NOTICE OF MEETING

CITY OF PACIFIC GROVE

CITY COUNCIL

CLOSED SESSION MEETING AGENDA

Wednesday, January 18, 2023, 5:00 P.M.
Council Chamber – City Hall – 300 Forest Avenue, Pacific Grove, CA

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

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

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

Join the Zoom Meeting to participate live at:
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877 853 5247 (Toll Free)
888 788 0099 (Toll Free)
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Webinar Meeting ID: 692 219 855#
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AGENDA

CALL TO ORDER

APPROVAL OF AGENDA

CLOSED SESSION

PUBLIC COMMENT ON CLOSED SESSION MATTERS

Comments from the public will not receive Council action. Comments must deal with matters on the Closed Session agenda and will be limited to three minutes

A. Conference with Legal Counsel - Initiation of Litigation; Government Code §54956.9(d)(4))
Number of Cases: One

B. Conference with Legal Counsel - Pending Litigation (Government Code Section 54956.9)
Michael Gonzalez v. City of Pacific Grove, California; Police Chief Cathy Madalone; City Manager Ben Harvey; Does 1-10
US District Court, Northern District Action No. 5:22-cv-1079 SVK

ADJOURNMENT

NOTICE OF MEETING

CITY OF PACIFIC GROVE

CITY COUNCIL

REGULAR MEETING AGENDA

Wednesday, January 18, 2023, 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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Help Line 831-648-3128

MEETING INSTRUCTIONS

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

AGENDA

CALL TO ORDER

A. Remote Teleconference - AB 361 **PG 11**

Reference: Sandra Kandell, City Clerk

Recommended Action: Ratify Resolution No. 21-029 Emergency Teleconferencing authorizing remote teleconference meetings of all City legislative bodies for the following 30 days in accord with the Ralph M. Brown Act.

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

PLEDGE OF ALLEGIANCE: Councilmember McDonnell

1. **APPROVAL OF AGENDA**

2. **PRESENTATIONS**

A. Employee Service Awards: Public Works: Michael Aliotti (35), Nancy McDowell (20), and Garrett McCown (5); Administrative Services Department: Jennifer Pope (10); Police Department: Wiley Griffin (5), Maxfield Murray (5); Recreation Department: Zoe Wilson (5) **PG 17**

Reference: Ben Harvey, City Manager

Recommended Action: Receive presentations.

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

B. Pacific Grove and CourseCo Update **PG 25**

Reference: Michael Sharp, Michael Sharp, PGA, President and CEO

Recommended Action: Receive presentation.

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

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

A. Report on Closed Session by City Attorney

B. Other

4. **GENERAL PUBLIC COMMENT**

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

A. Public Comment

Reference: Sandra Kandell, City Clerk

Recommended Action: Receive written public comment, if applicable.

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

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 December 21, 2022 City Council Regular Meeting **PG 39**

Reference: Kerry Lindstrom, Deputy 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

7. **ORDINANCES**

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

8. **REPORTS – INFORMATION ONLY**

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

A. Monterey Salinas Transit Meeting Minutes: November 14, 2022 **PG 45**

Reference: Joe Amelio, Councilmember

Recommended Action: Receive minutes.

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

B. Council Goals Meeting January 25, 2023 **PG 53**

Reference: Bill Peake, Mayor

Recommended Action: Receive report.

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

C. Check Register Report - December 2022 **PG 55**

Reference: Audrey Cray, Finance & Risk Manager

Recommended Action: Receive the report.

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

D. Core Revenue Report - December 2022 **PG 101**

Reference: Audrey Cray, Finance & Risk Manager

Recommended Action: Receive the 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 105**

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. Legal Services Agreement with Jackson Lewis P.C. **PG 107**

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

Recommended Action: Motion to authorize the Mayor to sign an Amendment to the Legal Services Agreement with Jackson Lewis P.C.

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

C. Agreement for Comprehensive Fee Study, Development Impact Fees, and/or a Cost Allocation Plan **PG 111**

Reference: Lori Frati, Management Analyst

Recommended Action: Motion to authorize the Mayor to sign an agreement with the Matrix Consulting Group for comprehensive fee study, development impact fees, and/or a cost allocation plan, in an amount not to exceed $67,890.

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

D. Proposed Amendment ot City Council Policy 000-18 on Recording of City Council Meetings
Reference: Brian A. Pierik, City Attorney **PG 121**
Recommended Action: Approve Amendment to City Council Policy 000-18 on Recording of City Council Meetings.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

E. Appointments to City Boards, Committee, Commissions, and Task Force **PG 129**
Reference: Bill Peake, Mayor
Recommended Action: Approve appointments to City Boards, Committee, Commissions, and Task Force listed below.
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. Diversity, Equity and Inclusion Task Force Meeting Minutes: December 12, 2022 **PG 215**
Reference: Sandra Kandell, City Clerk/DEI Coordinator
Recommended Action: Receive minutes.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

B. Library Board Meeting Minutes: September 19, 2022 and November 14, 2022 **PG 219**
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.

12. UNFINISHED AND ONGOING BUSINESS

A. 2022-2023 Special Events Calendar Late Additions **PG 227**

Reference: Katie Clark, Recreation Manager

Recommended Action:

1. Approve the following late addition special events for inclusion in the Fiscal Year 2022-2023 Special Events Calendar: Meals on Wheels Community Fest on April 16, 2023, the Quilters Show May 5-7, 2023 and the Walk of Remembrance on May 13, 2023.

2. Approve the late addition special events as City Sponsored and waive fees for City staff support and equipment/facility usage.

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

13. NEW BUSINESS

A. Annual Comprehensive Financial Report (ACFR) for the Fiscal Year Ending June 30, 2022 **PG 231**

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

Recommended Action:

- Receive the Annual Comprehensive Annual Financial Report, which includes the Auditor's Opinion on the City's financial statements, from the City's independent auditor, Chavan & Associates, LLP
- Receive the Transportation Safety and Investment Plan Account Fund (TAMC Measure X) Report, which includes the Auditor's Report by the City's independent auditor, Chavan & Associates, LLP
- Receive a status on improvements based on the auditor's recommendations that are being implemented, and provide any desired direction.

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

B. CalAm Water Use Subcommittee **PG 269**

Reference: Debby Beck, Councilmember

Recommended Action: Create a subcommittee to perform audits on billing, site location, and ways to conserve water.

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

C. Use of Electronic Communication Devices During City Council **PG 271**

Reference: Luke Coletti, Councilmember

Recommended Action: Direct the City Attorney to prepare a Resolution amending Council Policy 000-9 (Council Guidelines) to implement the proposed policy (see Attachment #1).

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

14. **FULL PRESENTATIONS**

15. **CLOSED SESSION**

ADJOURNMENT

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

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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: January 18, 2023

SUBJECT: Remote Teleconference - AB 361 ***Action required by 11/2/2022***

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

RECOMMENDATION

Ratify Resolution No. 21-029 Emergency Teleconferencing authorizing remote teleconference meetings of all City legislative bodies for the following 30 days in accord with the Ralph M. Brown Act.

DISCUSSION

Governor Newsom signed AB 361 into law on September 16, 2021 to become effective on October 1, 2021. AB 361 extends the provisions of the Governor's Executive Order N-29-20 and Executive Order N-35-20 and is effective until January 1, 2024. AB 361 amends sections of the Brown Act to allow legislative bodies to continue to hold teleconference meetings during a state of emergency if the legislative body finds that as a result of the proclaimed state of emergency, meeting in person would present imminent risks to the health or safety of attendees.

Assembly Bill 361 requires the City within 30 days of holding a virtual meeting for the first time, and every 30 days thereafter, to make findings ratifying the state of emergency.

The exact language of the Bill is as follows:

If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.

At its October 6, 2021 meeting, Council approved Resolution No. 21-029 Proclaiming a Local Emergency, Ratifying the State of Emergency Proclaimed on March 4, 2020, and Authorizing Remote

Teleconference Meetings of All City Legislative Bodies for the Following 30 days in Accord wth the Ralph M. Brown Act. Resolution No. 21-029 has effect for only 30 days. The Council has ratified that resolution each month since and must now renew the effect of the resolution by ratifying it again or adopting another.

This item will be added to the Council's first meeting of the month as the first item of business.

OPTIONS

Take no action and resume in person meetings.

FINANCIAL IMPACT:

There is no fiscal impact.

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

Attachments

Reso 21-029

DocuSign Envelope ID: 8F875A48-8FB2-4F57-8F21-7F649254EB77

RESOLUTION NO. 21-029

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE STATE OF EMERGENCY PROCLAIMED ON MARCH 4, 2020, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF ALL CITY LEGISLATIVE BODIES FOR THE FOLLOWING 30 DAYS IN ACCORD WITH THE RALPH M. BROWN ACT

FACTS

1. The City of Pacific Grove (City) is a charter city and public entity established under the laws of the State of California.

2. The City is committed to preserving and nurturing public access and participation in meetings of the City Council and all its Boards and Commissions; and

3. All meetings of City legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and observe City legislative bodies conduct business; and

4. The Brown Act, Government Code section 54953(e), enables remote teleconferencing participation in meetings by members of a legislative body, without strict compliance with requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

5. One required condition is that a state of emergency has been declared by the Governor of the State of California pursuant to Government Code section 8625, proclaiming existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

6. A proclamation is made that there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the City's jurisdiction, caused by natural, technological, or human-caused disasters; and

7. State or local officials have imposed or recommended measures to promote social distancing, or that having the legislative body meet in person would present imminent risks to the health and safety of attendees; and

8. The City Council affirms these conditions now exist in the City. Specifically, on March 4, 2020, the Governor proclaimed a State of Emergency to exist as a result of the threat of COVID-19. That Proclamation has not been terminated by either the Governor or the Legislature pursuant to Government Code section 8629; and

9. Despite sustained efforts to remedy this circumstance, the City determines that meeting in person poses an imminent risk to health and safety of attendees due to the COVID-19 virus and its variants; and

10. The City Council finds the emergency created by the COVID-19 virus and its variants has caused, and will continue to cause, conditions of peril to the safety of persons within the City that are likely to be beyond the control of services, personnel, equipment, and facilities of the City, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor and similar local health orders that require social distancing; and

11. As a consequence of the local emergency, the City Council determines that all legislative bodies of the City of Pacific Grove are required to conduct their meetings without full compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that those City legislative bodies shall comply with the requirements to provide public access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

12. Each City legislative body shall continue to conduct meetings with public access available via call-in or internet-based service options and the public shall be allowed to address the legislative body directly in real time; and

13. This Resolution shall authorize the City Manager to establish and maintain platforms necessary for each City legislative body to hold teleconference meetings and provide an avenue for real-time public comments for such meetings; and

14. The City Council finds the introduction and adoption of this resolution is not subject to the California Environmental Quality Act (CEQA) as the activity is not a project as defined in Section 15378) of the CEQA Guidelines.

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

SECTION 1. RECITALS. The foregoing Findings are true and correct and are adopted by the City Council as though set forth in full.

SECTION 2. PROCLAMATION OF LOCAL EMERGENCY. The Council hereby proclaims that a local emergency now exists throughout the City, and meeting in person would present imminent risk as a result of the COVID-19 virus and its variants.

SECTION 3. RATIFICATION OF PROCLAMATION OF A STATE OF EMERGENCY. The Council hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

SECTION 4. REMOTE TELECONFERENCE MEETINGS. The City Manager and legislative bodies of City of Pacific Grove are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

SECTION 5. EFFECTIVE DATE OF RESOLUTION. This Resolution shall take effect immediately upon its adoption and shall be remain in effect for a period of 30 days, or until such time the City Council adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which City legislative bodies may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 6th day of October 2021, by the following vote:

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

NOES: None.

ABSENT: None.

APPROVED:

DocuSigned by:
Bill Peake
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BILL PEAKE, Mayor

ATTEST:
DATED: 10/25/2021

DocuSigned by:
Sandra Kandell
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SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

DocuSigned by:
David C. Laredo
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DAVID C. LAREDO, City Attorney

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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: January 18, 2023

SUBJECT: Employee Service Awards: Public Works: Michael Aliotti (35), Nancy McDowell (20), and Garrett McCown (5); Administrative Services Department: Jennifer Pope (10); Police Department: Wiley Griffin (5), Maxfield Murray (5); Recreation Department: Zoe Wilson (5)

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

RECOMMENDATION

Receive presentations.

Attachments

Service Awards

CITY OF PACIFIC GROVE

Service Award Recognition

is hereby granted to: Michael Aliotti

35 Years of Dedicated Public Service

Awarded: January 18th, 2023

Ben Harvey
City Manager

Bill Peake

Bill Peake
Mayor



CITY OF PACIFIC GROVE

Service Award Recognition

is hereby granted to: Nancy McDowell
20 Years of Dedicated Public Service

Awarded: January 18th, 2023

Ben Harvey
City Manager

Bill Peake
Mayor

CITY OF PACIFIC GROVE

Service Award Recognition

is hereby granted to: Garrett McCown

5 Years of Dedicated Public Service

Awarded: January 18th, 2023

Ben Harvey
City Manager

Bill Peake

Bill Peake
Mayor

CITY OF PACIFIC GROVE

Service Award Recognition

is hereby granted to: Jennifer Pope
10 Years of Dedicated Public Service

Awarded: January 18th, 2023

Ben Harvey
City Manager

Bill Peake
Mayor

CITY OF PACIFIC GROVE

Service Award Recognition

is hereby granted to: Wiley Griffin

5 Years of Dedicated Public Service

Awarded: January 18th, 2023

Ben Harvey
City Manager

Bill Peake
Mayor

CITY OF PACIFIC GROVE

Service Award Recognition

is hereby granted to: Maxfield Murray

5 Years of Dedicated Public Service

Awarded: January 18th, 2023

Ben Harvey
City Manager

Bill Peake

Bill Peake
Mayor

CITY OF PACIFIC GROVE

Service Award Recognition

is hereby granted to: Zoe Wilson

5 Years of Dedicated Public Service

Awarded: January 18th, 2023

Ben Harvey
City Manager

Bill Peake
Mayor

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Sandra Kandell, City Clerk/DEI Coordinator

MEETING DATE: January 18, 2023

SUBJECT: Pacific Grove and CourseCo Update

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

RECOMMENDATION

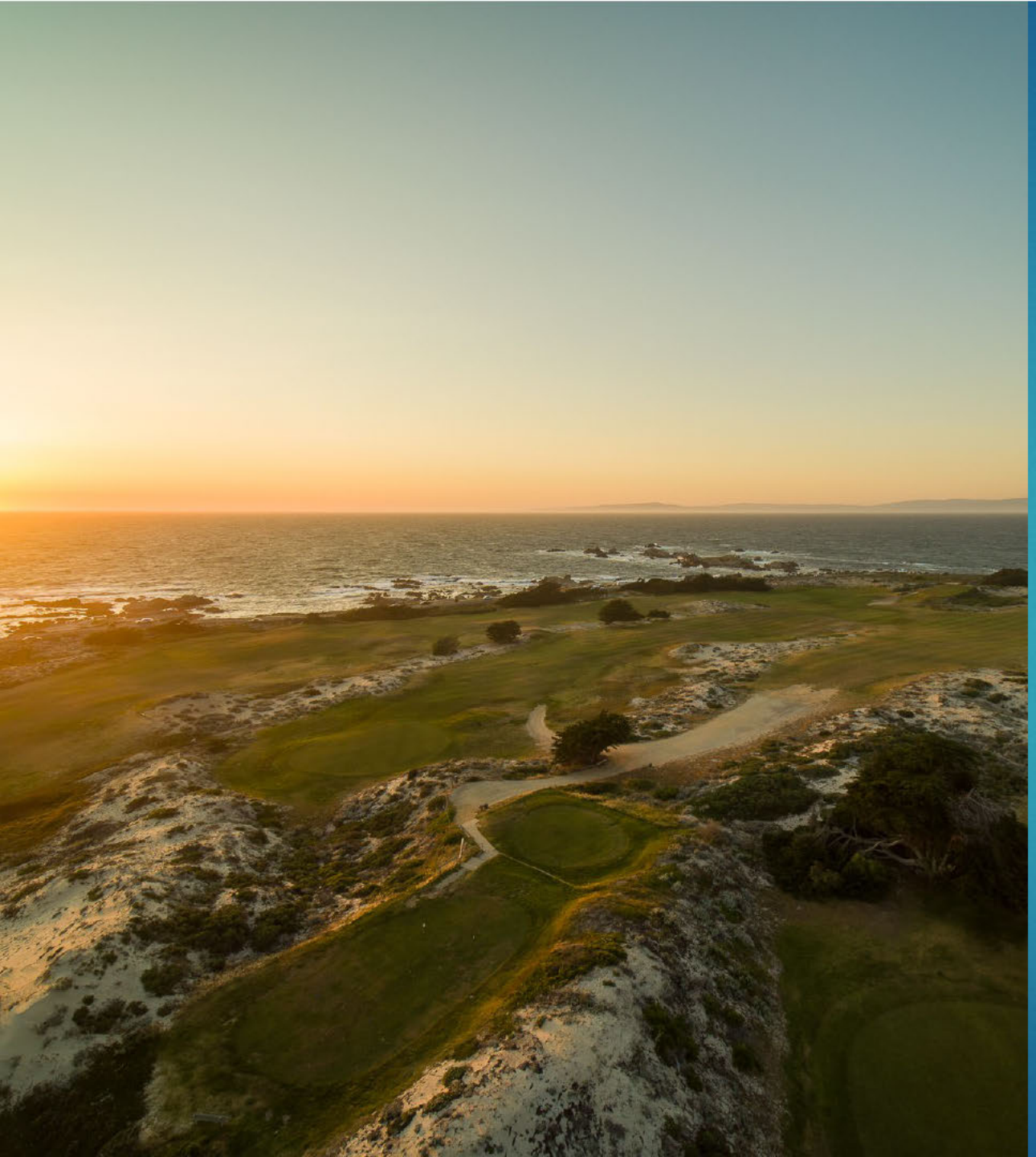
Receive presentation.

Attachments

PPT

Pacific Grove Golf Links
CourseCo

JANUARY 18, 2023



CourseCo Core Values

- Financial Performance
- Environmental Stewardship
- Stakeholder Communication
- Community Inclusion

History

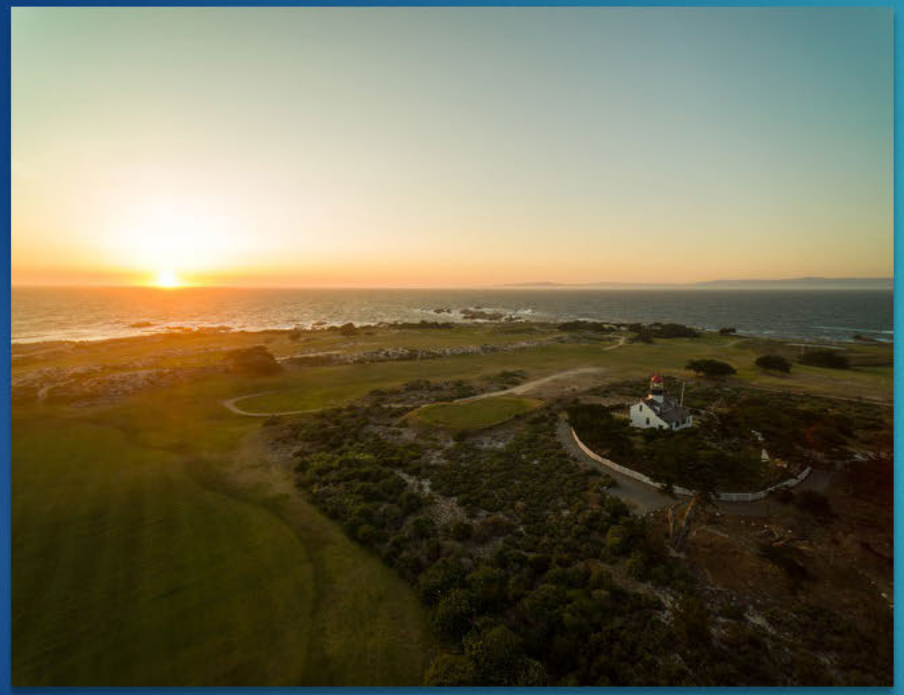
- Front 9 built in 1932. Back 9 was built in 1960
  - Parkland Front 9 through the Pacific Grove Community
  - Ocean Front Back 9 with Pacific views from all 9 holes
- Operated by the City of Pacific Grove from 1932 – 2014
- Back 9 was originally owned by US Coast Guard who deeded land to City of PG in 2006
- PG is commonly referred to as the "Poor Man's Pebble Beach" with the same Ocean Views and same course designer – Jack Neville
- We see travelers from all parts of the World who visit the Monterey Peninsula for their golf excursions



Pacific Grove & CourseCo Partnership

- Golf course lease commenced 10/1/2014
- Initial 10-year lease agreement through 9/30/2024 with 2 Five-Year extensions available (1st extension accepted through 2029)
- Lease includes operation and maintenance of the golf course, pro shop (retail) and driving range
- Food and Beverage operated independently
- CourseCo pays Base Rent yearly to operate facility plus percentage rate based on Gross Revenue at Year's End
- Both parties contribute 1.5% of Gross Revenues Quarterly into Capital Improvement Fund Account

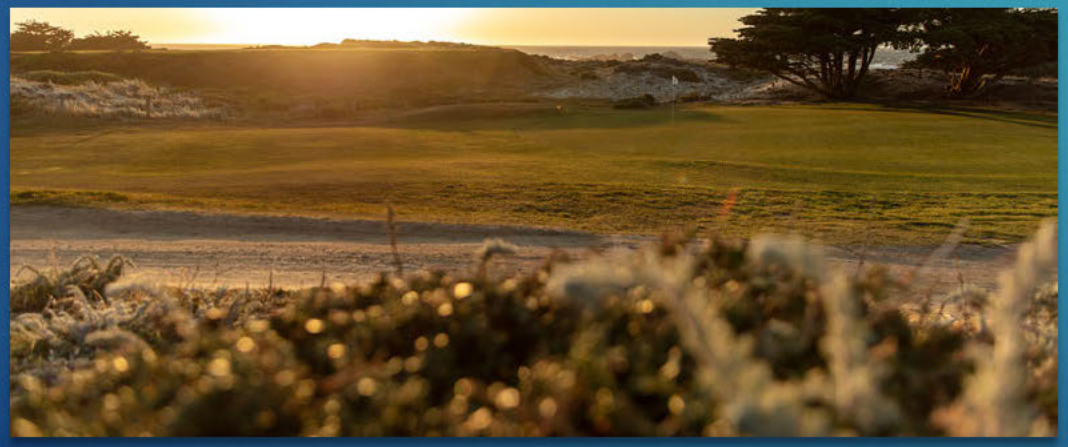
Capital Project History



- 2015 – Irrigation System Improvements, Range Machine and Range netting replacement
- 2016 – Select Bunker & Tee Renovation, Range Tee Improvement, Tree Maintenance
- 2017 – Bunker Renovations
- 2018 – Select Tee Renovation, Irrigation Computer w/5 yr GPS Plan, Cart Path addition, Range Net Repair, Tree Maintenance
- 2019 – Asilomar Split Fence Replacement, Tree Maintenance
- 2020 – Tree Maintenance (COVID)
- 2021 – Cart Path Addition, Irrigation Drainage Hole 6, Tree Maintenance
- 2022 – Tree Maintenance, Property Net Maintenance, Clubhouse Landscaping, Tee Box Enlarge #4

Environmental Stewardship

Audubon International



- Systematic Restoration of Native Dunes on the Back 9 involving removal of non-native ice plant
- Restoration/reconditioning of bunkers throughout the course
- Tree planting program for replacement of fallen trees
- Conversion of potable water to recycled water for course irrigation
- Certified Audubon Cooperative Sanctuary - December 2022

Community Events & Recognition



- Car Show
- Easter Egg Hunt
- Cookies with Santa
- Partnership with Local Youth Organizations
  - Host of PG Middle School and High School Golf Teams
  - Partnerships with NCGA Youth on Course (YOC) for reduced green fees
  - Host site for US Kids Golf Events, NCGA Junior Tour, AT&T Pebble Beach Juniors Camps, Santa Cruz Juniors
- Awards –
  - 2022 (PG Chamber - Award of Excellence - Best Recreational Services)
  - 2016 (GCSAA/Golf Digest – ELGA Merit Winner – Rob Esposo)
  - 2016 (PG Chamber – Award of Excellence – Best Management Team)

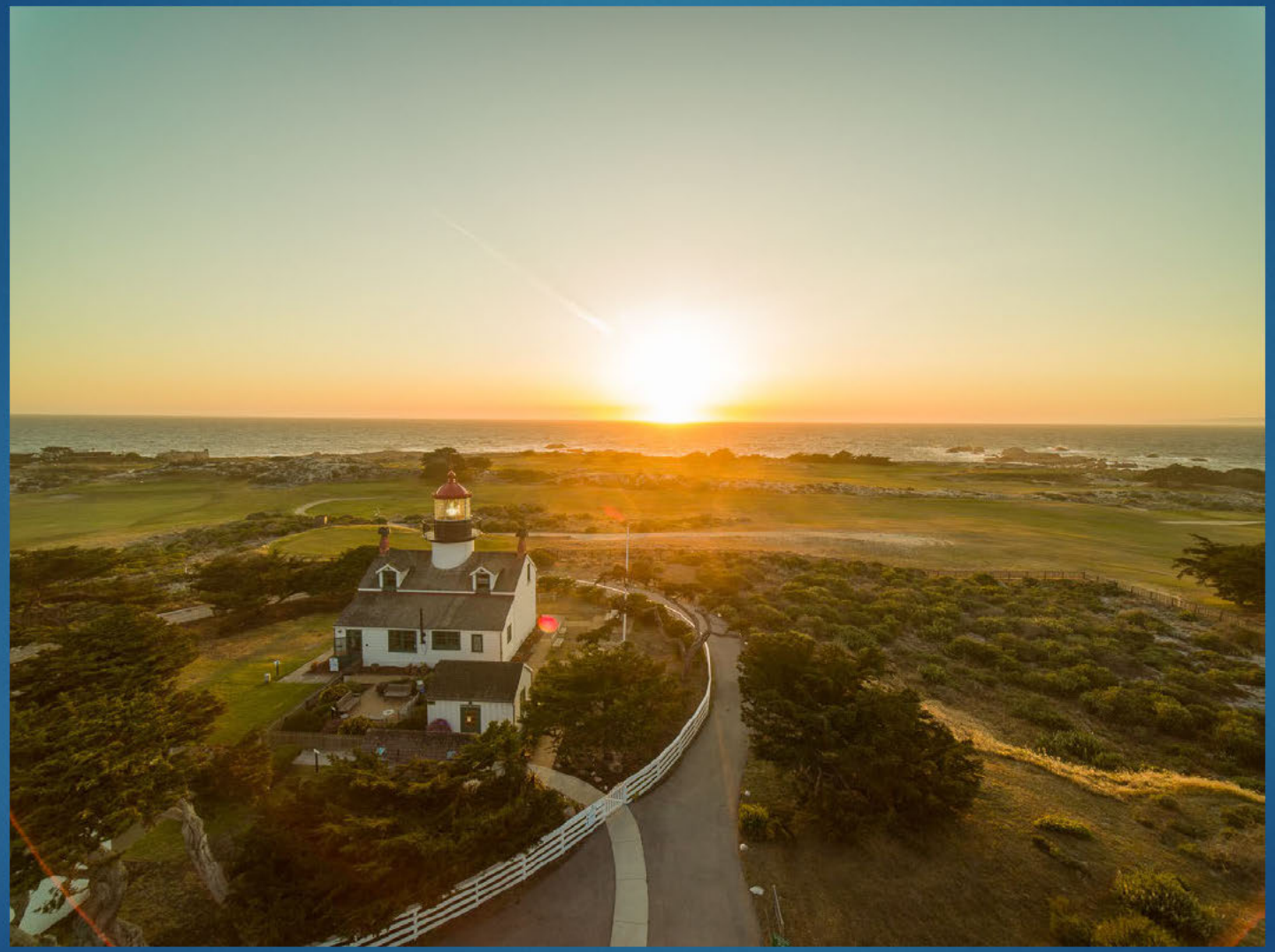
Rounds, Revenue, Rent History

	Paid Rounds	Gross Revenue	Rent Paid to City
2015	54,375	$2,723,517 ($50.09)	$300,000
2016	50,411	$2,658,048 ($52.73)	$300,000
2017	48,190	$2,693,517 ($55.89)	$301,250
2018	47,332	$2,852,439 ($60.26)	$306,250
2019	48,240	$2,971,792 ($61.60)	$311,250
2020	57,796	$2,956,802 ($51.16)	$267,003
2021	65,593	$3,808,776 ($58.07)	$587,265
2022	62,371	$4,219,444 ($67.65)	$774,817

Vision for the Future

- Capital Projects
  - Improve Course Conditions while maintaining infrastructure
    - Infrastructure – Tree maintenance, Irrigation Improvements, Cart Paths
    - Elevate Course Conditions – Bunker Renovations, Tee Leveling and Putting Green Remodels (Tees, Greens and Surrounds!)
- Provide an exceptional Customer Experience through continued improvements to Course Conditions AND High Customer Service Standards
- Yearly Revenue increases will come from minimal changes to resident fees while increasing fees from non-local golfers

Questions?



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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/DEI Coordinator

MEETING DATE: January 18, 2023

SUBJECT: Public Comment

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

RECOMMENDATION

Receive written public comment, if applicable.

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CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Kerry Lindstrom, Deputy City Clerk

MEETING DATE: January 18, 2023

SUBJECT: Minutes of the December 21, 2022 City Council Regular 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

REGULAR MEETING AGENDA

Wednesday, December 21, 2022, 6:00 P.M.
Council Chamber – City Hall – 300 Forest Avenue, Pacific Grove, CA

THIS MEETING WILL BE HELD IN PERSON AND VIRTUALLY (HYBRID). CHAMBER CAPACITY SEATING IS LIMITED AND PROVIDED ON A FIRST COME, FIRST SERVED BASIS.THE VIRTUAL MEETING IS COMPLIANT WITH THE GOVERNOR'S EXECUTIVE ORDERS ALLOWING FOR A DEVIATION OF TELECONFERENCE RULES REQUIRED BY THE BROWN ACT.

JOIN THE ZOOM WEBINAR TO PARTICIPATE LIVE AT:
https://us02web.zoom.us/j/209579290

CALL TO ORDER
Mayor Peake called the meeting to order at 6:00 p.m. Deputy City Clerk conducted roll call with the following Council present in Chamber: Mayor Peake, Mayor Pro Tem Smith, Councilmembers Amelio, Beck, Coletti, McDonnell, and Poduri.

A. Remote Teleconference - AB 361 ***Action required by 12/21/2022***
No public comment received.

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

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

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

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

PLEDGE OF ALLEGIANCE: Councilmember Coletti

1. **APPROVAL OF AGENDA**
Action: Upon motion by Mayor Pro Tem Smith and seconded by Councilmember Amelio, Council voted to approve the agenda.

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

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

2. **PRESENTATIONS**

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

A. Assistant City Attorney Greg Rubens had nothing to report.

B. Staff and Council made general announcements.

4. **GENERAL PUBLIC COMMENT**
Public comment was received from Kine Samuels, Vince Tuminello, Nadja Mark, Jenny McAdams, Mike Gibbs, Darla Vining, and Andrew Kubica.

CONSENT AGENDA

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

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

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

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

A. Minutes of the December 7, 2022 City Council Special and Regular Meetings

Action: Approved minutes.

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

6. **RESOLUTIONS**

7. **ORDINANCES**

DRAFT

8. **REPORTS – INFORMATION ONLY**

A. Check Register report - November 2022

Action: Received the report.

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

B. Core Revenue Report for November 2022

Action: Received the report.

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. Legal Services Agreement with Renne Public Law Group

Action: Authorized the Mayor to sign a Legal Services Agreement with Renne Public Law Group.

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

C. Agreement with Renne Public Management Group

Action: Authorized the Mayor to sign agreement with Renne Public Management Group.

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

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

A. Diversity, Equity, and Inclusion Meeting Minutes: November 14, 2022

Action: Received the minutes.

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

B. Planning Commission Meeting Minutes: September 1, 2022

Action: Received the minutes.

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

11. **PUBLIC HEARINGS**

12. **UNFINISHED AND ONGOING BUSINESS**

A. Coastal Wildlife Protection Subcommittee Recommendations

Public comment received from Inge Lorentzen Daumer, Lisa Ciani, Michelle Raine, Thom Akeman, Amanda Preece, Cari Rotoli, and Kim Akeman.

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

1. Directed Staff to return to City Council with a Request for Qualifications for consultant services to assist with the proposed Local Coastal Program amendments and corrections by the end of June 2023.
2. Directed Staff to return to City Council with a comprehensive report describing the use of Community Service Officers to provide wildlife protection and code enforcement services throughout the entire city by the end of June 2023.
3. Directed the Beautification and Natural Resources Commission to form a standing Wildlife Subcommittee that will provide guidance and oversight regarding wildlife protection issues and code enforcement efforts throughout the entire city by the end of June 2023.

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

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

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

B. Parklet Program

Public comment was limited to 2 minutes and received from Sally Moore, Jeninni Kitchen, Liz Jacobs, Jenny MacMurdo, Wendi Giles, Vince Tuminello, John Kramer, Carl Alasko, Jordan Champagne, Anita Dyer, Inge Lorentzen Daumer, Lisa Ciani, Mike Gibbs, Cari Rotoli, Andrew Kubica, Carmelita Garcia, Adam deBoor, Tina Rau, and Mike Wachs.

Action: Council received recommendations from Traffic Safety and Planning Commissions, received Proposed Draft Parklet Program Manual and provided feedback, and provided direction to City staff to move forward with a program based on Title 15, Encroachment Permits, and Director of Public Works approval.

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

13. **NEW BUSINESS**

DRAFT

A. 2023 Chevrolet Tahoe Police Vehicle Purchase

No public comment received.

Action: Upon motion by Mayor Pro Tem Smith and seconded by Councilmember Amelio, Council authorized the City Manager to award a purchase order with Premier Chevrolet of Seaside for the purchase of (1) 2023 Chevrolet Tahoe Police Vehicle in an amount not-to-exceed $76,500.

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

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

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

14. **FULL PRESENTATIONS**

15. **CLOSED SESSION**

ADJOURNMENT
Council adjourned the meeting at approximately 9:40 p.m.

Respectfully Submitted,

Kerry Lindstrom
Deputy 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: Joe Amelio, Councilmember

MEETING DATE: January 18, 2023

SUBJECT: Monterey Salinas Transit Meeting Minutes: November 14, 2022

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

RECOMMENDATION

Receive minutes.

Attachments

MST Minutes

MEETING OF THE MST BOARD OF DIRECTORS

MEETING MINUTES

November 14, 2022
10:00 am (Pacific)

Present:	Anna Velazquez (Chair)	City of Soledad
	Mary Ann Carbone (Vice Chair)	City of Sand City
	Jeff Baron	City of Carmel-by-the-Sea
	John Gaglioti	City of Del Rey Oaks
	Yanely Martinez	City of Greenfield
	Mike LeBarre	City of King
	David Burnett	City of Marina
	Joe Amelio	City of Pacific Grove
	Tony Barrera	City of Salinas
	Dave Pacheco	City of Seaside
Absent:	Lorraine Worthy	City of Gonzales
	Andrea Renny, Alternate	City of Monterey
	Luis Alejo	County of Monterey
Counsel:	Michael D. Laredo	De Lay & Laredo
Staff:	Carl Sedoryk	General Manager/CEO
	Lisa Rheinheimer	Assistant General Manager
	Norman Tuitavuki	Chief Operating Officer
	Michael Kohlman	Chief Information Officer
	Kelly Halcon	Director of HR & Risk Management
	Michelle Overmeyer	Director of Planning & Innovation
	Jeanette Alegar-Rocha	Deputy Secretary
	Andrea Williams	General Accounting & Budget Manager
	Beronica Carriedo	Community Relations Coordinator
	Daniel Bruno	Scheduling Assistant
	David Bielsker	Transit Scheduler
	Deanna Smith	Civil Rights Officer
	Elena Grigorichina	Operations Analyst
	Emma Patel	Associate Planner
	Ikuyo Yoneda-Lopez	Marketing & Customer Service Manager
	Kevin Allshouse	Contract Services Manager
	Lisa Cox	Risk and Safety Manager

	Marzette Henderson	Transportation Manager
	Matthew Deal	Grants Analyst
	Paul Lopez	Facilities Manager
	Scott Taylor	IT Manager
	Sonjé Dayries	Compliance Officer
	Steven Bruno	Purchasing Agent
Public:	Christopher Wilmont	Member of the Public
	Dr. Brian Corpening	California State University Monterey Bay
	David Ledesma	California State University Monterey Bay
	Sloan Campi	California State University Monterey Bay
	Tate Baugh	Member of the Public

1. CALL TO ORDER

1-1. Roll Call.

1-2. Pledge of Allegiance.

Chair Velazquez called the meeting to order at 10:02 a.m. Roll call was taken and a quorum was established. Director Baron led the pledge of allegiance.

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

1-4. Review Memo from General Counsel Regarding Evolving California Hybrid Board Meeting Format and Provide Direction to Staff. (Carl Sedoryk)

Director LeBarre asked for clarification on the board meeting format before the expiration of AB361 on February 28, 2023.

Carl Sedoryk stated the January 2023 board meeting is an opportunity for the board to discuss and decide on the board meeting format and policy.

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

There were no public comments.

3. CONSENT AGENDA

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

3-1. Approve Resolution 2023-09 Authorizing Remote Teleconference Meetings. (Carl Sedoryk)

3-2. Adopt Resolution 2023-10 Recognizing Courtney Neff, Operations Supervisor, as Employee of the Month for November 2022. (Norman Tuitavuki)

3-3. Approve Minutes of the MST Board Meeting on October 17, 2022. (Jeanette Alegar-Rocha)

3-4. Receive Draft Minutes of the MST Board Operations Performance Committee Meeting on October 17, 2022. (Jeanette Alegar-Rocha)

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

a) Accept reports of September 2022 Cash Flow
b) Approve September 2022 Disbursements
c) Accept Report of September Treasury Transactions

3-6. Receive Report on Lost and Found Items Left on MST Property for the Month of July 2022. (Beronica Carriedo)

3-7. Adopt Resolution 2023-11 for Services Rendered by Dan Albert. (Carl Sedoryk)

3-8. Adopt Resolution 2023-12 for Services Rendered by David Burnett. (Carl Sedoryk)

3-9. Adopt Resolution 2023-13 for Services Rendered by John Gaglioti. (Carl Sedoryk)

3-10. Adopt Resolution 2023-14 Appointing MST's Kelly Halcon, Director of Human Resources/Risk Management, as the Board Member, Lisa Cox, Risk and Security Manager, and Jarred Augusta, Safety/Training Officer, as the Alternate Members to the Board of Directors of the California Transit Insurance Pool (CalTIP) Effective December 1, 2022. (Kelly Halcon)

3-11. Reject Claim by the Claimant Anita Avina. (Lisa Cox)

3-12. Reject Claim for Insufficiency by the Claimant Aurelia Guzman. (Lisa Cox)

3-13. Authorize General Manager/CEO to Enter into a Two (2) Year Contract with Turftenders Landscape, Inc. for Landscape Maintenance Services of MST's Facilities in an Amount not to Exceed $54,676/Year. (Steven Bruno)

3-14. Receive Draft Minutes of the Mobility Advisory Committee (MAC) on September 28, 2022. (Claudia Valencia)

End of Consent Agenda

There were no public comments on the consent agenda items.

On a motion by Director Carbone, seconded by Director Amelio and carried by the following vote, which was conducted by roll call, the Board approved items 3-1 through 3-14 on the Consent Agenda:

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

4. RECOGNITIONS AND SPECIAL PRESENTATIONS

4-1. Dan Albert – 5 Years of Service on MST Board

4-2. David Burnett – 2 Years of Service on MST Board

4-3. John Gaglioti – 2 Years of Service on MST Board

4-4. Resolutions Recognizing MST 50th Anniversary

4-5. November 2022 Employee of the Month, Courtney Neff (Norman Tuitavuki)

4-6. Receive Staff Report on Activities Related to the COVID-19 Pandemic Incident Response and Recovery Planning to Date and Provide Direction, If Needed. (Carl Sedoryk)

There were no public comments.

4-7. Receive Better Bus Network (BBN) Implementation Update. (Michelle Overmeyer) (No Enclosure)

Christopher Wilmont, a member of the public commented on missing bus routes for those who have commutes. Chair Velazquez thanked Mr. Wilmot for his comments and informed him that MST staff took note of these concerns.

Dr. Brian Corpening, Chief of Diversity from California State University Monterey Bay (CSUMB) commented on the concern with the loss of service of Line 25 from CSUMB to Salinas, which is a vital service to the students. Chair Velazquez thanked Dr. Corpening for his comment and informed him that MST staff took note of these concerns.

Tate Baugh, a member of the public, commented his satisfaction with the Better Bus Network. He asked for further understanding where bus Lines 1 and 2 will end in Pacific Grove. Chair Velazquez thanked Mr. Baugh for his comments and informed him that MST staff took note of his question regarding Lines 1 and 2.

David Ledesma, president of the student body at CSUMB, commented on the concerns about the discontinuation of Line 25. Chair Velazquez thanked Mr. Ledesma for his comment and informed him that MST staff took note of these concerns.

Carl Sedoryk encouraged members of the public who commented at the board meeting to utilize the trip planner available online via the MST website to carefully search for available and alternate routes.

Sloan Campi, Transportation Program Manager, at CSUMB, commented that his department is committed to working with MST through the current partnerships.

5. PUBLIC HEARINGS

None

6. ACTION ITEMS

None

7. REPORTS & INFORMATION ITEMS

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

7-1 General Manager/CEO Report

7-2 Federal Legislative Advocacy Report

7-3 State Legislative Advocacy Update

7-4 Staff Trip Reports

7-5 Correspondence

8. BOARD REPORTS, COMMENTS, AND REFERRALS

8-1 Reports on Meetings Attended by Board Members at MST Expense. (AB 1234)

Chair Velazquez provided a verbal report on her travel to the APTA Transit Board Member Seminar, from July 30-August 2 in Salt Lake City, Utah.

8-2 Board Member Comments and Announcements.

Director Martinez inquired about bus passes or programs for youth to learn how to use public transportation. Carl Sedoryk responded that the Mobility staff, trainers, and volunteers are available for a possible mobility training workshop.

Chair Velazquez commented that directors should remember to attend MST committee meetings that they are assigned to.

Carl Sedoryk announced that the Board Chair, Vice Chair and a number of MST staff will be attending the 2022 California Transit Association Fall Conference in Ontario, CA. At the conference, MST will receive the Association's Transit Innovation Award for the Contactless Payment Program. A video of Contactless Payment produced by the BBC was shared at the board meeting.

8-3 Board Member Referrals for Future Agendas.

9. CLOSED SESSION

There were no public comments on the closed-session items.

9-1 Review General Manager/CEO Performance Evaluation Gov. Code § 54957. (Anna Velazquez) Conference With Labor Negotiators (§54957.6) Agency Designated Representatives: (Kelly Halcon, Michael Laredo)(No Enclosure)

Michael Laredo reported that the board provided general direction. The item will come back for an open-session discussion at a future meeting.

9-2 Conference with Labor Negotiators, Gov. Code § 54957.6: MSTEA and MST. (Kelly Halcon) (No enclosure)

Michael Laredo reported that the board provided general direction. The item will come back for an open-session discussion at a future meeting.

10. ATTACHMENTS

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

11. ADJOURN

With no further business to discuss, Chair Velazquez adjourned the meeting at 12:27 p.m. (Pacific.

Prepared by:_____ Reviewed by:_____

Jeanette Alegar-Rocha Carl G. Sedoryk

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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: January 18, 2023

SUBJECT: Council Goals Meeting January 25, 2023

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

RECOMMENDATION
Receive report.

DISCUSSION
Council has employed the services of Wendy Sommer, Renne Public Management Group, to facilitate new Council goals and strategies. This topic will be the subject of a Special Meeting on Wednesday January 25 beginning at 6 pm in Council Chambers.

The public is encouraged to provide suggested goals to Council prior to the meeting. Public attendance is also encouraged; however, public comment will only be taken at the beginning.

The meeting is in accordance with Council Goals Policy 000-26, where the process begins with the establishment of new or revised goals by the newly seated Council. This effort reflects changing City priorities and provides input for the budget and City Manager work plan.

Building on 2021-2022 goals, this meeting will consist of a discussion of the different categories of city goals (mandated by the state, ongoing/operational and new community initiatives) and how the SMART (Specific, Measurable, Achievable, Relevant, and Time-Bound) model apply to those goals. Post meeting actions will include confirmation of clarity and availability of resources.

OPTIONS
N/A.

FINANCIAL IMPACT:
There is no fiscal impact.

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

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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, Finance & Risk Manager

MEETING DATE: January 18, 2023

SUBJECT: Check Register Report - December 2022

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

RECOMMENDATION
Receive the report.

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

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

Attached is the check register report for December 2022.

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

OPTIONS
N/A - This is an informational report only.

FINANCIAL IMPACT:
There is no fiscal impact. This is informational only.

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

Attachments
Check Register - December 2022

SELECTION CRITERIA: transact.ck_date between '20221201 00:00:00.000' and '20221231 00:00:00.000'
ACCOUNTING PERIOD: 7/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104559	12/02/22	2952	AFLAC	01	202	DED:5200 AFLAC PREM	0.00	678.09
101	104559	12/02/22	2952	AFLAC	01	202	DED:5201 AFLAC P/T	0.00	1,709.54
101	104559	12/02/22	2952	AFLAC	01	202	DED:5291 AFLAC P/T	0.00	69.24
TOTAL CHECK								0.00	2,456.87
101	104560	12/02/22	2935	CALIF LAW ENFORCMEN	01	202	DED:3200 LTD PD	0.00	567.00
101	104561	12/02/22	1	CALPERS HEALTH	01	202	DED:2074 HEALTH	0.00	911.50
101	104561	12/02/22	1	CALPERS HEALTH	01	202	DED:118 HEALTH	0.00	911.60
101	104561	12/02/22	1	CALPERS HEALTH	01	202	DED:109 HEALTH	0.00	1,015.82
101	104561	12/02/22	1	CALPERS HEALTH	01	202	DED:120 HEALTH	0.00	1,015.82
101	104561	12/02/22	1	CALPERS HEALTH	01	202	DED:531 HEALTH	0.00	1,051.86
101	104561	12/02/22	1	CALPERS HEALTH	01	202	DED:2225 HEALTH INS	0.00	1,057.01
101	104561	12/02/22	1	CALPERS HEALTH	01	202	DED:1 HEALTH	0.00	1,057.01
101	104561	12/02/22	1	CALPERS HEALTH	01	202	DED:0563 HEALTH FAM	0.00	1,114.18
101	104561	12/02/22	1	CALPERS HEALTH	01	202	DED:2072 HEALTH	0.00	1,725.00
101	104561	12/02/22	1	CALPERS HEALTH	01	202	DED:110 HEALTH	0.00	2,031.62
101	104561	12/02/22	1	CALPERS HEALTH	01	202	DED:2071 HEALTH	0.00	2,397.00
101	104561	12/02/22	1	CALPERS HEALTH	01	202	DED:103 HEALTH	0.00	2,454.34
101	104561	12/02/22	1	CALPERS HEALTH	01	202	DED:105 HEALTH	0.00	2,734.80
101	104561	12/02/22	1	CALPERS HEALTH	01	202	DED:102 HEALTH	0.00	2,748.24
101	104561	12/02/22	1	CALPERS HEALTH	01	202	DED:533 HEALTH	0.00	3,646.40
101	104561	12/02/22	1	CALPERS HEALTH	01	202	DED:106 HEALTH	0.00	3,699.57
101	104561	12/02/22	1	CALPERS HEALTH	01	202	DED:2073 HEALTH FAM	0.00	4,438.00
101	104561	12/02/22	1	CALPERS HEALTH	01	202	DED:104 HEALTH	0.00	6,311.07
101	104561	12/02/22	1	CALPERS HEALTH	01	202	DED:100 HEALTH	0.00	6,342.12
TOTAL CHECK								0.00	46,662.96
101	104562	12/02/22	3134	CITY OF PACIFIC GRO	01	202	DED:3301 AFLAC MED	0.00	2,241.48
101	104562	12/02/22	3134	CITY OF PACIFIC GRO	01	202	DED:3300 AFLAC DEP	0.00	348.00
TOTAL CHECK								0.00	2,589.48
101	104563	12/02/22	3393	EFT	01	202	DED:*FM MEDICARE	0.00	13,187.48
101	104563	12/02/22	3393	EFT	01	202	DED:*SCA STATE TAX	0.00	23,032.02
101	104563	12/02/22	3393	EFT	01	202	DED:*FT FEDERAL TX	0.00	56,703.22
TOTAL CHECK								0.00	92,922.72
101	104564	12/02/22	9589	FOREMAN FINANCIAL,	01	202	DED:7506 WAGE ORDER	0.00	555.29
101	104565	12/02/22	2946	PACIFIC GROVE CITY	01	202	DED:7000 ASSOC DUES	0.00	783.75
101	104566	12/02/22	2938	MASS MUTUAL (457 PL	01	202	DED:3999 ROTH IRA	0.00	765.00
101	104566	12/02/22	2938	MASS MUTUAL (457 PL	01	202	DED:4000 DEF COMP	0.00	27,544.88
TOTAL CHECK								0.00	28,309.88
101	104567	12/02/22	2936	MTRY COUNTY DEPT OF	01	202	DED:0023 GARNISH	0.00	236.30
101	104568	12/02/22	2949	PACIFIC GROVE MANAG	01	202	DED:7203 ASSOC DUES	0.00	30.00
101	104569	12/02/22	2051	CITY OF PACIFIC GRO	01	202	DED:1005 WORK COMP	0.00	1,599.45
101	104569	12/02/22	2051	CITY OF PACIFIC GRO	01	202	DED:1010 WORK COMP	0.00	4,259.51
101	104569	12/02/22	2051	CITY OF PACIFIC GRO	01	202	DED:1003 WORK COMP	0.00	7,267.45

SELECTION CRITERIA: transact.ck_date between '20221201 00:00:00.000' and '20221231 00:00:00.000'
ACCOUNTING PERIOD: 7/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104569	12/02/22	2051	CITY OF PACIFIC GRO	01	202	DED:1006 WORK COMP	0.00	19.60
101	104569	12/02/22	2051	CITY OF PACIFIC GRO	01	202	DED:1009 WORK COMP	0.00	56.62
TOTAL CHECK								0.00	13,202.63
101	104570	12/02/22	2052	CITY OF PACIFIC GRO	01	202	DED:7510 PERS REIMB	0.00	44.13
101	104571	12/02/22	2053	CITY OF PACIFIC GRO	01	202	DED:200 DENTAL	0.00	606.40
101	104571	12/02/22	2053	CITY OF PACIFIC GRO	01	202	DED:2103 DENTAL FAM	0.00	616.33
101	104571	12/02/22	2053	CITY OF PACIFIC GRO	01	202	DED:2101 DENTAL	0.00	132.65
101	104571	12/02/22	2053	CITY OF PACIFIC GRO	01	202	DED:201 DENTAL	0.00	187.95
101	104571	12/02/22	2053	CITY OF PACIFIC GRO	01	202	DED:202 DENTAL	0.00	189.64
101	104571	12/02/22	2053	CITY OF PACIFIC GRO	01	202	DED:2102 DENTAL	0.00	375.90
TOTAL CHECK								0.00	2,108.87
101	104572	12/02/22	2054	CITY OF PACIFIC GRO	01	202	DED:0005 SUTA	0.00	161.07
101	104573	12/02/22	2133	PERS	01	202	DED:2001 PERS	0.00	880.32
101	104573	12/02/22	2133	PERS	01	202	DED:0018 PERS SP SF	0.00	896.79
101	104573	12/02/22	2133	PERS	01	202	DED:2000 PERS EMPLY	0.00	1,179.00
101	104573	12/02/22	2133	PERS	01	202	DED:0009 PERS OTHER	0.00	1,342.85
101	104573	12/02/22	2133	PERS	01	202	DED:0002 PERS	0.00	5,670.87
101	104573	12/02/22	2133	PERS	01	202	DED:0017 PERS RG SF	0.00	5,962.65
101	104573	12/02/22	2133	PERS	01	202	DED:07 PERS CITY	0.00	6,028.24
101	104573	12/02/22	2133	PERS	01	202	DED:0011 PERS ER SF	0.00	6,740.13
101	104573	12/02/22	2133	PERS	01	202	DED:0021 PERS REG M	0.00	8,368.60
101	104573	12/02/22	2133	PERS	01	202	DED:0020 PERS ER M3	0.00	9,524.07
101	104573	12/02/22	2133	PERS	01	202	DED:01 PERS	0.00	11,881.99
101	104573	12/02/22	2133	PERS	01	202	DED:0006 PERS CITY	0.00	12,127.99
101	104573	12/02/22	2133	PERS	01	202	DED:0019 PERS RT SF	0.00	-3.25
101	104573	12/02/22	2133	PERS	01	202	DED:0004 SURV BEN	0.00	87.42
101	104573	12/02/22	2133	PERS	01	202	DED:0022 PERS SP MS	0.00	237.47
101	104573	12/02/22	2133	PERS	01	202	DED:08 PERS OTHER	0.00	441.47
TOTAL CHECK								0.00	71,366.61
101	104574	12/02/22	2943	POLICE OFFICERS ASS	01	202	DED:7205 ASSOC DUES	0.00	931.24
101	104574	12/02/22	2943	POLICE OFFICERS ASS	01	202	DED:7204 ASSOC DUES	0.00	7.00
TOTAL CHECK								0.00	938.24
101	104575	12/02/22	2940	LEGAL SHIELD	01	202	DED:6100 LEGAL SVC	0.00	14.95
101	104576	12/02/22	7956	STATE DISABILITY TA	01	202	DED:0026 SDI	0.00	4,924.96
101	104577	12/02/22	8211	STANDARD INSURANCE	01	202	DED:3500 LIFE INS	0.00	1,417.50
101	104578	12/02/22	8352	TRANSAMERICA EMPLOY	01	202	DED:5202 TRANSAMERI	0.00	627.08
101	104579	12/02/22	4177	UNION BANK OF CALIF	01	202	DED:4005 PARS-457	0.00	490.48
101	104580	12/02/22	632	VISION SERVICE PLAN	01	202	DED:2502 VISION	0.00	41.88
101	104580	12/02/22	632	VISION SERVICE PLAN	01	202	DED:302 VISION	0.00	60.00
101	104580	12/02/22	632	VISION SERVICE PLAN	01	202	DED:301 VISION	0.00	135.00
101	104580	12/02/22	632	VISION SERVICE PLAN	01	202	DED:300 VISION	0.00	230.34

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104580	12/02/22	632	VISION SERVICE PLAN	01	202	DED:2503 VISION FAM	0.00	270.01
TOTAL CHECK								0.00	737.23
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	131	5222	FINANCE - 7%	0.00	136.26
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	201	5222	CEDD - 9.5%	0.00	184.92
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	121	5222	CITY MANAGER - 9.5%	0.00	184.92
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	421	5222	17 MI DR BALLPARK	0.00	190.09
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	501	5222	FOREST 40 FT E/O LH	0.00	194.49
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	351	5222	FIRE DEPT	0.00	246.43
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	131	5222	300 FOREST AVE	0.00	292.20
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	421	5802	14TH&JUNIPERO-LOAN	0.00	294.94
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	421	5222	17TH ST & LAUREL	0.00	334.60
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	503	5802	SUNSET SR. - LOAN	0.00	338.81
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	501	5222	FOREST 40 FT E/O LH	0.00	356.35
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	301	5222	POLICE DEPT	0.00	383.99
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	351	5222	FIRE DEPARTMENT - 2	0.00	467.17
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	421	5222	117 COMMUNITY CTR	0.00	487.65
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	401	5222	550 CENTRAL AVE	0.00	606.72
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	301	5222	POLICE DEPARTMENT -	0.00	837.02
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	401	5222	PUBLIC LIBRARY	0.00	1,031.37
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	301	5802	580 PINE AVE - LOAN	0.00	1,046.81
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	301	5222	580 PINE AVE	0.00	1,431.94
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	411	5222	FOREST & CENTRAL DR	0.00	201.36
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	421	5222	117 COMMUNITY CTR	0.00	217.43
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	411	5222	FOREST & CENTRAL DR	0.00	0.01
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	421	5222	CALEDONIA ST	0.00	0.02
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	421	5222	FOREST CENTRL SPR	0.00	0.03
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	421	5222	117 RECREATION ROOM	0.00	2.62
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	421	5222	168 16TH ST	0.00	3.29
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	503	5222	LOVERS POINT	0.00	5.18
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	421	5222	17 MI DR BALLPARK	0.00	8.38
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	201	5222	101 CITY HALL/CEDD	0.00	8.59
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	131	5222	101 CITY HALL/FIN -	0.00	8.60
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	421	5222	CALEDONIA PK LIGHTS	0.00	9.54
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	421	5222	FOREST CENTRL SPR	0.00	9.60
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	421	5222	117 RECREATION ROOM	0.00	14.19
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	503	5222	PARKING LOT LIGHT	0.00	14.29
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	501	5222	CORP YARD DM & 5TH	0.00	15.30
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	503	5222	BERWICK PARK AT	0.00	15.76
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	421	5222	168 16TH ST	0.00	15.82
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	421	5222	OCEANVIEW & 17TH	0.00	5.75
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	503	5222	PLATT PK SPRNKLR	0.00	6.29
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	501	5222	1307 FORST PINE SIG	0.00	19.63
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	421	5222	BEACH BOAT STORAGE	0.00	19.94
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	421	5222	PIEDMONT & MORELAND	0.00	20.27
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	501	5222	1307 FORST SINEX SI	0.00	20.39
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	503	5222	PLATT PK SPRNKLR	0.00	20.79
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	421	5222	GRAND AV & PK PL	0.00	21.90
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	503	5222	LOVERS POINT	0.00	19.30
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	501	5222	CORP YARD SUNSET DR	0.00	26.88
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	421	5222	300 16TH ST.	0.00	27.78
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	421	5222	620 OCEAN VIEW POOL	0.00	29.07

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	503	5222	PHONE BOOTH-BERWICK	0.00	37.70
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	501	5222	1307 FORST PINE SIG	0.00	43.21
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	501	5222	1307 FORST SINEX SI	0.00	44.33
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	421	5222	CONCESSION STAND	0.00	45.60
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	101	5222	CITY COUNCIL - 3%	0.00	58.40
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	421	5222	RECREATION - 3%	0.00	58.40
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	421	5222	162 16TH STREET	0.00	62.37
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	421	5222	17TH ST & LAUREL	0.00	72.65
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	421	5222	CHAUTAUQUA HALL	0.00	87.91
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	401	5222	PUBLIC LIBRARY	0.00	132.43
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	421	5222	CHAUTAUQUA HALL	0.00	119.67
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	411	5222	165 FOREST AVE	0.00	121.28
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	421	5222	17 MILE DRIVE	0.00	121.75
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	421	5222	117 COMMUNITY CTR	0.00	113.68
TOTAL CHECK								0.00	10,954.06
101	104587	12/09/22	4965	ALVAREZ TECHNOLOGY	133	5201	AFTER HOURS SUPPORT	0.00	450.00
101	104588	12/09/22	8330	AMAZON CAPITAL SERV	131	5301	OFFICE SUPPLIES	0.00	132.59
101	104589	12/09/22	5363	AT&T CALNET 3	133	5206	INTRNT LIB09/07-10/	0.00	169.65
101	104589	12/09/22	5363	AT&T CALNET 3	133	5206	INTRNT LIB 10/7-11/	0.00	181.29
101	104589	12/09/22	5363	AT&T CALNET 3	133	5212	PHONES 10/04-11/03	0.00	1,956.47
TOTAL CHECK								0.00	2,307.41
101	104590	12/09/22	3501	CALTRONICS BUSINESS	401	5225	LIBRARY	0.00	64.64
101	104590	12/09/22	3501	CALTRONICS BUSINESS	401	5225	LIBRARY	0.00	64.82
101	104590	12/09/22	3501	CALTRONICS BUSINESS	501	5225	PUBLIC WORKS	0.00	87.74
101	104590	12/09/22	3501	CALTRONICS BUSINESS	501	5225	PUBLIC WORKS	0.00	151.79
101	104590	12/09/22	3501	CALTRONICS BUSINESS	301	5225	POLICE	0.00	155.23
101	104590	12/09/22	3501	CALTRONICS BUSINESS	131	5225	FINANCE	0.00	172.18
101	104590	12/09/22	3501	CALTRONICS BUSINESS	301	5225	POLICE	0.00	175.49
101	104590	12/09/22	3501	CALTRONICS BUSINESS	131	5225	FINANCE	0.00	190.18
101	104590	12/09/22	3501	CALTRONICS BUSINESS	501	5225	PUBLIC WORKS	0.00	273.97
101	104590	12/09/22	3501	CALTRONICS BUSINESS	501	5225	PUBLIC WORKS	0.00	307.18
101	104590	12/09/22	3501	CALTRONICS BUSINESS	201	5225	CDD	0.00	530.16
101	104590	12/09/22	3501	CALTRONICS BUSINESS	201	5225	CDD	0.00	617.98
TOTAL CHECK								0.00	2,791.36
101	104591	12/09/22	5171	COMCAST	133	5206	TV SRVC 10/15-11/14	0.00	14.05
101	104591	12/09/22	5171	COMCAST	133	5206	INTRNT REC11/20-12/	0.00	103.75
101	104591	12/09/22	5171	COMCAST	133	5206	INTRNT PD 11/27-12/	0.00	155.98
101	104591	12/09/22	5171	COMCAST	133	5206	INTRNT CH11/11-12/1	0.00	163.22
101	104591	12/09/22	5171	COMCAST	133	5206	INTRNT CH10/11-11/1	0.00	163.23
101	104591	12/09/22	5171	COMCAST	133	5206	TV SRVC CH11/15-12/	0.00	14.05
TOTAL CHECK								0.00	614.28
101	104592	12/09/22	9636	COMPUTERSHARE CORPO	513	5132	PERS POB PAYMENT	0.00	2.14
101	104592	12/09/22	9636	COMPUTERSHARE CORPO	101	5132	PERS POB PAYMENT	0.00	4.27
101	104592	12/09/22	9636	COMPUTERSHARE CORPO	133	5132	PERS POB PAYMENT	0.00	23.45
101	104592	12/09/22	9636	COMPUTERSHARE CORPO	502	5132	PERS POB PAYMENT	0.00	26.65
101	104592	12/09/22	9636	COMPUTERSHARE CORPO	501	5132	PERS POB PAYMENT	0.00	31.97

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104592	12/09/22	9636	COMPUTERSHARE CORPO	421	5132	PERS POB PAYMENT	0.00	47.95
101	104592	12/09/22	9636	COMPUTERSHARE CORPO	121	5132	PERS POB PAYMENT	0.00	90.57
101	104592	12/09/22	9636	COMPUTERSHARE CORPO	503	5132	PERS POB PAYMENT	0.00	92.70
101	104592	12/09/22	9636	COMPUTERSHARE CORPO	131	5132	PERS POB PAYMENT	0.00	103.36
101	104592	12/09/22	9636	COMPUTERSHARE CORPO	401	5132	PERS POB PAYMENT	0.00	104.66
101	104592	12/09/22	9636	COMPUTERSHARE CORPO	201	5132	PERS POB PAYMENT	0.00	126.02
101	104592	12/09/22	9636	COMPUTERSHARE CORPO	505	5132	PERS POB PAYMENT	0.00	168.35
101	104592	12/09/22	9636	COMPUTERSHARE CORPO	351	5132	PERS POB PAYMENT	0.00	684.31
101	104592	12/09/22	9636	COMPUTERSHARE CORPO	301	5132	PERS POB PAYMENT	0.00	853.72
TOTAL CHECK								0.00	2,360.12
101	104593	12/09/22	7884	GARDAWORLD	131	5202	EXCESS PREMISE TIME	0.00	13.62
101	104593	12/09/22	7884	GARDAWORLD	131	5202	DEC 2022	0.00	86.32
TOTAL CHECK								0.00	99.94
101	104594	12/09/22	9275	GEOGRAPHIC TECHNOLO	133	5229	GIS IMPLEMENTATION	0.00	2,145.00
101	104595	12/09/22	9222	GOVERNMENT TAX SEMI	131	5215	GOV TAX WEBINAR	0.00	475.00
101	104596	12/09/22	1802	CITY OF MONTEREY	351	5201	FY22/23 FIRE SERVIC	0.00	235,786.16
101	104597	12/09/22	6431	QUADIENT FINANCE US	131	5291	POSTAGE/SUPPLIES	0.00	1,712.43
101	104598	12/09/22	1958	ODP BUSINESS SOLUTI	131	5301	OFFICE SUPPLIES	0.00	43.69
101	104598	12/09/22	1958	ODP BUSINESS SOLUTI	131	5301	OFFICE SUPPLIES	0.00	319.77
TOTAL CHECK								0.00	363.46
101	104599	12/09/22	2062	PACIFIC WEST WATER	131	5201	OFFICE SUPPLIES	0.00	42.85
101	104599	12/09/22	2062	PACIFIC WEST WATER	201	5201	OFFICE SUPPLIES	0.00	42.85
TOTAL CHECK								0.00	85.70
101	104601	12/09/22	9778	PROTELESIS	133	5201	MITEL VOIP SYSTEM M	0.00	6,049.98
101	104602	12/09/22	2786	VERIZON WIRELESS	401	5212	LIB	0.00	-49.02
101	104602	12/09/22	2786	VERIZON WIRELESS	201	5212	CDD	0.00	-12.90
101	104602	12/09/22	2786	VERIZON WIRELESS	201	5212	CDD	0.00	20.92
101	104602	12/09/22	2786	VERIZON WIRELESS	121	5212	CM	0.00	23.38
101	104602	12/09/22	2786	VERIZON WIRELESS	501	5212	PW	0.00	33.85
101	104602	12/09/22	2786	VERIZON WIRELESS	133	5212	ADMIN	0.00	38.01
101	104602	12/09/22	2786	VERIZON WIRELESS	133	5212	ADMIN	0.00	38.01
101	104602	12/09/22	2786	VERIZON WIRELESS	133	5212	ADMIN	0.00	38.01
101	104602	12/09/22	2786	VERIZON WIRELESS	133	5212	ADMIN	0.00	51.30
101	104602	12/09/22	2786	VERIZON WIRELESS	351	5212	FIRE	0.00	63.63
101	104602	12/09/22	2786	VERIZON WIRELESS	301	5212	PD	0.00	63.96
101	104602	12/09/22	2786	VERIZON WIRELESS	421	5212	REC	0.00	77.66
101	104602	12/09/22	2786	VERIZON WIRELESS	501	5212	PW	0.00	82.87
101	104602	12/09/22	2786	VERIZON WIRELESS	501	5212	PW	0.00	82.87
101	104602	12/09/22	2786	VERIZON WIRELESS	501	5212	PW	0.00	598.47
TOTAL CHECK								0.00	1,151.02
101	104603	12/09/22	8890	4LEAF	201	5201	BUILDING DEPARTMENT	0.00	12,270.29
101	104603	12/09/22	8890	4LEAF	201	5201	BUILDING DEPARTMENT	0.00	57,618.75

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
TOTAL CHECK								0.00	69,889.04
101	104604	12/09/22	8303	ALTIUS MEDICAL	301	5201	SHARPS PICK UP	0.00	113.75
101	104605	12/09/22	9816	AMY TULLEY	421	4469	PRORATE REFUND 11/2	0.00	12.50
101	104606	12/09/22	9430	ARAMARK UNIFORM & C	301	5201	DEPARTMENT LINEN AN	0.00	114.85
101	104607	12/09/22	213	BAKER & TAYLOR COMP	401	5301	LIBRARY SUPPLIES	0.00	40.40
101	104607	12/09/22	213	BAKER & TAYLOR COMP	401	5301	LIBRARY SUPPLIES	0.00	152.87
101	104607	12/09/22	213	BAKER & TAYLOR COMP	401	5303	BOOKS & MATERIALS	0.00	560.59
101	104607	12/09/22	213	BAKER & TAYLOR COMP	401	5303	BOOKS & MATERIALS	0.00	1,571.28
TOTAL CHECK								0.00	2,325.14
101	104608	12/09/22	4934	BARTEL ASSOCIATES,	131	5202	GASB 75 ACTUARIAL V	0.00	1,949.00
101	104610	12/09/22	5131	BEST BEST & KRIEGER	111	5205	ATC CEQA LEGAL SERV	0.00	1,461.50
101	104610	12/09/22	5131	BEST BEST & KRIEGER	111	5205	ATC CEQA LEGAL SERV	0.00	1,800.00
TOTAL CHECK								0.00	3,261.50
101	104611	12/09/22	9716	WHITSON JANITORIAL	503	5201	FY22/23 JANITORIAL	0.00	2,100.00
101	104612	12/09/22	5303	VERIZON BUSINESS	301	5206	VERIZON PORT ACCESS	0.00	583.66
101	104613	12/09/22	1040	CENGAGE LEARNING/GA	401	5303	BOOKS & MATS	0.00	187.86
101	104613	12/09/22	1040	CENGAGE LEARNING/GA	401	5303	BOOKS & MATS	0.00	222.79
101	104613	12/09/22	1040	CENGAGE LEARNING/GA	401	5303	BOOKS & MATS	0.00	34.08
TOTAL CHECK								0.00	444.73
101	104614	12/09/22	6309	COLANTUONO, HIGHSMI	111	5205	PG&E UUT LEGAL SERV	0.00	201.09
101	104615	12/09/22	622	CHOMP	301	5291	401434091 10/01-10/	0.00	27.00
101	104616	12/09/22	3451	DE LAY & LAREDO	121	5205	LEGAL SERVICES	0.00	4,576.00
101	104618	12/09/22	5094	COASTAL FABRICATION	503	5309	MEMORIAL BENCH LEGS	0.00	5,383.13
101	104619	12/09/22	952	FEDERAL EXPRESS COR	301	5211	SHIPPING	0.00	94.55
101	104619	12/09/22	952	FEDERAL EXPRESS COR	301	5211	LATE FEE	0.00	4.48
101	104619	12/09/22	952	FEDERAL EXPRESS COR	301	5211	SHIPPING	0.00	19.58
TOTAL CHECK								0.00	118.61
101	104620	12/09/22	592	FOREST HILL ACE HAR	505	5331	STREET LIGHTS	0.00	78.63
101	104620	12/09/22	592	FOREST HILL ACE HAR	301	5223	ELECTRICAL SUPPLIES	0.00	2.72
TOTAL CHECK								0.00	81.35
101	104621	12/09/22	7127	GACHINA LANDSCAPE M	503	5201	FY22/23 PARK MOWING	0.00	1,599.00
101	104622	12/09/22	9817	GEMMA PETERSON	421	5208	YOGA OCT2022/NOV202	0.00	302.40
101	104623	12/09/22	1104	GRANITE CONSTRUCTIO	505	5309	STREETS SUPPLIES	0.00	580.83

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104624	12/09/22	1138	GROVE MARKET	421	5361	PROGRAM SUPPLIES	0.00	17.01
101	104624	12/09/22	1138	GROVE MARKET	421	5361	PROGRAM SUPPLIES	0.00	21.55
TOTAL CHECK								0.00	38.56
101	104625	12/09/22	1199	HAYWARD LUMBER COMP	503	5227	B&G VEH	0.00	233.86
101	104625	12/09/22	1199	HAYWARD LUMBER COMP	503	5223	B&G	0.00	154.96
101	104625	12/09/22	1199	HAYWARD LUMBER COMP	503	5223	WOOD FOR CALEDONIA	0.00	7,364.11
101	104625	12/09/22	1199	HAYWARD LUMBER COMP	503	5223	B&G CREDIT	0.00	-378.99
101	104625	12/09/22	1199	HAYWARD LUMBER COMP	505	5309	STREETS	0.00	64.87
101	104625	12/09/22	1199	HAYWARD LUMBER COMP	503	5223	B&G	0.00	34.44
101	104625	12/09/22	1199	HAYWARD LUMBER COMP	505	5309	STREETS	0.00	12.00
101	104625	12/09/22	1199	HAYWARD LUMBER COMP	505	5309	STREETS	0.00	24.61
TOTAL CHECK								0.00	7,509.86
101	104626	12/09/22	8975	HEIHACHIRO TAKARABE	421	5208	TAI CHI CLASSES NOV	0.00	196.00
101	104627	12/09/22	4321	HOME DEPOT CREDIT S	501	5291	LATE/FINANCE FEES	0.00	47.81
101	104629	12/09/22	9818	JESSICA CROUDO	421	4469	PROGRAM REFUND	0.00	48.00
101	104630	12/09/22	3521	KIMBALL MIDWEST	503	5227	B&G UNIT 58	0.00	78.66
101	104630	12/09/22	3521	KIMBALL MIDWEST	503	5227	B&G UNIT 58	0.00	400.96
101	104630	12/09/22	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	33.60
TOTAL CHECK								0.00	513.22
101	104631	12/09/22	9819	KYLE ROBERT MOLINA	505	5291	DMV APP DL RENEWAL	0.00	88.83
101	104632	12/09/22	8647	MAIN STREET SIGNS	501	5291	SPECIALTY SIGN	0.00	105.56
101	104633	12/09/22	9820	MAYTAL HELFONT	01	4462	CANCELLATION REFUND	0.00	50.00
101	104635	12/09/22	3304	MIDWEST TAPE	401	5303	BOOKS & MATS	0.00	76.45
101	104635	12/09/22	3304	MIDWEST TAPE	401	5303	BOOKS & MATS	0.00	43.69
101	104635	12/09/22	3304	MIDWEST TAPE	401	5303	BOOKS & MATS	0.00	43.69
TOTAL CHECK								0.00	163.83
101	104636	12/09/22	1693	MISSION LINEN SUPPL	351	5291	LINEN SERVICES	0.00	74.33
101	104636	12/09/22	1693	MISSION LINEN SUPPL	351	5291	LINEN SERVICES	0.00	74.33
101	104636	12/09/22	1693	MISSION LINEN SUPPL	351	5291	LINEN SERVICES	0.00	74.33
101	104636	12/09/22	1693	MISSION LINEN SUPPL	351	5291	LINEN SERVICES	0.00	74.33
101	104636	12/09/22	1693	MISSION LINEN SUPPL	351	5291	LINEN SERVICES	0.00	74.33
101	104636	12/09/22	1693	MISSION LINEN SUPPL	351	5291	LINEN SERVICES	0.00	74.33
101	104636	12/09/22	1693	MISSION LINEN SUPPL	351	5291	LINEN SERVICES	0.00	74.33
101	104636	12/09/22	1693	MISSION LINEN SUPPL	351	5291	LINEN SERVICES	0.00	74.33
101	104636	12/09/22	1693	MISSION LINEN SUPPL	351	5291	LINEN SERVICES	0.00	74.33
101	104636	12/09/22	1693	MISSION LINEN SUPPL	351	5291	LINEN SERVICES	0.00	74.33
101	104636	12/09/22	1693	MISSION LINEN SUPPL	351	5291	LINEN SERVICES	0.00	74.33
101	104636	12/09/22	1693	MISSION LINEN SUPPL	351	5291	LINEN SERVICES	0.00	74.33
TOTAL CHECK								0.00	966.29
101	104644	12/09/22	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	12.89

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104644	12/09/22	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	421	5201	LINEN & UNIFORM CLE	0.00	13.34
101	104644	12/09/22	1694	MISSION UNIFORM SER	421	5201	LINEN & UNIFORM CLE	0.00	13.34
101	104644	12/09/22	1694	MISSION UNIFORM SER	421	5201	LINEN & UNIFORM CLE	0.00	72.88
101	104644	12/09/22	1694	MISSION UNIFORM SER	421	5201	LINEN & UNIFORM CLE	0.00	72.88
101	104644	12/09/22	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	75.41
101	104644	12/09/22	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	75.41
101	104644	12/09/22	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	75.41
101	104644	12/09/22	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	75.41
101	104644	12/09/22	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	75.41
101	104644	12/09/22	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	75.41
101	104644	12/09/22	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	75.41
101	104644	12/09/22	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	75.41
101	104644	12/09/22	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	75.41
101	104644	12/09/22	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	75.47
101	104644	12/09/22	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	75.47
101	104644	12/09/22	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	75.47
101	104644	12/09/22	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	75.47
101	104644	12/09/22	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	75.47
101	104644	12/09/22	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	75.47
101	104644	12/09/22	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	75.47
101	104644	12/09/22	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	75.47
101	104644	12/09/22	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	75.47
101	104644	12/09/22	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	78.09
101	104644	12/09/22	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	78.09
101	104644	12/09/22	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	78.09
101	104644	12/09/22	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	79.20
101	104644	12/09/22	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	79.20
101	104644	12/09/22	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	79.20
101	104644	12/09/22	1694	MISSION UNIFORM SER	351	5291	LINEN & UNIFORM CLE	0.00	-12.60

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104644	12/09/22	1694	MISSION UNIFORM SER	351	5291	LINEN & UNIFORM CLE	0.00	-12.60
101	104644	12/09/22	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	4.40
101	104644	12/09/22	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	4.40
101	104644	12/09/22	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	4.40
101	104644	12/09/22	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	4.40
101	104644	12/09/22	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	4.40
101	104644	12/09/22	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	4.40
101	104644	12/09/22	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	4.40
101	104644	12/09/22	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	4.40
101	104644	12/09/22	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	4.40
101	104644	12/09/22	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	7.62
101	104644	12/09/22	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	7.62
101	104644	12/09/22	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	7.62
101	104644	12/09/22	1694	MISSION UNIFORM SER	351	5291	LINEN & UNIFORM CLE	0.00	12.60
101	104644	12/09/22	1694	MISSION UNIFORM SER	351	5291	LINEN & UNIFORM CLE	0.00	12.60
101	104644	12/09/22	1694	MISSION UNIFORM SER	351	5291	LINEN & UNIFORM CLE	0.00	12.60
101	104644	12/09/22	1694	MISSION UNIFORM SER	351	5291	LINEN & UNIFORM CLE	0.00	12.60
101	104644	12/09/22	1694	MISSION UNIFORM SER	351	5291	LINEN & UNIFORM CLE	0.00	12.60
101	104644	12/09/22	1694	MISSION UNIFORM SER	351	5291	LINEN & UNIFORM CLE	0.00	12.60
101	104644	12/09/22	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	79.20
101	104644	12/09/22	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	79.20
101	104644	12/09/22	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	79.20
101	104644	12/09/22	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	79.20
101	104644	12/09/22	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	79.20
101	104644	12/09/22	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	79.20
101	104644	12/09/22	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	81.20
101	104644	12/09/22	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	81.20
101	104644	12/09/22	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	81.20
101	104644	12/09/22	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	91.64
101	104644	12/09/22	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	91.64
101	104644	12/09/22	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	91.64
TOTAL CHECK								0.00	3,837.93
101	104645	12/09/22	3443	MONTEREY BAY PEST C	503	5201	ANNUAL PEST CONTROL	0.00	490.00

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104646	12/09/22	3807	MONTEREY COUNTY WEE	121	5221	2ND READ MIN WAGE	0.00	108.81
101	104646	12/09/22	3807	MONTEREY COUNTY WEE	131	5221	2ND READ OP CAP BUD	0.00	108.81
101	104646	12/09/22	3807	MONTEREY COUNTY WEE	201	5221	ADOPT BLD CODES 202	0.00	108.81
101	104646	12/09/22	3807	MONTEREY COUNTY WEE	201	5221	PH-1631 SUNSET	0.00	163.22
TOTAL CHECK								0.00	489.65
101	104647	12/09/22	1798	MONTEREY ONE WATER	421	5222	11/01-12/31 04-0028	0.00	98.96
101	104647	12/09/22	1798	MONTEREY ONE WATER	421	5222	11/01-12/31 04-0039	0.00	98.96
101	104647	12/09/22	1798	MONTEREY ONE WATER	503	5222	11/01-12/31 04-0041	0.00	98.96
101	104647	12/09/22	1798	MONTEREY ONE WATER	501	5222	11/01-12/31 04-0052	0.00	98.96
101	104647	12/09/22	1798	MONTEREY ONE WATER	421	5222	11/01-12/31 04-0061	0.00	98.96
101	104647	12/09/22	1798	MONTEREY ONE WATER	421	5222	11/01-12/31 04-0010	0.00	98.96
101	104647	12/09/22	1798	MONTEREY ONE WATER	401	5222	11/01-12/31 04-0011	0.00	98.96
101	104647	12/09/22	1798	MONTEREY ONE WATER	421	5222	11/01-12/31 04-0011	0.00	98.96
101	104647	12/09/22	1798	MONTEREY ONE WATER	421	5222	11/01-12/31 04-0008	0.00	98.96
101	104647	12/09/22	1798	MONTEREY ONE WATER	411	5222	11/01-12/31 04-0011	0.00	197.92
101	104647	12/09/22	1798	MONTEREY ONE WATER	131	5222	11/01-12/31 04-0022	0.00	692.72
101	104647	12/09/22	1798	MONTEREY ONE WATER	503	5222	11/01-12/31 04-0009	0.00	3,296.56
TOTAL CHECK								0.00	5,077.84
101	104648	12/09/22	1801	MONTEREY TIRE SERVI	301	5227	PD UNIT 05	0.00	618.80
101	104649	12/09/22	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	78.49
101	104649	12/09/22	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	104.63
101	104649	12/09/22	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	-22.98
101	104649	12/09/22	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	-18.56
TOTAL CHECK								0.00	141.58
101	104650	12/09/22	9576	O'REILLY AUTO ENTER	503	5227	B&G UNIT 54	0.00	75.21
101	104650	12/09/22	9576	O'REILLY AUTO ENTER	503	5227	B&G UNIT 55	0.00	77.55
101	104650	12/09/22	9576	O'REILLY AUTO ENTER	502	5309	MECH STOCK	0.00	104.36
101	104650	12/09/22	9576	O'REILLY AUTO ENTER	503	5227	B&G UNIT 53	0.00	130.38
101	104650	12/09/22	9576	O'REILLY AUTO ENTER	502	5309	CORE CREDIT	0.00	-10.00
101	104650	12/09/22	9576	O'REILLY AUTO ENTER	503	5227	B&G UNIT 58	0.00	28.38
101	104650	12/09/22	9576	O'REILLY AUTO ENTER	301	5227	PD UNIT 44	0.00	45.62
101	104650	12/09/22	9576	O'REILLY AUTO ENTER	503	5227	B&G UNIT 53	0.00	45.87
101	104650	12/09/22	9576	O'REILLY AUTO ENTER	503	5227	B&G UNIT 54	0.00	49.94
101	104650	12/09/22	9576	O'REILLY AUTO ENTER	503	5227	B&G 54	0.00	67.49
101	104650	12/09/22	9576	O'REILLY AUTO ENTER	503	5227	B&G UNIT 53	0.00	70.11
101	104650	12/09/22	9576	O'REILLY AUTO ENTER	501	5227	PW UNIT 69	0.00	73.06
101	104650	12/09/22	9576	O'REILLY AUTO ENTER	505	5226	STREETS GRINDER	0.00	17.36
TOTAL CHECK								0.00	775.33
101	104651	12/09/22	2024	PACIFIC GAS & ELECT	501	5222	PW 7258611212-9	0.00	1,147.05
101	104651	12/09/22	2024	PACIFIC GAS & ELECT	505	5222	GOLF 5856774175-4	0.00	13.84
TOTAL CHECK								0.00	1,160.89
101	104652	12/09/22	2023	PACIFIC GAS & ELECT	421	5222	REC10/26-11/27 4030	0.00	337.00
101	104652 V	12/09/22	2023	PACIFIC GAS & ELECT	421	5222	REC10/26-11/27 4030	0.00	-337.00
TOTAL CHECK								0.00	0.00

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	116.55
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	196.58
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	349.58
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	393.10
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	485.62
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	665.19
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	3.27
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	3.90
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	CASH DISC. STMT 11/	0.00	-148.85
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	0.61
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	3.05
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	26.20
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	301	5223	B&G PD SUPPLIES	0.00	27.00
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	27.26
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	27.30
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	301	5223	B&G PD SUPPLIES	0.00	28.39
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	37.12
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	40.41
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	40.60
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	41.12
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	41.49
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	301	5223	B&G PD SUPPLIES	0.00	43.86
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	411	5223	MUSEUM SUPPLIES	0.00	49.70
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5227	B&G VEH SUPPLIES	0.00	50.23
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	52.41
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	53.69
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	55.66
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	55.68
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	351	5223	B&G FIRE	0.00	56.79
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	60.60
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	401	5223	LIBRARY SUPPLIES	0.00	63.34
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	201	5301	OFFICE SUPPLIES	0.00	31.48
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	36.17
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	301	5223	B&G PD SUPPLIES	0.00	36.61
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	505	5309	STREETS SUPPLIES	0.00	4.06
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	401	5223	LIBRARY SUPPLIES	0.00	4.68
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	5.01
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	505	5309	STREETS SUPPLIES	0.00	5.24
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	301	5223	B&G PD SUPPLIES	0.00	7.84
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	8.73
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	505	5309	STREETS SUPPLIES	0.00	8.79
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	9.38
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	10.03
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5227	B&G VEH SUPPLIES	0.00	10.48
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	411	5223	MUSEUM SUPPLIES	0.00	10.91
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	11.56
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	11.67
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	13.74
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	6.10
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	502	5309	MECH SUPPLIES	0.00	6.11
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	6.54
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	401	5223	LIBRARY SUPPLIES	0.00	6.54

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	14.19
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5227	B&G VEH SUPPLIES	0.00	15.28
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	16.52
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	21.80
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	301	5291	TIE DOWNS	0.00	24.02
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5227	B&G VEH SUPPLIES	0.00	24.32
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	24.58
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	25.64
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	25.96
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	505	5309	STREETS SUPPLIES	0.00	26.18
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	17.47
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	18.56
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	20.75
TOTAL CHECK								0.00	3,474.39
101	104657	12/09/22	6816	REGIONAL GOVERNMENT	201	5202	ON-CALL PLANNING SE	0.00	5,825.00
101	104658	12/09/22	9575	REMY MOOSE MANLEY,	201	5205	LEGAL SERVICES - PG	0.00	671.50
101	104659	12/09/22	9821	RICH LUNA	01	214	DEPOSIT REFUND	0.00	189.00
101	104660	12/09/22	9813	ROBB HILL	401	5215	REIMB 43.9 MILES@.6	0.00	27.44
101	104661	12/09/22	9334	RUSSELL AURIA PEST	513	5201	PEST CONTROL	0.00	800.00
101	104662	12/09/22	2371	SAFETY-KLEEN SYSTEM	502	5309	RECYCLING & EQUIP S	0.00	331.63
101	104662	12/09/22	2371	SAFETY-KLEEN SYSTEM	502	5309	RECYCLING & EQUIP S	0.00	1,050.18
TOTAL CHECK								0.00	1,381.81
101	104663	12/09/22	7427	SANDRA KANDELL	121	5261	NOTARY TEST FEE	0.00	40.00
101	104664	12/09/22	9336	STAPHANY ARRIOLA	421	5361	REIMB REC SUPPLIES	0.00	85.71
101	104666	12/09/22	7867	UPS	301	5211	SHIPPING	0.00	26.43
101	104667	12/09/22	9822	VANESSA ANDRADE-CAN	01	214	DEPOSIT REFUND	0.00	189.00
101	104668	12/09/22	2786	VERIZON WIRELESS	301	5206	WIRELESS MOBILE CON	0.00	513.22
101	104669	12/09/22	2796	VICTORY TOYOTA	301	5227	PD STOCK	0.00	425.42
101	104670	12/09/22	9305	WATSONVILLE FORD	301	5227	PD UNIT 8	0.00	178.83
101	104670	12/09/22	9305	WATSONVILLE FORD	503	5227	B&G UNIT 53	0.00	205.96
101	104670	12/09/22	9305	WATSONVILLE FORD	301	5227	PD UNIT 8	0.00	297.16
101	104670	12/09/22	9305	WATSONVILLE FORD	301	5227	PD UNIT 8	0.00	551.71
101	104670	12/09/22	9305	WATSONVILLE FORD	301	5227	PD UNIT 8	0.00	13.11
TOTAL CHECK								0.00	1,246.77
101	104671	12/09/22	8989	WEX BANK	301	5311	PAPER DELIVERY FEE	0.00	10.00
101	104672	12/09/22	1204	WINNERS AWARDS & EN	513	5309	MEMORIAL TREE PROGR	0.00	289.51
101	104672	12/09/22	1204	WINNERS AWARDS & EN	513	5309	MEMORIAL TREE PROGR	0.00	609.62

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
TOTAL CHECK								0.00	899.13
101	104673	12/09/22	7266	WT COX INFORMATION	401	5303	BOOKS & MATS	0.00	40.46
101	104675	12/13/22	3970	ALHAMBRA & SIERRA S	351	5291	NOV22/2872918851536	0.00	192.65
101	104675	12/13/22	3970	ALHAMBRA & SIERRA S	351	5291	OCT22/2872918851536	0.00	204.55
101	104675	12/13/22	3970	ALHAMBRA & SIERRA S	351	5291	SEPT22/287291885153	0.00	254.51
TOTAL CHECK								0.00	651.71
101	104676	12/13/22	7672	JUSTIN HANKES	301	5215	RESILIENCY & WELLNE	0.00	74.00
101	104677	12/13/22	3684	AMI LONSINGER	301	5215	RESILIENCY & WELLNE	0.00	74.00
101	104678	12/13/22	8559	MICHAELA BASANESE	301	5215	RESILIENCY & WELLNE	0.00	74.00
101	104679	12/13/22	2024	PACIFIC GAS & ELECT	421	5222	REC10/26-11/27 4030	0.00	337.00
101	104680	12/13/22	8285	PAUL NAGAMINE	301	5212	RESILIENCY & WELLNE	0.00	74.00
101	104681	12/16/22	2952	AFLAC	01	202	DED:5291 AFLAC P/T	0.00	69.24
101	104681	12/16/22	2952	AFLAC	01	202	DED:5200 AFLAC PREM	0.00	634.02
101	104681	12/16/22	2952	AFLAC	01	202	DED:5201 AFLAC P/T	0.00	1,700.81
TOTAL CHECK								0.00	2,404.07
101	104682	12/16/22	1	CALPERS HEALTH	01	202	DED:121 HEALTH	0.00	444.47
101	104682	12/16/22	1	CALPERS HEALTH	01	202	DED:120 HEALTH	0.00	564.42
101	104682	12/16/22	1	CALPERS HEALTH	01	202	DED:531 HEALTH	0.00	701.24
101	104682	12/16/22	1	CALPERS HEALTH	01	202	DED:116 HEALTH	0.00	825.62
101	104682	12/16/22	1	CALPERS HEALTH	01	202	DED:105 HEALTH	0.00	1,073.30
101	104682	12/16/22	1	CALPERS HEALTH	01	202	DED:110 HEALTH	0.00	1,128.83
101	104682	12/16/22	1	CALPERS HEALTH	01	202	DED:126 HEALTH	0.00	1,155.62
101	104682	12/16/22	1	CALPERS HEALTH	01	202	DED:125 HEALTH	0.00	1,155.62
101	104682	12/16/22	1	CALPERS HEALTH	01	202	DED:0563 HEALTH FAM	0.00	1,187.86
101	104682	12/16/22	1	CALPERS HEALTH	01	202	DED:108 HEALTH	0.00	1,560.16
101	104682	12/16/22	1	CALPERS HEALTH	01	202	DED:103 HEALTH	0.00	2,064.05
101	104682	12/16/22	1	CALPERS HEALTH	01	202	DED:124 HEALTH	0.00	2,311.24
101	104682	12/16/22	1	CALPERS HEALTH	01	202	DED:107 HEALTH	0.00	2,400.24
101	104682	12/16/22	1	CALPERS HEALTH	01	202	DED:104 HEALTH	0.00	2,476.83
101	104682	12/16/22	1	CALPERS HEALTH	01	202	DED:2072 HEALTH	0.00	2,812.50
101	104682	12/16/22	1	CALPERS HEALTH	01	202	DED:2071 HEALTH	0.00	2,887.50
101	104682	12/16/22	1	CALPERS HEALTH	01	202	DED:123 HEALTH	0.00	3,555.76
101	104682	12/16/22	1	CALPERS HEALTH	01	202	DED:533 HEALTH	0.00	4,293.20
101	104682	12/16/22	1	CALPERS HEALTH	01	202	DED:2073 HEALTH FAM	0.00	5,750.00
101	104682	12/16/22	1	CALPERS HEALTH	01	202	DED:122 HEALTH	0.00	5,778.11
101	104682	12/16/22	1	CALPERS HEALTH	01	202	DED:106 HEALTH	0.00	6,000.60
TOTAL CHECK								0.00	50,127.17
101	104683	12/16/22	3134	CITY OF PACIFIC GRO	01	202	DED:3300 AFLAC DEP	0.00	348.00
101	104683	12/16/22	3134	CITY OF PACIFIC GRO	01	202	DED:3301 AFLAC MED	0.00	2,164.56
TOTAL CHECK								0.00	2,512.56
101	104684	12/16/22	3393	EFT	01	202	DED:*FM MEDICARE	0.00	10,706.22

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104684	12/16/22	3393	EFT	01	202	DED:*SCA STATE TAX	0.00	16,548.00
101	104684	12/16/22	3393	EFT	01	202	DED:*FT FEDERAL TX	0.00	43,990.54
TOTAL CHECK								0.00	71,244.76
101	104685	12/16/22	9589	FOREMAN FINANCIAL,	01	202	DED:7506 WAGE ORDER	0.00	555.29
101	104686	12/16/22	2946	PACIFIC GROVE CITY	01	202	DED:7000 ASSOC DUES	0.00	760.00
101	104687	12/16/22	2938	MASS MUTUAL (457 PL	01	202	DED:3999 ROTH IRA	0.00	765.00
101	104687	12/16/22	2938	MASS MUTUAL (457 PL	01	202	DED:4000 DEF COMP	0.00	12,370.24
TOTAL CHECK								0.00	13,135.24
101	104688	12/16/22	2936	MTRY COUNTY DEPT OF	01	202	DED:0023 GARNISH	0.00	236.30
101	104689	12/16/22	2949	PACIFIC GROVE MANAG	01	202	DED:7203 ASSOC DUES	0.00	30.00
101	104690	12/16/22	2051	CITY OF PACIFIC GRO	01	202	DED:1006 WORK COMP	0.00	17.65
101	104690	12/16/22	2051	CITY OF PACIFIC GRO	01	202	DED:1009 WORK COMP	0.00	68.62
101	104690	12/16/22	2051	CITY OF PACIFIC GRO	01	202	DED:1005 WORK COMP	0.00	1,353.53
101	104690	12/16/22	2051	CITY OF PACIFIC GRO	01	202	DED:1010 WORK COMP	0.00	2,917.67
101	104690	12/16/22	2051	CITY OF PACIFIC GRO	01	202	DED:1003 WORK COMP	0.00	6,616.10
TOTAL CHECK								0.00	10,973.57
101	104691	12/16/22	2052	CITY OF PACIFIC GRO	01	202	DED:7510 PERS REIMB	0.00	44.13
101	104692	12/16/22	2053	CITY OF PACIFIC GRO	01	202	DED:201 DENTAL	0.00	37.59
101	104692	12/16/22	2053	CITY OF PACIFIC GRO	01	202	DED:2101 DENTAL	0.00	265.30
101	104692	12/16/22	2053	CITY OF PACIFIC GRO	01	202	DED:2102 DENTAL	0.00	498.49
101	104692	12/16/22	2053	CITY OF PACIFIC GRO	01	202	DED:200 DENTAL	0.00	511.65
101	104692	12/16/22	2053	CITY OF PACIFIC GRO	01	202	DED:2103 DENTAL FAM	0.00	853.38
TOTAL CHECK								0.00	2,166.41
101	104693	12/16/22	2054	CITY OF PACIFIC GRO	01	202	DED:0005 SUTA	0.00	134.40
101	104694	12/16/22	2133	PERS	01	202	DED:0019 PERS RT SF	0.00	-3.25
101	104694	12/16/22	2133	PERS	01	202	DED:0004 SURV BEN	0.00	87.42
101	104694	12/16/22	2133	PERS	01	202	DED:0022 PERS SP MS	0.00	99.37
101	104694	12/16/22	2133	PERS	01	202	DED:08 PERS OTHER	0.00	391.61
101	104694	12/16/22	2133	PERS	01	202	DED:0018 PERS SP SF	0.00	508.13
101	104694	12/16/22	2133	PERS	01	202	DED:0009 PERS OTHER	0.00	815.76
101	104694	12/16/22	2133	PERS	01	202	DED:2001 PERS	0.00	880.32
101	104694	12/16/22	2133	PERS	01	202	DED:2000 PERS EMPLY	0.00	1,179.00
101	104694	12/16/22	2133	PERS	01	202	DED:0002 PERS	0.00	5,670.88
101	104694	12/16/22	2133	PERS	01	202	DED:07 PERS CITY	0.00	5,836.33
101	104694	12/16/22	2133	PERS	01	202	DED:0017 PERS RG SF	0.00	5,962.65
101	104694	12/16/22	2133	PERS	01	202	DED:0011 PERS ER SF	0.00	6,358.05
101	104694	12/16/22	2133	PERS	01	202	DED:0021 PERS REG M	0.00	8,440.32
101	104694	12/16/22	2133	PERS	01	202	DED:0020 PERS ER M3	0.00	9,450.66
101	104694	12/16/22	2133	PERS	01	202	DED:0006 PERS CITY	0.00	11,216.52
101	104694	12/16/22	2133	PERS	01	202	DED:01 PERS	0.00	11,539.53
TOTAL CHECK								0.00	68,433.30

SELECTION CRITERIA: transact.ck_date between '20221201 00:00:00.000' and '20221231 00:00:00.000'
ACCOUNTING PERIOD: 7/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104695	12/16/22	2943	POLICE OFFICERS ASS	01	202	DED:7205 ASSOC DUES	0.00	931.24
101	104696	12/16/22	7956	STATE DISABILITY TA	01	202	DED:0026 SDI	0.00	4,110.23
101	104697	12/16/22	8352	TRANSAMERICA EMPLOY	01	202	DED:5202 TRANSAMERI	0.00	627.08
101	104698	12/16/22	4177	UNION BANK OF CALIF	01	202	DED:4005 PARS-457	0.00	513.13
101	104699	12/16/22	632	VISION SERVICE PLAN	01	202	DED:301 VISION	0.00	30.00
101	104699	12/16/22	632	VISION SERVICE PLAN	01	202	DED:2502 VISION	0.00	76.78
101	104699	12/16/22	632	VISION SERVICE PLAN	01	202	DED:300 VISION	0.00	188.46
101	104699	12/16/22	632	VISION SERVICE PLAN	01	202	DED:2503 VISION FAM	0.00	450.00
TOTAL CHECK								0.00	745.24
101	104701	12/22/22	67	ALERT-ALL CORPORATI	351	5291	FIRE SAFETY SUPPLIE	0.00	537.51
101	104702	12/22/22	4488	ALTERNATOR STARTER	503	5227	UNIT 58	0.00	931.88
101	104703	12/22/22	8330	AMAZON CAPITAL SERV	351	5291	MICROWAVE/TOASTER F	0.00	240.11
101	104703	12/22/22	8330	AMAZON CAPITAL SERV	501	5301	OFFICE SUPPLIES	0.00	729.33
TOTAL CHECK								0.00	969.44
101	104704	12/22/22	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	78.17
101	104704	12/22/22	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	154.04
101	104704	12/22/22	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	3,489.01
101	104704	12/22/22	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	1,203.12
101	104704	12/22/22	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	1,756.63
TOTAL CHECK								0.00	6,680.97
101	104705	12/22/22	9430	ARAMARK UNIFORM & C	301	5201	DEPARTMENT LINEN AN	0.00	114.85
101	104705	12/22/22	9430	ARAMARK UNIFORM & C	301	5201	DEPARTMENT LINEN AN	0.00	114.85
TOTAL CHECK								0.00	229.70
101	104707	12/22/22	6154	AT&T	133	5212	ADMIN 237-841-1328	0.00	33.97
101	104707	12/22/22	6154	AT&T	421	5212	REC 237 351-6297	0.00	33.97
TOTAL CHECK								0.00	67.94
101	104708	12/22/22	8476	AT&T MOBILITY	301	5206	CELLPHNS 2872947451	0.00	1,673.72
101	104710	12/22/22	213	BAKER & TAYLOR COMP	401	5301	LIBRARY SUPPLIES	0.00	22.44
101	104710	12/22/22	213	BAKER & TAYLOR COMP	401	5303	BOOKS & MATERIALS	0.00	232.09
TOTAL CHECK								0.00	254.53
101	104712	12/22/22	6329	BURKE, WILLIAMS & S	111	5203	CITY ATTORNEY SERVI	0.00	35,915.00
101	104714	12/22/22	402	CA DEPT OF JUSTICE	301	5201	DOJ LIVESCANS	0.00	32.00
101	104715	12/22/22	3501	CALTRONICS BUSINESS	401	5225	LIB 11/14-12/13/22	0.00	71.40
101	104715	12/22/22	3501	CALTRONICS BUSINESS	501	5225	PW 11/14-12/13/22	0.00	108.74
101	104715	12/22/22	3501	CALTRONICS BUSINESS	501	5225	PW 11/14-12/13/22	0.00	109.99
101	104715	12/22/22	3501	CALTRONICS BUSINESS	131	5225	FIN 11/14-12/13/22	0.00	111.82
101	104715	12/22/22	3501	CALTRONICS BUSINESS	301	5225	PD 11/14-12/13/22	0.00	168.68

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104715	12/22/22	3501	CALTRONICS BUSINESS	201	5225	CDD 11/14-12/13/22	0.00	438.45
TOTAL CHECK								0.00	1,009.08
101	104716	12/22/22	1040	CENGAGE LEARNING/GA	401	5303	BOOKS & MATERIALS	0.00	27.09
101	104716	12/22/22	1040	CENGAGE LEARNING/GA	401	5303	BOOKS & MATS	0.00	62.04
TOTAL CHECK								0.00	89.13
101	104717	12/22/22	2993	CENTRALSQUARE TECHN	131	5201	FINANCE SOFTWARE	0.00	4,296.93
101	104718	12/22/22	6309	COLANTUONO, HIGHSMI	111	5205	LEGAL ASSISTANCE -	0.00	75.00
101	104718	12/22/22	6309	COLANTUONO, HIGHSMI	111	5205	PG&E UUT LEGAL SERV	0.00	204.46
TOTAL CHECK								0.00	279.46
101	104719	12/22/22	3451	DE LAY & LAREDO	121	5205	LEGAL SERVICES NOV2	0.00	2,431.00
101	104720	12/22/22	769	COAST COUNTIES GLAS	502	5223	CITY HALL RESTROOM	0.00	4,813.00
101	104721	12/22/22	9823	EARL DEAL ROOFING	01	4203	80% PERMIT REFUND	0.00	547.20
101	104722	12/22/22	7424	EDGES ELECTRICAL GR	503	5223	STOCK	0.00	119.39
101	104722	12/22/22	7424	EDGES ELECTRICAL GR	301	5223	ELECTRICAL SUPPLIES	0.00	170.62
101	104722	12/22/22	7424	EDGES ELECTRICAL GR	411	5223	ELECTRICAL SUPPLIES	0.00	259.10
101	104722	12/22/22	7424	EDGES ELECTRICAL GR	411	5223	ELECTRICAL SUPPLIES	0.00	261.48
101	104722	12/22/22	7424	EDGES ELECTRICAL GR	301	5223	ELECTRICAL SUPPLIES	0.00	574.48
TOTAL CHECK								0.00	1,385.07
101	104724	12/22/22	926	EWING IRRIGATION PR	503	5223	IRRIGATION SUPPLIES	0.00	118.71
101	104725	12/22/22	592	FOREST HILL ACE HAR	503	5309	OIL FOR TOOLS	0.00	20.75
101	104726	12/22/22	7127	GACHINA LANDSCAPE M	503	5201	FY22/23 PARK MOWING	0.00	639.63
101	104727	12/22/22	9222	GOVERNMENT TAX SEMI	131	5215	TRAINING A.CRAY	0.00	75.00
101	104728	12/22/22	1104	GRANITE CONSTRUCTIO	505	5331	STREET SUPPLIES	0.00	697.00
101	104729	12/22/22	1105	GRANITE ROCK COMPAN	505	5309	RAPID SET GROUT	0.00	431.58
101	104729	12/22/22	1105	GRANITE ROCK COMPAN	505	5309	CONCRETE MIX	0.00	442.78
101	104729	12/22/22	1105	GRANITE ROCK COMPAN	505	5309	BASE ROCK	0.00	922.80
TOTAL CHECK								0.00	1,797.16
101	104731	12/22/22	8707	WILEY GRIFFIN	301	5215	TUITION REIMBURSEME	0.00	4,500.00
101	104732	12/22/22	6743	HANA GARDENS SEASID	503	5223	ORGANIC COMPOST	0.00	89.26
101	104734	12/22/22	8993	HR & ASSOCIATES	225	5201	ATC PLANNING SERVIC	0.00	1,312.50
101	104735	12/22/22	1323	INNOVATIVE INTERFAC	401	5201	CONTRACT SERVICE	0.00	2,646.00
101	104736	12/22/22	7433	IPS GROUP, INC	301	5213	IPS PARKING METER B	0.00	1,403.70
101	104737	12/22/22	3521	KIMBALL MIDWEST	502	5309	CREDIT - MECH STOCK	0.00	-7.89

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104737	12/22/22	3521	KIMBALL MIDWEST	501	5227	UNIT 69	0.00	32.78
101	104737	12/22/22	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	1,158.49
TOTAL CHECK								0.00	1,183.38
101	104738	12/22/22	8738	LIFTOFF LLC	133	5229	OFFICE 365 LICENSES	0.00	180.00
101	104741	12/22/22	9145	MCGILLOWAY, RAY, BR	131	5202	IMPLEMENTATION OF G	0.00	6,200.00
101	104742	12/22/22	3304	MIDWEST TAPE	401	5303	BOOKS & MATS	0.00	16.38
101	104742	12/22/22	3304	MIDWEST TAPE	401	5303	BOOKS & MATS	0.00	43.69
TOTAL CHECK								0.00	60.07
101	104744	12/22/22	3443	MONTEREY BAY PEST C	411	5223	ANNUAL PEST CONTROL	0.00	135.00
101	104744	12/22/22	3443	MONTEREY BAY PEST C	411	5223	ANNUAL PEST CONTROL	0.00	135.00
101	104744	12/22/22	3443	MONTEREY BAY PEST C	411	5223	ANNUAL PEST CONTROL	0.00	135.00
101	104744	12/22/22	3443	MONTEREY BAY PEST C	351	5227	ANNUAL PEST CONTROL	0.00	180.00
101	104744	12/22/22	3443	MONTEREY BAY PEST C	351	5227	ANNUAL PEST CONTROL	0.00	180.00
101	104744	12/22/22	3443	MONTEREY BAY PEST C	351	5227	ANNUAL PEST CONTROL	0.00	180.00
101	104744	12/22/22	3443	MONTEREY BAY PEST C	351	5227	ANNUAL PEST CONTROL	0.00	180.00
TOTAL CHECK								0.00	1,125.00
101	104746	12/22/22	1801	MONTEREY TIRE SERVI	301	5227	PD-LEASE CAMRY	0.00	95.54
101	104747	12/22/22	1802	CITY OF MONTEREY	351	5201	FY 22/23 FIRE SERVI	0.00	235,786.16
101	104749	12/22/22	6431	QUADIENT FINANCE US	131	5291	POSTAGE SUPPLIES FE	0.00	65.26
101	104750	12/22/22	1958	ODP BUSINESS SOLUTI	201	5201	OFFICE SUPPLIES	0.00	-22.98
101	104750	12/22/22	1958	ODP BUSINESS SOLUTI	401	5301	LIBRARY SUPPLIES	0.00	3.39
101	104750	12/22/22	1958	ODP BUSINESS SOLUTI	131	5301	OFFICE SUPPLIES	0.00	18.50
101	104750	12/22/22	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	18.56
101	104750	12/22/22	1958	ODP BUSINESS SOLUTI	121	5301	OFFICE SUPPLIES	0.00	75.35
101	104750	12/22/22	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	93.47
101	104750	12/22/22	1958	ODP BUSINESS SOLUTI	201	5201	OFFICE SUPPLIES	0.00	96.56
101	104750	12/22/22	1958	ODP BUSINESS SOLUTI	401	5301	LIBRARY SUPPLIES	0.00	120.79
101	104750	12/22/22	1958	ODP BUSINESS SOLUTI	131	5301	OFFICE SUPPLIES	0.00	158.15
101	104750	12/22/22	1958	ODP BUSINESS SOLUTI	131	5301	OFFICE SUPPLIES	0.00	255.40
101	104750	12/22/22	1958	ODP BUSINESS SOLUTI	131	5301	OFFICE SUPPLIES	0.00	265.55
TOTAL CHECK								0.00	1,082.74
101	104751	12/22/22	9576	O'REILLY AUTO ENTER	501	5227	UNIT 41	0.00	9.32
101	104751	12/22/22	9576	O'REILLY AUTO ENTER	501	5227	PW 41	0.00	9.32
101	104751	12/22/22	9576	O'REILLY AUTO ENTER	301	5227	UNIT PD 07	0.00	20.65
101	104751	12/22/22	9576	O'REILLY AUTO ENTER	501	5227	PW UNIT 41	0.00	36.04
101	104751	12/22/22	9576	O'REILLY AUTO ENTER	301	5227	PD UNIT 7	0.00	43.68
101	104751	12/22/22	9576	O'REILLY AUTO ENTER	505	5227	UNIT 17	0.00	214.59
TOTAL CHECK								0.00	333.60
101	104752	12/22/22	5567	OVERDRIVE, INC.	401	5303	BOOKS&MATS 0910-100	0.00	11.96
101	104754	12/22/22	2059	PACIFIC SMOG	505	5227	UNIT 16 SMOG TEST	0.00	41.75
101	104754	12/22/22	2059	PACIFIC SMOG	501	5227	UNIT 69 SMOG TEST	0.00	41.75

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104754	12/22/22	2059	PACIFIC SMOG	501	5227	UNIT 94 SMOG TEST	0.00	41.75
101	104754	12/22/22	2059	PACIFIC SMOG	301	5227	UNIT 12 SMOG TEST	0.00	41.75
101	104754	12/22/22	2059	PACIFIC SMOG	301	5227	UNIT 8 SMOG TEST	0.00	41.75
101	104754	12/22/22	2059	PACIFIC SMOG	503	5227	UNIT 54 SMOG TEST	0.00	41.75
101	104754	12/22/22	2059	PACIFIC SMOG	503	5227	UNIT 53 SMOG TEST	0.00	41.75
101	104754	12/22/22	2059	PACIFIC SMOG	503	5227	UNIT 59 SMOG TEST	0.00	51.75
TOTAL CHECK								0.00	344.00
101	104755	12/22/22	2062	PACIFIC WEST WATER	131	5201	OFFICE SUPPLIES	0.00	42.85
101	104755	12/22/22	2062	PACIFIC WEST WATER	201	5201	OFFICE SUPPLIES	0.00	42.85
101	104755	12/22/22	2062	PACIFIC WEST WATER	301	5291	WATER SERVICE	0.00	745.15
TOTAL CHECK								0.00	830.85
101	104758	12/22/22	2219	PURE WATER	501	5309	WATER SERVICE	0.00	23.60
101	104758	12/22/22	2219	PURE WATER	502	5309	WATER SERVICE	0.00	23.60
101	104758	12/22/22	2219	PURE WATER	503	5309	WATER SERVICE	0.00	23.60
101	104758	12/22/22	2219	PURE WATER	505	5309	WATER SERVICE	0.00	23.60
TOTAL CHECK								0.00	94.40
101	104760	12/22/22	7621	READY REFRESH	301	5291	WATER/00K0022752414	0.00	198.91
101	104761	12/22/22	4468	RENTAL DEPOT MONTER	351	5223	FLOOR BLOWER	0.00	68.40
101	104762	12/22/22	6325	RICHARD PETTY ELECT	351	5223	ELECTRIC WORK	0.00	520.00
101	104762	12/22/22	6325	RICHARD PETTY ELECT	351	5223	ELECTRIC WORK	0.00	520.00
TOTAL CHECK								0.00	1,040.00
101	104763	12/22/22	9802	ROBERT HALF INTERNA	131	5201	CARRILLO TEMP EMP M	0.00	8,208.00
101	104764	12/22/22	2541	SPCA OF MONTEREY CO	301	5201	ANIMAL SHELTER NOV2	0.00	875.00
101	104765	12/22/22	6038	SPEAK WRITE BILLING	301	5201	TRANSCRIPTION SVC	0.00	222.85
101	104766	12/22/22	1768	STURDY OIL COMPANY	351	5311	FUEL DIST NOV 2022	0.00	6.68
101	104766	12/22/22	1768	STURDY OIL COMPANY	421	5311	FUEL DIST NOV 2022	0.00	15.03
101	104766	12/22/22	1768	STURDY OIL COMPANY	505	5311	FUEL DIST NOV 2022	0.00	512.74
101	104766	12/22/22	1768	STURDY OIL COMPANY	01	111	FUEL DIST NOV 2022	0.00	3,606.15
101	104766	12/22/22	1768	STURDY OIL COMPANY	503	5311	FUEL DIST NOV 2022	0.00	1,025.47
101	104766	12/22/22	1768	STURDY OIL COMPANY	301	5311	FUEL DIST NOV 2022	0.00	2,100.89
TOTAL CHECK								0.00	7,266.96
101	104768	12/22/22	8379	TRANSUNION RISK AND	301	5201	4170441/TLO	0.00	75.00
101	104769	12/22/22	9148	TRI COUNTY CONCRETE	505	5309	CONCRETE	0.00	610.74
101	104770	12/22/22	5252	ULINE	301	5291	METAL GARBAGE CAN	0.00	116.08
101	104770	12/22/22	5252	ULINE	301	5291	SIGNS EXTERIOR DOOR	0.00	216.66
TOTAL CHECK								0.00	332.74
101	104771	12/22/22	7867	UPS	301	5211	SHIPPING	0.00	1.59
101	104771	12/22/22	7867	UPS	301	5211	SHIPPING	0.00	50.15
TOTAL CHECK								0.00	51.74

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104772	12/22/22	6097	USA TOWING	301	5201	OPEN DOOR	0.00	95.00
101	104773	12/22/22	2800	ROXANE VIRAY	301	5213	RETIREMENT MED DEC2	0.00	150.00
101	104773	12/22/22	2800	ROXANE VIRAY	301	5123	RETIREMENT MED NOV2	0.00	150.00
101	104773	12/22/22	2800	ROXANE VIRAY	301	5213	RETIREMENT MED OCT2	0.00	150.00
TOTAL CHECK								0.00	450.00
101	104774	12/22/22	9305	WATSONVILLE FORD	301	5227	PD UNIT 6	0.00	-147.97
101	104774	12/22/22	9305	WATSONVILLE FORD	505	5227	STREETS UNIT 17	0.00	34.64
101	104774	12/22/22	9305	WATSONVILLE FORD	301	5227	PD UNIT 6	0.00	65.64
101	104774	12/22/22	9305	WATSONVILLE FORD	503	5227	B&G UNIT 53	0.00	81.21
101	104774	12/22/22	9305	WATSONVILLE FORD	301	5227	PD UNIT 6	0.00	147.97
101	104774	12/22/22	9305	WATSONVILLE FORD	301	5227	UNIT 8	0.00	52.13
101	104774	12/22/22	9305	WATSONVILLE FORD	301	5227	PD UNIT 7	0.00	875.82
TOTAL CHECK								0.00	1,109.44
101	104775	12/22/22	6216	MONTEREY BAY TREEWO	513	5201	FY22/23 ARBORIST SE	0.00	2,500.00
101	104775	12/22/22	6216	MONTEREY BAY TREEWO	513	5201	FY22/23 ARBORIST SE	0.00	3,700.00
TOTAL CHECK								0.00	6,200.00
101	104776	12/22/22	8136	WELLS FARGO VENDOR	501	5225	FY 22/23 KONIKA LEA	0.00	134.66
101	104776	12/22/22	8136	WELLS FARGO VENDOR	401	5225	FY 22/23 KONIKA LEA	0.00	167.20
101	104776	12/22/22	8136	WELLS FARGO VENDOR	121	5225	FY 22/23 KONIKA LEA	0.00	177.68
101	104776	12/22/22	8136	WELLS FARGO VENDOR	131	5225	FY 22/23 KONIKA LEA	0.00	177.78
101	104776	12/22/22	8136	WELLS FARGO VENDOR	301	5225	FY 22/23 KONIKA LEA	0.00	177.78
101	104776	12/22/22	8136	WELLS FARGO VENDOR	201	5225	FY 22/23 KONIKA LEA	0.00	209.26
TOTAL CHECK								0.00	1,044.36
101	104777	12/22/22	9824	WHITE CAP SUPPLY HO	505	5309	CEMENT GROUT	0.00	301.44
101	104777	12/22/22	9824	WHITE CAP SUPPLY HO	505	5309	RAINGUARD	0.00	424.51
101	104777	12/22/22	9824	WHITE CAP SUPPLY HO	351	5223	TOOLS	0.00	983.23
TOTAL CHECK								0.00	1,709.18
101	104779	12/22/22	2894	WILSON'S PLUMBING &	503	5223	GOLD LINKS BATHROOM	0.00	409.29
101	104779	12/22/22	2894	WILSON'S PLUMBING &	503	5223	GOLF LINKS	0.00	564.67
TOTAL CHECK								0.00	973.96
101	104780	12/22/22	8912	WINSTON APPLING	301	5215	TUITION REIMBURSEME	0.00	4,500.00
101	104783	12/22/22	4943	US BANK	131	5291	LATE FEE	0.00	14.73
101	104783	12/22/22	4943	US BANK	501	5261	GHO NOV2022	0.00	31.92
101	104783	12/22/22	4943	US BANK	121	5215	KANDELL NOV2022	0.00	40.00
101	104783	12/22/22	4943	US BANK	121	5261	LINDSTROM NOV2022	0.00	47.50
101	104783	12/22/22	4943	US BANK	131	5261	FRATI NOV2022	0.00	50.00
101	104783	12/22/22	4943	US BANK	301	5261	PD TRAVEL NOV 2022	0.00	50.00
101	104783	12/22/22	4943	US BANK	133	5224	KHASIMI NOV2022	0.00	58.60
101	104783	12/22/22	4943	US BANK	121	5301	LIVIAN NOV2022	0.00	64.06
101	104783	12/22/22	4943	US BANK	201	5261	WYATT NOV2022	0.00	95.00
101	104783	12/22/22	4943	US BANK	133	5306	KHASIMI NOV2022	0.00	95.24
101	104783	12/22/22	4943	US BANK	301	5275	SANTOS NOV2022	0.00	118.78
101	104783	12/22/22	4943	US BANK	121	5261	LIVIAN NOV2022	0.00	119.99

SELECTION CRITERIA: transact.ck_date between '20221201 00:00:00.000' and '20221231 00:00:00.000'
ACCOUNTING PERIOD: 7/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104783	12/22/22	4943	US BANK	421	5361	CLARK NOV2022	0.00	145.52
101	104783	12/22/22	4943	US BANK	501	5291	GHO NOV2022	0.00	168.52
101	104783	12/22/22	4943	US BANK	301	5291	SANTOS NOV2022	0.00	173.67
101	104783	12/22/22	4943	US BANK	201	5221	WYATT NOV2022	0.00	299.90
101	104783	12/22/22	4943	US BANK	401	5301	GODWIN NOV2022	0.00	319.23
101	104783	12/22/22	4943	US BANK	501	5261	GHO NOV2022	0.00	345.67
101	104783	12/22/22	4943	US BANK	133	5212	KHASIMI NOV2022	0.00	387.17
101	104783	12/22/22	4943	US BANK	301	5215	SANTOS NOV2022	0.00	411.09
101	104783	12/22/22	4943	US BANK	301	5291	PD TRAVEL NOV 2022	0.00	473.03
101	104783	12/22/22	4943	US BANK	131	5291	HANNAH NOV2022	0.00	495.00
101	104783	12/22/22	4943	US BANK	133	5301	KHASIMI NOV2022	0.00	637.20
101	104783	12/22/22	4943	US BANK	401	5303	WEIRICK NOV2022	0.00	691.27
101	104783	12/22/22	4943	US BANK	121	5261	HARVEY NOV2022	0.00	771.13
101	104783	12/22/22	4943	US BANK	501	5215	GHO NOV2022	0.00	860.37
101	104783	12/22/22	4943	US BANK	121	5215	LIVIAN NOV2022	0.00	891.80
101	104783	12/22/22	4943	US BANK	301	5291	FRANCIS NOV2022	0.00	1,487.86
101	104783	12/22/22	4943	US BANK	201	5215	WYATT NOV2022	0.00	1,740.79
101	104783	12/22/22	4943	US BANK	301	5215	PD TRAVEL NOV 2022	0.00	4,393.96
TOTAL CHECK								0.00	15,479.00
101	104784	12/30/22	2952	AFLAC	01	202	DED:5291 AFLAC P/T	0.00	69.24
101	104784	12/30/22	2952	AFLAC	01	202	DED:5200 AFLAC PREM	0.00	634.02
101	104784	12/30/22	2952	AFLAC	01	202	DED:5201 AFLAC P/T	0.00	1,686.53
TOTAL CHECK								0.00	2,389.79
101	104785	12/30/22	3134	CITY OF PACIFIC GRO	01	202	DED:3300 AFLAC DEP	0.00	348.00
101	104785	12/30/22	3134	CITY OF PACIFIC GRO	01	202	DED:3301 AFLAC MED	0.00	2,057.40
TOTAL CHECK								0.00	2,405.40
101	104786	12/30/22	3393	EFT	01	202	DED:*FM MEDICARE	0.00	10,901.08
101	104786	12/30/22	3393	EFT	01	202	DED:*SCA STATE TAX	0.00	16,872.24
101	104786	12/30/22	3393	EFT	01	202	DED:*FT FEDERAL TX	0.00	45,487.81
TOTAL CHECK								0.00	73,261.13
101	104787	12/30/22	9589	FOREMAN FINANCIAL,	01	202	DED:7506 WAGE ORDER	0.00	555.29
101	104788	12/30/22	2938	MASS MUTUAL (457 PL	01	202	DED:3999 ROTH IRA	0.00	765.00
101	104788	12/30/22	2938	MASS MUTUAL (457 PL	01	202	DED:4000 DEF COMP	0.00	11,876.24
TOTAL CHECK								0.00	12,641.24
101	104789	12/30/22	2936	MTRY COUNTY DEPT OF	01	202	DED:0023 GARNISH	0.00	236.30
101	104790	12/30/22	2051	CITY OF PACIFIC GRO	01	202	DED:1006 WORK COMP	0.00	19.26
101	104790	12/30/22	2051	CITY OF PACIFIC GRO	01	202	DED:1009 WORK COMP	0.00	71.86
101	104790	12/30/22	2051	CITY OF PACIFIC GRO	01	202	DED:1005 WORK COMP	0.00	1,354.34
101	104790	12/30/22	2051	CITY OF PACIFIC GRO	01	202	DED:1010 WORK COMP	0.00	2,759.75
101	104790	12/30/22	2051	CITY OF PACIFIC GRO	01	202	DED:1003 WORK COMP	0.00	6,315.01
TOTAL CHECK								0.00	10,520.22
101	104791	12/30/22	2052	CITY OF PACIFIC GRO	01	202	DED:7510 PERS REIMB	0.00	29.42
101	104792	12/30/22	2054	CITY OF PACIFIC GRO	01	202	DED:0005 SUTA	0.00	131.17

SELECTION CRITERIA: transact.ck_date between '20221201 00:00:00.000' and '20221231 00:00:00.000'
ACCOUNTING PERIOD: 7/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104793	12/30/22	2133	PERS	01	202	DED:0019 PERS RT SF	0.00	-3.25
101	104793	12/30/22	2133	PERS	01	202	DED:0004 SURV BEN	0.00	86.49
101	104793	12/30/22	2133	PERS	01	202	DED:0022 PERS SP MS	0.00	169.44
101	104793	12/30/22	2133	PERS	01	202	DED:08 PERS OTHER	0.00	391.61
101	104793	12/30/22	2133	PERS	01	202	DED:0018 PERS SP SF	0.00	705.23
101	104793	12/30/22	2133	PERS	01	202	DED:2001 PERS	0.00	880.32
101	104793	12/30/22	2133	PERS	01	202	DED:0009 PERS OTHER	0.00	931.22
101	104793	12/30/22	2133	PERS	01	202	DED:2000 PERS EMPLY	0.00	1,179.00
101	104793	12/30/22	2133	PERS	01	202	DED:0002 PERS	0.00	5,670.87
101	104793	12/30/22	2133	PERS	01	202	DED:07 PERS CITY	0.00	5,685.65
101	104793	12/30/22	2133	PERS	01	202	DED:0017 PERS RG SF	0.00	5,962.65
101	104793	12/30/22	2133	PERS	01	202	DED:0011 PERS ER SF	0.00	6,551.82
101	104793	12/30/22	2133	PERS	01	202	DED:0021 PERS REG M	0.00	8,434.24
101	104793	12/30/22	2133	PERS	01	202	DED:0020 PERS ER M3	0.00	9,521.44
101	104793	12/30/22	2133	PERS	01	202	DED:01 PERS	0.00	11,231.50
101	104793	12/30/22	2133	PERS	01	202	DED:0006 PERS CITY	0.00	11,416.16
TOTAL CHECK								0.00	68,814.39
101	104794	12/30/22	7956	STATE DISABILITY TA	01	202	DED:0026 SDI	0.00	4,011.38
101	104795	12/30/22	8352	TRANSAMERICA EMPLOY	01	202	DED:5202 TRANSAMERI	0.00	627.08
101	104796	12/30/22	4177	UNION BANK OF CALIF	01	202	DED:4005 PARS-457	0.00	385.70
101	104797	12/30/22	2133	PERS	513	5145	UAL DEC 2022	0.00	250.00
101	104797	12/30/22	2133	PERS	101	5145	UAL DEC 2022	0.00	500.00
101	104797	12/30/22	2133	PERS	131	5145	UAL DEC 2022	0.00	11,500.00
101	104797	12/30/22	2133	PERS	401	5145	UAL DEC 2022	0.00	11,583.33
101	104797	12/30/22	2133	PERS	201	5145	UAL DEC 2022	0.00	13,833.33
101	104797	12/30/22	2133	PERS	505	5145	UAL DEC 2022	0.00	18,583.33
101	104797	12/30/22	2133	PERS	351	5145	UAL DEC 2022	0.00	99,750.00
101	104797	12/30/22	2133	PERS	301	5145	UAL DEC 2022	0.00	118,603.25
101	104797	12/30/22	2133	PERS	133	5145	UAL DEC 2022	0.00	2,583.33
101	104797	12/30/22	2133	PERS	502	5145	UAL DEC 2022	0.00	2,916.67
101	104797	12/30/22	2133	PERS	501	5145	UAL DEC 2022	0.00	3,583.33
101	104797	12/30/22	2133	PERS	421	5145	UAL DEC 2022	0.00	5,416.67
101	104797	12/30/22	2133	PERS	121	5145	UAL DEC 2022	0.00	10,000.00
101	104797	12/30/22	2133	PERS	503	5145	UAL DEC 2022	0.00	10,166.67
TOTAL CHECK								0.00	309,269.91
101	V121322	12/13/22	8866	LEGAL NOTIFICATION	301	5201	ISUBPOENA	0.00	1,199.75
101	V122222	12/22/22	3835	REPUBLIC ELEVATOR,	411	5223	MUSEUM ELEVATOR	0.00	357.60
101	V122222	12/22/22	3835	REPUBLIC ELEVATOR,	411	5223	MUSEUM ELEVATOR	0.00	2,355.57
101	V122222	12/22/22	3835	REPUBLIC ELEVATOR,	401	5223	LIBRARY ELEVATOR	0.00	2,413.80
TOTAL CHECK								0.00	5,126.97
101	V122224	12/22/22	2987	HARRIS & ASSOCIATES	201	5202	CONTRACT PLANNING S	0.00	15,180.00
101	V1292022	12/09/22	8974	ALENA RACHELLE WAGR	421	5208	BALLET CLASSES NOV2	0.00	709.63

SELECTION CRITERIA: transact.ck_date between '20221201 00:00:00.000' and '20221231 00:00:00.000'
ACCOUNTING PERIOD: 7/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	V1292023	12/09/22	9196	DIANNE LYLE	421	5208	DANCE CLASS NOV2022	0.00	962.50
101	V1292024	12/09/22	9799	OLGA BARABANOVA	421	5208	PIANO LESSONS NOV22	0.00	189.00
TOTAL CASH ACCOUNT								0.00	1,783,417.96
TOTAL FUND								0.00	1,783,417.96

SELECTION CRITERIA: transact.ck_date between '20221201 00:00:00.000' and '20221231 00:00:00.000'
ACCOUNTING PERIOD: 7/23

FUND - 06 - STATE FRANCHISE PEG

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104783	12/22/22	4943	US BANK	105	5307	KHASIMI NOV2022	0.00	1,691.68
TOTAL CASH ACCOUNT								0.00	1,691.68
TOTAL FUND								0.00	1,691.68

SELECTION CRITERIA: transact.ck_date between '20221201 00:00:00.000' and '20221231 00:00:00.000'
ACCOUNTING PERIOD: 7/23

FUND - 11 - LIBRARY BOOK FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104742	12/22/22	3304	MIDWEST TAPE	403	5303	BOOKS & MATS	0.00	43.69
TOTAL CASH ACCOUNT								0.00	43.69
TOTAL FUND								0.00	43.69

SELECTION CRITERIA: transact.ck_date between '20221201 00:00:00.000' and '20221231 00:00:00.000'
ACCOUNTING PERIOD: 7/23

FUND - 14 - CIVIC CENTER FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104647	12/09/22	1798	MONTEREY ONE WATER	704	5207	11/01-12/31 04-0023	0.00	395.84
TOTAL CASH ACCOUNT								0.00	395.84
TOTAL FUND								0.00	395.84

SELECTION CRITERIA: transact.ck_date between '20221201 00:00:00.000' and '20221231 00:00:00.000'
ACCOUNTING PERIOD: 7/23

FUND - 15 - HOUSING FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104592	12/09/22	9636	COMPUTERSHARE CORPO	204	5132	PERS POB PAYMENT	0.00	8.53
101	104797	12/30/22	2133	PERS	204	5145	UAL DEC 2022	0.00	916.67
TOTAL CASH ACCOUNT								0.00	925.20
TOTAL FUND								0.00	925.20

SELECTION CRITERIA: transact.ck_date between '20221201 00:00:00.000' and '20221231 00:00:00.000'
ACCOUNTING PERIOD: 7/23

FUND - 17 - LOCAL STREETS AND ROADS

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104745	12/22/22	1786	MONTEREY PENINSULA	522	6041	STREET REHAB FY21/2	0.00	49,668.03
101	104745	12/22/22	1786	MONTEREY PENINSULA	522	6041	STREET REHAB FY21/2	0.00	66,812.55
TOTAL CHECK								0.00	116,480.58
TOTAL CASH ACCOUNT								0.00	116,480.58
TOTAL FUND								0.00	116,480.58

SELECTION CRITERIA: transact.ck_date between '20221201 00:00:00.000' and '20221231 00:00:00.000'
ACCOUNTING PERIOD: 7/23

FUND - 18 - GAS TAX FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	508	5222	19TH & SUNSET DR.	0.00	0.60
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	508	5222	FOREST AV & SUNSET	0.00	44.34
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	508	5222	FOREST AVE & SUNSET	0.00	28.94
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	508	5222	FOREST AV & SUNSET	0.00	19.11
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	508	5222	19TH & SUNSET DR.	0.00	15.90
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	508	5222	FOREST AVE & SUNSET	0.00	15.26
TOTAL CHECK								0.00	124.15
101	104592	12/09/22	9636	COMPUTERSHARE CORPO	508	5132	PERS POB PAYMENT	0.00	14.93
101	104651	12/09/22	2024	PACIFIC GAS & ELECT	508	5222	PW 10/15-11/15 4482	0.00	7,120.63
101	104700	12/22/22	8890	4LEAF	508	5201	FY22/23 ON-CALL TRA	0.00	168.75
101	104733	12/22/22	8391	HOMETEK	508	5331	MEMORIAL BENCH INSC	0.00	495.00
101	104740	12/22/22	8647	MAIN STREET SIGNS	508	5331	STREET SIGN	0.00	180.96
101	104766	12/22/22	1768	STURDY OIL COMPANY	508	5311	FUEL DIST NOV 2022	0.00	512.74
101	104797	12/30/22	2133	PERS	508	5145	UAL DEC 2022	0.00	1,833.33
TOTAL CASH ACCOUNT								0.00	10,450.49
TOTAL FUND								0.00	10,450.49

SELECTION CRITERIA: transact.ck_date between '20221201 00:00:00.000' and '20221231 00:00:00.000'
ACCOUNTING PERIOD: 7/23

FUND - 24 - STILLWELL CHILDREN'S POOL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104704	12/22/22	106	AMERICAN SUPPLY COM	425	5309	CHLORINE FOR POOL	0.00	447.93
TOTAL CASH ACCOUNT								0.00	447.93
TOTAL FUND								0.00	447.93

SELECTION CRITERIA: transact.ck_date between '20221201 00:00:00.000' and '20221231 00:00:00.000'
ACCOUNTING PERIOD: 7/23

FUND - 27 - LIGHTHOUSE MAINT.& IMPV.

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	413	5222	ASILOMAR BLVD PG LH	0.00	17.58
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	413	5222	ASILOMAR BLVD PG LH	0.00	4.09
TOTAL CHECK								0.00	21.67
101	104589	12/09/22	5363	AT&T CALNET 3	413	5212	PHONE LH 10/17-11/1	0.00	23.74
101	104589	12/09/22	5363	AT&T CALNET 3	413	5212	CH GEN ALM10/25-11/	0.00	24.24
101	104589	12/09/22	5363	AT&T CALNET 3	413	5212	PHONE LH 09/17-10/1	0.00	24.25
TOTAL CHECK								0.00	72.23
101	104647	12/09/22	1798	MONTEREY ONE WATER	413	5222	11/01-12/31 04-0070	0.00	98.96
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	413	5223	LH SUPPLIES	0.00	26.20
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	413	5223	LH SUPPLIES	0.00	10.67
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	413	5223	LH SUPPLIES	0.00	6.54
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	413	5223	LH SUPPLIES	0.00	14.19
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	413	5223	LH SUPPLIES	0.00	5.45
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	413	5223	LH SUPPLIES	0.00	3.24
TOTAL CHECK								0.00	66.29
101	104665	12/09/22	8973	TIM WARD	413	5501	LH MERCH	0.00	725.00
101	104665	12/09/22	8973	TIM WARD	413	5501	LH MERCH	0.00	165.00
TOTAL CHECK								0.00	890.00
101	104723	12/22/22	8581	ESCARRAGA'S LUXURY	413	5223	CLEANING	0.00	400.00
TOTAL CASH ACCOUNT								0.00	1,549.15
TOTAL FUND								0.00	1,549.15

SELECTION CRITERIA: transact.ck_date between '20221201 00:00:00.000' and '20221231 00:00:00.000'
ACCOUNTING PERIOD: 7/23

FUND - 40 - POETRY PROMOTION FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104647	12/09/22	1798	MONTEREY ONE WATER	405	5291	11/01-12/31 04-0010	0.00	142.14
TOTAL CASH ACCOUNT								0.00	142.14
TOTAL FUND								0.00	142.14

SELECTION CRITERIA: transact.ck_date between '20221201 00:00:00.000' and '20221231 00:00:00.000'
ACCOUNTING PERIOD: 7/23

FUND - 41 - YOUNT INCOME FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104592	12/09/22	9636	COMPUTERSHARE CORPO	510	5132	PERS POB PAYMENT	0.00	2.14
101	104617	12/09/22	9506	DUDEK	510	6031	GWP MANAMGENET PLAN	0.00	290.00
101	104797	12/30/22	2133	PERS	510	5145	UAL DEC 2022	0.00	166.67
TOTAL CASH ACCOUNT								0.00	458.81
TOTAL FUND								0.00	458.81

SELECTION CRITERIA: transact.ck_date between '20221201 00:00:00.000' and '20221231 00:00:00.000'
ACCOUNTING PERIOD: 7/23

FUND - 42 - PUB SAFETY AUG FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104634	12/09/22	1751	MONTEREY COUNTY EME	303	5201	DISPATCH SERVICES &	0.00	114,754.00
TOTAL CASH ACCOUNT								0.00	114,754.00
TOTAL FUND								0.00	114,754.00

SELECTION CRITERIA: transact.ck_date between '20221201 00:00:00.000' and '20221231 00:00:00.000'
ACCOUNTING PERIOD: 7/23

FUND - 43 - SLESF FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104709	12/22/22	3801	AXON ENTERPRISE, IN	304	5201	BODY WORN & IN CAR	0.00	17,496.56
101	V122223	12/22/22	9033	ENTERPRISE FM TRUST	304	5225	LEASED VEHICLES	0.00	2,135.37
TOTAL CASH ACCOUNT								0.00	19,631.93
TOTAL FUND								0.00	19,631.93

SELECTION CRITERIA: transact.ck_date between '20221201 00:00:00.000' and '20221231 00:00:00.000'
ACCOUNTING PERIOD: 7/23

FUND - 63 - CAPITAL IMPROV PROJ FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104628	12/09/22	9553	JACOB CONSTRUCTION	631	6021	METAIL BUILDING & R	0.00	202,055.00
101	104674	12/09/22	9325	ZANDER DESIGN	631	6031	POINT PINOS CONSTRU	0.00	1,840.00
101	104767	12/22/22	1758	THE MONTEREY COUNTY	631	6054	CIP 22-12	0.00	134.13
101	104778	12/22/22	9401	WILLIAMS SCOTSMAN,	631	6021	PW CONST. TRAILER L	0.00	1,225.46
101	104781	12/22/22	9325	ZANDER DESIGN	631	6031	POINT PINOS CONSTRU	0.00	320.00
TOTAL CASH ACCOUNT								0.00	205,574.59
TOTAL FUND								0.00	205,574.59

SELECTION CRITERIA: transact.ck_date between '20221201 00:00:00.000' and '20221231 00:00:00.000'
ACCOUNTING PERIOD: 7/23

FUND - 70 - EMP BENEFIT FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104583	12/06/22	8211	STANDARD INSURANCE	703	5123	DEC 2022 PREMIUMS	0.00	2,668.76
101	104584	12/07/22	9360	STANDARD INSURANCE	703	5234	NOV 2022 CLAIMS	0.00	5,641.12
101	104585	12/07/22	1	CALPERS HEALTH	703	5123	DEC 2022 RET & CHGS	0.00	5,972.39
101	104600	12/09/22	4279	PARS	703	5141	SEPT 2022	0.00	340.80
101	104756	12/22/22	4279	PARS	703	5141	OCTOBER 2022	0.00	327.81
101	104798	12/30/22	8211	STANDARD INSURANCE	703	5234	DED: 3500 LIFE INS	0.00	4,273.30
101	104799	12/30/22	632	VISION SERVICE PLAN	703	5123	DED: 2502 VISION	0.00	26.22
TOTAL CASH ACCOUNT								0.00	19,250.40
TOTAL FUND								0.00	19,250.40

SELECTION CRITERIA: transact.ck_date between '20221201 00:00:00.000' and '20221231 00:00:00.000'
ACCOUNTING PERIOD: 7/23

FUND - 71 - WORKERS COMP FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104592	12/09/22	9636	COMPUTERSHARE CORPO	701	5132	PERS POB PAYMENT	0.00	5.34
101	104797	12/30/22	2133	PERS	701	5145	UAL DEC 2022	0.00	666.67
TOTAL CASH ACCOUNT								0.00	672.01
TOTAL FUND								0.00	672.01

SELECTION CRITERIA: transact.ck_date between '20221201 00:00:00.000' and '20221231 00:00:00.000'
ACCOUNTING PERIOD: 7/23

FUND - 72 - LIABILITY INS FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104582	12/05/22	6724	JACKSON LEWIS	702	5205	LEGAL SERVICES	0.00	39,900.00
101	104592	12/09/22	9636	COMPUTERSHARE CORPO	702	5132	PERS POB PAYMENT	0.00	4.27
101	104797	12/30/22	2133	PERS	702	5145	UAL DEC 2022	0.00	500.00
TOTAL CASH ACCOUNT								0.00	40,404.27
TOTAL FUND								0.00	40,404.27

SELECTION CRITERIA: transact.ck_date between '20221201 00:00:00.000' and '20221231 00:00:00.000'
ACCOUNTING PERIOD: 7/23

FUND - 74 - LOCAL WATER PROJECT

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104647	12/09/22	1798	MONTEREY ONE WATER	741	5222	11/01-12/31 04-0070	0.00	17,991.08
101	104651	12/09/22	2024	PACIFIC GAS & ELECT	741	5222	LWP SHORT PAID 0792	0.00	0.07
101	104651	12/09/22	2024	PACIFIC GAS & ELECT	741	5222	LWP 4806080792-1	0.00	5,896.03
TOTAL CHECK								0.00	5,896.10
101	104757	12/22/22	7716	PERC WATER CORPORAT	741	5201	FY22/23 LWP O&M	0.00	24,584.56
TOTAL CASH ACCOUNT								0.00	48,471.74
TOTAL FUND								0.00	48,471.74

SELECTION CRITERIA: transact.ck_date between '20221201 00:00:00.000' and '20221231 00:00:00.000'
ACCOUNTING PERIOD: 7/23

FUND - 75 - CEMETERY FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	601	5222	CEMETERY - 1%	0.00	19.47
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	601	5222	CREST & RIPPLE	0.00	24.45
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	601	5222	CEMETERY	0.00	54.23
TOTAL CHECK								0.00	98.15
101	104592	12/09/22	9636	COMPUTERSHARE CORPO	601	5132	PERS POB PAYMENT	0.00	10.66
101	104625	12/09/22	1199	HAYWARD LUMBER COMP	601	5309	CEM	0.00	700.15
101	104625	12/09/22	1199	HAYWARD LUMBER COMP	601	5309	CEM	0.00	272.04
101	104625	12/09/22	1199	HAYWARD LUMBER COMP	601	5309	CEM	0.00	79.48
101	104625	12/09/22	1199	HAYWARD LUMBER COMP	601	5309	CEM	0.00	36.93
101	104625	12/09/22	1199	HAYWARD LUMBER COMP	601	5309	CEM	0.00	72.46
TOTAL CHECK								0.00	1,161.06
101	104644	12/09/22	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	4.40
101	104644	12/09/22	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	7.62
101	104644	12/09/22	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	4.40
101	104644	12/09/22	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	4.40
101	104644	12/09/22	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	91.65
101	104644	12/09/22	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	81.21
101	104644	12/09/22	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	79.21
101	104644	12/09/22	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	79.21
101	104644	12/09/22	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	79.21
101	104644	12/09/22	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	78.09
101	104644	12/09/22	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	75.46
101	104644	12/09/22	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	75.46
101	104644	12/09/22	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	75.40
101	104644	12/09/22	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	75.40
101	104644	12/09/22	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	75.46
101	104644	12/09/22	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	75.46
101	104644	12/09/22	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	75.40
101	104644	12/09/22	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	12.89
TOTAL CHECK								0.00	1,205.01
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	601	5309	CEMETERY SUPPLIES	0.00	95.43
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	601	5309	CEMETERY SUPPLIES	0.00	10.48
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	601	5309	CEMETERY SUPPLIES	0.00	20.92
TOTAL CHECK								0.00	126.83
101	104706	12/22/22	156	ASCO PACIFIC INCORP	601	5502	CEMETERY	0.00	275.41

SELECTION CRITERIA: transact.ck_date between '20221201 00:00:00.000' and '20221231 00:00:00.000'
ACCOUNTING PERIOD: 7/23

FUND - 75 - CEMETERY FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104713	12/22/22	7679	CA ASSOCIATION OF P	601	5215	MONTEREY CONF J.POP	0.00	535.00
101	104724	12/22/22	926	EWING IRRIGATION PR	601	5309	IRRIGATION	0.00	15.45
101	104739	12/22/22	8118	LLORIN-VELASQUEZ CO	601	5201	NOVEMBER 2022	0.00	2,650.00
101	104739	12/22/22	8118	LLORIN-VELASQUEZ CO	601	5201	DECEMBER 2022	0.00	2,650.00
TOTAL CHECK								0.00	5,300.00
101	104766	12/22/22	1768	STURDY OIL COMPANY	601	5311	FUEL DIST NOV 2022	0.00	62.61
101	104783	12/22/22	4943	US BANK	601	5309	GHO NOV2022	0.00	269.62
101	104797	12/30/22	2133	PERS	601	5145	UAL DEC 2022	0.00	1,333.33
TOTAL CASH ACCOUNT								0.00	10,393.13
TOTAL FUND								0.00	10,393.13

SELECTION CRITERIA: transact.ck_date between '20221201 00:00:00.000' and '20221231 00:00:00.000'
ACCOUNTING PERIOD: 7/23

FUND - 76 - SEWER FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	611	5222	17TH & OCNVW	0.00	54.75
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	611	5222	520 OCEAN VIEW BLVD	0.00	56.46
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	611	5222	EARDLEY PUMP #1	0.00	46.24
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	611	5222	PUMP RUSSELL SVC CT	0.00	38.45
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	611	5222	471 OCEAN VIEW BL.	0.00	39.86
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	611	5222	360 OCEAN VIEW BLVD	0.00	96.72
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	611	5222	EARDLEY PUMP #1	0.00	105.95
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	611	5222	520 OCEAN VIEW BLVD	0.00	25.53
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	611	5222	1996 SUNSET DR.	0.00	34.76
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	611	5222	PUMP SUNSET ARENA	0.00	30.57
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	611	5222	PUMP STATION	0.00	19.39
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	611	5222	PUMP RUSSELL SVC CT	0.00	8.10
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	611	5222	471 OCEAN VIEW BL.	0.00	16.40
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	611	5222	PUMP 17TH & OCNVW	0.00	127.35
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	611	5222	PUMP SUNSET ARENA	0.00	119.44
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	611	5222	PUMP SUNSET ARENA	0.00	237.59
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	611	5222	OCEANVIEW BLVD & 8T	0.00	5.54
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	611	5222	1996 SUNSET DR.	0.00	5.62
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	611	5222	O V 9TH PUMP #2	0.00	195.13
TOTAL CHECK								0.00	1,263.85
101	104592	12/09/22	9636	COMPUTERSHARE CORPO	611	5132	PERS POB PAYMENT	0.00	94.01
101	104644	12/09/22	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	75.40
101	104644	12/09/22	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	75.46
101	104644	12/09/22	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	75.46
101	104644	12/09/22	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	75.40
101	104644	12/09/22	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	75.40
101	104644	12/09/22	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	78.08
101	104644	12/09/22	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	75.46
101	104644	12/09/22	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	75.46
101	104644	12/09/22	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	79.21
101	104644	12/09/22	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	79.21
101	104644	12/09/22	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	79.21
101	104644	12/09/22	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	81.21
101	104644	12/09/22	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	91.65
101	104644	12/09/22	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	12.89
101	104644	12/09/22	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	4.40
101	104644	12/09/22	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	4.40
101	104644	12/09/22	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	7.61

SELECTION CRITERIA: transact.ck_date between '20221201 00:00:00.000' and '20221231 00:00:00.000'
ACCOUNTING PERIOD: 7/23

FUND - 76 - SEWER FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104644	12/09/22	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	4.40
TOTAL CHECK								0.00	1,204.99
101	104650	12/09/22	9576	O'REILLY AUTO ENTER	611	5227	SEWER UNIT 44	0.00	30.44
101	104730	12/22/22	3378	DON CHAPIN CO., INC	611	5207	FY22/23 SANITARY SE	0.00	1,838.26
101	104730	12/22/22	3378	DON CHAPIN CO., INC	611	5207	FY22/23 SANITARY SE	0.00	1,845.75
101	104730	12/22/22	3378	DON CHAPIN CO., INC	611	5207	FY22/23 SANITARY SE	0.00	2,874.02
101	104730	12/22/22	3378	DON CHAPIN CO., INC	611	5207	FY22/23 SANITARY SE	0.00	3,048.43
101	104730	12/22/22	3378	DON CHAPIN CO., INC	611	5207	FY22/23 SANITARY SE	0.00	3,720.39
101	104730	12/22/22	3378	DON CHAPIN CO., INC	611	5207	FY22/23 SANITARY SE	0.00	4,134.48
101	104730	12/22/22	3378	DON CHAPIN CO., INC	611	5207	FY22/23 SANITARY SE	0.00	3,873.40
TOTAL CHECK								0.00	21,334.73
101	104745	12/22/22	1786	MONTEREY PENINSULA	612	6051	STREET REHAB FY21/2	0.00	12,498.10
101	104745	12/22/22	1786	MONTEREY PENINSULA	612	6051	STREET REHAB FY21/2	0.00	29,450.00
TOTAL CHECK								0.00	41,948.10
101	104748	12/22/22	1896	NEILL ENGINEERS COR	611	5201	DEC 2022 RETAINER	0.00	1,000.00
101	104748	12/22/22	1896	NEILL ENGINEERS COR	611	5201	NOV 2022 RETAINER	0.00	1,000.00
TOTAL CHECK								0.00	2,000.00
101	104753	12/22/22	2024	PACIFIC GAS & ELECT	611	5222	PW 0601805126-5	0.00	998.33
101	104758	12/22/22	2219	PURE WATER	611	5309	WATER SERVICE	0.00	23.60
101	104759	12/22/22	2241	R & S ERECTION OF M	611	5223	EMER GENERATOR DOOR	0.00	660.00
101	104766	12/22/22	1768	STURDY OIL COMPANY	611	5311	FUEL DIST NOV 2022	0.00	371.17
101	104797	12/30/22	2133	PERS	611	5145	UAL DEC 2022	0.00	10,416.67
101	V122224	12/22/22	2987	HARRIS & ASSOCIATES	612	6051	IS/MND -PHASE 9 CIP	0.00	16,181.25
TOTAL CASH ACCOUNT								0.00	96,527.14
TOTAL FUND								0.00	96,527.14

SELECTION CRITERIA: transact.ck_date between '20221201 00:00:00.000' and '20221231 00:00:00.000'
ACCOUNTING PERIOD: 7/23

FUND - 77 - GOLF FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	621	5222	1313 OCEAN VIEW BLV	0.00	34.26
101	104586	12/09/22	2024	PACIFIC GAS & ELECT	621	5222	1313 OCEAN VIEW BLV	0.00	71.68
TOTAL CHECK								0.00	105.94
TOTAL CASH ACCOUNT								0.00	105.94
TOTAL FUND								0.00	105.94

SELECTION CRITERIA: transact.ck_date between '20221201 00:00:00.000' and '20221231 00:00:00.000'
ACCOUNTING PERIOD: 7/23

FUND - 84 - AMERICAN RESCUE PLAN-ARPA

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104609	12/09/22	7156	BELSON OUTDOORS, IN	841	6031	PICNIC TABLES - CAL	0.00	11,285.28
101	104656	12/09/22	2034	PACIFIC GROVE HARDW	841	6031	CIP SKATE PARK 23-2	0.00	428.26
101	104711	12/22/22	9704	BOWMAN CONSULTING G	841	6031	PURPLE PIPE FEASIBI	0.00	1,657.50
101	104743	12/22/22	8886	MINUTEMAN PRESS	841	6031	CIP23-20 POSTCARDS	0.00	2,176.67
TOTAL CASH ACCOUNT								0.00	15,547.71
TOTAL FUND								0.00	15,547.71
TOTAL REPORT								0.00	2,487,336.33

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, Finance & Risk Manager

MEETING DATE: January 18, 2023

SUBJECT: Core Revenue Report - December 2022

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

RECOMMENDATION

Receive the Core Revenue Report for December 2022.

DISCUSSION

The City of Pacific Grove's General Fund revenues are primarily derived from Property Tax, Transient Occupancy Tax, and Sales and Use Tax revenues. In the Fiscal Year 22/23 Adopted Budget, these three revenue sources were estimated to generate $20.3 million. These revenues account for approximately 70% of the General Fund's on-going revenues.

Details on the budgeted amounts and revenues to date are included in Attachments 1.

OPTIONS

N/A - This is informational only.

FINANCIAL IMPACT:

There is no fiscal impact associated with receiving this report.

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

Attachments

Core Revenue Report - December 2022

Core Revenue Report
Fiscal Year 2022/23 - December 2022

The following tables include the FY22/23 budget and year to date revenues. The receipts represent funds received to date.

PROPERTY TAX

Property Tax is the first largest source of the General Fund revenue. The City typically receives property tax payments in December, April, and June. Unlike other tax revenues, property taxes were not impacted by COVID-19. The following table presents Fiscal Year 2022/23 budget, and revenues received to date.

Property Tax	Adopted Budget	YTD Receipts	% of Adopted Budget
FY22/23	8,840,000	5,299,211	59.9%

TRANSIENT OCCUPANCY TAX (TOT)

Transient Occupancy Tax (TOT) is the General Fund's second largest source of revenue which the City receives on a monthly basis. Unlike property taxes, TOT was significantly impacted by COVID-19 in Fiscal Years 2019/20 and 2020/21. The following table presents Fiscal Year 2022/23 budget and revenues received to date.

Transient Occupancy Tax	Adopted Budget	YTD Receipts	% of Adopted Budget
FY22/23	5,867,000	3,257,189	55.6%

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

The following table shows a monthly breakdown of TOT revenues when compared to the same month last year. The reduction in the 2020/21 TOT in December and January primarily resulted from temporary COVID-19 restrictions.

Lodging Period	2020/21	2021/22	2022/23	Net Difference
July	289,435	673,475	797,756	124,281
August	340,019	730,578	818,939	88,361
September	327,958	578,129	639,644	61,515
October	347,103	475,290	589,714	114,424
November	216,516	431,862	411,136	-20,726
December	90,066	378,655	-	-
January	109,118	314,248	-	-
February	205,512	412,711	-	-
March	334,004	476,041	-	-
April	379,613	568,275	-	-
May	428,612	612,496	-	-
June	518,002	621,212	-	-
Total	3,585,958	6,272,972	3,257,189	367,855
December 2022 revenues are anticipated to be received in late January.				

SALES AND USE TAX

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

The Fiscal Year 22/23 Adopted Budget reflects the addition of Measure A revenues, a 0.50% Transactions and Use Tax. This tax become effective on October 1, 2022. Three quarters of Measure A funds have been incorporated into the annual projections. The first Measure A revenues will not be received until the end of December. These revenues should appear on this report in January 2023.

The impact of COVID-19 on the Sales and Use tax revenues was less significant when compared to TOT. The following table presents Fiscal Year 22/23 budget and revenues received to date.

Sales and Use Tax	Adopted Budget	YTD Receipts	% of Adopted Budget
FY22/23	5,616,000	1,602,735	28.5%

The following table presents Fiscal Year 2022/23 budget and revenues received to date.

Remittance Period	2020/21	2021/22	2022/23	Net Difference
July Advance	358,945	303,144	350,801	47,657
August Advance	427,105	507,200	364,694	-142,506
September True-up	243,269	287,224	475,273	188,049
October Advance	343,188	311,118	411,967	100,849
November Advance	333,869	324,181	-	-
December True-up	302,359	479,810	-	-
January Advance	281,830	260,937	-	-
February Advance	339,550	316,738	-	-
March True-up	239,864	471,617	-	-
April Advance	314,606	329,326	-	-
May Advance	395,212	436,035	-	-
June True-Up	481,058	513,452	-	-
	4,060,855	4,540,782	1,602,735	194,049
November 2022 payments are anticipated to be received in late January as the State pays the city two months in arrears				

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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: January 18, 2023

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 apprises 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 l, 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: Tori Hannah, Administrative Services Director/Assistant City Manager

MEETING DATE: January 18, 2023

SUBJECT: Legal Services Agreement with Jackson Lewis P.C.

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

RECOMMENDATION

Motion to authorize the Mayor to sign an Amendment to the Legal Services Agreement with Jackson Lewis P.C.

DISCUSSION

The City has an agreement with Jackson Lewis P.C. for legal services related to a Closed Session matter. The current agreement is approved for services not to exceed, $39,999.

Staff is proposing amending the agreement to allow for legal fees in an amount not to exceed $62,500. This represents the City's self-insured retention (SIR) limit for this claim.

The City's insurance carrier, Employer's Risk Management Association (EMRA), has acknowledged the respective claim; and they have indicated that they will pay for legal representation above the City's SIR. If there is a transitional period, when the City is billed for amounts that are applicable to both the City and ERMA, ERMA will reimburse the City for the amounts billed above $62,500. All subsequent invoices from Jackson Lewis, pertaining to this matter will be billed directly to the ERMA.

The current agreement is listed as an attorney-client privileged document and was approved by the prior City Attorney and the California Joint Powers Insurance Authority (CJPIA). Due to the nature of the original agreement, a copy has not been included with this agenda report. A copy of the proposed amendment is attached for reference.

OPTIONS

- Provide alternate direction

FINANCIAL IMPACT:

There is no fiscal impact associated with this contract. Funds have been included in the City's Liability Fund budget.

GOAL ALIGNMENT: Not Applicable.

Attachments

Draft Contract Amendment

AMENDMENT # 1
PROFESSIONAL SERVICES AGREEMENT WITH JACKSON LEWIS P.C.

WHEREAS, the City of Pacific Grove ("City") and **Jackson Lewis P.C.** ("Contractor") entered into a Professional Services Agreement ("Agreement") effective April 7, 2022; and

WHEREAS, the City and Contractor desire to amend certain terms of the Agreement; NOW, THEREFORE, the parties agree as follows:

A. Section B of the Agreement is amended as follows:

Fees:

The costs associated with services are not to exceed $62,500, without an amendment to the contract.

B. All other terms of the agreement remain the same.

CITY OF PACIFIC GROVE

By: _____
City Mayor

By: _____
Department Head

By: _____
Finance/Risk Management

By: _____
City Attorney

JACKSON LEWIS P.C.

By: _____
Michael J. Christian, Principal

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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Lori Frati, Management Analyst

MEETING DATE: January 18, 2023

SUBJECT: Agreement for Comprehensive Fee Study, Development Impact Fees, and/or a Cost Allocation Plan

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

RECOMMENDATION

Motion to Authorize the Mayor to sign an agreement with the Matrix Consulting Group for a comprehensive fee study, development impact fee report, and/or a cost allocation plan, in an amount not to exceed $67,890.

DISCUSSION

The Fiscal Year 21/22 City Council Goals include the following tactics to assist in achieving the Financial Stability Goal:

- Tactic 5A: Developing an impact fee assessment to determine the feasibility of implementing new fees associated with development
- Tactic 5E: Develop a fee study for Community Development building fees, as well as update fees to reflect the reduction in short-term rentals for rental licensing and permits.

While the comprehensive fee study is not directly mentioned in Tactics 5A and 5E, it will also assist with Tactic 5C, which includes identifying additional or missing City revenue opportunities. This could include developing fees for parklet licensing and land leases; preparing formal cost recovery rates for electric vehicle charging stations; and revisiting tree permit fees, in conjunction with the forthcoming revisions to the municipal code. This comprehensive fee study will also assist in assuring compliance with the relevant government codes, which include the stipulation that a local agency's user fees may not exceed the reasonable cost of providing the services for which the fee is charged. The cost allocation plan will also assist in maximizing grant reimbursements, as well as determining the indirect charges that are applicable to the City's enterprise funds.

To facilitate this goal, City Staff published the Request for Proposals (RFP) on September 1, 2022 with a closing date of September 30, 2022. The City received and reviewed four proposals. The RFPs were evaluated through a rating and ranking system, by a selection panel of City Staff comprised of Tori Hannah, Administrative Service Director/Assistant City Manager, Lori Frati, Management Analyst and Anastacia Wyatt, Community Development Director. The panel reviewed the proposals and ranked them based on their clarity in understanding the project and the following criteria:

- Company: Qualifications, Information, Background and Financial Stability
- Methodology Used to Meet the City's Need
- References for Each Service Proposed
- Quality, Clarity, Completeness and Responsiveness to Proposal
- Demonstrated Ability to Work in Cooperative Collaborative Manner with Clients
- Reasonableness of Any Proposed Adjustment to Contract
- Implementation Approach & Training
- Pricing and Timeline.

Based on the evaluation of the written proposals, references and samples of past work projects and presentations, one firm, Matrix Consulting Group (MCG) was the most responsive in terms of meeting the City's objectives and criteria, along with providing the most cost-effective approach. In addition, MCG has worked with the City on the comprehensive user fee study and cost allocation plan in 2018, as well as Fire and Library Service Studies.

The desired outcome of this project is to receive a report that will be used to establish fees and allocate percentages/rates that support the full cost recovery of services; and a Development Impact Fee Report that assists in mitigating city-wide impacts on public improvements, public services, and community amenities.

MCG's goals when building a user fee study/cost allocation plan and development impact study, are to document direct and indirect costs associated with fee-based services, identify the appropriate portion of costs shared between existing residents and new development; and present cost recovery data. The results will provide the City with the knowledge and tools to ensure that current practices are compliant, and to develop cost recovery policies that balance the needs of the General Fund with any subsidies. Examples of fees that may be partially subsidized with General Fund revenues, could include senior fees, fees that encourage compliance, and recreation programs. These studies, along with Council Policy 400-4, Fees, Charges, and Cost Recovery, will be referenced when updating the Master Fee Schedule.

In a brief meeting with MCG, the development impact fee (DIF) study component of the proposal was discussed. The consultant indicated that due to the size and development growth factors of Pacific Grove, there may not be a need to go forward with the complete DIF portion of the project. This would be evaluated in the first phase of the DIF scope of work. If it is determined that there isn't sufficient development to warrant a complete impact fee study, the DIF costs will only reflect the time spent in making the initial assessment.

A copy of the proposed agreement is not included with this staff report. The language does not deviate from the City's standard agreement template that has been approved by the City Attorney and the City's Risk Management Joint Powers Authority.

A copy of the scope of work, as well as the Matrix Cost Proposal is attached for reference.

OPTIONS

Provide alternative action

FINANCIAL IMPACT:

The City's adopted budget includes $48,000 for these services. An additional appropriation of $19,890 will be needed to fund the Comprehensive Fee Study, Development Impact Fee Report, and the Cost Allocation Plan. It is anticipated that there should be sufficient funds in the unassigned General Fund balance to support this contract, without exceeding reserve policy levels. If this contract is approved, staff will request a budget amendment as part of the mid-year budget process; or prepare a separate ordinance.

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

Attachments

Scope of Services

Matrix Group Proposal

1. Scope of Work and Specifications

Overview of Project

The City of Pacific Grove is interested in engaging a consultant to work with staff to prepare a Comprehensive Fee Study, Development Impact Fee Study, and a Cost Allocation Plan (Projects). The contract may be awarded for one or all of the studies.

The consultant will ensure that all project documents are both accurate and appropriate for the City's current needs, and work with City staff on strategies to maximize cost recovery. General steps for each individual Project would include:

1.1.1 Work with staff to define the purpose, uses, and goals of each Study or Plan.

1.1.2 Meet with staff and conduct interviews to gain an understanding of the City's practices and operations.

1.1.3 Review any existing documentation related to fees or the cost allocation plan

1.1.4 Provide any suggestions or strategies to improve cost recovery levels, and recommend any new fees, if necessary

1.1.5 Offer assisting in developing fee modification strategies that incentivize local policy goals

1.1.6 Develop and present draft a final report for City staff to review

1.1.7 Provide staff with worksheets to support the components in the final plan in an excel or editable format, as well as any training on how to update any schedules that need to be revisited annually or until the next study

1.1.8 Produce a final written report based on specific project needs, which could include comparison with similar organizations

1.1.9 Present the information related to the User Fee Study and/or the Development Impact Fee to the City Council at a City Council Meeting.

Additional specifics related to individual plans will be listed in the Performance Specifications of this document.

2.2 Desired Outcome

The desired outcome would be to receive a report that will be used to establish fees and allocate percentages/rates that support the full cost recovery of services; and a Development Impact Fee

study that assists in mitigating city-wide impacts on public improvements, public services, and community amenities. Individual Performance requirements for each study are listed below:

2.3 Performance Requirements

2.3.1 User Fee Study

Project tasks shall include, but are not necessarily limited to, the following. If the consultant feels that additional tasks are warranted, they must be clearly identified in the consultant's proposal.

2.3.1.1 Work and meet with City staff to refine the project scope, purpose, uses and goals of the City's User Fee Study to ensure that the study will be both accurate and appropriate to the City's needs. Review project schedule and answer any questions pertaining to the successful development of the Study.

2.3.1.2 Conduct a comprehensive review of the City's existing fees. For a list of City fees, see the attached "Exhibit A" Adopted Master Fee Schedule Fiscal Year 2022-23", which is adopted annually and is effective July 1. Identify the total cost of providing each City service and in a manner that is consistent with all applicable laws, statutes, rules and regulations governing the collection of fees, rates and charges by public entities.

2.3.1.3 Compare service costs with existing recovery levels. This should include any service areas where the City is currently charging for services as well as areas where the City, perhaps, should charge in light of the City's practices, or the practices of similar or neighboring cities. Include (as allowed by statutes/laws/rules/regulations) practices for deferral and/or forgiveness of fees and/or substitution of public services/facilities in lieu of fees for privately funded and City projects with public benefit. Include a comparison of current City practices and similar practices of similar or neighboring cities.

2.3.1.4 Recommend appropriate fees and charges based on your analysis together with the appropriate subsidy percentage for those fees where full cost recovery may be unrealistic (e.g. senior services). Consider the cost of pre-application and post-application meetings to mitigate project problems, assist project proponents to prepare the application, emergency response cost recovery such as inspection costs after fires and/or acts of god and how those costs can be recovered, either on a permit specific basis or as an overall percentage applied to permit fees.

2.3.1.5 Prepare a report that identifies each service, its full cost, recommended and current cost recovery levels. The report should also identify the direct cost, the indirect cost, and the overhead cost for each service; and provide a model for adjusting these fees for the City's current and future needs.

2.3.1.6 Prepare a report that identifies the present scope performed under the fee, the proposed scope performed under the recommended fee, present fees, recommended fees, percentage change, cost recovery percentage, revenue impact; and fee comparison with

other Monterey County cities or other California cities that are comparable to Pacific Grove. A survey comparison of fees with similar cities is for information only.

2.3.1.7 Report on other matters that come to your attention in the course of your evaluation that in your professional opinion the City should consider.

2.3.1.8 Present your study to the City's management group and make necessary adjustments as requested.

2.3.1.9 Prepare and participate in presenting the plan to interested external parties (public meetings).

2.3.1.10 Assist the Administrative Services Department in presenting the plan to the City Council.

2.3.1.11 Provide the City with an electronic copy of the final comprehensive study, including related schedules and cost documentation in a format that can be edited and updated by City staff to accommodate changes in the organization or changes in costs. Develop a model for adjusting fees to include the addition of hypothetical service area information for future service enhancements, and the ability to calculate the estimated costs of providing the service under consideration (Scenario and "what if" analyses).

2.3.1.12 Provide on-site training to enable staff to update fee

2.3.1.13 Prepare a final fee study report in a single PDF file of the plan that can be made available to City staff. Any master fee schedule revisions developed shall be made available to the City electronically, providing the ability to add or delete and/or update information as needed.

2.3.1.14 Consult with City staff should it become necessary to defend the City's User Fees as a result of any legal or other challenge.

2.3.2 Development Impact Fee Study

The City assesses a variety of cost recovery-based fees. The consultant (or consultants) will conduct a comprehensive update of the nexus analysis for these fees and explore adding development impact fees as appropriate. The City's fees must comply with any applicable state and federal law including but not limited to the Mitigation Fee Act (California Government Code Section 66000 et seq., also known as Assembly Bill 1600).

Project tasks shall include, but are not necessarily limited to, the following. If the consultant feels that additional tasks are warranted, they must be clearly identified in the consultant's proposal.

2.3.2.1 Develop a comprehensive impact fee study in alignment with broad policies to adequately facilitate desired development within the City while supporting the City's Capital Improvement Program.

2.3.2.2 Conduct a comprehensive Development Impact Study in alignment with updated long-range planning policies to complement development within the City and meet policy objectives.

2.3.2.3 The consultant (or consultants) will be responsible for preparing background reports as well as technical reports documenting the study results for each fee.

2.3.2.4 Provide an overview of development impact fees and in-lieu fees in neighboring and/or similar-sized cities as a means of comparison.

2.3.2.5 Provide City staff with an interactive tool that will ensure predictable and intuitive fees that are easily accessible and understandable to customers interested in calculating fees on their own for a particular type of project

2.3.2.6 Prepare and participate in presenting the plan to interested external parties (public meetings).

2.3.3 Cost Allocation Plan

Develop a Full Cost Allocation Model for calculating the full costs of providing each city service. The requirements of the model shall allow for the following:

2.3.3.1 Allow for Additions, revisions or removal of direct and overhead costs so that the cost allocation plan can be easily adapted to a range of activities both simple and complex.

2.3.3.2 Identify overhead rates that can be used in the calculation of billable hourly rates for user fees, and reimbursements from other governmental agencies.

2.3.3.3 Provide the ability of the City to continuously update the model and overhead cost allocation plan easily from year to year as the organization changes.

2.3.3.4 Identify hypothetical service area information for future service enhancements, and the ability to calculate the estimated cost of providing the service under consideration.

2.3.3.5 Comply with Title 2, Code of Federal Regulations, Part 225, Cost Principles for State, Local, and Indian Tribal Governments; as part of the cost allocation plan proposal, please provide the following:

a) Provide a Methodology appropriate for the calculation and allocation of an overhead cost rate complying with Title 2, Code of Federal Regulations, Part 225, Cost Principles for State, Local, and Indian Tribal Governments.

b) Prepare a study of each program with overhead costs that are borne in whole or in part by the General Fund that can receive overhead cost for reimbursement from State and Federal governments and/or other sources.

2.3.3.6 Present the cost allocation plan to the City's management group and make necessary adjustments as requested.

2.3.3.7 Provide the City with an electronic copy of the final comprehensive review, including related schedules and cost determination in a format that can be edited and updated by City staff to accommodate changes in the organization or changes in costs.

2.3.3.8 Consult with the City staff should the need arise to defend the cost allocation plan as a result of audits or other challenges.

matrix consulting group

September 30, 2022

Lori Frati, Management Analyst
City of Pacific Grove
300 Forest Avenue
Pacific Grove, CA 93950

Dear Ms. Frati:

The following chart provides a breakdown of hours by team member and costs for each task area to conduct a User Fees, Development Impact Fee, and Cost Allocation Plan Studies.

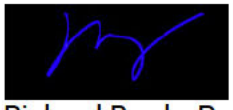
	Project Executive	Project Manager	Lead Analyst	Analyst	Total Cost
PROJECT WIDE TASKS					
Data Collection	0	2	2	2	$850
Study Objectives	2	2	0	0	$820
Presentation of Results	6	6	0	0	$2,460
Excel Models and Training	0	4	4	8	$2,140
Subtotal Project Wide	**8**	**14**	**6**	**10**	**$6,270**
FULL COST ALLOCATION PLAN					
Interview Staff & Gather Allocation Metrics	0	4	4	4	$1,700
Review Draft Allocation Metrics	0	2	4	4	$1,330
Structure Cost Model	0	0	6	6	$1,440
Draft Full Cost Plan	0	2	4	6	$1,550
Final Full Cost Plan	2	2	4	6	$2,000
Structure Draft OMB Plan	0	2	4	4	$1,330
Finalize OMB Cost Plan	2	2	2	4	$1,520
Subtotal CAP	**4**	**14**	**28**	**34**	**$10,870**
COMPREHENSIVE FEE STUDY					
Current & Potential Fees	0	4	6	6	$2,180
Time Data Workshops	2	6	8	8	$3,480
Fully Burdened Hourly Rates	0	2	4	6	$1,550
Total Cost Analysis	2	6	8	12	$3,920
Comparative Survey	0	0	4	14	$2,060
Review / Revise Results	2	8	8	8	$3,850
Draft Fee Study Report	0	4	8	12	$3,100
Final Fee Study Report	2	4	6	8	$2,850
Develop Master Fee Schedule	0	2	2	8	$1,510
Subtotal Fee Study	**8**	**36**	**54**	**82**	**$24,500**

	Project Executive	Project Manager	Lead Analyst	Analyst	Total Cost
DEVELOPMENT IMPACT FEE STUDY					
Phase 1: Growth Evaluation					
Review of Impact Fees	4	4	6	8	$3,300
Growth and Facility Assessment	2	10	8	14	$4,880
Subtotal Phase I Study	**6**	**14**	**14**	**22**	**$8,180**
Phase 2: Impact Fee Analysis					
Draft Analysis	2	8	10	10	$4,330
Comparative Survey	0	2	8	12	$2,730
Draft Report	4	8	10	10	$4,780
Final Report	2	6	8	8	$3,480
Impact Fee Presentation	4	10	0	0	$2,750
Subtotal Phase II Study	**12**	**34**	**36**	**40**	**$18,070**
Subtotal Development Impact Fee Study	**18**	**48**	**50**	**62**	**$26,250**
Total Hours	**38**	**112**	**138**	**188**	
Hourly Rate	$225	$185	$130	$110	
Total Professional Fees	**$8,550**	**$20,720**	**$17,940**	**$20,680**	$67,890
Total Project Cost					**$67,890**

The Matrix Consulting Group proposes to perform the tasks and services associated with conducting a User Fee, Impact Fee, and Cost Allocation study for a fixed-price not-to-exceed fee of **$67,890**. This amount accounts for either virtual or in-person interviews and presentations.

Our typical practice is to bill for hours worked on a monthly basis, with our contracts set up as fixed not-to-exceed price contracts. We are open to billing on a task or deliverable basis as well.

Again, we appreciate this opportunity.



Richard Brady, President
Matrix Consulting Group

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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Brian A. Pierik, City Attorney

MEETING DATE: January 18, 2023

SUBJECT: Proposed Amendment ot City Council Policy 000-18 on Recording of City Council Meetings

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

RECOMMENDATION

Approve Amendment to City Council Policy 000-18 on Recording of City Council Meetings.

DISCUSSION

The current City Council Policy No. 000-018 on Recording of City Council Meeting ("Policy") became effective on May 4, 2005, see Attachment 1. For the open session portion of the City Council meeting, the Policy provides for a voice recording. For closed session, the Policy provides for a voice recording except for closed sessions in which the Council will consider the appointment of a City Employee in accord with Government Code Section 54957 for which no recording shall be made. The other provisions of the Policy are included in Attachment 1.

Attachment 2 is a Redline version of a Proposed Amendment to the Policy which shows the proposed changes to the current Policy. For open sessions, the meetings are proposed to be video recorded rather than voice recorded. For closed sessions, the proposed changes to the current Policy include the City Attorney preparing a Memorandum after the closed session to identify the subject of the closed session and any direction provided and votes by the City Council in the closed session.

Attachment 3 is a Clean version of the Proposed Amendment to the Policy which accepts the redline changes found in Attachment 2. These changes will be beneficial in memorializing the direction provided by the Council during the closed session. In addition, for future closed sessions on the same subject, the Memoranda will provide a reference source for the Council.

OPTIONS

Do not approve an Amendment to City Council Policy 000-18

FINANCIAL IMPACT:

There is no fiscal impact involved with amending this Council policy.

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

Attachments

CC Policy 000-18

Redline Version of Proposed Amendment to CC Policy 000-18

Clean Version of Proposed Amendment to CC Policy 000-18

CITY OF PACIFIC GROVE
CITY COUNCIL POLICY

Policy Governing	Policy No.	Effective Date	Page No.
Voice Recording of Council Meetings	000-18	May 4, 2005	1 of 2

I. GENERAL

The City of Pacific Grove shall maintain voice records of City Council meetings. This Policy shall guide the creation and retention of those recordings.

II. VOICE RECORDING OF COUNCIL MEETINGS (OPEN SESSION)

A. Voice records shall be made of each open session meeting of the City Council.

B. Each voice record of an open City Council meeting shall be immediately and clearly labeled to show the date and time for the meeting. The master voice record may be copied from time to time, upon request pursuant to the Public Records Act, but the master record shall remain under the control of the City Clerk.

C. City Council voice records created under this Policy shall be retained and/or destroyed in accord with the Records Retention Schedule that applies to all official City documents.

III. VOICE RECORDING OF COUNCIL MEETINGS (CLOSED SESSION)

A. Voice records shall be made of each closed session meeting of the City Council, excepting closed sessions during which the Council will consider the appointment of a City Employee in accord with Government Code section 54957, for which no recording shall be made.

B. Each voice record of a closed session meeting of the City Council shall be immediately and clearly labeled to show the date and time for the meeting. The label shall further indicate that the record is of a closed session, and shall state that the City Clerk is the custodian of the record. The master closed session voice record shall not be copied and shall remain under the control of the City Clerk, who shall take appropriate steps to ensure the security and confidentiality of that record.

C. The closed session voice record shall not be disclosable under the Public Records Act. The sole individuals who may listen to the closed session voice record without court order shall be: a) the incumbent Mayor, b) an incumbent Council

Member, c) the incumbent City Manager, and/or the incumbent City Attorney. These individual shall not be allowed to make a copy of the closed session voice record.

D. A court order may be sought to enable discovery or disclosure of the closed session voice record by either the district attorney or the plaintiff in a civil action pursuant to Government Code sections 54959, 54960, or 54960.1 upon allegation that a violation of the Brown Act has occurred in that closed session. The party seeking discovery or disclosure shall file written notice of the motion with the appropriate court and provide notice to the City of Pacific Grove. The notice shall be made in accord with Government Code section 54960 and sections 1005 and 1010 of the Code of Civil Procedure. Further, the notice shall identify the proceeding in which discovery or disclosure is sought, the date and time of the meeting recorded, and include an affidavit setting forth specific facts upon which it is alleged that a violation of the Brown Act did occur.

E. Discovery or disclosure shall occur only as provided by the court, in accord with Government Code section 54960. The court, in authorizing discovery or disclosure may review, in camera, the voice recording of the closed session alleged to have been in violation of the Brown Act. Discovery, if authorized by the court, shall be by certified transcript of the voice recording.

F. Closed session voice records created under this Policy shall be retained and/or destroyed in accord with the Records Retention Schedule that applies to all official City documents.

Adopted: May 4, 2005
Resolution No.: 5-012

CITY OF PACIFIC GROVE
CITY COUNCIL POLICY

Policy Governing	Policy No.	Effective Date	Page No.
~~Voice~~ Record~~ing~~ of Council Meetings	000-18	~~May 4, 2005~~	1 of 2

I. GENERAL

The City of Pacific Grove shall maintain ~~voice~~ records of City Council meetings open session in addition to the Minutes prepared and approved by the City Council. The City Attorney for the City of Pacific Grove will prepare a Memorandum regarding closed session in the manner described in this Policy. This Policy shall guide the creation and retention of those records. ~~ings~~.

II. ~~VOICE~~ RECORD~~ING~~ OF COUNCIL MEETINGS (OPEN SESSION)

A. ~~Voice~~ A video record shall be made of each open session meeting of the City Council.

B. Each ~~voice~~ video record of an open City Council meeting shall be promptly made available to the public ~~immediately and clearly labeled to show the date and time for the meeting. The master voice record may be copied from time to time, upon request~~ pursuant to the Public Records Act., ~~but the master record shall remain under the control of the City Clerk~~.

C. City Council ~~voice~~ video records created under this Policy shall be retained and/or destroyed in accord with the Records Retention Schedule that applies to all official City documents.

III. ~~VOICE~~ RECORD~~ING~~ OF COUNCIL MEETINGS (CLOSED SESSION)

A. After a closed session is held, the City Attorney shall be responsible for preparing a Memorandum identifying the subject matter of the closed session and any direction provided and votes by the City Council in the closed session ("Memorandum").

B. The Memorandum will be retained by the City Attorney in a file designated "Closed Session Memoranda".

C. In the event of a future closed session on the same subject, the City Attorney will have available any Memorandum that was prepared regarding that subject

and respond to questions from the City Council during the closed session regarding the prior closed session(s) on that subject.

D. The Memorandum shall not be disclosable under the Public Records Act and shall only be disclosed upon issuance of a court order.

E. The Memorandum shall be retained and/or destroyed in accord with the Records Retention Schedule that applies to all official City documents.

~~A. Voice records shall be made of each closed session meeting of the City Council, excepting closed sessions during which the Council will consider the appointment of a City Employee in accord with Government Code section 54957, for which no recording shall be made.~~

~~B. Each voice record of a closed session meeting of the City Council shall be immediately and clearly labeled to show the date and time for the meeting. The label shall further indicate that the record is of a closed session, and shall state that the City Clerk is the custodian of the record. The master closed session voice record shall not be copied and shall remain under the control of the City Clerk, who shall take appropriate steps to ensure the security and confidentiality of that record.~~

~~C. The closed session voice record shall not be disclosable under the Public Records Act. The sole individuals who may listen to the closed session voice record without court order shall be: a) the incumbent Mayor, b) an incumbent Council~~

~~Member, c) the incumbent City Manager, and/or the incumbent City Attorney. These individual shall not be allowed to make a copy of the closed session voice record.~~

~~D. A court order may be sought to enable discovery or disclosure of the closed session voice record by either the district attorney or the plaintiff in a civil action pursuant to Government Code sections 54959, 54960, or 54960.1 upon allegation that a violation of the Brown Act has occurred in that closed session. The party seeking discovery or disclosure shall file written notice of the motion with the appropriate court and provide notice to the City of Pacific Grove. The notice shall be made in accord with Government Code section 54960 and sections 1005 and 1010 of the Code of Civil Procedure. Further, the notice shall identify the proceeding in which discovery or disclosure is sought, the date and time of the meeting recorded, and include an affidavit setting forth specific facts upon which it is alleged that a violation of the Brown Act did occur.~~

~~E. Discovery or disclosure shall occur only as provided by the court, in accord with Government Code section 54960. The court, in authorizing discovery or disclosure may review, in camera, the voice recording of the closed session alleged to have been in violation of the Brown Act. Discovery, if authorized by the court, shall be by certified transcript of the voice recording.~~

~~F. Closed session voice records created under this Policy shall be retained and/or destroyed in accord with the Records Retention Schedule that applies to all official City documents.~~

Adopted: May 4, 2005
Resolution No.: 5-012

CITY OF PACIFIC GROVE
CITY COUNCIL POLICY

Policy Governing	Policy No.	Effective Date	Page No.
Record of Council Meetings	000-18		1 of 1

I. GENERAL

The City of Pacific Grove shall maintain records of City Council meetings open session in addition to the Minutes prepared and approved by the City Council. The City Attorney for the City of Pacific Grove will prepare a Memorandum regarding closed session in the manner described in this Policy. This Policy shall guide the creation and retention of those records. .

II. RECORD OF COUNCIL MEETINGS (OPEN SESSION)

A. A video record shall be made of each open session meeting of the City Council.

B. Each video record of an open City Council meeting shall be promptly made available to the public pursuant to the Public Records Act..

C. City Council video records created under this Policy shall be retained and/or destroyed in accord with the Records Retention Schedule that applies to all official City documents.

III. RECORD OF COUNCIL MEETINGS (CLOSED SESSION)

A. After a closed session is held, the City Attorney shall be responsible for preparing a Memorandum identifying the subject matter of the closed session and any direction provided and votes by the City Council in the closed session ("Memorandum").

B. The Memorandum will be retained by the City Attorney in a file designated "Closed Session Memoranda".

C. In the event of a future closed session on the same subject, the City Attorney will have available any Memorandum that was prepared regarding that subject and respond to questions from the City Council during the closed session regarding the prior closed session(s) on that subject.

D. The Memorandum shall not be disclosable under the Public Records Act and shall only be disclosed upon issuance of a court order.

E. The Memorandum shall be retained and/or destroyed in accord with the Records Retention Schedule that applies to all official City documents.

Adopted:
Resolution No.:

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: January 18, 2023
SUBJECT: Appointments to City Boards, Committee, Commissions, and Task Force
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION
Approve appointments to City Boards, Committee, Commissions, and Task Force listed below.

DISCUSSION
This year we've had an unusually large number of applicants. Many more than there are openings. So as a result, it is not possible to appoint all our highly qualified applicants. However, I trust individuals not appointed will find other avenues to contribute to the community's wellbeing including participating in committee meetings.

City committees play a vital role in city government and provide opportunities for residents to become engaged in civic activities and work to improve local governance. We are very fortunate to have many highly qualified and talented residents willing to serve on City committees. I am always amazed to learn of the depth and breadth of the talent, experience, and capability of folks here in our city. Many thanks to all the applicants who have unselfishly offered their time to serve in city government.

I've used information gleaned from many sources to select these appointments: applications, resumes, personal contacts, observations, and feedback from City officials, staff, and public. I've taken into consideration applicants demonstrated commitment to the community and fit to the committee's mission.

Terms for committee positions are 4 years for Charter committees and 2 years for non-Charter committees. Incumbents are not automatically reappointed as that would defeat the purpose of terms which create opportunities for others to serve and provide alternative perspectives.

Terms of office begin February 1 and end January 31 of the respective year.

Mayoral appointments to City committees must be confirmed by Council (Charter Article 26). Further regulations and policy regarding appointments can be found in PGMC Chapter 3.02 and Policy 000-5.

Charter - Term 2/1/23 – 1/31/2027

- Library Board: Alycia Perez, Carla Nielson

- Museum Board: David Messman
- Planning Commission: Andrew Kubica, Ross Davidson
- Recreation Board: Charles Gibson, Ximena Waissbluth

Non-Charter – Term 2/1/23 to 1/31/2025

- Administrative Enforcement Hearing Officer Panel: Richard O'Mara, Henry Leinen
- Architectural Review Board: Hunter Eldridge – professional, Anna Bornstein – professional, Scott Brooks, Christi Sutphen– professional
- Economic Development Commission: David Markowitz – resident, Erik Uppman – business, Aaron Hoops – resident, Mike Gibbs – resident, Elizabeth Jacobs – business
- Historic Resources Committee: Jill Kleiss
- Beautification and Natural Resources Commission: Christine Walkingstick, Megan McKenna, Rebecca Lee, Susan Myers, Marty Dunn
- Traffic Safety Commission: Katie Stern, Michael Gunby, Tony Prock
- Diversity, Equity, and Inclusion Task Force: Donna Stevens, Juan Mosquera - professional, Nadja Mark, Marie Hunter, Katherine Hoops

OPTIONS

N/A

FINANCIAL IMPACT:

There is no fiscal impact.

GOAL ALIGNMENT: Not Applicable.

Attachments

Redacted Applications & Resumes

CITY OF PACIFIC GROVE
www.ci.pacific-grove.ca.us

Application for Appointment to a Public Board, Commission, or Committee

RECEIVED
CITY MANAGER'S OFFICE
2022 DEC -6 A 9:06
CITY OF PACIFIC GROVE

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name: Henry E Leinen

Street Address: [redacted]

City:	**State:**	**ZIP Code:**
Pacific Grove	CA	93950

Residence Telephone Number:	**Work Telephone Number:**	**E-Mail Address:**
[redacted]	[redacted]	[redacted]

Name of Board, Commission, or Committee on which you would like to serve:
Administrative Enforcement Hearing Officer Panel

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets): ATTACHMENT OF A RESUME IS DESIRABLE.

1970- 1972 Employee, City of Pacific Grove (Recreation Department).
1972-1973 Military Policeman, 571st MP Company Presidio of San Francisco and the company was transferred to Fort Ord in August 1973. Honorably discharged on November 22, 1973.
November 22, 1973- 1986 Letter Carrier Pacific Grove CA.
1974-1986, Chapter President local 1184 National Association of Letter carriers.
1986, George Meany Award presented by the Monterey County Labor Commission.
1987 Officer in Charge, Fort Ord Post Office. Transfered into the US Treasury Department.
1988-1996 Chief Steward Western Region National Treasury Employees Union.
1986- 1997 Station Director Port of Monterey, U.S. Customs Service.
1998 Chair City and Special Districts Committee, Co-Chair Law Enforcement Committee Monterey County Civil Grand Jury.
1999-2002 Intelligence officer, US Customs Service.
2002-2005 Anti terrorism officer, US Customs and Border Protection.
2005- 2012 Traffic Safety Commissioner City of Pacific Grove.
2012- 2018 Federal Employee representative (non-attorney) and practiced before the Merit System Protection Board, Federal Labor Relations Board, and The Equal Employment Opportunity Commission.
2022 and ongoing, Boy Scouts of America, Monterey County District Commissioner.

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees)

Signature of Applicant:	**Date:**
Henry E Leinen Digitally signed by Henry E Leinen Date: 2022.12.03 15:04:16 -08'00'	12/03/2022

FOR CITY USE ONLY

Appointed to: _____

Date of Appointment: _____ ***Expiration:*** _____

Date of Reappointment: _____ ***End of Term:*** _____

Date Certification of Appreciation Awarded: _____

CITY OF PACIFIC GROVE
www.ci.pacific-grove.ca.us

Application for Appointment to a Public Board, Commission, or Committee

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name: Richard K O'mara

Street Address: [redacted]

City: Pacific Grove | **State:** CA | **ZIP Code:** 93950

Residence Telephone Number: | **Work Telephone Number:** | **E-Mail Address:** [redacted]

Name of Board, Commission, or Committee on which you would like to serve: Admin, Enforcement Hearing Officer Panel

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets): ATTACHMENT OF A RESUME IS DESIRABLE.

RECEIVED
CITY MANAGER'S OFFICE
2022 DEC 21 P 12:21
CITY OF PACIFIC GROVE

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees)

Signature of Applicant: Richard K O'mara | **Date:** Dec 21, 2022

FOR CITY USE ONLY

Appointed to: _____

Date of Appointment: _____ ***Expiration:*** _____

Date of Reappointment: _____ ***End of Term:*** _____

Date Certification of Appreciation Awarded:

~~10/23/22~~ RKO'
~~10/21/22~~
12/21/22

At seventy five years of age, I believe that I have a wide variety of experience that would help me serve as an Administrative Enforcement Hearing Officer.

I'm a combat veteran of the Vietnam War, a graduate of UCLA with a degree in Political Science and a jack of all trades in the outside world. I have driven taxis, limousines and trucks for a living. Also I have had a number of small businesses over the years selling everything from planters, to T-shirts to food in both trucks and in a small establishment at our beach at Lover's Point formally call Fat Ritchies. I have worked as a Private Investigator a carpenter, a plumber, a painter and a handyman for years and have done art projects out at Fort Or for the Veteran community for the pure joy of it. I've been a member of the Pacific Grove Volunteer Fire Department and attended and did volunteer work with the Pacific Grove Police Academy. I have been a resident of Pacific Grove since 1978 and have been active in trying to keep our great city healthy and safe as she goes through her challenges and as a result I know more than a fair share of her citizens up close and personal.

I have probably jogged, biked or simply walked the entire city during my years here and know quite a number of our local businessman and have shared their concerns about various issues that have come up. I was also instrumental in having our dog walking parks put on schedules so that all residents could feel safe using the park and currently have organized people to plant American flags at our local cemetery during Veterans and Memorial Day's. Years ago I was elected the first President of the Monterey County Vietnam Veterans and with the input of my board put into play programs that are still running today which have helped hundreds perhaps thousands of our local veterans after their return from battle or just their retirement from their military service. Currently I ride with the Patriot Guard Riders, an organization of veterans and civilians that provides an honor guard during the veteran's final trip to our local cemeteries; this is a service that is greatly appreciated by the families of our fallen.

I understand that this position will require my presence at meetings and special events and realize the utmost importance of my being there as a major part of my responsibilities.

I believe I could be an effective member of this Administrative Enforcement Hearing Office Panel and thank you for your consideration.

Richard K. O'Mara

Richard K O'Mara
12/21/22 9:55 am

CITY OF PACIFIC GROVE
www.ci.pacific-grove.ca.us

Application for Appointment to a Public Board, Commission, or Committee

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

RECEIVED
DEC 21 2022
By CMO

Name:	Anna Bornstein		
Street Address:	[redacted]		
City:	Pacific Grove	**State:** CA	**ZIP Code:** 93950
Residence Telephone Number: [redacted]	**Work Telephone Number:** [redacted]	**E-Mail Address:** [redacted]	

Name of Board, Commission, or Committee on which you would like to serve:
Architectural Review Board

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets): ATTACHMENT OF A RESUME IS DESIRABLE.

I respectfully submit my application to serve on the Pacific Grove Architectural Review Board. I've had a life long appreciation for urban and residential design, and was fortunate enough to purchase a home in Pacific Grove in 2020, where I enjoy walking around my grid-street neighborhood, admiring homes.

My professional and educational background is in planning and permitting residential design. I earned my Masters in Urban Planning with a concentration in Community Design and Development this past year. I currently work as a planner with Lewis Builders, a luxury design/build firm in Carmel, CA. They predominantly take projects within the City of Carmel and unincorporated areas of Monterey County, so I don't expect any conflicts of interest.

I feel I am suited for this role as I have experience interpreting design guidelines, understanding design acumen, communicating with clients/applicants, collaborating cross-functionally and working on residential design projects.

Thank you for the opportunity to serve our great city.

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees)

Signature of Applicant: Anna Bo **Date:** 12/20/2022

FOR CITY USE ONLY

Appointed to: _____

Date of Appointment: _____ ***Expiration:*** _____

Date of Reappointment: _____ ***End of Term:*** _____

Date Certification of Appreciation Awarded: _____

Anna Bornstein

[redacted]
Pacific Grove, CA 93950
[redacted]

PROFESSIONAL EXPERIENCE

LEWIS BUILDERS | Carmel, CA

Planner | Pre-construction | 01/2021 - Present

- Prepare and manage planning, building, and all entitlement applications for assigned luxury residential home design/build projects, ensuring adherence to jurisdictional zoning, ordinances, codes, and design guidelines
- Contribute to creating architectural plans and review plans for completion
- Collaborate with multiple jurisdictions within the Monterey Peninsula to drive projects to successful completion. Routinely communicate project status with stakeholders
- Conduct site assessments of proposed development projects, determine feasibility, and present planning strategy to clients and internal production teams
- Communicate with trade partners and consultants to coordinate professional services required including geo-tech, engineering, hydrologists, and surveyors. Prepare and manage consultant contracts
- Assist in development of best practice documentation to support the implementation of goals, objectives, priorities, and policies

E&J GALLO WINERY | Modesto, CA

Account Supervisor | Account Management - Marketing Operations | 04/2019 - 01/2021

- Serve as liaison to cross-functional winery departments to execute and implement creative campaigns, POS, structures, packaging design, digital design, social media and photo/video initiatives for high-priority premium wine brands
- Directly accountable for managing a $500,000+ creative budget for marketing client
- Core team member in multiple Agile Scrum teams
- Managed team of Account Executives, fostering measurable career development plans, and providing leadership and oversight for high-complexity projects

Account Executive | Client Services - Creative | 02/2016 - 03/2019

- Lead presentation and project related meetings to drive for consensus and approval, ensuring adherence to the established scope and timelines
- Partner with marketing, and design to create timelines, cost proposals and manage communication and deliverables through all development phases of design initiatives
- Review all projects for legal compliance

Account Assistant | Client Services - Creative | 07/2012 - 01/2016

- Issue meeting summaries, recognized as a best practice example, with action items: developing next steps and stakeholder assignments for managed projects
- Organize internal and external design concept reviews, pre-production and photography planning meetings, ensuring all projects deliver on supplied briefs

VOLUNTEER EXPERIENCE

Planning & Community Development Volunteer | Stanislaus County | 2012

- Maintained Neighborhood Stabilization (NSP) and Down Payment Assistance (DPA) program files
- Contributed research and editing to General Plan – Housing Element update
- Developed promotional materials to communicate Annual Report highlights for Community Development Department

Director's Assistant Volunteer | Downtown Modesto Improvement District | 2011 - 2012

- Downtown business directory development

EDUCATION

Master of Urban Planning, MUP, | San Jose State University | May 2022

- Certificate: Community Design and Development
- Coursework included: Urban Planning Public Finance, Land Use Law, Urban Design, GIS, Planning Sustainable Cities

BS Environmental Studies, Minor Urban Studies | San Jose State University | December 2010

- Awarded Michael Lee Environmental Foundation Scholarship | 2010
- Coursework included: Advanced Environmental Impact Assessment, Land Use and Facilities Planning

PROFESSIONAL ASSOCIATIONS

AICP Candidate Pilot Program | Participant
American Planning Association | Member
International Downtown Association | Member

REFERENCES

Matt Machado • (209) 480-2108
Deputy CAO/Dir. of Community Development & Infrastructure | Santa Cruz County

Chelsea Neal Ricker • (808) 294-8447
Director of Digital Marketing | E&J Gallo Winery

CITY OF PACIFIC GROVE
www.ci.pacific-grove.ca.us

Application for Appointment to a Public Board, Commission, or Committee

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name: Scott Brooks

Street Address: [redacted]

City: Pacific Grove | **State:** CA | **ZIP Code:** 93950

Res [redacted] | **Work Telephone Number:** | **E-Mail Address:** [redacted]

Name of Board, Commission, or Committee on which you would like to serve:
Architectural Review Board

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets): ATTACHMENT OF A RESUME IS DESIRABLE.

Please see attached.

RECEIVED
CITY MANAGER'S OFFICE
2022 DEC -9 P 1:04
CITY OF PACIFIC GROVE

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees)

Signature of Applicant: [signature] **Date:** 12/1/22

FOR CITY USE ONLY

Appointed to: _____

Date of Appointment: _____ ***Expiration:*** _____

Date of Reappointment: _____ ***End of Term:*** _____

Date Certification of Appreciation Awarded: _____

December 9, 2022

Re: Pacific Grove Architectural Review Board

Greetings and thank you for considering me as a candidate for our town's Architectural Review Board.

I would be honored to volunteer for this Board and serve our town and community, and I believe that my experiences would make me well-suited as one of its members. I believe in public service and the positive impact that government, and particularly local government, can have on its community and individual lives. As a public servant and Senior Counsel for the Legal Investment Team at the California State Teachers' Retirement System, I provide counsel to our Investment Branch as they invest a fund of over 300 billion to secure the financial future of California's educators. As a transactional attorney, I extensively review and evaluate a multitude of documents and help negotiate various investments. I have thirteen years of experience as an attorney, and my professional responsibilities require a significant attention to detail; communication and collaboration with a host of different parties – including my fellow investment counsel, external and opposing counsel, staff, and members; and the evaluation and application of statutes and regulations. I also attend and take minutes for the CalSTRS's Investment Committee, a twelve-member board. I am therefore familiar with the deliberations and procedures of a public board, including the Bagley-Keene Act/Brown Act and Robert's Rules of Order.

If you have any questions or need anything further, please do not hesitate to contact me. I look forward to hearing from you and serving our wonderful town.

Many thanks and best regards,



Scott Brooks

[redacted] Pacific Grove

Scott S. Brooks
[redacted] Pacific Grove, CA 93950
[redacted]
[redacted]

Education

University of California Davis School of Law
- J.D. – 2009
- Law Review, Editor – 2007-2009
- Moot Court – 2007-2008

Emory University
- B.A. (Major in English, Minor in History) – 2005

Professional Experience

California State Teachers' Retirement System
- Attorney IV, January 2021 – Present
- Attorney III, July 2016 – December 2020

Herrig & Vogt, LLP
- Attorney, November 2012 – June 2016

Wood, Smith, Henning and Berman, LLP
- Attorney, September 2009 – February 2012
- Law Clerk, Summer 2008

Hon. Frank C. Damrell, Jr., U.S. District Court, Eastern District
- Judicial Extern, Summer 2007

Interests and Accomplishments

- Obtained the CFA Institute Investment Foundations certificate
- Panelist, *The California Rule: Recent Developments*, National Council on Teacher Retirement, April 25, 2019
- *Is it a Rule or More Like a Guideline? Recent California Court of Appeal Decisions Change the California Rule's Comparable New Advantage Test From a "Must" to a "Should"* – The NAPPA Report, April 2017, Volume 31, Number 1
- Eagle Scout, Boy Scouts of America
- Camping, hiking, and rock climbing with family and friends are life highlights

CITY OF PACIFIC GROVE

www.cityofpacificgrove.org

Application for Appointment to a Public Board, Commission, or Committee

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name:
Hunter Porter Eldridge

Street Address:
[redacted]

City:	**State:**	**ZIP Code:**
Pacific Grove	CA	93950

Residence Telephone Number:	**Work Telephone Number:**	**E-Mail Address:**
[redacted]	[redacted]	[redacted]

Name of Board, Commission, or Committee on which you would like to serve:
Architectural Review Board

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets and Attachment of Resume is Desirable):

I am a licensed architect and principal architect of a small firm based in PG specializing in custom residential and light commercial architectural services. I have lived and practiced architecture in PG over the last 20 years. My children attend PG schools and I love this community. I value the importance of a discriminating and trained architectural review board populated with qualified individuals with backgrounds in architecture and sound principles for development that serve the best interests of the community as a whole.

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees.

Signature of Applicant:	**Date:**
Hunter Porter Eldridge	12-27-2022

FOR CITY USE ONLY Appointed to: _____ **Date of**

Appointment: _____ **Expiration:** _____ **Date of**
Reappointment: _____ **End of Term:** _____ **Date**
Certification of Appreciation Awarded: _____

CITY OF PACIFIC GROVE
www.ci.pacific-grove.ca.us

Application for Appointment to a Public Board, Commission, or Committee

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name: CHRISTI SUTPHEN ASID

Street Address: [redacted]

City: Pacific Grove **State:** CA **ZIP Code:** 93950

[redacted] **Work Telephone Number:** same **E-Mail Address:** [redacted]

Name of Board, Commission, or Committee on which you would like to serve: Architectural review board

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets): ATTACHMENT OF A RESUME IS DESIRABLE.

Professional interior designer & business owner. I specialize in residential interior design. Please see my website: SUTPHENSTUDIO.com

Sarah Bayles suggested that my 33 years as a designer would be helpful to our town.

CHRISTI SUTPHEN, ASID
Interior Designer

[redacted]
.com
Pacific Grove, CA
Pacific Grove, CA 93950

SUTPHEN STUDIO, inc.

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CITY MANAGER'S OFFICE
2022 DEC 20 P 3:08
CITY OF PACIFIC GROVE

oter of the City of Pacific Grove (not required for EDC appointees)

Signature of Applicant: [signature] **Date:** 12.20.22

FOR CITY USE ONLY

Appointed to: _____

Date of Appointment: _____ ***Expiration:*** _____

Date of Reappointment: _____ ***End of Term:*** _____

Date Certification of Appreciation Awarded: _____

CITY OF PACIFIC GROVE
www.ci.pacific-grove.ca.us

Application for Appointment to a Public Board, Commission, or Committee

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2022 DEC 14 P 4:27
CITY OF PACIFIC GROVE

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name: Martha (Marty) Dunn

Street Address: [redacted]

City: PG **State:** CA. **ZIP Code:** 93950

Residence Telephone Number: [redacted] **Work Telephone Number:** **E-Mail Address:** [redacted]

Name of Board, Commission, or Committee on which you would like to serve: BNRC

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets): ATTACHMENT OF A RESUME IS DESIRABLE.

- Environmental activism since 1965 (age 16)
- Financial support of many local & national environmental non-profits
- Retired elementary school teacher
- Retired high school Spanish teacher
- Former employee/volunteer at wildlife rehab clinic
- " " " at Land Trust of Santa Cruz County
- Weekly columnist for Cedar Street Times in PG
- Freelance editor/proofreader
- Sustainable Pacific Grove steering committee member
- Volunteer "trasher"/litter pick-up in PG
- I care deeply about the health of the natural world.

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees)

Signature: [redacted] **Date:** 14 December 2022.

FOR CITY USE ONLY

Appointed to: _____

Date of Appointment: _____ ***Expiration:*** _____

Date of Reappointment: _____ ***End of Term:*** _____

Date Certification of Appreciation Awarded: _____

CITY OF PACIFIC GROVE
www.ci.pacific-grove.ca.us

Application for Appointment to a Public Board, Commission, or Committee

RECEIVED
CITY MANAGER'S OFFICE
2022 DEC 21 P 12: 21
CITY OF PACIFIC GROVE

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name: Rebecca Lee

Street Address: [redacted]

City:	**State:**	**ZIP Code:**
Pacific Grove	CA	93950

Residence Telephone Number:	**Work Telephone Number:**	**E-Mail Address:**
[redacted]	same	[redacted]

Name of Board, Commission, or Committee on which you would like to serve:
BNRC- Beautification and Natural Resources Commission

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets): ATTACHMENT OF A RESUME IS DESIRABLE.

I would be honored to serve on the BNRC again. My term was 2019-2021 and I came to understand how the meetings are run, the goals and objectives of this commission and its great value, all of which will serve me now. We attempted to get glyphosate banned as well as single use plastics, initiated getting refillable water bottle stations and wrote a broshure which guided the public on plant choices for their yards that would feed monarchs.

I have been part of the weeding of and tree planting in George Washington Park with the Akeman's, and that success has been such a delight.

I'm a graduate of the PG Museum's Climate Stewards Class and will bring that knowledge with me to view situations with a scientific eye to the future.

I have a B.S. in Biology with minors in Sociology and Chemistry and taught high school biology and chemistry in San Diego. There I participated in the Imperial Beach Concerned Citizens, a grassroots group that developed to assure regulated development of that beach town rather than aggressive out of town developers taking over the beachfront. We also helped established the Tijana Estuary Wildlife Refuge and Visitor Center, which quickly became a popular hiking and educational weekend attraction.

I have always cared about nature deeply and am artistic by nature. I grew up in Carmel, a long time ago in the 1970's, when the Monterey Pine trees were numerous, young and healthy, which fostered my love of both nature and art.

Now, my home is a testament to my sensitivity to nature with a comprehensive grey water system, clothes lines, a driveway that lets water soak in and nourish my beautiful oak tree roots and a wild front yard that is a pollinator's dream.

I would like to help our city stay beautiful with abundant natural resources by tending to its nature as our population grows. The best way I can think to do that is to serve on the BNRC conscientiously.

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees)

Signature of Applicant:	**Date:**
Rebecca Lee [redacted]	1/20/22

FOR CITY USE ONLY

Appointed to: _____

Date of Appointment: _____ ***Expiration:*** _____

Date of Reappointment: _____ ***End of Term:*** _____

Date Certification of Appreciation Awarded: _____

RECEIVED
CITY MANAGER'S OFFICE

CITY OF PACIFIC GROVE
www.cityofpacificgrove.org

Application for Appointment to a Public Board, Commission, or Committee

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name:
Megan F McKenna

Street Address:
[redacted]

City:	State:	ZIP Code:
Pacific Grove	CA	93950

Residence Telephone Number:	Work Telephone Number:	E-Mail Address:
[redacted]	[redacted]	[redacted]

Name of Board, Commission, or Committee on which you would like to serve:
Beautification and Natural Resources Commission

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets and Attachment of Resume is Desirable):

I currently serve on BNRC and am activly involved in varois subcommittees, including climate subcommittee. I would like to continue my servic with the community.

I am an educator and scientist working at the interface of scienc and policy - with decades of experienc working at local, regional and international levels. I am currently a professor at Middlebury Institute of International Studies as well as a research affiliated with the California Ocean Alliance and Hopkins Marin Station.

I received my PHD in oceanography at Scripps Institution of oceanography, my MS in biology at San Diego State and undergraduate at Wittenberg University.

I am interested in applying my knowledge of ecological systems we depend on and experienc working in a variety of setting; to support this beautiful place my family & I call home.

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees.

[redacted] **Date:** 12/15/2022

FOR CITY USE ONLY Appointed to: _____ **Date of Appointment:** _____

Expiration: _____ **Date of Reappointment:** _____

End of Term: _____ **Date**

Certification of Appreciation Awarded: _____

Megan F McKenna, PhD

CONTACT

PHONE [redacted]

EMAIL [redacted]

EDUCATION

Ph.D. Biological Oceanography
Scripps Institution of Oceanography, University of California San Diego
2011

M.S. Evolutionary Biology
San Diego State University
San Diego, CA
2005

B.A. Biology
Environmental Studies, minor
Wittenberg University
Springfield, OH
2000
Cum Laude, Departmental and University Honors

School for International Training
Wildlife Ecology & Conservation
Tanzania, Africa
1999

COMMUNICATION SKILLS

>> Presenting scientific material to a diversity of audiences using written, infographic, and spoken methods.

>> Building and managing multidisciplinary partnerships with research institutions, government agencies, non-profit organizations, and industry.

>> Creating science-based conservation strategies and policy.

>> Professional training in Transformational Leadership.

TECHNICAL SKILLS

>> Word Processing and Desktop Publishing Tools using Microsoft Office Suite and Google Docs.

>> Communication Tools using Microsoft Teams, Zoom, Google Meet, Canvas, Mural.

>> Scientific graphic and image design using Adobe Illustrator and InDesign.

>> Computer programing in MATLAB, R Statistical Software, ArcGIS, QGIS.

Experienced environmental scientist with 15+ years working on pressing conservation issues, through interdisciplinary research, writing science policy, and developing science communication materials for a diversity of audiences.

EXPERIENCE

Spring 2023	**Co-Director**, Middlebury California Coastal & Climate Program | Monterey, CA (accepted)
2021-	**Research Contractor** | National Marine Sanctuary Foundation
Fall 2022	**Adjunct Faculty**, Middlebury Institute of International Studies | Monterey, CA
Summer 2022	**Faculty,** Middlebury School of the Environment | Monterey, CA
2020-	**Researcher,** Hopkins Marine Station of Stanford University | Pacific Grove, CA
2020-	**Researcher & Educator**, California Ocean Alliance | Aptos, CA
2012- 2020	**Biologist**, US National Park Service, Natural Resource Stewardship & Science Directorate | Fort Collins, CO
2012- 2020	**Affiliate Faculty**, Colorado State University, Fish Wildlife & Conservation Biology Department | Fort Collins, CO
2016	**Science Policy Coordinator**, National Park Service, Office of the Director | Washington, DC
2011- 2012	**National Academy of Sciences Postdoctoral Research Fellow,** Marine Mammal Commission | Washington, DC
2008	**Marine Policy Intern**, Channel Islands National Marine Sanctuary | Santa Barbara, CA
2005-2011	**National Science Foundation Graduate Fellow** (Integrative Graduate Education and Research Traineeship- IGERT) | San Diego, CA
2002-2005	**Graduate Research Assistant,** San Diego State University | San Diego, CA
2000-2005	**Marine Science Educator,** Catalina Island Marine Institute | Avalon, CA

SCIENCE COMMUNICATION PUBLICATIONS

NOAA StoryMap **on vessle noise in national marine sanctuaries | 2022**

Junior Ranger Book, Sounds Explorer | 2020 |US National Park Service

The Sounds Around Us | 2020 | Physics Today

Coordinator for AAAS Family Science Days | 2016 | American Association for the Advancement of Science, Washington, DC

56 **Peer-reviewed scientific publications** in journals such as Science, Coastal Management Conservation Biology, Marine Policy | 2005-20222

Taught graduate levels course in Marine Science & Policy and Bioacoustics and undergraduate courses in Envriomental Science, Envriomental Analysis, Marine Ecosystems, Conservation Management, Coastal Oceanography.

Presentations at 20+ scientific conferences (oral and poster), Briefs for park superintendents (written and oral), invited talks to international conferences and workshops.

Served on various local, regional, national and international working groups related to ocean noise and natural resource management.

CITY OF PACIFIC GROVE
www.ci.pacific-grove.ca.us

Application for Appointment to a Public Board, Commission, or Committee

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name:
Susan Myers

Street Address:
[redacted]

City:	**State:**	**ZIP Code:**
Pacific Grove	CA	93950

Residence Telephone Number:	**Work Telephone Number:**	**E-Mail Address:**
[redacted]		[redacted]

Name of Board, Commission, or Committee on which you would like to serve:
Beautification and Natural Resources Commission

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets): ATTACHMENT OF A RESUME IS DESIRABLE.

This my renewal application. My current term on the Commission expires January 2023.

Attached is my resume.

RECEIVED
CITY MANAGER'S OFFICE
2022 DEC 15 A 10:04
CITY OF PACIFIC GROVE

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees)

Sign [redacted] **Date:** 12.13.2022

FOR CITY USE ONLY

Appointed to: _____

Date of Appointment: _____ ***Expiration:*** _____

Date of Reappointment: _____ ***End of Term:*** _____

Date Certification of Appreciation Awarded: _____

SUSAN PARKER MYERS

[redacted]Pacific Grove, CA 93950
[redacted]

AREAS OF EXPERTISE

Transactional Expertise	Strategic Planning	Portfolio and Project Management
Contract Drafting and Negotiation	Litigation Management	Training / Development
Due Diligence/ Risk Management		Corporate Governance

EXPERIENCE

24 HOUR FITNESS USA, INC. 2013 – 2020

Senior Director, Real Estate Development/Management & Counsel

- Select, supervise and manage outside counsel in lease negotiation and due diligence review for all new club locations in expanding portfolio.
- Oversee preparation and negotiation of all real estate documents related to the company's existing commercial portfolio – including amendments, assignments, termination agreements, estoppels, security instruments and all ancillary real estate related agreements
- Act as principal communication point between and among the real estate, legal, construction, facilities, accounting and risk management departments for all matters relating to real estate development and asset management functions to improve efficiencies.
- Develop and oversee company standards and guidelines for company's real estate initiatives to improve efficiencies and ensure quality.
- Handle all disputes involving company's real estate interests, including oversight of counsel in real estate related litigation matters.

Senior Corporate Counsel

- Drafted and negotiated company's key real estate documents in the acquisition, divestiture, development, leasing and management of its commercial properties and the operation of club facilities.
- Designed and implemented comprehensive audit of all legal files and developed file maintenance process.
- Directly supervised property management department - modified organizational structure, developed streamlined processes and templates to increase efficiency performance of department

ROSS STORES, INC. 2012 –2013

Director, Real Estate Law Attorney

- Drafted and negotiated lease and other key operational documents for new store development
- Analyzed due diligence materials in connection with new store leases
- Selected and supervised outside counsel in real estate related transactions and litigation.

GIANT EAGLE, INC. 2001 –2012

(Giant Eagle, Inc., is one of the nation's largest food retailers with grocery and convenience stores located throughout Pennsylvania and surrounding states.)

Senior Corporate Counsel Director, In-Store Banking

- As sole in-house real estate counsel, advised the real estate development, construction, lease administration, asset management, and environmental risk departments on all legal matters.

- Guided the company's environmental efforts, including LEED certification, alternative energy initiatives and sustainability practices
  `Drafted and negotiated company's key operational documents in the development, leasing and management of commercial properties, with emphasis on "big box" retail leasing in shopping centers
- Selected and supervised outside counsel in real estate litigation, land use, zoning appeals, construction litigation
- Initiated and improved legal relations with governmental agencies (including liquor control boards and environmental protection agencies) to ensure compliance, expedite approvals and reduce liability exposure

ZAMAGIAS PROPERTIES 1995 –2001

(Zamagias Properties is a regional commercial real estate development owning and managing shopping centers, office buildings and other real property developments in the eastern U.S.)

Legal Counsel

- As sole in-house counsel, represented the Company in all legal matters relating to its commercial real estate business, including drafting contracts, procuring financing and insurance, managing collection efforts and handling and other general business matters. Selected and supervised outside counsel on all litigation

AMERICAN BRIDGE COMPANY 1994 –1995

General Counsel

- Advised international industrial construction company in all legal matters, including drafting corporate documents, construction contracts, procuring all liability-based insurance and managing claims

GROGAN, GRAFFAM, MCGINLEY & LUCCHINO, P.C. 1991 –1994
1988–1990

Associate Attorney

- Handled matters for the firm's business practice, with emphasis on corporate formation and governance, real estate and commercial lending. Independently handled commercial closings.
- Supported the firm's legal and medical malpractice litigation defense group through legal research and writing, including pleadings, discovery requests and responses, motions and briefs.

ZIMMER, KUNZ, P.C. 1990 —1991

Associate Attorney

- Managed a defense litigation caseload through pleadings, discovery and trial preparation

BATTAGLIA, ROSS, HASTINGS & DICUS, PA. 1990

Associate Attorney

- Handled all aspects of the firm's corporate and commercial real estate practice.

EDUCATION

- West Virginia University College of Law — Juris Doctor (1988)
- University of Texas at Austin — B.A – Philosophy, with Honors (1982)

BAR ADMISSIONS

- California (In-House Counsel)
- Pennsylvania
- Florida
- West Virginia

CITY OF PACIFIC GROVE
www.ci.pacific-grove.ca.us

Application for Appointment to a Public Board, Commission, or Committee

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name:
Christine Walkingstick

Street Address:
[redacted]

City:	**State:**	**ZIP Code:**
Pacific Grove	CA	93950

Residence Telephone Number:	**Number:**	**E-Mail Address:**
[redacted]	[redacted]	[redacted]

Name of Board, Commission, or Committee on which you would like to serve:
Beautification and Natural Resources Commission

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets): ATTACHMENT OF A RESUME IS DESIRABLE.

I respectfully request consideration for a position with the city of Pacific Groves, Beautification and Natural Resources Commission. My name is Christine Walkingstick, a 10 year resident and proud citizen of Pacific Grove. I have a diverse background in the arts, event planning, conservationism, volunteerism, family forest management and an intrinsic personal interest in stewardship for the land and its people. I initially moved to PG because of its quiet, small town, natural environment, to help heal from many years of big city living including the tragic side effects from residing in NYC during 9/11. In the past 5 months, an interest in city planning and overall city vision peaked with decisions being discussed for my neighbor George Washington Park. Daily I have gazed onto this unique urban forest, walked Georges 20 acres, picked up litter, observed the parks utilization of bird watchers, painters, photographers, children playing in the forest and groups gathering at the tables. I've educated myself and others of George's endangered occupants, including the Monterey Pines and Overwintering Monarch Butterfly to which we hold as visual mascots on our city marketing materials. In collaborative spirit, I'd like to offer the BNRC knowledge of forestry and forest management, creative thinking and a strong belief that Pacific Grove stands with its native Monterey Pine "Grove's" and with the Monarch Butterflies, not just as a motto of "the butterfly town" but in reality, maintaining Pacific Grove is a special place that is unique from any other, embracing long term timelessness vs. Short term trends.

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees)

Signature of Applicant:	**Date:**
Christine Walkingstick	12/26/2022

FOR CITY USE ONLY

Appointed to: _____

Date of Appointment: _____ ***Expiration:*** _____

Date of Reappointment: _____ ***End of Term:*** _____

Date Certification of Appreciation Awarded: _____

Pacific Grove CA. BNRC Consideration

Christine Saari-Walkingstick. [redacted]
[redacted] PG, CA 93950

I respectfully request consideration for a position with the city of Pacific Groves, Beautification and Natural Resources Commission. My name is Christine Walkingstick, a 10 year resident and proud citizen of Pacific Grove. I have a diverse background in the arts, event planning, conservationism, volunteerism, family forest management and an intrinsic personal interest in stewardship for the land and its people. I initially moved to PG because of its quiet, small town, natural environment, to help heal from many years of big city living including the tragic side effects from residing in NYC during 9/11. In the past 5 months, an interest in city planning and overall city vision peaked with decisions being discussed for my neighbor George Washington Park. Daily I have gazed onto this unique urban forest, walked Georges 20 acres, picked up litter, observed the parks utilization of bird watchers, painters, photographers, children playing in the forest and groups gathering at the tables. I've educated myself and others of George's endangered occupants, including the Monterey Pines and Overwintering Monarch Butterfly to which we hold as visual mascots on our city marketing materials. In collaborative spirit, I'd like to offer the BNRC knowledge of forestry and forest management, creative thinking and a strong belief that Pacific Grove stands with its native Monterey Pine "Grove's" and with the Monarch Butterflies, not just as a motto of "the butterfly town" but in reality, maintaining Pacific Grove is a special place that is unique from any other, embracing long term timelessness vs. Short term trends.

Experience:

Upbringing;

*Mother; Master Gardener, Garden Club President Clatskanie Oregon
*Father; John Saari; BS Forest Engineering Oregon State University 1972, retired; 50+ yrs. Career in Forest Management/Timber Manager, State of Oregon Forestry Dept., Washington State Department of Natural Resources, Crown Zellerbach Mgr. of Engineering, harvest planning and reforestation, 20 yr member of Society of American Foresters, Served as Pres. of Clackamas/Marion County Oregon Forest Protective Association, Current member (15 yrs.) of the Arbor Day foundation; Collaborative accomplishments with private individuals and industry, State, County and Federal, USFS and BLM
*Family owned timbered properties from 5-40 acres.
*Childhood weekends spent clearing brush and planting trees (tens of thousands planted or replanted at this point)
*Take your kid to work days; hiking timbered lands, tagging and marking trees, Mill tours, conversations with loggers, timber executives, measuring timber scales and board feet.
*Forest Management Plan(s) experience; writing, oversight, follow-up for family trusts.
*Quotes from Dad that hold true our family values and perspective on forestry and it's management;

"True professional foresters ***practice honorable forestry***, observe the real issues and work with the law and neighbors… Modern Forestry is not about tearing up the land…"

"Forest harvest planning observed set-asides for streamside buffers, protection of rare and endangered species and 'careful logging practices' and being aware and abiding by 'BMPs' (best management practices) advised by state agencies."

"The people and urban interface is important, especially when plant and animal issues are concerned. Each party's concerns needs to be addressed. Environmental impacts have been addressed by the federal and state governments for years. Private industry has adopted in many instances forest plans which concerns timber harvesting and environmental concerns."

Personal Resume

Current

Establishing Reiki Meditation Business
Creator and Author "The Wai"

Fashion/ Event planning, vision and execution

Collaborative Fashion Designer/ NY Fashion Week Master Seamstress
Fashion Show Stage Manager
Trelise Cooper; Carmel CA, Store Opening (1st US Storefront)
Malan Breton; NYC, Mercedes Benz Fashion Week (3 seasons)
Christine Saari; Reno NV., Produced multiple shows for my own fashion lines and art installations
Inspired Paris Vogue to local aspiring designers; Reno NV., Virginia City, NV
*After a successful photo shoot for a fashion line I produced, Paris Vogue came to Virginia City, NV and replicated the shoot for a following issue. Other fashion artists began to emerge in the Reno NV area after this and other fashion showcases I put together.
R.A.W. Natural Born Artists; Reno Chapter
Showcased a upcycled WWII Parachute Dress featured in finalist competition
Hired Interns for sewing and design education
Sewing and Fashion Design Private Instructor

Theatre/ Education

Undergraduate Studies: Theatre; Southern Oregon University, Ashland OR.
Graduate Program: Circle in the Square Professional Theatre Workshop, Broadway NYC
Producer: Showcases for NY actors
USO/DOD performer; Alaska, Iceland, Bosnia, Croatia, Kosovo
Professional Actor: Commercial, Industrial, Stage, Ensemble; Portland Or, Brookings Or., Astoria OR., Reno NV, NYC.

Volunteerism/ Public Service

Sr. Class President Warrenton High School, Warrenton OR,
Senior Project: National Water Conservation and Cleanliness Act, theatrical play K-12 school performances; Initiated local participation/ actor; Clatsop Co. OR.
Miss Clatsop County/ Miss Oregon Top 10 (Miss America Pageant Org.)
Platform Issue; Preservation of the Arts in our Community and Schools
Saved cuts from Astoria High School Theatre Program
Assistant Director; Cannon Beach OR Children's Theatre Summer Program,

Beach cleanups from Peter Iredale State Beach, Warrenton OR to Asilomar State Beach, PG, CA. and many beaches in between.
#everydayisbeachcleanupday

SAVEGWP

Initial visionary for current grassroots neighborhood group
Tabled at PG Museum Parks & Pollinators event for GWP (Aug. 2022)
Inspired Save Washington Park sign initiative
Role Models; Kim and Tom Akeman
    Cultivation and growing of native Monterey Pines from seeds of GWP
    Continued education of GWP/ Monterey Pines and Monarch overwintering habitat
Steward of the Park, its well-being and future

Other Interests

Runner; utilizing Pacific Grove rec trail and natural beauty on a daily basis. Dog Mom of 2. Tiny Home Nation Philosophizer. Cheerleader. Visionary. Strong team member. Quick to learn and adapt.

Pacific Grove has a special magic that no other town holds. The land has a voice that beckons people to experience its spirit from far and wide. A place that keeps people generationally enamored and mesmerizes some for the vacation short term. The 4 square miles of Pacific Grove environment holds the content, but most of the “magic” comes from the wizards behind the curtain who pull the strings and levers. Those wizards are our city management, council and mayor, boards and commissions. I’d like to participate in the wizardry. My passion, knowledge and unique background would be an added asset for the Beautification and Natural Resources Commission.

Thank you for your consideration.

Christine Walkingstick

CITY OF PACIFIC GROVE
www.ci.pacific-grove.ca.us

Application for Appointment to a Public Board, Commission, or Committee

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name:
Katherine (Katie) Hoops

Street Address:
[redacted]

City:	**State:**	**ZIP Code:**
Pacific Grove	CA	93950

Residence Telephone Number:	**Work Telephone Number:**	**E-Mail Address:**
[redacted]	[redacted]	[redacted]

Name of Board, Commission, or Committee on which you would like to serve:
Diversity, Equity, and Inclusion Task Force

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets): ATTACHMENT OF A RESUME IS DESIRABLE.

I have worked as a speech-language pathologist with children and adults for the past 10 years in various settings, and currently own a speech therapy practice in Pacific Grove that is dedicated to helping individuals with diverse backgrounds, needs, and abilities have access to communication and advocacy for themselves and their loved ones. Throughout my career, I have worked in preschools, elementary and middle schools, hospitals, clinics, and private homes with individuals from diverse ethnic, cultural, socioeconomic, and linguistic backgrounds and have witnessed the barriers that those from typically marginalized groups face when working to access education, healthcare, and community resources. My family and I are rooted in this community, and I am passionate about working to increase inclusion and participation in city events and spaces for underrepresented groups.

RECEIVED
CITY MANAGER'S OFFICE
2022 DEC 20 A 10:45
CITY OF PACIFIC GROVE

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees)

Signature of Applica [redacted] **Date:** 12/20/22

FOR CITY USE ONLY

Appointed to: _____

Date of Appointment: _____ ***Expiration:*** _____

Date of Reappointment: _____ ***End of Term:*** _____

Date Certification of Appreciation Awarded: _____

Katherine Hoops

CEO, Speech-Language Pathologist

Katherine Hoops
[redacted]
Pacific Grove, CA 93950
[redacted]

Experience

Monterey Bay Speech Therapy, Inc./Co-Owner, CEO, SLP
MARCH 2017 - PRESENT, PACIFIC GROVE, CA

Manage the daily functions of a private speech-language pathology clinic, including but not limited to management of personnel, therapist and client schedules, and contracts and relationships with outside agencies. Provide speech and language therapy to individuals ages birth and up with complex communication needs.

Monterey Bay Charter School / Speech-Language Pathologist
JUNE 2016 - DECEMBER 2020, PACIFIC GROVE, CA

Evaluated, screened, and treated children ages Kindergarten through 8th grade for speech and language disorders. Scheduled, organized, and facilitated IEP meetings. Documented progress and goals using electronic documentation system. Collaborated with teachers, administrators, and other specialists to ensure FAPE and quality school-based services for each student on my caseload.

Natividad Medical Center / Speech-Language Pathologist, PRN
JULY 2016 - AUGUST 2018, SALINAS, CA

Provided bilingual speech/language therapy to individuals aged infant through adult in an outpatient setting. Conducted dysphagia and cognitive-linguistic evaluations in an inpatient setting. Consulted with medical staff, patient families, and outside professionals as needed. Documented evaluations and treatment using paper and/or electronic documentation systems.

Stars Therapy Services / Regional Director of Speech Therapy
FEBRUARY 2015 - JULY 2016, SALINAS, CA

Supervised Monterey County speech department, including regional center and insurance clients as well as Speech-Language Pathology Assistants. Conducted bilingual assessments for children ages birth to 12. Implemented speech and language therapy with a caseload of children ages birth to 12 in home and clinic settings. Attended and presented at IFSP meetings.

Trumpet Behavioral Health / Speech-Language Pathologist
AUGUST 2014 - FEBRUARY 2015, SALINAS, CA

Provided weekly home and center-based speech and language services to children ages birth to three. Conducted full developmental intake assessments as part of the intake team. Conducted speech and language assessments every 6 months and updated goals. Coached parents on typical language development, goals, and strategies.Took part in IFSP meetings.

Weingarten Children's Center / Speech-Language Pathologist
AUGUST 2012 - AUGUST 2014, REDWOOD CITY, CA

Evaluated and treated children with cochlear implants and/or hearing aids. Provided teletherapy for children with hearing loss as part of the BabyTalk program. Wrote and presented reports for annual IEPs. Provided parent education on various topics at on-site parent seminars.

Education

San Jose State University / M.A. Education, Concentration in Speech-Language Pathology
AUGUST 2009 - MAY 2012, SAN JOSE, CA

Cal Poly San Luis Obispo / B.A., Child Development
AUGUST 2005 - JUNE 2007, SAN LUIS OBISPO, CA

University of California Santa Barbara / Pursuing B.A. in Psychology
AUGUST 2003 - JUNE 2005, SANTA BARBARA, CA

Skills and Certifications

PROMPT trained

Listening and Spoken Language trained

Hanen *It Takes Two to Talk* Certified

Professional Memberships

American Speech-Language and Hearing Association (ASHA)

CITY OF PACIFIC GROVE
www.ci.pacific-grove.ca.us

Application for Appointment to a Public Board, Commission, or Committee

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

RECEIVED
DEC 21 2022
By CMO

Name:
Marie Hunter

Street Address:
[redacted]

City:	**State:**	**ZIP Code:**
Pacific Grove	CA	93950

Residence Telephone Number:	**Work Telephone Number:**	**E-Mail Address:**
[redacted]	[redacted]	[redacted]

Name of Board, Commission, or Committee on which you would like to serve:
DEI Task Force

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets): ATTACHMENT OF A RESUME IS DESIRABLE.

I moved to Pacific Grove's Hillcrest neighborhood recently in 2021 from the melting pot of Silicon Valley. What I have noticed in this neighborhood compared to the Silicon Valley is that people keep to themselves more here. Perhaps a legacy of the pandemic lock downs sadly. I have since made many friends among my neighbors and the parents of my daughters classmates. Many from different cultures and so finally I feel at home here. In general, there seems to be a connection issue in general among people of all races and cultural background within or outside of their cultural circles.

I was born in France, moved to Canada when I was 10 and moved to the US after college. I remember arriving in the Bay Area and finally calling this place home. I was surrounded with folks that came from all of the world just like me. I married my husband of Japanese decent in 2003 which has opened a my eyes further to the Asian culture.

Although I have voiced my concern to the PG board about the usefulness of the DEI's task force, I also acknowledge that, a better representation on the DEI task force is needed to bring out the great things that Pacific Grove has to offer. We need to engage with the community with treating everyone as a human beings. That said, we cannot connect community by pointing fingers at a particular race dominating and suppressing another. That is counter productive and is insulting to folks that don't think of themselves as victims but now have been labeled as such. On the task force, I would like to bring my passion to helping folks in need, in particular the elderly and the kids that have been impacted immensely by the pandemic response measures.

For more information about my education background, professional career and community engagements, see my attached resume. I hope that you will consider my application for a position on the DEI Committee. Thank you

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees)

Signature of Applicant: [redacted] Digitally signed by Marie Hunter Date: 2022.12.21 20:34:08-08'00'

Date:

FOR CITY USE ONLY

Appointed to: _____

Date of Appointment: _____ ***Expiration:*** _____

Date of Reappointment: _____ ***End of Term:*** _____

Date Certification of Appreciation Awarded: _____

Contact

[redacted]

Top Skills

Site Plans
BIM
Cost Engineering

Languages

French (Native or Bilingual)
English (Full Professional)

Certifications

Engineer In Training

Marie Hunter

President | Founder
Pacific Grove, California, United States

Summary

Experienced President with a demonstrated history of working in the construction industry. Skilled in Revit, Virtual Reality, Computer-Aided Design (CAD), Project Estimation, Facility Management (FM), and Cost Engineering. Strong BIM consultant with a B. in Applied Science focused in Civil Engineering from University of Ottawa / Université d'Ottawa.

Experience

Avixi, Inc.
Founder and President
November 2014 - Present (8 years 2 months)
Campbell, CA

•Assist companies with BIM Services, BIM procedures and techniques to assure timely modeling / shop drawing approval.
•Develop training material and conduct BIM training for general contractors and subcontractors
.MEP clash detection and coordination using Navisworks. Detection and resolution of structure and other trade conflicts
.Integration of model and building information to facilities management portal

XL Construction
BIM Project Manager
August 2011 - May 2014 (2 years 10 months)
SF Bay Area, California

•Lead the adoption of BIM tools and processes within the company
•Review project contract conditions; ensure compliance with contract terms in relation to BIM.
•Assist project teams in determining required Subcontractor contracts, participation and functions for assigned projects, including model submittal schedule and updates as well as updating of the model(s) to reflect as-built conditions for submittal of the record set / project close-out
•Assist project teams with preconstruction services, establish / implement BIM procedures and techniques to assure timely modeling / shop drawing approval

•Lead 5D (Cost) process for creating direct link between Revit and Timberline Estimating

•Develop training material and conduct BIM training including software and procedures for employees.

.MEP clash detection and coordination using Navisworks. Detection and resolution of structure and other trade conflicts

.Integration of model and building information to facilities management portal (6D)

WEBCOR Builders

7 years 9 months

Sr. Estimator

June 2002 - August 2008 (6 years 3 months)

Hayward, CA

Lead 5D (Cost) process for creating direct link between Revit and Timberline Estimating

Project Engineer

December 2000 - June 2002 (1 year 7 months)

Northern California

•Project engineer for structural concrete coordination, submittal verification, concrete pour logistics, labor productivity and design change cost impact tracking.

Largo Concrete Inc.

Field Engineer

August 1999 - December 2000 (1 year 5 months)

Northern California

•Field engineer for site coordination, production tracking, updating schedule changes and communication of progress and changes with project manager.

InSituTech

Staff Engineer

May 1997 - August 1999 (2 years 4 months)

Northern California

Setup and analysis of static load tests and pile driving activities. Review of borings and other geotechnical information prior to field testing. Monitoring of ground motion and noise from excavation and compaction activities. Reporting of test results.

Evaluation of construction related disputes involving ground deformation around deep excavations. Determination of pile foundation capacity and integrity issues. Developped QC/QA procedures for pile driving analysis. Assessment of seismic-induced liquefaction risks.

Education

University of Ottawa / Université d'Ottawa

B. in Applied Science, Civil Engineering · (1992 - 1996)

CITY OF PACIFIC GROVE
www.ci.pacific-grove.ca.us

Application for Appointment to a Public Board, Commission, or Committee

RECEIVED
CITY MANAGER'S OFFICE
2022 DEC -6 A 10:52
CITY OF PACIFIC GROVE

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name:
Nadja Mark

Street Address:
[redacted]

City:	**State:**	**ZIP Code:**
Pacific Grove	CA	93950

Residence Telephone Number:	**Work Telephone Number:**	**E-Mail Address:**
[redacted]	Same	[redacted]

Name of Board, Commission, or Committee on which you would like to serve:
Task Force on Diversity, Equity, & Inclusion

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets):

This past 18 month term on the DEI Task Force was the first time I have ever served the public on an advisory committee. And, sometimes it showed. Just as I started gaining a better understanding of protocol, purpose and my own personal goals - the term expired. I'm pleased to have served on the DEI Task Force's inaurgural term and I'd like to serve again with the opportunity to incorporate the experience and added training I've gained. Making use of the city's GARE membership, trainings, and resources I earned a second DEI certification specific to governmental intiatives. Using equity tools as a powerful scaffolding for a future vision of DEI progress I'm confident that I can contribute further to a positive culture of civility in Pacific Grove. My experience and education below illustrates my knowledge base and skill at relationship building to support such goals.

My professional and personal life experiences complement PG's DEI charter. As a native of Pacific Grove, a successful fundraising strategist, and grant writer, I have been an advocate for arts, culture, and community from Pacific Grove to Manhattaan and back. I've set goals, managed teams and raised funds for high-profile organizations, film festivals, documentary films, and cultural organizations for the last 15 years. Joining the Sundance Film Institute as the individual giving VIP liaison increased my profile and portfolio of upper-echelon donors and grantmakers in a large-scale event environment. I was later invited to Sundance's documentary film fund department where evaluating submissions required advocating for filmmaker and subject diversity. Sundance Institute has always been ahead of the curve when it comes to representation in media and DEI principles.

Additionally, I have film credits on diverse award-winning documentaries celebrating LGBTQ experience; raising awareness of income and equity disparities, and vulnerable populations. These films include: George Takei's biographical film To Be Takei, Rodents of Unusual Size, and The Happiness Project. My projects and consulting firm reflect my commitments to Art Advocacy, Racial & Social Equity, and the Empowerment of Vulnerable Communities, such as the Arab American Assoc. w Linda Sarsour, founder of 'Womens March'. I have a Master's Degree in Fundraising and Grantmaking from New York University. Bachelor's Degree in Communication and Media from San Francisco State University, Certificate in Global Philanthropy from SCPS-NYU, the aforementioned DEI in the Workplace Certificate and GARE: Advancing Racial Equity Certificate.
*Please find my (google docs) resume link below:

Cut, Copy, Paste into Internet Browser

https://drive.google.com/file/d/1aSot4uHDp6adftvHFN-rXGNvNf47mru9/view?usp=sharing

ATTACHMENT OF A RESUME IS

Signature of Applicant:	Date:
Nadja R. Mark	12.05.22

FOR CITY USE ONLY

Appointed to: _____

Date of Appointment: _____ ***Expiration:*** _____

Date of Reappointment: _____ ***End of Term:*** _____

Date Certification of Appreciation Awarded:

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC

Nadja R. Mark (she/her/hers)

Pacific Grove, CA
E-mail: [redacted]
Mobile:

SUMMARY OF PROFESSIONAL HISTORY

Resource Development Strategist - *Current and Past Clients (partial list)*

SF Indie Film Fest - San Francisco CA
Feast of Lanterns - Pacific Grove, CA
Tilapia Film - San Francisco, CA
Pye Harris Legacy Project - Oakland, CA
Girls Inc. of Alameda County - San Leandro, CA
AmDoc Film Festival - Palm Springs, CA
Nationalities Service Center - Philadelphia, PA
Music Therapy International - Orange, NJ
Arab American Association - Brooklyn, NY
Mill Valley Film Group - Sausalito, CA

I deliver the following services:

- Grant Writing, Grant Management, Reporting and Compliance
- Revenue Strategy
- Individual and Institutional Prospect Research
- Digital Campaigns and Social Media Management
- Direct Response Mailing and Analysis
- Program Evaluation and Development

Development Director (Interim) - Arts Council for Monterey County (2019) - Monterey, CA
Lead the identification, engagement, cultivation, solicitation, and stewardship of current and prospective donors and funders. Worked closely with the Board of Directors, solicitation coaching, and relationship management. Program development. Community liaising. Increased individual/corporate funding, develop major donor relations, and implement planned giving programs.

Membership Manager - Monterey Museum of Art (2018) - Monterey, CA
Responsible for engagement and growth of the membership. Developed and directed all communication with MMA members. Created membership conversion system. Refined donor cultivation process. This role also works internally across various departments to ensure that the needs of the membership are being met from a programmatic and events perspective.

Documentary Film Fund Coordinator - Sundance Institute (2015) - Los Angeles, CA
Documentary Film Fund Coordinator is the point of entry for all documentary films submitted to the program. After screening the film submissions, the DFF Coordinator triages the submissions and tracks them through the submission pipeline. Additionally, provides project management, grant administration, and submission screening for the Sundance Documentary Program. Supported DFP internally and in the field (nationally) in support of emerging artists, grantees, and related projects.

Nadja R. Mark (she/her/hers)

Pacific Grove, CA
E-mail: [redacted]
Mobile: [redacted]

Festival VIP Coordinator - Sundance Film Festival (2014 to 2015) - Los Angeles, CA
As the VIP Coordinator, I supported and stewarded the Sundance Institute's highest-echelon donors and executive VIPs. This Individual Giving subset of donors are known as the Patron Circle.

In this role, I managed the following:

- Patron Circle Pass and Package sales by cultivating donors, tracking sales and working with the ticketing department to submit purchases.
- Manage Patron Circle and VIP Credential requests
- At the Sundance Film Festival (Park City, Utah) I worked in the Patron Circle office by fulfilling special requests of all individual donors and VIP's. I also provided concierge support to our high profile donors.

Major Gifts & Foundations Manager - California Film Institute (2011 to 2012) - San Rafael, CA
CFI/Mill Valley Film Festival, is a community arts organization that creates year round programming at its theater, provides educational programs to the community and is the producer of an 11-day film festival that showcases independent and world cinema. As the Major Gifts Manager, I grew individual giving through stewardship and season pass incentives. My primary responsibilities included the management of foundations and government funding for the California Film Institute through grant writing. To this end, I created process and structure for the management and evaluation of core programs. Key accomplishments include: Increasing the annual appeal revenue by 300%, increasing foundation revenue by nearly 70% and growing the grant submission pipeline by 25%.

Development Manager - Renaissance Entrepreneurship Center (2010) - San Francisco, CA
Renaissance Entrepreneurship Center is a 501(c)3 organization working to create lasting economic development through small business ownership. As the Development Manager and lead grant writer I worked in all aspects of fundraising and development. I was responsible for managing fundraising activities and supporting the CEO in maintaining and strengthening a diverse funding base of $2.8M. Key accomplishments included: Writing and receiving nearly $500K in contributed revenue from foundations and corporations in three months, writing $1.8M in grant requests, soliciting and winning grants/contracts from the Mayor's Office of Economic Development and the Bank of America Neighborhood Excellence Award.

Director of Institutional Giving (Acting) - SAGE (2008 to 2010) - New York, NY
SAGE (Services & Advocacy for GLBT Elders) is one of the oldest and largest non-profit agencies addressing the social services and advocacy needs of elderly lesbian, gay, bisexual and transgender. As a development consultant I filled the vacant position of Director of Institutional Giving, with a goal of raising over $1M for fiscal year 2008 which I successfully met. I also served as the primary event manager for the 30th Anniversary gala with silent auction that raised $500K.

My development services included the following:

- Proposal writing, budget preparation and generating status/tracking reports for internal and external distribution.
- Providing research and cultivating contacts for all foundation, government and corporate funding

Nadja R. Mark (she/her/hers)

Pacific Grove, CA
E-mail: [redacted]
Mobile: [redacted]

sources using Raiser's Edge, Foundation center, internet research and hard files.
- Writing status and interim reports for previously awarded grants.
- Preparation and maintenance of a pipeline of over 300 grants and funders.
- Upgrading the tracking system by integrating the grant calendar with Raiser's Edge and Google.

Grant Writer & Development Consultant - Canteen Arts Literary Magazine (2008) - New York, NY
Canteen is a not-for-profit literary arts magazine devoted to publishing works by emerging and established writers such as Po Bronson. As the primary development consultant and project manager, I delivered the framework of Canteen's fledgling development department.

Responsibilities included:
- Creating a fundraising structure with grant calendar, events and annual appeals using Excel and Access.
- Providing research and recommendations on funding opportunities with targeted plans of action and timeline.
- Creating a master proposal for future submissions.
- Developing a communication and marketing strategy after creating a financial assessment with the publisher.
- Designing a media kit to complement submissions.

Sr. Development Officer, Corporate & Foundation Relations - New Leaf Services (2006 to 2007) - San Francisco, CA
New Leaf Services for Our Community provided comprehensive mental health, substance abuse, HIV/AIDS and social support for the LGBT community, with a budget of $3 million, staff of 60 and a 17-member board. I worked with clinical staff and community stakeholders to achieve fundraising goals under the tutelage of Executive Director, Joe Niesen, PhD. I also secured seed funding (through a challenge grant) for a new Queer Youth substance abuse program. Additionally, I tracked program progress for our city contracts for HIV related programs.

My responsibilities included:
- Creating and managing the sponsorship program for the New Leaf Spring Gala at Teatro Zinzanni theatre, which drew over 300 attendees and raised $160,000. 60% of sponsorship dollars were from new sponsors.
- Managing event and gift solicitation, and executing New Leaf's direct marketing appeals through quarterly newsletters and annual appeal.
- Soliciting corporate and foundation support through cultivation, networking and proposal preparation.

- Liaising with key members of the business community by building strategic relationships by providing tours and generating customized reports based on our realized, projected fundraising goals and past giving.
- Producing monthly reports for the Board of Directors.

Nadja R. Mark (she/her/hers)

Pacific Grove, CA
E-mail: [redacted]
Mobile: [redacted]

Associate Director, Development - Medea Project: Theater for Incarcerated Women (2005 to 2006) San Francisco, CA

The Medea Project: Theatre for Incarcerated Women is the leading theatrical program of Cultural Odyssey, a not-for-profit that promotes "Art as Social Activism". I worked closely with Rhodessa Jones, sister of Tony award winning Bill T. Jones, producing works gleaned from incarcerated women that were performed by actors such as Kerry Washington, Rosario Dawson and Phylicia Rashad. I also worked with Eve Ensler's team for the 2006 V-Day: Until the Violence Ends performance at Lincoln Center. This experience allowed me to build strategic alliances with foundations, graduate schools and even hospitals such as St. Luke's.

Further responsibilities included:

- Securing local and federal funding from sources such as the NEA and the SF Arts Commission.
- Managing corporate and foundation requests through research, preparation, and program evaluation.
- Clerical and board support to the Executive Director and the Artistic Director.

Sr. Advancement Associate - Chartwell School - (2004 to 2005) - Seaside, CA

Chartwell School specializes in teaching children with dyslexia and learning differences. By supporting major gift activities, I helped secure the last $6M of a $20M capital campaign, which funded Chartwell's new high performance campus as a member of the Advancement department. The new campus received the Platinum designation from the U.S. Green Building Council's standards for Leadership in Energy and Environmental Design (LEED).

My primary duties consisted of:

- The event planning of the 12th Annual "Party in a Pear Tree" gala at the Pebble Beach Golf Resort. The gala generated $200K during the four-hour event.
- Preparing documentation and proposal preparation, project budgets, media relations for our gala and campus groundbreaking events.
- Coordination of Chartwell's annual appeal.

Executive Assistant to the V.P. of Advancement - Monterey Institute of International Studies (2003 to 2005) - Monterey, CA

The Monterey Institute of International Studies was founded in 1955 to teach languages in a cultural context. Over 50 years later, that mission has expanded to include four professional graduate schools—focusing on language and educational linguistics, and international policy.

My duties consisted of:

- Database maintenance, report production, mailing coordination for quarterly communiques and annual appeals.
- Created donor acknowledgements, and maintained development archives.
- Triaged interview requests from the media. Drafted press releases. Tracking and archiving media coverage.
- Generated crude predictive modeling for individual giving by analyzing giving patterns, prospect affiliations.

Nadja R. Mark (she/her/hers)

Pacific Grove, CA
E-mail: [redacted]
Mobile:

- Provided standard support of Advancement VP by scheduling, and observing clerical needs. Also supported the Board of Trustees by acting as sub-committee secretary.

EDUCATION OVERVIEW

- B.A. Mass Communication, San Francisco State University, San Francisco, CA
- M.S. Fundraising and Grant Making, New York University, New York, NY
- Global Philanthropy Certificate, New York University, New York, NY
- **Diversity, Equity, & Inclusion in the Workplace Certificate, USF Remote**
- CFRE (in progress)
- Studio, American Conservatory Theater, San Francisco, CA
- Certificate, MOUS: MS Office User Specialist & A+ Computer Tech, New Horizon Institute, Salinas, CA

PROFESSIONAL DEVELOPMENT

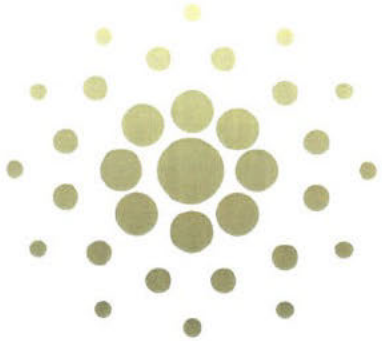
- Business Writing, Training & Development, University of California Berkeley, Berkeley, CA
- Foundation Center: San Francisco – Courses in Grant Seeking, Individual Prospecting, Corporate Giving, Fundraising Planning, and Proposal Writing I and II
- Wealth Mining and Analysis, Wealth Engine
- Graphic Design: Flash and Dreamweaver, Hartnell College, Salinas, CA
- Adobe Acrobat: Bay Area Video Coalition, San Francisco, CA

AFFILIATIONS (volunteer and board)

African American Shakespeare Company, Alliance for Justice, American Cancer Society, Association of Fundraising Professionals, California State University-Monterey Bay: Return of the Natives, Inland Missions-Mexico Exchange, Hayes Valley Professional Network (Founder), MC Junior League, (Community Impact Chair) Monterey Blues Festival, Monterey County Film Commission (B.O.D.), Monterey Elks Lodge (Officer), NYU Planned Giving (alumna), Shelter Outreach Plus, Strive For (B.O.D.), Young Professionals Network-New York.

References and writing samples are available upon request.

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LOCAL AND REGIONAL GOVERNMENT ALLIANCE ON RACE & EQUITY

Certificate of Successful Completion
of

Advancing Racial Equity

by

Nadja Mark

on

October 19, 2022

Course Hours: 8
For more information on this course and outcomes, please visit racialequityalliance.org

CITY OF PACIFIC GROVE

www.cityofpacificgrove.org

Application for Appointment to a Public Board, Commission, or Committee

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name:
Juan Mosquera

Street Address:
[redacted]

City:	**State:**	**ZIP Code:**
Pacific Grove	CA	93950

Residence Telephone Number:	**Work Telephone Number:**	**E-Mail Address:**
[redacted]		[redacted]

Name of Board, Commission, or Committee on which you would like to serve:
DEI Task Force

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets and Attachment of Resume is Desirable):

8 Year resident of PG. Member of the DEIA Commitee, DEIA Training Facilitator, and Latinx Affinity group lead for the Monterey Bay Aquarium.

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2022 DEC 19 P 1:18
CITY OF PACIFIC GROVE

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees.

Signature of Applicant:	**Date:**
Juan Mosquera	12/19/2022

FOR CITY USE ONLY Appointed to:

_____ **Date of**
Appointment: _____ **Expiration:** _____ **Date of**
Reappointment: _____ **End of Term:** _____ **Date**
Certification of Appreciation Awarded: _____

CITY OF PACIFIC GROVE

www.cityofpacificgrove.org

Application for Appointment to a Public Board, Commission, or Committee

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name:
Donna J. Stevens

Street Address:
[redacted]

City:	**State:**	**ZIP Code:**
Pacific Grove	CA	93950

Residence Telephone Number:	**Work Telephone Number:**	**E-Mail Address:**
[redacted]	[redacted]	[redacted]

Name of Board, Commission, or Committee on which you would like to serve:
Diversity, Equity, and Inclusion (DEI) Task Force

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets and Attachment of Resume is Desirable):

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2022 DEC 13 A 11:54
CITY OF PACIFIC GROVE

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees.

Signature of Applicant:	**Date:**
Donna J. Stevens	12/12/2022

FOR CITY USE ONLY Appointed to: _____ **Date of Appointment:** _____ **Expiration:** _____ **Date of Reappointment:** _____ **End of Term:** _____ **Date Certification of Appreciation Awarded:** _____

12/12/2022

Diversity, Equity, and Inclusion Task Force

To: City of Pacific Grove, CA

Subject: Interest Statement

I have held several positions with different agencies and companies in my professional career. Prior to joining an organization, I review their public facing website and social footprint to obtain a glimpse of their culture and diversity, equity, and inclusion (DEI) efforts. The organization's commitment to DEI provides either an opportunity for improvement or a chance to join an exciting group of professionals who understand the value of a great DEI strategy/DEI program. Much like my professional career, I view the city I reside in in a similar manner. My husband and I are very grateful to call Pacific Grove our home. As a mixed-race couple, we have been met with smiles and warm welcomes at small businesses downtown and by ordinary citizens on the trails. Informally, Pacific Grove gets it, we are more alike than we are different; however, there is always room for improvement. Thus, DEI is purpose driven work and it would be an honor to represent the City of Pacific Grove on the Diversity, Equity, and Inclusion (DEI) Task Force. I would bring over 20 years of DEI experience, networks, and formal education to your task force to assist with continuing the great work of those who have tirelessly worked towards advancing DEI values and goals for the city.

I have attached my resume for your review. Thank you for your time and consideration.

Sincerely,

Donna J. Stevens

Donna J. Stevens, MS HRM
Resident, Pacific Grove, CA
[redacted]

Donna J. Stevens

Address: [redacted]
Day/Evening Phone Number: [redacted]
Country of Citizenship: United States
E-mail Address: [redacted] Work [redacted]

Objective: Innovative manager of human and capital resources with strong interpersonal and team building skills. Extensive personnel security, staffing and recruiting, diversity, equity, inclusion, and accessibility program development, retail multi-unit management, fund/community development, financial and managerial accounting, training and development, project/event planning, and outdoor recreation experience. Achieved results for for-profit and non-profit enterprises.

Education:

1.) University of Denver
Location: Denver, CO 80210
Major: Strategic Human Resource Management (Human Resource Operations)
Credits earned: 48
GPA: 3.60
Graduation Date: November 2017
Degree: Master of Science

2.) University of Denver
Location: Denver, CO 80210
Major: Law and Society
Minor: Business Administration
Credits earned: 183 quarter hours
GPA: 3.50
Graduation Date: May 2013
Degree: Bachelor of Arts

Work Experience:

1. Position: Lead Personnel Security Specialist/Personnel Security Officer
Date of Employment: 06-2020 to Present
U.S. Department of the Interior/U. S. Bureau of Reclamation
(Working remotely in Pacific Grove, CA 93950)

Duties and accomplishments:

- Administer the bureau-wide Personnel Security and Identity Management program to ensure timely initiation of background investigations, security clearances, suitability adjudication, and policy and

procedure guidance for 6 regions that are the largest wholesalers of water in the country and the second largest producers of hydroelectric power in the western United States.

- Responsible for Denver, CO and Washington, DC Headquarters office, Suitability Adjudication of background investigations pursuant to 5 Code of Federal Regulation 731 (5 CFR 731) and granting of Security Clearances pursuant to E.O. 12968.
- Advise supervisors, managers and senior leaders on personnel security laws and regulations.
- Provide program and policy guidance, strategic direction options and technical advice to regional personnel security staff, field supervisors and regional office senior leadership.
- Liaison to Department of Interior Security Office, Office of Personnel Management (OPM) Agency Liaison as well as other Federal, State and local agencies.
- Conduct personnel security briefing meetings with Chief Security Officer, Supervisory Security Specialist, Human Resources Policy Team, and Human Resources Officer.
- Attend Security, Policy and Programs weekly briefing meetings.
- Point of contact for Office of Personnel Management (OPM), U.S. Bureau of Reclamation Suitability Program Review/Audit.
- Point of contact for Office of Inspector General, Federal Information Security Modernization Act of 2014 (FISMA) USBR annual audit.
- Hold informational meetings with human resources policy team to ground truth ideas to improve our respective processes to seamlessly fulfill the mission of our respective programs.
- Provide technical expertise and direction to human resources, administrative officers, and budget concerning background investigations, security clearances and Personnel Security policy and procedures.
- Consult with Chief Security Officer and Supervisory Security Specialist on strengths, weaknesses, opportunities and threats to improve efficiency and effectiveness of personnel security program.
- Monitor workload based on current program processes.
- Provide direction and collaboration of duties with team members to ensure personnel security staff works as a team and provides the highest quality customer service possible.
- Prepare, analyze and track background investigation reports to ensure efficiency in the program.
- Adjudicate pre-employment and full background investigations and security clearances to determine suitability by weighing personal and criminal conduct, frequency of conduct, and mitigating factors for employees, contractors, volunteers and partners.
- Responsible for difficult cases and independently prepares written summaries, letters of interrogatory, and letters of advisement. Use independent judgment to find case unfavorable or mitigate conduct or performance based on suitability factors and additional considerations.
- Compose letters to solicit additional information, notices of proposed suitability determination, and responses to inquiries regarding investigative procedures and decisions.
- U. S. Department of the Interior (DOI) Diversity Change Agent (DCA) – department-wide initiative charged with addressing uncivil and disrespectful discourse within the workforce, cultural change, and development of recruitment and retention initiatives to attract diverse candidates.

2. *Position: Detail, Denver Headquarters, Civil Rights Division – Diversity and Inclusion Program Manager*

Date of Employment: 6-2021 to 10-2021
U.S. Department of the Interior/U. S. Bureau of Reclamation
Denver Federal Center, Bldg. 67
Denver, CO 80225

Duties and accomplishments:

- Managed bureau-wide Diversity and Inclusion program by providing strategic perspectives and education for Reclamation Diversity and Inclusion programs to Regional Diversity Specialists and Special Emphasis Program Managers by leading standing monthly meetings to share best practices, strategic D&I goals and to ensure the operation of federally mandated and voluntary programs to benefit employees, supervisors, and managers.

- Current member of Reclamation-wide Diversity, Equity, Inclusion, and Accessibility Council.
- Served as lead for strategic planning and coordination of targeted recruitment and outreach activities based on Management Directive 715 (MD-715) demographic data findings.
- Assisted with MD-715 data tables pertaining to new hires and serves as subject matter expert regarding applicant flow data and hiring trends.
- Responsible for Reclamation-wide Engagement/Focus Group project. Worked with the Department's Office of Collaborative Dispute Resolution (CADR) to obtain contractor to assist with building a project team and facilitating focus groups to uncover root causes (triggers/barriers) of discrepancies in Reclamation's demographic data and the civilian labor force – low accession rates for certain underrepresented populations.
- Serves as the Reclamation representative on Department-wide diversity and Special Emphasis Program standing meetings.
- Monitored agency progress in eliminating discrimination and adverse impact on minorities, women, and people with disabilities in employment and agency programs.
- Introduced plan to submit proposal to Chief, Civil Rights Division and Reclamation leadership to introduce Employee Resource Groups (ERG) at Reclamation.
- Ensured all Executive Orders were carried out in all aspects of Diversity and Inclusion initiatives and programs, specifically, E.O. 14035, Diversity, Equity, Inclusion, and accessibility.
- Collaborated with Human Resources and EEO offices to develop and coordinate outreach and recruitment strategies.
- Conducted ongoing review of Reclamation's demographic data in comparison with the civilian labor force to implement annual action plans to correct disparities.
- Identified most strategic universities and professional groups for focusing Reclamation-wide targeted recruitment efforts for groups currently most underrepresented in Reclamation's critical occupations.
- Developed resource to ensure potential applicants are informed of job opportunities by developing a relationship with colleges and universities as well as the Department of Education, Whitehouse Initiative on Historically Black Colleges and Universities (HBCU) program coordinator.
- Promoted education, awareness, and communication of diversity initiatives by serving as bureau Special Emphasis Program Manager point of contact and event consultant for the following bureau-wide special observance events: LGBT+ Pride Month, Women's Equality Day, Hispanic Heritage Month, African American History Month, National Disability Employment Awareness Month, National Native American Heritage Month, Asian American and Pacific Islander Heritage Month, Martin Luther King, Jr. Holiday, Juneteenth, and Black History Month.
- Partnered with Special Emphasis Program Managers on relationship-building with local special emphasis program groups.
- Oversaw planning and production of monthly Special Emphasis Program events presented via Teams platform.
- Monitored Section 508 Document Compliancy for DEI program.
- Worked with Human Resources Policy Office on leadership and career development programs.

3. *Position: Supervisory Personnel Security Specialist – Regional Chief, Personnel Security and Identity Management, Diversity Change Agent*

Date of Employment: 6-2016 to 6-2020
U.S. Department of the Interior/National Park Service/Intermountain Regional Office
12795 W. Alameda Parkway
Denver, CO 80225-0287

Duties and accomplishments:

- Manage regional-wide Personnel Security and Identity Management program to ensure timely processing of background investigations, suitability adjudication, and issuance of Personal Identity Verification credentials for 8 state region that encompasses 92 parks with appropriately 9,000 Federal and Non-Federal staff and affiliates.
- Advise supervisors, superintendents and senior leaders on personnel security laws and regulations.

- Liaison to Washington, DC headquarters Security Officer as well as other Federal, State and local agencies.
- Supervise, train and monitor performance for 5 staff members and 128 personnel security role holders across the region.
- Inform and train 133 security staff, non-staff, and region personnel on policy and procedures from the Director of National Intelligence (DNI), Office of Personnel Management (OPM), Department of Interior (DOI) and National Park Service (NPS) headquarters concerning security matters.
- Created and implemented Intermountain Region Personnel Security and Identity Management standard operating procedure and strategic plan to increase efficiency and effectiveness of the security program.
- Ensured that workforce management staff work as a team and provides the highest quality customer service possible. Worked with functional area staff members from human resources, information technology, administration and budget to seamlessly fulfill the mission of our respective programs.
- Carry out budgetary duties including end-of-year spending requirements, equipment and supply needs for staff and full-time equivalent proposals.
- Responsible for region-wide Suitability Adjudication of background investigations pursuant to 5 Code of Federal Regulation 731 (5 CFR 731) – approximately 4,000 new issue and non-issue cases per year.
- Prepare, analyze and track background investigation reports to ensure efficiency in the program
- Conduct and adjudicate pre-employment and full background investigations to determine suitability by weighing personal and criminal conduct, frequency of conduct, and mitigating factors.
- Responsible for difficult cases and independently prepares written determination and letters of caution. Use independent judgment to find case unfavorable or mitigate conduct or performance based on suitability factors and additional considerations.
- Manage Homeland Security Presidential Directive – 12 program for 9,000 member region – a government-wide initiative to issue common, Federal ID credentials to all Federal employees, contractors and volunteers.
- Oversee implementation and stand up of 37 credentialing stations at park units throughout the region.
- U. S. Department of Interior (DOI) Diversity Change Agent – department-wide initiative charged with addressing uncivil and disrespectful discourse within the workforce, cultural change, and development of recruitment and retention initiatives to attract diverse candidates.
- National Park Service, Workforce Ambassador – develop and design strategic plan to increase Federal Employee Viewpoint Survey scores as well as employee engagement service-wide.
- Provides input to annual Federal Equal Opportunity Recruitment Program report to the U. S. Office of Personnel Management (OPM).
- Member of service-wide National Park Service Diversity Change Agent working group – created and implemented strategy to roll out cultural assessment report/findings to regional directors, service wide. Served as think tank to National Office of Relevancy, Diversity and Inclusion to increase recruitment of underrepresented demographics through professional organizations, partnerships with universities and natural and cultural resources advocacy groups sourced through the internet and personal networks.
- Past Co-chair of the inaugural National NPS African American Employee Resource Group, now known as, the Employee Empowerment Collective (EEC) – the EEC is a network of African American National Park Service employees, leaders, and allies who are drawn together by a common interest and work towards advancing relevancy, diversity, and inclusion. The EEC partners with human resources to develop effective recruitment/retention strategic plans to meet the NPS mission. The group is open to all NPS employees. Composed charter for group during first six months.
- Served from 2012 - 2014 as a member of the Denver Federal Center Department of the Interior (DOI) Recruitment Implementation Team – identified steps to ensure effective hiring within DOI and support efforts to increase the workforce diversity within the agency – including contractors, cooperating associations and volunteers in parks. Developed best practices and activities to align with strategic recruitment and hiring efforts year over year.

4. *Position: Human Resources Specialist (Security)/Lead Background Investigation Adjudicator – Diversity Change Agent*

Date of Employment: 6-2010 to 6-2016
U. S. Department of the Interior/National Park Service/Intermountain Regional Office
12795 W. Alameda Parkway
Denver, CO 80225-0287

Duties and accomplishments:

- Perform staffing and recruiting duties for the Denver Servicing Human Resource Office (DE-SHRO) – obtained delegated examining unit certification, initiate job announcements in USAStaffing and USAJobs for three parks with a combined 300 employees.
- Assist superintendent and supervisors with forecasting short and long-term staffing levels and sourcing methods – delegated examining unit, merit promotion and direct hire authority.
- Provide consulting services to selecting officials and regional employees on Federal employment laws and regulations.
- Provide consulting services to superintendent and supervisors regarding job analysis.
- Provide guidance to superintendent and supervisors regarding policy and procedures for recruitment, examination and selection process.
- Participated in military direct hire authority recruiting event at regional office.
- Provided recruitment sources and program ideas for recruiting qualified talent, specifically underrepresented demographics.
- Lead Background Investigation/Suitability Adjudicator for 41 parks in the Intermountain Region's Denver personnel security office.
- Train and distribute work to two background investigation adjudicators and one support staff.
- Reviewed documents provided by applicants, police departments and courts to determine suitability for Federal service and/or access.
- Conduct and adjudicate pre-employment and full background investigations to determine suitability by weighing personal and criminal conduct, frequency of the conduct, and mitigating factors.
- Responsible for difficult cases and independently prepares written determination and letters of caution. Use independent judgment to find case unfavorable or mitigate conduct or performance.
- Independently compose letters to solicit additional information, notices of proposed suitability determination, and responses to inquiries regarding investigative procedures and decisions.
- Developed and implemented guidance and standard operating procedures for initiating backgrounds and determining personnel security and suitability for 92 parks, 8,000 employees and approximately 3,000 seasonals in the Intermountain Region
- HSPD 12 Coordinator for the region – Field higher level questions from HSPD 12 point of contact, coordinate logistics for credentialing stations, currently hold role of security officer, adjudicator and super sponsor for employees and non-feds of 6,000 employee region. Interpret, train and distribute guidance, regulation and policies for HSPD 12 program to the region. Trained approximately 35 USAccess role holders on HSPD 12 policies and procedures. Trained two staffing specialist from the Washington HQ on HSPD 12 policies and procedures.
- Drug testing coordinator for the Denver office – initiate all drug tests for 41 parks serviced by the Denver office. Distribute and interpret all guidance, policy and regulation for the drug testing program.
- Co-chair of the inaugural National NPS African American Employee Resource Group, now known as, the Employee Empowerment Collective (EEC) – the EEC is a network of African American National Park Service employees, leaders, and allies who are drawn together by a common interest and work towards advancing relevancy, diversity, and inclusion to meet the NPS mission. The group is open to all NPS employees.
- Department of the Interior (DOI) Diversity Change Agent – shared relevancy, diversity and inclusion ideas and programs service wide.

- Member of national NPS DCA working group – created strategy to roll out cultural assessment report/findings to regional directors/service wide. Serve as think tank to office of Relevancy, Diversity and Inclusion.
- Member of Denver Federal Center DOI Recruitment Implementation Team – identify steps to ensure effective hiring within DOI and support efforts to increase the workforce diversity within DOI.

COLLEGE COURSES:

- Leading the Organizational System
- Ethics and Leadership in a Global Environment
- Leadership Theory and Practice in a Global Environment
- Research Processes, Theory, and Practice in Global Business
- Organization Change Management
- Finance for HR Professionals
- Human Resources Information Systems
- Managerial and Supervisory Decision Making
- Consulting and HR Applications
- Workforce Planning and Talent Management
- Legal, Ethical and Employment Issues in HR
- Research Practices and Applications
- Business Writing
- Information Systems Business Problem Solving
- Managing Individuals-Teams
- Managing Information Systems
- Ethnicity and Diversity in the United States
- Social Science Research Methods
- Cross-Cultural Psychology
- Law and Economics
- Constitutional Law

TRAINING COURSES:

- 2022 – Women in Federal Law Enforcement – Leadership Workshop
- 2022 – Diversity and Inclusion Training for Energy Leaders
- 2021 – Tribal Consultation Training
- 2021 – Crucial Conversations Training
- 2021 – Employee Engagement Ambassador Training
- 2020 – Federal Information Systems Training
- 2020 – Federal Ethics Training
- 2020 – Federal Role Based Training
- 2018 – Service wide Workforce Ambassador Training
- 2016 – New Supervisor Workshop – National Park Service
- 2016 – Advanced Suitability Adjudication - OPM
- 2015 – Advanced Personnel Security Adjudication – Graduate School
- 2014 – Co-Creating Narratives Training - NPS
- 2014 – Special Emphasis Manager Training - NPS
- 2014 – Drug Testing – Department of the Interior
- 2013 – Federal Staffing and Placement – Graduate School
- 2013 – Pathways - OPM
- 2013 – Human Resources Core Knowledge: Functions and Activities - SkillSoft
- 2013 – Federal Employee Relations – Graduate School
- 2013 – No Fear Act

- 2013 – EEO for Managers and Supervisors – IMR/HROC
- 2013 – FPPS SPO Training
- 2013 – Uniformed Services Employment and Re-employment Rights Act (USERRA) – DOI Lean
- 2013 – Qualifications Analysis - OPM
- 2013 – Veterans' Preference Adjudication - OPM
- 2013 – Veteran Employment Training for Human Resources Professionals - SkillSoft
- 2013 – Recruiting Talent – SkillSoft
- 2013 – Delegated Examining Certificate Training - OPM
- 2013 – Federal Staffing and Placement – Graduate School
- 2013 – Courageous Followership
- 2013 – Web Content Writing
- 2012 – Operational Leadership
- 2012 – Diversity: Getting to the Core of Communication (GTCC 1& 2): Conflict Management Skills for DOI and Challenging Conversations Skills Training for DOI
- 2012 – Federal Employee Relations, Graduate School (LABR7009)
- 2012 – Discrimination and Whistleblowing in the Workplace (No Fear Act)
- 2011 – Diversity Change Agent Training - DOI
- 2011 – Suitability and Adjudication – Graduate School
- 2011 – Fundamentals III, Albright Training Center, GRCA
- 2011 – Fundamentals II, DOI Learn
- 2011 – Fundamentals I, DOI Learn
- 2011 – Employee Conduct and Performance, USDA Graduate School (LABR7011).
- 2011 – Detection, Disruption and Risk Assessments of Insider/Outsider Perpetrated Violence, IMR Office, by: John Nicoletti, Ph.D.
- 2010 – Hyperion Database
- 2010 – "All you Wanted to Know About NPS Employee Rights and Responsibilities."
- 2010 – "Holding Employees Accountable for Performance and Conduct."
- 2010 – Member of the Intermountain Region Student Career Development Network (SCDN).
- 2009 – Certificate of Completion: Communicating with Power and Confidence, University of Denver Skillport.

SKILLS:

- Recognized for inclusive leadership
- Advanced Recruitment Skills
- Advanced Customer Service Skills
- Advanced Interpersonal Skills
- Advanced in Managerial skills
- Proficient in Microsoft Word, Excel, Access and PowerPoint
- Excellent communicator.
- Proficient with various legacy systems within the U.S. Bureau of Reclamation, National Park Service, U.S. Department of the Interior and OPM: eOPF, PIPS/CVS, DOI eDrug, Background Investigation Tracking System (BITS), USAccess, DOIAccess, EAS, LAS, LCS, Hyperion Data Mart, FPPS, GSA/EDS, QuickTime, DOI Access, DOILearn, Web Ex (Cisco Systems), Juniper VPN (Secure Meeting), and BisonConnect.
- 2011 – Summited Mount Bierstadt in Colorado – 14,065 foot high mountain summit in the Rocky Mountains.

AWARDS:

- 2022 – Nominated for the U.S. Bureau of Reclamation, John W. Keys III Award for Building Partnerships and Strengthening Relationships.
- 2020 – 2022 – U.S. Bureau of Reclamation Employee Performance Award and Performance Step

Increase

- 2019 – NPS Employee Performance Award and Star Award
- 2010-2018 – NPS EPAP Performance Awards
- 2015 – Invited to join HonorSociety.org – University of Denver
- 2010 - 2015 – Star Award - NPS
- 2011 - 2013 – Deans List, University of Denver
- 2005 – Inducted into Phi Theta Kappa Honor Society, Owens State Community College Chapter.

Reference:



CITY OF PACIFIC GROVE
www.ci.pacific-grove.ca.us

Application for Appointment to a Public Board, Commission, or Committee

RECEIVED
CITY MANAGER'S OFFICE
2022 DEC 16 P 2:20
CITY OF PACIFIC GROVE

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name:
Michael E. Gibbs

Street Address:
[redacted]

City:	**State:**	**ZIP Code:**
Pacific Grove	CA	93950

Residence Telephone Number:	**Work Telephone Number:**	**E-Mail Address:**
[redacted]	[redacted]	[redacted]

Name of Board, Commission, or Committee on which you would like to serve:
In order of priority 1. Economic Development Commission, 2. Planning Commission, 3. DEI Task Force

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets):

ATTACHMENT OF A RESUME IS DESIRABLE.

See attached bio.

I am putting my name in for the Economic Development Commission from a desire to make Pacific Grove the kind of town people will want to live and start a business in. I have no desire to run for public office or build my resume for any personal advancement or recognition.

I will work collaboratively, recruit talent for EDC projects & help build consensus for a vision and mission of economic development in Pacific Grove to make it a "Best Practice" economic development model for other cities. I will show up at all of the EDC meetings and at City Council when the EDC has business on the ciity agenda.

We have been coming to PG for 47 years and finally moved here full time in early 2021. I have volunteered for the local "I-Help" homeless program, coached local business owners and donated to the PG Art Center, the Library and the Heritage Society.

My motivation is simple. We love Pacific Grove, support local businesses, give to local causes and organizations and see a lot of opportunities to bring the citizens even closer together for the benefit of everyone.

Thank you for the chance to serve!
Mike Gibbs

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC

Signature of Applicant:	**Date:**
Michael E Gibbs	12.15.22

FOR CITY USE ONLY

Appointed to: _____

Date of Appointment: _____ ***Expiration:*** _____

Date of Reappointment: _____ ***End of Term:*** _____

Date Certification of Appreciation Awarded: _____

MICHAEL E. GIBBS, Ph.D.
[redacted]
[redacted] Pacific Grove
[redacted]

Michael E. Gibbs is an entrepreneur, educator and organization consulting professional. Dr. Gibbs has been an instructor at **Stanford University**, professor of business process innovation at the **Haas School of Business, University of California Berkeley**, International Executive Program and **University of Texas**. Dr. Gibbs was also an adjunct professor of Business at **Penn State University.** He is an expert on international negotiation & leadership practices and has designed executive programs at the **Harvard Project on Negotiation.**

Dr. Gibbs helped launch Silicon Valley technology start-ups including **Eployment** and **Success Factor Systems**. He is the CEO & co-founder of Silicon Valley education companies **BizSmart Global** and **Camp BizSmart** featured by CNN and the Financial Times as a leader working with organizations like Apple, Microsoft, Alibaba, Google and Stanford, to educate and inspire future business and community leaders around the world. He is currently on the board of **LeaderAmp**, an AI assessment tool used to mentor, coach and develop business and community leaders.

Dr. Gibbs has consulted with Google, the IRS, J.P. Morgan, General Electric, Proctor & Gamble, Cisco, the Port of San Francisco, the San Francisco Opera, IBM, Lockheed, the U.S. Postal Service and organizations in 22 countries on strategies to improve productivity, competitiveness & leadership effectiveness. Dr. Gibbs completed a 24-month assignment on the Navy's **"Smart Carrier"** project to redesign work processes aboard CVN-74 the "John C. Stennis", a nuclear-powered aircraft carrier.

Before founding Gibbs & Associates, Dr. Gibbs was a **General Electric Co**. section manager. Under Jack Welch, he led a number of GE "Workout" business process innovation efforts and designed the General Electric Aircraft Engines "High Potential Leadership" and "Technical Leadership" Programs. In addition, Dr. Gibbs led team building for the CFM-56 engine joint venture between GE and French aerospace partner, SNECMA, and was project manager for the "China Program", a partnership between GE and leading Chinese companies like Bao Steel.

Prior to General Electric, Dr. Gibbs was a manager for HRB-Singer a high-tech engineering company. With **Texas Instruments** he led corporate quality projects. Dr. Gibbs is also a senior instructor in process innovation and advanced negotiation for **ESI International**, as well as a featured speaker for **HSM**, the world's leading executive development company. He taught courses in "Risk Management" and "Project Requirement" for the Project Management Institute (PMI).

The Haas School International Executive Program appointed Dr. Gibbs director of the Kirin (Japan) & Chugai (Japan) Management Programs, INFOTEC (Mexico) Management Program, Korean Ministry of IT Program, and Bank of Thailand Management Program. He also mentored Fulbright Scholars in the Santa Clara University MBA program and served as a judge in the Santa Clara MBA Innovation Center start-up competition. He is a member of the Santa Clara Founders Club.

Dr Gibbs served on the board of "Leading to Play", a non-profit education organization started by Stanford All American and Hall of Famer George Selleck. He served as the Chair of the Centre Country Pennsylvania Drug and Alcohol Commission and was appointed by the U.S Speaker of the House to the "Binger Commission" to "turn around" the Cincinnati School System.

Dr. Gibbs holds a Master's in Clinical Psychology, a Ph.D. in Organization/Industrial Psychology from Texas Tech University and has completed executive training at Harvard University and has published articles in the Journal of Applied Psychology.

12.15.22

CITY OF PACIFIC GROVE
www.ci.pacific-grove.ca.us

Application for Appointment to a Public Board, Commission, or Committee

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

RECEIVED
CITY MANAGER'S OFFICE
2022 DEC 14 P 2:42
CITY OF PACIFIC GROVE

Name: Aaron Hoops

Street Address: [redacted]

City:	**State:**	**ZIP Code:**
Pacific Grove	CA	93950

Residence Telephone Number:	**Work Telephone Number:**	**E-Mail Address:**
[redacted]		[redacted]

Name of Board, Commission, or Committee on which you would like to serve:
Economic Development Commission

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets): ATTACHMENT OF A RESUME IS DESIRABLE.

I am PG resident of over 8 years and work with a most of the local restaurants and hotels as a vendor in the beverage industry. While doing so, I have the unique position of working on the ground level with our top revenue generating businesses in this city. I see their needs, wants and desires and work with all of them to try to grow their sales with the services I provide. Living in the downtown area, I understand the ebbs and flows of business in this city and see opportunities for common sense legislation to help support our local economy. My wife is also a business owner in this city. I also have a background in the agriculture industry that I worked in for many years. This also gives me a unique perspective on how our city fits into the Monterey County as a whole. I have a Bachelors and a Masters Degree, both in Plant Biology and both from UC Riverside. I believe that Pacific Grove is one of the greatest cities in California and want to work to foster ideas and programs that grow local business to make sure that this town can thrive for many years to come. In my current profession, I work with restaurants all over Monterey County and can bring valuable experience to the EDC.

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointe[redacted]

Signature [redacted]	**Date:** 12/11/22

FOR CITY USE ONLY

Appointed to: _____

Date of Appointment: _____ ***Expiration:*** _____

Date of Reappointment: _____ ***End of Term:*** _____

Date Certification of Appreciation Awarded: _____

CITY OF PACIFIC GROVE
www.ci.pacific-grove.ca.us

Application for Appointment to a Public Board, Commission, or Committee

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

RECEIVED
DEC 21 2022
By cmo

Name:
Elizabeth Jacobs

Street Address: [redacted]

City:	**State:**	**ZIP Code:**
Pacific Grove	CA	93950

Residence Telephone Number:	**Work Telephone Number:**	**E-Mail Address:**
[redacted]	[redacted]	[redacted]

Name of Board, Commission, or Committee on which you would like to serve:
EDC

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets): ATTACHMENT OF A RESUME IS DESIRABLE.

am currently a business owner in Pacific Grove. My husband and I have Wild Fish Restaurant in the downtown area which we opened in 2018.

I come from a family that has always volunteered in community and non-profit groups to try to make a difference. On and off throughout my life I have been a part of such groups. Prior to moving here I was on a board of a community business marketing group for the village I lived in in England, I taught language and literacy skills to underpriveleged groups, I did some temporary foster care. I also organized local festivals in Mendocino County and worked with Visit Mendocino to promote tourism.

In Pacific Grove I have been a member of the Business Improvement District and Chamber of Commerce. My passion, as a BID member has been to help businesses get on social media and use it to drive business. The pandemic has been a terrible experience and I would never want to repeat it, but it had a silver lining. As a result business to business relationships have been forged among restaurant owners. Also a very special and nurturing relationship developed between local government and businesses.

Recently I have been volunteering with the EDC and am on a subcommittee to create an Art District in Pacific Grove. We have been granted funding and I am excited to complete this project in the coming year. I have been impressed with the team at the EDC and would value the opportunity to make a difference with people who have the skills to do so.

Prior to being a restaurateur, I worked as an academic and teacher for approximately 25 years.

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees)

Signature of Applicant: [redacted]	**Date:** Dec 21, 2022

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Appointed to: _____

Date of Appointment: _____ ***Expiration:*** _____

Date of Reappointment: _____ ***End of Term:*** _____

Date Certification of Appreciation Awarded: _____

CITY OF PACIFIC GROVE

www.cityofpacificgrove.org

Application for Appointment to a Public Board, Commission, or Committee

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name:
David Markowitz

[redacted]

City:	**State:**	**ZIP Code:**
Pacific Grove	ca	93950

Residence Telephone Number:	**Work Telephone Number:**	**E-Mail Address:**
[redacted]		[redacted]

Name of Board, Commission, or Committee on which you would like to serve:
EDC... would like to extend my term

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets and Attachment of Resume is Desirable):

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2022 DEC 14 P 2:41
CITY OF PACIFIC GROVE

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees.

Signature of Applican [redacted]	**Date:** 12/12/22

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Appointment: _____ **Expiration:** _____ **Date of**
Reappointment: _____ **End of Term:** _____ **Date**
Certification of Appreciation Awarded: _____

CITY OF PACIFIC GROVE
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Application for Appointment to a Public Board, Commission, or Committee

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

RECEIVED
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2022 DEC -9 P 3:33
CITY OF PACIFIC GROVE

Name: Erik Uppman

Street Address: [redacted]

City: Pacific Grove | **State:** CA | **ZIP Code:** 93950

Residence Telephone Number: [redacted] | **Work Telephone Number:** [redacted] | **E-Mail Address:** [redacted]

Name of Board, Commission, or Committee on which you would like to serve:
Economic Development Commission

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets): ATTACHMENT OF A RESUME IS DESIRABLE.

As a longtime member of the Pacific Grove business community and resident/homeowner in the City of Pacific Grove, I'm proud to submit my application to serve a second term on the Economic Development Commission as a representative of the Cannery Row Company and Foursome Development executive staff.

Among our accomplishments during my tenure as an EDC Commissioner and Vice Chair, we have:

Drafted and successfully launched the $20k Woman & Minority Owned Business Grant Program
Provided funding to support marketing programs by the Pacific Grove Chamber
Provided funding for a storefront improvement program
Developed the new PickPG.org website offering helpful information and resources for prospective Pacific Grove businesses

I look forward to continued progress as our Commission identifies new opportunities to promote and support a vibrant business community in Pacific Grove.

--
Erik Uppman

Vice President of Marketing
Cannery Row Company
[redacted]

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees)

Signature of Applicant: | **Date:**

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Appointed to: _____

Date of Appointment: _____ ***Expiration:*** _____

Date of Reappointment: _____ ***End of Term:*** _____

Date Certification of Appreciation Awarded: _____

CITY OF PACIFIC GROVE
www.ci.pacific-grove.ca.us

Application for Appointment to a Public Board, Commission, or Committee

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name: Jill Kleiss

Street Address: [redacted]

City: Pacific Grove CA | **State:** CA | **ZIP Code:** 93950

Residence Telephone Number: [redacted] | **Work Telephone Number:** | [redacted]

Name of Board, Commission, or Committee on which you would like to serve: Historic Resources Committee

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets): ATTACHMENT OF A RESUME IS DESIRABLE.

See attached

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2022 NOV 30 P 4:36
CITY OF PACIFIC GROVE

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees)

Signature of A [redacted] **Date:** 11/30/22

FOR CITY USE ONLY

Appointed to: _____

Date of Appointment: _____ ***Expiration:*** _____

Date of Reappointment: _____ ***End of Term:*** _____

Date Certification of Appreciation Awarded: _____

JILL KLEISS
[redacted]
Pacific Grove, CA 93950
[redacted]

EXPERIENCE:

2019-Present Forest Grove Elementary Assistant Coach 1/22-5/27/22
Pacific Grove and Carmel Substitute Teacher
Secretary of Pacific Grove Historic Recourses Committee (2019-present)
Member of Pacific Grove Police Citizens' Academy Alumni Association (2019-Present)

2/2007-2/2018 Senior Representative for Janssen Pharmaceutica (J&J)
Sold injectable antipsychotics

- Gained Invega and Invega Sustenna formulary wins
- Three-time Representative of the Quarter award winner, 2010 Eagle Award for top 10% sales
- Number one representative in Western Region (CA, NV, HI) for 2008 and 2009
- Creative director of team for all National Sales Meetings

7/2001-2/2007 Cardiovascular Specialty Representative for Merck & Company
Promoted Vytorin/Zetia with supervisory responsibilities for six employees

- Three-time teamwork award winner
- Promoted three times in five years
- Received 2003 and 2004 Vice President's Award

ACCOMPLISHMENTS:

- Nationally published freelance writer. Publications include: Heal, Cosmopolitan, Teen, Off Road, Cure, The Cedar Street Times
- Pacific Grove 2020 City Council Candidate
- Writing Teacher: Henry Miller Library, Thunderbird Bookstore (2000-2001)

EDUCATION: BS in Health Science, California State University at Long Beach

CITY OF PACIFIC GROVE
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Application for Appointment to a Public Board, Commission, or Committee

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2022 DEC 12 P 1:36
CITY OF PACIFIC GROVE

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name: Carla Nielson

Street Address: [redacted]

City: Pacific Grove | **State:** CA | **ZIP Code:** 93950

Residence Telephone Number: [redacted] | **Work Telephone Number:** N/A | [redacted]

Name of Board, Commission, or Committee on which you would like to serve:
Library Board

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets):

☒ I have been a resident of Monterey Co. for 20 years, 10 in Pacific Grove.
☒ I was employed as a Youth Services, Library Assistant II at the Monterey Public Library as well as working with the Archivist for the California History Room, entering previously unpublished material into library databases.
☒ I worked as a Recreation Specialist for the City of Monterey, developing programs for all ages.
☒ As the Newspaper in Education Manager for The Herald, I created, planned, implemented and managed fund raising strategies as a 501c3 non-profit. Please reference my resume' for a more complete listing of my position's activities. ☒ I am a life-long reader and would love to be a part of enriching our city's library experience for our community.

Signa [redacted] **Date:** 12-6-2022

FOR CITY USE ONLY

Appointed to: _____

Date of Appointment: _____ ***Expiration:*** _____

Date of Reappointment: _____ ***End of Term:*** _____

Date Certification of Appreciation Awarded: _____

CARLA L. NIELSON
[redacted] Pacific Grove, CA 93950
E-mail: [redacted]

***PERSONAL MISSION STATEMENT*:** To be employed in a challenging teaching position where I can share my unique and engaging style, knowledge of educational practices and community outreach ideas within an upbeat, forward thinking workplace.

CERTIFICATION: California and Arizona Elementary Certificates K-8, ESL and SEI Endorsements for K-12th grade

EDUCATIONAL BACKGROUND:

2010-Rio Salado College-Tempe, AZ. Post Baccalaureate Certification-Elementary Education/Multiple Subject

1984-Arizona State University-W.P. Carey School of Business-Tempe, AZ. Bachelor of Science Degree- Business Administration/Marketing Major

WORK EXPERIENCE:

2012-Present *Monterey Peninsula Unified School District*-Substitute Teacher

1/10-8/12-Bayview Academy Charter School-Assisted in the creation of new charter school in Monterey, CA and taught 2nd grade.

3/08-12/09-Attended college to complete teaching credential

1/06-2/08 *The Monterey County Herald*-Newspaper in Education Manager Worked as program manager for The Herald's *501©3 non-profit literacy initiative*. I created, planned, implemented and managed fund raising strategies to grow the Herald's presence in Monterey county schools. I wrote successful grant requests, conceptualized and implemented fund raising events and solicited contributions from individuals and corporate sponsors to enable 220 classrooms across Monterey County to utilize the newspaper in their daily learning activities. I developed and presented workshops for educators in order to enhance their participation in the "NIE" program. Partnering with the Herald's creative services and newsroom staff I designed and placed advertising and articles promoting and complimenting the "NIE" literacy offering. I collaborated with other entities in community outreach events such as the Sea Otter Classic, the Inaugural Carmel Author's conference and The City of Monterey's fireboat naming contest.

8/05-4/06 *IVYWEST-A Division of Sylvan Learning Centers*-Private Tutor Worked as a verbal one-on-one tutor for high school students preparing them for their private high school and college entrance exams. Part-time, on-going position throughout the school year.

2/04-8/05 *City of Monterey-Recreation & Community Services Department* Performed as the **Recreation Specialist** at Casanova Oak-Knoll Park Community Center and Monterey Youth Center. Developed programs and taught classes for all ages. Worked closely with the Neighborhood Improvement Association to promote

activities for area residents. Supervised part-time staff, prepared correspondence, provided monthly status reports to City Council, purchased supplies for center and prepared payroll worksheets. Promoted and administered registration for the site's classes to schools, libraries and other community outreach programs. Supervised Pre-school program and assumed the Center Director's responsibilities in the evenings and during any absence of the Director.

11/02-11/04 ***City of Monterey Public Library***
Library Assistant I-California History Room. Entered previously unpublished archival material into library database using specialized computer applications. Proofed and edited existing records. Worked closely with Archivist to ensure accuracy of information. **Library Assistant II-Youth Services Division**
Coordinated reading affiliated programs for the youth of Monterey as well as assisted with youth reference area. Wrote press releases for publication, created displays and signage promoting reading and books to all levels of readers.

2/01 to 6/02 ***Paradise Valley School District-Phoenix, AZ***
Substitute teacher in elementary through secondary grades while pursuing teaching certification.

10/90-02/01 ***Moore Document Solutions-Phoenix, AZ.***
Account Manager/Arizona
Emphasis on selling customized forms, label systems and high quality commercial printing to corporate accounts. Prospecting for new accounts was ongoing to meet sales objectives. Ranked #1 in the western region for new business development-1995.

2/85 to 10/90 ***Standard Register Corporation-Memphis, TN.***
National Account Manager
Secured forms management contract for Holiday Inns Corporate Center in Memphis in addition to providing service to all company owned hotels throughout the United States. Installed hardware and software for inventory control and remote order entry. Trained personnel on use. Set up national telemarketing program to service individual hotel sites. Designed first "Express Check-out" form used in the industry. Account sales in the first year of program were $1,400,000.

OTHER BUSINESS RELATED ACTIVITIES: Freelance writing, creative design, photography and editing for various business and community newsletters. An active member of the ASU Alumni Association and a contributor to **The Community Foundation of Monterey County's literacy consortium.**

COMPUTER SOFTWARE EXPERIENCE:
Microsoft Word, Excel, PowerPoint, Lotus Notes, Publisher, Printshop, Quickbooks, Access (a contact database system) and MilCat (a library database system used for cataloging books and periodicals).

CITY OF PACIFIC GROVE
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Application for Appointment to a Public Board, Commission, or Committee

RECEIVED
CITY MANAGER'S OFFICE
2023 NOV 23 A 11:1
CITY OF PACIFIC GROVE

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name: Alycia L Perez

Street Address: [redacted]

City:	**State:**	**ZIP Code:**
Pacific Grove	CA	93950

Residence Telephone Number:	**Work Telephone Number:**	**E-Mail Address:**
[redacted]	na	[redacted]

Name of Board, Commission, or Committee on which you would like to serve:
Library Board

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets): ATTACHMENT OF A RESUME IS DESIRABLE.

I am an ardent supporter of all libraries and the Pacific Grove Public Library, specifically. Though my formal education is not in libraries or library science, I have decades of experience as a library patron and supporter. I have had the opportunity to enjoy many different public library systems and have come to appreciate their diversity and different strengths as targeted to the communities they serve. I have only been lucky enough to live in PG for 6 years and have become deeply attached to the library and library staff here. My children and I visit the library most weeks. We are so grateful for the resources and support we find there.

It would be my honor to serve the library and the city of PG. My husband is an employee of the city, we have bought our forever home here, and our raising our children to be embedded members of PG. I would cherish the opportunity to devote my energy and professional expertise to the library and PG community. As a public health research psychologist in support of the US Army, I have vast professional expertise in evaluating programs that serve various commuinities and populations. I am adept at understanding how to capture community needs, maximize resources to meet critical needs, and determine whether those resources made the intended impact. Though I would be learning how libraries are unique as public service programs, I believe I would be useful to the library board in this regard.

I have attached my CV here not for its relevance, but because it was requested--such a rare occurance that I indulged myself.

Please consider my candidacy for the board. It would be my pleasure and privilege to serve.

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees)

Signature of Applicant: [redacted]	**Date:** 23 November 202

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Appointed to: _____

Date of Appointment: _____ ***Expiration:*** _____

Date of Reappointment: _____ ***End of Term:*** _____

Date Certification of Appreciation Awarded: _____

Alycia L. U. Pérez, PhD

Psychological Research Scientist



[redacted]

Professional Positions

Manager of Research Development **2019 – Current**
Peraton Corporation (acquired from Northrop Grumman)
/ US Army Analytics Group, Research Facilitation Laboratory

Behavioral Research Scientist **d** **2012 – 2019**
Northrop Grumman / US Army Analytics Group, Research Facilitation Laboratory

Adjunct Professor **2014 – 2015**
Department of Psychology, California State University – Monterey Bay

Research Assistant & Instructor **2007 – 2012**
Department of Psychology, University of Akron

Education

University of Akron, Akron, OH
Ph.D., Industrial/Organizational Psychology, December 2012
Dissertation: *Gendered Expectations of Leaders and the Androgyny of Leadership*

University of Akron, Akron, OH
M.A., Industrial/Organizational Psychology, May 2009
Thesis: *The Structure and Characteristics of Supervisor Dyadic Attachment Relationships*

Oberlin College, Oberlin, OH
B.A., Psychology, December 2004
Thesis: *Gendered Expectations of Attachment*

Research

Publications & Manuscripts

Perez, A. L., Andrews, A. D., Ho, T. E. (2021). Evaluation of Trends in Military Asphyxiation Suicide Events from 2014-2019. Report submitted to the US Department of Defense Suicide Prevention Office and Defense Personnel Security Research Center (PERSEREC), October, 2021.

Hannah, S. F., **Perez, A. L.,** Lester, P. L., & Quick, J. (2020). Bolstering Workplace Psychological Well-Being through Transactional and Transformational Leadership, *Journal of Leadership & Organizational Studies*, *27*(3), 222-240.

Whittaker, K. S., Hawkins, S. A., Hawkins, J., **Perez, A. L.**, Melendez-Ramirez, Y. (2020). Identification of Soldier-Centric Risk Factors for Targeted Health Behavior and Readiness Interventions. Report submitted to the US Army Public Health Command. January, 2020.

Hawkins, S. A., Vie, L. L., Wolf, P. S. A., Lester, P. B., Whittaker, K. S., Hawkins, J. N., & **Perez, A. L.** (2018). Measuring job performance in the Army: Insights from evidence on civilian stress and health. In P. D. Harms & P. L. Perrewe (Eds.), *Research in Occupational Stress and Well-Being* (Vol. 16,

pp. 29-68). Bingley, UK: Emerald Publishing Limited.

Perez, A. L. & Strizhko, T. V. (2018) Minority representation, tokenism, and well-being in army units, *Military Psychology*, 30, 449-463.

Perez, A. L., Tolins, J., & Szeto, K. (2017). Unit Readiness Following Sexual Assault and Sexual Harassment. Report submitted to the US Army Sexual Harassment/Assault Response and Prevention Office. September, 2017.

Vanhove, A. J., Herian, M. N., **Perez, A. L.,** Harms, P. D., & Lester, P. B. (2016). Can resilience be developed at work? A meta-analytic review of resilience-building programme effectiveness. *Journal of Occupational and Organizational Psychology*, 89(2), 278-307.

Whittaker, K. S., Hawkins, S. A., Nihill, M. M., & **Perez, A. L.** (2015). UltimateMe Final Report. Report submitted to the Defense Health Agency, October, 2015.

Hawkins, S. A., Whittaker, K. S, **Perez, A. L.,** & Lester, P. (2015). Performance Triad Pilot Program: Final Report. Report submitted to the U.S. Army Office of the Surgeon General, January 2015.

Perez, A. L., Taylor, L., Hawkins, S. A., Whittaker, K. S, & Lester, P. (2015). Participant Profile for UltimateMe. Report submitted to the Defense Health Agency, January, 2015.

Whittaker, K. S, **Perez, A. L.**, Hawkins, S. A., & Lester, P. (2014). Performance Triad Pilot Program: Implementation Report. Report submitted to the U.S. Army Office of the Surgeon General, October, 2014.

Hawkins, S. A., Whittaker, K. S, **Perez, A. L.**, & Lester, P. (2014). Performance Triad Pilot Program: Participant Profile Report. Report submitted to the U.S. Army Office of the Surgeon General, September, 2014.

Hawkins, S. A., **Perez, A. L.**, Lester, P. B. (2014). Dragoon total fitness program impact on resilience. Monterey, CA: Research Facilitation Laboratory.

Judson, S. S., & Johnson, D. M., & **Perez, A. L.** (2013). Perceptions of adult sexual coercion as a function of victim gender. *Psychology of Men & Masculinity*, 14.

Dinh, J. E., Lord, R. G., Hall, R.J., Hannah, S. T., Leavitt, K., Shondrick, S.J. & **Perez, A. L.** (2012) *Implicit and Explicit Values as a Predictor of Ethical Decision-Making and Ethical Behavior.* Proceedings of the New Frontiers in Management and Organizational Cognition Conference.

Yoder, J. D., & **Perez, A. L.** (2012). Tokenism. In V. Smith and J. G. Golson (Eds.), *The Sociology of Work*. SAGE Publications. Los Angeles, CA: Sage.

Conference Presentations

Perez, A. L., Huante, F., & Lathrop, A. D. (2019, May). US Army Solutions to Big Data Challenges with Technology, Privacy, and Data Integration. Symposium presented at the 27th Annual Meeting for the Society for Prevention Research, San Francisco, CA.

Vanhove, A.J., **Perez, A. L.**, Herian, M.N., & Harms, P.D. (2014, May). *Can Resilience Be Developed? A Meta-analysis of Resilience-based Intervention Effectiveness.* Poster presented at 29th Annual Conference of the Society for Industrial and Organizational Psychology, Honolulu, HI.

Perez, A. L., Hall, R.J., & Dravecky, A. (2014, May) *The Androgyny of Leadership: Expectations of Male and Female Leaders.* Poster presented at 29th Annual Conference of the Society for Industrial and Organizational Psychology, Honolulu, HI.

Hawkins, S. A., Reyes, N., **Perez, A. L.,** & Lester, P. (2013, November). Strong Spouses: Examining

Resilience Among Army Families. In S. A. Hawkins (Chair), *Resilience, Communication, Coping, and Support in Today's Military Families.* Symposium conducted at the National Council on Family Relations 2013 Conference, San Antonio, TX.

Perez, A. L. (2013, June). *Head in the Cloud: Using an Integrative, Collaborative Data Environment to Improve the Resilience and Psychological Health of US Army Soldiers and their Families.* International Positive Psychology Association Annual Congress, Los Angeles, June 27-30, 2013.

Hawkins, S. A., **Perez, A. L.,** Reyes, N., & Lester, P. B. (2013, June). Army Spouse Resilience. In A. L. Perez (Chair), *Head in the Cloud: Using an Integrative, Collaborative Data Environment to Improve the Resilience and Psychological Health of US Army Soldiers and Their Families.* Symposium conducted at the Third World Congress on Positive Psychology, Los Angeles, CA.

Doheny, M. O., Sedlak, C., Hall. R. J., **& Perez, A. L.** (2013, April). *Measurement invariance of osteoporosis health belief and self-efficacy factors in post-menopausal women and older men: An ESEM approach.* Interdisciplinary Symposium on Osteoporosis, Chicago, April 18-21, 2013.

Dinh, J. E., Lord, R. G., Hall, R. J., Hannah, S. T., Leavitt, K., Shondrick, S. J., & **Perez, A. L.** (2012). Implicit and Explicit Values as a Predictor of Ethical Decision-Making and Ethical Behavior. In *Proceedings of the New Frontiers in Management and Organizational Cognition Conference.* National University of Ireland Maynooth.

Sedlak, C., Doheny, M. O., Hall, R., & **Perez, A. L.** (2012, September). *Measurement Invariance of Osteoporosis in Menopausal Women and Older Men: An ESEM approach.* Council on Advancement of Nursing Science: State of The Science Congress, Washington, D.C., September 13-15, 2012.

King, A. E., **Perez, A. L.**, Lord, R. G., & Hall, R. J. (2012, June). *Examining relative perceptions of Ethical and Abusive Leadership: Does Context Matter?* Institute of Work Psychology International Conference, Sheffield, UK.

Sedlak, C., Doheny, M.O., Hall, R., & **Perez, A. L.** (2012, April). *Structural Model Investigation of Measurement Equivalence of Osteoporosis Health Belief Factors in Postmenopausal Women and Older Men.* Midwest Nursing Research Society, 36th Annual Research Conference, Dearborn Michigan.

Hall, R. J., & **Perez, A. L.** (2011, April). *Mediator Reliability: Effects on Estimation and Significance Testing.* Presented at 26th Annual Conference of the Society for Industrial and Organizational Psychology, Chicago, IL.

Perez, A. L., & Hall, R. (2010, April). *The Structure and Characteristics of Supervisor Dyadic Attachment Relationships.* Poster presented at 25th Annual Conference of the Society for Industrial and Organizational Psychology, Atlanta, GA.

Perez, A. L. (2005, May). *Gendered Expectations of Attachment.* Poster presented at 17th Annual Conference of the American Psychological Society, Los Angeles, CA.

Teaching Experience

California State University – Monterey Bay	
Cognitive Psychology	2014 – 2015
University of Akron	
Introduction to Psychology	2007 – 2010
Quantitative Methods in Psychology	2010 – 2011

Last updated: November, 2021

CITY OF PACIFIC GROVE
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Application for Appointment to a Public Board, Commission, or Committee

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name:
David Messman

Street Address:
[redacted]

City:	**State:**	**ZIP Code:**
Pacific Grove	CA	93950

Residence Telephone Number:	**Work Telephone Number:**	**E-Mail Address:**
[redacted]	NA	[redacted]

Name of Board, Commission, or Committee on which you would like to serve:
Recreation Board / Museum Board / Traffic Safety Commission

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets): ATTACHMENT OF A RESUME IS DESIRABLE.

I am a retired attorney and have lived in Pacific Grove since 2017. I have extensive experience with board governance and working in a highly regulated industry. I have worked for the Federal government, a law firm and a major financial services institution. I have served as a senior business leader and managed a team of over 20 individuals.

I am regularly out and about in Pacific Grove. I run or bike almost every day. I play golf at the Pacific Grove Golf Links at least twice a week. My wife and I enjoy regular walks along the coast and through town. While I have not yet been involved with the city's municipal government, I feel that in my over five years living in PG I have become very familiar with the town and its strengths and opportunities.

While the above-listed boards and commission are of most interest to me, I would be willing to also consider other boards or commissions if the need for my experience exists on such other boards or commissions.

A copy of my resume is attached.

RECEIVED
CITY MANAGER'S OFFICE
2022 DEC 21 P 2:38
CITY OF PACIFIC GROVE

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees)

Signature: [redacted] **Date:** December 21, 2022

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Appointed to: _____

Date of Appointment: _____ ***Expiration:*** _____

Date of Reappointment: _____ ***End of Term:*** _____

Date Certification of Appreciation Awarded: _____

C. David Messman
[redacted]
Pacific Grove, CA 93950
[redacted]

Profile:

Retired asset management industry attorney and business leader with extensive corporate governance, asset management and mutual fund experience developed over a 33 year career at a highly regarded law firm, the US Securities and Exchange Commission and a major asset management firm.

Professional Experience:

Wells Fargo Asset Management (San Francisco, California) 1996-2018

During my tenure, Wells Fargo Asset Management was the institutional asset management unit of Wells Fargo & Company and managed almost $500 billion of client assets. The company's mutual fund family — the Wells Fargo Funds — consisted of about 120 funds and $200 billion of assets under management. My experience at Wells Fargo included:

- Leader of Wells Fargo's asset management legal team of over 20 lawyers and paralegals as an Assistant General Counsel of Wells Fargo
- Extensive involvement in mutual fund board governance process; including overseeing preparation of board materials, attending all board and committee meetings and serving as Chief Legal Officer and Corporate Secretary of the Wells Fargo Funds
- Leading legal support for Wells Fargo Asset Management, which served institutional clients that included: mutual funds; institutional separate accounts; foundations and endowments; private funds; collective investment trusts; and European UCITS and alternative investment funds
- Serving as a member of senior leadership team and leading legal support for a major mutual fund family that:
  - maintained an outstanding record of regulatory and operational excellence
  - offered a broad product line across all primary asset classes — equity, taxable fixed income, muni, money market, international, alternatives; asset allocation; target date
  - included open-end and closed-end funds; funds-of-funds; master-feeder funds
  - utilized a diverse distribution model and offered multiple share classes
  - worked with a large number of sub-advisers, both external and company owned
  - was continually active in product development
  - successfully integrated many acquired fund advisory businesses, including the Evergreen Funds, Strong Funds, Montgomery Funds and Norwest Advantage Funds
- Serving as a director for UCITS funds in Ireland and Luxembourg
- Serving as a director of several Wells Fargo subsidiaries in the US and Luxembourg

United States Securities and Exchange Commission (Washington, DC) 1990-1996

After spending one year as an Attorney Adviser in the SEC's Division of Corporation Finance, I transferred to the SEC's Division of Investment Management and was promoted first to Senior Attorney and then to Branch Chief. Most of my SEC tenure was spent as a Branch Chief in the Office of Investment Company Regulation, overseeing a staff of attorneys dealing with applications for exemptive relief under the Investment Company Act of 1940. In addition to primary responsibilities involving exemptive applications, also was involved with no-action letters, rulemakings and enforcement matters.

Faegre & Benson law firm (Minneapolis, Minnesota) 1985-1990

Joined Faegre & Benson (now Faegre Drinker Biddle & Reath) following law school as an Associate Attorney in the firm's Corporate Finance practice group. My areas of practice included public securities offerings, corporate mergers and acquisitions and asset management.

Education

1985	Juris Doctor degree cum laude University of Minnesota; Minneapolis, Minnesota Minnesota Law Review
1982	Bachelor of Arts degree magna cum laude University of Minnesota; Minneapolis, Minnesota Majors in Journalism and Political Science Phi Betta Kappa
2013-2015	Attended and completed the Securities Industry Institute program; an executive development program for securities industry professionals presented by The Wharton School of the University of Pennsylvania and the Securities Industry and Financial Markets Association

Personal

Married 38 years
Three grown children
[redacted]
Personal interests: running, golf, mountaineering, backpacking

Community

Monterey County Search and Rescue Team, 2018-2022

Board of Directors of Pacific Grove Senior Mens Golf Club, 2021-present

CITY OF PACIFIC GROVE
www.ci.pacific-grove.ca.us

Application for Appointment to a Public Board, Commission, or Committee

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

RECEIVED
DEC 21 2022
By CMO

Name:
Ross Davison

Street Address:
[redacted]

City:	**State:**	**ZIP Code:**
Pacific Grove	CA	93950

Residence Telephone Number:	**Work Telephone Number:**	**E-Mail Address:**
[redacted]	[redacted]	[redacted]

Name of Board, Commission, or Committee on which you would like to serve:
Planning Commission

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets): ATTACHMENT OF A RESUME IS DESIRABLE.

My background in historic preservation and climate resilience make me a prime candidate for the Pacific Grove Planning Commision. I hope to guide development in Pacific Grove to retain its charming and historic core, while ensuring new development supports a resilient, community focused city. Pacific Grove has the potential to be a national leader in integrating human-centric municipal planning, climate resilience, and historic preservation. With increasingly progressive state level legislation, Pacific Grove needs to find a balance between equitable development and local character.

I began my career supporting the planning and restoration of endangered cultural heritage sites across the globe. I spearheaded over 120 projects on behalf of governmental institutions such as UNESCO, the United Nations, The National Park Service, The National Trust (UK), USAid, and corporate partners such as National Geographic, Google, Autodesk, and Trimble. These projects, examples linked here (https://www.ross-davison.com/heritage), gave me a strong foundation in the geospatial and field assets required for municipal planning and the implications (both regulation and feasibility) for historic structures. I believe my expertise will support planning and development that retains Pacific Grove ' s historic charm while integrating modern development.

Following my career in heritage preservation and management, I pursued a degree in Coastal Science and Policy at UC Santa Cruz that focused heavily on climate resilience and mitigation strategies. During the program's duration, I consulted on projects with the Nature Conservancy and the National Estuarine Research Reserve System developing maps for planned ecosystem restoration programs. This process provided me with a systems level understanding of resilient municipal growth. Considerations for community spaces, commercial centers, and real estate development require consideration on how they can be designed to serve us both now and in the future. Lastly, these projects provided me with a keen understanding of new regulatory and subsidy opportunities for coastal cities made available by FEMA and DOT.

Currently I am a registered voter in the City of Pacific Grove (not required for EDC appointees)

Signature of Applicant: [redacted]	**Date:** 12/20/2022

FOR CITY USE ONLY

Appointed to: _____

Date of Appointment: _____ ***Expiration:*** _____

Date of Reappointment: _____ ***End of Term:*** _____

Date Certification of Appreciation Awarded: _____

Ross Davison

[redacted]

Solution-oriented technologist innovating tools to protect our natural capital and the communities that rely on them. Spent nearly a decade working with private, public, and multinational stakeholders to enact high tech, innovative conservation methods. Focused on identifying key leverage points within human and environmental systems to mitigate negative outcomes and improve the resiliency of vulnerable communities.

Portfolio: [redacted]

Experience

CEO and Co-Founder

Understory, Pacific Grove, CA — Sept 2017-Present

- Designed methods and standards for capture and analysis: Machine Learning and Computer Vision
- Developed commericalization and go-to-market strategy, aquired first sales channel partners: ESRI and Natural Capital Project
- Built and manages technology (4 people) and development (3 people) teams
- Established customer pipeline with institutions such as Blue Forest Conservation, Gorongosa National Park, and Clearwater Aquarium

Conservation Technologist

Independent, Santa Cruz, CA — Mar 2018-June 2020

- Analyzed data and developed technological solutions for environmental management on 27 initiatives
- The Nature Conservancy, The National Estuarine Research Reserve System, University of California, etc...
- Guided strategy for invasive species removal, rare species protection, wetlands algae mitigation, deposition/accretion analysis, river closures, and restoration monitoring
- Designed outputs tailored for each user's specific level of technological capacity

Project Manager

Factum Arte, Madrid, Spain — Sept 2017-Feb 2018

- Created new methods and standards for capture and analysis: Photogrammetry, LiDAR, Machine Learning
- Guided strategy and communication with: stakeholder management, funding support, technology partners, media outreach, and local engagement
- Project planning including: logistics, equipment selection, supervision of data collection, and data processing
- Deliverable creation: digital models, interactive environments, instruction manuals, facsimile reproduction

Field Manager and Production Lead

CyArk, Oakland, CA — Aug 2012-June 2017

- Spearheaded logistical planning and data collection efforts for 72 field projects
- Oversaw the Field Team and managed 4 individuals
- Conducted international training activities with universities and heritage managers in 13 countries with underrepresented communities: women in STEM and ethnically marginalized groups in the Middle East
- Established public and private partnerships for the successful completion of projects
- Supervised deliverables: conservation products, 3Dmodels, VR environments, and web/mobile applications

Education

M.S. Coastal Science and Policy
University of California, Santa Cruz — Sept 2018-June 2020

B.A Anthropology
University of California, Santa Cruz — Sept 2007-June 2012

Awards

National Geographic Society
Young Explorer Conservation Grant - 2015

National Geographic Society
Rescue and Assessment Grant - 2016

United States, State Department
Citizen Science and Ecology Grant - 2016

Packard Foundation
Coastal Sustainability Fellow - 2018

Wells Fargo
Ocean Science Fellow - 2018

Wild Gift
Environmental Entrepreneur - 2020

Skills

Software

Machine Learning: Tensorflow, Pytorch, GCP, AWS
CAD and Modeling: Autodesk Reality Capture/CAD/Modeling Suites, Geomagic, 3DReshaper, Meshlab
Design: Full Adobe Creative Suite, Microsoft Office Suite, Google Suite
GIS: ESRI ArcMap/ArcGIS Pro, Google Earth, Global Mapper
Photogrammetry: Capturing Reality, Pix4D, Agisoft, Drone Deploy, ImageJ
Pointcloud Software: Leica Cyclone, Faro Scene, Bentley Pointools, Trimble RealWorks, Artec Studio

Hardware

LiDAR: Leica scanners (Scan Station to BLK), Faro, Trimble scanners and total stations, Z+F
Unmanned Aerial Vehicles (Drones): DJI Suite, Parrot Suite, Red Edge, Sentera
Infered/White Light Scanners: Artec Spyder, Mapperport, Dot Product, Tango
3D Printing/CNC: Makerbot, Creatbot, Modix
Photography: Canon, Nikon, Phase 1

Personal Interest Certifications

SCUBA Scientific Diving: NAUI 2012
Rescue Skills/CPR: 2014
Climb/Belay Anchoring: 2017

CITY OF PACIFIC GROVE
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Application for Appointment to a Public Board, Commission, or Committee

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name:
Andrew Kubica

Street Address:
[redacted]

City:	**State:**	**ZIP Code:**
Pacific Grove	Ca	93950

Residence Telephone Number:	**Work Telephone Number:**	**E-Mail Address:**
[redacted]		[redacted]

Name of Board, Commission, or Committee on which you would like to serve:
Planning Commission

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets): ATTACHMENT OF A RESUME IS DESIRABLE.

My background is in Aerospace Engineering from the University of Notre Dame. I had a 40 year career working in the Aerospace Industry in various positions, including management; satellite command and control; launching of high value satellites; communication satellite definition, design, and construction. I interfaced and worked with other contractors as prime contractor, as a team player with associate contractors, and government officials. My focus and strengths are detailed problem solving to achieve the best outcome with the information and data available.

I have been interested in city issues for the last 7 years. I have attended numerous city council meetings and commented on multiple issues of concern to city residents. I have been on the Traffic Safety Commission for the last 6 years and chairperson on the Traffic Safety Commission for 5 years. I am a volunteer with the Pacific Grove Certs Team. I have volunteered at the 4th of July, Good Old Days, and Taste of Pacific Grove events for the Pacific Grove Chamber of Commerce.

I am interested in achieving Pacific Grove City goals. I believe that my experience in system planning and team efforts working with others, I can make a valuable contribution to the Planning Commission in the city of Pacific Grove.

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees)

Signature of Applicant:	**Date:**

FOR CITY USE ONLY

Appointed to: _____

Date of Appointment: _____ ***Expiration:*** _____

Date of Reappointment: _____ ***End of Term:*** _____

Date Certification of Appreciation Awarded: _____

CITY OF PACIFIC GROVE
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Application for Appointment to a Public Board, Commission, or Committee

RECEIVED
CITY MANAGER'S OFFICE
2022 DEC 7 P 3:16
CITY OF PACIFIC GROVE

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name:
Charles E. Gibson

Street Address:
[redacted]

City:	**State:**	**ZIP Code:**
Pacific Grove	CA	93950

Residence Telephone Number:	**Work Telephone Number:**	**E-Mail Address:**
[redacted]		[redacted]

Name of Board, Commission, or Committee on which you would like to serve:
Recreation Board

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets): ATTACHMENT OF A RESUME IS DESIRABLE.

As a new resident of Pacific Grove I find this to be a great opportunity to learn more about the community while advocating for parks, recreation and open space. I recently concluded 8.5 years as a City of Campbell Parks and Recreation Commission in addition to my professional career for 30 years as the parks and opens space manager for the City of Mountain View, CA. Additionally, I have worked part-time as a consultant (Diemer Engineering, Inc.) for the Town of Hillsborough Public Works Department sharing superintendent responsibilities for 6 years and working closely with Hillsborough Recreation Department.

I have an extensive background in public administration and have worked with many agencies, school districts, boards and community groups in addressing both community and regional needs for parks, trails and recreational program development.

More recently, I've served as a City of Pacific Grove Recreation Board member since 2019 including one year as chairperson. I look forward to continuing my role on the board and working with the community promoting municipal park and recreation opportunities.

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees)

Signature: [redacted]	**Date:** December 7, 2022

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Appointed to: _____

Date of Appointment: _____ ***Expiration:*** _____

Date of Reappointment: _____ ***End of Term:*** _____

Date Certification of Appreciation Awarded: _____

CITY OF PACIFIC GROVE
www.ci.pacific-grove.ca.us

Application for Appointment to a Public Board, Commission, or Committee

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name:
Ximena Waissbluth

Street Address:
[redacted]

City:	**State:**	**ZIP Code:**
Pacific Grove	CA	93950

Residence Telephone Number:	**Work Telephone Number:**	**E-Mail Address:**
[redacted]		[redacted]

Name of Board, Commission, or Committee on which you would like to serve:
Recreation

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets): ATTACHMENT OF A RESUME IS DESIRABLE.

Personal: I've lived in Pacific Grove for 26+ years and know well the town, the people, our parks, as well as local events and recreational activities. We chose to live here because of PG's ease of small town living, good schools, family friendly & safe environment, and of course natural beauty. My 13 year old goes to PGMS, and my close knit group of neighbors have kids aged 2, 6, 13, 15, so I'm frequently steeped in family oriented discussions of our community's activities.

Professional: I received my M.A. from the Middlebury Institute of International Studies (MIIS) at Monterey and have since taught at MIIS and CSUMB. I'm currently teaching Marine Science Service Learning and Environmental Policy Writing courses at CSUMB. I genuinely enjoy working with young people- nurturing critical thinking skills, examining stakeholder perspectives, and encouraging professional growth. My experience and ability to communicate with a variety of people, to listen, to consider various viewpoints I believe will translate nicely into working alongside fellow Recreation Board members navigating community concerns and suggestions on any number of pertinent issues.

Volunteer: For well over a decade I was chair and then coordinator of the Monterey County Chapter of the Surfrider Foundation. I am thus well aquainted with volunteerism and what it takes - which largely consists of time and passion. I cherished my time with the organization, but I've recently stepped back from my duties there and I am ready for a new challenge. Pacific Grove - where I love living- I've come to realize is where I want to put my time and passion into next; if you'll have me I commit to being an involved, thoughtful, fair-minded board member.

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees)

Signature of Applicant:	**Date:**
Ximena Waissbluth	12/26/22

FOR CITY USE ONLY

Appointed to: _____

Date of Appointment: _____ ***Expiration:*** _____

Date of Reappointment: _____ ***End of Term:*** _____

Date Certification of Appreciation Awarded: _____

Ximena Waissbluth

[redacted]

[redacted]

EDUCATION

Middlebury Institute of International Studies at Monterey, Monterey, California
M.A. Educational Linguistics, 1993; Deans List

University of Michigan, Ann Arbor, Michigan
B.A. English Literature, 1989; Class Honors

University of Copenhagen, Copenhagen, Denmark
Semester Abroad, 1987

INSTRUCTION AT CALIFORNIA STATE UNIVERSITY MONTEREY BAY

Lecturer – College of Science, California Sate University Monterey Bay, Seaside, CA

October 2021 – present
Teach *ENSTU 300 - Critical Thinking and Communication in Environmental Studies*, a Graduation Writing Assessment Requirement (GWAR) course; and *ENSTU 384S - Civic and Ecological Justice,* a hybrid upper division Service Learning seminar style course with readings focused on historical environmental injustice.

Lecturer – College of Science, California Sate University Monterey Bay, Seaside, CA

2014 – 2018
Designed and taught *MSCI 359S - Marine Science in the Community* - upper division Service Learning course; emphasis on environmental justice, critical thinking, community engagement, professional development, written and oral communication skills.

Lecturer – American Culture and Language Program, California State University Monterey Bay, Seaside CA

2013 – 2014
Taught various English Communications courses to international students; emphasis on cultural competency, vocabulary acquisition, comprehension and academic writing skills.

Lecturer – School of Business, California State University Monterey Bay, Seaside, CA

2004 – 2007
Co-designed and taught BUS 211 - *Business Ethics*, and BUS 304 - *Business Writing and Critical Thinking Skills* courses; emphasis on academic and professional writing and public speaking.

FURTHER INSTRUCTIONAL AND RELATED EXPERIENCE

Assistant Environmental Consultant, Aero-Environmental Consulting, Inc

January – October 2021
Assist Industrial Hygenist in collecting building material samples, analyzing results, writing client reports.

Instructor – English as a Second Language Program, Tulane University, New Orleans, LA

2003
Taught various intensive ESL courses; focus on reading, writing, listening and speaking skills.

Spanish Teacher – Robert Louis Stevenson High School, Pebble Beach, CA

2001 – 2002
Taught three levels of Spanish to all high school grades.

English as a Foreign Language Instructor; Teacher Trainer – Tibetan Autonomous Region, China
Summer 2000
Co-developed and taught English language courses for government officials, translators and English language teachers.

Writing Workshop Instructor – Graduate School of Language and Educational Linguistics, Middlebury Institute of International Studies at Monterey, Monterey, CA
1997, 1998
Guided graduate students in developing effective writing skills through multiple draft process.

Academic Coordinator and Instructor – English as a Second Language Program, Middlebury Institute of International Studies at Monterey, Monterey, CA
1996 – 2001
Oversaw new teacher orientation, program start-up, student placement, advising, curriculum development, community outreach, mentoring, and program closure. Created & taught various courses, examples include *World Water Issues, Election Year Government and Politics, Media Watch, World Cultures.*

Director – Department of Foreign Languages, Instituto Tecnológico y de Estudios Superiores de Monterrey, San Luis Potosí, Mexico
1994 – 1996
Responsible for department faculty, budget, curriculum, assessment, attending to all student, teacher and administrative needs. Developed and refined department goals and policies.

EFL Instructor – Instituto Tecnológico y de Estudios Superiores de Monterrey (Undergraduate and Graduate Studies), San Luis Potosí, Mexico
1994 – 1996
Taught all levels of academic English language courses to undergraduates. Volunteer co-developed and co-taught Business English courses to community members.

EFL Teacher – Paiwittayacarn Secondary School, Maehongson, Thailand
1991
Taught conversation and pronunciation to Thai high school students.

PROGRAM DEVELOPMENT AND OCEAN CONSERVATION WORK FOR SURFRIDER FOUNDATION

Chapter Coordinator; Plastic Pollution Consultant – Surfrider Foundation, Monterey County Chapter
2005 – 2020 (2005 – 2018 - Volunteer; 2018 – 2020 - Consultant)
Chapter Coordinator: Oversaw volunteer recruitment and training, building of and networking with community partners; managed Chapter programs and campaigns; educated public on ocean health.
Plastic Pollution Consultant: Researched and summarized myriad plastic pollution issues for creation of communication toolkits; advocated for plastic pollution reduction local ordinances and state bills.

Marine Debris Community Outreach Coordinator – NOAA Bay & Watershed Education and Training Program Grant for Surfrider Foundation
2009 – 2011

$56,000 BWET grant awarded for development and implementation of marine debris education and presentation training courses, included program marketing, teaching course content and public speaking skills, observing trainees, and conducting comprehensive program evaluation.

Marine Debris Educator
Joint Project for Surfrider Foundation and Algalita Marine Research Foundation
2007 – 2009
Funding awarded for development of intertactive marine debris presentation and toolkit; presentations given to over 150 classrooms, assemblies, community groups, businesses and agencies throughout California; wrote project blog and monthly reports; coordinated with various Chapters.

PRESS ARTICLES

Thornton, Ed and Ximena Waissbluth (2016, July 16). "Close CEMEX sand mine," *Monterey Herald.*

PUBLICATIONS

Waissbluth, Ximena – Editor. (2006, February). "California Journal of Operations Management." CSUMB, Monterey, CA.

Bailey, K. et al. (1996). "The Language Learner's Autobiography: Examining the Apprenticeship of Observation," Chapter 1 in *Teacher Education*. Richards, J. and Freeman, D. ed. Cambridge University Press.

Waissbluth, Ximena (2004, June). "The Guest Speaker," *TESOL Newsletter for Social Responsibility*.

CONFERENCE PRESENTATIONS AND SPEAKING ENGAGEMENTS

Stevenson Symposium. "Heal the Oceans." Stevenson School, Pebble Beach, CA. April 3, 2013.

Central Coast Bioneers Conference. "Human Impact on Marine Life." Cal Poly, San Luis Obispo, CA. October 15-17, 2010.

Planning and Conservation League Environmental Legislative Symposium. "Strengthening Land and Sea Connections: New Strategies for Coastal and Marine Resource Management." Sacramento, CA. January 29-31, 2010.

Coast and Ocean Regional Roundtable: "Land-based Impacts to Marine Resources." Santa Cruz, CA, April 30, 2009

"Designing Content Based Courses." TESOL Convention, Vancouver, Canada. March, 2000.

"Visions, Values, Missions and Goals: Reengineering Your Language Program." TEFL Conference, San Luis Potosí, Mexico. October, 1995.

"Reflective Teaching Through Mutual Interviews." MexTESOL Conference, Acapulco, Mexico. October, 1995.

BILINGUAL English and Spanish

CITY OF PACIFIC GROVE
www.ci.pacific-grove.ca.us

Application for Appointment to a Public Board, Commission, or Committee

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name:
Michael Gunby

Street Address:
[redacted]

City:	**State:**	**ZIP Code:**
Pacific Grove	CA	93950

Residence Telephone Number:	**Work Telephone Number:**	**E-Mail Address:**
[redacted]	[redacted]	[redacted]

Name of Board, Commission, or Committee on which you would like to serve:
Traffic Safety Commission

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets): ATTACHMENT OF A RESUME IS DESIRABLE.
Please see attached resume. Included in my college engineering curriculum is a class in Traffic Engineering.

RECEIVED
CITY MANAGER'S OFFICE
2022 NOV -2 A 11:43
CITY OF PACIFIC GROVE

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees)

Signature of Appli [redacted] **Date:** 11/1/2022

Appointed to: _____

Date of Appointment: _____ ***Expiration:*** _____

Date of Reappointment: _____ ***End of Term:*** _____

Date Certification of Appreciation Awarded: _____

RESUME
November 2022

NAME: Michael A. Gunby
ADDRESS: Pacific Grove, California
TELEPHONE: [redacted]
E-MAIL ADDRESS:

I. EXPERIENCE

- Environmental planning and permitting for large gas and electric transmission and distribution projects
- Routing and siting of gas and electric transmission and distribution facilities.
- Land project management and coordination.
- Title searching, surveying, document and map preparation and land rights acquisition.
- Regulatory compliance and mitigation.
- Manage fee lands; sales, leases, permits and licenses.
- Land rights review and conflict resolution.

II. Nexant from August 2013 to Present

- Review CAISO Project Applications for Environmental and Land regulatory compliance.

III. PG&E from 11/1973 to 1/2013 (Retired)

- Land Planner, Senior Land Planner and Principal Land Planner-11/2001 to 1/2013
- Land Agent-12/87 to 10/01
- Sacramento Division EMF Coordinator- 5/91 to 9/93
- Sacramento Division Environmental Trainer- 12/92 to 6/93
- Property Management Agent / Land Rights Agent / Planning Analyst- 5/84 to 11/87
- Surveyor / Chief of Party- 11/73 to 4/84

IV. EDUCATION

- Associate of Science Degree in Civil Engineering Technology, June 1973
  San Francisco City College
- Certificate in Surveying & Mapping, San Francisco City College- June 1973
- Certificate in Land Use and Environmental Planning, University of California, Davis, University Extension- June 1996

Additional Education:

- Real Estate Appraisal, Law, Principals, Finance and Property Management- Cosumnes River College 1984 to 1985.
- Instructor - PSEA Surveying Course 1986/1987.
- PG&E Supervisors Workshop 1979
- State of California Land Surveyor in Training Certificate #1322 - June 1978.

V. COMMUNITY SERVICE

- Chairman / Board Member- City of Pacific Grove Architectural Review Board- February 2015 to January 2023
- Sanctuary Steward- Save Our Shores- February 2012 to Present
- Driver- Meals On Wheels Monterey Peninsula- February 2013 to Present
- President / Board Member- East Sacramento Improvement Association- June 2000 to June 2011
- Member - American River Parkway Plan Update Committee 2008-2010
- Member - Sacramento City / County Bikeway Committee- 2002-2008
- Trails Commissioner - Sacramento County Interim Open Space Commission- June 1989 to December 1990.
- Vice Chairman / Board Member- South Sacramento Community Planning Advisory Council- September 1987 to June 1990.
- Member – Sacramento County Open Space Task Force, Trails and Bikeways Committee and Utilities Committee - January 1987 to September 1988.
- Member - American River Parkway Multi-use Trail Task Force- June 1988 to October 1988.

CITY OF PACIFIC GROVE
www.ci.pacific-grove.ca.us

Application for Appointment to a Public Board, Commission, or Committee

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name:
Carl Tony Prock

Street Address:
[redacted]

City:	State:	ZIP Code:
Pacific Grove	CA	93950

Residence Telephone Number:	Work Telephone Number:	E-Mail Address:
[redacted]	[redacted]	[redacted]

Name of Board, Commission, or Committee on which you would like to serve:
Traffic Safety Commission

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets): ATTACHMENT OF A RESUME IS DESIRABLE.

Current member of Traffic Safety Commission (4 Years)
President of Pacific Grove Police Citizens' Academy Alumni Association
City resident since 2001

RECEIVED
CITY MANAGER'S OFFICE
2022 DEC 16 P 2:19
CITY OF PACIFIC GROVE

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees)

Signature of Applicant: [redacted] **Date:** 12/14/2022

FOR CITY USE ONLY

Appointed to: _____

Date of Appointment: _____ ***Expiration:*** _____

Date of Reappointment: _____ ***End of Term:*** _____

Date Certification of Appreciation Awarded: _____

CITY OF PACIFIC GROVE
www.ci.pacific-grove.ca.us

Application for Appointment to a Public Board, Commission, or Committee

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

RECEIVED
DEC 21 2022
By CMO

Name:
Katie Stern

Street Address:
[redacted]

City:	**State:**	**ZIP Code:**
Pacific Grove	CA	93950

Residence Telephone Number:	**Work Telephone Number:**	**E-Mail Address:**
[redacted]		[redacted]

Name of Board, Commission, or Committee on which you would like to serve:
Traffic Safety Commission

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets): ATTACHMENT OF A RESUME IS DESIRABLE.

As an avid cyclist and someone with a minor in Sustainable Urban Planning from Berkeley, I have a keen desire to help facilitate safety improvements for pedestrian and bike-friendly infrastructure. I am currently the Pacific Grove delegate to the Transportation Agency of Monterey County.

Early in my career I worked as a Project Manager at an investment firm in downtown Los Altos where I researched and implemented projects that increased pedestrian safety and bikeability. One such project is the " Summer Streets " Initiative where Los Altos City Council restricted car access to two blocks in the heart of the downtown to allow for more pedestrian friendly experiences. As part of the project I coordinated the community programming of events and designed the outdoor space and parklets. I conducted a Business Satisfaction Survey, which demonstrated that removing downtown access to cars increased business revenue and helped pedestrians feel safer. I also established a " Bike-Friendly-Business" initiative that was awarded a Silver designation by the League of American Bicyclists.

I also have a solid theoretical background in best practices for bike-friendly infrastructure due to my minor in Sustainable Urban Planning from UC Berkeley. In terms of personal experience, my partner and I spent four months bike-touring nine European countries. This led me to understand successful examples of bicycle and pedestrian infrastructure firsthand. We even lived in Amsterdam—the mecca for bike enthusiasts! As such, I would love to advise the Pacific Grove City Council as a Traffic Safety Commission Member.

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees)

Signature of Applicant:	**Date:**
[redacted]	12/20/2022

FOR CITY USE ONLY

Appointed to: _____

Date of Appointment: _____ ***Expiration:*** _____

Date of Reappointment: _____ ***End of Term:*** _____

Date Certification of Appreciation Awarded: _____

[redacted] Pacific Grove, Ca

Katie Stern

Systems thinking Program Manager with a passion for sustainability and experience managing high profile projects for both NASA and Wing (an Alphabet Company). Certified in team facilitation and enjoys improving stakeholder communication. Demonstrates leadership by empowering cross-functional teams to come together and devise thoughtful strategies for project rollouts, process improvements, and scalability.

Experience

August 2021 – Present — Palo Alto, CA

Program Manager / Wing Aviation (an Alphabet Company)

- Owns all aspects of public facing product launches from start to finish, scopes resourcing requirements, organizes priorities, identifies potential blockers, brainstorms solutions to mitigate, escalates issues as appropriate, and conducts retrospectives
- Manages a team-wide OKR planning process for a two-year period, including resource allocation and headcount, and manages a $10+M annual budget for Wing's UTM Team
- Manages goal-setting for the Uncrewed Aircraft System Traffic Management (UTM) team, evaluates success criteria, and facilitates estimation and prioritization of software development and product launches
- Leads a full stack engineering team using Agile methodology to deliver crucial elements of our business strategy
- Responsible for facilitating cross functional collaboration on high-profile and large-scale product launches
- Developed and maintains the governance framework for monthly and quarterly reporting for executive leadership
- Wing Sustainability Committee Founder and Lead - won the 2021 Wing Hackathon for the category of "Most Impactful"

January 2019 – July 2021 — Moffett Field, CA

Project Manager / NASA Ames Research Center (BAERI)

Managed the planning, implementation and post-mission support for complex, multi-agency, national and international Earth Science field campaigns for NASA's airborne science division. Research areas of focus included: atmospheric composition, climate predictions, and atmospheric dynamics. Supports field campaigns working with NASA's P-3 (WFF), ER-2 (AFRC), WB-57 (JSC), and DC-8 (AFRC). Coordinated with the aircraft mission management at each NASA center to accomplish science team goals and objectives. Communicated with key stakeholders, science teams, and aircraft management on a regular basis to assure all mission specific needs are met. Tracked the mission budget and project allocations on multi-year field campaigns. Supported the evaluation of deployment site visits and provided risk mitigation strategies for each milestone and project phase. Met with local and regional agencies to seek formal approval to operate aircraft and secure the necessary contracts and documentation for mission release. Supported the science team by negotiating and setting up lodging, transportation, site access and security at each deployment site. Provided safety briefings and orientation documents to all field campaign personnel. Managed the daily deployment operations, which included: ensuring communication between aircraft team and principle investigators; checking on the needs of instrument teams; keeping all mission personnel on schedule; sending out critical communication via multiple channels; and mitigating risks throughout the campaign. Assisted with the setup and teardown of deployment operation sites, which includes managing the shipping logistics, IT network support, and being available for all science team and aircraft needs.

January 2018 – July 2018 — Amsterdam, Holland

eCommerce Specialist / Patagonia

- Conducted customer interviews to understand CUJs and created dashboards to track customer feedback trends
- Championed account management for the B2C and utilized Salesforce CRM for maintaining key data
- Provided technical product knowledge for B2C and Professional athletes based in EMEA
- Managed logistics communications and resolved errors with the distribution center by utilizing Salesforce ERP tools for account management tracking
- Created and deployed a communications platform for Patagonia employees to share ideas and enrich company culture
- Represented Patagonia in Bosnia for the CSR campaign, Blue Heart, to preserve the last wild rivers of Europe

January 2015 – April 2017 — San Francisco, CA

Project Manager / Veritas Investments

- Direct report to COO for projects to improve internal operations including: creation of EOY portfolio budgeting procedure, PM software deployment, internal communications analysis, PM status reporting protocol
- Provided monthly project updates to C-Suite and represented the Operations Department at CEO planning meetings
- Streamlined team integration by creating and implementing the onboarding protocol for the Operations Department
- Assisted with the creation, management and performance of over $16M in budgeted real estate development projects
- Trained the Operations Team in PM software which led to an increase in projects completed ahead of schedule

- Established a unified $70M+ capital expenditure budgeting process across four portfolios to ensure accurate reporting
- Developed the PM budgeting report which included KPI tracking for forecasting and managerial decision making
- San Francisco Apartment Association nomination for Manager of the Year Award (2016)

May 2013 – July 2014 — Los Altos, CA

Project Manager/ Passerelle Investments

- Implemented programming for the "First Fridays" community events which included planning, budgeting, vendor selection, promotional material development, and community outreach
- Managed tenant improvements, legal agreements, professional service agreements, and marketing materials
- Created press releases for all urban planning projects and community development projects
- Utilized Adobe InDesign and Illustrator to curate promotional marketing materials for clients and community events

May 2012 – December 2012 — San Francisco, CA

Project & Marketing Manager/ Memolane

- Managed market analysis through user interviews and A/B testing to determine if our users deemed our MVP valuable
- Created customer growth by over 400% through facilitating a strategic partnership with About.Me--a social media platform
- Account management for clients such as: UC Berkeley, Notre Dame University, and musician Ed Sheeran
- Crafted bespoke email campaigns to illustrate partnerships with high caliber brands and media firms
- Increased website traffic with outreach to top-tier online publications such as Mashable, TechCrunch, and The Next Web

Jun 2011 – May 2012 — Los Altos, CA

Junior Project Manager / Passerelle Investments

- Managed and implemented the downtown "Pop-Up Park" with a focus on social gatherings, increased economic activity during downtown construction, health, sustainability, and outdoor education
- Company liaison to the Los Altos community--presented development projects to city council and commercial organizations
- Researched the socioeconomic impact of a "shop local" campaign and implemented a pilot program for the city of Los Altos
- Established a "Bike-Friendly-Business" initiative that was awarded a Silver designation by the League of American Bicyclists Formulated comprehensive analysis reports on downtown revitalization and sustainability initiatives for entire team usability

Education

M.B.A. / San Francisco State University
Emphasis: Operations & Entrepreneurship — Award: Dean's List (Honors)
Activities: Finance Manager of Net Impact (Environmental Organization)

B.S. Environmental Science Policy & Management / University of California, Berkeley
Emphasis: Global Environmental Politics — Minor: Sustainable Design
Certificates: Team Facilitation
Activities: Founder & President of the Berkeley Rock Climbing Club, Member of Young Entrepreneurs at Haas

Community Involvement

August 2022 – Present — Monterey County, CA

Bicycle and Pedestrian Facilities Advisory Committee Member / Transportation Agency for Monterey County (TAMC) - City of Pacific Grove Representative

March 2021 – June 2021 — Monterey County, CA

COVID Clinic Support Staff / Monterey County Office of Public Health

January 2018 – January 2022 — Mountain View, CA

Treasurer and Board Member / Friends of Deer Hollow Farm (FODHF)

January 2017 – April 2022 — Berkeley, CA

UC Berkeley Board Member of the College of Natural Resources / UC Berkeley

Recommendations (see next page)

Recommendations



Bernadette Luna · 1st
Experience NASA Supervisor and Project Manager
September 26, 2022, Bernadette managed Katie directly

Katie is a hard worker - smart, ethical, and driven. She attracts team members who are also motivated. A super organized person, able to parse work into defined steps, very necessary for an astute project/program manager. Very skilled with all of today's collaboration tools. Passionate about the environment, and compassionate, caring and fun! Did I say intelligent? Great sense of humor. A wonderful co-worker I'd recommend any day. Top notch.



Ryan Gellert · 1st
Chief Executive Officer at Patagonia
July 19, 2018, Ryan was senior to Katie but didn't manage Katie directly

Katie worked for us at our Patagonia EMEA headquarters and quickly both mastered the requirements of her job and began contributing in much broader ways. She was an active participant in a number of environmental initiatives and contributed positively to the culture of our regional offices.



Yat-Pang Au · 1st
CEO & Founder of Veritas Investments
March 15, 2018, Yat-Pang managed Katie directly

Katie is extremely proactive and can take on a variety of roles in an efficient manner. Give her a task and she will see that it gets done. One of Katie's biggest strengths is that she is a quick learner and is able to get the big picture. She hit the ground running at Veritas by coordinating a multi-million dollar project and ensured that we hit our targets. Clients enjoy working with her and they know that they are in good hands if she is managing their project. Her positive and professional demeanor is refreshing, she is easy to work with, and I enjoyed having her part of our team. She will be an asset to any future employer.



Bruce Heiman · 1st
Professor at San Francisco State University
April 13, 2015, Bruce was Katie's teacher

Katie Stern was a top performing student in my IBUS 841 class, "Creativity Skills for the Global Manager," in the SSF State MBA Program. Her peers respected her input, her presentation and writing skills are strong, and she finishes projects that she starts. She was definitely perceived as a leader in my class by her peers, and her design thinking skills are substantial. I offer an enthusiastic, strong, positive recommendation for Ms. Stern. She will be an asset to any employer.



François Deliège · 1st
AI Infrastructure Director @ Meta
December 17, 2012, François was senior to Katie but didn't manage Katie directly

I have nothing but praise for Katie's hard work and dedication to our company's goals. Katie helped us prioritize the development of features by presenting us with our users' requests and complaints. She has also raised an awareness of Memolane through various marketing campaigns, and identified business opportunities by creating partnerships. Katie has impressive learning abilities as well as outstanding interpersonal skills. In a short time, she was able to assimilate various elements of our business domain and propose, influence the team, prioritize tasks, and plan and execute on her creative new ideas. Having her at Memolane felt like winning the lottery.



Eric Lagier · 1st
Founder & Managing Partner at byFounders
December 15, 2012, Eric managed Katie directly

Katie is an devoted team player. No challenge is too big for her. She works very structured, efficient and continues to deliver great quality output. Its been a pleasure having her on the Memolane team.

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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/DEI Coordinator

MEETING DATE: January 18, 2023

SUBJECT: Diversity, Equity and Inclusion Task Force Meeting Minutes: December 12, 2022

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

RECOMMENDATION

Receive minutes.

Attachments

Minutes

MEETING MINUTES

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

REGULAR MEETING AGENDA
Monday, December 12, 2022, 6:00 P.M.
Council Chamber – City Hall – 300 Forest Avenue, Pacific Grove, CA

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

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

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

To participate telephonically, call any number below:

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

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

AGENDA

1. **CALL TO ORDER / ROLL CALL**
Chair Tina Rau called the meeting to order at 6:01 pm. City Clerk/DEI Coordinator Kandell conducted roll call with the following Task Force members present via Zoom Meeting: Task Force Members (Members) Tina Rau, Kim Bui, and Nadja Mark. Task Force Members Edward Juárez-Lefèvre and Kristy Markowitz were absent.

2. **APPROVAL OF AGENDA**
Action: Upon motion by Member Mark and seconded by Secretary Bui the Task Force approved the Agenda.

Motion carried 3-0-2, by the following roll call vote:

AYES: Members Bui, Mark and Rau.
NOES: None.
ABSENT: Members Juárez-Lefèvre and Markowitz

3. **TASK FORCE AND STAFF ANNOUNCEMENTS (City-Related Items Only)**
City Manager Harvey made an announcement.
Secretary Bui and Member Mark made announcements.

4. **COUNCIL LIAISON ANNOUNCEMENTS**
Council member Poduri made announcements.

5. **GENERAL PUBLIC COMMENT**
Public comment was received from Mike Gibbs and Andrew Gonzalez.

6. **APPROVAL OF THE MINUTES**

A. **Action:** Upon motion by Member Mark and seconded by Secretary Bui, the Task Force approved Minutes of the November 14, 2022 Regular Meeting, as follows:

Motion carried 3-0-2 by the following vote:

AYES:	Members Bui, Mark and Rau.
NOES:	None.
ABSENT:	Members Juárez-Lefèvre and Markowitz

7. **REGULAR AGENDA**

A. Adopt 2022-23 DEI Task Force Work Plan

Secretary Bui gave a presentation

Public comments were received from Andrew Gonzalez, Lisa Ciani, Mike Gibbs, Inge Lorentzen Daumer

Action: Upon motion by Chair Rau and seconded by Member Mark, the Task Force adopted the 2022-23 DEI Task Force Work Plan, with additions, as follows:

Motion carried 3-0-2 by the following vote:

AYES:	Members Bui, Mark and Rau.
NOES:	None.
ABSENT:	Members Juárez-Lefèvre and Markowitz

B. Task Force Agreements

Secretary Bui gave a presentation.

Public comments were received from Andrew Gonzalez

Action: Upon motion by Member Mark and seconded by Chair Rau, the Task Force adopted Task Force Agreements, with additions, as follows:

Motion carried 3-0-2 by the following vote:

AYES:	Members Bui, Mark and Rau.

NOES: None.
ABSENT: Members Juárez-Lefèvre and Markowitz

C. DEI Consultant RFQ

Clerk/DEI Coordinator Kandell gave a presentation.

No public comments were received.

Chair Rau appointed a DEI Consultant Subcommittee of Chair Rau and Secretary Bui to work with staff.

D. DEI Education and Resources Webpage Subcommittee

Secretary Bui gave a presentation.

Public comment was received from Lisa Ciani.

E. Increasing the DEI Task Force to Seven Members

Member Mark gave a presentation.

Public comment was received from Lisa Ciani, Mike Gibbs, Inge Lorentzen Daumer, Andrew Gonzalez.

The item will be placed on a future Agenda.

F. Credentialing for DEI Members

Member Mark gave a presentation.

Public comment was received from Mike Gibbs and Inge Lorentzen Daumer.

8. **NEXT MEETING:** Regular meeting on January 9, 2023 via Zoom.

9. **ADJOURNMENT**
Chair Rau adjourned the regular meeting at approximately 7:29 p.m.

Respectfully Submitted,

Kim Bui
Secretary

Approved by Chair: _____Date_____

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: January 18, 2023

SUBJECT: Library Board Meeting Minutes: September 19, 2022 and November 14, 2022

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

RECOMMENDATION

Receive minutes.

Attachments

LAB Minutes September 2022

LAB Minutes November 2022

NOTICE OF MEETING

CITY OF PACIFIC GROVE

LIBRARY ADVISORY BOARD

SPECIAL MEETING

Monday, September 19, 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 – 4:01 pm. Attending: Library Director Diana Godwin; Board chair Heather Lazare; Board members Marybeth Rinehart, Mary Ann Whitten; City Council Liaison Bill Peake. Absent: Board members Faye Mueller-Delia, Tama Olver.

1. **APPROVAL OF AGENDA** *Motion: Approve the agenda as submitted*. Lazare/Whitten. Approved unanimously 3/0/0.
2. **COMMISSION/STAFF ANNOUNCEMENTS**

Board Chair Lazare noted:

A. Donor Event coming up on Friday September 30. Call for volunteers to help arrange furnishings afterward.
B. Garden. Every Friday at 10am volunteers work in the garden. A call was made for extra hands for this project.
C. The Friends and Foundation have merged. LAB will continue to work with them to support the Library.
D. Local Authors Series. Last one is coming up on Friday September 23. Heather Lazare speaking on the life of WR Holman.

Library Director Godwin noted:

A. Staffing changes coming up. One 30 hour position and two 20 hour positions. Interviews are to be held soon.
B. 22 classes from RH Down and Forest Grove Schools will be visiting the library this fall.
C. "Camping" at the Library was a success - excellent attendance for the film "Encanto".

D. Good numbers attending youth programs : 87 participants in the Summer Reading Program and 32 participants for the Manga tiles project.Teen programs are underway with more participants.
E. Gallery Exhibit - the current quilt show will end on October 1. New show "Remember, Rise, Revitalize" will open October 7 with a reception. Possible future shows highlighting community partners.
F. Christine Crozier is working on a description and map of the Library's art collection.
G. Local History Room - the Hayes Perkins plaque is on display.
H. Local Authors Series - good attendance.
I. The Library is working with the PG Heritage Society to digitize local newspapers.
J. Donor Reception will be on September 30.
K. Poet's Perch - monthly events starting in 2023.
L. Youth Ambassadors - teens helped with summer programs. Possible Teen Tech program starting back up in October.
M. Electric Vehicle to be delivered September 20.
N. Honor Quilt - possibility of adding another 28 spots to the Library quilt. Working with the Friends.
O. New light and comfortable chairs have been delivered for audience gatherings.
P. Carpets will be cleaned October 15. Library will close that day. Library will also be closed 10/17 for a city wide training.
Q. The Haunted House will be back this Halloween. Things are returning to normal.

Director Godwin, in response to questions, noted that advertising for programs is extensive in local papers (Pacific Grove Press, Carmel Pinecone, Monterey County Weekly) and on social media. The Library sometimes takes advantage of paid advertising.

3. COUNCIL LIAISON ANNOUNCEMENTS

Mayor Peake noted:

A. It's exciting to see things returning to normal.
B. The PG candidates Forum will be held September 20.
C. Three ballot measures coming up this November, two are related to cannabis and one is about reducing city council numbers from 7 to 5 members.
D. Council is discussing : plans for the PG Hotel (potential noise and traffic issues), affordable housing, seal pupping ordinance, district elections, parklets.

4. PUBLIC COMMENT

Inge Lorentzen is glad to hear the Teen Tech program is starting up again. She expressed concerns about the construction issues of the new PG Hotel across the street.

5. APPROVAL OF THE MINUTES

Motion: Approve the minutes of the July 11, 2022, meeting. Lazare/Whitten. The motion passed unanimously 3/0/0.

REGULAR AGENDA

6. UNFINISHED AND ONGOING BUSINESS

A. Naming Rights

Mary Ann Whitten gave a full report as questions had come up regarding naming rights. The city has a policy (100-10) which outlines naming rights for city facilities. A fairly broad policy is in place now. Do we as a Board need special guidelines? Most monetary donations come through the Friends/Foundation. Thus far, Library areas have been named in acknowledgement of monetary donations. What criteria should be used going forward? Various libraries have differing policies. Library directors have discretion to consider time limits, monetary limits, service limits, plaque design, etc. Some libraries have specific criteria, others are more informal and flexible.

There are three possible options:

1. Develop a new city policy to be approved by city council
2. Develop new guidelines for LAB use, not needing city council input
3. Do nothing - leave things as they are

We should keep whatever guidelines we develop brief and flexible. How to honor individuals for not only monetary contributions, but for extraordinary contributions in service? We need guidelines as a Board. Could a subcommittee be formed and include folks from the Friends and Foundation to receive their input? This is a working goal to be discussed at our January meeting.

7. NEW BUSINESS -- None

ADJOURNMENT – 5:16 pm.
Next Meeting: November 14, 4pm, via Zoom.

NOTICE OF MEETING

CITY OF PACIFIC GROVE

LIBRARY ADVISORY BOARD

REGULAR MEETING

Monday, November 14, 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 – 4:05 pm. Attending: Library Director Diana Godwin; Board chair Heather Lazare; Board members Faye Mueller-Delia, Tama Olver, Marybeth Rinehart, Mary Ann Whitten; City Council Liaison Bill Peake. Absent: None.
Member of the public: Inge Lorentzen.

1. **APPROVAL OF AGENDA** *Motion: Approve the agenda as submitted*. Lazare/Whitten. Approved unanimously 5/0/0.

2. **COMMISSION/STAFF ANNOUNCEMENTS**
   Library Director Godwin noted:
   A. Staffing changes: Two new circulation clerks (one 20-hour, one 30-hour) have been hired and their orientation is going well
   B. School visits: Nearly all planned visits from Forest Grove and Robert Down schools have been completed.
   C. Teen programs: Attendance is growing. 29 attended the October scavenger hunt. 4 attended an origami event. An anime event is coming up.
   D. Gallery Exhibit:
      1. The opening for on October 7 for "Remember, Rise, Revitalize (Harlem Renaissance)" was successful. Attendance 53.
      2. Elliot Ruchowitz-Roberts. Attendance 44.
      3. Daniel Summerhill. Attendance 47.
      4. October 21 saw the return of the Haunted Library (last held in 2018) with 322 attendees.

5. The dedication of the Laws Local History Room took place on October 9.
6. Palenke Arts Latin jazz event is scheduled for November 18 with a 9-piece band.
7. The following event will be a jazz duo on December 2.
8. The Dianne Lyle dancers will appear at Chautauqua Hall on December 16.
9. Gateway show in January.
10. Padre Trails Camera Club in April.
11. Sea Scribes in July.
12. Juried show (theme TBD) in October.

E. Poet's Perch:
Monthly events are planned for 2023. January will be Patrice Vecchione workshop; February, Big Sur poet Deva Munray & Overlapping Haloes; March, Barbara Mossberg, April will be a full month of events; and Meet the Author returns.

F. Youth Ambassadors continue to plan how they might be able to contribute. A Teen tech activity where youth could help seniors with tech could start in December.

G. Electric Vehicle: Is now planned for delivery on December 19, delayed from September 20. It will be delivered directly to the company that is doing the modifications. Two estimates for the wrap have been acquired.

H. Maintenance: The carpet was cleaned in October and will be maintained annually. Maintenance of our new facility is important.

I. Walktober walk for health: Library staff won the event and were served lunch by City Manager Harvey. Seven of the top achievers were library staff.

J. Library of things: The library is being expanded by adding kitchen items and appliances. Process for access will be piloted with staff, Friends of the Library, and the Library Advisory Board. The purpose of piloting the program is to try an idea being implemented at other libraries and to serve the community. It might also provide a way to involve youth, especially teens.

K. The Library Trust Fund holds $523,528.39. Interest for 2021-22 was $5,700. Interest will go to the book fund. While earnings may seem low, they are in line with what is possible for municipalities given restrictions on the types of investments allowed.

Board Chair Lazare noted:

A. Thanks to staff for the Haunted Library. It is encouraging to see events returning.
B. The Youth Ambassador program is available to all High School students. Michelle Evans, the coordinator, may be able to involve a younger person as lead ambassador to the Library.
C. Faye Mueller-Delia and Mary Beth Rinehart are leaving the Library Advisory Board in January. Chair Lazare asked that board members encourage people whom we would recommend to apply. Thank you, Faye and Mary Beth, for your service!

3. COUNCIL LIAISON ANNOUNCEMENTS

Mayor Peake noted:

A. The City Council approved work on a Climate Action Plan, is in the process of amending the single-use plastic ban, and has authorized purchase of a fire engine to replace aging equipment
B. Consideration of a skate park and preservation of the NOAA building will be coming to the City Council agenda soon
C. 2022 General Election
    1. Ballot measures regarding cannabis passed.
    2. Mayor Peake and Councilmembers Amelio and McDonnell were elected. Vote tallies for the third seat are close between candidates Beck and Rau.

4. PUBLIC COMMENT

There was no public comment.

5. APPROVAL OF THE MINUTES

Motion: Approve the minutes of the September 19, 2022, meeting. Lazare/Whitten. The motion passed unanimously 5/0/0.

REGULAR AGENDA

6. UNFINISHED AND ONGOING BUSINESS -- None

7. NEW BUSINESS -- None

ADJOURNMENT – 4:40 pm.
Next Meeting: January 9, 2023 at 4pm, via Zoom. Officers will be elected for the coming year.

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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Katie Clark, Recreation Manager

MEETING DATE: January 18, 2023

SUBJECT: 2022-2023 Special Events Calendar Late Additions

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

RECOMMENDATION

1. Approve the following late addition special events for inclusion in the Fiscal Year 2022-2023 Special Events Calendar: Meals on Wheels Community Fest on April 16, 2023, the Quilters Show May 5-7, 2023 and the Walk of Remembrance on May 13, 2023.

2. Approve the late addition special events as City Sponsored and waive fees for City staff support and equipment/facility usage.

DISCUSSION

On February 16, 2022, City Council approved the FY 2022-2023 Special Events Calendar with events categorized as either City Sponsored or Full Cost Recovery. Following approval, City staff received 3 additional special event applications: Meals on Wheels Community Fest on April 16, 2023, the Quilters Show May 5-7, 2023 and the Walk of Remembrance on May 13, 2023. These applications have been reviewed by City staff for feasibility and cost. The Recreation Board reviewed the proposed applications and an updated FY 2022-2023 Special Events Calendar at their meeting held on December 22, 2022. The Recreation Board recommends City Council approval of these 3 events as City Sponsored Events to be included in the FY 2022-2023 Special Events Calendar.

Meals on Wheels Community Fest

Meals on Wheels Community Fest will be held on Sunday, April 16, 2023 to celebrate Meals on Wheels of the Monterey Peninsula's 50th Anniversary. The event will take place from 11:00 am until 3:00 pm and will be held inside 700 Jewell Avenue, the Meals on Wheels location. The event organizers are requesting the use of parking lot 6A. They submitted an application to assist with the parking lot closure and the short amount of staff time required to deliver and pick up barricades.

Quilt Show (Quilters by the Bay)

The Quilt show will occur May 5, 6, and 7, 2023 during the Good Old Days and will take place in Chautauqua Hall. This event had previously been included as part of the entertainment and show line-up offered alongside Good Old Days, but not included in the Special Events Calendar. This year their event is being separated from the Good Old Days and this longstanding show is requesting that the Council

waive fees for the use of Chataqua Hall. There are no City services required for this event.

Walk of Remembrance
The Walk of Remembrance will occur on May 13, 2023. This event will begin at the steps of the Museum and the portion of Central Avenue located in front of the Museum. The event will then proceed to the Recreation Trail and end at Hopkins. The event will begin at 1:00 pm and conclude at 3:00 pm at Hopkins. This event has not been part of the Special Events Calendar in the past. The City has always issued a use permit to the Museum for the Walk of Remembrance. Last year's event had a significant turnout, which prompted road closures and assistance from Public Works and the Police Department. City staff have discussed the event for 2023 with event organizers and determined that since the event has significantly grown over the last year, it should be noted on the Special Events Calendar.

Staff recommends approval and inclusion of these three events in the 2022-2023 Special Events Calendar as City Sponsored events. At the City Council meeting held on July 27, 2022, Council approved changes to Policy 900-1, Special Events. This policy specifies that off cycle applications, (applications for events received after November 30), need to be received 150 days prior to the event, are not in conflict with other events, and will not be recommended to be “City Sponsored”. The applications have all been received within the specified time frame and do not conflict with other events. City staff does, however, recommend that all three events be City Sponsored and is asking City Council to approve these as City Sponsored Events.

OPTIONS

1. Do not approve events: If the events are not approved, then City staff will deny the applications and will not issue permits for the events.

2. Do not approve the events as City Sponsored: If these events are not classified as City Sponsored Events, then the cost for the City services will be cost prohibitive, and the events may not occur.

FINANCIAL IMPACT:

Except for the Meal on Wheels Anniversary Event, which is a one-time event, the other two have been long-standing programs that have now grown into special events. These events do not require significant staff support, so any fiscal impact is minimal compared to the benefit these three events provide to the community.

The Meals on Wheels Community Fest will require 2 hours of staff time to deliver and pick up barricades and waiving fees for parking lot use. The total cost to the City for the labor will be less than $230.

The Quilt Show will not require additional staff hours. The show will need the exclusive use of Chautauqua Hall for a total of 6 days. 2 days for set up, 3 days for the show, and 1 day for clean-up. The fees for the use of Chautauqua Hall are $428 per hour, which becomes cost prohibitive for the number of hours and days required for the show. Approval of this event as City Sponsored would allow these fees to be waived and the show to continue to be a part of the Good Old Days weekend.

The Walk of Remembrance will require 1 street closure for the portion of the event that takes place at

the Museum. This will require 2 hours of Public Works staff time to prepare the road closure and remove the closures upon completion of the event. This event will also require 2 officers to guide the walking group to the Recreation Trail for 3 hours and fees waived for the use of the Recreation Trail of $364 per hour for a group of 100 or more. The total cost to the City for the labor and officers will be approximately $1,680.

GOAL ALIGNMENT: Not Applicable.

Attachments

2022-2023 Special Events Calendar Late Additions

City of Pacific Grove

2022-2023 Special Events Calendar

#	Event	Organization	Day	Date	Time	Location
1	4th of July Celebration	Chamber of Commerce	Monday	July 4, 2022	11:00 AM	Downtown
2	Pacific Grove Moto Bike Night	Chamber of Commerce	Thursday	July 7, 2022	5:00 PM	Downtown (Lighthouse Ave)
3	Pacific Grove Treffen 2 VW Cruise	Chamber of Commerce	Wednesday	July 27, 2022	5:00 PM	Downtown (Lighthouse Ave)
4	Pet Parade	Youth Ambassadors	Friday	July 29, 2022	2:00 PM	Lighthouse Ave & Caledonia Park
5	National Night Out	City of Pacific Grove	Tuesday	August 2, 2022	5:00 PM	Caledonia Park
6	Celebration of Our Lady of Fatima	Lady of Fatima Society	Sat / Sun	August 13-14, 2022	Varies	Downtown (Lighthouse Ave)
7	Classic Kick-Off Car Show & Cruise	Chamber of Commerce	Tuesday	August 16, 2022	3:00 PM	Downtown (Lighthouse Ave)
8	Little Car Show	Marina Motorsports	Wednesday	August 17, 2022	10:00 AM	Downtown (Lighthouse Ave)
9	Legends of the Autobahn	Chamber of Commerce	Thursday	August 18, 2022	9:00 AM	Pacific Grove Golf Links
10	PG Concours Auto Rally	PG Rotary Club	Friday	August 19, 2022	12:00 PM	Downtown| Chautauqua Hall
11	AIM for Awareness Walk & Rally	AIM Youth Mental Health	Sunday	September 11, 2022	1:00 PM	Lovers Point Park
12	Walk With Pride	PG Pride	Saturday	September 17, 2022	9:00 AM	Recreation Trail
13	Butterfly Parade	PG Unified School District	Saturday	October 2, 2022	10:30 AM	Downtown (Lighthouse Ave)
14	Butterfly Days	PG Heritage Society	Fri/Sat/Sun	Sep 30-Oct 2, 2022	Varies	Downtown |Chautauqua Hall
15	PGHS Homecoming Parade	PGUSD	Friday	October 28, 2022	3:30 PM	Downtown
16	Trick or Treat Pacific Grove	City of Pacific Grove	TBD	TBD	TBD	TBD
17	Veterans Day Ceremony	City of Pacific Grove	Friday	November 11, 2022	TBD	TBD
18	BSIM 3K/5K & Mty Bay Half Marathon	Big Sur International	Sat / Sun	November 12-13, 2022	Varies	Lovers Point | Ocean View
19	Holiday Tree Lighting Ceremony	City of Pacific Grove	Monday	November 28, 2022	6:00 PM	Jewell Park
20	Holiday Parade of Lights	Chamber of Commerce	Thursday	December 1, 2022	6:00 PM	Downtown (Lighthouse Ave)
21	Stillwell's Holiday in the Park	Chamber of Commerce	Saturday	December 3, 2022	10:00 AM	Caledonia Park
22	Rudolph Run 1K & 5K Walk/Run	Arthritis Research Coalition	Saturday	December 10, 2022	7:30 AM	Lovers Point | Ocean View
	Meals on Wheels Community Fest	**Meals on Wheels**	**Sunday**	**April 16, 2023**	**11:00 AM**	**Meals on Wheels**
23	By The Bay 3K	Big Sur International	Saturday	April 29, 2023	6:00 AM	Lovers Point | Ocean View
	Quilt Show	**Monterey Peninsula Quilters**	**Fri -Sun**	**May 5-7, 2023**	**Varies**	**Chautauqua Hall**
24	Good Old Days	Chamber of Commerce	Fri-Sun	May 5-7, 2023	Varies	Downtown | Jewell Park
	Walk of Remembrance	**Museum of Natural History**	**Saturday**	**May 13, 2023**	**1:00 PM**	**Central Ave | Rec Trail**

City Sponsored - 14 | Full Cost Recovery (F. C. R.) - 10 | ~~Indicates cancelled events~~

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: January 18, 2023

SUBJECT: Annual Comprehensive Financial Report (ACFR) for the Fiscal Year Ending June 30, 2022

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

RECOMMENDATION

- Receive the Annual Comprehensive Annual Financial Report, which includes the Auditor's Opinion on the City's financial statements, from the City's independent auditor, Chavan & Associates, LLP
- Receive the Transportation Safety and Investment Plan Account Fund (TAMC Measure X) Report, which includes the Auditor's Report by the City's independent auditor, Chavan & Associates, LLP
- Receive a status on improvements based on the auditor's recommendations that are being implemented, and provide any desired direction.

DISCUSSION

The City contracted with Chavan & Associates, LLP, a firm of licensed certified public accountants, to audit the City of Pacific Grove's financial statements for the fiscal year ending June 30, 2022. The goal of the independent audit is to provide reasonable assurance that the basic financial statements are free from material misstatement. The Independent Auditor's Report, which is included on Page 19 of the Annual Comprehensive Financial Report (ACFR), indicates that the financial statements are presented fairly, in all material respects, the financial position of the City. This "unmodified" opinion is the optimal opinion to receive from an external auditor. Fiscal Year 21/22, represents the thirteenth consecutive year the City has earned this opinion.

The Fiscal Year 21/22 ACFR can be accessed through this link.

The Government Finance Officers Association (GFOA) of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting for the City's ACFR for the fiscal year ended June 30, 2022. This represents the fifth year that the City has received this prestigious award. A Certificate of Achievement is valid for a period of one year only. Staff believes that the Fiscal Year 21/22 ACFR continues to meet the program requirements; and the City will be submitting the attached ACFR to GFOA for consideration of another certificate.

A Single Audit is required when the City receives $750,000 or more in federal grant funding. In Fiscal Year 21/22, the City met this criteria by expending more than $1.5 million in American Rescue Plan Act (ARPA) funds. A separate Single Audit Report for Fiscal Year 21/22 will be issued at the end of February. This report will also be provided to the California State Controller's Office.

A general overview of the audit will be provided by Sheldon Chavan, a partner of the audit firm and lead for the City. Specific topics of the presentation will include:

- Overview of City-wide financial performance
  - Governmental Funds, including the General Fund
  - Business-Type or Enterprise Funds
  - Pension and Other Post-Employment Benefit (OPEB) obligations
  - New Accounting Standard - Governmental Accounting Standards Board (GASB) 87 - Leases
- Update on the Airbnb audit

Addition information can be found in the ACFR, while select highlights pertaining to the General Fund and Capital Improvement Fund are listed below.

Fund Balance

- The General Fund's year-end unrestricted fund balance increased from $10.0 million to $12.23 million. The $2.23 million increase primarily reflects greater than anticipated revenues, the reduced use of contract and professional services; and salary savings from position vacancies. The unassigned fund balance was $12.1 million or 48% of total General Fund expenditures, prior to transfers.

- The City's financial statements consolidate several minor funds with the General Fund for financial statement reporting purposes. This differs from the budgetary presentation. The budgetary General Fund Balance is $12.0 million, with approximately $223,000 attributed to minor sub-funds. This amount aligns with the General Fund beginning fund balance that was referenced in Fiscal Year 22/23 budget amendment ordinances. The separate unassigned General Fund balance is approximately 41.9% of the General Fund expenditures, prior to transfers.

- The unassigned General Fund balance, from both a budgetary and financial statement perspective is above the City's policy level, which targets a minimum unassigned fund balance at 35% of operating expenditures and debt service.

- The Capital Improvement Fund's year-end balance was ($21,194). This negative balance reflects expenditures in excess of requested grant reimbursements. A request for these reimbursements were filed in Fiscal Year 22/23.

Revenues and Expenditures

- General Fund revenues for this fiscal year were $27.6 million. This represents an increase in revenues of $4.2 million when compared to the prior year. This was largely attributed to increases in transient occupancy and sales taxes, as well as net performance in other categories.

- General Fund expenses for this fiscal year were $25.5 million, prior to transfers. This was an increase of $2.9 million when compared to the prior year expenditures. This difference is primarily due to elimination of the furlough, reinstatement of on-call and seasonal positions, rising pension costs; and funding for operational costs that were deferred or reduced during the pandemic.

- The net general fund transfers for Fiscal Year 20/21 was $78,993. This includes transfers-out of approximately $538,000 to support capital improvements, $150,000 for emergency communication services, $207,133 to maintain appropriate fund balance levels in the internal service funds, a transfer of $577,840 in water entitlement sales to the Local Water Project; and $3,543 in minor transfers.

The City's independent auditor's previously provided recommendations, which include conducting a physical inventory of capital assets and performing TOT audits. At this time, it is customary to provide an update on the City's progress. Staff initiated the process of conducting a physical inventory of capital assets in Fiscal Year 19/20; however due to COVID-19 and position vacancies, additional time is needed. The City also entered into an agreement with HdL Companies to perform transient occupancy tax audits. In Fiscal Year 21/22, HdL completed seven of nine audits, with the remaining two audits pending receipt of materials from the lodging establishments. In Fiscal Year 22/23, HdL is planning to perform a second set of TOT audits. Chavan & Associates has also initiated an audit of Airbnb, as it pertains to the City's short-term rental revenues. Additional information regarding the Airbnb audit will be provided during their presentation.

A copy of the Transportation Safety and Investment Plan Account Fund (TAMC - Measure X), which includes the Independent Auditors Report is attached for reference. The independent auditor's statement that confirms the City is compliant with the Measure X Maintenance of Effort requirements is included on Page 7 of the TAMC Audit Report.

OPTIONS

- Receive Report

FINANCIAL IMPACT:

There is no fiscal impact associated with receiving this report.

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

Attachments

TAMC Measure X Audit

Communication with Governance

Management Letter

CITY OF PACIFIC GROVE

TRANSPORTATION SAFETY AND INVESTMENT PLAN ACCOUNT FUND

WITH INDEPENDENT AUDITORS' REPORT

JUNE 30, 2022

* * *

Chavan & Associates, LLP
Certified Public Accountants
15105 Concord Circle, Suite 130
Morgan Hill, CA 95037

CITY OF PACIFIC GROVE
Transportation Safety and Investment Plan Account Fund
June 30, 2022

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FINANCIAL SECTION

Chavan and Associates, llp
Certified Public Accountants

INDEPENDENT AUDITORS' REPORT

City Council
City of Pacific Grove
Pacific Grove, California

Opinions

We have audited the accompanying financial statements of the Transportation Safety and Investment Plan Account Fund of the City of Pacific Grove (the City), as of and for the year ended June 30, 2022, and the related notes to the financial statements, as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Transportation Safety and Investment Plan Account Fund of the City of Pacific Grove, as of June 30, 2022, and the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Emphasis of Matter

As discussed in Note 1, the financial statements present only the Transportation Safety and Investment Plan Account Fund and do not purport to, and do not, present fairly the financial position of the City of Pacific Grove, as of June 30, 2022, the changes in its financial position, or, where applicable, its cash flows for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

City management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

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Auditor's Responsibilities for the Audit of the Financial Statements
Our objectives are to obtain reasonable assurance about whether the financial statements are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control–related matters that we identified during the audit.

Other Matters
Other Information
Our audit was conducted for the purpose of forming an opinion on the Transportation Safety and Investment Plan Account Fund financial statements that collectively comprise the City of Pacific Grove Transportation Safety and Investment Plan Account Fund financial statements. The accompanying supplemental information – Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual on page 8 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The supplemental schedule is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the City's Transportation Safety and Investment Plan Account Fund financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally

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accepted in the United States of America. In our opinion, the supplemental schedule – Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated November 26, 2022, on our consideration of the City of Pacific Grove Traffic Safety and Investment Plan Account Fund's internal control over financial reporting and on our tests of its compliance with the requirements described in the TAMC's Ordinance No. 2016-01 and in the Agreement between TAMC and the City and other matters for the fiscal year ended June 30, 2022. The purpose of that report is solely to report our opinion on compliance and to describe the scope of our testing of internal control over financial reporting and the results of that testing, and not to provide an opinion on the effectiveness of the City of Pacific Grove Traffic Safety and Investment Plan Account Fund's internal control over financial reporting. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City of Pacific Grove Traffic Safety and Investment Plan Account Fund's compliance.

C & A LLP

November 26, 2022
Morgan Hill, California

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City of Pacific Grove
Transportation Safety and Investment Plan Accounting Fund
Balance Sheet
June 30, 2022

ASSETS		
Cash and investments	$	764,995
Taxes receivable		208,109
Total assets	$	973,104
LIABILITIES AND FUND BALANCE		
Liabilities:		
Accounts payable	$	17,540
Fund Balance:		
Restricted		955,564
Total Liabilities and Fund balance	$	973,104

The accompanying notes are an integral part of these financial statements

City of Pacific Grove
Transportation Safety and Investment Plan Accounting Fund
Statement of Revenues, Expenditures
and Changes in Fund Balance
June 30, 2022

REVENUES		
Transportation Safety and Investment Plan Account revenue	$	779,615
Investment earnings		(16,307)
Total Revenues		763,308
EXPENDITURES		
Capital outlay		803,482
Total Expenditures		803,482
Net Change in Fund Balance		(40,174)
Fund Balance Beginning		995,738
Fund Balance Ending	$	955,564

The accompanying notes are an integral part of these financial statements

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The Transportation Safety and Investment Plan Account Fund of the City of Pacific Grove (the City) is a governmental fund type. Governmental funds are accounted for using a current financial resources measurement focus. The application of this measurement focus provides that, in general, only current assets and current liabilities are present on the balance sheet. Operating statements of these funds present revenues and expenditures.

The modified accrual basis of accounting is used for the Transportation Safety and Investment Plan Account Fund. Under the modified accrual basis of accounting, revenues are recognized when they become susceptible to accrual (i.e., both measurable and available). Measurable means that the amount of the transaction can be determined. Available means the funds are collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period.

Expenditures of governmental funds are generally recognized when the related fund liability is incurred.

Reporting Entity

The Transportation Safety and Investment Plan Account Fund from the Transportation Agency for Monterey County was approved on November 8, 2016. The revenue from the sales tax measure will be used to fund transportation safety and mobility projects in Monterey County. Expenditures are restricted to road improvements, pothole repairs, street and road maintenance, traffic deduction and regional safety, mobility and walkability.

The Transportation Safety and Investment Plan Fund financial statements and related accounting policies of the City conform with generally accepted accounting principles applicable to governments in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The financial statements present only the Transportation Safety and Investment Plan Account Fund and do not purport to, and do not present, the City's financial position and changes in financial position. The City of Pacific Grove's basic financial statements are available from the Finance Department at City's address and website.

NOTE 2 – CASH DEPOSITS

The City follows the practice of pooling cash and investments for all funds (including the Transportation Safety and Investment Plan Account Fund) under its direct daily control. Interest earned on pooled cash and investments is allocated periodically to the various funds based on average cash balances. Detailed disclosure regarding the City's investments of cash is included in the notes to City's basic financial statements.

NOTE 3 – MAINTENANCE OF EFFORT

The Measure X Master Programs Funding Agreement between the City of Pacific Grove and the Transportation Agency for Monterey County, as amended, requires that the City must expend each fiscal year from its general fund for street and highway purposes an amount not less than the annual average of its expenditures from its general fund during the 2009-10, 2010-11, and 2011-12 fiscal years, but not less than what was expended in 2016-17 (when Measure X passed), as reported to the Controller pursuant to Streets and Highways Code section 2151 ("Maintenance of Effort"). This baseline amount will be indexed annually to the Engineering News Record construction index.

The following eligible expenditures were made:

Fiscal year ended June 30:		
2010	$	326,756
2011		396,862
2012		720,604
Total	$	1,444,222
Three-year average	$	481,407
Fiscal year ended June 30, 2017	$	912,274
Maintenance of effort baseline	$	912,274
Engineering News Record construction index FY 2019/20		1.37%
Engineering News Record construction index FY 2020/21		1.27%
Engineering News Record construction index FY 2021/22		2.05%
Index-adjusted maintenance of effort requirement	$	955,694
Current year eligible expenditures	$	1,439,632
Compliant (Yes or No)		Yes

Total expenditures from the general fund for street and highway purposes for the fiscal year ended June 30, 2022 was $1,439,632. The City was in compliance with the Maintenance of Effort requirement of the Measure X Master Programs Funding Agreement between the City of Pacific Grove and the Transportation Agency for Monterey County.

SUPPLEMENTARY INFORMATION

City of Pacific Grove
Transportation Safety and Investment Plan Account Fund
Statement of Revenues, Expenditures, and
Changes in Fund Balance
Budget and Actual (GAAP Basis)
For the Fiscal Year Ended June 30, 2022

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUES				
Transportation Safety and Investment Plan Account Revenue	$ 616,015	$ 708,417	$ 779,615	$ 71,198
Interest	5,000	5,000	(16,307)	(21,307)
Total Revenues	621,015	713,417	763,308	49,891
EXPENDITURES				
Capital outlay	616,015	1,021,227	803,482	217,745
Total Expenditures	616,015	1,021,227	803,482	217,745
Net Change in Fund Balance	5,000	(307,810)	(40,174)	267,636
Fund Balance Beginning	995,738	995,738	995,738	-
Fund Balance Ending	$ 1,000,738	$ 687,928	$ 955,564	$ 267,636

The City employs budget control by object codes and by individual appropriation accounts. Budgets are prepared on the modified accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board. The budgets are revised during the year by the City Council to provide for revised priorities. Expenditures cannot legally exceed appropriations by major object code. The originally adopted and final revised budgets for the Measure X Special Revenue Fund are presented as Required Supplementary Information. The basis of budgeting is the same as GAAP.

OTHER INDEPENDENT AUDITORS REPORTS

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENT PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

City Council
City of Pacific Grove
Pacific Grove, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Transportation Safety and Investment Plan Account Fund (Measure X Fund) of City of Pacific Grove (the "City") as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise City of Pacific Grove's Measure X Fund financial statements, and have issued our report thereon dated November 26, 2022.

Internal Control over Financial Reporting
In planning and performing our audit, we considered the City of Pacific Grove's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City of Pacific Grove's internal control. Accordingly, we do not express an opinion on the effectiveness of the City of Pacific Grove's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatement on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the City's financial statement will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters
As part of obtaining reasonable assurance about whether the City of Pacific Grove's Measure X Fund financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and,

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accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

C & A LLP

November 26, 2022
Morgan Hill, California

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INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH TAMC ORDINANCE NO. 2016-01 AND THE MEASURE X MASTER PROGRAMS FUNDING AGREEMENT

City Council
City of Pacific Grove
Pacific Grove, California

We have audited the City of Pacific Grove's (the "City") Transportation Safety and Investment Plan Account Fund's (the City's Measure X Fund) compliance with the types of compliance requirements described in the Transportation Agency's for Monterey County's (TAMC) Ordinance No. 2016-01 and the Measure X Master Programs Funding Agreement (the Agreement) between TAMC and the City, applicable for the fiscal year ended June 30, 2022.

Management's Responsibility
Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to the Transportation Safety and Investment Plan Account Fund.

Auditor's Responsibility
Our responsibility is to express an opinion on the City's compliance based on our audit in accordance with the compliance requirements described in the Transportation Agency for Monterey County's (TAMC) Ordinance No. 2016-01 and in the Measure X Master Programs Funding Agreement (the Agreement) between TAMC and the City. The Measure X Master Programs Funding Agreement requires that the independent auditor shall perform at least the following tasks: (1) determine whether the recipient expended all Measure X funds received in compliance with Measure X, the Measure X Investment Plan, and the Policies & Project Descriptions, as they may be adopted or amended by TAMC from time to time, and the Agreement, (2) determine whether the Measure X revenues received and expended were accounted for and tracked in its own separate budget and fund titled "Transportation Safety & Investment Plan Account" and were not be comingled with any other funds and that the accounting system provides adequate internal controls and audit trails to facilitate an annual compliance audit for each fund type and the respective usage and application of said funds, and (3) determine whether the City met the Maintenance of Effort requirements imposed by Measure X and State law. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the compliance requirements referred to above that could have a direct and material effect on the state laws and regulations applicable to the City occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance. However, our audit does not provide a legal determination of the City's compliance.

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Opinion on Compliance with the TAMC Ordinance No. 2016-01
In our opinion, the funds allocated to and received by the City's Measure X Fund, complied, in all material respects, with the compliance requirements referred to above that are applicable in accordance to the compliance requirements described in the Transportation Agency for Monterey County's (TAMC) Ordinance No. 2016-01 and in the Measure X Master Programs Funding Agreement between TAMC and the City for the fiscal year ended June 30, 2022.

Purpose of this Report
The purpose of this report is solely to report our opinion on compliance with the TAMC Ordinance No. 2016-01 and to describe the scope of our testing over compliance and the results of that testing. This report is intended solely for the information and use of City Council, management of the Transportation Agency for Monterey County and for filing with the appropriate regulatory agencies and is not intended to be and should not be used by anyone other than these specified parties.

C & A LLP

November 26, 2022
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FINDINGS AND RECOMMENDATIONS

City of Pacific Grove
Transportation Safety and Investment Plan Account Fund
Schedule of Findings and Recommendations
For the Fiscal Year Ended June 30, 2022

None reported.

City of Pacific Grove
Transportation Safety and Investment Plan Account Fund
Status of Prior Year Findings and Recommendations
For the Fiscal Year Ended June 30, 2022

None reported.

To the City Council of the
City of Pacific Grove

We have audited the basic financial statements of the City of Pacific Grove as of and for the year ended June 30, 2022, and have issued our report thereon dated December 22, 2022. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility under Generally Accepted Auditing Standards and *Government Auditing Standards*

As communicated in our engagement letter, our responsibility, as described by professional standards, is to form and express an opinion(s) about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the City of Pacific Grove solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Other Information in Documents Containing Audited Financial Statements

Pursuant to professional standards, our responsibility as auditors for other information in documents containing City of Pacific Grove's audited financial statements does not extend beyond the financial information identified in the audit report, and we are not required to perform any procedures to corroborate such other information.

Our responsibility also includes communicating to you any information which we believe is a material misstatement of fact. Nothing came to our attention that caused us to believe that such information, or its manner of presentation, is materially inconsistent with the information, or manner of its presentation, appearing in the financial statements.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated with management.

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Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the City of Pacific Grove is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during June 30, 2022, except for the implmentation of GASB 87 related to leases, as disclosed in Note 1. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements include unfunded liabilities and related expenses based on assumptions in actuarial studies performed on defined benefit plans.

We evaluated the key factors and assumptions used to develop the identified estimates and determined that it is reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting City of Pacific Grove's financial statements relate to: cash and investments, capital assets, leases, long-term obligations and defined benefit plans.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

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Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. None of the misstatements identified by us as a result of our audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole or applicable opinion units. In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. There were no material, corrected misstatements noted during the audit.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the City of Pacific Grove's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the attached letter dated December 22, 2022.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Findings or Issues

In the normal course of our professional association with the City of Pacific Grove, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the City of Pacific Grove's auditors.

This report is intended solely for the information and use of the Board and management of the City of Pacific Grove and is not intended to be and should not be used by anyone other than these specified parties.

C & A LLP

December 22, 2022
Morgan Hill, California

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CITY OF PACIFIC GROVE
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December 22, 2022

Chavan & Associates, LLP
15105 Concord Circle, Ste 130
Morgan Hill, CA 95037

This representation letter is provided in connection with your audit of the basic financial statements of the City of Pacific Grove as of June 30, 2022 and for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions on whether the basic financial statements present fairly, in all material respects, the financial position, results of operations, and cash flows, where applicable, of the various opinion units of the City of Pacific Grove in accordance with accounting principles generally accepted for governments in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of December 22, 2022:

Financial Statements

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter, for the preparation and fair presentation of the financial statements of the various opinion units referred to above in accordance with U.S. GAAP.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- We acknowledge our responsibility for compliance with the laws, regulations, and provisions of contracts and grant agreements.
- We have reviewed, approved, and taken responsibility for the financial statements and related notes.

- We have a process to track the status of audit findings and recommendations, as applicable.
- We have identified and communicated to you all previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP, as applicable.
- All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
- We have reviewed and approved the various adjusting journal entries that were proposed by you for recording in our books and records and reflected in the financial statements.
- The effects of uncorrected misstatements summarized and aggregated by you during the current engagement are immaterial, both individually and in the aggregate, to the applicable opinion units and to the financial statements as a whole.
    - There were no uncorrected misstatements to be evaluated
- The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP, if applicable.
- All component units, as well as joint ventures with an equity interest, are included and other joint ventures and related organizations are properly disclosed, if applicable.
- All funds and activities are properly classified.
- All funds that meet the quantitative criteria in GASB Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, GASB Statement No. 37, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments: Omnibus* as amended, and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, for presentation as major are identified and presented as such and all other funds that are presented as major are considered important to financial statement users.
- All components of net position, nonspendable fund balance, and restricted, committed, assigned, and unassigned fund balance are properly classified and, if applicable, approved.
- Our policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position/fund balance are available is appropriately disclosed and net position/fund balance is properly recognized under the policy.
- All revenues within the statement of activities have been properly classified as program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- All expenses have been properly classified in or allocated to functions and programs in the statement of activities, and allocations, if any, have been made on a reasonable basis.

- All interfund and intra-entity transactions and balances have been properly classified and reported.
- Special items and extraordinary items have been properly classified and reported, if applicable.
- Deposit and investment risks have been properly and fully disclosed.
- Capital assets, including infrastructure assets, are properly capitalized, reported, and if applicable, depreciated.
- All required supplementary information is measured and presented within the prescribed guidelines.
- With regard to investments and other instruments reported at fair value:
    - The underlying assumptions are reasonable and they appropriately reflect management's intent and ability to carry out its stated courses of action.
    - The measurement methods and related assumptions used in determining fair value are appropriate in the circumstances and have been consistently applied.
    - The disclosures related to fair values are complete, adequate, and in accordance with U.S. GAAP.
    - There are no subsequent events that require adjustments to the fair value measurements and disclosures included in the financial statements.
- With respect to the attached nonattest service(s), we have performed the following:
    - Made all management decisions and performed all management functions;
    - Assigned a competent individual to oversee the services;
    - Evaluate the adequacy of the services performed;
    - Evaluated and accepted responsibility for the result of the service performed; and
    - Established and maintained internal controls, including monitoring ongoing activities.
- Arrangements with financial institutions involving compensating balances or other arrangements involving restrictions on cash balances, line of credit, or similar arrangements have been properly disclosed.
- We believe that the actuarial assumptions and methods used to measure pension and other postemployment benefit liabilities and costs for financial accounting purposes are appropriate in the circumstances.

Supplementary Information in Relation to the Financial Statements as a Whole

With respect to the supplementary information accompanying the financial statements (as identified in the audit report table of contents):

- We acknowledge our responsibility for the presentation of the supplementary information in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP), Governmental Accounting Standards Board (GASB).

- We believe the supplementary information including its form and content, is fairly presented in accordance with U.S. GAAP, GASB, federal guidelines, and state guidelines.
- The methods of measurement or presentation have not changed from those used in the prior period except for the effects from the implementation of new GASB statements as noted in the audit report and disclosures.
- When the supplementary information is not presented with the audited financial statements, management will make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by the entity of the supplementary information and the auditor's report thereon.
- We acknowledge our responsibility to include the auditor's report on the supplementary information in any document containing the supplementary information and that indicates the auditor reported on such supplementary information.
- We acknowledge our responsibility to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by the entity of the supplementary information and the auditor's report thereon.

Required Supplementary Information

With respect to the required supplementary information accompanying the financial statements (as identified in the audit report table of contents):

- We acknowledge our responsibility for the presentation of the required supplementary information in accordance with U.S. GAAP and GASB.
- We believe the required supplementary information, including its form and content, is measured and fairly presented in accordance with U.S. GAAP and GASB.
- The methods of measurement or presentation have not changed from those used in the prior period except for the effects from the implementation of new GASB statements.
- We believe the following significant assumptions or interpretations underlying the measurement or presentation of the pension schedules, and the basis for our assumptions and interpretations, are reasonable and appropriate in the circumstances:
    - Pension required supplementary information:
        - Significant assumptions include the actuarial cost method, amortization method, amortization period, inflation rates, investment rate of return and mortality tables.
        - The basis for these assumptions comes from information provided by CalPERS in their audited GASB 68 Accounting Valuation Reports and annual valuation reports used to determine the annual required contributions.
    - Other post-employment benefits required supplementary information:

- Significant assumptions include the actuarial cost method, amortization method, amortization period, inflation rates, investment rate of return, mortality tables, and healthcare cost trends rate.
- The basis for these assumptions comes from information provided by Bartel Associates, LLC in their actuarial valuation.

Information Provided

- We have provided you with:
  - Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements of the various opinion units referred to above, such as records, documentation, meeting minutes, and other matters;
  - Additional information that you have requested from us for the purpose of the audit; and
  - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
  - Management;
  - Employees who have significant roles in internal control; or
  - Others where the fraud could have a material effect on the financial statements.
- We have no knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, vendors, regulators, or others.
- We are not aware of any pending or threatened litigation and claims whose effects should be considered when preparing the financial statements.
- We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware, as applicable.
- There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in accounting, internal control, or financial reporting practices.
- The City of Pacific Grove has no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
- We have disclosed to you all guarantees, whether written or oral, under which the City of Pacific Grove is contingently liable, as applicable.
- We have disclosed to you all nonexchange financial guarantees, under which we are obligated and have declared liabilities and disclosed properly in accordance with GASB Statement No. 70,

Accounting and Financial Reporting for Nonexchange Financial Guarantees, for those guarantees where it is more likely than not that the entity will make a payment on any guarantee.

- For nonexchange financial guarantees where we have declared liabilities, the amount of the liability recognized is the discounted present value of the best estimate of the future outflows expected to be incurred as a result of the guarantee. Where there was no best estimate but a range of estimated future outflows has been established, we have recognized the minimum amount within the range.
- We have disclosed to you all significant estimates and material concentrations known to management that are required to be disclosed in accordance with GASB Statement No. 62 (GASB-62), *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*. Significant estimates are estimates at the balance sheet date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets or geographic areas for which events could occur that would significantly disrupt normal finances within the next year.
- We have identified and disclosed to you the laws, regulations, and provisions of contracts and grant agreements that could have a direct and material effect on financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
- There are no:
    - Violations or possible violations of laws or regulations, or provisions of contracts or grant agreements whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, including applicable budget laws and regulations.
    - Unasserted claims or assessments that our lawyer has advised are probable of assertion and must be disclosed in accordance with GASB-62.
    - Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB-62.
    - Continuing disclosure consent decree agreements or filings with the Securities and Exchange Commission and we have filed updates on a timely basis in accordance with the agreements (Rule 240, 15c2-12).
- The City of Pacific Grove has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset or future revenue been pledged as collateral, except as disclosed to you.
- We have complied with all aspects of grant agreements and other contractual agreements that would have a material effect on the financial statements in the event of noncompliance.

Sincerely,

Tori A. Hannah
Administrative Services Director/Assistant City Manager

Attachment A – Nonattest Services

We are responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities. Nonattest services include the following:

1. Preparation of the basic financial statements.
2. Preparation of a template MD&A for the City to utilize in its preparation of the MD&A.
3. Preparation of updated tables for the MD&A (no analysis provided).
4. Preparation of RSI schedules except for the MD&A.
5. Preparation of supplementary information schedules.
6. Preparation of the support for the statistical tables that directly relate to the financial statements; all other support for the remaining statistical tables are provided by the City; or obtained by the City through a third-party contract.
7. Preparation of the financial statement(s) for the Measure X audit.
8. Preparation of the notes to financial statements and not disclosures related to each deliverable previously noted.

These items will be prepared from information prepared and provided by the City of Pacific Grove and/or third parties during the audit, such as the City's trial balance or actuarial valuation reports. Chavan and Associates, LLP will not prepare or create any of the information to be included in these schedules. We understand the objective is to present this information in the City's reporting packages as required by GASB and GFOA.

Chavan and Associates, LLP's responsibility as it relates to the combining and individual nonmajor fund financials (supplementary information) is to evaluate their presentation for the purpose of forming and expressing an opinion as to whether it is presented fairly in all material respects in relation to the financial statements as a whole.

Chavan and Associates, LLP's responsibility for other information included in the document containing the audited financial statements and the Independent Auditor's Report thereon includes only the information identified in the Independent Auditor's Report. Chavan and Associates, LLP has no responsibility for determining whether introductory information, required supplementary information and statistical schedules are properly stated. Chavan and Associates, LLP provides limited procedures related to required supplementary information, however those procedures do not provide sufficient evidence to express an opinion or provide any assurance.

To the City Council and Management of the
City of Pacific Grove

Introduction and Internal Controls

In planning and performing our audit of the basic financial statements of the City of Pacific Grove (the "City") as of and for the year ended June 30, 2022, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, we considered the City's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Upcoming Accounting Pronouncements

The following is a summary of new accounting pronouncements from the Financial Accounting Standards Board:

GASB Statement No. 91, *Conduit Debt Obligations*

The objectives of this Statement are to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. This Statement also clarifies the existing definition of a conduit debt obligation; establishing that a conduit debt obligation is not a liability of the issuer; establishing standards for accounting and financial reporting of additional commitment and voluntary commitments extended by issuers and arrangements associated with the debt obligations; and improving required note disclosures. The requirements of this Statement were initially to be effective for financial statements for periods beginning after December 15, 2020 but have been delayed to periods beginning after December 15, 2021, pursuant to GASB Statement No. 95. Earlier application is encouraged.

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GASB Statement No. 94, *Public-Private Partnerships and Public-Public Partnerships and Availability Payment Arrangements*

The primary objective of this Statement is to improve financial reporting by addressing issues related to public-private and public-public partnership arrangements (PPPs). As used in this Statement, a PPP is an arrangement in which a government (the transferor) contracts with an operator (a governmental or nongovernmental entity) to provide public services by conveying control of the right to operate or use a nonfinancial asset, such as infrastructure or other capital asset (the underlying PPP asset), for a period of time in an exchange or exchange-like transaction. Some PPPs meet the definition of a service concession arrangement (SCA), which the Board defines in this Statement as a PPP in which (1) the operator collects and is compensated by fees from third parties; (2) the transferor determines or has the ability to modify or approve which services the operator is required to provide, to whom the operator is required to provide the services, and the prices or rates that can be charged for the services; and (3) the transferor is entitled to significant residual interest in the service utility of the underlying PPP asset at the end of the arrangement. This Statement also provides guidance for accounting and financial reporting for availability payment arrangements (APAs). As defined in this Statement, an APA is an arrangement in which a government compensates an operator for services that may include designing, constructing, financing, maintaining, or operating an underlying nonfinancial asset for a period of time in an exchange or exchange-like transaction. The requirements of this Statement are to be effective for financial statements for periods beginning after June 15, 2022. Earlier application is encouraged.

GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*

GASB 96 provides guidance on accounting for Subscription-Based Information Technology Arrangements (SBITA) where the government contracts for the right to use another party's software. The standards for SBITAs are based on the standards established in GASB Statement No. 87, *Leases. GASB 96 is effective for fiscal years beginning after June 15, 2022.*

GASB Statement No. 99, *Omnibus 2022*

Omnibus statements are issued by GASB to address practice issues identified after other standards have been approved for implementation. Omnibus statements "clear up the loose ends" for recent prior statements GASB has issued. This Omnibus addresses recent pronouncements, including GASB 87 – Leases, GASB 94 – *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*, and GASB 96 – *Subscription-Based Information Technology Arrangements*.

Effective Date: The requirements of this Statement are effective as follows:

- The requirements related to extension of the use of LIBOR, accounting for SNAP distributions, disclosures of nonmonetary transactions, pledges of future revenues by pledging governments, clarification of certain provisions in Statement 34, as amended, and terminology updates related to Statement 53 and Statement 63 are effective upon issuance
- The requirements related to leases, PPPs, and SBITAs are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter.
- The requirements related to financial guarantees and the classification and reporting of derivative instruments within the scope of Statement 53 are effective for fiscal years beginning after June 15, 2023, and all reporting periods thereafter.

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GASB Statement No. 100, *Accounting Changes and Error Corrections—an amendment of GASB Statement No. 62*

This Statement defines *accounting changes* as changes in accounting principles, changes in accounting estimates, and changes to or within the financial reporting entity and describes the transactions or other events that constitute those changes. This Statement also prescribes the accounting and financial reporting for (1) each type of accounting change and (2) error corrections in previously issued financial statements. The requirements of this Statement are effective for accounting changes and error corrections made in fiscal years beginning after June 15, 2023, and all reporting periods thereafter. Earlier application is encouraged.

GASB Statement No. 101, *Compensated Absences*

This Statement requires that liabilities for compensated absences be recognized for (1) leave that has not been used and (2) leave that has been used but not yet paid in cash or settled through noncash means. A liability should be recognized for leave that has not been used if (a) the leave is attributable to services already rendered, (b) the leave accumulates, and (c) the leave is more likely than not to be used for time off or otherwise paid in cash or settled through noncash means. Leave is attributable to services already rendered when an employee has performed the services required to earn the leave. Leave that accumulates is carried forward from the reporting period in which it is earned to a future reporting period during which it may be used for time off or otherwise paid or settled. In estimating the leave that is more likely than not to be used or otherwise paid or settled, a government should consider relevant factors such as employment policies related to compensated absences and historical information about the use or payment of compensated absences. However, leave that is more likely than not to be settled through conversion to defined benefit postemployment benefits should not be included in a liability for compensated absences.

This Statement requires that a liability for certain types of compensated absences—including parental leave, military leave, and jury duty leave—not be recognized until the leave commences. This Statement also requires that a liability for specific types of compensated absences not be recognized until the leave is used.

This Statement also establishes guidance for measuring a liability for leave that has not been used, generally using an employee's pay rate as of the date of the financial statements. A liability for leave that has been used but not yet paid or settled should be measured at the amount of the cash payment or noncash settlement to be made. Certain salary-related payments that are directly and incrementally associated with payments for leave also should be included in the measurement of the liabilities.

With respect to financial statements prepared using the current financial resources measurement focus, this Statement requires that expenditures be recognized for the amount that normally would be liquidated with expendable available financial resources. The requirements of this Statement are effective for fiscal years beginning after December 15, 2023, and all reporting periods thereafter.

Purpose of Communication

The purpose of this communication, which is an integral part of our audit, is to describe, for management and those charged with governance, the scope of our testing of internal control and the results of that testing, and communicate additional information that may be relevant to future

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Organizational decision making. Accordingly, this communication is not intended to be and should not be used for any other purpose.

C & A LLP

December 22, 2022
Morgan Hill, California

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CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Debby Beck, Councilmember

MEETING DATE: January 18, 2023

SUBJECT: CalAm Water Use Subcommittee

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

RECOMMENDATION

Create a subcommittee to perform audits on billing, site location, and ways to conserve water.

DISCUSSION

From 1/16/2020 -12/21/2022 I have reviewed the billing from Cal Am Water and usage at 58 locations throughout Pacific Grove. I have found excessive usage at several of the locations and I would like to request the Council create a Sub-committee to Audit the usage and find opportunities to conserve water and save money.

A formed subcommittee could review the charts attached based on location, usage, and cost and return to Council with its findings.

OPTIONS

Do not form a subcommittee.

FINANCIAL IMPACT:

There is no fiscal impact in forming a subcommittee for this purpose.

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

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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Luke Coletti, Councilmember
MEETING DATE: January 18, 2023
SUBJECT: Use of Electronic Communication Devices During City Council
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION
Direct the City Attorney to prepare a Resolution amending Council Policy 000-9 (Council Guidelines) to implement the proposed policy (see Attachment #1).

DISCUSSION
It is not uncommon for cities and other local agencies to have policies regarding the use of electronic communications by members of their legislative bodies during meetings. For example, the cities of Huntington Beach, Anaheim, Escondido, El Cajon, San Jose, Milpitas, Palm Desert, Palm Springs, Petaluma, Moreno Valley, and Stockton all have policies banning, limiting, or discouraging the use of cell phones and tablets during meetings. The following is an excerpt from a City of Anaheim policy that was adopted in 2015:

... a Councilmember's use of electronic communication devices (including cell phones), other than for the purpose of accessing agenda materials that are on a Councilmember's I-pad/tablet device or lap top computer, is prohibited during Council meetings.

Anaheim's policy also includes the following exception:

This policy does not prohibit using an electronic communications device in the event of an urgent family matter.

It should be noted that the Brown Act does not specifically prohibit text messaging or similar communications during meetings and there is no definitive case law on the subject. However, using electronic communication devices during meetings has the potential to create an appearance that officials are either not paying attention or are engaged in communications to which the public is not privy to.

With that said, there are legal implications related to use of electronic communication devices during City Council meetings:

1. The Brown Act prohibits communication that is used to develop a collective concurrence (see Attachment #2 - *Avoiding the Perils and Pitfalls of Serial Meetings in the Digital Age*). Thus, text messages or e-mails among Councilmembers (including indirect communications, e.g., via city staff) during meetings on a matter within the Council's purview create the risk of a collective concurrence and Brown Act violation.

2. The City Council routinely considers "quasi-judicial" matters (e.g., appeal of land use decision/permit). In those instances, communications through electronic devices during the meeting can be particularly problematic because of the potential to communicate and receive evidence that other members or parties to the proceeding do not see, which could raise due process concerns/exposure (see Pacific Grove Municipal Code Section 2.04.090 - Ex parte communications).

3. The California Supreme Court has *"expanded the local agency's search obligation to include public employees' and officials' personal accounts or devices"* (see Attachment #3 – *Public Records Practices After the San Jose Decision*). Thus, text messages or e-mails among Councilmembers, or between Councilmembers and city staff, which are related to City business, are discoverable under the California Public Records Act. For example, the City of Ventura recently apologized when some embarrassing text messages between staff members came to light.

There are two options available to the City Council if it wants to adopt a policy related to the use of electronic communication devices during Council meetings. It can either completely ban the use of electronic communication devices during meetings or limit their use.

The proposed amendment to City Council Policy 000-9 (Council Guidelines) provides a reasonable set of limitations (see Attachment #1).

OPTIONS

1. Provide other direction.
2. Take no action.

FINANCIAL IMPACT:

There is no fiscal impact.

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

Attachments

Proposed Amdts to CC Policy 000-9

Avoiding the Perils and Pitfalls

Public Records Practices

CITY OF PACIFIC GROVE
CITY COUNCIL POLICY

Policy Governing	Policy No.	Effective Date	Page
Council Guidelines	000-9	February 3, 2010	1 of 3

PROPOSED AMMENDMENT:

VIII. USE OF ELECTRONIC COMMUNICATION DEVICES DURING CITY COUNCIL MEETINGS

The City Council's use of electronic communication devices, such as cell phones, during a City Council meeting may lead to the public's perception that a Councilmember is not paying attention to the subject matter at hand or that a Councilmember is receiving information relative to the subject matter at hand that other Councilmembers and members of the public are not receiving, either one of which is inimical to good government and transparency. Therefore, a Councilmember's use of electronic communication devices (i.e., cell phones, tablets, laptop computers), other than for the purpose of accessing agenda materials, is prohibited during City Council meetings.

This policy does not prohibit using an electronic communications device in the event of an urgent family matter. A Councilmember wishing to respond to such a message during a meeting shall do so during a recess or shall excuse him or herself from the meeting to place the return call or text in a manner that does not disrupt the meeting.

City employees shall not communicate with Councilmembers via electronic communication devices during City Council meetings.

Adopted: March 6, 1991 (Resolution No. 6151)
Amended: February 17, 1993 (Resolution No. 6329)
Amended: December 6, 1995 (Resolution No. 6492)
Amended: February 3, 2010 (Resolution No. 10-014)
Amended: December 16, 2020 (Resolution 20-039)

Serially? Seriously. Avoiding the Perils and Pitfalls of Serial Meetings in the Digital Age

Thursday, October 6, 2016 General Session; 2:45 – 4:00 p.m.

Kendra L. Carney, Deputy City Attorney, Tustin
James C. Sanchez, City Attorney, Sacramento

DISCLAIMER: *These materials are not offered as or intended to be legal advice. Readers should seek the advice of an attorney when confronted with legal issues. Attorneys should perform an independent evaluation of the issues raised in these materials.*

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Notes:

The Brown Act in the Digital Age

In 1952, a *San Francisco Chronicle* 10-part series entitled "Your Secret Government," exposing the secret meetings conducted by local governments was published.[1] In response, legal counsel for the League of California Cities drafted state legislation to create a new state open meeting law.[2] Assembly Member Ralph M. Brown carried the legislation, which Governor Earl Warren signed into law on 1953.[3] The act, which came to be known as the Ralph M. Brown Act, or the Brown Act for short, added Chapter 9 [§§ 54950-58] to the California Government Code.

At the time the Brown Act was created, only about half of U.S. households owned a television set.[4] By 1960, four out of every five U.S. households had a telephone.[5] In the 1970s, technology had evolved to the point that individuals - mostly hobbyists and electronics buffs - could purchase unassembled personal computers, but early computers could not perform many of the useful tasks that today's computers can.[6] In 1984, the percentage of U.S. households with home computers was 8%. In 2013, that figure was 85%, with 74% of all households having Internet access.[7] Although many American households still have desktop computers with wired Internet connections, many others also have laptops, smartphones, tablets, and other devices that connect people to the Internet via wireless modems and fixed wireless Internet networks, often with mobile broadband data plans.[8] In 2015, nearly two-thirds of Americans owned a smartphone[9] and 65% of adults used social networking sites, up from 7% in 2005.[10]

The proliferation of technology in the past three decades has resulted in the growth of individual and household ownership of personal computers, cell phones, and mobile electronic devices. These technologies have increased the speed, volume, and

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[1] LEAGUE OF CALIFORNIA CITIES, OPEN & PUBLIC V: A GUIDE TO THE RALPH M. BROWN ACT 9 (2016), https://www.cacities.org/Resources-Documents/Resources-Section/Open-Government/Open-Public-2016.aspx.

[2] *Id.*

[3] *Id.*

[4] MITCHELL STEPHENS, *History of Television*, GROLIER ENCYCLOPEDIA, https://www.nyu.edu/classes/stephens/History%20of%20Television%20page.htm (last visited June 27, 2016).

[5] U.S. CENSUS, *Telephones*, HISTORICAL CENSUS OF HOUSING TABLES, https://www.census.gov/hhes/www/housing/census/historic/phone.html (last visited June 27, 2016).

[6] HISTORY CHANNEL, INVENTION OF THE PC, http://www.history.com/topics/inventions/invention-of-the-pc (last visited June 27, 2016).

[7] U.S. CENSUS BUREAU, COMPUTER AND INTERNET USE IN THE U.S., http://www.census.gov/hhes/computer (last visited June 27, 2016).

[8] *Id.*

[9] Aaron Smith, *U.S. Smartphone Use in 2015*, PEW RESEARCH CTR., Apr. 1, 2015, http://www.pewinternet.org/2015/04/01/us-smartphone-use-in-2015.

[10] Andrew Perrin, *Social Media Usage: 2005-2015*, PEW RESEARCH CTR., Oct. 8, 2015, http://www.pewinternet.org/2015/10/08/social-networking-usage-2005-2015.

frequency in which individuals communicate at home, work and school. The power of social networking is such that, the number of worldwide users is expected to reach some 2.5 billion by 2018, around a third of Earth's entire population.[11]

While social media has enabled individuals, groups, businesses, and societies to become globally connected, local agencies must address emerging legal issues related to social media that conflict with the Brown Act. The main problem with the Brown Act is that it was created in an era where communication vehicles were much more limited and it was easier to hide from the public eye.[12] In 1953, the only way the public could practically interact with their elected officials was through these periodic in-person meetings.[13] An article noted how technology has affected how local officials communicate: "Local public officials are often frequent and zealous users of technology and social media. Given the rapid speed with which people can now send e-mails and text messages and post comments online, a casual e-mail conversation between two city council members or an offhand comment on a newspaper website may quickly and inadvertently turn into a 'meeting' under the Brown Act."[14]

I. Legislative Intent of the Ralph M. Brown Act

The legislative intent of the Brown Act was expressly declared in its original statute[15]:

> The Legislature finds and declares that the public commissions, boards and councils and other public agencies in this State exist to aid in the conduct of the people's business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly.
>
> The people of this State do not yield their sovereignty to the agencies which serve them. The people, in delegating authority do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created.

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[11] *Social Networks – Statistics & Facts*, STATISTA, http://www.statista.com/topics/1164/social-networks (last visited June 27, 2016).
[12] Seth Rosenblatt, *Let's bring the Brown Act into the 21st century*, EDSOURCE, Jan. 21, 2013, https://edsource.org/2013/lets-bring-the-brown-act-into-the-21st-century/25885.
[13] *Id.*
[14] Kara Ueda, *The Brown Act and the Perils of Electronic Communication*, WESTERN CITY, June 2011, http://www.westerncity.com/Western-City/June-2011/The-Brown-Act-and-the-Perils-of-Electronic-Communication.
[15] Ch. 1588, Regular Sess. (Cal. 1983).

"Open meetings in the context of the Brown Act are meant to require that discussions occur in front of a public audience and provide the public with an opportunity to attend and participate."[16] The Brown Act only applies to "local agencies" and "local legislative bodies." A "local agency" is a county, city, city and county, town, school district, municipal corporation, district, political subdivision, or any board, commission, agency, or local public agency.[17] A "legislative body" includes the governing body, commission, committee, board, or other body of a local agency. Thus, the Brown Act applies to city councils, which are the local governing body of the city. The Brown Act also applies to boards and commissions.

The initial Brown Act included open meeting notification requirements and provisions for closed sessions. The Brown Act has since been expanded and has served as the model for the Bagley-Keene Act for state government.

a. Definition of a "Meeting"

A "meeting" means "any congregation of a majority of the member of a legislative body at the same time and location, including teleconference locations, to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the legislative body." Cal. Gov't Code § 54952.2 (West 2016). "Deliberation" refers to not only collective decision-making, but also the collective acquisition and exchange of facts preliminary to the ultimate decision. *Page v. Mira Costa Cmty. Coll. Dist.*, 180 Cal. App. 4th 471, 502 (2009). The California Supreme Court has stated that deliberative action includes a "collective decision-making process" and "deliberative *gathering*." *Roberts v. City of Palmdale*, 5 Cal. 4th 363, 376 (1993), quoting *Sacramento Newspaper Guild*, 263 Cal. App. 2d, 47, 48 (1968). It also includes "informal sessions at which a legislative body commits itself *collectively* to a particular future decision concerning the public business." *Roberts*, 5 Cal. 4th at 376, quoting *Stockton Newspapers, Inc. v. Redevelopment Agency*, 171 Cal. App. 3d 95,102 (1985). "Action taken" means a collective decision made by a majority of the members of a legislative body, a collective commitment or promise by a majority of the members of a legislative body to make a positive or a negative decision, or an actual vote by a majority of the members of a legislative body when sitting as a body or entity, upon a motion, proposal, resolution, order or ordinance. Cal. Gov't Code § 54952.6 (West 2016).

A local agency employee or official may answer questions or provide information outside of a meeting as long as that person does not communicate the comments or positions of members of the legislative body to other members. Cal. Gov't Code §

[16] Oona Mallett. *Who's Afraid of the Big, Bad Wolfe? A Call for a Legislative Response to the Judicial Interpretation of the Brown Act*, 39 MCGEORGE L. REV. 1073, 1076 (2008).
[17] CAL. GOV'T CODE § 54951.

54952.2(b)(2) (West 2016). The following types of interaction of a local body do not constitute a "meeting" for the purposes of the Brown Act[18]:

- Individual contacts between a member of a legislative body and another person that does not violate the meeting requirement (e.g., a member contacting a constituent); or
- Attendance by a majority of a local body, provided that a majority does not discuss business among themselves within the body's subject matter jurisdiction at any of the following events:
    - Conferences;
    - Open, publicized meetings to address a community topic;
    - Open and noticed meeting of another local body;
    - Ceremonial or social events; or,
    - Open and noticed meeting of a standing committee of that body.

b. <u>Serial meeting</u>

A majority is prohibited from using "a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action" on business within its subject matter jurisdiction outside of a meeting. Cal. Gov't Code § 54952.2(b)(1) (West 2016). A series of private meetings (known as serial meetings) by which a majority of the members of a legislative body commit to a decision or engage in collective deliberation concerning public business violates the Brown Act's open meeting requirement. *Page*, 180 Cal. App. 4th at 503-04. The California Supreme Court has emphasized that "the Brown Act cannot be avoided by subterfuge; a concerted plan to engage in collective deliberation on public business through a series of letters or telephone calls passing from one member of the governing body to the next would violate the open meeting requirement." *Id.* at 504, quoting *Roberts*, *supra*, 5 Cal. 4th at p. 376. The Attorney General has opined that "while the Brown Act makes exceptions for specified matters – such as litigation, employee discipline, and negotiations for real estate transactions – these exceptions must be construed narrowly, in favor of the public's right of access to public information." 94 Cal. Op. Att'y Gen. 82 (2011).

c. <u>Ways to Create a Serial Meeting</u>

In general, a serial meeting occurs through a (1) "hub- spoke" or (2) "daisy-chain."

[18] CAL. GOV'T CODE § 54952.2(c).

i. **Hub-Spoke**

A hub-spoke distribution is a system of connections arranged like a wire wheel. One individual member acts as the hub, or the center of the wheel and feeds and receives information to and from other members. "The hub-spoke version of a meeting occurs when one board member, or representative of a board member, individually contacts other members to discuss an item of business or transaction."[19] "When a person acts as the hub of a wheel (member A) and communicates individually with the various spokes (members B and C), a serial meeting has occurred." [20] This centralized network system allows one person to coordinate messages and create a concerted plan to engage in public business through a series of communications that violates the Brown Act.

ii. Daisy-Chain

"The daisy-chain meeting occurs when one member calls another to discuss business and the second member calls a third to discuss the conversation, and so on."[21] "For example, a chain of communications involving contact from member A to member B who then has communications with member C would constitute a serial meeting in the case of a five-person body."[22] This sequence of relaying information from one person to the next, like a chain link, is similar to the game of "telephone," and violates the Brown Act.

d. Individual Contact between Members of the Public and Members of a Local Legislative Body

Individual contacts or conversations between a member of a legislative body and any other person do not violate the Brown Act. Cal. Gov't Code § 54952.2(c)(1) (West 2016). According to the Attorney General's office, in its 2003 Pamphlet on the Brown Act[23]:

> The purpose of this exception appears to be to protect the constitutional rights of individuals to contact their government representatives regarding issues which concern them. To harmonize this exemption with the serial meeting prohibition, the term "any other person" is construed to mean any other person other than a board member or agency employee. Thus, while this provision exempts from the [Brown] Act's coverage conversations between board members and members of

[19] Mallett, *supra* note 16, at 1076.
[20] CALIFORNIA ATTORNEY GENERAL'S OFFICE, THE BROWN ACT: OPEN MEETINGS FOR LOCAL LEGISLATIVE BODIES 11 (2003).
[21] Mallett, *supra* note 16, at 1076.
[22] California Attorney General's Office, *supra* note 20, at 11.
[23] California Attorney General's Office, *supra* note 20, at 13.

the public, it does not exempt conversations among board members, or between board members and staff in a daisy-chain or hub-spoke manner to develop a collective concurrence.

A Brown Act violation can still occur when a constituent is involved in orchestrating a collective concurrence among a legislative body. If a resident contacts his council member regarding a constituent issue and secures the member's support for a water conservation plan, then there is no Brown Act violation pursuant to Cal. Gov't Code § 54952.2(c)(1). However, if the constituent contacts (assuming a 9 member body) at least five council members and conveys to one member that four other council members are already in support of the measure and states that the Member's support will ensure the proposal succeeds, the interaction is in danger of triggering a "hub-spoke" serial meeting. It is up to the member, who is likely more knowledgeable about the Brown Act, to halt the conversation. While there are obvious practical hurdles to proving such communications have occurred, Councilmembers should be vigilant in discouraging such constituent communications and should remember that it is the Councilmember, not the constituent, who is subject to the law and who will be held accountable for the violation of the law if discovered. And, as discussed below, word can travel fast and wide in the digital world and in the world of a public official, even the perception of misconduct can all too often define reality.

e. Common Ways to Create a Serial Meeting Violation Prior to Social Media

i. In-Person

A series of individual meetings that lead to a collective concurrence violates the Brown Act. State law has abrogated a court decision that held otherwise. In 2006, in *Wolfe v. City of Fremont*, the plaintiff city resident alleged that a city manager violated the Brown Act by meeting individually with a majority of council members on a proposed policy governing police response to residential home invasion alarms to obtain their support and collective concurrence. *Wolfe v. City of Fremont*, 144 Cal. App. 4th 533, 538-39 (2006), *as modified on denial of reh'g* (Nov. 30, 2006), *overturned due to legislative action*. The court affirmed the trial court's decision in favor of the defendant city manager. *Id.* at 547. The court reasoned that serial individual meetings that do not result in a "collective concurrence" do not violate the Brown Act. *Id.*, n. 6. "Accordingly, if city council members discuss a policy in private meetings without asking or telling each other how they will vote, their actions will not violate the Brown Act despite the fact that the deliberations are conducted outside a publicly noticed meeting."[24]

[24] Mallett, *supra* note 16, at 1081.

Subsequent state legislation, SB 1732 (Romero), Chapter 63, Statutes of 2008, abrogated *Wolfe* and disapproved the *Wolfe* court's holding to the extent it construes the prohibition against serial meetings as a "series of individual meetings by members of a body [that] actually result[s] in a collective concurrence rather than also including the process of developing a collective concurrence as a violation.[25]

Therefore, under current state law, a series of individual meeting that lead to a collective concurrence violates the Brown Act.

ii. Telephone

A series of individual telephone conversations that lead to a collective concurrence violates the Brown Act. In *Stockton Newspapers, Inc.*, plaintiff newspaper agency alleged that a local redevelopment agency attorney contacted members of the agency through a series of individual telephone conversations to secure a collective commitment to approve the transfer of real property for a planned waterfront development. *Stockton Newspapers, Inc.*, 171 Cal. App. 3d at 99. The court held that the series of telephone contacts constituted a meeting within and violated the Brown Act. *Id.* at 98-99. The court reasoned that the ease by which personal contact is established by use of the telephone and its common use to conduct business rendered a physical presence of the members of a legislative body to establish an informal meeting unnecessary. *Id.* at 102. If face-to-face contact of the members of a legislative body were necessary for a "meeting," the objective of the open meeting requirement of the Brown Act could all too easily be evaded. *Id.*

Therefore, serial meetings conducted via telephone violate the Brown Act.

iii. E-mails

A series or chain of individual e-mails that lead to a collective concurrence violates the Brown Act. In an Attorney General Opinion, counsel concluded that:

> A majority of the board members of a local public agency may not e-mail each other to develop a collective concurrence as to action to be taken by the board without violating the Ralph M. Brown Act even if the e-mails are also sent to the secretary and chairperson of the agency, the e-mails are posted on the agency's Internet website, and a printed version of each e-mail is reported at the next public meeting of the board.

[25] SB 1732, Ch. 63, Reg. Sess. (Cal. 2008).

The opinion noted that the use of e-mails to develop a "collective concurrence" for a future action item includes "any exchange of facts," "substantive discussions 'which advance or clarify a member's understanding of an issue, or facilitate an agreement or compromise amongst members, or advance the ultimate resolution of an issue' regarding an agenda item." 84 Cal. Op. Att'y Gen. 30 (2001). The Attorney General opinion stated that there is "no distinction between e-mails and other forms of communication such as leaving telephone messages or sending letters or memorandums. *Id.* If e-mails are employed to develop a collective concurrence by a majority of board members on an agenda item, they are subject to the prohibition of section 54952.2, subdivision (b) [of the Cal Gov't Code]."*Id.* Due to the ease of forwarding e-mails, a "daisy-chain" serial meeting is likely to occur by e-mail.[26]

Unfortunately, with the reply-all button so readily accessible, creating an "exchange of facts" is all too easy. One way to manage this is to blind copy all recipients other than agency staff on an email. This will prevent elected officials from even accidentally replying to all original recipients and creating a serial communication. While this analysis is hard to reconcile with the reality of e-mail and smart phone communication, this should not discourage staff from conducting business with a council via email. Email is an efficient means to communicate with elected officials regarding factual information relating to agenda items or issues of interest. However, staff and elected officials should be mindful of the content of their responses, careful when replying, and aware of the potential for creating a "daisy-chain" serial meeting.

Therefore, serial meetings conducted via e-mail violate the Brown Act.

iv. Cell Phones & Text Messages

A series of cell phone text messages that lead to a collective concurrence violates the Brown Act. According to a 2013 article, "The use of texting during city council meetings seems to be a growing problem in California, and would seem to undermine both the spirit, if not the law, of the Brown Act and Public Records Act."[27] It seems that e-mail communications that would violate the Brown Act would similarly apply to "text messages between various members of a particular board or council."[28] Text messages sent to council members during an open meeting would qualify as secretive because members of the public are not privy to the content of the text message.[29] If a group text message or a series of text messages include a majority of the board or council members and relate to the deliberations at hand, then the board or council has violated the Brown

[26] Ueda, *supra* note 14.
[27] *A&A: Councilmembers texting during meeting a Brown Act Violation?*, FIRST AMENDMENT COALITION, May 23, 2013, https://firstamendmentcoalition.org/2013/05/aa-councilmembers-texting-during-meeting-a-brown-act-violation.
[28] *Id.*
[29] *Id.*

Act. In addition, since text messages could qualify as "other writings" distributed to at least a majority of the members, the messages would be subject to the California Public Records Act.[30]

It is undetermined whether private communications on personal electronic devices are subject to the California Public Records Act. In *City of San Jose v. Super. Ct. (Smith)*, the plaintiff submitted a public records request for "all voicemails, emails or text messages sent or received on private electronic devices" used by the Mayor, members of the City Council, or their staff. *City of San Jose v. Super. Ct. (Smith)*, 169 Cal. Rptr. 3d 840, 843 (2014). The City had disclosed records sent or received on private electronic devices using these *public officials' City accounts*, but it refused Smith's request for communications sent or received on these individuals' personal electronic devices using their private accounts (e.g., a message sent from a private gmail account using the person's own smartphone or other electronic device).[31] The Court of Appeal reasoned that the writings sought by the plaintiff were not "prepared, owned, used, or retained" by a "local agency" as called for by Cal. Gov't Code section 6252 within the California Public Records Act. *Id.* at 855. The City cannot, for example, "use" or "retain" a text message sent from a council member's smartphone that is not linked to a City server or City account. *Id.* at 850. The case is currently pending in the California Supreme Court, which granted review of the case. We await Supreme Court direction on the important issue.

II. Legal Issues with Digital and Social Media

The Internet and various social media apps and websites provide abundant opportunities for elected officials to post their opinions, thoughts and general comments about city issues. Local journalists and news and community bloggers report on city meetings and events and even provide a running commentary of council and commission meetings as they happen. And most newspapers have websites where members of the public and local officials can — and frequently do — comment on the articles. When these entries or articles are especially timely or controversial, they practically invite comments by interested residents and local officials.

As of the time of preparing this presentation, no court has specifically ruled on the Internet or social media posts in regards to Brown Act requirements. However, the same serial meeting rules that apply to e-mail may likely apply to other digital and social online conduct such as texting, tweeting, liking, swiping, and commenting on stories and third party blogs and posts.

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[30] *Id.*

[31] Mark S. Askanas, *Messages on Government Officials' Personal Devices and Private Accounts Not Subject to California Public Records Act*, JACKSON LEWIS, Mar. 31, 2014, http://www.jacksonlewis.com/resources-publication/messages-government-officials-personal-devices-and-private-accounts-not-subject-california-public-records.

a. Definitions of Digital and Social Media

i. Digital Media

Digital media is defined primarily as digital tools we use to communicate.[32] The term media generally includes all the tools people use to connect and share ideas across distances, across time and to more people at once than would be possible with just a voice and body. Although the broad definition could include interpersonal and non-mass media, like the telephone, digital media specifically relates to the use of computers. The digital media world encompasses computers, the software to run them, and the movement and storage of digital information via networks and storage (hard drives and cloud services).[33]

But digital media is not simply communication through media using digital tools. While the radio streaming online and a reading a newspaper on a tablet qualify as digital media, such a broad definition fails to include two important elements that have been made possible by the combination of computers, software, and networks: interactivity and group forming.[34]

Interactivity is made possible because computer networks allow users to specify where a message is to go, and get a return message right away. This is a feature that is built into the telephone, but most mass media are one-way, or broadcast, media. Digital media networks are a horse of a different color. A user can still send the same message to many people (streaming radio, movies or viewing a web page), but it also creates interaction such as choosing and rating shows or posting pictures and comments on another's social media outlet.[35]

The second unique feature of digital media is that people participating in a network can organize themselves into groups around any sort of topic.[36] This feature has enormous value since it assists individuals to coordinate, communicate, and collaborate on a variety of issues, from organizing a birthday party to a company meeting in multiple cities.

ii. Social Media

The interactivity and group forming capabilities of digital media unleash tremendous communication potential for communities and several potential pitfalls for elected officials under constraints of the Brown Act.

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[32] "What is Digital Media?" *Centre For Digital Media.* https://thecdm.ca/program/digital-media
[33] *Id.*
[34] *Id.*
[35] Mullen, Eileen. "What is Digital Content?" *E Content Magazine.* (December 19, 2011) http://www.econtentmag.com/Articles/Resources/Defining-EContent/What-is-Digital-Content-79501.htm
[36] *Id*.

Social media is a commonly used term to describe interaction on websites and apps like Facebook, Twitter, Instagram, Snapchat, and others. Social media are web-based communication tools that enable people to interact by both sharing and consuming various content and participating in social networking. This is a broad definition–but social media is a very broad concept, and the types of communication and networking apps evolves on a daily basis.[37]

Common social media features include but are not limited to: (1) user accounts or the ability to log in and identify oneself for identification in interactions with others; (2) a profile page to represent the individual logged in and generally including a photograph, biographical information, links to websites or recent posts, and other recent activity; (3) connections such as friends, followers, topics identified by hashtags and likes; (4) feeds which provide real-time information about activity; (5) the ability to personalize a user profile and other settings to control the personal information and activity presented to others; (6) notifications to constantly update users regarding specific information or activities of others; (7) the ability to post content such as photographs, videos, or comments; and (8) the opportunity to comment or vote including a "like" button or swipe indicator or a section to post written comments.[38] For example, blogs are one of the oldest forms of social media. The key features that make blogs part of social media are their user accounts, comment sections and networks.

b. Common Types of Digital and Social Media and Potential Ways to Create a Serial Meeting Violation in the Digital Age

i. Blogs and Comments

A blog is a "website that contains online personal reflections, comments, and often hyperlinks provided by the writer."[39] Bloggers have the opportunity to reach hundreds or even thousands of people each and every day. Blogs are used for many purposes. Businesses use blogs to communicate and interact with customers and other stake holders. Newspapers use blogs to offer a new channel for their writers and readers. Individuals create blogs to share their expertise or day to day life with the world.

The common features that differentiate blogs from regular websites area combination of the following:

- content is published in a chronological fashion;
- content is updated regularly;
- readers have the ability to comment;
- other blog authors can interact via trackbacks and pingbacks; and

[37] "Social Media." *WhatIs.com.* http://whatis.techtarget.com/definition/social-media
[38] *Id.*
[39] "Blog." *Merriam-Webster.* (2015) http://www.merriam-webster.com/dictionary/blog?utm_campaign=sd&utm_medium=serp&utm_source=jsonld

- content is syndicated via RSS feeds.[40]

Blog comments allow readers to interact with the blogger as well as other readers. Most blogs allow a space at the end of each post for a blog reader to leave a comment. The blog commenting space is important because it adds an interactive element to the blog.[41] Blog comments are what make a blog interactive and social. The most popular blogs have a very interactive community who voice their opinions on posts frequently.[42] Leaving blog comments allows readers to join in on the conversation about a topic that interests them. People who leave comments on a blog can also leave links to other blogs or websites or their own blogs to further the conversation.

ii. Facebook and what it means to "like" a post

Facebook is a social networking website that allows users to create profiles, upload photos and video, send messages and keep in touch with friends, family, and colleagues. Within each member's personal profile is a wall which is similar to a virtual bulletin board where users can post text, video or photos.[43] An interactive album feature allows the member's contacts, known as "friends" to comment on other user's photos and identify users in the photos. Facebook also allows a user to post status updates like a mini blog. [44]

Unlike a regular blog, Facebook offers users the option to keep all communications visible to everyone, block specific connections, or keep all communications private.[45] Users communicating privately can use an email-like component called messenger.[46]

Clicking "like" below a post on Facebook is an easy way to communicate approval without leaving a comment.[47] In *Bland v. Roberts*, Daniel Carter, an employee of a Virginia sheriff's office, "liked" the standing sheriff's opponent during an election and was subsequently fired (along with several others who had made similar infractions).[48] He sued, asserting "liking" was a First Amendment right.[49] The court was faced with whether the simple act of clicking a button actually showed thought and/or expression on the part of the user.

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[40] "5 Major Differences Between A Blog and Website." *My Blogger Tricks.* http://www.mybloggertricks.com/2011/11/5-major-differences-between-blog-and.html
[41] "What are Blog Comments?" *Brick Marketing, Full Service SEO Solutions Firm.* http://www.brickmarketing.com/define-blog-comments.htm
[42] Gunelius, Susan. "What Are Blog Comments?" *About Tech.* http://weblogs.about.com/od/partsofablog/qt/BlogComments.htm
[43] "Facebook." *WhatIs.com*. http://whatis.techtarget.com/definition/Facebook
[44] *Id.*
[45] *Id.*
[46] *Id.*
[47] "What Does It Mean To Like Something on Facebook?" *Facebook.* https://www.facebook.com/help/110920455663362
[48] *Bland v. Roberts*, 730 F. 3d 368 (4th Cir. 2013), p. 372.
[49] Id. at 373.

Because this click of a button "literally cause[d] to be published the statement that the user 'likes' something, which is itself a substantial statement",[50] the court found it did. Clicking the "like" button on Facebook is speech. The court stated it was insignificant whether the user had typed the message or clicked the button causing a thumbs-up icon and Facebook generated message to appear.[51] In the digital era of social media, the communicative use of the "like" button on Facebook makes it clear how a rather simple function can take on expressive contours. In the Brown Act context, how a single click on a post about something within an elected official's subject matter jurisdiction could be found to form a part of the deliberative process A single click by "friends" that constitute the majority of the legislative body could easily be found to be a Brown Act violation, and one that is well documented and broadly broadcast at that.

iii. Snapchat

Snapchat is a mobile app that allows users to capture videos and pictures that are deleted after a few seconds.[52] When a user decides to send a message they get to decide whether it will live for one to ten seconds on the recipient's device. Once the time allotted has run, the message is most likely deleted from both devices and even from Snapchat's records.

Snapchat itself does not allow users to save received messages. But most cell phones allow users to capture a photo of the screen at any time, thereby creating a long lasting copy of the message. Additionally, there is a way to restore deleted Snapchat pictures on some devices.[53]

The fleeting life span of Snapchat's temporary communications make it attractive to some senders. However, law enforcement may still access basic information about users via subpoenas and search warrants.[54] Basic information does not include the actual content though, just the fact that a message was sent. But for the Brown Act, the timing of a communication, for instance, between councilmembers during a council meeting, may be sufficient to prove unlawful, private communication. The actual content of the Snapchats are much less likely to be available to law enforcement or the public.[55] Snapchat deletes all other content based information from its servers as soon as both

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[50] Id. at 386.
[51] *Bland v. Roberts*, 730 F. 3d 368.
[52] Magid, Larry. "What is Snapchat and Why Do Kids Love It and Parents Fear It?" *Forbes.* (May 1, 2013) http://www.forbes.com/sites/larrymagid/2013/05/01/what-is-snapchat-and-why-do-kids-love-it-and-parents-fear-it/#5a3fa6112551.
[53] *Id.*
[54] Hoppe, Ian. "Does Law Enforcement Have Access to Your Snapchat Photos? A Simple Guide." *Alabama Media Group.* (November 14, 2014). http://www.al.com/business/index.ssf/2014/11/snapchat_subpeona.html
[55] *Id.*

parties have seen the content.[56] If the receiving party does not open the chat, the content of the message is deleted from their servers 30 days after initially sent.[57]

Snapchat is currently at the forefront of social media evolution and enables users to communicate more like they communicate in real life, with specific people and for specific periods times. Thus, violations of the Brown Act occurring via Snapchat are more akin to speaking directly to a majority of a local governing body in person or over the phone.

iv. Twitter

Twitter is a service for friends, family, and coworkers to communicate and stay connected through the exchange of quick, frequent messages.[58] Users post tweets, which may contain photos, videos, links and up to 140 characters of text.[59] These messages are posted to the user's profile, sent to their followers, and are searchable on twitter search.[60]

A tweet is any message posted to Twitter.[61] The user can select whether tweets are public or private. If tweets are public, anyone who runs a search for a keyword in those tweets may be able to see that message.[62] If a message begins with @username, it is a reply to another user.[63] Direct Messages are private messages sent from one Twitter user to another Twitter user or a group of users; and does not appear in public for anyone else to read.[64] A retweet is a tweet that is forwarded to a user's followers.[65] Basically, a re-posting of another's tweet. Twitter's Retweet feature allows users to quickly share messages with groups.

For example, Council Member A, of a five member city council, tweets a comment about an upcoming agenda item. Council Members B and C, who follow Council Member A on twitter, retweet the first comment in an effort to encourage the public to attend the meeting. Depending on the content of the original tweet, once the tweets were posted, has a majority of the council "met" about the item without proper notice to the public? Arguably they have, even though the messages themselves are public and the public may immediately respond.

v. Instagram

According to Instagram, the picture sharing app "is a fun and quirky way to share your life with friends through a series of pictures. Snap a photo with your mobile phone,

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[56] *Id.*
[57] *Id.*
[58] "Getting Started with Twitter." *Twitter*. https://support.twitter.com/articles/215585#
[59] *Id.*
[60] *Id.*
[61] "New User FAQs." *Twitter*. https://support.twitter.com/articles/13920#
[62] *Id.*
[63] *Id.*
[64] *Id.*
[65] *Id.*

then choose a filter to transform the image into a memory to keep around forever."[66] Users capture photos and post them online and have the option to include a message. All photos are public by default, which means they are visible to anyone using Instagram. Users can opt to make their profiles private which allows only user selected followers to see their photos.[67] Similar to the Facebook button, users can tap to "like" or comment on other user's photos.[68]

Since Instagram is all about visual sharing, are these pictures sufficient to be considered protected speech or speech at all? The adage that a picture is worth a thousand words is certainly correct here. A unanimous Supreme Court specifically extended the First Amendment to written, visual and spoken expression posted on the Internet in 1996.[69] Instagram holds the ability to deliver visual expression to many recipients quickly and conveniently and creates a platform for the sharing visual cues with people all over the world. Instagram is currently used for social and political reform efforts.[70] Photos documenting social issues, such as famine in South Sudan, are frequently used to communicate issues and shape social opinions.[71] And, politicians already use Instagram to spread politics to a variety of demographics and communicate with potential voters.[72] Within the Brown Act context, a picture of a project site or a simulation of a project with a brief note conveying support or opposition, liked by a majority of a legislative body considering the project could certainly violate the Brown Act and may also raise ex parte due process concerns.

c. Social Media Legal Issues Relating to the Brown Act

The speed at which a comment or post on a blog, Facebook, Snapchat, Instagram or other online forum or platform can travel, the number of people the content can reach, and the interactivity among users creates potential danger when considering the application of the Brown Act. Online discussion of city business by a quorum of the legislative body arguably becomes a meeting with the mere click of a button. Should a council member post a blog entry about an upcoming agenda item, which is then commented on or retweeted, liked, photographed and posted by other council members, a discussion among the elected officials ensues electronically on the Internet.

Whether this constitutes a Brown Act violation remains to be determined. The fact that the forums described above are public and allow the public to also comment on statements by the councilmembers seems to suggest the council was not holding "secret" meetings. But the discussion of city issues also did not occur pursuant to a noticed

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[66] "FAQ." *Instagram*. https://www.instagram.com/about/faq/
[67] *Id.*
[68] Moreau, Elise. "What is Instagram." *About Tech*. (March 28, 2016). http://webtrends.about.com/od/prof4/a/What-Is-Instagram-Wiki.htm
[69] *Reno, Attorney General of the United States, et al. v. American Civil Liberties Union et al.*, 521 U.S. 844 (1997).
[70] Google sites. "Instagram and Nonverbal Communication" https://sites.google.com/site/tomcom125/instagram-as-a-form-of-mass-nonverbal-communication
[71] *Id.*
[72] *Id.*

meeting under the Brown Act.[73] Instead, the council used a series of electronic communications to discuss and deliberate on an item within their subject matter jurisdiction.

And, openness of a conversation to the public is not the critical factor under the Brown Act. This discussion about city business, whether in person with a majority of the council, over the phone, via email or text would not comply with the Brown Act. As discussed above, the main problem faced with the Brown Act and digital and social media is that the Act was drafted when communication was much more limited and it was significantly easier to have private conversations. New technology offers elected officials great communication potential with little effort, but public officials may inadvertently find themselves in the midst of an e-mail conversation or conversation thread with other members of their commission or city council without any such intent, or much thought or effort. While it may seem behind the times or even counter to the concept of enhanced public transparency, such communications nonetheless present significant risks of Brown Act violations.

i. Open Meeting Law Issues

A June 2009 study by the Public Policy Institute of California reveals these interesting trends:

- 76 percent of Californians have access to the Internet;
- Rural Californians are as likely to use the Internet as urban Californians and almost as likely to have access to high speed Internet;
- Latinos are less likely to use information technology than whites, blacks, and Asian Pacific Islanders;
- Those with disabilities also are less likely to use a computer and the Internet;
- Renters are less likely to have access to the Internet and broadband technology than homeowners; and
- Access also varies by income as well.[74]

The potential to inadvertently hold a "meeting" as defined by the Brown Act is startling and should give city attorneys second thought when advising elected officials about their use of social media. As discussed above, when a government body meets, the meeting is to be open to the public, in a public location, with no restrictions on who may attend and where open discussion is allowed. Statutes and rules are designed to ensure that fair notice is given to the public of what will be discussed at a public meeting so the individual citizen can make an informed decision on whether or not he or she wants to

[73] *See also* 84 Ops. Cal. Atty. Gen. 30 (2001) (opinion of the attorney general that the Brown Act does not allow a quorum of a legislative body to discuss agency business over e-mail even if those e-mails are made publicly available and posted to the agency's website).

[74] Baldassare, Mark, Bonner, Dean, Petek, Sonja, and Shrestha, Jul. "Just the Facts: California's Digital Divide." *Public Policy Institute of California Statewide* Surveys. (June 2013). http://www.ppic.org/content/pubs/jtf/JTF_DigitalDivideJTF.pdf

attend that particular meeting. Additionally the rules are to govern conduct so that an orderly meeting can be held.[75]

With so many people having access to digital and social media, it is ironic that elected officials discussing a topic in public on social media may be a violation of the Brown Act. One could argue that social media platforms are significantly more open, transparent and accessible than a council meeting at city hall. Yet, local officials should be wary of commenting on any other official's social media content out of a fear that more than one other official doing so would unintentionally create a "serial" meeting.

However, not all social media discussions are public and not everyone may be heard either. Until the Brown Act catches up with the digital era, it is best to caution elected officials from participating in discussion on social media. Posting their own comment may be safest, but liking, retweeting, and commentating on other official's sites and posts may be a violation of the Brown Act.

ii. First Amendment Issues

In 1996, in the landmark case *Reno v. ACLU*, a unanimous Supreme Court specifically extended the First Amendment to written, visual and spoken expression posted on the Internet. While the First Amendment does not give anyone the right to say whatever they wants, whenever they want, to whomever we want, it similarly does not justify violations of the Brown Act**.**

Local officials typically use social media to post information showing their position and activity for constituents. Social media is used successfully to publicize information about election day polling places and results, as well as important city functions. However, the interactivity provides the public and other members with a vehicle to respond which may be both critical of the official and trigger a "meeting" according to the Brown Act.

There may be technological ways to limit how much conversation occurs on a user's page though. However, it would be ill advised for an elected official to delete any posts other than their own from a site they or the City host.

iii. Public Resources Issues

Another consequence of the mass information accessible as a result of digital and social media is the lack of control an official or agency may have over distribution of information. While more individuals can contribute, elected officials should be mindful of their use of public resources to maintain social media connections. There are existing restrictions on use of public resources for personal and political purposes. Specifically, California law prohibits elected officials from using public resources for personal or

[75] Oona Mallett. *Who's Afraid of the Big, Bad Wolfe? A Call for a Legislative Response to the Judicial Interpretation of the Brown Act*, 39 McGeorge L. Rev. 1073, 1076 (2008).

campaign gains.[76] "Personal purposes" refers to actions for personal enjoyment, private gain or advantage or an outside endeavor not related to business. "Personal purposes" do not include the incidental and minimal use of public resources, such as an occasional telephone call.[77] While an occasional personal message or post may not pose a significant problem, public officials and employees should be cautious about using city digital media to promote campaigns and personal issues.

iv. Public Records Retention

Considering how a local entity can track elected official's and the agency's use of social media for records retention purposes is overwhelming. Yet, more and more agencies are increasingly using social media platforms to engage with and inform the public.[78] This activity may create records that must be captured and managed to comply with records retention requirements.[79] Not only is it difficult to identify what data should be saved, but technology changes so rapidly it makes it difficult to anticipate how to adapt to the next new app. And, comments and conversations on these platforms only enhance the likelihood that a digital Brown Act violation may come back to haunt an elected official when captured and disclosed in a PRA request.

d. Advising Agency Officials and Staff to Best Avoid Creating Serial Meetings

A review of the above discussion shows generally that human interaction via digital and social media does not fit neatly within the confines of the Brown Act. It may seem that clicking a key or tapping a button does not register the same trace of expression and communication as does the written or spoken word. Instead, the reach of communication through social media and the ability to converse in seconds, in public, from anywhere exposes the limitations of the Act. Since even clicking "like" on Facebook is considered a statement of expression, officials must think twice before participating in social media platforms.

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[76] *See Stanson v. Mott*, 17 Cal. 3d 206, 210-11(referring to expenditure of staff "time and state resources" to promote passage of bond act); *Vargas v. City of Salinas*, 46 Cal. 4th 1, 31-32 (2009). *See also People v. Battin*, 77 Cal. App. 3d 635, 650 (4th Dist. 1978) (county supervisor's diversion of county staff time for improper political purposes constituted criminal misuse of public monies under Penal Code section 424), *cert. denied*, 439 U.S. 862 (1978), *superseded on other grounds by People v. Conner*, 34 Cal. 3d 141 (1983); Cal. Gov't Code § 8314.

[6] Cal. Gov't Code § 8314(a).

[77] Cal. Gov't Code § 8314(b)(1).

[78] National Archives and Records Administration. *White Paper on Best Practices for the Capture of Social Media Records.* (May 2013). http://www.archives.gov/records-mgmt/resources/socialmediacapture.pdf

[79] *Id.*

Given that the Brown Act and the courts have barely dipped into the technology pool by addressing emails, it is best for public officials to take a conservative approach with other social media. While a social media presence is certainly acceptable and may even be expected for a successful campaign, officials should avoid commenting, liking, tweeting, retweeting, or posting regarding topics within the jurisdiction of the governing body on which they sit. Posting general city information without personal comment or opinion is acceptable as it is likely posted publicly elsewhere. Posting a picture of the official at a city event without comment on any other city affairs is a safe bet too. But a seemingly innocent engagement in public or private social media discussion online may find the official charged with a Brown Act violation.

And as always, it is prudent for everyone to keep in mind that anything posted via the Internet may someday be found. From picture evidence of questionable behavior at best to interesting internet dating profiles, and angry retorts to an off color joke, everything should be considered accessible. Best practices for posting online should prioritize respect, honesty, clarity, and especially for elected officials, transparency. Importantly, there are methods to engage in social media without triggering Brown Act concerns. Until the law is able to converge with technology, public officials should be mindful of accidentally holding an online meeting.

PUBLIC RECORDS PRACTICES AFTER THE *SAN JOSÉ* DECISION

Thursday, July 20, 2017 – 10:00a.m. - 11:30a.m.

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PUBLIC RECORDS PRACTICES AFTER THE *SAN JOSÉ* DECISION

Local agencies throughout the state have wrestled with the decision in *City of San José v. Superior Court* since the California Supreme Court issued its opinion earlier this year.[i] The court found that records in local agency employees' personal accounts or devices may be subject to the California Public Records Act (CPRA) if the records pertain to public business. In the opinion's aftermath, many local agencies have received requests for records in public employees' and officials' personal email, text messaging, and social media accounts.

Background of the *San José* Case

The *San José* case was borne out of a PRA request by Ted Smith, described by media accounts as a former attorney with a background in nonprofit work. Smith's request to the City of San José asked for, among other things, "all electronic information relating to public business, sent or received by [San José's-then mayor and then-council members] using his or her private electronic devices" related to a real estate deal involving the City. When the City did not provide documents from Council members' personal accounts or devices, Smith sued and won in the trial court. The appellate court reversed the trial court decision, and on petition, the California Supreme Court reversed the appellate decision. The State's highest court ruled: "[W]e hold that when a city employee uses a personal account to communicate about the conduct of public business, the writings may be subject to disclosure under the California Public Records Act…."

What This Resource Paper Will and Will Not Do

This resource paper will explore the issues surrounding the *San José* case with an important caveat: the law continues to evolve on the topic of public records in personal accounts and devices. The *San José* decision was filed in March 2017, and no subsequent case law has addressed this issue. Moreover, no legislation has been passed on this topic. Therefore, local agencies only have the *San José* case to dissect and interpret.

While the *San José* court provided "Guidance for Conducting Searches" of personal accounts or devices, even the *San José* court qualified that guidance by noting, "we do not hold any particular search method is required or necessarily adequate." As such, this resource paper will explore the many issues left unresolved by the decision with the understanding that those issues may later be resolved through subsequent case law or legislative action.

Scope and Application of the Case to Local Agencies

Does *San José* apply to public officials or just public employees?

Most likely, *San José* applies to public officials in addition to public employees. The court held that "when a city employee uses a personal account to communicate about the conduct of public business, the writings may be subject to disclosure under the California Public Records Act."[ii] Some have questioned whether the ruling applies to public officials because the ruling only calls out city *employees.* However, there's a good reason why *San José* likely applies to public

officials, too: The CPRA request at issue targeted, among other things, text messages on council members' personal phones. Certainly the court was aware of the underlying facts of the case.

Moreover, the opinion is peppered with references to public officials. For example, in supporting its ruling, the court opined, "there is no indication the Legislature meant to allow *public officials* to shield communications about official business simply by directing them through personal accounts." The justices also opined, "We are aware of no California law requiring that *public officials* or employees use only government accounts to conduct public business. If communications sent through personal accounts were categorically excluded from the CPRA, *government officials* could hide their most sensitive, and potentially damning, discussions in such accounts." [Emphasis added.] As such, it would be risky for a local agency to assume that public officials are not subject to the *San José* ruling.

Does *San José* really apply the CPRA to text messages?

In the wake of *San José*, some have expressed dismay that text messages in public employees' and officials' personal phones could be public records under the CPRA. This is understandable, as text messaging is a newer form of electronic communication. However, the CPRA request at issue in *San José* targeted "emails and text messages 'sent or received on private electronic devices used by' the mayor, two city council members and their staffs." Thus, text messages in a public employee's or official's personal account or device may be subject to the CPRA if those text messages pertain to public business.

Does *San José* apply to social media accounts?

San José does not explicitly mention social media accounts like Facebook or Twitter. However, the court acknowledged that records in "other electronic platforms" could also be subject to the CPRA. For example, if a public employee or official emails a constituent from his or her personal account about a civic center groundbreaking, for practical purposes, that same correspondence should also be a public record even if the discussion occurred in a private Facebook message.

In *San José*, the court looked past where the message resided and which electronic medium was used. Rather, if a record meets the "factors" mentioned in this paper, it is probably a public record subject to the CPRA, regardless of the record's location or electronic medium.

Public Record Requests and Responses under *San José*

When a local agency receives a CPRA request for local agency correspondence, including emails, is the local agency required to automatically request that public employees and officials search their personal accounts or devices?

San José did not change the way that local agencies typically respond to CPRA requests that ask for correspondence and emails. Rather, *San José* expanded the local agency's search obligation to include public employees' and officials' personal accounts or devices.

The *San José* court opined that the scope of a local agency's search for public records "need only be reasonably calculated to locate responsive documents." One way local agencies may fulfill that search obligation is to initially perform a search of the local agency server for responsive emails when the CPRA request is submitted. If there are responsive emails, then the custodian of records[iii] should ask the public employee or official whose name appears on the responsive emails if he or she has any "public records" in his or her personal accounts or devices. If there are responsive public records, they should be forwarded to the custodian of records for review and disclosure.[iv]

This search obligation should be governed by a rule of reasonableness. Not every CPRA request necessarily implicates public employees or officials. Routine CPRA requests may be fulfilled as they have been in the past. For example, a CPRA request for a routine local agency contract would not require that the local agency request that public employees or officials search their personal accounts or devices for that contract. Occasionally, especially on controversial topics, the requestor may revise or broaden his or her request, which may mean that public employees or officials will be required to search their personal accounts or devices for responsive records. As such, decisions regarding whether personal accounts or devices must be searched should be made on a case-by-case basis.

Should a local agency assume that a CPRA request for public records from personal accounts or devices must be forwarded to *former* public employees or officials?

Yes, if the former public employee or official was employed or in office, respectively, during the time period for which the records are requested. In *San José*, the court noted that "an agency's public records 'do not lose their agency character just because the official who possesses them takes them out the door.'" This appears to be true of former public employees and officials as well. In other words, just because a former public employee or public official may have left with public files or may have them filed in his or her personal email inbox does not mean that the records lose their public character. Of course, any record that the former public employee or official generated after he or she left the local agency would not be subject to the CPRA.

In some instances, when the local agency's custodian of records receives a CPRA request, he or she may have an idea of whether a former public employee or official may have responsive records in his or her personal accounts or devices and can reach out, directly, to those individuals. In other instances, the local agency's custodian of records may not have an indication of whether a former public employee or official has public records in his or her personal accounts or devices.

As discussed above, local agencies should conduct searches that are "reasonably calculated" to locate responsive records and must disclose records that the agencies can find with "reasonable effort." One way to fulfill the search obligation might be for the custodian of records to initially perform a search of the local agency server for responsive emails when the request is submitted. If there are responsive emails pertaining to the former public employees or officials, then the custodian of records should ask each former public employee or official whose name appears on the responsive emails if he or she has any "public records" in his or her personal accounts or

devices. If there are responsive public records, then they should be forwarded to the custodian of records for review and disclosure.

Regardless of how the local agency decides to deal with the issue, the agency should be prepared to demonstrate in writing (either to the requestor or a court or both) that it complied with *San José* and reasonably conducted its search by communicating the CPRA request to former public employees and officials, as necessary.

In response to a CPRA request for "correspondence" related to a particular topic, should the local agency clarify whether the requester is seeking public records from a personal account or device?

Under the *San José* case, a request for "public records" now includes public records wherever they are stored. That means that, in addition to searching local agency servers, the custodian of records should ask applicable public employees or officials whether they have public records in their personal accounts or devices each time a request comes in for "correspondence." Moreover, if a local agency *did* clarify whether the request was meant to include personal records in personal accounts or devices under Government Code section 6253.1, the answer would probably be "yes."

What is the process of obtaining potential public records from public employees' and officials' personal accounts or devices?

San José includes a section titled, "Guidance for Conducting Searches." In this portion of the opinion, the court emphasized that public employees and officials do not lose all of their privacy rights simply because they work for a local agency. The court explained that in responding to a CPRA request for public records in personal accounts or devices, a local agency does not need to seize computers or obtain individuals' user names and passwords to search for the records. Rather, local agencies are obligated to conduct searches that are "reasonably calculated" to locate responsive records and disclose records that the local agencies can find with "reasonable effort."

Like any other CPRA request, upon receiving a request for public records in individuals' personal accounts or devices, the local agency's custodian of records should reach out to the employees and officials who are the subject of the request. *San José* suggests that public employees and officials may then search *their own* personal files, accounts, and devices for responsive material.

What "factors" should a local agency consider when deciding whether a record is public or personal?

The court provided local agencies with the following "factors" to consider when determining whether a document is a public document or a private one.

Content. Does the content of the email relate in a substantive way to the conduct of the local agency's business? In *San José*, the court stated, "Whether a writing is sufficiently related to the public business will not always be clear. For example, depending on the context, an email to a

spouse complaining 'my coworker is an idiot' would likely not be a public record. Conversely, an email to a superior reporting the coworker's mismanagement of an agency project might well be."

Context/Purpose. Why was the email written? Was it written to conduct the local agency's business or further the local agency's interest?

Audience. To whom was the email sent? Was it sent to an agency employee, official, resident, consultant, agency stakeholder, etc.? Or was the email sent to a friend or family member?

Scope. Was the email written in the individual's capacity as an agency official or employee representing the agency? Or was the email written as a private individual?

Each record must be reviewed on a case-by-case basis to determine whether it is a public or personal record.

If a local agency chooses to use an affidavit like the one the court referenced in *San José,* what should the affidavit contain?

In *San José*, the court suggested that if a public employee or official withholds documents from his or her personal accounts or devices, then the individual may "submit an affidavit with facts sufficient to show the information is not a 'public record' under the CPRA." This practice is modeled after the federal Freedom of Information Act and a practice used in the State of Washington.[v]

There is no consensus, however, on whether local agencies should follow this practice or how to implement it. The CPRA and *San José* do not *require* this practice. However, if a local agency decides to use an affidavit to demonstrate that it has asked public employees and officials to search their personal accounts or devices, the affidavit could include the following: a description of the CPRA request, language stating that the employee or official searched his or her personal accounts and devices, and what action he or she is taking (for example, disclosing records, not disclosing records — including a description of why — or disclosing some and withholding some). The affidavit could then be filed away and produced if needed to defend the local agency in litigation or it could be provided to the requestor.

How have other states, such as Washington, dealt with similar laws and case law providing that records in a public official's or employee's private devices or accounts may be subject to public disclosure?

Other states, like Washington, have had more time to digest the idea of public records residing in personal accounts and devices. In *San José,* the court relied on a case decided by the Washington Supreme Court: *Nissen v. Pierce County.*[vi] In *Nissen*, the court held that an elected county prosecutor's text messages regarding work-related matters sent and received from his private cell phone could be public records. Following *Nissen,* additional case law is beginning to emerge, giving us a glimpse of what may eventually transpire in California.

For example, in 2016, a Washington appeals court found that under *Nissen*, a trial court could require an elected city council member to produce emails stored in his personal email account that were deemed city records. The trial court was also allowed to require the council member to submit an affidavit attesting to the adequacy of his search of his personal account.[vii] The council member had refused to provide records in his personal accounts, arguing (among other things) that he had a constitutional privacy right to personal records. Moreover, the city and council member argued that *Nissen* applied only to elected executive officers, not elected legislative officials. The Washington appellate court rejected those arguments.

How long should public employees and officials retain public records in their personal accounts and devices?

Although the CPRA is not a record retention statute, local agency public records on the agency's server generally must be retained in accordance with Government Code section 34090, which requires certain public records[viii] to be kept for at least two years.[ix] The retention statutes do not address records stored on personal accounts or devices, nor do they provide a specific retention period for emails, texts, or other forms of social media.

Now that we know public records may be stored in personal accounts or devices, public employees and officials should be made aware of their respective agencies' retention policies.

If a public employee or official is concerned about following retention schedules for messages on personal accounts or devices, the easiest solution is for him or her not to use personal accounts or devices for public business. If that's not possible, then a public employee or official could routinely forward public records from his or her personal accounts or devices to the local agency's server. Another solution could be to courtesy copy (cc) a local agency account on the message so that the message reaches the local agency's server. After taking one or both of those actions (forwarding or cc-ing the messages) the messages in the personal account or devices may be deleted. The CPRA does not require an agency to keep duplicate copies of a record.

Another way a local agency may ensure the retention of public records stored in personal accounts or devices is to ask all public employees and officials to conduct searches of their personal accounts or devices that are "reasonably calculated" to locate public records and forward those records to the custodian of records before a certain date. After the public employees or officials have forwarded all public records from his or her personal device or account to the custodian of records, the public employees or officials should delete those public records in their personal accounts or devices. Going forward from the established "cut-off" date, public employees and officials should <u>stop</u> using their personal accounts or devices for local agency business.[x] If this "cut-off" process is followed, then the local agency should have the public employees or officials confirm **<u>in writing</u>** that that they have complied with this request. Thereafter, the local agency should be able to rely on the public employee's or official's confirmation that after the "cut-off" date, there have been no public records generated from or stored in his or her personal accounts or devices.

Are public officials' campaign-related records in their personal accounts or devices subject to disclosure under the CPRA?

No. Campaign-related records in personal accounts or devices are not subject to the CPRA. State law prohibits individuals from using public resources for political purposes. Public officials may lawfully use only their personal or campaign accounts and devices for campaign purposes; such proper use of personal accounts or devices would not expose those political messages to public scrutiny under the CPRA.

Policies, Best Practices, and Training to Comply with *San José*

Make the public employees and officials aware.

If your local agency's employees or officials are not yet aware of the *San José* decision, then they should be made aware of it. This is as simple as the local agency's attorney or custodian of records sending an email to all public employees and officials apprising them of the court's decision and letting them know that records pertaining to local agency business in their personal accounts or devices may be subject to the CPRA.

Update the local agency's CPRA policy

Similarly, the local agency should update its CPRA policy to implement the *San José* case. The policy update should acknowledge that public records may be found in personal devices or accounts, and that public employees and officials may be asked to search for and disclose such records to the local agency. Those records may then be turned over to a CPRA requestor, subject to applicable exemptions and privileges. Local agencies should also consider including a protocol that addresses public employees and officials who leave public employment or office to ensure that all public records stored in personal devices or accounts have been transferred to the local agency.

Training local agency employees and officials

Once a policy is in place, local agency employees and officials should be trained to understand that records in their personal devices or accounts relating to agency business may be subject to the CPRA. Local agency employees and officials should be trained in how to distinguish between a personal record and a public record. Specifically, local agency employees and officials should be trained in the "factors," mentioned in this paper, that may make a record public or not.

Local agency employees and officials should also be trained in the agency's records retention schedule. If employees and officials keep records in their personal devices and accounts longer than the time period the agency keeps such documents, responsive documents kept in those devices or accounts may need to be produced to a requestor.

Documentation

Local agencies should take care to document that they have asked their public employees and officials whether they have public records in their personal devices or accounts, when applicable.

In CPRA litigation, this information will be used as part of the local agency's defense as to whether it performed a reasonable search as required by the *San José* case, or not. Moreover, whether or not a local agency uses affidavits or not, the local agency should document whether public employees or officials have conducted a search for public records in their personal accounts or devices and whether those public employees or officials have provided any responsive documents as a result of that search. If a public employee or official has not responded to the local agency's request, the custodian of records (or city attorney) should follow-up in writing with that public employee or official. Again, a court will review a local agency's action to determine whether the local agency conducted a "reasonable" search.

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[i] *City of San José v. Superior Court* (2017) 2 Cal.5th 608.

[ii] *Id*. at p. 614.

[iii] For purposes of this paper, we used the more general reference to the custodian of records, but it will most likely be the local agency/city clerk.

[iv] Once a record is forwarded to the custodian of records or local agency attorney, the record should be reviewed to determine whether applicable CPRA exemptions or privileges apply.

[v] *City of San Jose*, *supra*, 2 Cal.5th at p. 628, *citing Grand Central Partnership, Inc. v. Cuomo* (2d Cir. 1999) 166 F.3d 473, 481 and *Nissen v. Pierce County* (2015) 183 Wn2d 863.

[vi] *Nissen*, *supra*, 183 Wn2d 863.

[vii] *West v. Vermillion* (2016) 196 Wn.App. 627.

[viii] Though there is no definition of "records" for purposes of the retention requirements applicable to local agencies, the retention requirements and the disclosure requirements of the PRA should complement each other. Local agencies should exercise caution in deviating too far from the definition of "public records" in the PRA in interpreting what records should be retained under the records retention statutes. *See* League of California Cities: "The People's Business: A Guide to the California Public Records Act" revised April 2017, p. 67.

[ix] Retention of special district records are governed by Government Code sections 60200 through 60203, which do not include the same two-year minimum retention as Section 34090. However, many special districts follow the general two-year retention in Section 34090 for emails.

[x] For some local agencies, it may be difficult for all public employees and officials to cease using their personal accounts and devices for public business. In those instances, a best practice is to encourage public employees and officials to use their personal accounts and devices as little as possible for public business. If the personal accounts and devices are used for public business, the public records should be forwarded or copied to a local agency account.