



NOTICE OF MEETING

CITY OF PACIFIC GROVE

CITY COUNCIL

REGULAR MEETING AGENDA

Wednesday, August 3, 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.

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[MEETING INSTRUCTIONS](#)

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

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE: Councilmember Tomlinson

1. APPROVAL OF AGENDA

2. PRESENTATIONS

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 20, 2022 City Council Closed Session and Regular Meetings **PG 8**

Reference: Sandra Kandell

Recommended Action: Approve minutes.

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

- B. Minutes of the City Council Adjourned and Continued July 27, 2022 meeting **PG 19**
Reference: Sandra Kandell, City Clerk
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. Adoption of the 2022 Monterey County Multi-Jurisdictional Hazard Mitigation Plan
Reference: Joseph Sidor, Contract Planner **PG 24**
Recommended Action: Adopt the 2022 Monterey County Multi-Jurisdictional Hazard Mitigation Plan consisting of Volume 1 in its entirety and the City of Pacific Grove’s Annex in Volume 2.
CEQA: Statutory Exemption, CEQA Guidelines Section 15262, Feasibility & Planning Studies

7. **ORDINANCES**

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

- A. Second Reading of an Ordinance Amending the Salary Classification Schedule **PG 30**
Reference: Leticia Livian, Human Resources Director
Recommended Action:

1. Hold a second reading of an ordinance to amend the salary classification schedule;
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. Approve the amendment.

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

- B. Second Reading of an Ordinance Amending the FY22/23 Operating & Capital Improvement Budget **PG 59**
Reference: Joyce Halabi, Deputy Public Works Director
Recommended Action: Hold second reading of an ordinance to amend the Fiscal Year 2022/23 Operating and Capital Improvement Budget.
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

8.

REPORTS – INFORMATION ONLY

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

- A. Fourth Quarter Treasurer’s Quarterly Report – Fiscal Year 2021-22 **PG 63**
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. Fourth Quarter Workers' Compensation Report **PG 66**
Reference: Audrey Cray, Management Analyst
Recommended Action: Receive the report.
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378
- C. Fourth Quarter Purchase Order Report **PG 70**
Reference: Jennifer Pope, Management Analyst
Recommended Action: Receive the Fourth Quarter Purchase Order Report.
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378
- D. Fourth Quarter Capital Improvement Budget Report **PG 75**
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
- E. Status of Records Management System and Posting of Online Agreements **PG 78**
Reference: Sandra Kandell, City Clerk and Mohammed Khasimi, Chief Information Officer
Recommended Action: Receive report.
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378
- F. Monterey Regional Waste Management District (MRWMD) **PG 80**
Reference: Bill Peake, Mayor
Recommended Action: Receive the report.
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378
- G. Monterey One Water 2022 Mid-Year Highlights **PG 81**
Reference: Nick Smith, Councilmember

Recommended Action: Receive report.

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 83**

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. League of California Cities Annual Conference Voting Delegates **PG 85**

Reference: Sandra Kandell, City Clerk

Recommended Action: Designate Councilmember Poduri as Voting Delegate and Councilmember McAdams as Alternate to attend the 2022 League of California Cities Annual Conference on September 7-9, 2022, and represent the City on policy matters.

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

C. Public Works Electrical Replacement Project **PG 92**

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

Recommended Action: Authorize an agreement with Jacob Construction & Design not to exceed \$313,727.26 plus a 20% contingency for the Public Works Corporation Yard electrical replacement project.

CEQA: Categorical Exemption, CEQA Guidelines Section 15302, Class 2, Replacement or Reconstruction of Existing Structures and Facilities

D. FY22/23 CIP Engineering Services **PG 96**

Reference: Joyce Halabi, Deputy Public Works Director

Recommended Action: Authorize an agreement with Neill Engineers Corp for Capital Improvement Plan engineering services in an amount not to exceed \$470,093 plus a 15% contingency.

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. Architectural Review Board Meeting Minutes: June 14, 2022 **PG 99**

Reference: Laurel O'Halloran, Planner

Recommended Action: Receive minutes.

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

B. Library Board Minutes: May 9, 2022 **PG 105**

Reference: Diana Godwin, Library Director

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. Master Fee Schedule Amendment **PG 109**

Reference: Jocelyn Francis, Police Administrative Services Manager

Recommended Action: Amend the City of Pacific Grove Municipal Master Fee Schedule to set a fine amount for violations of Pacific Grove Municipal Code Chapter 16.40.710 related to parking in designated electric charging parking spaces.

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

12. **UNFINISHED AND ONGOING BUSINESS**

A. Funding Regarding State Project Homekey **PG 112**

Reference: Anastacia Wyatt, Community Development Director

Recommended Action: Authorize staff to initiate a State Project Homekey application for the next round of funding.

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

13. **NEW BUSINESS**

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: Sandra Kandell, City Clerk
MEETING DATE: August 3, 2022
SUBJECT: Minutes of the July 20, 2022 City Council Closed Session 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 20, 2022, 5:00 P.M.
Council Chamber – City Hall – 300 Forest Avenue, Pacific Grove, CA

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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 McAdams, Poduri and Smith. Councilmember Tomlinson presented via Zoom Webinar. Absent: Councilmember Coletti.

APPROVAL OF AGENDA

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

Motion carried 6-0-1, by the following roll call vote:

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

CLOSED SESSION

PUBLIC COMMENT ON CLOSED SESSION MATTERS

Public comment was received from Jane Haines.

- A. Public Employment, (Government Code § 54957)
Title: City Manager Performance Evaluation



DRAFT MEETING MINUTES
CITY OF PACIFIC GROVE
CITY COUNCIL
REGULAR MEETING

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

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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. City Clerk Kandell conducted roll call with the following Council present in Chamber: Mayor Peake, Mayor Pro Tem Amelio, Councilmembers Coletti, McAdams, Poduri and Smith. Councilmember Tomlinson presented via Zoom Webinar.

PLEDGE OF ALLEGIANCE

Councilmember Smith led the pledge of allegiance.

1. APPROVAL OF AGENDA

Action: Mayor Peake announced 13A was withdrawn and therefore removed from the Agenda.

Action: Upon motion by Councilmember Smith and seconded by Mayor Pro Tem, 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

A. Service Award: Joyce Halabi

Action: Received 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
Action: Received 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

Public Employment, (Government Code § 54957)
Title: City Manager Performance Evaluation

City Attorney Pierik stated no reportable action.

- B. Council and staff made general announcements.

4. **GENERAL PUBLIC COMMENT**

Public comment was received from Vince Tuminello, Sally Moore, Andy Kubica, Carmelita Garcia, and Darla Vining.

CONSENT AGENDA

Action: Consent Agenda item 6A was pulled and considered as Regular Agenda item 12D. Consent Agenda item 9E was pulled and considered immediately following the Consent Agenda. Consent Agenda item 5A was pulled and considered immediately following the Consent Agenda and item 9E.

Action: Upon motion by Councilmember McAdams and seconded by Councilmember Smith, 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 July 6, 2022 City Council Closed Session, Special and Regular Meetings
This item was pulled and considered immediately following the Consent Agenda and item 9E.

Reference: Sandra Kandell, City Clerk

Action: Approve minutes per Errata.

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

6. **RESOLUTIONS**

- A. Council Policy 000-2 Meeting and Travel Expense Reimbursement ***This item was pulled and considered as Regular Agenda item 12D.***

Reference: Jennifer Pope, Management Analyst

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**

8. **REPORTS – INFORMATION ONLY**

A. Check Register Report – June 2022

Action: Received the report.

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

B. Core Revenue Report Status for June 2022

Action: Received 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

Action: Received 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

Action: Received minutes.

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

B. School Resource Officer Program Agreement

Action: Entered 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. (Resolution No. 22-036.)

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

C. Sanitary Sewer Maintenance Services Agreement

Action: Authorized 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

Action: Approved 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 *This item was pulled and considered immediately following the Consent Agenda.*

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**

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

Action: Received 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

Action: Received minutes.

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

- 9.E. Special Events Policy 900-1
No public comment was received.

Action: Upon motion by Councilmember Smith and seconded by Councilmember Coletti, Council voted to approve the proposed amendments to Special Events Policy 900-1, removing the first paragraph under the section Purpose.

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

- 5.A. Minutes of the July 6, 2022 City Council Closed Session, Special and Regular Meetings
No public comment was taken.

Action: Councilmember Coletti made reference to voting tally on Resolution No. 22-033 that required correcting. Upon motion by Councilmember Smith and seconded by Councilmember McAdams, Council voted to approve minutes per Errata.

Motion carried 6-1, by the following roll call vote:

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

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
Public comment was received from Andy Kubica and Inge Lorentzen Daumer.

Action: Mayor Peake requested City Attorney Pierik read the title of the ordinance. Upon motion by Mayor Pro Tem Amelio and seconded by Councilmember McAdams, Council voted to

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

Motion carried 6-1, by the following roll call vote:

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

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
No public comment was received.

Action: Upon motion by Councilmember McAdams and seconded by Councilmember Smith, Council voted to

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.

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.

Action: Mayor Peake requested City Attorney Pierik read the title of the ordinance. Upon motion by Councilmember McAdams and seconded by Councilmember Smith, Council voted to

1. Waive the full reading of the ordinance.
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

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: 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
No public comment was received.

Action: Upon motion by Councilmember Poduri and seconded by Councilmember Smith, Council voted to

1. Adopt Resolution No. 22-037 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 Resolution No. 22-038 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.

Motion carried 6-1, by the following roll call vote:

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

NOES: Mayor Pro Tem Amelio.

ABSENT: None.

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

The Council took a ten minute break at which time the City of Pacific endured a power outage

disrupting the hybrid meeting. Several attempts were made but due to technical difficulties, the Council adjourned the meeting to July 27, 2022 at 6:00 p.m.

- B. Pacific Grove City Charter Amendment to Change the Number of City Council Members from Six to Four ***Due to adjournment, this item was continued to the Council's July 27, 2022 meeting.***

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. ***Due to adjournment this item was continued to the Council's July 27, 2022 meeting.***

Reference: Mohammed Khasimi, Chief Information Officer

Recommended Action: Approve the following 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

- D. Council Policy 000-2 Meeting and Travel Expense Reimbursement ***This item was pulled from the Consent Agenda. Due to adjournment this item was continued to the Council's July 27, 2022 meeting.***
Reference: Jennifer Pope, Management Analyst
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

13. **NEW BUSINESS**

- A. City of Pacific Grove Youth Commission ***During the Approval of the Agenda, this item was withdrawn from the Agenda.***
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 ***Due to adjournment this item was continued to the Council's July 27, 2022 meeting.***
Reference: Leticia Livian, HR Director and Tori Hannah, Administrative Services Director/Assistant City Manager
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

Upon motion by Mayor Peake and seconded by Councilmember Smith, Council voted to adjourn this regular meeting at approximately 8:30 p.m. to July 27, 2022 at 6:00 p.m.

Motion carried 6-1, by the following roll call vote:

AYES: Mayor Peake, Mayor Pro Tem Amelio, Councilmembers Coletti, McAdams, Poduri, and Smith.
NOES: None.
ABSENT: Councilmember Tomlinson (Due to technical difficulties.)

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: Sandra Kandell, City Clerk
MEETING DATE: August 3, 2022
SUBJECT: Minutes of the City Council Adjourned and Continued July 27, 2022 meeting
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

ADJOURNED REGULAR MEETING

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

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

The City of Pacific Grove City Council at their Regular meeting of July 20, 2022, adjourned said meeting at the approximate hour of 8:30 PM to July 27, 2022 at 6:00 PM. Said continuance was passed by the following vote:

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

Noes: None.

Absent Due to Technical Difficulties: Councilmember Tomlinson

**THIS MEETING WILL BE HELD IN PERSON AND VIRTUALLY (HYBRID).
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**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. City Clerk Kandell conducted roll call with the following Council present in Chamber: Mayor Peake, Councilmembers Coletti, McAdams, and Smith. Mayor Pro Tem Amelio and Councilmember Poduri presented via Zoom Webinar. Absent: Councilmember Tomlinson.

1. APPROVAL OF AGENDA

Mayor opened the adjourned and continued meeting from July 20, 2022 - due to technical difficulties resulting from a power outage.

2. PRESENTATIONS

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

4. GENERAL PUBLIC COMMENT

CONSENT AGENDA

5. APPROVAL OF CITY COUNCIL MEETING MINUTES

6. RESOLUTIONS

7. **ORDINANCES**
8. **REPORTS – INFORMATION ONLY**
9. **REPORTS – REQUIRING ACTION**
10. **MEETING MINUTES OF COMMISSIONS, BOARDS, AND COMMITTEES**

REGULAR AGENDA

11. **PUBLIC HEARINGS**
12. **UNFINISHED AND ONGOING BUSINESS**

- B. Pacific Grove City Charter Amendment to Change the Number of City Council Members from Six to Four ***This item was continued from the Council's July 20, 2022 adjourned meeting.***

Public comment was received from Inge Lorentzen Daumer.

Action: Upon motion by Councilmember Coletti and seconded by Councilmember McAdams, Council voted to rescind Resolution 22-034, adopt Resolution No. 22-039, including the revisions to the resolution provided by Errata at the July 20, 2022 meeting, submitting a ballot measure to amend the Pacific Grove City Charter to change the Number of City Council Members from six to four by authorizing:

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, and

Motion carried 4-2-1, by the following roll call vote:

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

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 ***This item was continued from the Council's July 20, 2022 adjourned meeting.***

Public comment was received from Sally Moore, Inge Lorentzen Daumer, and Lisa Ciani.

Action: Upon motion by Councilmember Smith and seconded by Councilmember Coletti, Council voted to approve the amendment of the contract with Access Media Productions

(AMP) with the following revised pricing plan:

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

Motion carried 6-0-1, by the following roll call vote:

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

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

- D. Council Policy 000-2 Meeting and Travel Expense Reimbursement ***This item was continued from the Council's July 20, 2022 adjourned meeting.***
No public comment was received.

Action: Upon motion by Councilmember Smith and seconded by Councilmember Coletti, Council voted to adopt Resolution No. 22-040 amending Council Policy 000-2 Meeting Travel Expense Reimbursement, including Mayor Peake's four amendments: (1) Change I.C. (table) Travel Approvers for City Council from "Consistent with Budget Approval and Policy" to "Mayor and City Manager; or City Council" and (2) for "Board, Committees, Commissions" to "Department Director" respectively; (3) Paragraph III.b.1. – remove sentences 3 and 4; and (4) Paragraph III.b.5. – remove entire paragraph.

Motion carried 6-0-1, by the following roll call vote:

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

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

13. **NEW BUSINESS**

- B. Amend the FY 2022/2023 Authorized Position Allocation ***This item was continued from the Council's July 20, 2022 adjourned meeting.***
No public comment was received.

Action: Upon motion by Councilmember McAdams and seconded by Councilmember Smith, Council voted to approve the Fiscal Year 22/23 Authorized Staffing allocation in the budget to combine one .50 FTE Office Assistant and 0.50 FTE Administrative Technician and to establish a 1.0 FTE Office Assistant in the Community Development Department.

Motion carried 6-0-1, by the following roll call vote:

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

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

14. **FULL PRESENTATIONS**

15. **CLOSED SESSION**

ADJOURNMENT

Council adjourned this continued meeting at 6:58 p.m.

Respectfully Submitted,

Sandra Kandell
City Clerk

Approved by Mayor: _____ Date _____

Attest by City Manager: _____ Date _____



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Joseph Sidor, Contract Planner
MEETING DATE: August 3, 2022
SUBJECT: Adoption of the 2022 Monterey County Multi-Jurisdictional Hazard Mitigation Plan
CEQA: Statutory Exemption, CEQA Guidelines Section 15262, Feasibility & Planning Studies

RECOMMENDATION

Adopt the 2022 Monterey County Multi-Jurisdictional Hazard Mitigation Plan consisting of Volume 1 in its entirety and the City of Pacific Grove's Annex in Volume 2.

DISCUSSION

Summary

The Federal Emergency Management Agency (FEMA) and the California Governors' Office of Emergency Services (Cal OES) have completed a preliminary review of the 2022 Monterey County Multi-Jurisdictional Hazard Mitigation Plan (MJHMP). FEMA and Cal OES have given tentative approval of the plan, pending local adoption. The approval of the plan ensures the City of Pacific Grove's eligibility and pre-qualification for potential federal pre-and post-disaster funding. The plan includes hazard identification, risk and vulnerability assessments, and mitigation strategies to reduce vulnerability and risk from hazards and reduce the severity of the effects of hazards on people, property, and the environment.

Discussion

Monterey County and the City of Pacific Grove are potentially vulnerable to a wide range of natural and man-made hazards. These hazards can threaten the life and safety of residents and visitors and have the potential to damage or destroy both public and private property and disrupt the local economy and overall quality of life. While the threats from hazard events may never be fully eliminated, there is much that can be done to lessen their potential impact. The purpose of hazard mitigation is to implement and sustain actions that reduce vulnerability and risk from hazards or reduce the severity of the effects of hazards on people, property, and the environment.

The Disaster Mitigation Act (DMA) of 2000 (Public Law 106-390) requires state and local government agencies to prepare comprehensive Hazard Mitigation Plans in order to be eligible to receive pre-and post-disaster mitigation funding from the Federal Emergency Management Agency (FEMA). The DMA also requires the Hazard Mitigation Plan to be monitored, evaluated, and updated within a five-year cycle to remain eligible for disaster related benefits under the DMA. The 2022 Monterey County MJHMP is a comprehensive update to the 2016 Monterey County MJHMP and represents the third

iteration of the Monterey County MJHMP, which was initially adopted in 2007. The planning area for the MJHMP encompasses the entire geographic area of Monterey County and includes the following Participating Jurisdictions: Monterey County, the cities of Carmel-by-the-Sea, Del Rey Oaks, Gonzales, Greenfield, King, Marina, Monterey, Pacific Grove, Salinas, Sand City, Seaside, and Soledad, as well as the Monterey County Water Resources Agency, the Carmel Area Wastewater District, Monterey One Water, the Monterey Regional Waste Management District, and the Moss Landing Harbor District.

The 2022 update to the MJHMP was developed by the MJHMP Steering Committee, made up of participants from the County and Participating Jurisdictions. ([Volume 1](#)) The Steering Committee served as an advisory body on hazard and mitigation action priorities both for the County as a whole and each jurisdiction individually, with Monterey County Office of Emergency Services as the Planning Lead. The Monterey County MJHMP:

- Provides an explanation of prevalent hazards within the County and describes how hazards may affect the County and participating jurisdictions differently based upon various relationships to natural hazards.
- Includes a discussion of hazard location, size of a typical event, historical occurrences, and the probability of future occurrences for each identified hazard.
- Identifies risk to vulnerable assets, both people and property.
- Provides a mitigation strategy that responds to the identified vulnerabilities within each community and provides prescriptions or actions to achieve the greatest risk reduction based upon available resources.
- Pools resources from throughout the County and creates a uniform local hazard mitigation plan that can be consistently implemented.
- Ensures eligibility for Federal Emergency Management Agency (FEMA) and Cal OES grants.

The City of Pacific Grove Annex provides specific details on Pacific Grove's planning process, a Pacific Grove specific risk and vulnerability assessment, and a mitigation strategy that responds to the identified vulnerabilities to achieve the greatest risk reduction based upon available resources. ([Volume 2](#))

The plan underwent review by the County and Participating Jurisdictions, the general public (review period occurred from December 2021 to March 2022) and received *Approval Pending Adoption* from FEMA on June 14, 2022.

Other Agency Involvement

The MJHMP revision process brought together representatives of involved stakeholder agencies and organizations who could have a role in mitigation planning and implementation of mitigation strategies as identified in the plan. Monterey County, the cities of Carmel-by-the-Sea, Del Rey Oaks, Gonzales, Greenfield, King, Marina, Monterey, Pacific Grove, Salinas, Sand City, Seaside, and Soledad, as well as the Monterey County Water Resources Agency, the Carmel Area Wastewater District, Monterey One Water, the Monterey Regional Waste Management District, and the Moss Landing Harbor District participated in the planning and completion of the plan.

OPTIONS

Decline to adopt the 2022 Monterey County MJHMP. Not adopting the MJHMP would remove Pacific Grove from eligibility for FEMA and Cal OES grants.

FINANCIAL IMPACT:

There is no fiscal impact for the approval of the MJHMP. However, *implementation* of the MJHMP will require funding and staff resources. Future funding requests will come before the City Council for consideration as part of the budget process or on a case by case basis.

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

Attachments

Draft Resolution

RESOLUTION NO. 22-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE ADOPTING THE 2022 MONTEREY COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN

FINDINGS

WHEREAS, the City of Pacific Grove is vulnerable to natural hazards that may result in loss of life and property, economic hardship, and threats to the public health and safety; and

WHEREAS, the City of Pacific Grove anticipates climate change will exacerbate the severity, frequency, and impacts of natural hazards; and

WHEREAS, pro-active mitigation of known hazards before a disaster event can reduce or eliminate long-term risk to life and property; and

WHEREAS, the federal Disaster Mitigation Act of 2000 requires all cities, counties, and special districts to have adopted a Hazard Mitigation Plan to receive pre-and post-disaster mitigation funding from the Federal Emergency Management Agency (FEMA); and

WHEREAS, a coalition of Monterey County local governments and special districts embarked on a planning process to prepare for and lessen the impacts of specified hazards by updating the Monterey County Multi-Jurisdictional Hazard Mitigation Plan (MJHMP or “Plan”), which is the blueprint for reducing the Operational Area's vulnerability to disasters and hazards; and

WHEREAS, the update to the MJHMP has been prepared in accordance with federal laws, including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; Disaster Mitigation Act of 2000, as amended; the National Flood Insurance Act of 1968, as amended; and the National Dam Safety Program Act, as amended; and

WHEREAS, the MJHMP identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in the City of Pacific Grove from the impacts of future hazards and disasters; and

WHEREAS, the MJHMP planning partnership and the City of Pacific Grove completed a coordinated planning process that engaged the public, assessed the risk and vulnerability to the impacts of natural hazards, developed a mitigation strategy consistent with a set of uniform goals and objectives, and created a plan for implementing, evaluating, and revising the strategy; and

WHEREAS, each jurisdiction has been responsible for the review and approval of their individual sections of the Plan and the Plan presents the accumulated information in a unified framework to ensure a comprehensive and coordinated hazard mitigation plan that covers the entire Monterey County Operational Area planning area that is aligned with the goals, objectives and priorities of the State's multi-hazard mitigation plan; and

WHEREAS, the result of the countywide organizational effort is a two volume Hazard Mitigation Plan, which will result in a Federal Emergency Management Agency (FEMA) and

California Office of Emergency Services (Cal OES) approved multi-jurisdictional, multi-hazard mitigation plan; and

WHEREAS, the MJHMP has been reviewed by the California Governor's Office of Emergency Services (Cal OES) and FEMA, Region IX, and have approved it contingent upon its official adoption by the participating governing bodies; and

WHEREAS, adoption of the Plan will allow the jurisdictional partners to collectively and individually become eligible to apply for hazard mitigation project funding and demonstrates its commitment to hazard mitigation and achieving the goals outlined in the Monterey County Multi-Jurisdictional Hazard Mitigation Plan.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE finds this action statutorily exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15262 (feasibility and planning studies) and Section 15061(b)(3) (common sense exemption).

BE IT FURTHER RESOLVED that the City Council of the City of Pacific Grove 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.

BE IT FURTHER RESOLVED that the City Council of the City of Pacific Grove hereby adopts the 2022 Monterey County Multi-Jurisdictional Hazard Mitigation Plan, consisting of Volume 1 in its entirety and the City of Pacific Grove's Annex in Volume 2.

BE IT FURTHER RESOLVED that the City Council of the City of Pacific Grove resolves to integrate the Monterey County Multi-Jurisdictional Hazard Mitigation Plan by reference into the Public Safety Element of the General Plan in accordance with the requirements of Government Code sections 65302, 65302.6, and 8685.9.

BE IT FURTHER RESOLVED that the City Council of the City of Pacific Grove directs staff to:

1. Use the Plan to guide pre-and post-disaster hazard mitigation.
2. Pursue implementation of the identified mitigation actions subject to the limitations of available of funding and staff.
3. Coordinate the strategies in the plan with other planning programs and mechanisms under its jurisdictional authority.
4. Continue support of ongoing countywide mitigation efforts.
5. Continue to participate in the regional planning partnership as described by the MJHMP.
6. Submit this adopted resolution to the California Office of Emergency Services and FEMA Region IX officials to enable the Plan's final approval in accordance with the requirements of the Disaster Mitigation Act of 2000 and to establish conformance with the requirements of AB 2140.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE
this 3rd day of August, 2022, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

BILL PEAKE, Mayor

ATTEST:

SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

BRIAN 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: Leticia Livian, Human Resources Director
MEETING DATE: August 3, 2022
SUBJECT: Second Reading of an Ordinance Amending the Salary Classification Schedule
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

1. Hold a second 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. Approve the amendment.

DISCUSSION

There are no substantive changes between the first reading on July 20, 2022 and second reading. The City Clerk caused a summary of the ordinance to be published on July 28, 2022.

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

Draft Job Description

Ordinance

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			
		New	26.68	28.01	29.41	30.88	32.43	33.64	34.91		COLA	Authorized
Unrep	Pre School Manager		18.74	19.68	20.66	21.69	22.78					
		New	19.30	20.27	21.28	22.35	23.46				COLA	Unfunded
MEA	Program Manager		41.39	43.46	45.63	47.91	50.31	52.20	54.15			
		New	42.63	44.76	47.00	49.35	51.82	53.76	55.77		COLA	Authorized
Nonrep Mgt	Program Manager, Senior		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	Authorized
DH	Public Works Director		56.78	59.62	62.60	65.73	69.02	72.47	76.09			
		New	63.62	66.80	70.14	73.65	77.33	81.20	85.26		Adjustment/Parity	Unfunded
DH	Public Works Director/ Deputy City Manager		68.92	72.37	75.98	79.78	83.77	87.96	92.36			
		New	70.99	74.54	78.26	82.18	86.29	90.60	95.13		COLA	Authorized
MEA	Public Works Superintendent		45.00	47.25	49.61	52.09	54.70	56.75	58.87			
		New	46.34	48.66	51.09	53.65	56.33	58.44	60.64		COLA	Unfunded
Unrep	Recreation Assistant I		15.00	15.75	16.54	17.36	18.23					
		New	15.45	16.22	17.03	17.88	18.78				COLA	Authorized
Unrep	Recreation Assistant II		16.33	17.15	18.00	18.90	19.85					
		New	16.82	17.66	18.54	19.47	20.45				COLA	Authorized
GEA	Recreation Coordinator		23.81	25.00	26.25	27.56	28.94	29.66	30.40	31.16		
		New	24.52	25.75	27.03	28.38	29.80	30.55	31.31	32.10	COLA	Authorized
MEA	Recreation Coordinator, Senior		37.17	39.03	40.98	43.03	45.19	46.88	48.64			
		New	38.29	40.21	42.22	44.33	46.54	48.29	50.10		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	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



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.

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. 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	

5. A new classification of City Clerk/DEI (Diversity, Equity and Inclusion) Coordinator is being created and added to the salary classification schedule; and
6. The Community and Economic Development Program Manager classification is being deleted from the salary classification schedule; and
7. Modifications to the salary classification plan must be amended to revise hourly rates; and
8. 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
9. 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 PGM § 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	

Code	Classification	Hourly Salary Steps							
		Step 1A	Step 2B	Step 3C	Step 4D	Step 5E	Step 6F	Step 7G	Step 8H
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
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:

BRIAN PIERIK, City Attorney

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: August 3, 2022
SUBJECT: Second Reading of an Ordinance Amending the FY22/23 Operating & Capital Improvement Budget
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Hold second reading of an ordinance to amend the Fiscal Year 2022/23 Operating and Capital Improvement Budget.

DISCUSSION

At the July 20, 2022 meeting, the City Council:

1. Authorized 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, and
2. Introduced and held a first reading of an ordinance amending the Fiscal Year 2022/23 Operating and Capital Improvement Budget and directed publication of an ordinance summary approved by the City attorney.

When developing the FY22/23 operating budget, the previous year's costs for street sweeping services was harnessed and \$159,192 was budgeted for street sweeping services. 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.

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).

As noted above, the first reading of the ordinance took place at the July 20, 2022, City Council meeting. The City Clerk caused a summary of the ordinance to be published on July 28, 2022.

OPTIONS

1. Take no action. Failure to amend the FY22/23 budget would result in insufficient funding for the authorized street sweeping service agreement.
2. Provide alternate direction.

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. 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. Although FY22/23 estimated litter abatement revenue is below the proposed contract amount, there is sufficient funding to accommodate this budget adjustment.

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

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:

BRIAN 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: Tori Hannah, Administrative Services Director/Assistant City Manager
MEETING DATE: August 3, 2022
SUBJECT: Fourth Quarter Treasurer's Quarterly Report – Fiscal Year 2021-22
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive the Report.

DISCUSSION

Article 19, Section (K) of the City Charter requires that a quarterly statement of all funds in the treasury be submitted to the Council. The Treasurer's report allows the Council and public to verify that the City's funds are invested in a safe and prudent manner, and that such investments comply with City policy and state law. The Treasurer's Report is different from a budget report, as its purpose is to report on cash balances.

This report reflects the City's balances as of June 30, 2022 and shows that cash and investments held citywide, with a market value of \$25,471,678. All investments are in government securities, certificates of deposit (CD), or other approved investment vehicles. The maturity dates are ladderred, to ensure liquidity. All bank balances are insured. The City does not actively trade either certificates of deposits or federal agency securities but hold investments in the portfolio for maturity.

Date	Description	Rate	Dollar Amt/ Face Value	Activity
06/01/2022	Federal Farm Credit Bank, US Treasury Bond	1.55%	\$1,016,000	Maturity
06/01/2022	Federal Farm Credit Bank, US Treasury Bond	1.55%	180,000	Maturity
06/02/2022	US Treasury Securities	2.50%	180,000	Purchase
06/07/2022	Discover Bank, Greenwood, CD	3.15%	246,000	Purchase
06/08/2022	Capital One National Assn, Mclean, VA, CD	3.00%	246,000	Purchase
06/09/2022	Ally Bank, Sandy, UT, CD	3.00%	246,000	Purchase
06/10/2022	BMO Harris Bank, Chicago, CD	2.80%	246,000	Purchase
06/21/2022	US Treasury Securities	3.35%	500,000	Purchase

Investment Notes:

- The average yield on the City's portfolio for the quarter is 1.47%. This represents a yield rate that is 0.23% greater than prior quarter and 0.15% greater the same quarter in the prior year.

OPTIONS

N/A – This is an informational report.

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

Fourth Quarter Treasurers Report

**City of Pacific Grove
Treasurers' Report
As Of June 30, 2022**

DEPOSITORY	ACCOUNT	DESCRIPTION OF SECURITY	MATURITY DATE	INTEREST RATE/YIELD	DOLLAR/PAR AMOUNT	MARKET VALUE
State of California	Local Agency Investment Fund (LAIF)		Immediate	0.86%	12,035,240.14	11,883,831.02
					12,035,240.14	11,883,831.02
Bank of America	Checking	Pooled Cash	Immediate	0.00%	1,370,472.96	1,370,472.96
					1,370,472.96	1,370,472.96
N/A	Petty Cash	General	Immediate	0.00%	685.00	685.00
					685.00	685.00
Concourse Financial Grc Cash		Sweep Money Market Fund		0.03%	596,442.93	596,442.93
Concourse TVI	Certificate of Deposit	Ally Bk Sandy Utah	6/9/2026	3.00%	246,000.00	242,843.82
Concourse TVI	Certificate of Deposit	Amerant Bk Natl Assn Coral Gables FL	12/3/2025	0.45%	249,000.00	225,459.54
Concourse TVI	Certificate of Deposit	BMW Bk North Amer Salt Lake City Utah	11/20/2025	0.50%	249,000.00	226,174.17
Concourse TVI	Certificate of Deposit	BMO Harris Bk Natl Assn Chicago Ill	6/10/2024	2.80%	246,000.00	243,798.30
Concourse TVI	Certificate of Deposit	Bank Baroda New York Brh	7/22/2025	0.65%	249,000.00	229,274.22
Concourse TVI	Certificate of Deposit	Baycoast Bnk Swansea Mass CTF	1/24/2025	1.70%	247,000.00	237,013.79
Concourse TVI	Certificate of Deposit	Bell Bank Fargo ND CTF Dep	3/24/2023	0.85%	249,000.00	246,193.77
Concourse TVI	Certificate of Deposit	Bridgewater Bk St Louis Pk, MN	11/28/2025	0.45%	249,000.00	225,526.77
Concourse TVI	Certificate of Deposit	Capital One Natl Assn Glen Allen VA CTF	8/7/2024	2.25%	247,000.00	241,711.73
Concourse TVI	Certificate of Deposit	Capital One Natl Assn McLean VA CTF	6/9/2025	3.00%	246,000.00	243,296.46
Concourse TVI	Certificate of Deposit	Centerstate Bank Fla Winterhaven Fla	3/30/2023	0.90%	242,000.00	239,248.46
Concourse TVI	Certificate of Deposit	Discover BknGreenwood Del	6/7/2027	3.15%	246,000.00	242,740.50
Concourse TVI	Certificate of Deposit	Enerbank Salt Lake City UT CTF	6/28/2023	3.20%	246,000.00	246,831.48
Concourse TVI	Certificate of Deposit	Goldman Sachs Bk USA New York CTF	11/22/2022	2.40%	247,000.00	247,412.49
Concourse TVI	Certificate of Deposit	Industrial & Coml Bk China USA Natl Assn NY CTF	2/11/2026	0.45%	249,000.00	224,463.54
Concourse TVI	Certificate of Deposit	JPMorgan Chase Bk NA Columbus OH CTF Dep	12/15/2025	0.50%	248,000.00	224,859.12
Concourse TVI	Certificate of Deposit	Live Oak Bkg Co Wilmington NC CTF Dep	11/27/2024	1.85%	249,000.00	240,421.95
Concourse TVI	Certificate of Deposit	Medallion Bk Salt Lake City Utah CTF Dep	9/19/2022	1.70%	249,000.00	248,945.22
Concourse TVI	Certificate of Deposit	Merrick Bk South Jordan Utah	1/31/2025	1.80%	249,000.00	239,398.56
Concourse TVI	Certificate of Deposit	Minnwest Bk Redwood Falls Minn Ctf Dep	7/15/2025	0.50%	249,000.00	228,176.13
Concourse TVI	Certificate of Deposit	Morgan Stanley Bk N A Salt Lake City Ut CTF	1/25/2023	2.65%	246,000.00	246,629.76
Concourse TVI	Certificate of Deposit	Morgan Stanley Private Bk Natl Assn Pur N Y	12/6/2023	3.55%	245,000.00	246,695.40
Concourse TVI	Certificate of Deposit	New York Cmnty Bk Westbury N Y	7/1/2026	0.70%	249,000.00	224,458.56
Concourse TVI	Certificate of Deposit	Preferred Bk Los Angeles Calif Ctf Dep	8/16/2024	2.00%	249,000.00	242,291.94
Concourse TVI	Certificate of Deposit	Raymond Jmes Bk Natl Assn St Petersburg FL CTF Dep	11/8/2023	1.75%	247,000.00	242,833.11
Concourse TVI	Certificate of Deposit	Sallie Mae Bk Salt Lake City UT CTF	5/23/2023	3.20%	246,000.00	247,121.76
Concourse TVI	Certificate of Deposit	Synchrony Bk Retail CTF Dep Citigroup Instl CTF Dep	12/10/2026	1.25%	248,000.00	226,634.80
Concourse TVI	Certificate of Deposit	TIAA FSB Jacksonville FLA CTF	11/22/2022	2.20%	247,000.00	247,217.36
Concourse TVI	Certificate of Deposit	Texas Exchange Bk SSB Crowley Ctf Dep	11/25/2025	0.60%	249,000.00	225,579.06
Concourse TVI	Certificate of Deposit	UBS Bk USA Salt Lake City Ut	6/23/2026	0.75%	249,000.00	224,931.66
Concourse TVI	Certificate of Deposit	Wells Fargo Natl BkWest Las Vegas N V	1/30/2023	1.90%	249,000.00	248,549.31
Concourse TVI	U.S. Treasury Securities	United Sts Treas NTS	9/30/2025	0.60%	250,000.00	228,662.50
Concourse TVI	U.S. Treasury Securities	United Sts Treas NTS	5/31/2026	0.70%	250,000.00	229,032.50
Concourse TVI	U.S. Treasury Securities	United Sts Treas NTS	4/15/2025	3.35%	500,000.00	495,080.00
Concourse TVI	U.S. Government Bonds	Federal Farm Cr Bks	1/11/2027	1.470%	530,000.00	494,829.20
Total Concourse - General					9,801,442.93	9,410,779.87
TOTAL GENERAL INVESTMENTS					23,207,841.03	22,665,768.85
Concourse TVI Yount	Cash	Sweep Money Market Fund		0.03%	462.06	462.06
Concourse TVI Yount	Fixed Income	Bank Hapoalim B M New York BRH Ctf Dep	12/15/2025	0.50%	205,000.00	185,869.40
Concourse TVI Yount	U.S.Treasury Securities	United Sts Treas NTS	4/30/2024	2.50%	180,000.00	178,579.80
Concourse TVI Yount	U.S. Government Bonds	Federal Farm Cr Bks Cons Systemwide BDS	9/16/2025	0.55%	96,000.00	88,776.96
Concourse TVI Yount	U.S. Government Bonds	Federal Farm Cr Bks Cons Systemwide	5/13/2026	0.88%	170,000.00	157,421.70
Concourse TVI Yount	U.S. Government Bonds	Federal Farm Cr Bks Cons Systemwide BDS	1/11/2027	1.47%	97,000.00	90,563.08
Concourse TVI Yount	U.S. Government Bonds	Federal Agric Mtg corp Madium Terms Nts Fed	1/15/2026	0.48%	95,000.00	86,874.65
Total Concourse - Endowments					843,462.06	788,547.65
TOTAL INVESTMENTS HELD FOR ENDOWMENTS					843,462.06	788,547.65
Umpqua Bank	Money Market			0.01%	2,017,361.69	2,017,361.69
Total Umpqua Bank					2,017,361.69	2,017,361.69
TOTAL RESERVE INVESTMENT					2,017,361.69	2,017,361.69
GRAND TOTAL					26,068,664.78	25,471,678.19



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Audrey Cray, Management Analyst
MEETING DATE: August 3, 2022
SUBJECT: Fourth Quarter Workers' Compensation Report
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive the report.

DISCUSSION

On November 4, 2015, the Council approved a five-year [Workers' Compensation phased refunding plan](#) to bring the designated internal service fund into compliance with the Council's Budget and Financial Management Policy. At that time, Staff recommended that Council receive a quarterly status report on case statistics and Workers' Compensation Fund balances. Case statistics for the quarter ending June 30, 2022 is included in Attachment A.

The City Workers' Compensation program is a type of insurance that provides compensation and medical care for employees who become injured during the course of their employment. The City is now a member of the California Joint Powers Insurance Authority (CJPIA). This Authority provides excess Workers' Compensation liability coverage above the City's self-insured retention amount of \$150,000 per occurrence. Workers' Compensation provides for: Payments in place of wages functioning as a type of disability insurance, compensation for past and future economic loss, reimbursement or payment of medical expenses, and benefits payable to the dependents of workers killed during employment functioning as a form of life insurance.

OPTIONS

N/A - Information Only

FINANCIAL IMPACT:

There is no financial 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

Fourth Quarter Workers' Compensation Report



City of Pacific Grove

Fourth Quarter Workers' Compensation Statistics – Fiscal Year 21/22

Projected Fund Balance

The Workers' Compensation Internal Service Fund (ISF) is used to separately budget and account for services provided to General Fund departments, as well as Enterprise Funds. Contributions to the ISF are calculated on a cost recovery basis, with charges apportioned to City departments based on claim trends and number of participants.

The status of the internal service fund for Workers' Compensation is provided in the tables below.

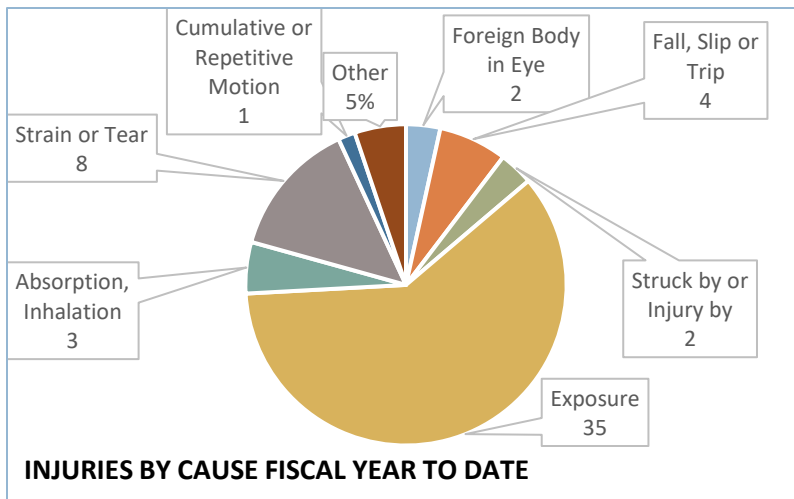
Workers' Compensation Fund (Fund 71)	Amount
Fund Balance, July 1st, 2021	\$ 177,540
Revenues: Through June 30, 2022	\$672,457
Expenditures: Through June 30, 2022	(\$778,218)
Estimated Fund Balance, Fourth Quarter	71,779

Consistent with Council's direction, the Workers' Compensation fund is anticipated to end Fiscal Year 21/22 with a positive fund balance. The Workers' Compensation expenditures through the fourth quarter of FY 21/22 represent approximately 100% of the budgeted amount. The revenues reported represent 96% of the budgeted amount; and reflect departmental contributions and excess claim refunds. The estimated ending fund balance is anticipated to be positive at the end of Fiscal Year 21/22, however additional accruals are pending through August 2022.

Cumulative Claims Outstanding

The City meets quarterly with the City's third-party administrator to evaluate and proactively manage claims. At the close of the fourth quarter, the number of outstanding claims decreased by five to 48. This included a decrease of three claims to the Non-Litigated/Disability or Lost Time category; a decrease of one claim to the Litigated/Medical Only category; and a decrease of one claim to the First Aid.

Summary of Open/Reopen Claims as of 6/30/2022			
	Non-Litigated	Litigated	Total
Future Medical	14	18	32
Disability or Lost Time	8	5	13
Medical Only	3	0	3
First Aid	0	0	0
Total Open Claims	25	23	48



New Claims – Fourth Quarter

In the fourth quarter of Fiscal Year 21/22, there were ten new claims from three Departments. The adjacent chart provides an overview of the claims by cause. Although Exposure (COVID) represents the highest number of claims for the fiscal year to date, majority of these incidents are filed for reporting purposes only. All of these claims were closed at the end of the quarter. At the end of the fourth quarter, only two new claims remained open.

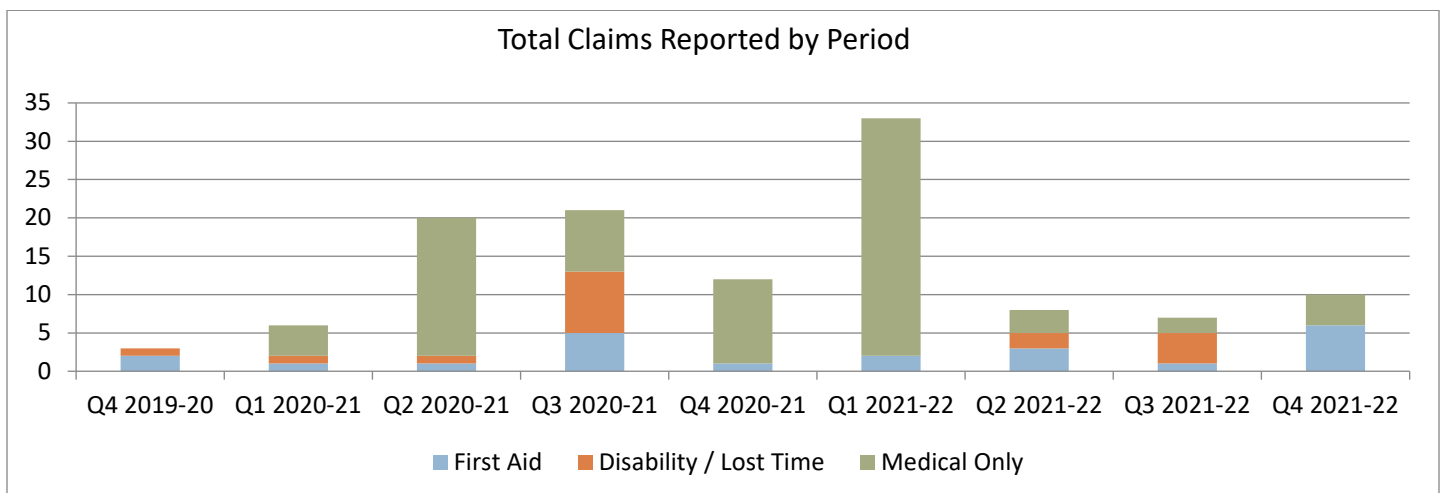
The Safety Program has continued to be very active with training opportunities this fiscal year with

onsite training opportunities which have included another CPR/First Aid/AED and Aquatics Safety Program, as well as a helpful managing time and priorities course. The Safety Program will be moving toward the next steps of the Emergency Action Plan with training of the Safety Response Team for each Department, as well as onsite walk thru for each building. Staff is continuing to update the Covid Exposure Control Plan with the latest updates from CalOSHA.

The table listed below provides a comparison of claims over the last two fiscal years. In Fiscal Year 21/22, there are two fewer claims when compared to the prior Fiscal Year.

New Claims by Type				
	Quarter to Date		Year to Date	
	Current Year	Prior Year	Current Year	Prior Year
New Claims Received During the Period				
Disability or Lost Time	1	0	9	10
Medical	3	11	37	42
First Aid	6	1	9	8
Total Claims by Type	10	12	58	60

The following chart provides an overview of quarterly trends.





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: August 3, 2022
SUBJECT: Fourth Quarter Purchase Order Report
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive the Fourth Quarter Purchase Order Report.

DISCUSSION

The Fourth Quarter Purchase Order Report includes information on open purchase orders that were issued under \$40,000. This report is intended to be consistent with the new reporting requirement in Section 2.16.160 of the City's Purchasing Systems and Procedures.

Purchase orders are issued for all purchases of supplies, services, materials, equipment, and contractual services over \$5,000.

The Purchase Order Report includes:

- Vendor name
- Date the purchase order was issued
- Description of the encumbered funds
- Purchase order amount
- Preliminary year-to-date expenses through the Fourth Quarter (Accruals for Fiscal Year 21/22 expenditures are pending through August)

This report was previously a part of the Quarterly Budget Report, but based on the recommendation from the Finance Subcommittee, it is now presented independently.

OPTIONS

N/A - This is an informational report.

FINANCIAL IMPACT:

There is no financial 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

Purchase Orders Under \$40,000

Open Purchase Orders - Less Than \$40,000
Fourth Quarter FY 21/22
(Expenditures represent preliminary amounts. Expenditures for Fiscal Year 21/22 are subject to accrual through August)

PO	DEPARTMENT	DIV.	PROJECT	VENDOR NAME	DATE	DESCRIPTION	PURCHASE ORDER AMOUNT	YEAR TO DATE EXPENSE
22000021-01	ADMINISTRATIVE SERVICES	121		WELLS FARGO VENDOR FINANCE	07/20/21	KONICA LEASE	15,035	13,770
22000073-01	ADMINISTRATIVE SERVICES	131		NOLAND, HAMERLY, ETIENNE, HOSS	08/25/21	ASSISTANCE WITH PROCUREMENT MANUAL	19,500	15,783
22000216-01	ADMINISTRATIVE SERVICES	131		MCGILLOWAY, RAY, BROWN	04/06/22	ASSISTANCE WITH GASB LEASE IMPLEMENTATION	8,000	-
22000239-01	ADMINISTRATIVE SERVICES	131		CLEARGOV	06/23/22	FISCAL TRANSPARENCY SOFTWARE	8,750	-
22000096-01	ADMINISTRATIVE SERVICES	131		CENTRAL SQUARE TECHNOLOGIES	10/06/21	CONSULTING - PROJECT MGT, SOFTWARE UPGRADE	18,180	2,259
22000016-01	ADMINISTRATIVE SERVICES	131		BARTEL ASSOCIATES, LLC	07/12/21	GASB 75 ACTUARIAL VALUATION	19,000	14,687
22000004-01	CEMETERY	601		LLORIN-VELASQUEZ CORPORATION	07/08/21	CEMETERY HEADSTONE	31,500	31,375
22000136-01	CITY ATTORNEY	111		COLANTUONO, HIGHSMITH, & WHATLEY	12/10/21	LEGAL ASSISTANCE - HOBBS	17,000	15,115
22000121-01	CITY ATTORNEY	111		NOLAND, HAMERLY, ETIENNE, HOSS	11/15/21	LEGAL SERVICES - ENYATI	39,000	35,308
22000185-01	CITY ATTORNEY	111		SHUTE, MIHALY, & WEINBERG	03/14/22	BLUE WAVE VS. CITY OF PG	8,301	1,387
22000191-01	CITY COUNCIL	101		CSI HR GROUP	02/24/22	CITY COUNCIL - ASSISTANCE	20,000	9,520
22000142-01	CITY COUNCIL	101		ASSOCIATED RIGHT OF WAY	03/09/22	APPRAISAL SERVICES FOR SLOAT AVE	5,938	3,158
22000168-01	CITY MANAGER	121		MEYERS NAVE	01/28/22	LEGAL SERVICES	30,000	26,189
22000190-01	CITY MANAGER	121		CSI HR GROUP	02/24/22	PERSONNEL PERFORMANCE	10,000	2,440
22000226-01	CITY MANAGER	121		LIEBERT, CASSIDY, WHITMORE	04/25/22	LEGAL SERVICES - EMPLOYEE	15,000	13,377
22000170-01	CITY MANAGER	121		BRYCE CONSULTING, INC.	01/28/22	COMPENSATION STUDY	23,000	4,420
22000171-01	CITY MANAGER	121		NOLAND, HAMERLY, ETIENNE, HOSS	01/28/22	DISCIPLINARY APPEAL	25,000	9,111
22000206-01	CITY MANAGER	121		CITY MANAGEMENT ADVISORS	03/18/22	EXECUTIVE RECRUITMENT SERVICES	28,600	26,000
22000178-01	CITY MANAGER	121		HDL ECONSOLUTIONS	02/02/22	ECONOMIC DEVELOPMENT CONSULTANT	39,999	5,970
22000225-01	CITY MANAGER	121		JONES AND MAYER	04/25/22	REVIEW RECORDS	5,000	-
22000210-01	COMMUNITY DEVELOPMENT	201		RINCON CONSULTANTS, INC	03/29/22	ON CALL PEER REVIEW	20,000	-
22000234-01	COMMUNITY DEVELOPMENT	201		GREEN FIELDS FALCONRY	05/18/22	ANNUAL GULL ABATEMENT	25,000	23,625
22000131-01	COMMUNITY DEVELOPMENT	201		BEST BEST & KRIEGER	12/07/21	ASSIST & REVIEW HOUSING PLAN	39,000	9,806
22000152-01	COMMUNITY DEVELOPMENT	201		HARRIS & ASSOCIATES, INC	01/19/22	CONTRACT PLANNING SERVICES	8,820	8,800
22000164-01	COMMUNITY DEVELOPMENT	202		BENEVATE, INC	01/23/22	SOFTWARE FOR ENROLLMENT	6,402	-
22000088-01	COMMUNITY DEVELOPMENT	225	TRC19-04	ROBERT A. MULLANE ⁽¹⁾	03/16/22	ATC PLANNING SERVICES	29,988	11,988

Open Purchase Orders - Less Than \$40,000
Fourth Quarter FY 21/22
(Expenditures represent preliminary amounts. Expenditures for Fiscal Year 21/22 are subject to accrual through August)

PO	DEPARTMENT	DIV.	PROJECT	VENDOR NAME	DATE	DESCRIPTION	PURCHASE ORDER AMOUNT	YEAR TO DATE EXPENSE
22000075-01	INFORMATION TECHNOLOGY	105		ACCESS MONTEREY PENINSULA	08/27/21	TELEVISED BROADCAST OF MEETINGS	39,000	20,389
22000101-01	INFORMATION TECHNOLOGY	133		ESRI, INC.	10/13/21	ARCGIS SOFTWARE	20,500	2,950
22000097-01	INFORMATION TECHNOLOGY	133		RICHARD PETTY ELECTRIC	10/13/21	INSTALL POWER TO NEW AC UNIT	6,300	-
22000130-01	INFORMATION TECHNOLOGY	133		PROTEL COMMUNICATIONS	12/07/21	MITEL - MAINT & SUPPORT	12,000	5,808
22000228-01	INFORMATION TECHNOLOGY	133		DELL COMPUTER	05/06/22	VOSTRO 7510'S COMPUTER REPLACEMENTS	17,217	-
22000099-01	INFORMATION TECHNOLOGY	133		GEOGRAPHIC TECHNOLOGIES	10/13/21	GIS IMPLEMENTATION SERVICES	23,950	-
22000176-01	LIBRARY	401		BAKER & TAYLOR COMPANIES	02/02/22	BOOKS, MATERIALS, LABELS, AND SUPPLIES	30,490	29,380
22000179-01	LIBRARY	402		CROZIER STUDIOS	02/04/22	ART CURATION FOR THE LIBRARY	20,000	2,730
22000227-01	LIBRARY	402	GRT22-01	TOYOTA MATERIAL HANDLING	04/27/22	GLOBAL ELECTRIC MOTOR VEHICLE	22,351	-
22000231-01	LOCAL WATER PROJECT	741		WILSON'S PLUMBING & HEATING	05/16/22	LWP AC UNIT REPLACEMENT	7,133	-
22000041-01	LOCAL WATER PROJECT	741		TROJAN TECHNOLOGIES	07/27/21	LWP UV SYSTEM PARTS REPLACEMENT	9,502	9,196
22000166-01	LOCAL WATER PROJECT	741		DAVID TAUSSIG AND ASSOCIATION	01/28/22	LOCALWATER PROJECT BUSINESS PLAN	12,500	10,352
22000035-01	POLICE DEPARTMENT	301		IPS GROUP, INC	07/28/21	IPS METER BANK FEES	25,000	17,880
22000031-01	POLICE DEPARTMENT	301		LEXIPOL, LLC	07/28/21	POLICY MANAGEMENT	13,000	6,600
22000057-01	POLICE DEPARTMENT	301		ARAMARK UNIFORM & CAREER	08/06/21	LINEN SERVICE	5,000	4,965
22000038-01	POLICE DEPARTMENT	301		SYSTEMS FOR PUBLIC SAFETY	07/28/21	BACKGROUND INVESTIGATIONS	5,000	1,350
22000033-01	POLICE DEPARTMENT	301		SPEAK WRITE BILLING DEPT	07/28/21	TRANSCRIPTION SERVICE	7,000	5,598
22000028-01	POLICE DEPARTMENT	301		STAPLES CREDIT PLAN	07/28/21	OFFICE SUPPLIES	7,500	7,329
22000030-01	POLICE DEPARTMENT	301		VERIZON WIRELESS	07/28/21	VERIZON WIRELESS MOBILE	7,500	6,127
22000032-01	POLICE DEPARTMENT	301		VERIZON BUSINESS	07/28/21	VERIZON PORT ACCESS	9,000	5,818
22000202-01	POLICE DEPARTMENT	301		WATSONVILLE FORD	03/14/22	PD UNIT 5 - TRANSMISSION	10,958	9,492
22000037-01	POLICE DEPARTMENT	301		AT&T MOBILITY	07/28/21	AT&T FIRSTNET CELLPHONES	20,000	17,607
22000167-01	POLICE DEPARTMENT	301		FLAGSTONE INVESTIGATIONS	01/28/22	INTERNAL INVESTIGATION	25,000	-
22000187-01	POLICE DEPARTMENT	301		THE FORD STORE MORGAN HILL	02/11/22	ANIMAL CONTROL VAN	37,000	-
22000036-01	POLICE DEPARTMENT	301		IPS GROUP, INC	07/28/21	PARKING METER MAINTENANCE	7,359	5,842
22000104-01	POLICE DEPARTMENT	304		LC ACTION POLICE SUPPLY	10/19/21	SERVICE PISTOLS	9,161	8,044

Open Purchase Orders - Less Than \$40,000
Fourth Quarter FY 21/22
(Expenditures represent preliminary amounts. Expenditures for Fiscal Year 21/22 are subject to accrual through August)

PO	DEPARTMENT	DIV.	PROJECT	VENDOR NAME	DATE	DESCRIPTION	PURCHASE ORDER AMOUNT	YEAR TO DATE EXPENSE
22000045-01	POLICE DEPARTMENT	304		AXON ENTERPRISE, INC	07/28/21	BODY WORN AND IN-CAR CAMERAS	26,300	19,859
22000165-01	POLICE DEPARTMENT	304		LIFTSHIFT, LLC	01/23/22	MOVING REPORTS FROM TRACNET	39,500	33,208
22000233-01	PUBLIC WORKS	461	CIP22-08	CHRISTOPHER DINNER HEATING	05/16/22	CITY HALL DOWNSPOUTS & GUTTER	17,566	15,275
22000051-01	PUBLIC WORKS	502		MISSION UNIFORM SERVICE	07/28/21	LINEN AND UNIFORM CLEANING	21,418	21,347
22000161-01	PUBLIC WORKS	503		BEACH HOUSE BAR AND GRILL	01/18/22	BEACH HOUSE BATHROOM MAINT	7,200	3,600
22000229-01	PUBLIC WORKS	503	CIP22-22	BELSON OUTDOORS, INC	05/18/22	PICNIC TABLES - ARNETT PARK	7,590	-
22000229-01	PUBLIC WORKS	503	CIP22-20	BELSON OUTDOORS, INC	05/18/22	PICNIC TABLES - ARNETT PARK	24,000	-
22000149-01	PUBLIC WORKS	505		SCL NORTH	01/04/22	LIGHT FIXTURES DOWNTOWN	6,373	-
22000148-01	PUBLIC WORKS	505		SCL NORTH	01/04/22	STREET LIGHT REPLACEMENT	8,577	-
22000042-01	PUBLIC WORKS	505		CALIFORNIA MARINE SANCTUARY	07/27/21	WATER QUALITY MONITORING	18,320	-
22000232-01	PUBLIC WORKS	508		D & M TRAFFIC SERVICE	05/16/22	STREET SUPPLIES - PAINT	6,075	-
22000138-01	PUBLIC WORKS	508		WCT PRODUCTS	12/14/21	PURCHASE OF STREET BARRICADES	6,787	6,345
22000156-01	PUBLIC WORKS	513		CREEKSIDE CENTER	01/18/22	MONARCH BUTTERFLY HABITAT	10,000	4,000
22000081-01	PUBLIC WORKS	513		4LEAF	05/16/22	TREE PERMIT SERVICES	11,240	-
22000077-01	PUBLIC WORKS	519	CIP20-17	COASTAL FABRICATION	08/31/21	LOVERS POINT STAIRS	8,358	2,100
22000047-01	PUBLIC WORKS	519	CIP20-17	MILLER & ASSOCIATES	07/28/21	LOVERS POINT BEACH ACCESS	20,000	-
22000094-01	PUBLIC WORKS	631	TRC21-02	CLIENT FIRST CONSULTING	10/05/21	TEMPORARY CONNECTIVITY	8,690	6,516
22000018-01	PUBLIC WORKS	631	TRC21-02	AURUM CONSULTING ENGINEER	07/14/21	PW YARD ELECTRICAL ENGINEERING	18,750	16,625
22000086-01	SEWER	611		RINCON CONSULTANTS, INC	09/10/21	ARCHEO & TRIBAL MONITORING	20,376	5,573
22000154-01	SEWER	611		MONTEREY ONE WATER	01/07/22	PUMP STATION 16 MAINTENANCE	39,000	-
22000214-01	SEWER	612	CIP22-01	DUDEK	03/30/22	STREET REHAB	11,392	6,944
22000215-01	SEWER	612	CIP22-01	ESSELEN TRIBE OF MONTEREY	04/04/22	TRIBAL MONITORING STREET REHAB	12,082	6,688

(1) Subject to developer reimbursement



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: August 3, 2022
SUBJECT: Fourth Quarter Capital Improvement Budget Report
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive the report.

DISCUSSION

In Fiscal Year 19/20, the City added capital improvement budgetary updates to the Quarterly Budget Report. In response to recommendations received from the Council Finance Reporting Subcommittee, this information is now presented in a separate report.

The attached report provides information on the Amended Budgets for each capital improvement project. The City accrues expenditures that were incurred in Fiscal Year 21/22 through August. The amounts listed may change based on new invoices received for services that were rendered in the prior fiscal year. This report includes the year-to-date expenditures and project balances. As of July 26, 2022, approximately 55% of all Fiscal Year 21/22 budgeted funds have been expended.

Additional enhancements to this report may take place in the new fiscal year.

OPTIONS

N/A

FINANCIAL IMPACT:

There is no financial 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

Preliminary Fourth Quarter Project Budget Report

FY 21/22 Capital Improvement Project Expenditure Report

Preliminary Fourth Quarter - Fiscal Year 21/22 ⁽¹⁾

<u>Project</u>		<u>Fund</u>	<u>Account</u>	<u>Project Name</u>	<u>Total Budget</u>	<u>Expenditures as of</u> <u>06/30/22</u>
CIP22-04	Museum Impvt	8	6021	PG Museum Window Replacement & Lead Abatement	40,000	925
CIP22-05	Museum Impvt	8	6021	PG Museum Fire Sprinkler & Head Replacement	12,000	10,685
CIP22-06	Museum Impvt	8	6021	PG Museum Roof Repair	40,000	-
8 Total					92,000	11,610
CIP20-22	Civic Center	14	6021	City Hall - Admin Services Flooring (Laminate & Bathrooms)	15,085	15,085
14 Total					15,085	15,085
CIP21-01	Measure X	17	6041	FY 20/21 Street Rehab on Lower Lighthouse Ave & Funston Ave	447,366	447,366
CIP22-01	Measure X	17	6041	FY21/22 Street Rehabilitation	466,015	338,575
CIP22-02	Measure X	17	6041	FY21/22 Crack and Slurry Seal	104,757	-
17 Total					1,018,138	785,941
CIP20-14	Recreation Donation	25	6021	Heater - Youth Center	12,000	-
25 Total					12,000	-
CIP22-07	Chautauqua	26	6021	Chautauqua Hall Repair	18,654	3,485
26 Total					18,654	3,485
CIP22-09	Yount	41	6031	George Washington Park Mgmt Plan	46,000	29,629
41 Total					46,000	29,629
CIP20-19	Strong Disbursement	46	6021	Electric Vehicle Charging ⁽²⁾	158,775	166,459
CIP21-05	Strong Disbursement	46	6021	Park ADA Compliance Assessment and Transition Plan	50,000	308
CIP21-07	Strong Disbursement	46	6021	Police Department Server Room Improvements	5,126	4,626
CIP22-08	Strong Disbursement	46	6021	City Hall Downspout Replacement	26,500	15,275
CIP22-14	Strong Disbursement	46	6031	Gutter Replacement PW Yard	8,879	5,705
46 Total					249,280	192,372
CIP22-01	RMRA (SB1)	47	6041	FY21/22 Street Rehabilitation	310,428	-
47 Total					310,428	-
CIP18-46	General Fund	63	6031	Tide Pool & Point Pinos	1,575,973	1,234,569
CIP22-01	General Fund	63	6041	FY21/22 Street Rehabilitation	300,000	294,309
CIP22-02	General Fund	63	6041	FY21/22 Crack and Slurry Seal	200,000	24,021
CIP22-12	General Fund	63	6021	Del Monte Blvd Storm Water	150,000	17,649
CIP22-15	General Fund	63	6021	Library Roof Repair	21,010	17,508
CIP22-17	General Fund	63	6031	Caledonia Park Children's Playground	6,173	-
CIP22-18	General Fund	63	6031	Jewell Park Gazebo Repair	20,000	20,110
CIP22-21	General Fund	63	6031	George Washington Park Children's Playground	25,000	-
TRC21-02	General Fund	63	6021	PW Fire and Reconstruction	1,034,566	218,939
63 Total					3,332,722	1,827,105
CIP20-13	Sewer	76	6051	Main Sewer Line Imp (Ocean View w/Phase 4 Urban Diversion)	184,398	42,230
CIP21-01	Sewer	76	6051	FY 20/21 Street Rehab on Lower Lighthouse Ave & Funston Ave	315,427	314,670
CIP22-01	Sewer	76	6051	FY21/22 Street Rehabilitation	400,000	40,292
CIP22-03	Sewer	76	6051	Phase 9 Sewer Improvements	250,000	48,196
76 Total					1,149,825	445,388
CIP22-11	Golf Course	77	6021	HVAC Replacement Golf Course Clubhouse	25,000	12,239
77 Total					25,000	12,239
CIP18-84	ASBS Grant	79	6026	ASBS Storm Water Capture and Diversion	447,198	447,198
79 Total					447,198	447,198

FY 21/22 Capital Improvement Project Expenditure Report

Preliminary Fourth Quarter - Fiscal Year 21/22 ⁽¹⁾

<u>Project</u>		<u>Fund</u>	<u>Account</u>	<u>Project Name</u>	<u>Total Budget</u>	<u>Expenditures as of</u> <u>06/30/22</u>
CIP20-17	Mc Indoo	92	6031	Beach Access	4,000	2,100
CIP21-10	Mc Indoo	92	6031	Drinking Fountain at Lover's Point Park	25,057	16,487
92 Total					29,057	18,587
CIP20-25	Koo Estate	93	6042	Downtown Iconic Cypress Tree Moon Lighting	11,870	11,575
CIP22-10	Koo Estate	93	6031	Lover's Point Pier Repair	100,000	3,605
93 Total					111,870	15,180
Grand Total					\$ 6,857,256	\$ 3,803,818
Percentage expended ⁽¹⁾						55%

(1) Accruals for project expenditures are pending through August. The total year-end expenditures, as well as the percentage expended may change.

(2) This project is pending a final reconciliation. The project includes some direct payment costs to PG & E that may be covered with an additional line item. All primary vendor costs are within the contract amount.



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 and Mohammed Khasimi, Chief Information Officer
MEETING DATE: August 3, 2022
SUBJECT: Status of Records Management System and Posting of Online Agreements
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive report.

DISCUSSION

At the April 7, 2021 meeting, Council directed staff to provide a recommendation with options, pros, and cons on how best to post online agreements that have a value of \$5,000 or more. A meeting was held between key staff and a summary of the discussion and preliminary findings were provided to Council in its May 19, 2021 packet. Due to time constraints, the item was continued to the Council's June 2, 2021, where Council subsequently directed staff to take the additional time to conduct the research, evaluation, and assessment of available document and records management software options based on the City's overall need for managing documents, workflows, and records, including a formal request for proposal if needed.

Since its last status report in August, key staff met, drafted and issued an RFP. Staff received 7 proposals; and selected the top 3 to proceed with interviews and demonstrations of their respective software. Based upon the proposals, interviews, demonstrations, and the City's needs, a contract was awarded. The City is in the midst of contract preparation and execution, but is happy to report the proposal falls within the City Manager's spending limit. Staff will provide further information once a contract has been finalized and executed.

Pursuant to Council direction, the priority is the posting of online contracts.

OPTIONS

N/A

FINANCIAL IMPACT:

There is no fiscal impact in providing this status report.

Funds to support this project were included in the Fiscal Year 21/22 Budget. A request to roll the budget for this project into the new fiscal year will be made, along with other qualifying purchase orders once the year-end accrual process is completed.

GOAL ALIGNMENT: Community Responsiveness: Develop and implement systems, interfaces and infrastructure.



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: August 3, 2022
SUBJECT: Monterey Regional Waste Management District (MRWMD)
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive the report.

DISCUSSION

There are many good things to say about MRWMD including the efforts of a new Executive Director, Felipe Melchor.

However, I was disappointed to see the Board agree to accept garbage from outside the District (Santa Cruz County) and charge them 5% less than District members which includes Pacific Grove.

The most recent board packet can be found [here](#). Video recordings of meetings are not posted online but can be obtained by contacting Ida Gonzales, Executive Assistant/Board Clerk, 831-264-6388, igonzales@mrwmd.org

Be aware that MRWMD has changed its name to [ReGen Monterey](#).

OPTIONS

N/A

FINANCIAL IMPACT:

None.

GOAL ALIGNMENT:

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



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Nick Smith, Council Member
MEETING DATE: August 3, 2022
SUBJECT: Monterey One Water 2022 Mid-Year Highlights
CEQA: Does not constitute a "Project" per California Environmental Quality Act
Guidelines Section 15378

RECOMMENDATION

Receive report.

Attachments

MW-1 Highlights

Board of Directors: 2022 Mid-Year Highlights

Wastewater Infrastructure

Monterey One Water continues to prioritize the maintenance and improvement of its infrastructure. In Q1 and Q2 of 2022, rates supported the following critical infrastructure projects to ensure reliable conveyance and treatment of wastewater.

- Monterey and Seaside Pump Station Rehabilitation – Pump stations move wastewater from our member cities to the Regional Treatment Plant; improvements will occur at these key stations to upgrade electrical equipment, pumping capacity, and facilities.
- Beach Manholes – Design and engineering services to begin the rehabilitation process of 15 coastal manholes impacted by the harsh marine climate.
- Headworks Bypass Project – All wastewater enters the Plant at the Headworks; this project will strengthen the bypass system at this step to prevent an unintended wastewater release.

Water Quality & Compliance

- ELAP Certification Renewal – Monterey One Water's onsite laboratory is certified by the California State Environmental Laboratory Accreditation Program (ELAP). Strict standards require annual accreditation reviews including onsite inspections and proficiency testing studies. The State conducted its three-day assessment in early 2022 and the Agency demonstrated all requirements for annual recertification.

Castroville Seawater Intrusion Project

- In Fiscal Year 2022, the Agency produced 11,376 acre feet (AF) of recycled water for agriculture irrigation or 50% of the project area's demand.

Pure Water Monterey

The Pure Water Monterey Project continues to perform as designed, meeting the strict state and federal water quality parameters outlined in its permit requirements.

- In Fiscal Year 2022, the Agency produced 3,500 AF of purified water for the potable water supply via groundwater replenishment and 173 AF towards the operational reserve.
- An expansion of Pure Water Monterey is pending review by the California Public Utilities Commission to amend the Water Purchase Agreement between Monterey One Water, the Monterey Peninsula Water Management District, and California American Water. A proposed decision is anticipated by September 2022.

Government Relations & Grants

- Staff submitted two federal grants and one state grant in the first half of 2022 to support: (1) Pure Water Monterey, (2) Cybersecurity and SCADA Resilience, and (3) co-digestion of wastewater solids and organics. Award decisions are anticipated in late 2022.
- Congressman Panetta joined staff at a Pacific Grove pump station for an in-person look at vulnerable coastal infrastructure. Thanks to the federal funding Congressman Panetta helped secure, design work will begin this year to move the pump station's electrical equipment away from the rising sea and intense coastal surges.



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: August 3, 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: Sandra Kandell, City Clerk
MEETING DATE: August 3, 2022
SUBJECT: League of California Cities Annual Conference Voting Delegates
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Designate Councilmember Poduri as Voting Delegate and Councilmember McAdams as Alternate to attend the 2022 League of California Cities Annual Conference on September 7-9, 2022, and represent the City on policy matters.

DISCUSSION

The League of California Cities will hold its 2022 Annual Conference from September 7-9, 2022, in Long Beach, California. During the conference’s business meeting, authorized delegates from the City may represent the City’s interests to vote on and approve League policy.

Historically, the Mayor has been selected as the City’s Voting Delegate and the Mayor Pro Tem as Alternate to attend the League of California Cities Annual Conference. However, other Councilmembers may be designated as delegate and alternate. The delegate or alternate shall attend the conference to represent and vote on behalf of the City of Pacific Grove.

The resolution required by the League states that, “the League requires each city seeking to vote on those matters to authorize by resolution its Mayor or other elected official(s) to formally represent the city, participate in the business meeting, and vote on behalf of the city.”

Once available, policy issues to be voted on will be submitted separately at a future Council meeting.

OPTIONS

Provide alternate direction.

FINANCIAL IMPACT:

Funding for City Council conference attendance and travel was allocated for within the adopted Fiscal Year 2022-23 budget.

GOAL ALIGNMENT: Not Applicable.

Attachments

LoCC Packet
LoCC Form



Council Action Advised by August 31, 2022

DATE: June 1, 2022

TO: City Managers and City Clerks

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference & Expo – September 7-9, 2022**

Cal Cities 2022 Annual Conference & Expo is scheduled for September 7-9, 2022 in Long Beach. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly) on Friday, September 9. At this meeting, Cal Cities membership considers and acts on resolutions that establish Cal Cities policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity.

Please complete the attached Voting Delegate form and return it to Cal Cities office no later than Friday, September 2. This will allow us time to establish voting delegate/alternate records prior to the conference.

Please view Cal Cities' [event and meeting policy](#) in advance of the conference.

- **Action by Council Required.** Consistent with Cal Cities bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration will open by June 1 on the [Cal Cities](#) website. In order to cast a vote, at least one voter must be present at the Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.

- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.
- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Long Beach Convention Center, will be open at the following times: Wednesday, September 7, 8:00 a.m. – 6:00 p.m.; Thursday, September 8, 7:00 a.m. – 4:00 p.m.; and Friday, September 9, 7:30 a.m.–12:30 p.m. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to Cal Cities office by Friday, September 2. If you have questions, please call Darla Yacub at (916) 658-8254.

Attachments:

- Annual Conference Voting Procedures
- Voting Delegate/Alternate Form

Annual Conference Voting Procedures

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to Cal Cities policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the Cal Cities Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in their possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.



CITY: _____

**2022 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM**

Please complete this form and return it to Cal Cities office by Friday, September 2, 2022. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

To vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: _____ Email: _____

Mayor or City Clerk _____ Date _____ Phone _____
(circle one) (signature)

Please complete and return by Friday, September 2, 2022 to:

Darla Yacub, Assistant to the Administrative Services Director

E-mail: dyacub@calcities.org; Phone: (916) 658-8254



CITY: City of Pacific Grove

**2022 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM**

Please complete this form and return it to Cal Cities office by Friday, September 2, 2022. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

To vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: Chaps Poduri

Title: Councilmember

2. VOTING DELEGATE - ALTERNATE

Name: Jenny McAdams

Title: Alternate

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: __Sandra Kandell__ Email _skandell@cityofpacificgrove.org

Mayor or City Clerk _____ Date _____ Phone _____
(circle one) (signature)

Please complete and return by Friday, September 2, 2022 to:

Darla Yacub, Assistant to the Administrative Services Director

E-mail: dyacub@calcities.org; Phone: (916) 658-8254



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: August 3, 2022
SUBJECT: Public Works Electrical Replacement Project
CEQA: Categorical Exemption, CEQA Guidelines Section 15302, Class 2, Replacement or Reconstruction of Existing Structures and Facilities

RECOMMENDATION

Authorize an agreement with Jacob Construction & Design not to exceed \$313,727.26 plus a 20% contingency for the Public Works Corporation Yard electrical replacement project.

DISCUSSION

On June 5, 2021, at approximately 1:00 am, a fatal vehicle collision occurred at the Public Works Corporate Yard (PW Yard), located at 2100 Sunset Drive. A vehicle traveling on Grove Acre at a high rate of speed crossed Sunset Drive, striking the curb, crashing through the chain link fence that borders the PW Yard, and collided with the warehouse building. The collision caused the vehicle and building to become engulfed in flames, resulting in major damage to the building and destroying the vehicle. The unfortunate incident destroyed all the contents of the warehouse, including the main electrical panels, IT infrastructure, and numerous documents.

Public Works acted immediately and deployed portable generators to power the yard to ensure services for residents, visitors, and business, would continue without disruption. Deployment of the generators was an immediate response to ensure continuity of services, but not a viable long-term option to sustain department operations.

Public Works began discussions with PG&E to chart a path forward. Ultimately, it was determined that temporary power would need to be deployed because (1) the sites substantial power supply needs, and (2) construction of permanent power infrastructure, would be a lengthy process, requiring design/engineering and PG&E permitting. The City was able to secure a temporary power source, and remove the Public Works yard from generator power on October 1, 2021, while simultaneously engineering new electrical services for the Public Works yard. The City solicited the services of Aurum Consulting Engineers to produce plans for the Public Works electrical system.

In May of 2022, the City issued an RFP for repairs to the Public Works Electrical System, which included the following scope of work:

- Demolition of existing panels, disconnects and Automatic Transfer Switches (ATS)
- Demolition of existing conduit and wire removal

- Installation of new main panel and meter
- New panels and disconnects in Mechanical Division
- Installation of new Automatic Transfer Switch for backup generators
- 955 feet of feeder wire installed
- 235 feet of conduit trenching

On June 23, 2022, the RFP period closed. The City received three proposals from the following firms:

Company Name	Bid Amount
Jacob Construction & Design	\$313,727.26
Central Electric Co.	\$313,851.77
Monterey Peninsula Engineering	\$416,885.00

City staff has qualified Jacob Construction & Design as the lowest responsible bidder. Their proposal was also reviewed by Sedgwick, the independent insurance adjusters, assisting the California Joint Powers Authority (CJPIA) with the fire claim.

The electrical work will be completed simultaneously with the repairs to the administrative office and the reconstruction of the warehouse building.

OPTIONS

1. Do not approve the agreement with Jacob Construction and Design.
2. Provide alternative direction.

FINANCIAL IMPACT:

This project is funded under the City's existing property insurance coverage with the California Joint Powers Insurance Authority (CJPIA). The City will be fully reimbursed for this project by Sedgwick, an independent insurance adjuster, assisting the CJPIA with this claim.

The City's \$10,000 deductible related to this claim has already been met with costs associated with the initial post-fire response to get the department operational. This deductible was paid for via the City's existing Liability Fund budget.

A total of \$1,034,566 was budgeted for the repairs and ongoing operational costs resulting from the fire incident. As noted above, the work authorized under this agreement is fully reimbursable by the City's insurer. Attachment 1 is a memo from Sedgwick accepting the \$313,727.26 proposal by Jacob Construction & Design and requesting permission for advanced payment to assist with the commencement of the repairs.

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

Attachments

Letter approving expense, Sedgwick

July 20, 2022

City of Pacific Grove
300 Forest Ave
Pacific Grove CA 93950.

Attention: Daniel Gho
Public Works Director

RE: Loss Report Number: 1623692280
Insured: City of Pacific Grove
Coverage: MOC-PP
Term: 07/01/20 - 07/01/21
Date of Loss: June 5th, 2021
Type of Loss: Vehicle impact / Fire Damage
Location of Loss: Pacific Grove Public Works Yard
2100 Sunset Drive
Pacific Grove, CA 93950
Sedgwick File Number: BUR21039880

Dear Mr. Gho,

As you know, we are independent insurance adjusters assisting the California Joint Powers Insurance Authority (CJPIA) with the investigation of the above captioned claim.

The purpose of this letter is to advise you that we are accepting of the attached repair estimate provided by Jacob Construction Company & Design for \$313,726.88 which includes the removal and replacement of the damaged electrical power pole, main breaker system and electrical support systems at the City of Pacific Grove Public Works Corporate Yard.

If any change orders are received, please notify us forward them to the undersigned as soon as possible for review.

We are requesting permission for advance payment of a portion of the total repair estimate to assist with the commencement of repairs. Once repairs are completed and a final repair invoice has been received, we will request permission to issue final payment.

We thank you for your cooperation in this matter. If there are any questions or concerns, please contact the undersigned.

Sincerely,

Logan Pase
Regional General Adjuster



Logan R. Pase

Phone: 818.736.4980

Mobile: 747.201.0807

Fax: 747.477.1115

1612 W. Olive Avenue Suite 301

Burbank, CA 91506

Logan.Pase@Sedgwick.com

Enclosures:

Repair estimate by Jacob Construction Company & Design



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: August 3, 2022
SUBJECT: FY22/23 CIP Engineering Services
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Authorize an agreement with Neill Engineers Corp for Capital Improvement Plan engineering services in an amount not to exceed \$470,093 plus a 15% contingency.

DISCUSSION

The City of Pacific Grove (City) Public Works Department utilizes engineering services to execute vital Capital Improvement Plan (CIP) projects by providing technical consultation, project design, and surveying services. Neil Engineers Corp (Neil Engineers) has provided the City with engineering services since 1964. From 1964 through 1991, Neil Engineers augmented City staffing during fluctuations in workload to help minimize cost while maintaining existing staffing levels.

In 1991, the role of Neil Engineers expanded from a project-based service to the function of City Engineer via a formalized professional services agreement. In 2008, a new professional services agreement with Neil Engineers was executed, with the same scope, to reflect an increased monthly retainer of \$1,000, previously \$750. The current contract, executed in 2008, has been renewed by yearly extensions and has maintained the same \$1,000 monthly retainer. The City has harnessed this agreement for a variety of administrative engineering functions including project consultation, surveying, plan review, and public hearings.

In addition to the existing executed professional services agreement that allows for administrative engineering functions, staff is recommending entering into an agreement to authorize specific project-based engineering services related to the FY 2022/23 CIP in an amount not to exceed \$470,093 plus a 15% contingency. This contract will allow the progression of the following CIP projects:

- FY22/23 Street Rehabilitation
- FY22/23 Crack & Slurry Seal
- Street Rehabilitation on David Avenue
- Phase 9 Sewer Improvements
- Del Monte Storm Drain
- David Avenue Sidewalks

Standard bidding procedures were suspended in accordance with Pacific Grove Municipal Code

(PGMC) section 2.16.080 “Bidding procedures- Dispensation When” which provides that the purchasing agent, the City Manager, may dispense with bid procedures for purchase of services when in his sole discretion and judgment it is in the best interest of the City when (d) a service (such as attorney, accountant, architect or specialized consultant) involves specialized knowledge or personal skill. Neill Engineers has worked with the city since 1964. Their vast and incomparable institutional knowledge and robust experience with the City provide them with specialized knowledge and skill regarding the City’s existing infrastructure that is necessary to most efficiently and effectively design, plan and execute CIP projects.

In addition, Staff has reviewed the fee schedule for other engineering firms that have provided the City services for other CIP projects in the previous fiscal year. Neill Engineers is the most cost-effective provider of services. Staff is recommending authorization of this agreement with Neill Engineers due to their unparalleled service, vast institutional knowledge, previous work history, and existing agreement to serve as the City’s engineer.

Failure to authorize this agreement will result in significant delays in the above-referenced CIP projects.

OPTIONS

1. Do not authorize the agreement.
2. Direct staff to issue a request for proposals/requests for qualifications for CIP engineering services. Please note this option would significantly delay the commencement of the above referenced projects. This option may also result in additional fiscal impacts if engineering services exceed engineering allocations within the approved CIP project budgets.

FINANCIAL IMPACT:

Engineering services are included within individual CIP project budgets, approved as part of the annual budget. Therefore, no additional fiscal impact is anticipated.

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

Attachments

Fee Schedule

NEILL ENGINEERS CORP.
Consulting Engineers

2022 FEE SCHEDULE

MUNICIPALITIES AND GOVERNMENTAL AGENCIES

We have listed the hourly rates charged for civil engineering services performed. Many services are provided at the hourly rate by professional and technical persons at the appropriate level for the difficulty, risk and experience required. Services may also be provided on a cost of construction percentage, fixed fee, or other basis.

Hourly Rates for Staff Members for Normal Assignment

Principal Engineer	\$199.00 per hour
Project Engineer	\$188.00 per hour
Staff Engineer/Surveyor	\$168.00 per hour
Engineering Technician	\$139.00 per hour
CADD Draftsperson	\$124.00 per hour
Field Observer	\$132.00 per hour
Administrative Assistant	\$93.00 per hour
2-Man Field Survey Crew	\$256.00 per hour
3-Man Field Survey Crew	\$320.00 per hour
Blueprinting & Copying	Cost + 10%
Other Consultants	Cost + 10%



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Laurel O'Halloran, Associate Planner
MEETING DATE: August 3, 2022
SUBJECT: Architectural Review Board Meeting Minutes: June 14, 2022.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive minutes.

Attachments

June 14, 2022, ARB Minutes



NOTICE OF MEETING

CITY OF PACIFIC GROVE

ARCHITECTURAL REVIEW BOARD

MINUTES

Tuesday, June 14, 2022, 3:00 P.M.
Meeting held via Zoom

1. **CALL TO ORDER & ROLL CALL**

Members Present: Eldridge, Boyle, Gunby,

Members Absent: Gaino, Wells

2. **APPROVAL OF THE AGENDA**

On a motion by Vice Chair Boyle, seconded by Member Eldridge, the Board voted 3-0-2 (Wells, Gaino absent) to approve the agenda with the following amendments:

Item 8E was continued to the June meeting.

Item 9B was continued to the June meeting.

Item 9A was moved ahead of Item 8D, becoming the new Item 8D, while Item 8D was made 8E.

Motion passed.

Member Wells joined the meeting at 3:04pm.

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

Staff liaison, Laurel O'Halloran announced the ARB would begin to meet monthly.

4. **COUNCIL LIAISON ANNOUNCEMENTS**

Council Member Poduri provided an update on recent City Council actions

5. **GENERAL PUBLIC COMMENT**

None

CONSENT AGENDA

6. REPORTS FOR INFORMATION ONLY

7. REPORTS REQUIRING ACTION

A. Draft April ARB Minutes

Reference: Laurel O'Halloran, Planner

Recommended Action: Review and approve the draft minutes as submitted.

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

B. Architectural Permit (AP) 22-0088 for 400 Beaumont Ave (APN 006-684-010).

Zoning District/General Plan Designation: R-1 / Medium Density Residential (7.3 du/ac)

Coastal Zone: No

Historic Resources Inventory: No

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

Recommended Action: Staff recommends that the Architectural Review Board approve AP 22-0088 subject to findings, conditions of approval, and a Class 1 CEQA exemption.

Reference: Alex Othon, Associate Planner

On a motion by Member Wells, seconded by Member Eldridge, the Board voted 4-0-1 (Gaino absent) to approve the Consent Agenda.

Motion passed.

REGULAR AGENDA

8. PUBLIC HEARINGS

A. Architectural Permit (AP) & Coastal Development Permit (CDP) 22-0039 for 321 Asilomar Ave (APN 006-392-035)

Zoning District/General Plan Designation: R-1-B-4/ Low Density 2.0 DU/ac

Coastal Zone: Yes

Recommended Action: Staff recommends the ARB review the documents and forward a recommendation of approval to the Planning Commission, subject to the findings, conditions of approval, and a Class 1, section 15301(e), Existing Facilities CEQA exemption.

Reference: Laurel O'Halloran, Planner

Laurel O'Halloran, Associate Planner, provided a staff report.

Aaron Tollefson, project Designer, spoke on the item.

The Chair opened the floor to public comment.

The Chair closed the floor to public comment.

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

The Board discussed the item.

On a motion by Member Eldridge, seconded by Member Boyle, the Board voted 4-0-1 (Member Gaino absent) to forward a recommend of approval to the Planning Commission subject to findings, conditions of approval, and a Class 1 CEQA exemption.

Motion passed.

- B. Architectural Permit (AP) 22-0074 for 920 14th Street (APN 006-682-016)
Zoning District/General Plan Designation: R-1/ Medium Density 7.3 DU/ac
Coastal Zone: No
Historic Resources Inventory: No
CEQA: Categorical Exemption, CEQA Guidelines Section 15301, Class I, Existing Facilities
Recommended Action: Approve the Architectural Permit subject to the recommended findings, conditions of approval, Class 1, section 15301(e), Existing Facilities CEQA exemption.
Reference: Laurel O'Halloran, Planner

Laurel O'Halloran, Associate Planner, provided a staff report.

Merritt Hawley, project Architect, spoke on the item.

The Chair opened the floor to public comment.

The Chair closed the floor to public comment.

The Board discussed the item.

On a motion by Member Eldridge, seconded by Member Wells, the Board voted 4-0-1 (Member Gaino absent) to approve the item subject to findings, conditions of approval, and a Class 1 CEQA exemption.

Motion passed.

- C. Architectural Permit (AP) & Administrative Use Permit (AUP) 22-0086 for 243 Locust St (APN 006-321-010)
CEQA: Categorical Exemption, CEQA Guidelines Section 15301, Class I, Existing Facilities
Recommended Action: Staff recommends that the Architectural Review Board approve AP/AUP 22-0086 subject to findings, conditions of approval, and a Class 1 CEQA exemption.
Reference: Alex Othon, Associate Planner

Alex Othon, Associate Planner, provided a staff report.

Jeanne Byrne, the project architect, spoke on the item.

The Chair opened the floor to public comment.

The following members of the public spoke on the item:

CEQA: Categorical Exemption, CEQA Guidelines Section 15301, Class I, Existing Facilities
Megan Armfield-Webb
Inge Lorentzen Daumer
Diane Winant
Nancy

The Chair closed the floor to public comment.

The Board discussed the item.

On a motion by Member Eldridge, seconded by Member Boyle, the Board voted 4-0-0-1 (Gaino absent) to approve the item subject to findings, conditions of approval, and a Class 1 CEQA exemption.

Motion passed.

- D. Architectural Permit (AP), Variance (VAR) & Coastal Development Permit (CDP) 22-0092 for 829 Ocean View Blvd

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

Recommended Action: Forward a recommendation of approval to the Planning Commission, subject to findings, conditions of approval, and a Class 1 CEQA exemption.

Reference: Alex Othon, Associate Planner

Alex Othon, Associate Planner, provided a staff report.

Keith Erikson, the property owner, spoke on the project.

The Chair opened the floor to public comment.

The following members of the public spoke on the item:

Inge Lorentzen Daumer
Lisa Ciani
Anthony Ciani

The Chair closed the floor to public comment.

The Board discussed the item.

On a motion by Member Eldridge, seconded by Member Boyle, the Board voted 4-0-0-1 to continue the item to the July meeting to allow the property owner to revise the deck design in light of the comments made by the Board.

Motion passed.

9. CONTINUED AND ONGOING BUSINESS

- A. Architectural Permit (AP) & Tree Permit w/ Development (TPD) 22-0007 for 150 14th St. **(This item was continued from the April 12, 2022 ARB meeting).**

CEQA: Categorical Exemption, CEQA Guidelines Section 15301, Class I, Existing Facilities
Zoning District/General Plan Designation: R-3-PGR / High Density Residential (19.8 du/ac)

Coastal Zone: No

Recommended Action: Staff recommends that the Architectural Review Board approve AP 22-0007 subject to findings, conditions of approval, and a Class 1 CEQA exemption.

Reference: Alex Othon, Associate Planner

This item was continued to the July 12, 2022 ARB meeting.

- B. Architectural Permit No. 21-0425, 737 Eardley Avenue, APN 006-526-008 (**Item Continued from February 8 and April 12, 2022**)

Zoning District/General Plan Designation: R-1 / Medium Density Residential 10.9 du/ac

Coastal Zone: No

Historic Resources Inventory: No

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

Recommended Action: Continue the project (Application No. 21-0425) to July 12, 2022.

Reference: Joseph Sidor, Contract Planner

This item was continued to the July 12, 2022 ARB meeting.

- 10. **NEW BUSINESS None**
- 11. **PRESENTATIONS None**
- 12. **NEXT MEETING - July 12, 2022**
- 13. **ADJOURNMENT 4:25 PM**



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Diana Godwin, Library Manager
MEETING DATE: August 3, 2022
SUBJECT: Library Board Minutes: May 9, 2022
CEQA: Does not constitute a "Project" per California Environmental Quality Act
Guidelines Section 15378

RECOMMENDATION

Receive minutes.

Attachments

LAB Minutes May 9, 2022



NOTICE OF MEETING CITY OF PACIFIC GROVE

LIBRARY ADVISORY BOARD REGULAR MEETING

Monday, May 9, 2022 4:00 P.M.

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

MINUTES

CALL TO ORDER/ROLL CALL – 4:09 pm. Attending: Library Director Diana Godwin, City Council Liaison Bill Peake, Board Chair Heather Lazare, Board members Marybeth Rinehart, Faye Mueller-Delia (joined at 4:19), Tama Olver. Absent: Mary Ann Whitten.

1. APPROVAL OF AGENDA *Motion: Approve the agenda as submitted.* Lazare/Rinehart.
Approved unanimously 3/0/0.

2. COMMISSION/STAFF ANNOUNCEMENTS

Chair Lazare noted:

a. Feedback about openness of board members to meeting in person was split and she would look to the city council for guidance.

Diana Godwin noted:

Staffing:

a. Librarian hours will be increased from 20 to 30 in the new fiscal year

Programs:

b. Bilingual Story Time was offered

c. Baby Rhyme Time continues

d. Teen programs continue to grow.

e. Poetry month is going well. The first event was attended by 61 people. The poet laureate of Monterey County appeared on April 22 with about 40 in attendance.

f. 41 people attended a shared event with Robert Down School.

g. An on-line juried art show is scheduled for the fall with 5 associated events, 2 musical ones and 3 lectures.

h. The Gallery show, Writing on the Wall opened with Patrick Flanagan poetry April 8.

- i. The California State Library Access Grant was accepted by the city council. Purchase of the vehicle is in process from a local dealer.
- j. The city council approved elimination of fines for overdue books.

Faye Mueller joined the meeting at 4:19.

- k. The Monterey Bay Library Consortium is talking about joining catalogues so that patrons can acquire material from any of them. A prerequisite for this step was elimination of overdue fines.
- l. DEI training is available to all boards as well as to city staff.
- m. The Friends of the Library plan to complete details on the quilt fundraiser.
- n. A statement has been added to the website regarding freedom of speech at public libraries.

3. COUNCIL LIAISON ANNOUNCEMENTS

Mayor Peake noted:

- a. Councilmember McAdams was instrumental in supporting removal of overdue fines.
- b. The Hotel Durrell project is moving forward and water credits have been purchased.
- c. The Library Advisory Board is leaning toward continuing virtual meetings.
- d. The City Manager has been directed to place an advisory measure for one cannabis outlet on the fall ballot.
- e. A ½ cent increase in sales tax passed and collection will begin in October.
- f. The local water project loses \$200,000 per year.
- g. Capital improvement projects and the next fiscal year's budget would be considered at the next city council meeting.
- h. Chair Lazare noted her congratulations for the success of Good Old Days.

4. PUBLIC COMMENT

Inge Lorentzen Daumer noted she was having technology troubles and noted the need to correct her name in the minutes of the March 14, 2022 meeting.

5. APPROVAL OF THE MINUTES

- a. Minutes of January 10, 2022. Olver noted that the minutes previously approved for the meeting were not in finished format. Lazare moved and Olver seconded approval of the minutes as resubmitted in final form.
- b. Minutes of March 14, 2022. Lazare moved and Olver seconded approval of the minutes with a correction to Inge Lorentzen's name in item 4 and replacement of the text in item 7.B with: "Lazare discussed creating a program to include input from the local elementary schools, middle school, and high school—hearing at our library board meetings directly from students on what they want to see from the library. Rinehart noted that this is the end of the school year and then we move into summer, so will be difficult to start something now, but overall encouragement from group to consider plans. Lazare to follow up in the fall." The motion passed 4/0/0.

REGULAR AGENDA

6. UNFINISHED AND ONGOING BUSINESS

A. WORDING OF HAYES PERKINS PLAQUE

Hayes Perkins died in 1964 and left his estate to the library. His donation was the first donation to the Library Trust as the Hayes Perkins Memorial Trust for books. His direction for use of the trust included specific conditions for the types of acquisitions. In May of 1965 the city council authorized that only interest from the trust be spent and asked for a small plaque to be created honoring Perkins. It was suggested that working on the plaque could be simple: In memory of Hayes Perkins. Lazare moved and Mueller-Delia seconded to honor the request of the city council in May 1965 and create a plaque honoring Hayes Perkins. The motion passed 4/0/0.

7. NEW BUSINESS

A. MEETING IN JULY

After determination that a quorum would be possible, we agreed to schedule a July 11 meeting of the board.

ADJOURNMENT – 4:46 pm.

Next Meeting: July 11, 2022, 4pm, via Zoom.



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: August 3, 2022
SUBJECT: Master Fee Schedule Amendment
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Amend the City of Pacific Grove Municipal Master Fee Schedule to set a fine amount for violations of Pacific Grove Municipal Code Chapter 16.40.710 related to parking in designated electric charging parking spaces.

DISCUSSION

On June 15, 2022 City Council approved an ordinance for Pacific Grove Municipal Code (PGMC) Chapter 16.40.710 which prohibits the parking of vehicles in stalls or spaces designated for electric vehicle charging, unless the vehicle is connected and actively charging. In order to enforce, staff is recommending to add a fine amount for violation of PGMC 16.40.710.

The attached resolution amends the FY2022/23 Master Fee Schedule to add parking bail for PGMC 16.40.710 Electric Vehicle Violation to \$48.00.

OPTIONS

1. Do nothing.

FINANCIAL IMPACT:

The approval of the fine will minimally impact the General Fund, with additional parking citation revenues generated to account 01-4426.

GOAL ALIGNMENT: Complete Streets: Plan, design and implement streets, sidewalks and transportation networks that better allow access for all types of users.

Attachments

Resolution

RESOLUTION NO. 22-xxx

**AMEND THE CITY OF PACIFIC GROVE MUNICIPAL MASTER FEE SCHEDULE
TO SET A FINE AMOUNT FOR VIOLATIONS OF PACIFIC GROVE MUNICIPAL
CODE CHAPTER 16.40.710 RELATED TO PARKING IN DESIGNATED ELECTRIC
CHARGING PARKING SPACES**

FINDINGS

1. Pacific Grove Municipal Code Chapter 6.02 provides for fees to be set to recover costs reasonably borne by the City to provide any regulation, product, or service.
2. Pacific Grove Municipal Code Chapter 16.40.710 prohibits the parking of vehicles in a stall or space designated as an electric vehicle charging space, unless the vehicle is connected and actively charging.
3. There is no current set bail for the newly adopted electric vehicle parking violation.
4. The proposed amendment is consistent with other parking violations.

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 amendment to the FY2022/23 Master Fee Schedule to set fees for the parking bail, as follows:

<i>Account #</i>	<i>Municipal Code</i>	<i>Description</i>	<i>Fee (Bail)</i>
01-4426	16.40.710	Electric Vehicle Violation	\$48

3. This Resolution shall become effective immediately following passage and adoption thereof.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE
this ____ day of _____, _____, 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: Anastacia Wyatt, Community Development Director
MEETING DATE: August 3, 2022
SUBJECT: Funding Regarding State Project Homekey
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Authorize staff to initiate a State Project Homekey application for the next round of funding.

DISCUSSION

On January 19, 2022, Council authorized a Project Homekey application to the California Department of Housing and Community Development (HCD). Staff submitted the application on January 31st, 2022. The application was later revoked due to a lack of a suitable site for a project. On February 16, 2022, Council directed staff to conduct a public workshop. On March 14, 2022, City Staff held a workshop on the Project Homekey program to provide more information regarding the program and gather community input.

The State's Project Homekey program provides funding from HCD for the following activities:

- Acquisition, rehabilitation of motels, hotels, apartments, homes, residential or commercial facilities for elderly, manufactured housing, and other buildings that could be converted to permanent or interim housing;
- Master leasing of properties for non-congregate housing (non-congregate housing is housing that is not shared, such as hotels and motels);
- New construction of dwellings;
- Purchase of affordability covenants and restrictions for units;
- Relocation costs for individuals who are being displaced as a result of the project; and
- Capitalized operating subsidies for units purchased, converted, constructed, or altered with funds.

The State has had two rounds of Project Homekey funding since 2020. The last round was oversubscribed as the program has become more popular statewide and been a significant funding source to convert hotels into permanent supportive housing for low income residents in need of housing. City staff expects another round of Homekey funding to be released this fall. If another round is released, the program would provide a substantial subsidy to provide units for residents in Pacific Grove in need of affordable housing opportunities.

Based on the 6th cycle Regional Housing Needs Allocation (RHNA), the City is required to plan for

affordable housing and the City needs subsidies to assist in the production of lower income units. The City has not met its 2015-2023 5th cycle RNHA required units for very low income. Based on the April 2022, Draft 6th Cycle RHNA Plan (2023-2031), released by the Association of Monterey Bay Area Governments (AMBAG), the City will need to plan for 362 very low, 237 low, 142 moderate, and 384 above moderate units for a total of 1,125 units.

City staff is seeking Council direction to begin the process to plan for a Round 3 Project Homekey project. Should Council agree to move forward, staff would do the following: review the Round 3 NOFA requirements; request a consultation with State staff; request state technical assistance; identify a development partner; identify a local broker who would assist in locating a suitable property and conduct property negotiations; identify a non-profit supportive services partner to run the program; and return to Council with application details and a request for an authorizing resolution to submit the application to HCD.

OPTIONS

1. Do not authorize staff to initiate a State Project Homekey application.
2. Provide alternate direction.

FINANCIAL IMPACT:

At this time, there is no financial impact for City staff to begin researching a potential Homekey project. However, if the City Council chooses to direct staff to submit an application, then the financial impacts would be determined in that application and it would come back to City Council for approval.

GOAL ALIGNMENT: Increase Affordable Housing: Determine policies, projects and programs that will advance the effort to create new affordable housing in the City.
