter be amended to read as follows:

Article 24 City Attorney

There shall be a City Attorney appointed by the City Council. The City Attorney shall be an attorney-at-law, admitted to the bar of the Supreme Court of this State, and one who

has been in actual practice in the State, for at least three years next preceding appointment. All other things being equal, an attorney who has had special training for this office or experience in municipal corporation law shall be appointed to this office, if practicable. The City Attorney shall be legal advisor of the Council and shall be available to all other City officials on City business.

The City Attorney shall prosecute all violations of City ordinances, and shall draft all ordinances, resolutions, contracts, or other legal documents or proceedings required by the Council or other officials, except as may be otherwise provided, and shall perform such legal services from time to time as the Council may require, and shall attend all meetings of the Council unless excused therefrom by ~~three~~ **two** members thereof or by the Mayor. When from any cause therefrom the City Attorney is unable to perform the duties of office, the City Attorney shall with the consent of the Council appoint some other qualified attorney to act temporarily as City Attorney. Whenever, in the judgment of the Council, the interests of the City require it, assistant counsel may be employed. The City Attorney shall deliver all books, records, papers, documents, and property of every description, under his or her control, owned by the City, to his or her successor in office, and shall possess such other powers, and perform such additional duties, not in conflict with this Charter, as may be prescribed by ordinance.

Section 8. That Article 26 of the City Charter be amended to read as follows:

Article 26 Appointive Commissions and Boards

There shall be the Commission and Boards enumerated in this Article which shall have the powers and duties as provided herein. The appointment of persons to serve on these Commissions and Boards shall be made by the Mayor subject to the confirmation by affirmative vote of ~~four~~ **three** members of the Council.

Before making such appointments the Mayor shall consult with the Council and shall consider fully any and all nominations suggested by other members of the Council.

Members of Commissions and Boards shall serve at the pleasure of the Council. The Council, by an affirmative vote of ~~four~~ **three** of its members, may remove any member of any Commission or Board at any time during the Commission or Board member's term of office.

The term of office for members of Commissions and Boards shall be four years, but in no event shall any person serve more than three successive full terms on a single Commission or Board. For the purposes of this Article, service upon appointment to a vacated mid-term seat shall be deemed service for a full term. A person who has served for such three term period on a Commission or Board shall be eligible for reappointment to that Commission or Board after the expiration of two years.

Any person appointed to serve on such Commissions or Boards shall be a registered elector of the City and shall not hold any paid office or employment in the City

government or be a member of any other Board as herein enumerated, or be a member of the City Council, except as an ex officio member without vote.

a. CITY PLANNING COMMISSION. There shall be a Planning Commission consisting of seven members, and shall have the following powers and duties:

(1) Recommend to the Council the adoption, amendment, or repeal of a General Master Plan, or any part thereof, for the physical development of the City.

(2) Exercise such functions with respect to land subdivisions, planning and zoning as may be prescribed by ordinance or resolution.

(3) Perform such other duties relating to planning and zoning as the Council may require by ordinance or resolution, or as may be prescribed by the General Laws of the State.

b. LIBRARY BOARD. There shall be a Library Board consisting of five members and shall have the following powers and duties:

(1) Act in an advisory capacity to the Council and City Manager in all matters pertaining to the operation of a public library.

(2) Recommend to the City Council the adoption of such laws, rules, and regulations as it may deem necessary for the administration and protection of the City Library.

(3) Perform such other duties relating to the library services as the Council may require by ordinance or resolution.

c. MUSEUM BOARD. There shall be a Museum Board consisting of five members and shall have the following powers and duties:

(1) Act in an advisory capacity to the Council and City Manager in all matters pertaining to the operation of a public museum.

(2) Recommend to the City Council the adoption of such laws, rules, and regulations as it may deem necessary for the administration and protection of the City Museum.

(3) Perform such other duties relating to the museum service as the Council may require by ordinance or resolution.

d. RECREATION BOARD. There shall be a Recreation Board consisting of five members and shall have the following powers and duties:

(1) Act in an advisory capacity to the Council and City Manager in all matters pertaining to the operation of a City recreation program.

- (2) Recommend to the City Council the adoption of such laws, rules and regulations as it may deem necessary for the administration and operation of a City recreation program.
- (3) Promote and stimulate public interest in a recreation program and solicit to the fullest extent possible the cooperation of school authorities and other public and private agencies interested therein.
- (4) Perform such other duties relating to the recreation program as the Council may require by ordinance or resolution.

Section 9. That Article 40 of the City Charter be amended to read as follows:

Article 40 Contracts on Public Works; Materials and Supplies

(a) In the erection, improvement and repair of all public buildings and works, in all street and sewer work, and in furnishing supplies or materials for same when the expenditure required for the same shall exceed the sum of Fifteen Thousand Dollars (\$15,000.00), the same shall be done by contract and shall be let to the lowest responsible bidder, after notice by publication in the official newspaper, and security for the due execution and performance of any such contract may be required of the successful bidder. The Council may provide by ordinance for the detailed procedure for carrying out this Article.

Provided, that the Council may reject any and all bids presented and may re-advertise in their discretion, and provided further, that after rejecting bids the Council may declare and determine by an affirmative vote of ~~five~~ **four** of its members that in its opinion the work in question may be more economically or satisfactorily performed by day labor, by either city employees or others, and after adoption of a resolution to this effect, it may proceed to have the same done in the manner stated without further observance of the foregoing provisions of this Article.

Provided, further, that such contracts likewise may be let without advertising for bids if such work shall be deemed by the Council to be of urgent necessity for the preservation of life, health or property, and shall be authorized by resolution passed by an affirmative vote of ~~five~~ **four** Council members and containing a declaration of facts constituting such urgency.

(b) The Council by ordinance shall adopt policies and procedures, including appropriate bidding regulations, governing purchases of or contracts for supplies, materials and equipment. Purchases of supplies, materials and equipment shall be made only in accordance with the adopted policies and procedures.

PART 2: BALLOT DESCRIPTION

As provided in Government Code section 34458.5, the following ballot description is in this proposed Charter Amendment measure:

CHARTER AMENDMENT

The proposed Charter Amendment measure would amend Pacific Grove City Charter Articles 6, 11, 12, 13, 15, 19, 24, 26, and 40. The amendment would change the number of elected City Council members from six to four by directing (1) in 2024 two Council members shall be elected to four-year terms, and one Council member shall be elected to a single two-year term, and (2) every two years thereafter beginning in 2026 two Council members shall be elected to four-year terms; Consistent Charter changes shall clarify a quorum, majority vote and other select actions, which shall become effective when the number of Councilmembers is reduced to four (4) after the November 2026 election is certified.

Charter Article 6 would be revised to provide the reduction of the number of Councilmembers from six (6) to four (4).

Charter Article 11 would be revised to provide that in the event a vacancy occurs in the office of the Mayor, the remaining Council Members shall appoint, by three (3) affirmative votes, one of their number to serve as Mayor for the remaining term of the vacated office of Mayor, instead of four (4) votes.

Charter Article 12 would be revised to provide that two (2) Councilmembers shall be elected at each general municipal election rather than three (3).

Charter Article 13 would be revised to provide that the City Council may cancel one of its monthly meetings, by four (4) affirmative votes instead of five (5).

Charter Article 15 would be revised to provide that the affirmative vote of three (3) members of the Council shall be necessary to adopt any ordinances, resolutions or claims against the City instead of four (4).

Charter Article 19 would be revised to provide that the appointment of the City Manager shall require the affirmative vote of four-fifths of the Council instead of five-sevenths and to require the City Manager to attend all meetings of the Council unless excused by two (2) members instead of three (3), or by the Mayor.

Charter Article 24 would be revised to provide that the City Attorney must attend all meetings of the Council unless excused by two (2) members instead of three (3), or by the Mayor.

Charter Article 26 would be revised to provide that the appointment of persons serving on City Commissions and Boards shall be made by the Mayor subject to the confirmation by affirmative vote of three (3) members of the Council instead of four (4). Also the Council, by an affirmative vote of three (3) of its members, may remove any member of any commission, instead of four (4).

Charter Article 40 would be revised to provide that the Council after rejecting all bids may declare and determine by an affirmative vote of four (4) of its members instead of five (5) that in its opinion the work in question may be more economically or satisfactorily performed by day labor, by either city employees or others, and after adoption of a resolution, it may proceed to have the proposed work done without further observance of the foregoing provisions of Article 40.

Article 40 would also be revised to allow the Council to approve a contract without advertising for bids with a finding of urgent necessity for the preservation of life, health or property, with an affirmative vote of four (4) Council members instead of five (5).

PART 3: IMPLEMENTATION

In the event this Charter Amendment measure is approved:

- A. Exclusively for the election to be held in November 2024, two councilmembers shall be elected and hold office for a term of four years and one additional councilmember shall be elected and hold office for a term of two years, resulting in a four (4) member City Council and Mayor (5 member) local legislative body after the November 2026 election is certified
- B. To further effectuate the purposes of this Charter Amendment measure and the direction of the voters, the City Council shall amend the following sections of the Pacific Grove Municipal Code – Sections 2.04.070 (c)(5), 2.06.020, 3.02.030 and 3.04.030, and such other sections as needed, to modify the number of required council votes for actions referenced in those provisions as may be consistent with this measure.
- C. This Charter Amendment measure shall be submitted to the Secretary of State pursuant to Government Code sections 34459 through 34461, inclusive.

PART 4: EFFECTIVE DATES

Section 3 of Article XI of the California Constitution provides:

For its own government, a county or city may adopt a charter by majority vote of its electors voting on the question. This Charter Amendment measure shall become effective in the manner allowed by law.

Each Charter Article amendment, provided herein, shall become effective and implemented in conjunction with the following election dates:

1. Amendment of Charter Article 6 - November 3, 2026.
2. Amendment of Charter Article 11 - November 3, 2026.
3. Amendment of Charter Article 12 - November 5, 2024.
4. Amendment of Charter Article 13 - November 3, 2026.
5. Amendment of Charter Article 15 - November 3, 2026.
6. Amendment of Charter Article 19 - November 3, 2026.
7. Amendment of Charter Article 24 - November 3, 2026.
8. Amendment of Charter Article 26 - November 3, 2026.
9. Amendment of Charter Article 40 - November 3, 2026.

PART 5: SEVERABILITY

It is the intent of the people that the provisions of the Charter Amendment measure are severable and that if any section, subsection, sentence, clause, or phrase of this charter amendment is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Charter Amendment measure. The people of the City of Pacific Grove hereby declare that they would have passed this Charter Amendment measure and each section, subsection, sentence, clause, and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid.

Cost of Pacific Grove Elections

(2012-2022)

Election Date:	11/6/2012	11/4/2014	4/19/2016	11/8/2016	11/6/2018	11/3/2020	4/12/2022
Election Type:	Presidential	General	Special	Presidential	General	Presidential	Special
Registered Voters:	9,547	9,213	9,338	10,165	10,025	10,694	10,450
Ballots Cast:	8,049	5,700	5,134	8,463	7,960	9,677	4,051
Turnout:	84.31%	61.87%	54.98%	83.26%	79.40%	90.49%	38.77%
Council Candidates:	9	6	0	6	7	6	0
Mayoral Candidates:	2	2	0	2	3	1	0
Local Measures:	1	0	1	1	2	1	1
Election Cost	\$46,469	\$17,055	\$79,327	\$38,503	\$53,583	\$60,671	\$124,484
Cost Per Registered Voter:	\$4.87	\$1.85	\$8.50	\$3.79	\$5.34	\$5.67	\$11.91



City Council
City of Pacific Grove

July 6, 2022

Luke Coletti – lcoletti@cityofpacificgrove.org



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Mohammed Khasimi, Chief Information Officer
MEETING DATE: July 20, 2022
SUBJECT: Contract Amendment with Access Media Productions (AMP) for production and televised broadcast of the City's public meetings.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Choose one of the pricing plan options provided by AMP and approve amendment of the contract accordingly.

DISCUSSION

This agenda item is being brought forward to the Council on Council Member Coletti's request.

Last year, AMP increased their pricing and provided a proposal with the following three pricing options:

- Tier 1 -- \$25K annually (approximate/based on 2020-2021 hourly spend)
 - AMP will produce and provide coverage of City of PG's City Council Meetings, at the updated hourly rate
 - AMP will stream these meetings to City of PG's internet platform of choice (ex. YouTube or Facebook Live)
 - AMP will provide a file of the meeting for VOD purposes
 - City of PG will not receive access to AMP's Peninsula Channel to broadcast any content (meetings or playback of other city-authorized programs)
- Tier 2 -- \$40K annually
 - AMP will produce and provide coverage of City of PG's City Council Meetings (up to 30 per year.)
 - AMP will provide a file of the meeting for VOD purposes
 - AMP will broadcast PG's City Council meetings on the Peninsula Channel ONLY while they are live
 - City of PG will not receive broadcast replays of meetings on the Peninsula Channel, or the ability to playback other city- authorized programs
- Tier 3 -- \$52K annually
 - AMP will produce and provide coverage of all City of PG City Council Meetings/special events (up to 35 per year)

- AMP will broadcast PG's City Council meetings on the Peninsula Channel
- AMP will live stream these meetings to City of PG's internet platform of choice
- AMP will provide a file of the meeting for VOD purposes
- AMP will provide frequent replays of above meetings on the Peninsula Channel and the ability to broadcast other city- authorized programs

City staff decided to go with the Tier 2 option, primarily, for these two reasons:

1. The Tier 3 option would have used all of the initially projected PEG funds, leaving no on-going PEG funds available to pay for maintenance, repairs, and upgrade of the AV equipment in the council chamber. Tier 2 would save the City \$12,000 annually, which could be used for those needs.
2. The public is able to view on-demand replays of the meetings conveniently through the City's website.

The only major impact on the City by not going with the full-priced Tier 3 plan was discontinuation of the replays of the City's meetings on the Peninsula Channel. However, the recordings of our city council meetings are available on the City's website, and can be viewed any time, on-demand. Also, in the past year, the City staff did not receive any complaints from the public regarding the replays.

Staff is seeking guidance for the contract renewal for this current fiscal year.

OPTIONS

Approve the amendment of the contract with AMP with the current pricing plan, which has now increased from \$39,000 to \$42,900 annually, or provide an alternate direction.

FINANCIAL IMPACT:

A budget amendment will be needed, if the City chooses to move forward with the Tier 3 pricing. The State Franchise PEG Fund has a sufficient fund balance to cover this increase; however consideration should also be given to additional drawdowns that may be needed for equipment maintenance, support services, and upgrades.

GOAL ALIGNMENT: Transparency, Accountability and Communication: Implement programs, processes, revisions, and training to improve and advance the City's efforts.

Attachments

AMP's 2022-23 Pricing
 AMP's contract - 2021-22
 AMP's 2021-22 Pricing



AMP x City of Pacific Grove

**New Pricing Schedule
July 2022**

AMP's VALUE

- Enabling public/community, educational, and local government broadcasts
- How we do this...
 - *Production expertise – our knowledge of broadcasting technology + techniques has expanded during the pandemic*
 - *Dedicated broadcast channels – your gateway to reach the public + maintain transparency in local government*

New Pricing Options: 2022-2023

CURRENT PLAN -- \$42,900 annually*

- AMP will produce and provide coverage of City of PG's Meetings (up to 30 per year.)
- AMP will provide a file of the meeting for VOD purposes
- AMP will broadcast PG's City Council meetings on the Peninsula Channel ONLY while they are live
- City of PG will not receive broadcast replays of meetings on the Peninsula Channel, or the ability to playback other
- city-authorized programs

PREMIUM PLAN -- \$52K annually*

- AMP will produce and provide coverage of all City of PG Meetings/special events (up to 35 per year)
- AMP will broadcast PG's City Council meetings on the Peninsula Channel
- AMP will live stream these meetings to City of PG's internet platform of choice
- AMP will provide a file of the meeting for VOD purposes
- AMP will provide frequent replays of above meetings on the Peninsula Channel and the ability to broadcast other city-authorized programs

*OVERAGES -- Overages will be billed at the following hourly rates:

- Production \$95/hour
- Post-production + editing: \$55/hour

CITY OF PACIFIC GROVE AGREEMENT FOR PROFESSIONAL SERVICES
(Under \$40,000)

This Professional Services Agreement (“Agreement”) is made by and between the City of Pacific Grove, a political subdivision of the State of California (hereinafter “City”) and **Access Media Productions (AMP)**, (hereinafter “CONTRACTOR”).

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

1. **SERVICES TO BE PROVIDED.** The City hereby engages CONTRACTOR to perform, and CONTRACTOR hereby agrees to perform, the services described in **Exhibit A** in conformity with the terms of this Agreement. The services are generally described as follows: **Televised broadcast of the City Council and other special meetings, as requested.**
2. **PAYMENTS BY CITY.** City shall pay the CONTRACTOR in accordance with the payment provisions set forth in **Exhibit A**, subject to the limitations set forth in this Agreement. The total amount payable by City to CONTRACTOR under this Agreement shall not exceed the sum of **\$ 39,000.**
3. **TERM OF AGREEMENT.** The term of this Agreement is from **August 1, 2021 to July 31, 2022** unless sooner terminated pursuant to the terms of this Agreement. This Agreement is of no force or effect until signed by both CONTRACTOR and City and with City signing last, and CONTRACTOR may not commence work before City signs this Agreement.
4. **ADDITIONAL PROVISIONS/EXHIBITS.** The following attached exhibits are incorporated herein by reference and constitute a part of this Agreement:
Exhibit A: Scope of Services and AMP’s Agreement
Exhibit B: AMP’s Rates
5. **PERFORMANCE STANDARDS.**
 - 5.01. CONTRACTOR warrants that CONTRACTOR and CONTRACTOR’s agents, employees, and subcontractors performing services under this Agreement are specially trained, experienced, competent, and appropriately licensed to perform the work and deliver the services required under this Agreement and are not employees of the City, or immediate family of an employee of the City.
 - 5.02. CONTRACTOR, its agents, employees, and subcontractors shall perform all work in a safe and skillful manner and in compliance with all applicable laws and regulations. All work performed under this Agreement that is required by law to be performed or supervised by licensed personnel shall be performed in accordance with such licensing requirements.
 - 5.03. CONTRACTOR shall furnish, at its own expense, all materials, equipment, and personnel necessary to carry out the terms of this Agreement, except as otherwise specified in this Agreement. CONTRACTOR shall not use City premises, property (including equipment, instruments, or supplies) or personnel for any purpose other than in the performance of its obligations under this Agreement.
6. **PAYMENT CONDITIONS.**

6.01. CONTRACTOR shall submit to the Contract Administrator an invoice on a form acceptable to City. If not otherwise specified, the CONTRACTOR may submit such invoice monthly or at the completion of each phase of the project, as provided on page 16 of the proposal, but in any event, not later than 30 days after completion of services. The invoice shall set forth the amounts claimed by CONTRACTOR for the previous period, together with an itemized basis for the amounts claimed, and such other information pertinent to the

invoice as the City may require. The Contract Administrator or his or her designee shall certify the invoice, either in the requested amount or in such other amount as the City approves in conformity with this Agreement, and shall promptly submit such invoice to the City Auditor-Controller for payment. The City Auditor-Controller shall pay the amount certified within 30 days of receiving the certified invoice.

6.02. CONTRACTOR shall not receive reimbursement for travel expenses.

7. TERMINATION.

7.01. During the term of this Agreement, the City may terminate the Agreement for any reason by giving written notice of termination to the CONTRACTOR at least thirty (30) days prior to the effective date of termination. Such notice shall set forth the effective date of termination. In the event of such termination, the amount payable under this Agreement shall be reduced in proportion to the services provided prior to the date of termination.

7.02. The City may cancel and terminate this Agreement for good cause effective immediately upon written notice to CONTRACTOR. "Good cause" includes the failure of CONTRACTOR to perform the required services at the time and in the manner provided under this Agreement. If City terminates this Agreement for good cause, the City may be relieved of the payment of any consideration to CONTRACTOR, and the City may proceed with the work in any manner which City deems proper. The cost to the City shall be deducted from any sum due the CONTRACTOR under this Agreement.

8. INDEMNIFICATION.

8.01. As respects all acts or omissions which do not arise directly out of the performance of professional services, including but not limited to those acts or omissions normally covered by general and automobile liability insurance, CONTRACTOR shall indemnify, defend, and hold harmless the City, its officers, agents, and employees, from and against any and all claims, liabilities, and losses whatsoever (including damages to property and injuries to or death of persons, court costs, and reasonable attorneys' fees) occurring or resulting to any and all persons, firms or corporations furnishing or supplying work, services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims, liabilities, and losses occurring or resulting to any person, firm, or corporation for damage, injury, or death arising out of or connected with the CONTRACTOR's performance of this Agreement, unless such claims, liabilities, or losses arise out of the sole negligence or willful misconduct of the City. "CONTRACTOR's performance" includes CONTRACTOR's action or inaction and the action or inaction of CONTRACTOR's officers, employees, agents and subcontractors.

8.02. Architects, Engineers Per Civil Code 2782.8 Where the services to be provided by CONTRACTOR under this Agreement are design professional services, as that term is defined under Civil Code Section 2782.8, CONTRACTOR agrees to indemnify, defend and hold harmless, the City, its officers, officials, employees and volunteers from any and all claims, demands, costs or liability that actually or allegedly arise out of, or pertain to, or relate to the negligence, recklessness or willful misconduct of CONTRACTOR and its agents in the performance of services under this contract, but this indemnity does not apply to liability for damages for bodily injury, property damage or other loss, arising from the sole negligence, active negligence or willful misconduct by the City, its officers, official employees, and volunteers. If it is finally adjudicated that liability is caused by the comparative active negligence or willful misconduct of the City, then CONTRACTOR's indemnification and defense obligations shall be reduced in proportion to the established comparative liability of the City and shall not exceed the CONTRACTOR's proportionate percentage of fault.

As respects all acts or omissions which do not arise directly out of the performance of design professional services, including but not limited to those acts or omissions normally covered by general and automobile liability insurance, CONTRACTOR agrees to indemnify, defend and hold harmless the City, its officers officials, employees and volunteers for an against any claim, demands, losses, liability of any kind or nature arising out of or in connection with the CONTRACTOR's performance or failure to perform under the terms of this contract,

excepting those which arise out of the active negligence, sole negligence or willful misconduct of the City, its officers, officials, employees and volunteers.

☐ Exemption/Modification (Justification attached; subject to approval).

9. INSURANCE.

9.01. Insurance Coverage Requirements: Without limiting CONTRACTOR's duty to indemnify, CONTRACTOR shall maintain in effect throughout the term of this Agreement a policy or policies of insurance with the following minimum limits of liability:

Commercial general liability insurance, no less broad than Insurance Services Office (ISO) CG 00 01, including but not limited to premises and operations, including coverage for Bodily Injury and Property Damage, Personal Injury, Contractual Liability, Broadform Property Damage, Independent Contractors, Products and Completed Operations, with a minimum Limits: \$1,000,000 per Occurrence; \$2,000,000 General Aggregate; \$2,000,000 Products/Completed Operations Aggregate. The required limits may be provided by a combination of General Liability Insurance and Commercial Excess or Umbrella Liability Insurance. If CONTRACTOR maintains higher limits than the specified minimum limits, City requires and shall be entitled to coverage for the higher limits maintained by CONTRACTOR.

☐ Exemption/Modification (Justification attached; subject to approval).

Business automobile liability insurance, covering all motor vehicles, including owned, leased, non-owned, and hired vehicles, used in providing services under this Agreement, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.

☐ Exemption/Modification (Justification attached; subject to approval).

Workers' Compensation Insurance, if CONTRACTOR employs others in the performance of this Agreement, in accordance with California Labor Code section 3700 and with Employer's Liability limits not less than \$1,000,000 each person, \$1,000,000 each accident and \$1,000,000 each disease.

☐ Exemption/Modification (Justification attached; subject to approval).

Professional liability insurance, if required for the professional services being provided, (e.g., those persons authorized by a license to engage in a business or profession regulated by the California Business and Professions Code), in the amount of not less than \$1,000,000 per claim and \$2,000,000 in the aggregate, to cover liability for malpractice or errors or omissions made in the course of rendering professional services. If professional liability insurance is written on a "claims-made" basis rather than an occurrence basis, the retroactive date shall be no later than the commencement of the work. Coverage applicable to the work performed under this agreement shall be continued for three (3) years after completion of the work. Such continuation coverage may be provided by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this agreement.

☐ Exemption/Modification (Justification attached; subject to approval).

9.02. Other Insurance Requirements. All insurance required by this Agreement shall be with a company acceptable to the City and issued and executed by an admitted insurer authorized to transact Insurance business in the State of California. Unless otherwise specified by this Agreement, all such insurance shall be written on an occurrence basis, or, if the policy is not written on an occurrence basis, such policy with the coverage required

herein shall continue in effect for a period of three years following the date CONTRACTOR completes its performance of services under this Agreement.

. CONTRACTOR shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self insured retention is increased. In the event of any cancellation or reduction in coverage or limits of any insurance, CONTRACTOR shall forthwith obtain and submit proof of substitute insurance. Should CONTRACTOR fail to immediately procure other insurance, as specified, to substitute for any canceled policy, the City may procure such insurance at CONTRACTOR's sole cost and expense.

Commercial general liability and automobile liability policies shall provide an endorsement naming the City of Pacific Grove, its officers, agents, and employees as Additional Insureds with respect to liability arising out of the CONTRACTOR'S work, including ongoing and completed operations, and shall further provide that such insurance is primary insurance to any insurance or self-insurance maintained by the City and that the insurance of the Additional Insureds shall not be called upon to contribute to a loss covered by the CONTRACTOR'S insurance. The required endorsement form for Commercial General Liability Additional Insured is **ISO Form CG 20 10 11-85 or CG 20 10 10 01 in tandem with CG 20 37 10 01 (2000)**. The required endorsement form for Automobile Additional Insured endorsement is **ISO Form CA 20 48 02 99**.

The general liability policy shall cover inter-insured suits and include a "separation of Insureds" or "severability" clause which treats each insured separately.

CONTRACTOR shall provide to City an endorsement that the insurer waives the right of subrogation against the City, its officers, officials, employees, agents and volunteers.

Prior to the execution of this Agreement by the City, CONTRACTOR shall file certificates of insurance with the City's contract administrator and City's Contracts/Purchasing Division, showing that the CONTRACTOR has in effect the insurance required by this Agreement. The CONTRACTOR shall file a new or amended certificate of insurance within five calendar days after any change is made in any insurance policy which would alter the information on the certificate then on file. Acceptance or approval of insurance shall in no way modify or change the indemnification clause in this Agreement, which shall continue in full force and effect.

CONTRACTOR shall at all times during the term of this Agreement maintain in force the insurance coverage required under this Agreement and shall send, without demand by City, annual certificates to City's Contract Administrator and City's Contracts/Purchasing Division. If the certificate is not received by the expiration date, City shall notify CONTRACTOR and CONTRACTOR shall have five calendar days to send in the certificate, evidencing no lapse in coverage during the interim. Failure by CONTRACTOR to maintain such insurance is a default of this Agreement which entitles City, at its sole discretion, to terminate this Agreement immediately.

10. RECORDS AND CONFIDENTIALITY.

10.01. Confidentiality. CONTRACTOR and its officers, employees, agents, and subcontractors shall comply with any and all federal, state, and local laws which provide for the confidentiality of records and other information. CONTRACTOR shall not disclose any confidential records or other confidential information received from the City or prepared in connection with the performance of this Agreement, unless City specifically permits CONTRACTOR to disclose such records or information. CONTRACTOR shall promptly transmit to City any and all requests for disclosure of any such confidential records or information. CONTRACTOR shall not use any confidential information gained by CONTRACTOR in the performance of this Agreement except for the sole purpose of carrying out CONTRACTOR's obligations under this Agreement.

10.02. City Records. When this Agreement expires or terminates, CONTRACTOR shall return to City any City records which CONTRACTOR used or received from City to perform services under this Agreement.

10.03. Maintenance of Records. CONTRACTOR shall prepare, maintain, and preserve all reports and records that may be required by federal, state, and City rules and regulations related to services performed under this Agreement. CONTRACTOR shall maintain such records for a period of at least three years after receipt of final payment under this Agreement. If any litigation, claim, negotiation, audit exception, or other action relating to this Agreement is pending at the end of the three-year period, then CONTRACTOR shall retain said records until such action is resolved.

10.04. Access to and Audit of Records. The City shall have the right to examine, monitor and audit all records, documents, conditions, and activities of the CONTRACTOR and its subcontractors related to services provided under this Agreement. Pursuant to Government Code section 8546.7, if this Agreement involves the expenditure of public funds in excess of \$10,000, the parties to this Agreement may be subject, at the request of the City or as part of any audit of the City, to the examination and audit of the State Auditor pertaining to matters connected with the performance of this Agreement for a period of three years after final payment under the Agreement.

10.05. Royalties and Inventions. City shall have a royalty-free, exclusive and irrevocable license to reproduce, publish, and use, and authorize others to do so, all original computer programs, writings, sound recordings, pictorial reproductions, drawings, and other works of similar nature produced in the course of or under this Agreement. CONTRACTOR shall not publish any such material without the prior written approval of City.

11. NON-DISCRIMINATION. During the performance of this Agreement, CONTRACTOR, and its subcontractors, shall not unlawfully discriminate against any person because of race, religious creed, color, sex, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age (over 40), or sexual orientation, either in CONTRACTOR's employment practices or in the furnishing of services to recipients. CONTRACTOR shall ensure that the evaluation and treatment of its employees and applicants for employment and all persons receiving and requesting services are free of such discrimination. CONTRACTOR and any subcontractor shall, in the performance of this Agreement, fully comply with all federal, state, and local laws and regulations which prohibit discrimination. The provision of services primarily or exclusively to such target population as may be designated in this Agreement shall not be deemed to be prohibited discrimination.

12. COMPLIANCE WITH TERMS OF STATE OR FEDERAL GRANT. If this Agreement has been or will be funded with monies received by the City pursuant to a contract with the state or federal government in which the City is the grantee, CONTRACTOR will comply with all the provisions of said contract, to the extent applicable to CONTRACTOR as a subgrantee under said contract and said provisions shall be deemed a part of this Agreement, as though fully set forth herein. Upon request, City will deliver a copy of said contract to CONTRACTOR, at no cost to CONTRACTOR.

13. INDEPENDENT CONTRACTOR. In the performance of work, duties, and obligations under this Agreement, CONTRACTOR is at all times acting and performing as an independent contractor and not as an employee of the City. No offer or obligation of permanent employment with the City or particular City department or agency is intended in any manner, and CONTRACTOR shall not become entitled by virtue of this Agreement to receive from City any form of employee benefits including but not limited to sick leave, vacation, retirement benefits, workers' compensation coverage, insurance or disability benefits. CONTRACTOR shall be solely liable for and obligated to pay directly all applicable taxes, including federal and state income taxes and social security, arising out of CONTRACTOR's performance of this Agreement. In connection therewith, CONTRACTOR shall defend, indemnify, and hold City harmless from any and all liability which City may incur because of CONTRACTOR's failure to pay such taxes.

14. NOTICES. Notices required under this Agreement shall be delivered personally or by first-class, postage pre-paid mail to the City's and CONTRACTOR'S contract administrators at the addresses listed below:

FOR CITY:	FOR CONTRACTOR:
Mohammed Khasimi Chief Information Officer	Sarah Pierce Executive Director, AMP
Name and Title	Name and Title
300 Forest Avenue Pacific Grove, CA 93950	465 Tyler Street Monterey, CA 93940
Address	Address
(831) 648-3170	(831) 333-1267
Phone	Phone

15. MISCELLANEOUS PROVISIONS.

15.01. Conflict of Interest. CONTRACTOR represents that it presently has no interest and agrees not to acquire any interest during the term of this Agreement which would directly or indirectly conflict in any manner or to any degree with the full and complete performance of the professional services required to be rendered under this Agreement.

15.02. Amendment. This Agreement may be amended or modified only by an instrument in writing signed by the City and the CONTRACTOR.

15.03. Waiver. Any waiver of any terms and conditions of this Agreement must be in writing and signed by the City and the CONTRACTOR. A waiver of any of the terms and conditions of this Agreement shall not be construed as a waiver of any other terms or conditions in this Agreement.

15.04. Contractor. The term "CONTRACTOR" as used in this Agreement includes CONTRACTOR's officers, agents, and employees acting on CONTRACTOR's behalf in the performance of this Agreement.

15.05. Disputes. CONTRACTOR shall continue to perform under this Agreement during any dispute. Contractor and the CITY hereby agree to make good faith efforts to resolve disputes as quickly as possible. In the event any dispute arising from or related to this Agreement results in litigation or arbitration, the prevailing party shall be entitled to recover all reasonable costs incurred, including court costs, attorney fees, expenses for expert witnesses (whether or not called to testify), expenses for accountants or appraisers (whether or not called to testify), and other related expenses. Recovery of these expenses shall be as additional costs awarded to the prevailing party, and shall not require initiation of a separate legal proceeding.

15.06. Assignment and Subcontracting. The CONTRACTOR shall not assign, sell, or otherwise transfer its interest or obligations in this Agreement without the prior written consent of the City. None of the services covered by this Agreement shall be subcontracted without the prior written approval of the City. Notwithstanding any such subcontract, CONTRACTOR shall continue to be liable for the performance of all requirements of this Agreement.

15.07. Successors and Assigns. This Agreement and the rights, privileges, duties, and obligations of the City and CONTRACTOR under this Agreement, to the extent assignable or delegable, shall be binding upon and inure to the benefit of the parties and their respective successors, permitted assigns, and heirs.

15.08. Compliance with Applicable Law. The parties shall comply with all applicable federal, state, and local laws and regulations in performing this Agreement.

15.09. Headings. The headings are for convenience only and shall not be used to interpret the terms of this Agreement.

15.10. Time is of the Essence. Time is of the essence in each and all of the provisions of this Agreement.

15.11. Governing Law. This Agreement shall be governed by and interpreted under the laws of the State of California.

15.12. Non-exclusive Agreement. This Agreement is non-exclusive and both City and CONTRACTOR expressly reserve the right to contract with other entities for the same or similar services.

15.13. Construction of Agreement. The City and CONTRACTOR agree that each party has fully participated in the review and revision of this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any amendment to this Agreement.

15.14. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.

15.15. Authority. Any individual executing this Agreement on behalf of the City or the CONTRACTOR represents and warrants hereby that he or she has the requisite authority to enter into this Agreement on behalf of such party and bind the party to the terms and conditions of this Agreement.

15.16. Integration. This Agreement, including the exhibits any documents incorporated by reference, represent the entire Agreement between the City and the CONTRACTOR with respect to the subject matter of this Agreement and shall supersede all prior negotiations, representations, or agreements, either written or oral, between the City and the CONTRACTOR as of the effective date of this Agreement, which is the date that the City signs the Agreement.

15.17. Interpretation of Conflicting Provisions. In the event of any conflict or inconsistency between the provisions of this Agreement and the Provisions of any exhibit or other attachment to this Agreement, the provisions of this Agreement shall prevail and control.

15.18. Severability. If any of the provisions contained in the Contract are held illegal, invalid, or unenforceable, the enforceability of the remaining provisions shall not be impaired thereby. Limitations of liability and indemnities shall survive termination of the Contract for any cause. If a part of this Contract is valid, all valid parts that are severable from the invalid part remain in effect. If a part of this Contract is invalid in one or more of its applications, the part remains in effect in all valid applications that are severable from the invalid applications.

This space is left blank, intentionally.

IN WITNESS WHEREOF, City and CONTRACTOR have executed this Agreement as of the day and year written below.

CITY OF PACIFIC GROVE

By: Ben Harvey
City Manager

Date: 10/1/2021

By: Tori Hannula
Department Head

Date: 8/31/2021

Approved as to Form
By: David Laredo
City Attorney
Date: 8/31/2021

Approved as to Fiscal Provisions¹
By: _____
Finance
Date: _____

Approved as to Liability Provisions²
By: _____
Risk Management
Date: _____

CONTRACTOR

Access Media Productions
Contractor's Business Name*
By: Sarah Pierce
(Signature of Chair, President, or Vice-President)*

Sarah Pierce, Executive Director
Name and Title
Date: 8/30/2021

By: _____
(Signature of Secretary, Asst. Secretary, CFO, or Asst. Treasurer)*

Name and Title
Date: _____

City Agreement Number: _____.

*INSTRUCTIONS: If CONTRACTOR is a corporation, including limited liability and non-profit corporations, the full legal name of the corporation shall be set forth above together with the signatures of two specified officers. If CONTRACTOR is a partnership, the name of the partnership shall be set forth above together with the signature of a partner who has authority to execute this Agreement on behalf of the partnership. If CONTRACTOR is contracting in an individual capacity, the individual shall set forth the name of the business, if any, and shall personally sign the Agreement.

¹ Approval by Finance necessary only if financial questions or issues raised in Council approval of agreement.

² Approval by Risk Management is necessary only if changes are made in paragraph 8 or 9.

EXHIBIT A

**CONTRACT BETWEEN THE CITY OF PACIFIC GROVE, CALIFORNIA
AND
ACCESS MONTEREY PENINSULA, INC.**

AGREEMENT

This Agreement is made this 17 day of August, 2021, by and between the City of Pacific Grove, a municipal corporation ("City"), and Access Monterey Peninsula, Inc. ("AMP"), a 501(c) (3) non-profit corporation, who agree as follows:

RECITALS:

1. The City desires to provide continuing support for public, educational, and government ("PEG") cable access channels pursuant to state law.
2. The California Public Utilities Commission has granted franchises to Comcast and AT&T (hereafter Franchisees) to provide video services in the City pursuant to the Digital Infrastructure and Video Competition Act ("DIVCA") of 2006.
3. The City has codified its rights pursuant to the DIVCA in Chapter 21 Section 21.12.270 of the Pacific Grove City Code (City Code). Pursuant to those rights, video service providers granted franchises pursuant to DIVCA must provide certain PEG access channels, funding, and resources to the City.
4. City Code allows the City to designate a nonprofit access management entity to operate and administer the PEG access facilities, services, and programming. The City surveyed potential providers.
5. AMP, a PEG management entity serving cities on the Monterey Peninsula, has indicated its interest in serving the City by proving PEG access programming and services.
6. The City wishes to utilize AMP to serve as the access management organization to operate and manage PEG access, and be the recipient of those PEG access channels, funding, and resources provided by video service providers pursuant to DIVCA and the City Code.
7. AMP has agreed to serve the City and the community by managing the Community Media Center and providing PEG access programming, and services in a manner consistent with applicable law and best practices.

NOW, THEREFORE, in consideration of the mutual promises and covenants set forth herein, the parties agree as follows:

SECTION 1. INCORPORATION OF RECITALS. The foregoing Recitals are true and correct and are integrated into this Agreement as if each was set forth fully herein.

SECTION 2. SCOPE OF SERVICES. In exchange for the funding provided by the City to AMP pursuant to this Agreement, AMP shall provide the following services:

A. OPERATE PUBLIC, EDUCATIONAL, AND GOVERNMENTAL ACCESS CABLE CHANNEL(S). Operate the public, educational, and governmental access cable channel(s) in accordance with the provisions of this Agreement and applicable state and federal law, with the primary purpose being to bring to the community local programming and information not otherwise readily available in commercial and national media.

B. OPERATE A COMMUNITY MEDIA CENTER. Manage a video production facility and equipment, available for public use at such hours and times that are convenient and accessible to the public as determined by AMP. Access to equipment and facilities shall be open to all those who satisfactorily complete training class(es) provided by AMP or who receive a certification from AMP, identifying said user(s) as having satisfied training requirements through means other than AMP training classes.

C. PRODUCTION OF VIDEO PROGRAMMING. Provide personnel required to assist the City in video recording, broadcasting, and streaming, either on premises or remotely, up to 30 meetings per year, as requested by the designated City staff. AMP will provide a file of each meeting for VOD purposes within 2 business days and will also provide on-demand streaming of all the past meetings on AMP's website. AMP will broadcast the City's meetings on the Peninsula Channel ONLY while meetings are live (no replays). Should the City desire to retain AMP to provide additional services (meetings, special event coverage, content creation), AMP agrees to provide those services at the hourly rates delineated in Exhibit A in this agreement.

D. MAINTENANCE OF EQUIPMENT. Provide regular maintenance and repair of all video equipment purchased with monies received pursuant to this Agreement and/or donated, loaned, or leased to AMP by the City.

E. PROVIDE AUDIO VISUAL & TECHNICAL SERVICES. Provide routine maintenance and repair of audio and video equipment located in the City Council Chambers, as needed or requested. In addition, provide the following special services:

1. Evaluate the audio and video equipment in the City Council Chambers and prepare recommendations for replacement or upgrade.
2. Assist with or undertake the implementation of the video and audio equipment upgrades approved by the City.

3. Analyze any problems during the term of the agreement associated with the live transmission of City meetings or community events on the cable and signal streaming on the Internet, research potential solutions and their costs, and recommend preferred solutions.
4. Based on the City's choice from the options described in Item E.3 above and the City's approved budget for the implementation of the approved solutions, assist with and oversee, in coordination with the designated City staff, the implementation of the City's desired solution for the problems associated with the live signal transmission of City meetings on the cable system and signal streaming on the Internet.
5. On an ongoing basis, monitor best practices of the industry and recommend to the City those improvements in policies, practices, and equipment that could enhance the achievement of the City's goals.

F. *PROVIDE EQUAL ACCESS*. Provide access to the use of the equipment, facilities, channels, and services provided herein on a non-discriminatory basis to all members of the community for non-commercial programming purposes, whether individuals, groups, or organizations pursuant to operating rules promulgated by AMP.

G. *DEVELOP OPERATING POLICIES AND PROCEDURES*. Develop policies and procedures for use and operation of the PEG access equipment, facilities, and channel(s). AMP shall file such policies and procedures with the City.

H. *OPERATE USING BEST PRACTICES*. Operate the Community Media Center and the PEG access channels in a manner consistent with best practices for PEG access and other similar organizations.

I. *COMPLIANCE WITH LAWS, RULES, AND REGULATIONS*. Administer the PEG access channels and facilities in compliance with applicable federal, state, and local laws, rules, regulations, and in compliance the Pacific Grove City Code.

J. *TRAINING*. Train City residents and, when requested, City employees, school or college employees and students in the techniques of video production, and provide technical advice in the execution of productions.

K. *PLAYBACK/CABLECAST*. AMP provides for the playback/cablecasting of programs on the PEG access channels twenty-four (24) hours per day, three hundred sixty-five (365) days per year. AMP will broadcast the City's meetings on the Peninsula Channel ONLY while meetings are live. Additionally, AMP agrees to retain all City video meeting recordings as required by the City's retention schedule. Video files in excess of the City's retention schedule can be transferred to the City for final archiving as required.

L. *SPECIAL NEEDS GROUPS*. Support special needs groups, including but not limited to the hearing impaired, in program production through training and other means.

M. *PROMOTION*. Actively promote the use and benefit of the PEG access channels and facilities to cable subscribers, the public, PEG access users, and Franchisees.

N. *OTHER ACTIVITIES*. Undertake other PEG access programming activities and services as deemed appropriate by AMP and consistent with the obligation to facilitate and promote PEG access programming and provide non-discriminatory access.

SECTION 3. CHANNELS OPEN TO PUBLIC: AMP shall keep the PEG access channels open to all potential users regardless of their viewpoint, subject to Federal Communications Commission regulations and other relevant laws. The parties agree neither the City, Franchisees, nor AMP shall have the authority to control the content of programming placed on the public access channel(s), so long as such programming is lawful. Nothing herein shall prevent AMP, the City, or the Franchisees from producing or sponsoring programming, prevent the City or the Franchisees from underwriting programming, or prevent the City, the Franchisees, or AMP from engaging in activities designed to promote production of certain types of programming or use by targeted groups as consistent with applicable law and rules for use of PEG channels. AMP shall promulgate and enforce policies and procedures that are designed to promote local use of the PEG access channels and make the programming accessible to the viewing public, consistent with such time, manner, and place regulations as are appropriate to provide for and promote use of PEG access channels, equipment and facilities.

SECTION 4. INDEMNIFICATION. AMP shall indemnify, defend, and hold harmless the City, its officers, agents, and employees and volunteers from and against any and all claims, suits, actions, causes of action, losses, damage, or liabilities of any kind, nature or description, including, payment of litigation costs and attorneys' fees, brought by any person or persons for or on account of any loss, damage or injury to person, property or any other interest, tangible or intangible, sustained by or accruing to any person or persons, howsoever the same may be caused, directly or indirectly arising or resulting from any alleged acts or omission of the AMP, its officers, employees, agents or subcontractors arising out of or resulting from the performance of this Agreement. AMP shall indemnify and hold harmless City, its officers, agents, employees and volunteers from and against any and all claims or other injury, including costs of litigation and attorney's fees, arising from or in connection with claims or loss or damage to person or property arising out of the failure to comply with any applicable laws, rules, regulations or other requirements of local, state or federal authorities, for claims of libel, slander, invasions of privacy, or infringement of common law or statutory copyright, for breach of contract of other injury or damage in law or at equity which claims, directly or indirectly, result from AMP use of channels, funds, equipment, facilities or staff granted under this Agreement or the franchise agreement.

The City shall indemnify, defend, and hold harmless AMP, its officers, agents and employees from and against any and all claims, losses, liabilities, or damage including

payment of reasonable attorneys' fees arising out of or resulting from the performance of this Agreement, caused in whole or part by any act or omission of the City.

SECTION 5. COPYRIGHT CLEARANCE. Before cablecasting video transmissions AMP shall require all users to agree in writing that they shall make all appropriate arrangements to obtain all rights to all material cablecast and clearances from broadcast stations, networks, sponsors, music licensing organizations' representatives, and without limitation from the foregoing, any and all other persons as may be necessary to transmit its or their program material over the PEG access channels that are operated and managed by AMP.

SECTION 6. COPYRIGHT AND OWNERSHIP. AMP shall own the copyright of any programs which it may produce. Copyright of programming produced by the public shall be held by such person(s) who produces said programming.

SECTION 7. DISTRIBUTION RIGHTS.

A. AMP shall require that all programs produced with funds, equipment, facilities, or staff granted under this Agreement be cablecast on the channels whose use is authorized by this Agreement. This subparagraph shall not be interpreted to restrict other distribution (beyond cablecasting on channels authorized by this Agreement), so long as such other distribution is consistent with any pertinent guidelines established in the PEG access operating policies and procedures.

B. At least at the beginning and end of each day that video programming is cablecast on the PEG access channels whose use is authorized by this Agreement, AMP shall display a credit stating "Partial funding for the operation of this channel is provided by the City of Pacific Grove." Such credit shall also state that opinions expressed in programming on the PEG access channels are the sole responsibility of the program producers.

SECTION 8. EQUIPMENT AND FACILITIES.

A. AMP shall be responsible for maintenance of all equipment and facilities owned, leased, or loaned to it under this Agreement or purchased with funds provided pursuant to this Agreement.

B. AMP shall own all equipment and facilities acquired by it and purchased with funds received pursuant to this Agreement. Upon termination or non-renewal of this Agreement all such equipment or facilities purchased with funds received pursuant to this Agreement shall become property of the City.

C. Upon the dissolution of AMP, it shall, subject to the approval of the City, transfer all assets of AMP representing City-funded equipment and facilities, and/or the proceeds of either to the City, or at the City's option, to such organization or organizations designated by the City to manage access which shall at the time qualify as a tax exempt organization(s) under Section 501(c)(3)

of the Internal Revenue Code (or the corresponding provisions of any future United States Internal Revenue Law).

SECTION 9. INSURANCE. AMP shall maintain in full force and effect at all times during the term of this Agreement, or any extension thereof, insurance as required by this Section. The cost of such insurance shall be borne by AMP and may be included in AMP annual budget.

A. *COMPREHENSIVE LIABILITY INSURANCE.* Comprehensive liability insurance, including protective, completed operations and broad form contractual liability, property damage and personal injury coverage, and comprehensive automobile liability including owned, hired, and non-owned automobile coverage. All such coverage shall be carried in the minimum amounts of \$1,000,000 per occurrence, \$2,000,000 aggregate.

B. *EQUIPMENT INSURANCE.* Insurance shall be maintained on all equipment and facilities, including fixtures, funded in whole or in part under this Agreement to replacement cost. The insurance shall include, at a minimum, insurance against loss or damage beyond the user's control, theft, fire or natural catastrophe.

C. *WORKERS' COMPENSATION.* Full Workers' Compensation Insurance and Employer's Liability with limits as required by California law shall be maintained by AMP and shall include an endorsement waiving any subrogation rights against the City. The insurance carrier shall be approved by the City.

D. *CABLECASTER'S ERRORS AND OMISSIONS INSURANCE.* Insurance shall be maintained to cover the content of productions which are cablecast on the access channel in, at minimum, the following areas: libel and slander; copyright or trademark infringement; infliction of emotional distress, invasion of privacy; plagiarism; and misuse of musical or literary materials. This policy shall not be required to cover individual access producers.

E. *CITY AS ADDITIONAL INSURED.* The aforementioned insurance policies shall be on a primary basis and shall list the City, via policy endorsement, as an additional insured. The policies shall provide that no cancellation, major change in coverage or expiration may be affected by the insurance company or AMP without first giving the City thirty (30) days written notice prior to the effective date of such cancellation or change in coverage. Any insurance or self-insurance maintained by the City, its officers, agents, employees, or volunteers shall be in excess of the AMP insurance and shall not contribute to it.

F. *NOTIFICATION OF COVERAGE.* AMP shall annually file with the City proof of insurance coverage as follows: (1) Comprehensive Liability and Workers' Compensation; (2) equipment insurance; (3) cablecaster's error and omission insurance prior to the commencement of cablecasting of programming on the designated PEG access channels. AMP shall immediately notify the City of any break or reduction in coverage.

SECTION 10. NON-DISCRIMINATION IN EMPLOYMENT AND SERVICE. AMP shall comply with Title VII of the Civil Rights Act of 1964 and no person shall, on the grounds of race, religion or religious creed, color, age (over 40), sex (including gender identity and expression, pregnancy, childbirth and related medical conditions), sexual orientation (including heterosexuality, homosexuality and bisexuality), national origin, ancestry, marital status, medical condition (including cancer and genetic characteristics), mental or physical disability (including HIV status and AIDS), military service, or any other classification protected by federal, state, or local laws and ordinances be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Agreement.

SECTION 11. INDEPENDENT CONTRACTOR. It is understood and agreed that AMP is an independent contractor and that no relationship of principal/agent or employer/employee exists between the City and AMP. If in the performance of this Agreement any third persons are employed by AMP, such persons shall be entirely and exclusively under the control, direction and supervision of AMP. All terms of employment, including hours, wages, working conditions, discipline, hiring and discharging or any other term of employment shall be determined by AMP and the City shall have no right or authority over such persons or terms of employment.

SECTION 12. ASSIGNMENT AND SUBLETTING. Neither this Agreement nor any interest herein shall be assigned or transferred by AMP, except as expressly authorized in writing by City.

SECTION 13. ANNUAL REPORTS. On or before December 31st of each year, AMP shall submit to City an annual report for the preceding fiscal year (July 1 – June 30). This report shall contain, at a minimum, the following information:

- A. Statistics on programming and services provided, as available;
- B. Current and complete listing of AMP's Board of Directors; and
- C. Year-end financial statements audited or reviewed by an independent certified public accountant.

SECTION 14. RECORDS, FISCAL AUDIT.

- A. AMP shall maintain all necessary books and records, in accordance with generally accepted accounting principles.
- B. B. Upon reasonable request from City, AMP shall, at any time during normal business hours, make available all of its records with respect to all matters covered by this Agreement at:

Pacific Grove City Hall
Attn: City Manager
300 Forest Avenue
Pacific Grove, CA 93950

C. AMP shall prepare (or have prepared) and submit to the City a fiscal audit by a certified public accountant, at least every three (3) years.

SECTION 15. FUNDING.

A. Pursuant to City Code Section 21.12.270 (g), all Franchisees are obligated to provide certain PEG access channels, funding and resources to the City for PEG access purposes. The City does by this Agreement transfer those channels, funds, and resources as described below to AMP for the purposes described in this Agreement.

1. **PEG Channel Capacity:** There has been designated certain channel capacity (spectrum on franchised video broadband systems) for PEG access use. The City agrees to permit AMP to manage that channel capacity for PEG access programming.

2. **PEG Support:** The City agrees to provide AMP with \$39,000 of PEG fees it receives from companies which have been granted franchises by the California Public Utilities Commissions. Should the City desire to retain AMP to provide additional services (meetings, special event coverage, content creation), AMP agrees to provide those services at the hourly rates delineated in Exhibit A in this agreement.

3. **PEG Channel Carriage** All PEG channels shall be receivable by all subscribers, whether they receive digital or analog service, or a combination thereof, without the need for any equipment other than that needed to receive the lowest cost tier of service. PEG access capacity provided by a state franchisee shall be of similar quality and functionality to that offered by commercial channels, shall be capable of carrying a National Television System Committee (NTSC) quality television signal, and shall be carried on the state franchisee's lowest cost tier of service.

4. **PEG Channel Interconnection.** A state franchisee shall make interconnection available to each PEG channel originator programming a channel in the City and shall provide the facilities necessary for the interconnection.

SECTION 16. ANNUAL PLAN AND BUDGET.

A. On or before March 30, AMP shall meet and confer with City staff to seek input regarding the development of its annual plan and budget for the upcoming fiscal year. During that meeting the City shall share with AMP any matters that it would like AMP to consider as it prepares its annual plan and budget.

B. On or before March 30 of each year in which this Agreement is in effect, AMP shall provide to the City a proposed Annual Plan and Budget outlining activities and programs planned for the following fiscal year with funds and PEG access channels received from the City. The Annual Plan and Budget shall contain:

1. A statement of anticipated number of hours of local original PEG access programming;
2. Training classes to be offered and frequency of classes;
3. Public meeting coverage;
4. Other access activities planned by AMP; and
5. A detailed operating and capital equipment and facilities budget.

SECTION 17. EXPENDITURE OF FUNDS. AMP shall spend funds received from City solely for the purposes listed in its Annual Plan and Budget and as described in Section 2 (Scope of Services) of this Agreement. Funds not expended in the year covered by the Annual Plan and Budget may be carried over by AMP into succeeding years. Upon termination of this Agreement all funds of any kind received from City and not expended by AMP shall be returned to City. AMP shall provide for such fiscal control and accounting procedures as are necessary to assure proper disbursement and accounting for funds received from City.

SECTION 18. RECEIPT OF APPROVED FUNDING. For each year in which AMP has submitted the Annual Plan and Budget to the City as required under Section 16 of this Agreement, the City shall make quarterly payments of \$10,000.00 to AMP. Those payments shall be made on or before February 15, May 15, August 15, and November 15. If the City requests additional services from AMP, those will be billed to the City at an hourly rate, on a monthly basis.

SECTION 19. FUNDING FROM OTHER SOURCES. AMP may, during the course of this Agreement, receive supplemental funds from other sources. These funds may include, but are not limited to, fundraising activities.

SECTION 20. TERM OF AGREEMENT. This Agreement shall be for a period of one (1) year commencing on _____, 2021 and ending on _____, 2022 unless terminated earlier, as provided in this Agreement. This Agreement may be extended, by mutual agreement of the City and AMP, in writing, for one additional period of one (1) year in accordance with Section 22 of this Agreement.

SECTION 21. TERMINATION OF AGREEMENT: TRANSFER OF ASSETS.

A. The City shall have the right upon one hundred twenty (120) days written notice to AMP to terminate this Agreement for:

1. Breach of any provision of this Agreement by AMP;
2. Malfeasance, misfeasance, misappropriation of public funds; or
3. Loss of 501(c)(3) status by AMP.

B. AMP may avoid termination by curing any such breach to the satisfaction of the City within one hundred twenty (120) days of notification or within a time frame agreed to by the City and AMP. The City may also terminate this Agreement at the expiration of its term, or any extension thereof.

C. Upon termination of this Agreement, AMP shall immediately transfer to the City all equipment, real property, fixtures, contracts, leases, deposit accounts or other assets received by or purchased by AMP with funds received pursuant to this Agreement.

SECTION 22. EXTENSION OF AGREEMENT. This Agreement may be renewed or extended for an additional period of one (1) year, pursuant to the following process:

A. If AMP seeks an extension of this Agreement, it shall, on or before _____, 2022 submit to City a letter of intent requesting extension.

B. On or before _____, 2022 City shall respond to AMP's letter of intent to request extension. If City intends to refuse to extend the Agreement, it shall explain the reasons for this decision in its response to AMP. City may not refuse to extend the contract based upon a failure of AMP to comply with the terms of this Agreement unless City has provided AMP a notice of its failure to comply with the terms and the opportunity to cure said noncompliance.

SECTION 23. TIME. Time is of the essence in this Agreement and for the performance of all covenants and conditions of this Agreement.

SECTION 24. COOPERATION. Each party agrees to execute all documents and do all things necessary and appropriate to carry out the provisions of this Agreement.

SECTION 25. APPLICABLE LAW. This Agreement shall be interpreted and enforced under the laws of the State of California.

SECTION 26. VENUE. The parties agree this Agreement is being entered into, and shall be performed, in Pacific Grove County, California.

SECTION 27. NOTICES. All notices and other communications to be given by either party may be given in writing, depositing the same in the United States mail, postage prepaid and addressed to the appropriate party as follows:

To City of Pacific Grove:
City Manager's Office
Pacific Grove, CA 93940

To Access Monterey Peninsula:
Executive Director
465 Tyler Street
Monterey, CA 93940

Any party may change its address for notice by written notice to the other party at any time.

SECTION 28. SEVERABILITY. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid, unenforceable, or contrary to public policy, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

SECTION 29. MUTUALITY. This Agreement is the product of negotiation and preparation by and among the parties represented by counsel. All sides and their counsel have reviewed and have had the opportunity to revise this Agreement. The Parties waive the provisions of Section 1654 of the Civil Code of California and any

other rule of construction to the effect that ambiguities are to be resolved against the drafting party, and the parties warrant and agree that the language of this Agreement shall neither be construed against or in favor of any party.

SECTION 30. WAIVER. A party's failure to insist on the strict performance of any provision of this Agreement or to exercise any right, power, or remedy upon a breach of this Agreement shall not constitute a waiver of any provision of this Agreement. Neither shall such action or inaction limit the party's right to later enforce any provision or exercise any right to the fullest extent allowed under this Agreement. A waiver of any covenant, term or condition contained in this Agreement shall not be construed as a waiver of any subsequent breach of the same covenant, term or condition. The consent, authorization or approval by a party of any act shall not be deemed to waive or render unnecessary the consent, authorization or approval of any subsequent similar act. Any waiver of any terms or conditions must be in writing and signed by the parties.

SECTION 31. ENTIRE AGREEMENT. This Agreement is the entire agreement of the parties and supersedes all prior negotiations and agreements whether written or oral. This Agreement may be amended only by written agreement and no purported oral amendment to this Agreement shall be valid.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date written above.

CITY OF PACIFIC GROVE, CALIFORNIA

a municipal corporation

By: 3B8928E34D7046A...

Date: 8/30/2021

ACCESS MONTEREY PENINSULA, INC.

a nonprofit corporation

By: 903326509B8F4CA...

10/1/2021

Date:

EXHIBIT B



Access Media Productions Service Rates
Effective July 2021

Studio Services

Studio "A" Rates

Hourly Studio Rental: \$125 per hour (3 hour minimum @ \$375) Full Day Studio Rental: \$900 per day (8 hours)

Overtime Rate: \$200 per hour (after 8 hours)

*Saturday rate charged at time + 1/2

Studio "A" rental includes:

- Recording/Control Room Engineer
- TriCaster switcher for recording, broadcast, and/or streaming
- Use of three cameras
- Grid and Floor Lighting
- Green Screen or White Cyc Background (Cyc Dimensions: 12' x 12')

Live show requires one additional staff member: + \$125 per hour

Last minute changes/additions (with less than 48 hours notice): charged at time + 1/2

Video Podcast Studio Rates

Audio Only

- Hourly Studio Rental: \$55 per hour
- Post-Production Editing Rate: \$40 per hour

-Included 3 edits- additional edits billed hourly

- Mandatory Training Session -- Audio Recording + Editing (2 hours): \$125

Audio + Video

- Hourly Studio Rental (Audio + Video): \$70 per hour • Editing Rate (Audio + Video): \$50 per hour

-Included 3 edits- additional edits billed hourly

- Mandatory Training Session -- Audio, Video + Editing (2 hours): \$165

Video Podcast Production Studio rental includes:

- Recording/Control Room Engineer

- Use of one camera (if recording video of podcast)
- Floor lighting (if recording video of podcast)

Media Services

Community Production Services

- 1-Hour Pre-event consultation and production estimate- Complimentary
- Billable hours include set-up strike and travel outside a 30-mile radius

Single Camera Field Production – Base Rate

***For simple lectures, testimonials, documentaries
HD Master files included***

- Utilizing house lighting and audio: \$125 per hour
- AMP lighting and audio, additional fee: + \$100 per hour

Multi-Camera Field Production

***For panel discussions, concerts, performance events
HD Master files included***

- House lighting and audio, 2 cameras, 1 staff: \$200 per hour
- House lighting and audio, 2 cameras, 2 staff: \$250 per hour
- House lighting and audio, 3 cameras, 2 to 3 staff: \$300 per hour • AMP lighting and audio, additional fee: + \$100 per hour

In Field Live Streams (internet connection required)

- \$325 per hour

Editing Services

- Audio Editing (example: podcast): \$40 per hour
-Included 3 edits- additional edits billed hourly
- Video Editing: \$50 per hour
-Included 3 edits- additional edits billed hourly

Community Access Television Services

Program Playback on Public Access Channel (AMP's dedicated community producer channel): \$25 per month

- Provides "Connect" system login for one system user

Community Announcements and Program Playback: \$25 per month • On AMP Website.

Photography Services

Headshots (on location)

Hourly Shooting Rate: \$125 per hour

Shooting rate includes:

- 1 hour of shooting: 25-30 images edited for lighting, composition, and color
- 1.5 hours of shooting: 30-35 images edited for lighting, composition, and color • 2 hours of shooting: 35-40 images edited for lighting, composition, and color

Additional editing (i.e., smoother skin, flyaway hairs, whiter teeth, etc.) • \$25 per hour of editing- can edit ~4 images per hour

Headshots (in studio)

Hourly Shooting Rate: \$150 per hour

Shooting rate includes:

- 1 hour of shooting: 15-25 images edited for lighting, composition, and color
- 1.5 hours of shooting: 30-35 images edited for lighting, composition, and color • 2 hours of shooting: 35-40 images edited for lighting, composition, and color

Additional editing (i.e., smoother skin, flyaway hairs, whiter teeth, etc.) • \$40 per hour of editing- can edit ~4 images per hour

Product Photography

Hourly Shooting Rate: \$75-100 per hour (depending on the product)

Shooting rate includes:

- images edited for basic lighting, composition, and color

Post Production

- \$15-20 per hour

Location Photography

Hourly Shooting Rate: \$100 per hour

Shooting rate includes:

- images edited for basic lighting, composition, and color

Post Production

- \$15-20 per hour

Drone Videography

Hourly Shooting Rate: \$175 per hour

For real estate, events, construction sites, etc. HD Master files included

Shooting rate includes:

- 2-person team of FAA-licensed pilot and spotter

Consulting for Marketing Production and Social Media

Complimentary one hour • \$55 per additional hour



AMP x City of Pacific Grove

**New Pricing Schedule
July 2021**

AMP's VALUE

- Enabling public/community, educational, and local government broadcasts
- How we do this...
 - *Production expertise – our knowledge of broadcasting technology + techniques has expanded during the pandemic*
 - *Dedicated broadcast channels – your gateway to reach the public + maintain transparency in local government*

CITY OF PACIFIC GROVE SPEND

- *Previous (2018 – 2019) -- \$52K*
 - *Previous (2019 – 2020) -- \$51K*
 - *Current (2020 – 2021) --\$24K*
-
- AMP revenue has dropped 50% yet City of PG has enjoyed the same level of service

New Pricing Options

- **Tier 1 -- \$25K annually (approximate/based on 2020-2021 hourly spend)**
 - AMP will produce and provide coverage of City of PG's City Council Meetings, at the updated hourly rate
 - AMP will stream these meetings to City of PG's internet platform of choice (ex. YouTube or Facebook Live)
 - AMP will provide a file of the meeting for VOD purposes
 - City of PG will not receive access to AMP's Peninsula Channel to broadcast any content (meetings or playback of other city-authorized programs)
- **Tier 2 -- \$40K annually**
 - AMP will produce and provide coverage of City of PG's City Council Meetings (up to 30 per year.)
 - AMP will provide a file of the meeting for VOD purposes
 - AMP will broadcast PG's City Council meetings on the Peninsula Channel ONLY while they are live
 - City of PG will not receive broadcast replays of meetings on the Peninsula Channel, or the ability to playback other city-authorized programs
- **Tier 3 -- \$52K annually (2019 – 2020 spend)**
 - AMP will produce and provide coverage of all City of PG City Council Meetings/special events (up to 35 per year)
 - AMP will broadcast PG's City Council meetings on the Peninsula Channel
 - AMP will live stream these meetings to City of PG's internet platform of choice
 - AMP will provide a file of the meeting for VOD purposes
 - AMP will provide frequent replays of above meetings on the Peninsula Channel and the ability to broadcast other city-authorized programs



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Jenny McAdams, Councilmember
MEETING DATE: July 20, 2022
SUBJECT: City of Pacific Grove Youth Commission
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Direct the City Manager to return with a draft ordinance and resolution to form a Youth Commission.

DISCUSSION

At the [November 3, 2021 City Council meeting](#) the Council held a discussion regarding the formation of a Youth Commission. City Youth Commissions provide recommendations to the Council on issues affecting that City's youth and typically work with their Recreation Departments on attracting youth participation. Youth Commissioners often serve at City events as volunteers, learn the importance of being involved in local governance, and develop lifelong leadership skills. Youth Commissioners are also exposed to city municipal jobs and the public service career path.

At Council's request I have met with our Recreation Program Manager and located a local educator, Lauralea Gaona, who is willing to partner with the City and serve as the initial "adult member". Lauralea Gaona has been a teacher since 2000 and started teaching for the Pacific Grove Unified School District in 2013. Mrs. Gaona currently teaches at: 9th Grade Honors Social Studies, 12th grade Government, AP Government and Politics Teacher, and is the High School's [Close Up Advisor](#). Mrs. Gaona chaperoned 22 Pacific Grove High School students on the High School's bi-annual trip to Washington D.C. this past November pictured with Congressman Jimmy Panetta at our Nation's Capital attached to this agenda report.

The Diversity, Equity, and Inclusion Task Force was met with similar Council hesitation which has become a critical and permanent Commission. I am encouraged the City's Youth Commission will have a similar positive impact to our City, and be an excellent opportunity to engage our families and youth.

City of Pacific Grove Youth Commission Purpose

The purpose of the Youth Commission is to provide a voice to our youth, empower our youth to engage with local government, and provide the Council with recommendations to better serve our youth.

City of Pacific Grove Youth Commission Formation

The Youth Commission would consist of seven youth members and one adult (non-voting) member who is an educator at the Pacific Grove Unified School District. The youth members of the Youth Commission shall be between 13 and 18 years of age at time of appointment, a student in grades 7 through 12, and live in the City of Pacific Grove. The Youth Commission would meet one time a month during the school year and supported by the Recreation Department Director.

ELECTRONIC REFERENCES

1. [CA Youth Commissions and Councils](#)- Institute for Local Government
2. [Youth Commission and Engagement Resources](#)- Institute for Local Government
3. Sample Ordinance to [Establish Youth Advisory Commission](#) - City of Lathrop

OPTIONS

1. Provide other direction.
2. Take no action.

FINANCIAL IMPACT:

None.

GOAL ALIGNMENT:

Facilitate Local Business Recovery: Review and revise existing policies and programs and develop a strategic plan to better serve existing businesses.

Attachments

Photos





CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Leticia Livian and Tori Hannah
MEETING DATE: July 20, 2022
SUBJECT: Amend the FY 2022/2023 Authorized Position Allocation
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Approve to amend the Fiscal Year 22/23 Authorized Staffing allocation in the budget to combine one .50 FTE Office Assistant and 0.50 FTE Administrative Technician; to establish a 1.0 FTE Office Assistant in the Community Development Department.

DISCUSSION

The Community Development Department has one part-time Office Assistant and one part-time Administrative Technician vacancies (2 x 0.5 FTE). Each position is allocated to work 20 hours weekly. Both part-time positions have had challenges with retaining employees in a part-time status. Job seekers and workers desire full-time work. Staff is recommending the two part-time positions be allocated into 1.0 FTE, or one full-time Office Assistant position. This is position (headcount) neutral.

The base salary cost to the General Fund is decreased. However, full-time status positions become benefits eligible which increases the total compensation. 50% of the costs would be charged to the General Fund, and the other 50% would be charged to grant-supported Housing Fund for this change.

OPTIONS

1. Take no action.
2. Provide alternate direction.

FINANCIAL IMPACT:

The annual net increase is anticipated to be \$6,800, with \$10,400 of the increase allocated to the General Fund and a reduction of \$3,600 in the Housing Fund. It is anticipated that the amounts needed to support the Fiscal Year 22/23 General Fund share of the position will come from salary savings from position vacancies within the department, along with supplementary grant funding.

GOAL ALIGNMENT: Not Applicable.
