



NOTICE OF MEETING

CITY OF PACIFIC GROVE

CITY COUNCIL

CLOSED SESSION MEETING AGENDA

Wednesday, March 1, 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).

Join the Zoom Meeting to participate live at:

<https://us02web.zoom.us/j/692219855>

To participate telephonically, call any number below:

877 853 5247 (Toll Free)

888 788 0099 (Toll Free)

669 900 9128

699-219-2599

Webinar Meeting ID: 692 219 855#

If prompted to enter a participant ID, press #.

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 – Pending Litigation (Gov. C. §54956.9)
Mark A. Enayati v. City of Pacific Grove, and DOES 1 through 25, inclusive
Monterey Superior Court Case No. 22CV001017

ADJOURNMENT



NOTICE OF MEETING

CITY OF PACIFIC GROVE

CITY COUNCIL

REGULAR MEETING AGENDA

Wednesday, March 1, 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.

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JOIN THE ZOOM WEBINAR TO PARTICIPATE LIVE AT:

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

To participate telephonically, call any number below:

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877 853 5247 US (Toll-free)

669 900 9128

669 219 2599

Webinar ID: 209 579 290#

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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

PLEDGE OF ALLEGIANCE: Councilmember Poduri

1. **APPROVAL OF AGENDA**

2. **PRESENTATIONS**

A. Central Coast Community Energy Presentation **PG 7**

Reference: Sophia Schwirzke, Central Coast Community Energy Customer Accounts Manager

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. General Public Comment

Reference: Sandra Kandell, City Clerk

Recommended Action: Receive written general 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 City Council Closed Session and Regular Meetings for February 15, 2023
Reference: Sandra Kandell, City Clerk **PG 61**
Recommended Action: Approve minutes.
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

6. **RESOLUTIONS**

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

- A. Resolution designating the City's Authorized Agents for the purpose of obtaining Federal and State financial assistance associated with FEMA disaster DR-4683-CA. **PG 72**
Reference: Mark Sullivan, Accountant
Recommended Action: Approve a Resolution designating the City's Authorized Agents for the purpose of obtaining Federal and State financial assistance associated with FEMA disaster DR-4683-CA.
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378
- B. Terminating the Local Emergency **PG 75**
Reference: Brian A Pierik, City Attorney
Recommended Action: Approve a Resolution Terminating the March 18, 2020 Proclamation of Local Emergency related to the COVID-19 Pandemic.
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

7. **ORDINANCES**

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

- A. Mayor Pro Tempore Role and Appointment **PG 80**
Reference: Brian A. Pierik, City Attorney
Recommended Action: Hold second reading and adopt an ordinance of the City Council of the City of Pacific Grove Amending Chapter 2.05 of the Pacific Grove Municipal Code Codifying the Mayor Pro Tempore’s Role and Appointment.
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

8. **REPORTS – INFORMATION ONLY**

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

- A. Monterey-Salinas Transmit Minutes for December 12, 2022 and January 9, 2023 **PG 85**
Reference: Joe Amelio, Councilmember
Recommended Action: Receive minutes.
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

9. **REPORTS – REQUIRING ACTION**

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

- A. 2022 General Plan Implementation Annual Progress Report **PG 100**
Reference: Joseph Sidor, Contract Planner
Recommended Action: Receive and accept the General Plan Implementation Annual Progress Report (APR) for submittal to the California Office of Planning and Research (OPR).
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. Planning Commission Meeting Minutes: January 12, 2023 **PG 105**
Reference: Joseph Sidor, Contract Planner
Recommended Action: Receive the 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.

- A. Fiscal Year 2022-23 Mid-Year Budget Modifications and First Reading of an Ordinance Amending the Fiscal Year 2022-23 Budget **PG 111**
Reference: Tori Hannah, Administrative Services Director/Assistant City Manager

Recommended Action: 1. Request the City Attorney read the title of the ordinance;
2. Motion to waive further reading of the ordinance;
3. Introduce and hold first reading of an ordinance amending the Fiscal Year 2022/23 Operating and Capital Improvement Budget; and
4. Direct that publication of the ordinance will be satisfied by publication of a summary approved by the City Attorney.

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

12. **UNFINISHED AND ONGOING BUSINESS**

A. 2022 Housing Element Annual Progress Report (APR) **PG 153**

Reference: Anastacia Wyatt, Community Development Director

Recommended Action: Receive and accept the City's 2022 Housing Element Annual Progress Report (APR) for submittal to the California Department of Housing and Community Development (HCD)

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

13. **NEW BUSINESS**

A. Automatic License Plate Reader (ALPR) Safety Program. *Action required by 3/15/2023.*

Reference: Cathy Madalone, Chief of Police **PG 156**

Recommended Action: Direct the City Manager to enter into a two-year agreement with Flock Safety for Automated License Plate Reader (ALPR) services in an amount not to exceed \$65,000.

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

14. **FULL PRESENTATIONS**

15. **CLOSED SESSION**

ADJOURNMENT

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



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Sandra Kandell, City Clerk/DEI Coordinator
MEETING DATE: March 1, 2023
SUBJECT: Central Coast Community Energy Presentation
CEQA: Does not constitute a "Project" per California Environmental Quality Act
Guidelines Section 15378

RECOMMENDATION

Receive presentation.

Attachments

PPT
PPT



Central Coast Community Energy

Presentation to City of Pacific Grove
03.01.2023

Sophia Schwirzke
Customer Accounts Manager



Community Choice Aggregation



CCA



Purchases electricity on behalf of local communities; develops programs, rebates, and incentives

Investor-Owned Utility



Delivers electricity, maintains infrastructure, and handles billing

Customers



Benefits from local control, competitive rates, and clean energy as well as CCA programs, rebates, and incentives





Our Formation

2017

MBCP founded by
Counties of Monterey,
San Benito, Santa Cruz



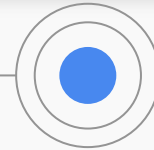
2020

Service expands to
Cities in San Luis
Obispo County



2021

CCCE service
expands to County of
Santa Barbara





34

Member Agencies in **five** counties

400,000+

Customers

\$1 billion

Investment in renewable energy
\$26 million in customer programs





94%

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5000 GWh

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45,049

Customers in unincorporated Santa Barbara
County and Buellton enrolled in 2021/2022





Our Commitment

01 Local Control

02 Competitive Rates

03 Clean and
Renewable Power

04 Community
Reinvestment





01 Local Control





Our Governance

County of
Monterey

City of
Watsonville

City of
Salinas

County of
San Benito

County of
Santa Cruz

City of
Santa Cruz

County of
Santa
Barbara

City of
Santa Maria

COASTAL CITIES

PENINSULA CITIES

SALINAS CITIES

SAN BENITO CITIES

SANTA CRUZ CITIES

Marina
Sand City, Seaside
Del Ray Oaks*

Carmel *
Monterey
Pacific Grove

Greenfield
Gonzales*
Soledad

Hollister *
San Juan Bautista

Capitola *
Scotts Valley

SLO CITIES

SLO NORTH CITIES

SLO SOUTH CITIES

SB COUNTY CITIES

SB COUNTY CITIES

San Luis Obispo*
Morro Bay

Paso Robles*
Atascadero

Arroyo Grande
Grover Beach
Pismo Beach*

Guadalupe
Solvang*
Buellton

Goleta
Pismo Beach*
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Our Focus



GHG Reductions

Reduce emissions and promote reliability and local control



Electrification

Facilitate adoption of all-electric buildings and transportation

Competitive Rates

Provide affordable energy, competitive with incumbent utility



Economic Growth

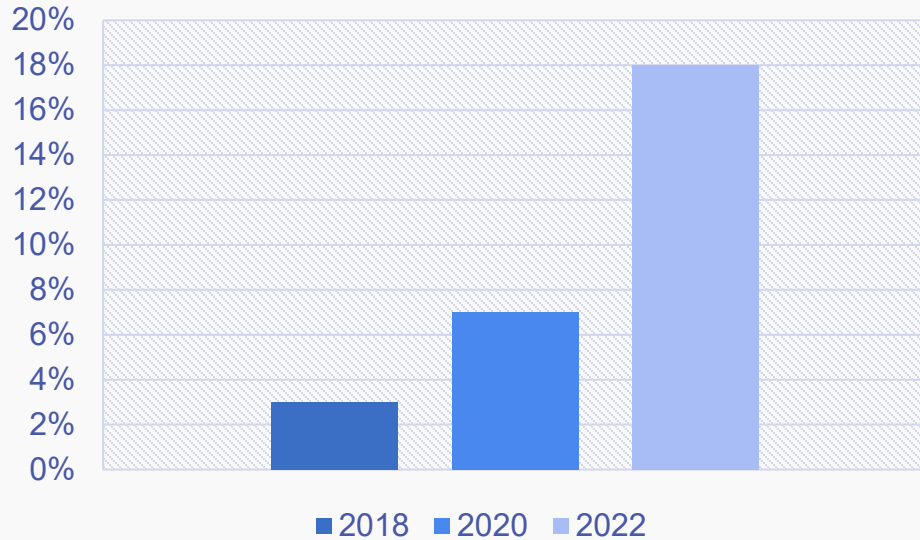
Invest in local communities and help develop workforce



02 Competitive Rates



Average Residential Savings



18%

Average approximate difference between PG&E and CCCE residential generation rates in 2022

2% to 19%

Small to medium commercial* customers savings after March 2022



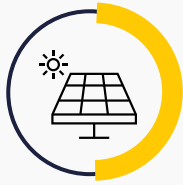
03 Clean & Renewable Power





Procurement Targets

2030 Planned Resource Mix



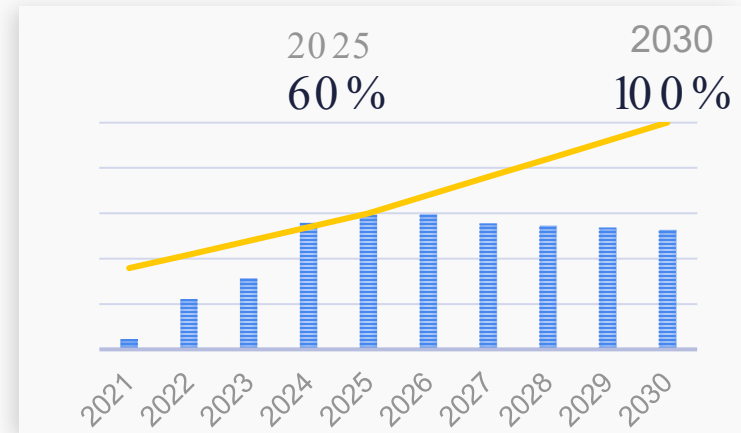
47%
Solar



43%
Wind



10%
Geothermal



Procurement Mix



Solar + Storage

575 MW generation
183 MW storage
150 MW solar only



Standalone Storage

102 MW



Geothermal

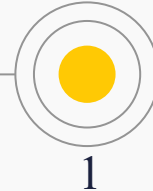
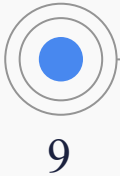
98 MW



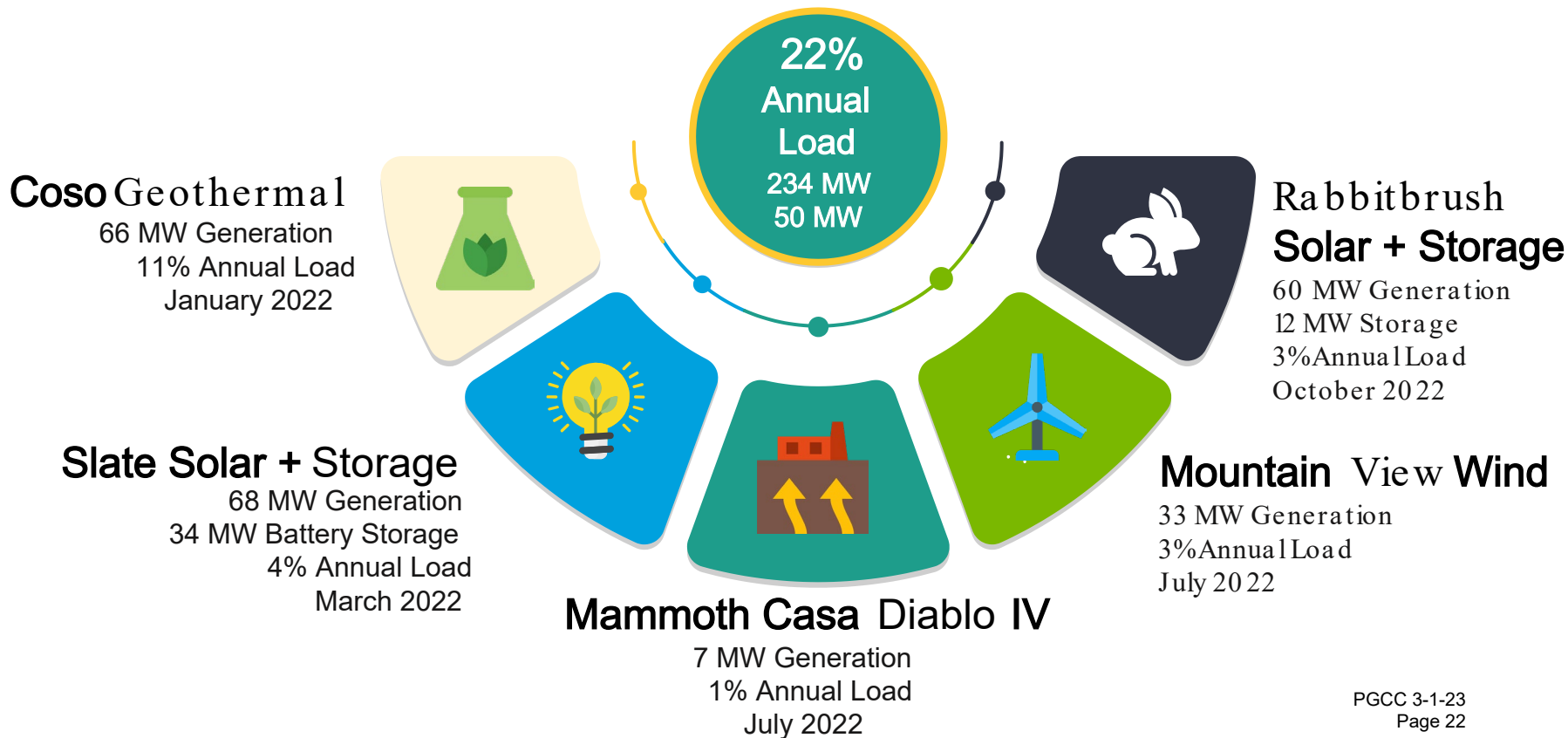
Wind

33 MW

Executed
contracts for 19
renewable
energy projects



Projects Online in 2022



Why electrify?



Reduce GHG Emissions

Transportation accounts for 41% of CA emissions. Gas appliances account for 12%



Better Health Outcomes

Gas appliances impact indoor air quality and public health. Diesel exhaust is linked to multiple serious conditions.



Make an Impact

Every CCCE customer is on a pathway to carbon-free energy by 2030. Switching from gas to electric vehicles and appliances helps our region finish the job.





04 Community Reinvestment



FY 21/22: Community Reinvestment



Electric School Bus

\$1.4M awarded to schools

Est. 148 mT CO2 emissions
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Electrify Your Ride

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New Construction Electrification

\$600K+ awarded to
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Residential Programs

Service	Description	Price
Electrify Your Ride	Plug-In, Battery, Motorcycles, Leased, Used, Chargers and Readiness	\$1,000-\$4,000
Electrify Your Home	HVAC, Heat Pump Water Heater, Panel Replacement	\$450-\$4,000
New Construction Electrification	Fully electric Accessory Dwelling Units	\$5,000

Member Agencies



Electrify Your Fleet

\$5,000 - \$100,000 per unit



Charge Your Fleet

Up to \$100,000; additional funds to Plan Your Fleet



Reach Code Program

\$100,000 budgeted for third-party implementation



Businesses



Ag Equipment

\$15,000 - \$100,000, designed to cover between 70%- 100% of project



New Construction Electrification

\$2,500 per affordable or farm worker housing unit



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Up to \$150,000 for DCFC Level 3 Chargers



Underserved Communities



Workforce Development
Broadband initiative, support for
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**Farmworker
Housing+Transportation**

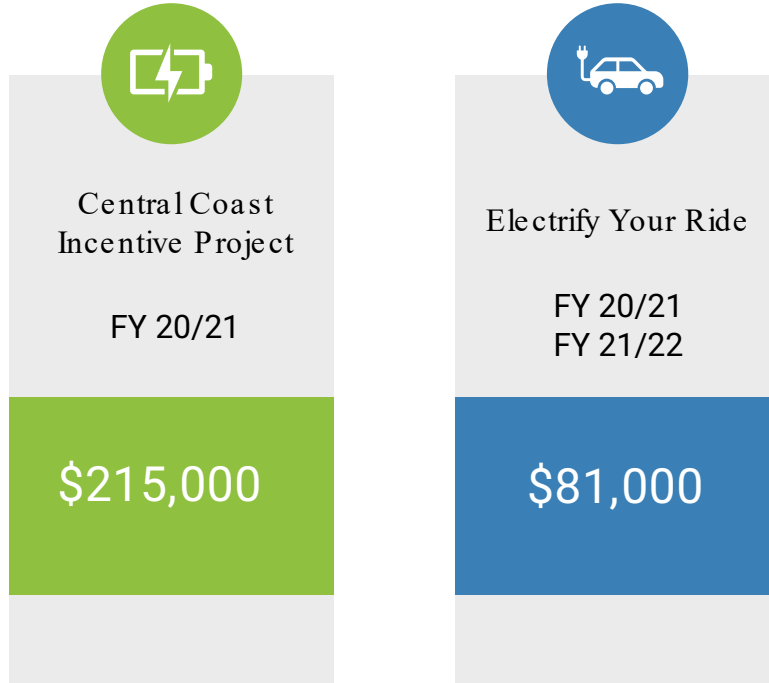


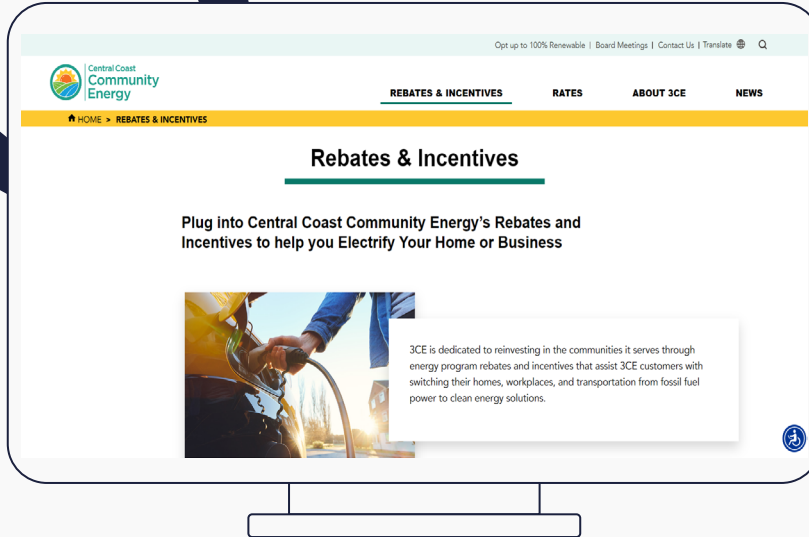
Additional Incentives
Income-qualified customers eligible for
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3CE Energy Programs in City of Pacific Grove

Total Investment: \$296,000





3cenergy.org



Thanks

Do you have any questions?

3CE.org
info@3CE.org



Power Source Map



Central Coast
Community
Energy

Long Duration Energy Storage
Monterey County, CA
Storage
Under Development

California Flats
Monterey County, CA
Storage
Online

Jasmine
Kern County, CA
Solar+Storage
Under Development

RPCA Storage 1
Santa Barbara County, CA
Storage
Under Development

Willow Rock Energy Storage Center
Kern County, CA
Storage
Under Development

Slate
Kings County, CA
Solar+Storage
Online

San Luis West
Fresno County, CA
Solar+Storage
Under Development

Casa Diablo-IV
Casa Diablo Mono County, CA
Geothermal
Online

Angela
Tulare County, CA
Solar+Storage
Under Development

COSO Geothermal
Inyo County, CA
Geothermal
Online

Yellow Pine
Clark County, NV
Solar+Storage
Under Development

Aratina
Kern County, CA
Solar+Storage
Under Development

Atlas
La Paz County, AZ
Solar
Under Development

Victory Pass
Riverside County, CA
Solar+Storage
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Rabbitbrush
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Central Coast Community Energy

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Our Formation

2017

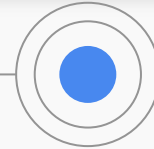
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01 Local Control

02 Competitive Rates

03 Clean and
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GHG Reductions

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Competitive Rates

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Economic Growth

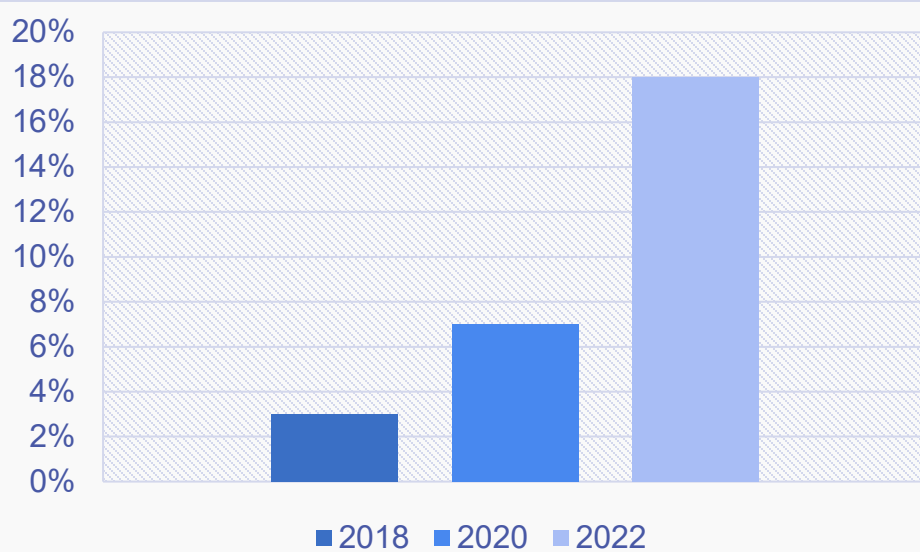
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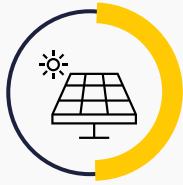
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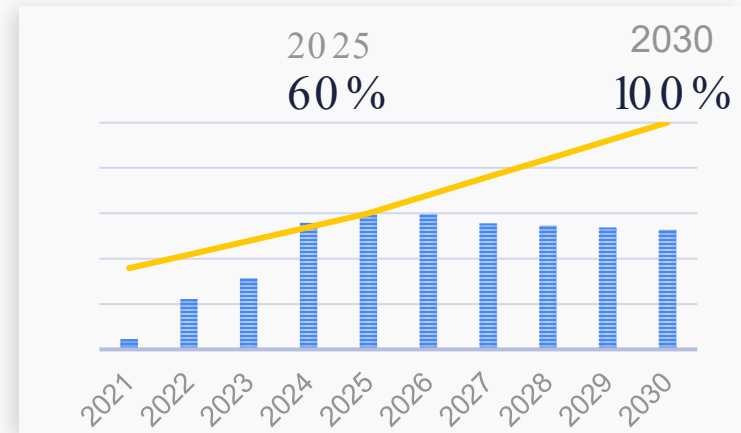
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9



5



4



1

Projects Online in 2022

Coso Geothermal
66 MW Generation
11% Annual Load
January 2022



Slate Solar + Storage
68 MW Generation
34 MW Battery Storage
4% Annual Load
March 2022



Mammoth Casa Diablo IV

7 MW Generation
1% Annual Load
July 2022



22%
Annual
Load
234 MW
50 MW



Mountain View Wind
33 MW Generation
3% Annual Load
July 2022



**Rabbitbrush
Solar + Storage**
60 MW Generation
12 MW Storage
3% Annual Load
October 2022

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Housing+Transportation**

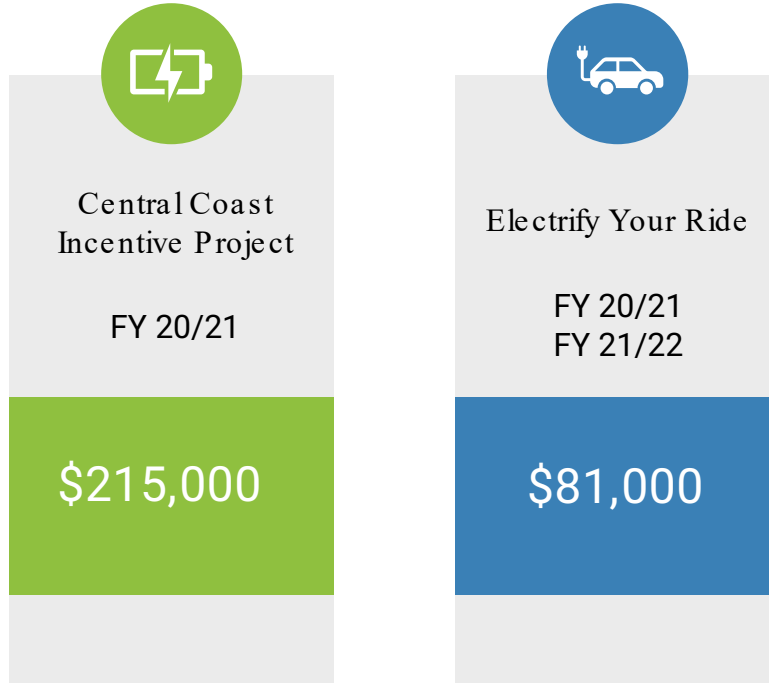


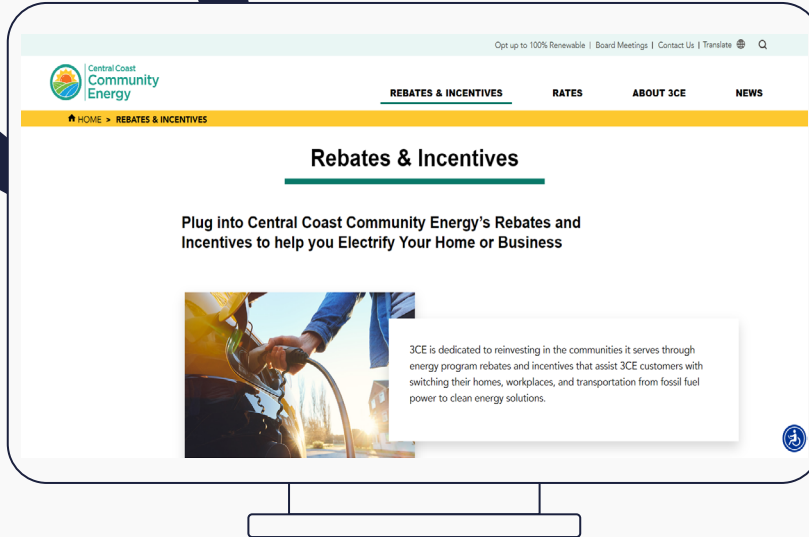
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Storage
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Willow Rock Energy Storage Center
Kern County, CA
Storage
Under Development

Slate
Kings County, CA
Solar+Storage
Online

San Luis West
Fresno County, CA
Solar+Storage
Under Development

Casa Diablo-IV
Casa Diablo Mono County, CA
Geothermal
Online

Angela
Tulare County, CA
Solar+Storage
Under Development

COSO Geothermal
Inyo County, CA
Geothermal
Online

Yellow Pine
Clark County, NV
Solar+Storage
Under Development

Aratina
Kern County, CA
Solar+Storage
Under Development

Atlas
La Paz County, AZ
Solar
Under Development

Victory Pass
Riverside County, CA
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Mountain View Wind Repowering Project
Riverside County, CA
Wind
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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: March 1, 2023
SUBJECT: General Public Comment
CEQA: Does not constitute a "Project" per California Environmental Quality Act
Guidelines Section 15378

RECOMMENDATION

Receive written general public comment if applicable.



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Sandra Kandell, City Clerk/DEI Coordinator
MEETING DATE: March 1, 2023
SUBJECT: Minutes of the City Council Closed Session and Regular Meetings for February 15, 2023
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Approve minutes.

Attachments

Draft Minutes



DRAFT MEETING MINUTES

CITY OF PACIFIC GROVE

CITY COUNCIL

CLOSED SESSION MEETING

Wednesday, February 15, 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).

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

Join the Zoom Meeting to participate live at:

<https://us02web.zoom.us/j/692219855>

CALL TO ORDER

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

- A. Remote Teleconference - AB 361
No public comment was received.

Action: Upon motion by Councilmember Coletti and seconded by Councilmember McDonnell, 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 4-0-3, by the following roll call vote:

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

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

APPROVAL OF AGENDA

Action: Councilmember Beck recused herself from Closed Session Agenda item B due to a conflict with her representing the owner.

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

Motion carried 4-0-3, by the following roll call vote:

AYES: Mayor Peake, Councilmembers Beck, Coletti, and McDonnell.

NOES: None.

ABSENT: Mayor Pro Tem Smith and Councilmembers Amelio and Poduri.

CLOSED SESSION

PUBLIC COMMENT ON CLOSED SESSION MATTERS

No public comment was received.

- 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 (Gov. C. §54956.9)
Enayati v. City of Pacific Grove, Case No. 21CV002786 (Enayati I) and Mark A. Enayati v. City of Pacific Grove, Case No. 22CV001017 (Enayati II)

DRAFT



DRAFT MEETING MINUTES
CITY OF PACIFIC GROVE
CITY COUNCIL
REGULAR MEETING

Wednesday, February 15, 2023, 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. City Clerk conducted roll call with the following Council present in Chamber: Mayor Peake, Mayor Pro Tem Smith, Councilmembers Beck, Coletti, and McDonnell. Councilmember Poduri presented via Zoom.

PLEDGE OF ALLEGIANCE

Mayor Pro Tem Smith led the pledge of allegiance.

1. APPROVAL OF AGENDA

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

Motion carried 4-0-3, by the following roll call vote:

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

2. PRESENTATIONS

- A. Pacific Grove Presentation, by Jeanne Byrne

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

- A. Report on Closed Session by City Attorney

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

City Attorney Brian Pierik reported no reportable action.

Conference with Legal Counsel – Pending Litigation (Gov. C. §54956.9)
Enayati v. City of Pacific Grove, Case No. 21CV002786 (Enayati I) and Mark A.
Enayati v. City of Pacific Grove, Case No. 22CV001017 (Enayati II)

City Attorney Brian Pierik reported no reportable action.

B. Council and staff made general announcements.

4. **GENERAL PUBLIC COMMENT**

Public comment was made by Janet Wilson, Carol Marquart, Mike Gibbs, Andy Kubica, Vincent Tuminello, Carmelita Garcia, Lisa Ciani, Justin L., and Beth.

A. General Public Comment

Action: Received written general public comment, if applicable.

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

CONSENT AGENDA

Action: Consent Agenda item 8A was pulled and considered immediately following the Consent Agenda. Consent Agenda 8C was pulled and considered immediately following Consent Agenda item 8A. Consent Agenda item 9B was pulled and considered immediately following 8A and 8C.

Action: Upon motion by Coletti and seconded by McDonnell, Council voted to approve the Consent Agenda as amended.

Motion carried 4-0-3, by the following roll call vote:

AYES: Mayor Peake, Councilmembers Beck, Coletti, and McDonnell.

NOES: None.

ABSENT: Mayor Pro Tem Smith and Councilmembers Amelio and Poduri.

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

A. Minutes of the City Council Special, Closed and Regular Meetings of February 1, 2023

Action: Approved minutes.

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

6. **RESOLUTIONS**

A. Approve a Resolution authorizing a grant application to the California Automated Permit Processing Program (CALAPP).

Action: Approved Resolution No. 23-002 authorizing a grant application to the California Automated Permit Processing Program (CALAPP).

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

Section 15378

- B. Resolution Approving Standard Contracts
Action: Adopted Resolution No. 23-003 Approving Standard Contracts.
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

7. **ORDINANCES**

- A. Scope of Public Comments At Meetings of Legislative Bodies
Action: Held second reading and adopted Ordinance No. 23-001 Amending Pacific Grove Municipal Code Section 2.04.050 Regarding Public Comment.
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

8. **REPORTS – INFORMATION ONLY**

- A. Second Quarter Capital Project Budget Report & Update *This item was pulled and considered immediately after the Consent Agenda.*
Reference: Mark Sullivan, Accountant
Action: Received the report.
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378
- B. Check Register Report - January 2023
Action: Received the report.
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378
- C. Core Revenue Report - January 2023 *This item was pulled and considered immediately after the Consent Agenda.*
Reference: Audrey Cray, Finance and Risk Manager
Action: Received the report.
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378
- D. Status of Records Management System and Online Contracts
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. Appointment to Economic Development Commission *This item was pulled and considered immediately after the Consent Agenda.*
Reference: Bill Peake, Mayor
Action: Approved appointment of R. Venuti to Economic Development Commission ending

January 31, 2025.

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

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

A. Recreation Board Minutes: June, August, November and December 2021.

Action: Received the minutes.

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

PULLED ITEMS:

8.A. Second Quarter Capital Project Budget Report & Update *This item was pulled from the Consent Agenda.*

Public comment was received from Andy Kubica.

Action: Council received the report.

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

8.C. Core Revenue Report - January 2023 *This item was pulled from the Consent Agenda.*

No public comment was received.

Action: Council received the report.

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

9.B. Appointment to Economic Development Commission *This item was pulled from the Consent Agenda.*

Public comment was received from Mike Gibbs.

Action: Upon motion by Mayor Peake and seconded by Councilmember Coletti, Council voted to approve the appointment of R. Venuti to Economic Development Commission ending January 31, 2025.

Motion carried 4-0-3, by the following roll call vote:

AYES: Mayor Peake, Councilmembers Beck, Coletti, and McDonnell.

NOES: None.

ABSENT: Mayor Pro Tem Smith and Councilmembers Amelio and Poduri

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

REGULAR AGENDA

11. **PUBLIC HEARINGS**

A. Mayor Pro Tempore Role and Appointment

No public comment was received.

Action: Upon motion by Councilmember Coletti and seconded by Councilmember Beck, Council voted to

1. Request a reading of the Title of the Ordinance.

Motion carried 4-0-3, by the following roll call vote:

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

Action: Upon motion by Councilmember Coletti and seconded by Councilmember Beck, Council voted to

2. Waive further reading and introduce and hold first reading of an Ordinance of the City Council of the City of Pacific Grove Amending Chapter 2.05 of the Pacific Grove Municipal Code Codifying the Mayor Pro Tempore's Role and Appointment.

Motion carried 4-0-3, by the following roll call vote:

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

Action: Upon motion by Councilmember Coletti and seconded by Councilmember Beck, Council voted to

3. Motion to adopt a City Council Policy to establish the nomination procedure for appointing the Mayor Pro Tempore.

Motion carried 4-0-3, by the following roll call vote:

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

Action: Upon motion by Councilmember Coletti and seconded by Councilmember Beck, Council voted to

4. Authorize publication of a summary of the measure as approved by the City Attorney.

Motion carried 4-0-3, by the following roll call vote:

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

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

- B. Fiscal Year 2022-23 Mid-Year Budget Modifications and First Reading of an Ordinance Amending the Fiscal Year 2022-23 Budget
Public comment was received from Andy Kubica, Wiley Griffith, Louise Miranda Ramirez, and Inge Lorentzen Daumer.

Action: Upon motion by Councilmember Coletti and seconded by Councilmember McDonnell, Council voted to continue this item to the Council's March 1, 2023 regular meeting.

Motion carried 4-0-3, by the following roll call vote:

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

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

12. UNFINISHED AND ONGOING BUSINESS

A. Golf Course

Public comment was received from Andy Kubica, Laura Abihider, Tony Ciani, Inge Lorentzen Daumer, Wendy Giles, and James Stark Wolf.

Action: Upon motion by Councilmember Beck and seconded by Councilmember McDonnell, Council voted to direct the City Manager to return to Council with agreement to hire Pro Forma Advisors, LLC to

1. Conduct a golf course financial analysis (pro forma) and
2. Provide golf course lease recommendations.

Motion carried 4-0-3, by the following roll call vote:

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

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

13. NEW BUSINESS

A. 2023-2024 Special Events Calendar

Public comment was received from Rebecca Lee, Jenny MacMurdo, Thom Akeman, Tony Ciani, Lisa Ciani, Inge Lorentzen Daumer, Kim Akeman, and Cari Rotoli.

Action: Upon motion by Mayor Peake and seconded by Councilmember McDonnell, Council voted to

1. Approve the Fiscal Year 2023-2024 Special Events Calendar
2. Approve 6 proposed events as Special Events to be billed at full cost recovery rates
3. Approve 21 proposed events as City Sponsored Events and waive the fees for City staff support and equipment/facility usage
4. Allow alcohol to be served in the confines of a tent for the 4 music series events at Jewell Park per Municipal Code Section 11.04.020, Consumption in Public Spaces

Motion carried 4-0-3, by the following roll call vote:

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

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

- B. Historic Determination 22-0255 for 1352 Lighthouse Avenue (APN 007-011-005)
Public comment was received from Steve Hauk, Pamela Tanous, John Kramer, Geva Arcanin, Julie Martinez, Tony Ciani, Vicki Pearce, Louise Miranda Ramirez, Dr. Melissa Leal, Inge Lorentzen Daumer, James Stark Wolf, MacLane Brady, Mike Gibb, Justin L., Lisa Ciani, Jane Haines, Janet Cohen, and Raven Lakins.

Action: Upon motion by Councilmember Coletti and seconded by Councilmember Beck, Council voted create a 6 month subcommittee comprised of Councilmembers Beck, Coletti, and McDonnell, to work with staff on a Request for Qualifications (RFQ) for an independent, qualified historical consultant, and to review proposals and choose a consultant to conduct a Phase 1 historical resource assessment of the 1352 Lighthouse Avenue property.

Motion carried 4-0-3, by the following roll call vote:

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

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

- C. Wildlife Disturbances Caused by Operation of Unmanned Aircraft Systems (“drones”)
Public comment was received from Rebecca Lee, Paul Black, Tony Ciani, Lisa Ciani, Janet Cohen, Inge Lorentzen Daumer, Louise Miranda Ramirez, Jan Loomis, Blake Matheson, and Kim Akeman.

Action: Council received the report regarding wildlife disturbances caused by operation of unmanned aircraft systems (“drones”).

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 10:48 p.m.

Respectfully Submitted,

Sandra Kandell
City Clerk

Approved by Mayor: _____ Date _____

Attest by City Manager: _____ Date _____

DRAFT



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Mark Sullivan, Accountant
MEETING DATE: March 1, 2023
SUBJECT: Resolution designating the City's Authorized Agents for the purpose of obtaining Federal and State financial assistance associated with FEMA disaster DR-4683-CA.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Approve a Resolution designating the City's Authorized Agents for the purpose of obtaining Federal and State financial assistance associated with FEMA disaster DR-4683-CA.

DISCUSSION

On January 14, 2023, the Federal Emergency Management Agency (FEMA) declared a major disaster for much of California, including Monterey County, due to recent storms. In order to receive Federal and State financial assistance, the City must file a Designation of Applicant's Agent Resolution for Non-State Agencies (Form OES-FPD-130) every three years with the California Governor's Office of Emergency Services (CalOES). The City last filed Resolution 20-008 in April 2020 in response to the COVID-19 emergency, which designated the City Manager, Administrative Services Director or Administrative Services Manager as Authorized Agents for the City.

OPTIONS

- Provide alternate direction

FINANCIAL IMPACT:

Initial damage estimates related to the January storms are approximately \$300,000. FEMA will reimburse 75% of all eligible costs and CalOES will cover 18.75%, leaving the City with a 6.25% cost share, or approximately \$18,750. The City will also be eligible to recover management costs of up to 5% of the total cost of all disaster-related projects.

GOAL ALIGNMENT: Not Applicable.

Attachments

Resolution Designating Applicant's Agents

RESOLUTION NO. 20-xxx

**RESOLUTION OF THE CITY OF PACIFIC GROVE DESIGNATION OF
APPLICANT'S AGENT RESOLUTION FOR
NON-STATE AGENCIES**

FINDINGS

1. The City of Pacific Grove (City) submitted a Request for Public Assistance to the Department of Homeland Security, Federal Emergency Management Agency (FEMA) in February 2023 in response to Federal Disaster FEMA DR-4683-CA; and
2. The City is required to complete a Designation of Applicant's Agent Resolution for Non-State Agencies (Cal OES 130) to be eligible to receive funding; and
3. The required components of the State of California Governor's Office of Emergency Services, Cal OES 130, have been included herein this resolution; and
4. 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:**

1. THAT the City Manager, OR
(Title of Authorized Agent)

Administrative Services Director/Assistant City Manager, OR
(Title of Authorized Agent)

Finance and Risk Manager (Program Manager/Senior Program Manager)
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the City of Pacific Grove, a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

2. THAT the City of Pacific Grove, a public entity established under the laws of the State of California, hereby authorizes its agent(s) to provide to the

Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

3. This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.
4. This Resolution shall take effect immediately following passage and adoption.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 1st day of March, 2023, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

BILL PEAKE, Mayor

ATTEST:

SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

BRIAN A. PIERIK, City Attorney



CITY OF PACIFIC GROVE
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: March 1, 2023
SUBJECT: Terminating the Local Emergency
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Approve a Resolution Terminating the March 18, 2020 Proclamation of Local Emergency related to the COVID-19 Pandemic.

DISCUSSION

On March 4, 2020, Governor Newsom proclaimed a State of Emergency throughout California arising out of the COVID-19 Pandemic and the need for a statewide response. On March 13, 2020, the City Manager proclaimed a local emergency based on conditions of extreme peril to the safety of persons and property within City resulting from COVID-19. At a meeting on March 18, 2020 the City Manager’s March 13, 2020 proclamation of a local emergency was ratified and the City Council further proclaimed the existence of the emergency by the City Council in Resolution 20-007.

Article 19, subparagraph 1, of the Pacific Grove City Charter authorizes the City Manager under specific circumstances to assume general control of the City government in case of extraordinary emergency. Chapter 3.20 of the Pacific Grove Municipal Code (PGMC) details the manner and scope in which emergency powers are to be exercised. Resolution 20-007 further provided that the City Council review the existence of the local emergency every sixty days and that the local emergency shall continue until terminated by proclamation of the City Council.

Governor Newsom announced on October 17, 2022 that he would end the state of emergency he declared on March 4, 2020 to respond to the COVID-19 pandemic. The Monterey County Health Officer has rescinded all prior County health orders related to the Covid-19 pandemic and refers the public to state and federal guidance. The President announced termination of the national emergency arising out of the COVID-19 pandemic will occur on May 13, 2023. On January 31, 2023, the Governor confirmed that the COVID-19 State of Emergency will end on February 28, 2023 as previously announced.

In ending the March 2020 State of Emergency the Governor stated and found that the October 17, 2022 announcement timeline gave the health care system needed flexibility to handle any potential surge that may occur after the holidays in January and February, in addition to providing state and local partners the time needed to prepare for this phase out.

The Governor announced that hospitalizations and deaths were dramatically reduced due to the state's vaccination and public health efforts such that "California has the tools needed to continue fighting COVID-19 when the State of Emergency terminates at the end of February, including vaccines and boosters, testing, treatments and other mitigation measures like masking and indoor ventilation."

The statements by the Governor in ending of the State of Emergency are reflective of local conditions in Pacific Grove related to the COVID-19 pandemic. The City no longer requires the use of emergency powers authorized under the Charter, Municipal Code and state law to obtain supplies, equipment, as needed for the protection of life or property and to authorize the City Manager to issue orders or take actions to mitigate effects of the declared local emergency.

OPTIONS

1. Adopt the Resolution Terminating the City local emergency.
2. Take no action.
3. Provide alternate direction.

FINANCIAL IMPACT:

The financial impact is minimal. There is a slight reduction in staff time related to the termination of the local emergency.

GOAL ALIGNMENT: Not Applicable.

Attachments

Resolution Terminating the Local Emergency

RESOLUTION NO. 2023-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE
TERMINATING THE MARCH 18, 2020 PROCLAMATION OF LOCAL EMERGENCY
RELATED TO THE COVID-19 PANDEMIC**

WHEREAS, on March 4, 2020, the Governor proclaimed a state of Emergency throughout California arising out of the COVID-19 Pandemic and the need for a statewide response; and

WHEREAS, Article 19, subparagraph I, of the Pacific Grove City Charter authorizes the City Manager under specific circumstances to assume general control of the City government in case of extraordinary emergency. Chapter 3.20 of the Pacific Grove Municipal Code (PGMC) details the manner and scope in which emergency powers are to be exercised; and

WHEREAS, on March 13, 2020, the City Manager proclaimed a local emergency based on conditions of extreme peril to the safety of persons and property within City resulting from COVID-19; and

WHEREAS, the City Council by Resolution 20-007 on March 18, 2020 ratified the City Manager's proclamation of a local emergency and further proclaimed the existence of the emergency; and

WHEREAS, Resolution 20-007 provided that the City Council review the existence of the local emergency every sixty days and that the local emergency shall continue until terminated by proclamation of the City Council; and

WHEREAS, Governor Newsom announced on October 17, 2022 that he would end the state of emergency he declared on March 4, 2020 to respond to the COVID-19 pandemic; and

WHEREAS, the Monterey County Health Officer have rescinded all prior health orders related to the Covid-19 pandemic and refers the public to state and federal guidance; and

WHEREAS, President Biden announced that termination of the national emergency arising out of the COVID-19 pandemic will occur on May 13, 2023; and

WHEREAS, on January 31, 2023, the Governor further confirmed that the COVID-19 State of Emergency will end on February 28, 2023 as previously announced; and

WHEREAS, in ending the March 2020 State of Emergency the Governor stated and found that the October 17, 2022 announcement timeline gave the health care system needed flexibility to handle any potential surge that may occur after the holidays in January and February, in addition to providing state and local partners the time needed to prepare for this phase out and set themselves up for success afterwards; and

WHEREAS, the Governor announced that hospitalizations and deaths dramatically reduced due to the state's vaccination and public health efforts such that "California has the tools needed to

continue fighting COVID-19 when the State of Emergency terminates at the end of February, including vaccines and boosters, testing, treatments and other mitigation measures like masking and indoor ventilation.”; and

WHEREAS, the Governor further stated that as a result of the operational preparedness built up and the measures that will continue to be employed moving forward, California is ready to phase out the State of Emergency; and

WHEREAS, the statements by the Governor in ending of the State of Emergency are reflective of local conditions in Pacific Grove related to the COVID-19 pandemic and that the City no longer requires the use emergency powers authorized under the City Charter, Municipal Code and state law to obtain supplies, equipment, as needed for the protection of life or property and to authorize the City Manager to issue orders or take actions to mitigate effects of the declared local emergency; and

NOW, THEREFORE, BE IT RESOLVED the City Council of Pacific Grove does hereby:

1. The City Council proclaims that based upon the above facts and circumstances that the local emergency no longer exists in the City and hereby terminates the proclamation issued on March 18, 2020, and the proclamation issued by the City Manager on March 13, 2020 arising out of the COVID-19 pandemic.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 1st day of March, 2023, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

APPROVED:

BILL PEAKE, Mayor

IN WITNESS WHEREOF, I have
hereunto set my hand and affixed the
Official Seal of said City on this ____
day of March, 2023.

SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

BRIAN A. PIERIK, CITY ATTORNEY



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Brian A. Pierik, City Attorney
MEETING DATE: March 1, 2023
SUBJECT: Mayor Pro Tempore Role and Appointment
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Hold second reading and adopt an ordinance of the City Council of the City of Pacific Grove Amending Chapter 2.05 of the Pacific Grove Municipal Code Codifying the Mayor Pro Tempore’s Role and Appointment.

DISCUSSION

No substantive changes were made between the first and second readings. The City caused a summary of ordinance to be published on February 23, 2023.

At the [City Council meeting on December 7, 2022](#), Councilmember Luke Coletti presented an item to the Council for direction to the City Attorney to draft an ordinance to amend Chapter 2.05 of the Pacific Grove Municipal Code codifying the role and appointment of the Mayor pro tempore.

The City Attorney has reviewed the draft ordinance prepared by Councilmember Coletti and has no recommended changes to that draft ordinance. Therefore, the recommendation is for the City Council to consider introducing by first reading the attached Ordinance of the Council of the City of Pacific Grove Amending Chapter 2.05 of the Pacific Grove Municipal Code Codifying the Mayor Pro Tempore’s Role and Appointment.

In addition to the proposed Ordinance. Councilmember Coletti also provided a draft City Council Policy to establish the nomination procedure for appointing the Mayor Pro Tempore which is attached to this Agenda Report. The City Attorney has reviewed the draft City Council Policy and has no recommended changes to this draft City Council Policy. Therefore, the recommendation is for the City Council to adopt the proposed City Council Policy to establish the nomination procedure for appointing the Mayor Pro Tempore.

OPTIONS

Do not adopt the Proposed Ordinance and Proposed Policy.

FINANCIAL IMPACT:

There is no fiscal impact to enactment of the Ordinance.

GOAL ALIGNMENT: Not Applicable.

Attachments

1 - Proposed Draft Ordinance

ORDINANCE NO. 2023 – xxx

**AN ORDINANCE OF THE CITY COUNCIL OF THE
CITY OF PACIFIC GROVE AMENDING
CHAPTER 2.05 OF THE PACIFIC GROVE MUNICIPAL CODE
CODIFYING THE MAYOR PRO TEMPORE’S ROLE
AND APPOINTMENT**

FACTS

1. The City of Pacific Grove became a Charter City on April 22, 1927.
2. The Pacific Grove Charter, in Article 11, currently provides, in part: “The Council shall choose one of its members to serve as Mayor pro tempore during the absence of the Mayor.”
3. No specific implementation regarding the role and appointment of the Mayor pro tempore is currently provided in the Pacific Grove Charter, the Municipal Code, or in Council Policies.
4. Codifying the role and appointment of the Mayor pro tempore supports compliance with Charter Article 11, and better defines Council’s organizational structure.
5. The Pacific Grove Municipal Code (PGMC) sets forth rules regarding Administration and City Government in Title 2. Chapter 2.05 sets forth processes related to the Mayor.
6. This ordinance does not constitute a Project as that term is defined by Section 15378 of the California Environmental Quality Act (CEQA) as it is an organizational or administrative activity of government that will not result in direct or indirect physical changes in the environment.

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

SECTION 1. Facts.

The facts set forth above are true and correct and are adopted as findings of the City Council as though set forth fully within the body of this ordinance.

SECTION 2. Amendment of Pacific Grove Municipal Code to Add Section 2.05.050

Section 2.05.050 Mayor pro tempore role and appointment

(a) Pursuant to Article 11 of the city charter the Council shall choose one of its members to serve as Mayor pro tempore during the absence of the Mayor.

- (b) The Mayor pro tempore shall act as Mayor during the absence or disability of the Mayor and shall possess the powers and discharge the duties of the Mayor during such absence or disability only; provided, however, that the Mayor pro tempore shall have no authority to appoint persons to serve on any City Board, Committee, or Commission.*
- (c) At the meeting at which the declaration of the election results for a general municipal election is made, the City Council shall by election appoint one of its members as Mayor pro tempore, who shall serve in such capacity at the pleasure of the City Council. The procedure for nominating the Mayor pro tempore shall be prescribed by City Council Policy.*
- (d) If the Mayor and the Mayor pro tempore are absent from a meeting, the City Council shall elect an attending member to preside over such meeting.*

SECTION 3. Interpretation.

This Ordinance shall be liberally construed to implement its purposes.

SECTION 4. Severability.

If any provision, section, paragraph, sentence, clause or phrase of this ordinance, or any part thereof, or the application thereof to any person or circumstance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance, or any part thereof, or its application to other persons or circumstances. The City Council hereby declares that it would have passed and adopted each provision, section, paragraph, subparagraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, paragraphs, subparagraphs, sentences, clauses or phrases, or the application thereof to any person or circumstance, be declared invalid or unconstitutional.

SECTION 5. Effective Date.

In accord with Article 15 of the City Charter, this ordinance shall take effect thirty (30) days following adoption on second reading by the City Council.

SECTION 6. No Sunset Date.

This ordinance shall have continuing effect and shall not expire.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE THIS ____ day of _____, 2023, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

BILL PEAKE, Mayor

ATTEST:

SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

BRIAN PIERIK, 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: Joe Amelio, Councilmember
MEETING DATE: March 1, 2023
SUBJECT: Monterey-Salinas Transmit Minutes for December 12, 2022 and January 9, 2023
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive minutes.

Attachments

December Minutes

January Minutes

MEETING OF THE MST BOARD OF DIRECTORS

MEETING MINUTES

December 12, 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
	Lorraine Worthy	City of Gonzales
	Yanely Martinez	City of Greenfield
	Mike LeBarre	City of King
	Andrea Renny	City of Monterey (Alternate)
	Joe Amelio	City of Pacific Grove
	Tony Barrera	City of Salinas
	Dave Pacheco	City of Seaside
	Luis Alejo	County of Monterey
Absent:	City of Del Rey Oaks	
	City of Marina	
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	C/S & Community Relations Supervisor
	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
Scott Taylor
Sonjé Dayries

Facilities Manager
IT Manager
Compliance Officer

Public: Patrick Ferguson
Nancy Fuentes
Rob Snyder
Matt Robinson
Michael Pimentel
Don Gilchrest
Sloan Campi
Tate Baugh

Resident City of Seaside
MST Bus Rider
Graniterock-Myers, LLC
Shaw, Yoder, Antwih, Schmelzer & Lange
Shaw, Yoder, Antwih, Schmelzer & Lange
Thomas Walters & Associates
California State University Monterey Bay
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 10:11 a.m. Roll call was taken and a quorum was established. Director Barrera led the pledge of allegiance.

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

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

Patrick Ferguson, a resident of Seaside expressed concern about the elimination of routes specifically Line 11 and general perceived lack of public information and outreach on the Better Bus Network changes. Carl Sedoryk informed Mr. Ferguson to email mst@mst.org with his contact information for staff to follow-up.

Nancy Fuentes, an MST customer expressed concern about the elimination of early service on Line 1 which impacts her ability to get to work. Chair Velazquez thanked Ms. Fuentes for her comments and informed her to email mst@mst.org with her contact information for MST staff to follow up.

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 2023-15 Authorizing Remote Teleconference Meetings. (Carl Sedoryk)
- 3-2. Adopt Resolution 2023-16 Recognizing Albert Garcia, Coach Operator as Employee of the Month for December 2022.
- 3-3. Approve Minutes of the MST Board Meeting on November 14, 2022. Jeanette Alegar-Rocha)

- 3-4. Receive Draft Minutes of the MST Board Administrative Performance Committee Meeting on November 14, 2022. (Jeanette Alegar-Rocha)
- 3-5. Financial Reports – October 2022. (Lori Lee)
 - a) Accept reports of October 2022 Cash Flow
 - b) Approve October 2022 Disbursements
 - c) Accept Report of October Treasury Transactions
- 3-6. Receive Report on Lost and Found Items Left on MST Property for the Month of August 2022. (Beronica Carriedo)
- 3-7. Authorize the General Manager/CEO, or Designated Staff to Purchase Six (6) Starcraft Paratransit Cutaway Buses for MST's RIDES Program from Creative Bus Sales in an Amount Not to Exceed \$775,000. (Norman K. Tuitavuki)
- 3-8. Authorize the General Manager/CEO, or designated staff to purchase four (4) Starcraft fixed-route cutaway buses from Creative Bus Sales in an amount not to exceed \$575,000. (Norman K. Tuitavuki)
- 3-9. Receive the 2023 Board Meeting Calendar, Committee Meeting Schedule, and Conference dates. (Jeanette Alegar-Rocha)
- 3-10. Authorize the General Manager/CEO to Purchase Contactless Fare Payment Validators from KUBA, Inc., and Contactless Fare Payment Processing from Littlepay in an Amount Not to Exceed \$315,358, in Addition to \$76,056 Per Year in Maintenance Fees for KUBA and, for Littlepay, a 2.25% Transit Processor Service Fee of Total Revenue Processed for Three (3) Years with Two (2) One-Year Options. (Steven Bruno)
- 3-11. Adopt Resolution 2023-17 in Appreciation of the Honorable, State Senator John Laird for his Support of Monterey-Salinas Transit District. (Carl Sedoryk)
- 3-12. Adopt Resolution 2023-18 in Appreciation of the Honorable Assemblymember Mark Stone for his Support of the Monterey-Salinas Transit District. (Carl Sedoryk)
- 3-13. Reject Claim for Insufficiency by the Claimant Stephanie Jimenez-Garcia. (Lisa Cox)
- 3-14. Approve Revisions to the Employee-Employer Relations Policy. (Kelly Halcon)

End of Consent Agenda

There were no public comments on the consent agenda items.

On a motion by Director Barrera, seconded by Director Alejo 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, Carbone, LeBarre, Martinez, Pacheco, Renny, Velazquez, Worthy
NOES:	0	
ABSENT:	2	City of Del Rey Oaks and City of Marina
ABSTAIN:	0	

4. RECOGNITIONS AND SPECIAL PRESENTATIONS

- 4-1. December 2022 Employee of the Month – Albert Garcia (Norman Tuitavuki)
- 4-2. Resolution of Appreciation Mark Stone (Carl Sedoryk)
- 4-3. Resolution of Appreciation John Laird (Carl Sedoryk)

The Board received a video from State Senator John Laird thanking MST Board and staff for the recognition.

- 4-4. Board Member Service Recognition 10 Years – Tony Barrera (Carl Sedoryk)

Chair Velazquez and the Board recognized Tony Barrera for 10 years of service as a Director.

- 4-5. 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.

5. PUBLIC HEARINGS

None

6. ACTION ITEMS

- 6-1. Approve the establishment of a One-Half (1/2) Hare Discount for Individuals with Department of Homeland Security Special Humanitarian Parole Status and Free Transportation for Those Being Hosted by an MST Employee.(Lisa Rheinheimer)

On a motion by Director Carbone, seconded by Director Pacheco and carried by the following vote, which was conducted by roll call, the Board approved the establishment of a one-half (1/2) fare discount for individuals with Department of Homeland Security Special Humanitarian Parole Status and free transportation for those being hosted by an MST employee:

AYES: 10 Amelio, Baron, Barrera, Carbone, LeBarre, Martinez, Pacheco, Renny, Velazquez, and Worthy
NOES: 0
ABSENT: 2 City of Del Rey Oaks and City of Marina
ABSTAIN: 0

- 6-2. Authorize General Manager/CEO to Negotiate and Award a Contract with Graniterock-Meyers for SURF! Busway and Bus Rapid Transit Project Construction Management-General Contractor Pre-Construction Management Services in an Amount Not to Exceed \$931,900.
(Lisa Rheinheimer)

On a motion by Director Barrera, seconded by Director Worthy and carried by the following vote, which was conducted by roll call, the Board approved item 6-2 to authorize General Manager/CEO to negotiate and award a contract with Graniterock-Myers for SURF! Busway and Bus Rapid Transit Project construction management-general contractor pre-construction management services in an amount not to exceed \$931,900:

AYES: 10 Amelio, Baron, Barrera, Carbone, LeBarre, Martinez, Pacheco, Renny, Velazquez, and Worthy
NOES: 0
ABSENT: 2 City of Del Rey Oaks, City of Marina
ABSTAIN: 0

- 6-3. Approve the 2023 State Legislative Program. (Michelle Overmeyer)

On a motion by Director Amelio, seconded by Director Carbone and carried by the following vote, which was conducted by roll call, the Board approved the 2023 State Legislative Program with a modification to section 2S to reflect “services supplies”:

AYES: 10 Amelio, Baron, Barrera, Carbone, LeBarre, Martinez, Pacheco, Renny, Velazquez, and Worthy
NOES: 0
ABSENT: 2 City of Del Rey Oaks, City of Marina
ABSTAIN: 0

- 6-4. Approve the 2023 Federal Legislative Program. (Carl Sedoryk)

On a motion by Director Velazquez, seconded by Director Carbone and carried by the following vote, which was conducted by roll call, the Board approved the 2023 Federal Legislative Program:

AYES:	9	Baron, Barrera, Carbone, LeBarre, Martinez, Pacheco, Renny, Velazquez, and Worthy
NOES:	0	
ABSENT:	3	Amelio, City of Del Rey Oaks, and City of Marina
ABSTAIN:	0	

- 6-5. Approve the Recommendation of the General Manager Performance Evaluation Ad Hoc Committee of 5.5% Incentive Pay for the General Manager/CEO. (Anna Velazquez)

On a motion by Director Barrera, seconded by Director LeBarre and carried by the following vote, which was conducted by roll call, the Board approved the recommendation of the General Manager Performance Evaluation Ad Hoc Committee of 5.5% Incentive Pay for the General Manager/CEO:

AYES:	9	Baron, Barrera, Carbone, LeBarre, Martinez, Pacheco, Renny, Velazquez, and Worthy
NOES:	0	
ABSENT:	3	Amelio, City of Del Rey Oaks, and City of Marina
ABSTAIN:	0	

7. REPORTS & INFORMATION ITEMS

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

- 7-1. General Manager/CEO Report
- 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)

Vice Chair Carbone provided a verbal report on her travel to the APTA TRANSForm Conference, from October 10-12, 2022 in Seattle, Washington.

- 8-2. Board Member Comments and Announcements.

8-3. Board Member Referrals for Future Agendas.

9. ATTACHMENTS

9-1. The Detailed Monthly Performance Statistics and Disbursement Journal for October 2022 can be viewed online within the GM Report at <http://mst.org/about-mst/board-of-directors/board-meetings/>

10. CLOSED SESSION

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

10-1. Conference with Labor Negotiators, Gov. Code § 54957.6: MSTE and MST. (Kelly Halcon/Michael D. Laredo)

Michael Laredo reported that the Board provided general direction but no reportable action was taken.

11. ADJOURN

With no further business to discuss, Chair Velazquez adjourned the meeting to commence the MST Corporation Board Meeting at 12:18 p.m. (Pacific).

Prepared by:


Jeanette Alegar-Rocha

Reviewed by:


Carl G. Sedoryk

MEETING OF THE MST BOARD OF DIRECTORS

MEETING MINUTES

**January 9, 2023
9:00 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
	Lorraine Worthy	City of Gonzales
	Yanely Martinez	City of Greenfield
	Mike LeBarre	City of King
	Liesbeth Visscher	City of Marina
	Ed Smith	City of Monterey
	Chaps Poduri	City of Pacific Grove
	Tony Barrera	City of Salinas
	Dave Pacheco	City of Seaside
	Luis Alejo	County of Monterey
Absent:	City of Del Rey Oaks	
Counsel:	David C. Laredo	De Lay & Laredo
	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/Clerk to the Board
	Andrea Williams	Finance Manager
	Beronica Carriedo	C/S & Community Relations Supervisor
	Claudia Valencia	Mobility Specialist
	Cristy Sugabo	Mobility Services Supervisor
	David Bielsker	Transit Scheduler
	Deanna Smith	Civil Rights Officer
	Elena Grigorichina	Operations Analyst
	Emma Patel	Associate Planner
	Ezequiel Rebollar	IT Technician

Ikuyo Yoneda-Lopez
Jacqueline Munoz
Kelly Soriano
Kevin Allshouse
Lisa Cox
Marzette Henderson
Matthew Deal
Natalie Flores
Paul Lopez
Scott Taylor
Sonjé Dayries
Ursulla Scardina
Vince Dang

Marketing & Communications Manager
C/S Representative
Mobility Specialist
Contract Services Manager
Risk and Safety Manager
Transportation Manager
Grants Analyst
Assistant Planner
Facilities Manager
IT Manager
Compliance Officer
Marketing Assistant
Project Management Coordinator

Public: Christine Duymich
MacGregor Eddy
Sloan Campi
Tate Baugh

AMBAG
Member of the Public
California State University Monterey Bay
Member of the Public

1. CALL TO ORDER

- 1-1. Conduct Swearing-In of New Boardmembers
- 1-2. Roll Call.
- 1-3. Pledge of Allegiance.

Chair Velazquez called the meeting to order at 9:03 a.m. Roll call was taken and a quorum was established. City of Marina Councilmember, Liesbeth Visscher, and City of Monterey Councilmember, Ed Smith were sworn in as newly appointed MST Boardmembers. Director Visscher led the pledge of allegiance.

- 1-4. Review Highlights of the agenda. (Carl Sedoryk)

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

Member of the public MacGregor Eddy inquired about when MST public transit service will be available to San Jose. Chair Velazquez thanked Ms. Eddy for her question and informed her that MST will obtain her contact information for staff to follow up regarding her question.

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 2023-19 Authorizing Remote Teleconference Meetings.
(Carl Sedoryk)

- 3-2. Approve Resolution 2023-20 Recognizing Lori Lee, Accountant, as Employee of the Month for January 2023. (Andrea Williams)
- 3-3. Approve Resolution 2023-21 Recognizing Albert Garcia, Coach Operator, as Employee of the Year for 2022. (Carl Sedoryk)
- 3-4. Reject Claim for Insufficiency by the Claimant Jacquelin Silva. (Lisa Cox)

End of Consent Agenda

There were no public comments on the consent agenda items.

On a motion by Director Worthy, seconded by Director Carbone and carried by the following vote, which was conducted by roll call, the Board approved items 3-1 through 3-4 on the consent agenda:

AYES:	12	Alejo, Baron, Barrera, Carbone, LeBarre, Martinez, Pacheco, Poduri, Smith, Velazquez, Visscher, and Worthy
NOES:	0	
ABSENT:	1	City of Del Rey Oaks
ABSTAIN:	0	

4. CLOSED SESSION

As permitted by Government Code §64956 et seq. of the State of California, the Board of Directors may adjourn to Closed Session to consider specific matters dealing with personnel and/or pending possible litigation and/or conferring with the Board's Meyers-Milias-Brown Act representative.

- 4-1. Conference with Labor Negotiators, Gov. Code § 54957.6: MSTEA and MST. (Kelly Halcon/Michael D. Laredo)

There were no public comments on the closed-session agenda item.

MST Counsel Michael Laredo reported that the Board had a general discussion regarding the MSTEA contract and the item is set for action under agenda item #7-1.

5. RECOGNITIONS AND SPECIAL PRESENTATIONS

- 5-1. January 2023 Employee of the Month. – Lori Lee (Andrea Williams)
- 5-2. 2022 Employee of the Year Presentation. (Carl Sedoryk)
- 5-3. 2022 Management Excellence Award – Michelle Overmeyer, Director of Planning and Innovation. (Carl Sedoryk)

6. PUBLIC HEARINGS

None

7. ACTION ITEMS

- 7-1. Ratify the MOU Wage Re-Opener Wages Between MST and MSTEa and Provide the Same Benefits to Non-Represented, Confidential Employees. (Kelly Halcon/Michael D. Laredo)

There were no public comments on the action item.

On a motion by Director Barrera, seconded by Director Pacheco and carried by the following vote, which was conducted by roll call, the Board approved the MOU Wage Re-Opener Wages Between MST and MSTEa and Provide the Same Benefits to Non-Represented, Confidential Employees:

AYES:	11	Alejo, Baron, Barrera, Carbone, LeBarre, Martinez, Pacheco, Poduri, Velazquez, Visscher, and Worthy
NOES:	0	
ABSENT:	1	City of Del Rey Oaks
ABSTAIN:	1	Smith

- 7-2. Receive Staff Recommendations Regarding Evolving California Hybrid Board Meeting Guidelines and Provide Direction to Staff. (Carl Sedoryk)

There were no public comments on the action item.

Director LeBarre asked for confirmation that the current Brown Act requires a 2-day notice and is open to the public if participating remotely in a board meeting.

Director Baron commented that he disagreed with staff-recommended policy item 4a) “Before being granted permission to participate remotely, board members will provide to staff in writing that their appointed alternate is not available to attend in person.” He also asked staff to confirm the policy pertaining to 3 consecutive months of absence. Mr. Sedoryk will have legal counsel review and confirm the AB2449 policy and language at the February board meeting.

Director Worthy asked if decisions related to the comments brought up by Director Baron needed to be made on this agenda item or later on the agenda during the strategy workshop. Director Worthy stated her support for Director Baron’s comments.

Director Visscher asked 1) if just cause is limited to only two per year, 2) why a 72-hour notice would be enforced as it might always be possible that someone gets sick right before the meeting, 3) does being present for three consecutive months include in-person and teleconference? and 4) what is the process to have a city-appointed board alternate? Mr. Sedoryk responded that he will review these

questions with counsel and provide AB2449 policy clarification at the February meeting.

Director Poduri asked for clarification regarding staff recommendations for board members, at their earliest convenience to request authorization to participate remotely and staff process requests on a first-come, first-served basis. Director Poduri also agreed with Director Baron's comment and is in favor of striking the staff-recommended policy related to board alternates. Director Poduri asked for more clarification on AB2449 legislation related to the disclosure of participating remotely. Michael Laredo will investigate further clarification to bring back recommendations at the February meeting.

Vice Chair Carbone asked if the just cause policy for no more than twice a year absence applies to all meetings including board and committee.

Director Smith commented that if board members are unable to attend a meeting, their alternate should be notified in writing as a courtesy. He also asked for legal counsel to review the staff recommendations to align with the guidelines of AB2449.

Chair Velazquez commented that staff recommendations and board comments for this agenda item are noted. Staff and counsel will provide a recommendation at the February board meeting.

7-3. Conduct Strategic Planning Workshop:

A. Strategic Goals Progress to Date and Emerging Issues (Carl Sedoryk)

The Board received a report in progress of strategic goals to date and emerging issues in the board packet. Mr. Sedoryk addressed Ms. Eddy's earlier question under public comment by informing the Board and public that MST is looking to partner with Santa Clara Valley Transportation Authority (VTA) and utilize a small amount of COVID relief rural federal funding to reinstate public transit services to San Jose via the the Gilroy train station and connections to VTA's Bus Rapid Transit (BRT) service.

There were no public comments on the action item.

Director LeBarre asked if the State contacted MST regarding the coordination of bus schedules with rail schedules. Director LeBarre added a comment that public transit is ideal to manage an autonomous vehicle fleet.

Director Poduri asked if there is an expiration date on the COVID relief rural federal funding mentioned by Mr. Sedoryk.

Director Smith asked when to expect the outline for the upcoming Board Strategy and Action Plan and commented that his priorities include increased ridership and reducing subsidies per passenger.

Director Visscher asked about outreach programs to encourage ridership in her area.

Director Worthy asked for a status update on the Better Bus Network infrastructure for the City of Gonzales and South County cities circulator routes.

Chair Velazquez provided her final comments and asked about the status of workforce development, NEMT revenue, and commented on the importance of the emerging “state mandated” zero emission infrastructure projects.

Staff and counsel provided their respective updates, responded to board questions, and noted the comments for follow-up for the February meeting.

B. Board Meeting COVID-19 Vaccination Policy Update (Carl Sedoryk)

Directors Smith, Worthy, LeBarre, Baron, and Chair Velazquez provided comments and direction regarding the board meeting COVID-19 vaccination policy. There was a consensus that the Board COVID-19 Vaccination Policy will be allowed to expire when the Governor of California ends the COVID-19 Emergency Declaration.

C. Recruitment Challenges and Potential Solutions (Carl Sedoryk/Kelly Halcon)

Directors LeBarre asked if drivers are offered one shift a week and asked if potential driver candidates are informed to apply for a mechanic position if they are interested. Director LeBarre asked if there are plans to recruit drivers from MV Transportation. Director LeBarre commented that grant funding for the Electric Bus Project and training might be allocated for recruitment.

Director Smith commented that the timely processing of applications is critical for recruitment and hiring.

Chair Velazquez provided direction to create a plan to work with legislators on the transit-wide staffing level challenges.

D. Monthly Board Reports (Carl Sedoryk/Anna Velazquez)

Director LeBarre indicated an interest in seeing a report on the economic impact provided by MST and amount of funding spent locally. Directors Baron and Vice Chair Carbone volunteered to participate in an Adhoc Reporting Subcommittee with Chair Velazquez.

E. Conclude Workshop

8. REPORTS & INFORMATION ITEMS

8-1. Correspondence - Board Member Appointments

The Board received correspondence notifying MST of new appointments from the City of Marina and the City of Monterey.

9. BOARD REPORTS, COMMENTS, AND REFERRALS

- 9-1. Reports on Meetings Attended by Board Members at MST Expense.
(AB 1234)

Chair Velazquez provided a verbal trip report for travel to and attendance at the 2022 Fall CTA Conference in Ontario, CA, from November 15-18, 2022. Vice Chair Carbone provided a verbal trip report for the 2022 Fall CTA Conference in Ontario, CA, from November 15-18, 2022.

- 9-2. Board Member Comments and Announcements.

SB 922 Community Planning Meetings Scheduled: February 13, 14, & 15

- 9-3. Board Member Referrals for Future Agendas.

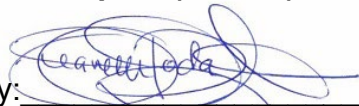
10. ATTACHMENTS

None

11. ADJOURN

With no further business to discuss, Chair Velazquez adjourned the meeting at 12:07 p.m. (Pacific).

Prepared by:



Jeanette Alegar-Rocha

Reviewed by:



Carl G. Sedoryk



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Joseph Sidor, Contract Planner
MEETING DATE: March 1, 2023
SUBJECT: 2022 General Plan Implementation Annual Progress Report
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive and accept the General Plan Implementation Annual Progress Report (APR) for submittal to the California Office of Planning and Research (OPR).

DISCUSSION

California Government Code Sections 65400 and 65700 mandate that cities and counties submit an annual report on the status of their General Plan and any progress in its implementation to their legislative bodies. Annual Progress Reports (APRs) must be presented to the local legislative body for its review and acceptance. The attached APR was prepared with 2022 data to comply with statutory requirements, and was submitted to the Planning Commission on February 9, 2023. After review and acceptance, staff will file the APR with the Governor's Office of Planning and Research (OPR) by the mandated deadline of April 1, 2023.

OPTIONS

1. Take no action.
2. Provide alternative direction to staff.

FINANCIAL IMPACT:

None. Future updates to the City's General Plan would require funding either through the regular annual budget process or successful grant applications.

GOAL ALIGNMENT: Not Applicable.

Attachments

2022 General Plan Implementation Annual Progress Report

2022 General Plan Annual Progress Report for the City of Pacific Grove, a Charter City

I. Introduction

The City of Pacific Grove has not undertaken a comprehensive update to any elements of its 1994 General Plan other than its Housing Element (HE) which was adopted in March 2016 for the effective years 2015-2023. The City is currently updating the Housing Element and anticipates adoption in 2023 for an element which runs through 2031. The City is also currently selecting a consultant to conduct a focused update of the General Plan which is anticipated to be completed in 2026. The 2022 General Plan Annual Progress Report will be presented to the Pacific Grove City Council on March 1, 2023 and will be submitted to the State Housing and Community Development Dept. (HDC) on or before April 1, 2023.

II. 1994 General Plan

The City Council of the City of Pacific Grove adopted Resolution 6423 on October 5, 1994, adopting the General Plan (Plan) and associated maps and figures. This Plan superseded the City's previous 1973 General Plan and incorporated as its Coastal Land Use Element, the certified 1989 Land Use Plan now supplanted by the March 11, 2020 certified Local Coastal Program.

III. Housing Element APR

As mentioned in Section I. above, no comprehensive updates to the 1994 Plan have occurred other than the cyclical Housing Element updates as required by Government Code Sections 65400, 65583, and 65584. The 2022 HE APR will be submitted separately to HCD.

IV. Compliance with OPR's 2017 General Plan Guidelines

The City's 1994 General Plan contains the required elements per the OPR's 2017 Guidelines and California Government Code Section 65302 (the City's Element title is listed in parentheses after the mandated chapter title):

Land Use

Circulation (Transportation)

Housing

Conservation (Natural Resources)

Open Space (Parks & Recreation)

Noise (imbedded within the Health & Safety Element)

Safety (Health & Safety)

In addition to the required Elements above, the City's General Plan contains the following optional Elements:

Historic & Archaeological Resources
Urban Structures & Design
Public Facilities

The City also has a certified LCP which contains a Land Use Plan (LUP). The LUP constitutes the Coastal Land Use Element of the General Plan.

In the 1980s and 1990s when the City's General Plan was being drafted, reviewed, and adopted, there were no requirements for the consideration of disadvantaged communities (environmental justice), consultation with Native American tribes (SB 18), or collaboration with military facilities. The City of Pacific Grove is bounded to the south and east by the Army Presidio and is also a very archaeologically sensitive area. Since 1994, the City has worked very closely with our military neighbors and, even more so, with the Ohlone Costanoan-Esselen Nation (OCEN) and Esselen Tribe of Monterey County (ETMC) to ensure that development does not contradict the policies and goals of these important stakeholders. The City conducts regular quarterly meetings for tribal consultation.

Even under today's rigorous mandates, Pacific Grove does not meet the definition of "disadvantaged community" (Health & Safety Code, Section 39711) that would trigger the preparation of an Environmental Justice Element.

Given the age of the Plan, there are other inconsistencies with current OPR Guidelines which will be addressed, as needed, as we move forward with a focused update of the 1994 General Plan, including the Land Use, Safety and Transportation elements.

V. Land Use Priorities

- a) Housing - With the passage of additional bills at the State level mandating the production of housing for all income levels, the City is updating its ADU Ordinance in accordance with the new State laws passed at the start of 2023. The City anticipates the revised ordinance will be formally adopted by the City Council in March before being reviewed for compliance by HCD. The City is open to working with partners on the development of in-fill affordable projects in an effort to meet our Regional Housing Needs Assessment (RHNA) numbers. The City is in the final stages of completing an update to the Housing Element with adoption of the new element projected for this year.
- b) Water - The Monterey Peninsula has experienced a "regulatory drought" for the past 20+ years which has heavily impacted development. The State Water Resources Control Board has limited the issuance of new water meters through a cease and desist order levied on the area's water provider. Although the City is geographically small and development is constrained by other factors, the water meter issue has effectively resulted in a moratorium on large new in-fill projects where a water entitlement did not already exist. As a result of a number of recent water recycling and conservation activities, the State has allocated some water for purchase in the City and a new downtown hotel, and several smaller residential projects, including many accessory dwelling units are moving forward.

VI. Adjusted Goals, Policies, Objectives

There are also a variety of Goals and Policies in the Land Use Element that are very restrictive. Several of these have already been identified in the adopted Housing Element and many are under discussion as part of the City's Welcome Home initiative. Given the built-out nature of the City and relatively little room for expansion, the majority of development in the future will be in-fill in nature. The City is undertaking a review of the policies in the Land Use Element that may be ripe for reconsideration within the context of the State's housing crisis and looking at rezoning portions of the town in order to meet the RHNA goals. Additionally, the City will be implementing Objective Development & Design Standards (ODDS) through its General Plan Update.

VII. Studies and Activities Intended to Advance the Implementation of the GP.

The City's Welcome Home: Creating a More Affordable Future is a planning and action initiative to create more diverse and affordable housing options that can help secure Pacific Grove's social, physical and economic well-being now and into the future. The one-year process, funded by REAP & SB2 planning grants from the State of California and started in Spring 2020, was finalized in May 2021. The work was guided by City staff, Council and an appointed Advisory Group of community representatives, including elected and appointed officials, business leaders, housing experts, service providers and residents. The firm of Baird + Driskell Community Planning lead the project.

Specific priorities were defined through the process, including near-term actions and longer-term strategies to help increase the amount and range of housing choices in the community, with a focus on meeting the housing needs of lower income households and people with special housing needs. This study and the advisory group helped kick off the 6th Cycle Housing Element outreach that occurred in 2022 and will continue until submittal of the Housing Element that is due by the end of 2023.

The majority of the development in Pacific Grove consists of minor alterations and additions to existing buildings, single-family residential development, ADUs, minor commercial tenant improvements. However, since January 1, 2022, the following large commercial projects have been approved or are in the application review process:

Project Name / Description	Location	Permit Type / CEQA	Status
Pacific Grove Hotel (102 room hotel) (formerly Hotel Durell) (demo and new construction)	157 Grand Ave.	AP*-UP** Amendment / previously-certified EIR	Water entitlement finalized on February 2 nd , 2022. Anticipate issuance of Building Permit March 1, 2023.
Goodies Bldg / Mixed-Use (demo and new construction)	520 Lighthouse Ave.	AP-UP / §15332 exemption	Anticipate Building Permit final and occupancy by June 1, 2023
American Tin Cannery (ATC) Hotel & Commercial Project /	109/125 Ocean View Blvd.	AP-UP-CDP*** / EIR	Planning Commission hearings held on October 28 th and

225 room hotel and retail (demo and new construction)			November 18 th , 2021. City Council hearing held on January 12, 2022. EIR certified and project approved by the City Council. Project currently on appeal to the California Coastal Commission.
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*AP – Architectural Permit

**UP – Use Permit

***CDP – Coastal Development Permit

VIII. Additional Content

- a. Pacific Grove fire services are provided by contract through the City of Monterey. On March 1, 2022, the Monterey City Council approved funding for Monterey Fire to prepare a Community Wildfire Protection Plan that covers most of the Monterey Peninsula, including the City of Pacific Grove which has very few high or extreme high fire hazard areas, but is adjacent to both. The plan was drafted and considered by the City Council at its August 3, 2022 meeting.



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Joseph Sidor, Contract Planner
MEETING DATE: March 1, 2023
SUBJECT: Planning Commission Meeting Minutes: January 12, 2023
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive the minutes.

Attachments

Approved PC Minutes 01-12-23



CITY OF PACIFIC GROVE

PLANNING COMMISSION

MEETING MINUTES

Thursday, January 12, 2023, 6:00 P.M.

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

This meeting was held in Council Chambers and via Zoom webinar.

1. **CALL TO ORDER & ROLL CALL** – Chair Lilley called the meeting to order at 6:00 pm.
Members Present: Aeschliman, Fredrickson, Murphy, Nodzenski, Sawyer, Lilley
Member Absent: None
One vacancy

2. **APPROVAL OF AGENDA**

Chair Lilley asked if any Commissioners wanted to make any changes to the agenda.

Commissioner Aeschliman made a motion, seconded by Commissioner Sawyer, to approve the agenda as proposed. The Commission voted unanimously to approve the motion. (6-0-1; one vacancy)

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

- A. Chair Lilley announced that this would be the last Planning Commission meeting for Commissioner Aeschliman and thanked her for her service to the Commission. Commissioners Murphy, Fredrickson, and Sawyer also thanked Commissioner Aeschliman for her service.
- B. Commissioner Sawyer announced that she participated in a housing supply symposium hosted by the National League of Cities and the Turner Center, and thanked CDD staff for correcting outdated information on the ADU Informational Handout.
- C. Commissioner Aeschliman commented on her service to the City of Pacific Grove on both the Planning Commission and Architectural Review Board.
- D. Chair Lilley announced the Planning Commission will review a work plan for 2023 at the meeting in February. He also announced the following: the request for the City Council to approve the preparation of a Phase 1 historic study for 1352 Lighthouse to determine if it should be placed on the City's Historic Resources Inventory will go before the Council in February and he has prepared an agenda report for Council consideration; the ordinance amendment regarding hotel parking requirements, as directed by the Commission at its December 2022 meeting, will come before the Commission at a future date depending on staff resources; and on November 29, 2022, he met with CDD Director Wyatt, planner Sidor, and City Attorney Rubens to discuss proposed changes to the policies and procedures for the City's Boards, Committees, and Commissions Handbook. Staff has

reviewed the proposed changes, will schedule a follow-up meeting, and place the item on a future agenda for Commission consideration.

- E. Staff Liaison Sidor announced that staff will bring the amendments to Title 23 proposed by the Commission to a future meeting based on the 2023 work plan.

4. COUNCIL LIAISON ANNOUNCEMENTS

Council Member Coletti thanked Commissioner Aeschliman for her service to the City. He also announced that the City Council, at its meeting on December 21, 2022, made a unanimous recommendation to pursue an RFQ to amend the City's Local Coastal Program to incorporate wildlife protections recommended by the Coastal Wildlife Advisory Committee, including input from citizen participation and Planning Commissioners.

5. GENERAL PUBLIC COMMENT

A. Public Comment

Reference: Joseph Sidor, Contract Planner

Recommended Action: Receive public comment, if applicable.

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

Chair Lilley summarized the written correspondence received.

The following individuals submitted written public correspondence:

Inge Lorentzen Daumer
Joe Fusco
Michelle Magdalena Maddox
Robert A. "Alec" Proudfoot
Marc and Lisa Schonbrun
Louise and Tom Yots

The following individuals provided verbal public comment at the meeting:

Lisa Ciani
Inge Lorentzen Daumer
Tony Ciani

CONSENT AGENDA

6. REPORTS FOR INFORMATION ONLY – None

7. REPORTS REQUIRING ACTION

A. Minutes of the September 8, 2022, Planning Commission Regular Meeting

Reference: Joseph Sidor, Contract Planner

Recommended Action: Approve the Minutes of the September 8, 2022, Planning Commission Regular Meeting.

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

B. Minutes of the October 13, 2022, Planning Commission Regular Meeting

Reference: Joseph Sidor, Contract Planner

Recommended Action: Approve the Minutes of the October 13, 2022, Planning Commission Regular Meeting.

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

C. Minutes of the November 10, 2022, Planning Commission Regular Meeting

Reference: Joseph Sidor, Contract Planner

Recommended Action: Approve the Minutes of the November 10, 2022, Planning Commission Regular Meeting.

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

D. Minutes of the December 8, 2022, Planning Commission Regular and Special Meetings

Reference: Joseph Sidor, Contract Planner

Recommended Action: Approve the Minutes of the December 8, 2022, Planning Commission Regular and Special Meetings.

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

Consent Agenda items 7A, 7B, 7C, and 7D were pulled (by Chair Lilley, Lisa Ciani, Commissioner Aeschliman, and Chair Lilley, respectively) for corrections and considered immediately following the Consent Agenda. Chair Lilley then opened and closed the public comment for each item in order. No individuals provided public comment on item 7A. The following individual provided public comment on item 7B: Lisa Ciani. The following individual provided public comment on item 7C: Lisa Ciani. No individuals provided public comment on item 7D.

Vice Chair Murphy made a motion, seconded by Commissioner Fredrickson, to approve the pulled consent agenda items as corrected/amended.

- **Item 7A was amended to add Inge Lorentzen Daumer as a public commenter and to correct the motion for the appeal of AP/TPD 22-0108 to include re-evaluation of tree removal in Commissioner Beck’s friendly amendment.**
- **No corrections were made to Item 7B.**
- **Item 7C was amended to add Geva Arcanin to the list of public commenters for HD 22-0255 and to correct the last name of Pamela Tannis (identified as Harris in the draft minutes). Item 7C was also amended to revise a comment by Commissioner Aeschliman, to accurately reflect the Commission’s motion for HD 22-0255, to correct the recommendation for the minutes of September 1, 2022, and to correct the spelling of the name of the COAST representative who spoke during consideration of HD-0255.**
- **Item 7D was amended to reflect the many written comments received and to accurately reflect the Commission’s motion for the Parklet Program.**

The Commission voted unanimously to approve the motion. (6-0-1; one vacancy)

REGULAR AGENDA

8. PUBLIC HEARINGS

A. Architectural Permit (AP) & Coastal Development Permit (CDP) 22-0239 for 1631 Sunset

Avenue

From: Alex Othon, Associate Planner

Zoning District/General Plan Designation: R-1-B-4 / Low Density Residential (1-2 du/ac)

Coastal Zone: Yes

Historic Resources Inventory: No

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

Recommended Action: Approve AP/CDP 22-0239, subject to findings, conditions of approval, and a Class 1 CEQA exemption.

Reference: Alex Othon, Associate Planner

Chair Lilley introduced the item. After receiving an oral report by Associate Planner Othon, and testimony from the applicant (Will McFeeters), Chair Lilley opened the public hearing and the following individuals provided public comment: Lisa Ciani and Tony Ciani. Chair Lilley closed the public comment portion of the meeting and returned the item to the Commission for deliberation.

After discussion, Vice Chair Murphy made a motion, seconded by Commissioner Nodzenski, to approve the project as presented. On a roll call vote, the motion was approved. (4-2-1; Aeschliman and Sawyer opposed; one vacancy)

- B. Architectural Permit (AP) and Coastal Development Permit (CDP) 22-0080, 176 Central Avenue (APN 006-234-010); Continued from the November 10 and December 8, 2022, Planning Commission meetings.

From: Joseph Sidor, Contract Planner

Zoning District/General Plan Designation: V-C / Visitor-Serving Commercial

Coastal Zone: Yes

Historic Resources Inventory: No

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

Recommended Action: Staff recommends the Planning Commission approve the proposed Architectural Permit and Coastal Development Permit (AP/CDP 22-0080), subject to the recommended findings, conditions of approval, and Class 1 Categorical Exemption (CEQA Guidelines Section 15301, Existing Facilities).

Reference: Joseph Sidor, Contract Planner

Chair Lilley recused himself from consideration of the project. Vice Chair Murphy introduced the item. After receiving an oral report by Contract Planner Sidor, and testimony from the applicant's attorney (Cody Phillips) and the owner (Jon Kramer), Vice Chair Murphy opened the public hearing and the following individuals provided public comment: Inge Lorentzen Daumer, Tony Ciani, Lisa Ciani, and Janet Cohen. Vice Chair Murphy closed the public comment portion of the meeting and returned the item to the Commission for deliberation.

After discussion, Commissioner Fredrickson made a motion, seconded by Commissioner Nodzenski, to approve the project as presented. Vice Chair Murphy recommended a friendly amendment to amend condition 13 to require the applicant to lease two additional off-site parking spaces, and this amendment was accepted by

both Commissioners Fredrickson and Nodzenski. On a roll call vote, the motion was unanimously approved. (5-0-1-1; Lilley recused; one vacancy)

9. CONTINUED AND ONGOING BUSINESS

A. Housing Element and General Plan Updates

From: Anastacia Wyatt, Community Development Director

Zoning District/General Plan Designation: N/A

Coastal Zone: N/A

Historic Resources Inventory: N/A

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

Recommended Action: Receive an oral report on the Housing Element and General Plan updates.

Reference: Anastacia Wyatt, Community Development Director

After comments from CDD Director Wyatt and Associate Planner Othon, Chair Lilley opened the public hearing and no individuals provided public comment. Chair Lilley closed the public comment portion of the meeting and returned the item to the Commission for discussion. No further action taken.

10. NEW BUSINESS

A. Presentation of the Planning Commission's 2022 Annual Report

From: Steven Lilley, Chair

Zoning District/General Plan Designation: N/A

Coastal Zone: N/A

Historic Resources Inventory: N/A

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

Recommended Action: Receive the attached Annual Report for 2022 prepared by Chair Lilley, and approve for transmittal to the City Council.

Reference: Joseph Sidor, Contract Planner

Chair Lilley introduced the item, opened public comment, and no individuals provided public comment. Chair Lilley closed the public comment portion of the meeting and returned the item to the Commission for discussion.

Vice Chair Murphy made a motion, seconded by Commissioner Sawyer, to approve the Planning Commission’s 2022 Annual Report for transmittal to the City Council. On a roll call vote, the motion was unanimously approved. (6-0-1; one vacancy)

11. PRESENTATIONS – None

12. NEXT MEETING – February 9, 2023

13. ADJOURNMENT – By order of the Chair, the meeting was adjourned at 8:37 pm.



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: March 1, 2023
SUBJECT: Fiscal Year 2022-23 Mid-Year Budget Modifications and First Reading of an Ordinance Amending the Fiscal Year 2022-23 Budget
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

1. Request the City Attorney read the title of the ordinance;
2. Motion to waive further reading of the ordinance;
3. Introduce and hold first reading of an ordinance amending the Fiscal Year 2022/23 Operating and Capital Improvement Budget; and
4. Direct that publication of the ordinance will be satisfied by publication of a summary approved by the City Attorney.

DISCUSSION

The City Council approved the Fiscal Year 2022-23 Budget on June 15, 2022. It is customary at this time of the fiscal year to amend the current budget to reflect any updates to revenues and expenditures.

The City Council’s approval is needed to amend the budget. An ordinance reflecting those changes, as well as an overview of significant changes are included in this agenda report. Supplementary information related to the General Fund, as well as to other funds are included in Attachments 1-4. Additional details will also be provided during the presentation.

This agenda item was continued from the February 15, 2023 Council Meeting. Information requested from that meeting, as well as any comments are provided in the Continued Meeting Information section of this report.

GENERAL FUND

During the few months of Fiscal Year 2021/22, the City's primary revenues were demonstrating strong performance, with most receipts exceeding mid-year projections. The Fiscal Year 2022-23 Budget was developed with conservative optimism, with assumptions that reflected more traditional growth. The Adopted General Fund Budget includes \$800,000 in American Rescue Plan Act (ARPA) Funds to supplement operating revenues. The remaining ARPA receipts of \$1,049,000 were appropriated from the ARPA Fund to support additional Council priorities.

At the time the budget was adopted, it was anticipated that there would be a Fiscal Year 2022-23 General Fund net operating difference of (\$31,490). When this is applied to the Fiscal Year 2022/23 beginning *unassigned* fund balance, the City was estimated to end the year with approximately \$12.0 million. The budget was adjusted for key unexpended contracts, purchases, and grants that were carried forward into Fiscal Year 2022-23; and later amended to purchase a new fire engine and fund additional legal services. It is anticipated that the Fiscal Year 2022-23 General Fund *unassigned* ending fund balance will be approximately \$11.3 million. This is approximately \$1 million above the reserve level requirements. These unprogrammed funds are primarily the result of budgetary savings, increased revenues in the prior fiscal year that contributed to a greater than anticipated beginning fund balance; and increased revenue performance in the current year. The additional drawdown from fund balance of \$745,906, predominantly reflects the purchase of a new fire engine. A table reflecting the projected change in the budget, along with key variances is listed in the subsequent table, with details included in Attachment 1.

General Fund Balance Projections			
	FY 22/23 Adopted	FY 22/23 Amended	FY 22/23 Mid-Year Est.
Actual Beginning Fund Balance	\$ 12,010,279	\$ 12,010,279	\$ 12,010,279
Estimated Revenues	30,380,119	30,395,069	31,253,000
Estimated Expenses	30,411,609	31,855,301	31,998,906
Net Operating Difference	(\$31,490)	(1,460,232)	(\$745,906)
Estimated Ending Fund Balance	\$ 11,978,789	\$ 10,550,047	\$ 11,264,373

Revenues

The mid-year projections include an estimated increase in revenues of approximately \$858,000 when compared to the Amended Budget. This includes greater than anticipated tax receipts in the amount of approximately \$757,000, with net increases of \$101,000 in other categories. While there is a projected \$520,000 increase in transient occupancy taxes, this is primarily driven by building upon the prior year's strong performance, with \$133,000 of the projected amount attributed to growth within this fiscal year. All revised estimates are based on current trends, with sales tax adjusted based on revised estimates from the City's sales tax consultant HdL and internal projections. These estimates include Measure A tax revenues for three-quarters of the fiscal year.

Expenditures

Expenses are initially projected to be approximately \$143,000 greater than anticipated, with \$100,000 of the increase related to a new a Coastal Commission Grant. The grant expenditures are offset by an increase in Intergovernmental Revenues. Additional adjustments include \$152,351 for a true-up of prior year fire contract costs, adjustments to legal expenditures, a new actuarial report to evaluate the impact of salary increases on the City's unfunded pension liability; and consulting services to facilitate Council goal setting.

The budget also includes additional capital outlay requests for new Council Chamber chairs, outfitting a police vehicle, and replacing parking meters. A reduction in transfers is primarily related to the timing

of proceeds from a Promissory Note of \$151,550 that were received and transferred to the Local Water Project in the prior fiscal year.

As part of the mid-year budget, staff is requesting the following position changes, that would result in an increase of 1.50 positions:

- Addition of a half-time Community Service Officer (CSO) to establish a full-time CSO to provide additional departmental support and assist with wildlife protection efforts. (0.50 FTE)
- Addition of a 0.250 Information Technology Support Specialist to establish a full-time IT Support Specialist to provide technical support for City Boards, Commissions, and Committee Meetings; as well as assist with technology initiatives and public facing systems. (0.25 FTE)
- Addition of a three-quarter time Office Assistant to the Recreation Department to provide administrative support; and allow the Recreation Manager to focus on programs (0.75 FTE)
- Retain unexpended funding for the Recreation Department to expand summer programs

Additional reclassifications and adjustments are included in Attachment 2.

OTHER FUNDS

Listings of all projected changes to revenues and expenditures within Other Funds are included in Attachments 3 and 4. To facilitate stronger budgetary management, staff would like to amend the budget to reflect the identified changes. None of the changes represented would result in negative available fund balances.

These estimates do not include a potential proposed adjustment for recycled water fees that may increase the Local Water Project revenues; and increase the Cemetery and Golf Course expenditures. If this adjustment is made as part of an update to the Master Fee Schedule, a budget amendment will be brought forward at that time.

CONTINUED MEETING INFORMATION

At the February 15, 2023 Council Meeting, staff presented information on the proposed amendments to the Fiscal Year 2022/23 Operating and Capital Improvement Budget. During that meeting there were some requests for additional information and changes to the proposed budget amendment. An overview is presented below, with additional details to be provided at the March 1 Council Meeting.

City Council / Economic Development Budgets

A request was made to transfer \$156,500 from the City Council budget to the Economic Development Department budget. This included funding for memberships and costs associated with the Monterey County Convention and Visitors Bureau (MCCVB), the Monterey Bay Economic Partnership, and the Monterey County Business Council. This change was incorporated into the revised General Fund Overview (Attachment 1).

Internal Service Charges

There was a recommendation to change the classification of internal service charges from the Services, Supplies, and Other category; to Salaries and Benefits. The City's Salary and Benefits category currently includes line items for the following expenditures: Workers Compensation, Unemployment, Health Insurance, and Other Employee Benefits. The line items within the Salary and Benefits classification represent the City's on-going contributions as a percentage of active personnel costs or a flat dollar amount. The internal service charges represent additional amounts needed to support claims, insurance premiums, program administration costs, and an allocation for retiree health care. These costs are typically not classified as Salary and Benefits. They are also subject to an accounting

conversion process when preparing the government-wide financial statements. At this time, an adjustment was not incorporated into Attachment 7.

Additional Position Details

The proposed additional positions, as well as the reclassifications and allocation changes are included in Attachment 2 of the current and prior agenda report. Information was requested regarding the Recreation Office Assistant and the Community Service Officer. Additional details regarding these requests, as well as the other proposed changes are included in Attachment 8.

Requested for Comparative Note Information

The Council requested detailed information for Services, Supplies, and Other line items within the City Council, City Manager, Finance, Public Works, and Recreation Department budgets. These Notes were originally included in the June 15, 2022 Budget Adoption [Agenda Report](#); and most recently updated in the financial software system based on department mid-year estimates. Attachment 7 includes the mid-year details for the requested departments, as well as the reallocation of the aforementioned membership costs from the City Council budget to the Economic Development Department budget. When reviewing these reports, it should be noted that with the exception of the mid-year changes, some of the budgeted amounts could be expended or encumbered for approved contracts, as any expended funds would be consistent with prior budget authorization.

A request was made to provide a report comparing the text data that is listed in the Notes column of the report with prior year actual data. The City's standard accounting reports do not have an option for comparing text fields. Creating this type of report would be a manual process; and require a significant amount of staff time. Comparative information for actual costs through the current year are available by account code; with reports comparing current and prior year actual expenditures to the approved or amended budgets. Consideration should be given to other reports that readily provide that information. Actual prior year data, current expenditures, and the approved amended budget can be downloaded from the [City's Transparency site](#) or provided in a separate report.

OPTIONS

1. Make no adjustments
2. Provide alternate direction to staff

FINANCIAL IMPACT:

The modifications to the General Fund are anticipated to result in a drawdown of *unassigned* fund balance in the amount of \$745,906. This is primarily related to the purchase of a new fire engine. This is projected to result in an estimated ending *unassigned* General Fund balance of approximately \$11.3 million. This places the estimated ending fund balance \$1 million above the City's updated reserve threshold of \$10.2 million.

The combined net change to all other funds is \$1.3 million.

GOAL ALIGNMENT: Not Applicable.

Attachments

General Fund Overview (Revised)
Summary of Position Requests

Other Fund Revenues

Other Fund Expenditures

Budget Amendment Ordinance (Revised)

PPT

Requested Services, Supplies, and Other Details

Position Request Narrative

Mid-Year Budget Estimates (Revised 02/20/2023)

	FY 22/23 Adopted	FY 22/23 Amended	FY 22/23 Mid-Year	Difference from Amended
Beginning Fund Balance	\$ 12,010,279	\$ 12,010,279	\$ 12,010,279	
Revenues				
Property Taxes	\$ 8,840,000	\$ 8,840,000	\$ 9,102,000	\$ 262,000 ⁽¹⁾
TOT and Licenses	5,962,000	5,962,000	6,482,000	520,000 ⁽²⁾
Sales and Use Tax	5,616,000	5,616,000	5,564,000	(52,000)
Franchise and Utility User Taxes	3,475,000	3,475,000	3,520,000	45,000
Business Licenses	322,000	322,000	365,000	43,000
Other Taxes	237,000	237,000	176,000	(61,000)
License, permits, and impact fees	1,045,000	1,045,000	987,000	(58,000)
Intergovernmental Revenues	292,382	292,382	401,000	108,618 ⁽³⁾
Charges for Services	1,928,000	1,928,000	2,061,000	133,000 ⁽⁴⁾
Fines and Forfeitures	49,000	49,000	106,000	57,000
Interest, rents, and concessions	310,000	310,000	378,000	68,000
Other revenues	1,503,737	1,518,687	1,311,000	(207,687) ⁽⁵⁾
Other revenues - ARPA	800,000	800,000	800,000	-
Transfers	-	-	-	-
	\$ 30,380,119	\$ 30,395,069	\$ 31,253,000	\$ 857,931
Expenditures				
Departments				
City Council	\$ 385,227	\$ 435,227	\$ 490,331	55,104 ⁽⁶⁾
City Manager	1,230,107	1,243,756	1,223,495	(20,261)
Economic Development	124,833	124,833	360,177	235,344 ⁽⁷⁾
City Attorney	762,100	812,100	711,100	(101,000) ⁽⁸⁾
Finance	1,392,325	1,476,067	1,443,702	(32,365)
Information Systems	870,666	951,166	914,389	(36,777)
Community Development	2,813,339	2,913,339	2,912,968	(371)
Police	7,928,629	7,895,899	7,925,586	29,687
Fire	4,246,200	4,246,200	4,365,373	119,173 ⁽⁹⁾
Public Works	4,239,165	4,320,643	4,296,703	(23,940)
Library	1,125,728	1,125,728	1,116,332	(9,396)
Recreation	920,638	920,638	905,065	(15,573)
Museum	314,500	314,500	325,500	11,000
Capital Outlay	145,000	1,162,053	1,244,221	82,168 ⁽¹⁰⁾
Capital Project Transfers	575,000	575,000	575,000	-
Debt Service	2,237,415	2,237,415	2,239,777	2,362
Interfund Transfers	1,100,737	1,100,737	949,187	(151,550) ⁽¹¹⁾
Total	\$ 30,411,609	\$ 31,855,301	\$ 31,998,906	\$ 143,605
Net Difference	\$ (31,490)	\$ (1,460,232)	\$ (745,906)	\$ 714,326
Estimated Ending Fund Balance	\$ 11,978,789	\$ 10,550,047	\$ 11,264,373	
Reserve Calculation				
Expenditures applicable to policy	\$ 28,590,872	\$ 29,017,511	\$ 29,230,498	
Policy percentage - 35%	\$ 10,006,805	\$ 10,156,129	\$ 10,230,674	
Difference from policy	\$ 1,971,984	\$ 393,918	\$ 1,033,699	

Notes:

- (1) Projected increase based on the first property tax disbursement.
- (2) TOT increased significantly during the last half of Fiscal Year 21/22. This adjustment reflects the higher base, as well as current trends.
- (3) Receipt of a \$100,000 Coastal Commission Grant, which has corresponding expenditures in the Community Development Department budget.
- (4) Various increases, which include a single receipt of approximately \$100,000 in Planning Fees, net of changes within other categories.
- (5) Reduction for \$151,550 in promissory note proceeds for water entitlement sales that were received in the prior year; and misc. revenues.
- (6) Council proposed actuarial services, goals consultant, various closed session legal costs, transfer of \$156,500 in memberships to the Economic Dev. budget.
- (7) Moved \$39,999 from the City Manager for HdL Economic Development (ED) Services, \$25,000 for ED consultant, and a transfer of \$156,500 in economic development related memberships from the City Council budget.
- (8) Reflect the estimated amount of special legal services needed through the end of the fiscal year.
- (9) Includes a \$152,351 invoice for the prior year true-up of fire contract services, net of other adjustments.
- (10) Primarily \$43,500 for new Council Chamber chairs, \$23,000 for Police vehicle outfitting, and \$19,000 for parking meter replacements.
- (11) Includes a reduction of \$151,550 in water entitlement transfers to the Local Water Project, which took place in the prior year.

Fiscal Year 22/23 Mid-Year Position Requests

CURRENT POSITION AUTHORIZATION	PROPOSED POSITION AUTHORIZATION	TIME	BUDGET UNIT	CHANGE IN FTE	FY 22/23 APPLICABLE COSTS	ESTIMATED ANNUAL COSTS
FINANCE DEPARTMENT ⁽¹⁾						
MANAGEMENT ANALYST (0.75)	SENIOR ACCOUNTING ASSISTANT (1.00)	F	131	0.44	10,007	30,022
ACCOUNTANT	SENIOR ACCOUNTANT	F	131	-	4,201	12,602
SENIOR ACCOUNTING ASST (ALLOCATION ONLY)		F	131	(0.15)	(4,996)	(\$14,987)
FINANCE MGR/DEPUTY (ALLOCATION ONLY)		F	131	(0.15)	(8,805)	(\$26,414)
				0.14	\$408	\$1,223
INFORMATION TECHNOLOGY DEPARTMENT						
IT SUPPORT SPECIALIST	IT SUPPORT SPECIALIST	F	133	0.25	\$6,037	\$18,111
POLICE						
POLICE RECORDS SUPERVISOR	MANAGEMENT ANALYST	F	301	-	\$6,520	\$19,560
POLICE SERVICES TECH II	PROPERTY & EVIDENCE TECH	F	301	-	\$1,395	\$4,185
ADMINISTRATIVE SERVICES MANAGER / PIO	POLICE COMMANDER	F	301	-	\$2,500	\$7,500
COMMUNITY SERVICE OFFICER (HALF-TIME)	COMMUNITY SERVICE OFFICER (FULL-TIME)	F	301	0.50	\$18,178	\$54,535
				0.50	\$28,593	\$85,780
RECREATION						
SEASONAL/PART-TIME SALARIES (ADDITIONAL FUNDING TO SUPPORT VARIOUS TEMPORARY POSITIONS - FUNDING AVAILABLE THROUGH EXISTING BUDGET)	SEASONAL/PART-TIME SALARIES	P	421	-	-	\$40,000
OFFICE ASSISTANT		F	421	0.75	\$17,240	\$51,721
				0.75	\$17,240	\$91,721
COMBINED CHANGES TO THE GENERAL FUND				1.64	\$2,278	\$196,835
CEMETERY ⁽¹⁾						
OFFICE ASSISTANT (TWO HALF-TIME POSITIONS)	OFFICE ASST. (CONSOLIDATE TO A BENEFITTED 3/4 TIME POSITION)	P	611	(0.25)	(\$126)	(378)
MANAGEMENT ANALYST (ALLOCATION ONLY)		F	611	0.10	\$3,602	\$
COMBINED CHANGES TO THE CEMETERY FUND				(0.15)	\$3,476	\$
WORKERS COMPENSATION AND RISK MANAGEMENT FUNDS ⁽¹⁾						
MANAGEMENT ANALYST (ALLOCATION ONLY)		F	702	(0.10)	(\$3,602)	(10,806)
MANAGEMENT ANALYST (ALLOCATION ONLY)		F	701, 702	(0.19)	(\$7,224)	(21,673)
SENIOR ACCOUNTING ASST (ALLOCATION ONLY)		F	701	0.15	\$4,996	\$14,987
FINANCE MGR/DEPUTY (ALLOCATION ONLY)		F	701, 702	0.15	\$8,805	\$26,414
COMBINED CHANGES TO THE WORKERS COMP. AND RISK MANAGEMENT FUNDS				0.01	2,974	\$8,922
COMBINED CITY-WIDE POSITION CHANGES				1.50	\$8,729	\$216,186

(1) Several Finance Department staff have hours allocated to the General, Cemetery, Risk Management, and Workers Compensation Funds. The combined adjustments associated with these positions do not result in an increase in the number of positions. The combined cost of the Finance Department position allocations and proposed changes is \$20,573, with \$1,223 allocated to the General Fund.

OTHER FUNDS - REVENUE ADJUSTMENT SUMMARY

FUND	AMENDED BUDGET	MID-YEAR ESTIMATE	DIFFERENCE	NOTES
06 - State Franchise PEG	59,500	52,000	(7,500)	Adjustment to reflect current revenue patterns.
07 - Library Bldg & Equip Fund	170,025	200,825	30,800	Primarily related to receipt of Laws Local History Fund grant
08 - Museum Improvement Fund	3,000	4,200	1,200	Miscellaneous budgetary adjustments
09 - Downtown Business District	24,000	34,300	10,300	Adjustment based on receipting patterns
10 - Hospitality Imprvmt District	500,000	475,750	(24,250)	Adjustment based on receipting patterns
11 - Library Book Fund	40,000	44,672	4,672	Adjustment based on receipting patterns
12 - Fire Emerg. Equip Fund	19,650	20,350	700	Miscellaneous budgetary adjustments
15 - Housing Fund	75,000	192,000	117,000	Reflects repayment of housing loans and related interest
18 - Gas Tax Fund	447,875	374,951	(72,924)	Adjustment based on revised State estimates.
20 - RSTP-(TAMC)	1,000,000	1,082,430	82,430	Anticipated grant revenues to support new projects.
21 - Drug Awareness (DARE)	1,150	1,020	(130)	Miscellaneous budgetary adjustments.
24 - Stillwell Children'S Pool	400	500	100	Miscellaneous budgetary adjustments.
25 - Recreation Donation Fund	1,300	1,400	100	Miscellaneous budgetary adjustments.
27 - Lighthouse Maint.& Impv.	97,250	48,500	(48,750)	Adjustment for minimal activity in first part of year.
28 - Senior Housing Fund	-	100	100	Miscellaneous budgetary adjustments.
30 - Operating Grants	20	10	(10)	Miscellaneous budgetary adjustments.
31 - Operating Donations	3,600	1,600	(2,000)	Adjustment based on current receipting patterns.
40 - Poetry Promotion Fund	36,120	35,620	(500)	Miscellaneous budgetary adjustments.
42 - Pub Safety Aug Fund	376,500	375,000	(1,500)	Miscellaneous budgetary adjustments.
43 - SLESF Fund	248,000	267,000	19,000	Receipt of \$20,000 State grant.
45 - Abandoned Vehicle Program	12,250	12,200	(50)	Miscellaneous budgetary adjustments.
47 - RMRA Fund	355,638	325,978	(29,660)	Adjustment to reflect receipting patterns.
70 - Emp Benefit Fund	341,050	345,568	4,518	Increased employee deposits in flexible health care spending.
71 - Workers Comp Fund	746,600	789,384	42,784	Aligned with transfers as part of payroll processing.
72 - Liability Ins Fund	543,000	555,500	12,500	Primarily related to reimbursable legal fees.
74 - Local Water Project	1,451,737	1,356,187	(95,550)	Primarily due to \$151,550 in water entitlement transfers that were received and transferred in the prior year.
75 - Cemetery Fund	636,750	672,800	36,050	Increased sales and related services.
76 - Sewer Fund	4,313,135	4,316,666	3,531	Recognition of additional one-time fee.
77 - Golf Fund	386,500	797,500	411,000	Reflects receipt of percentage-based revenue and performance.
78 - Sewer Lateral Loans	11,500	12,700	1,200	Miscellaneous budgetary adjustments.
85 - Library Trust Fund	2,500	5,500	3,000	Adjustment to reflect current receipting patterns.
86 - Cemetery Endowment Fund	64,000	95,000	31,000	Increased sales and services, with corresponding endowments.
90 - Yount Nonexpendable Fund	7,500	5,000	(2,500)	Adjustment to align with expected interest.
	\$ 17,686,193	\$ 18,212,854	\$ 526,661	

OTHER FUNDS - EXPENDITURE ADJUSTMENT SUMMARY

FUND	AMENDED BUDGET	MID-YEAR ESTIMATE	DIFFERENCE	NOTES
04 - Hyperbaric Chamber	22,000	22,345	345	Miscellaneous budgetary adjustments.
06 - State Franchise PEG	53,000	59,000	6,000	Budgetary adjustments to equipment.
07 - Library Bldg & Equip Fund	149,825	179,825	30,000	Expenditures related to new Laws Local History Fund grant.
09 - Downtown Business District	24,000	34,000	10,000	Pass through amount, aligned with estimated revenues.
10 - Hospitality Imprvmt Dist.	500,000	474,390	(25,610)	Pass through amount, aligned with estimated revenues.
11 - Library Book Fund	40,000	44,182	4,182	Revised estimate for printed materials.
15 - Housing Fund	216,181	187,721	(28,460)	Net adjustment for position vacancies.
17 - Local Streets And Roads	1,110,961	1,556,478	445,517	Additional funding of \$619,000 for the Fiscal Year 22/23 Street Rehabilitation Project, net of completed project savings.
18 - Gas Tax Fund	462,614	450,689	(11,925)	Reductions for supplies and minor salary adjustments.
20 - RSTP-(TAMC)	1,000,000	332,430	(667,570)	Addition of Stormwater and Flashing Beacon projects, net of a \$750,000 reduction in annual planned spending on the Cedar, Sunset, and Congress intersection improvements.
21 - Drug Awareness (DARE)	292	700	408	Miscellaneous budgetary adjustments.
25 - Recreation Donation Fund	8,500	7,500	(1,000)	Miscellaneous budgetary adjustments.
27 - Lighthouse Maint.& Impv.	155,708	124,791	(30,917)	Reduction for position vacancies at the first part of the year.
40 - Poetry Promotion Fund	9,700	16,700	7,000	Increased miscellaneous property expenses.
41 - Yount Income Fund	16,929	12,929	(4,000)	Adjustment for removal of allocated benefits.
43 - SLESF Fund	304,793	342,522	37,729	Increased grant and contract expenditures.
47 - RMRA Fund	664,566	604,806	(59,760)	Updated for estimated year-end project expenditures.
63 - Capital Improvement Fund	2,550,245	1,857,393	(692,852)	The variance is primarily related to a \$376,000 revision for the Public Works Fire Project; and reductions in the \$374,000 remaining project budget that was carried forward for the Point Pinos Coastal Trail Project. Only approx. \$60,000 is needed in this year.
70 - Emp Benefit Fund	341,000	362,062	21,062	Increased health insurance contributions.
71 - Workers Comp Fund	751,264	814,482	63,218	Estimated increase in claims expense.
72 - Liability Ins Fund	544,239	582,747	38,508	Increased insurance premiums and reimburseable legal costs.
74 - Local Water Project	1,373,448	1,592,536	219,088	Increased utility costs and contract expenditures associated with operator agreement.
75 - Cemetery Fund	576,258	605,669	29,411	Increased utility costs of \$25,000 and other net budgetary updates.
76 - Sewer Fund	4,348,574	4,161,871	(186,703)	Completed project savings of \$90,000; and a \$90,000 reduction to the estimated year-end project expenditures.
77 - Golf Fund	332,097	427,500	95,403	Primarily attributed to approx. \$64,000 for est. capital improvement contributions and \$25,000 for study.
84 - American Rescue Plan (ARPA)	2,111,524	2,005,199	(106,325)	Chataquauqua Hall Preservation Plan placed on hold at \$25,000; with carry-forward of \$81,325 related to the Purple Pipe Project.
	19,013,482	18,206,231	(807,251)	

ORDINANCE NO. xx-xxx

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE
ADOPTING THE OPERATING AND CAPITAL PROJECTS BUDGET FOR THE
FISCAL YEAR (FY) 2022-23**

FACTS

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

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

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

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

REVENUE ADJUSTMENT SUMMARY	
FUND	DIFFERENCE
01 - General Fund	857,931
06 - State Franchise PEG	(7,500)
07 - Library Bldg & Equip Fund	30,800
08 - Museum Improvement Fund	1,200
09 - Downtown Business District	10,300
10 - Hospitality Imprvmt District	(24,250)
11 - Library Book Fund	4,672
12 - Fire Emerg. Equip Fund	700
15 - Housing Fund	117,000
18 - Gas Tax Fund	(72,924)
20 - RSTP-(TAMC)	82,430
21 - Drug Awareness (DARE)	(130)
24 - Stillwell Children'S Pool	100
25 - Recreation Donation Fund	100
27 - Lighthouse Maint.& Impv.	(48,750)
28 - Senior Housing Fund	100
30 - Operating Grants	(10)
31 - Operating Donations	(2,000)
40 - Poetry Promotion Fund	(500)
42 - Pub Safety Aug Fund	(1,500)
43 - SLESF Fund	19,000
45 - Abandoned Vehicle Program	(50)
47 - RMRA Fund	(29,660)
70 - Emp Benefit Fund	4,518
71 - Workers Comp Fund	42,784
72 - Liability Ins Fund	12,500
74 - Local Water Project	(95,550)
75 - Cemetery Fund	36,050
76 - Sewer Fund	3,531
77 - Golf Fund	411,000
78 - Sewer Lateral Loans	1,200
85 - Library Trust Fund	3,000
86 - Cemetery Endowment Fund	31,000
90 - Yount Nonexpendable Fund	(2,500)

SECTION 3. The expenditure budget for the following funds is amended, as stated herein. Which by reference are incorporated as set forth in its entirety.

EXPENDITURE ADJUSTMENTS	
FUND	DIFFERENCE
01 - General Fund	143,605
04 - Hyperbaric Chamber	345
06 - State Franchise PEG	6,000
07 - Library Bldg & Equip Fund	30,000
09 - Downtown Business District	10,000
10 - Hospitality Imprvmt Dist.	(25,610)
11 - Library Book Fund	4,182
15 - Housing Fund	(28,460)
17 - Local Streets And Roads	445,517
18 - Gas Tax Fund	(11,925)
20 - RSTP-(TAMC)	(667,570)
21 - Drug Awareness (DARE)	408
25 - Recreation Donation Fund	(1,000)
27 - Lighthouse Maint.& Impv.	(30,917)
40 - Poetry Promotion Fund	7,000
41 - Yount Income Fund	(4,000)
43 - SLESF Fund	37,729
47 - RMRA Fund	(59,760)
63 - Capital Improvement Fund	(692,852)
70 - Emp Benefit Fund	21,062
71 - Workers Comp Fund	63,218
72 - Liability Ins Fund	38,508
74 - Local Water Project	219,088
75 - Cemetery Fund	29,411
76 - Sewer Fund	(186,703)
77 - Golf Fund	95,403
84 - American Rescue Plan (ARPA)	(106,325)

SECTION 4. The Fiscal Year 2022/23 estimated fund balances based on this adjustment, are referenced herein ⁽¹⁾:

FUND	BEGINNING BALANCE	EST REV	EST EXP	EST. ENDING FUND BALANCE
01 - GENERAL FUND	12,010,279	31,253,000	31,998,906	11,264,373
04 - HYPERBARIC CHAMBER	12,146	10,600	22,345	401
06 - STATE FRANCHISE PEG	104,343	52,000	59,000	97,343
07 - LIBRARY BLDG & EQUIP FUND	88,303	200,825	179,825	109,303
08 - MUSEUM IMPROVEMENT FUND	414,069	4,200	213,217	205,052
09 - DOWNTOWN BUSINESS DISTRICT	1,972	34,300	34,000	2,272
10 - HOSPITALITY IMPRVMT DIST.	(1,360)	475,750	474,390	0
11 - LIBRARY BOOK FUND	26,059	44,672	44,182	26,549
12 - FIRE EMERG EQUIP FUND	159,222	20,350	22,000	157,572
15 - HOUSING FUND	281,845	192,000	187,721	286,124
17 - LOCAL STREETS AND ROADS	955,564	774,992	1,556,478	174,078
18 - GAS TAX FUND	172,309	374,951	450,689	96,571
20 - RSTP / TAMC	-	1,082,430	332,430	750,000
21 - DRUG AWARENESS (DARE)	302	1,020	700	622
24 - STILLWELL CHILDREN'S POOL	51,583	500	15,000	37,083
25 - RECREATION DONATION FUND	32,512	1,400	7,500	26,412
27 - LIGHTHOUSE MAINT. & IMPV.	183,380	48,500	124,791	107,089
28 - SENIOR HOUSING FUND	10,211	100	-	10,311
30 - OPERATING GRANTS	681	10	-	691
31 - OPERATING DONATIONS	57,736	1,600	-	59,336
40 - POETRY PROMOTION FUND	99,035	35,620	16,700	117,955
41 - YOUNT INCOME FUND	4,875	8,300	12,929	246
42 - PUB SAFETY AUG FUND	156,871	375,000	404,015	127,856
43 - SLESF FUND	115,890	267,000	342,522	40,368
45 - ABANDONED VEHICLE PROGRAM	12,955	12,200	-	25,155
47 - RMRA FUND	476,538	325,978	604,806	197,710
63 - CAPITAL IMPROV PROJ FUND	(21,195)	2,875,233	1,857,393	996,645
70 - EMP BENEFIT FUND	48,819	345,568	362,062	32,325
71 - WORKERS COMP FUND	49,555	789,384	814,482	24,457
72 - LIABILITY INS FUND	30,341	555,500	582,747	3,094
74 - LOCAL WATER PROJECT	1,434,833	1,356,187	1,592,536	1,198,484
75 - CEMETERY FUND	723,195	672,800	605,669	790,326
76 - SEWER FUND	21,575,089	4,316,666	4,161,871	21,729,884
77 - GOLF FUND	3,180,321	797,500	427,500	3,550,321
78 - SEWER LATERAL LOANS	197,277	12,700	-	209,977
84 - AMERICAN RESCUE PLAN-ARPA	293,369	1,849,559	2,005,199	137,729
85 - LIBRARY TRUST FUND	517,528	5,500	-	523,028
86 - CEMETERY ENDOWMENT FUND	1,858,607	95,000	-	1,953,607
90 - YOUNT NONEXPENDABLE FUND	790,564	5,000	7,500	788,064

(1) The estimated ending "available" fund balance for the enterprise funds, are as follows: Local Water Project at \$25,807; Cemetery Fund at \$720,122; Sewer Fund at \$6,435,156; Golf Fund at \$512,872.

SECTION 5. In accord with Article 15 of the City Charter, this ordinance shall become effective upon adoption hereof.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 15th day of March, 2023, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

BILL PEAKE, Mayor

ATTEST:

SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

BRIAN A. PIERIK, City Attorney



City of Pacific Grove

Fiscal Year 2022-23 Mid-Year Budget Report

First Reading of an Ordinance to Amend The Budget

Tentative Financial Calendar

Month	Topic
This Evening	Mid-Year Budget Presentation
March	Long-Term Forecast
March	Budget Workshop
April	Capital Improvement Plan
April/May	Master Fee Schedule
May	GANN Appropriation Limit
June	Proposed Budget, First Reading of Ordinance
	Budget Adoption, Second Reading of Ordinance



Key Changes

- General Fund
 - Updates for anticipated revenue performance
 - Additional expenditures
 - Revised estimates operating costs
 - Additional capital outlay: Council Chamber chairs, police vehicle outfitting, park meter replacements.
 - Position Changes
 - Addition of 1.50 positions
 - Community Service Officer (CSO): 0.50 position
 - Recreation Department Office Assistant: 0.75 position
 - Information Technology Support Specialist: 0.25 position
 - Additional Recreation Department seasonal staffing
 - Reclassification and allocation changes

General Fund Overview

Fiscal Year	Adopted ⁽¹⁾	Amended ⁽¹⁾	Estimated ⁽¹⁾	Difference
Beginning Fund Bal.	\$ 12,010,279	\$ 12,010,279	\$ 12,010,279	-
Revenues	\$ 30,380,119	\$ 30,395,069	\$ 31,253,000	\$ 857,931
Expenses				
Operating	\$ 26,353,457	\$ 26,780,096	\$ 26,990,721	\$ 210,625
Capital Outlay	145,000	1,162,053	1,244,221	82,168
Debt Service	2,237,415	2,237,415	2,239,777	2,362
Capital Project Trans.	575,000	575,000	575,000	-
Transfers Out	1,100,737	1,100,737	949,187	(151,550)
Total Expenses	\$ 30,411,609	\$ 31,855,301	\$ 31,998,906	\$ 143,605
Net Difference	(31,490)	(1,460,232)	(745,906)	714,326
Ending Fund Bal.	\$ 11,978,789	\$ 10,550,047	\$ 11,264,373	\$ 714,326

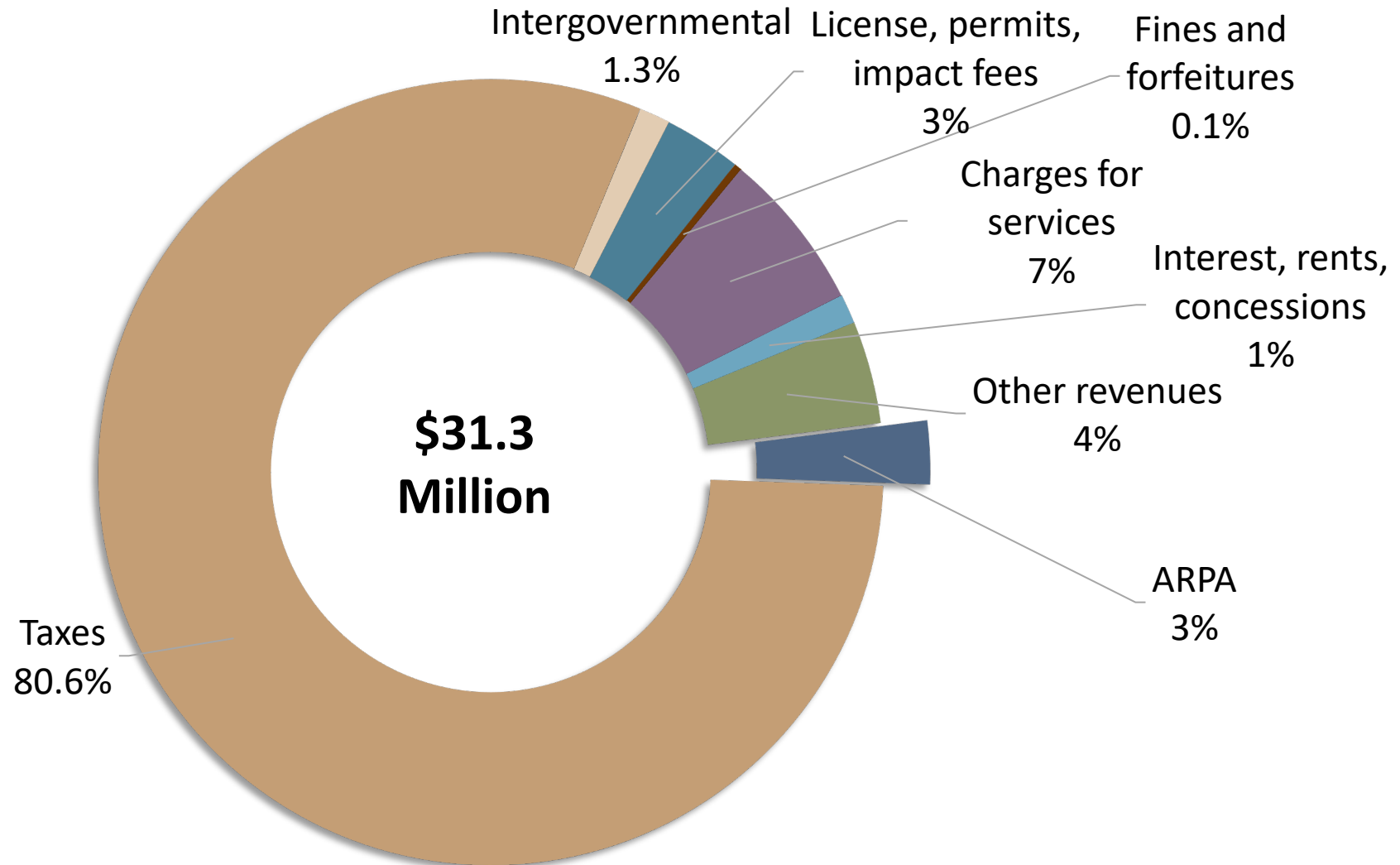
(1) The Beginning Fund Balance was updated to reflect the audited financial statements for the General Fund Operating Fund. The sub-funds were excluded. They typically have minimal activity

General Fund Reserve Target



Fiscal Year 22/23	Percent	Amount
Estimated ending general fund operating balance		\$11,264,373
Operating Expense		\$26,990,721
Debt Service		2,239,777
Subtotal		\$29,230,498
Reserve Calculation:		
Cash Flow	20%	\$5,846,100
Fiscal Stability	10%	2,923,050
Contingency	5%	1,461,524
Minimum Policy Limits	35%	\$10,230,674
Difference from Target		\$1,033,699

General Fund Revenues



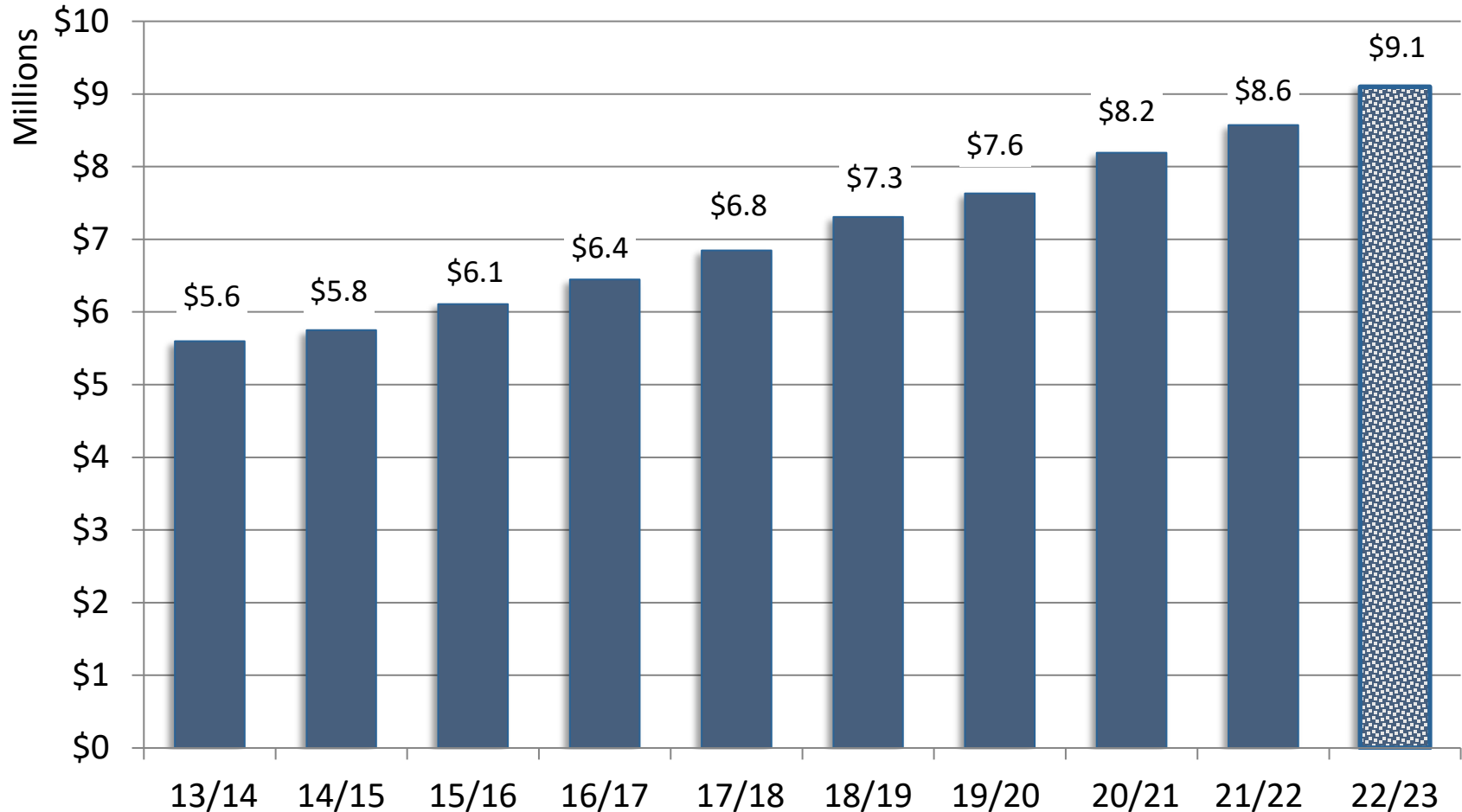
General Fund Revenues

Source	Amended	Estimated	Difference	Prior Year
Property Taxes	8,840,000	9,102,000	262,000	8,573,967
TOT Tax	5,962,000	6,482,000	520,000	6,348,982
Sales & Use Tax	5,616,000	5,564,000	(52,000)	4,540,782
Franchise, Utility Tax	3,475,000	3,520,000	45,000	3,371,597
Business licenses	322,000	365,000	43,000	345,965
Other Taxes	237,000	176,000	(61,000)	231,389
License, permits, Imp fee	1,045,000	987,000	(58,000)	913,160
Intergovernmental	292,382	401,000	108,618	150,516
Charges for Services	1,928,000	2,061,000	133,000	1,876,745
Fines, Forfeiture	49,000	106,000	57,000	37,917
Interest, rents, conc.	310,000	378,000	68,000	72,514
Other revenues	1,518,687	1,311,000	(207,687)	1,222,702
ARPA	800,000	800,000	-	1,554,038
Other Interfund Transfers	-	-	-	181,000
Total	\$ 30,395,069	\$ 31,253,000	\$ 857,931	PGCC 3-1-23 Page 031 \$ 29,421,274

Property Tax Trends

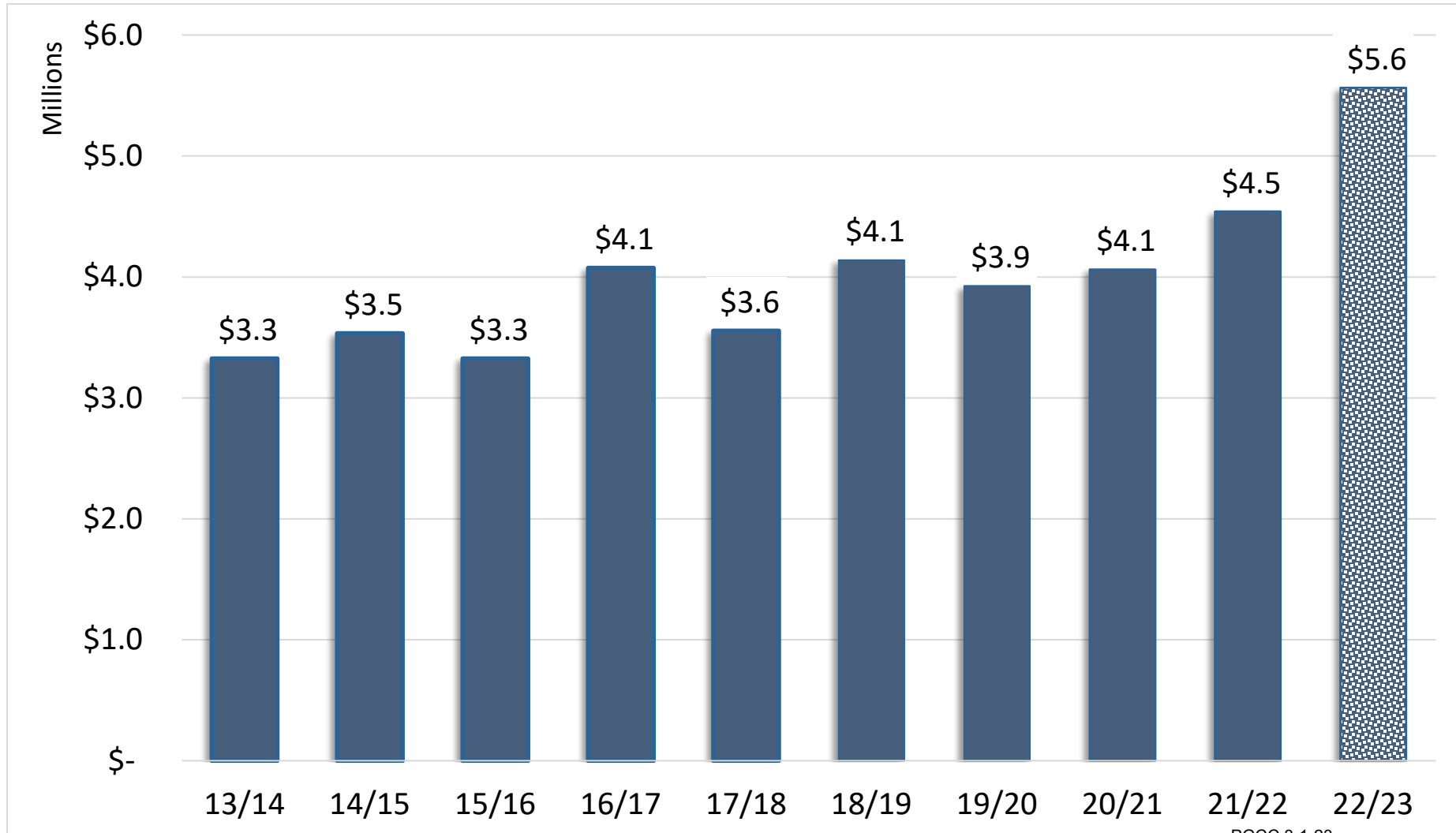
Estimated Fiscal Year 22/23 growth at 6.2%

(additional information pending from Monterey County Assessor's Office)



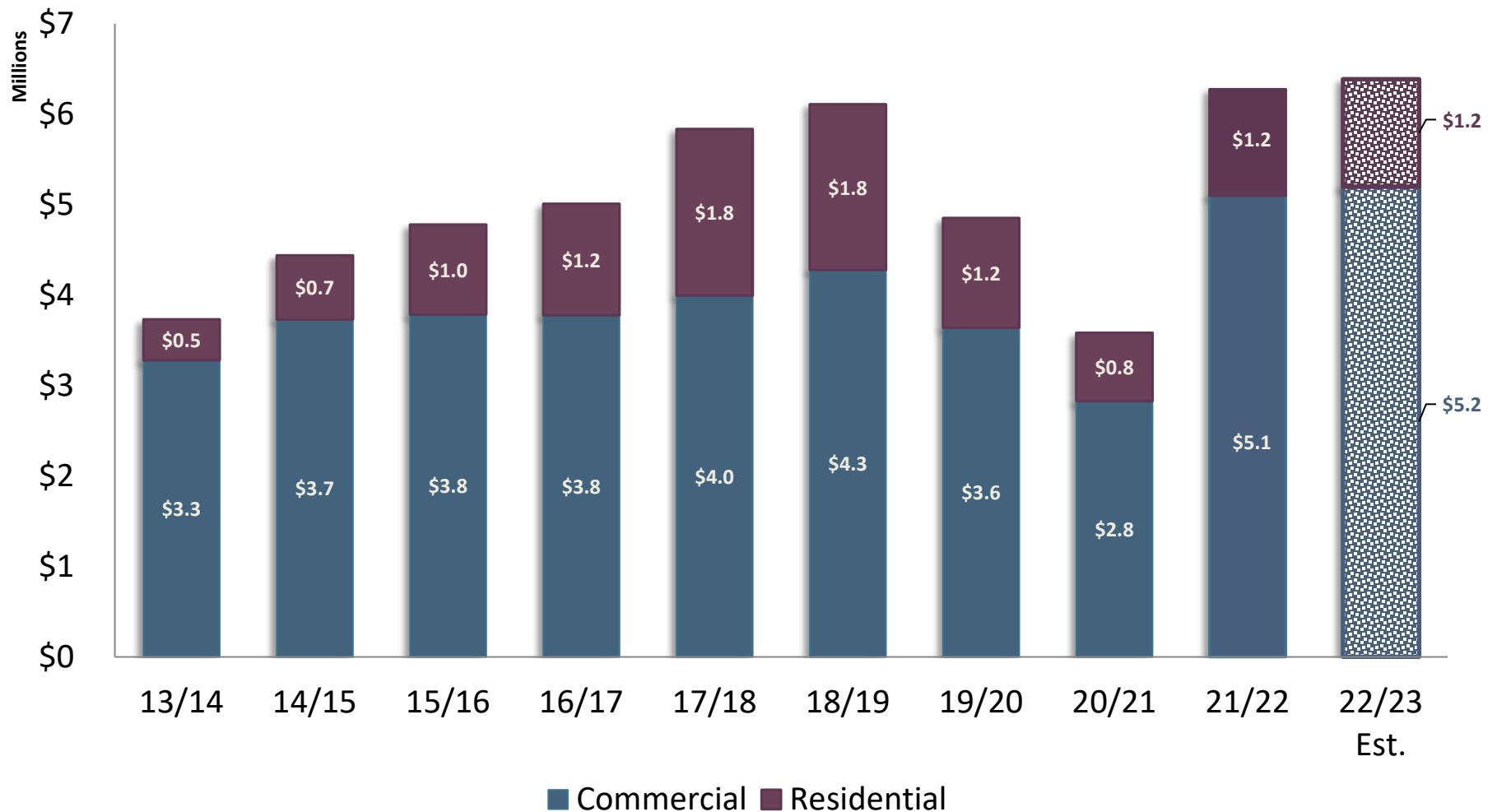
Sales and Use Tax Trends

Includes addition of Measure A for three-quarters of the year

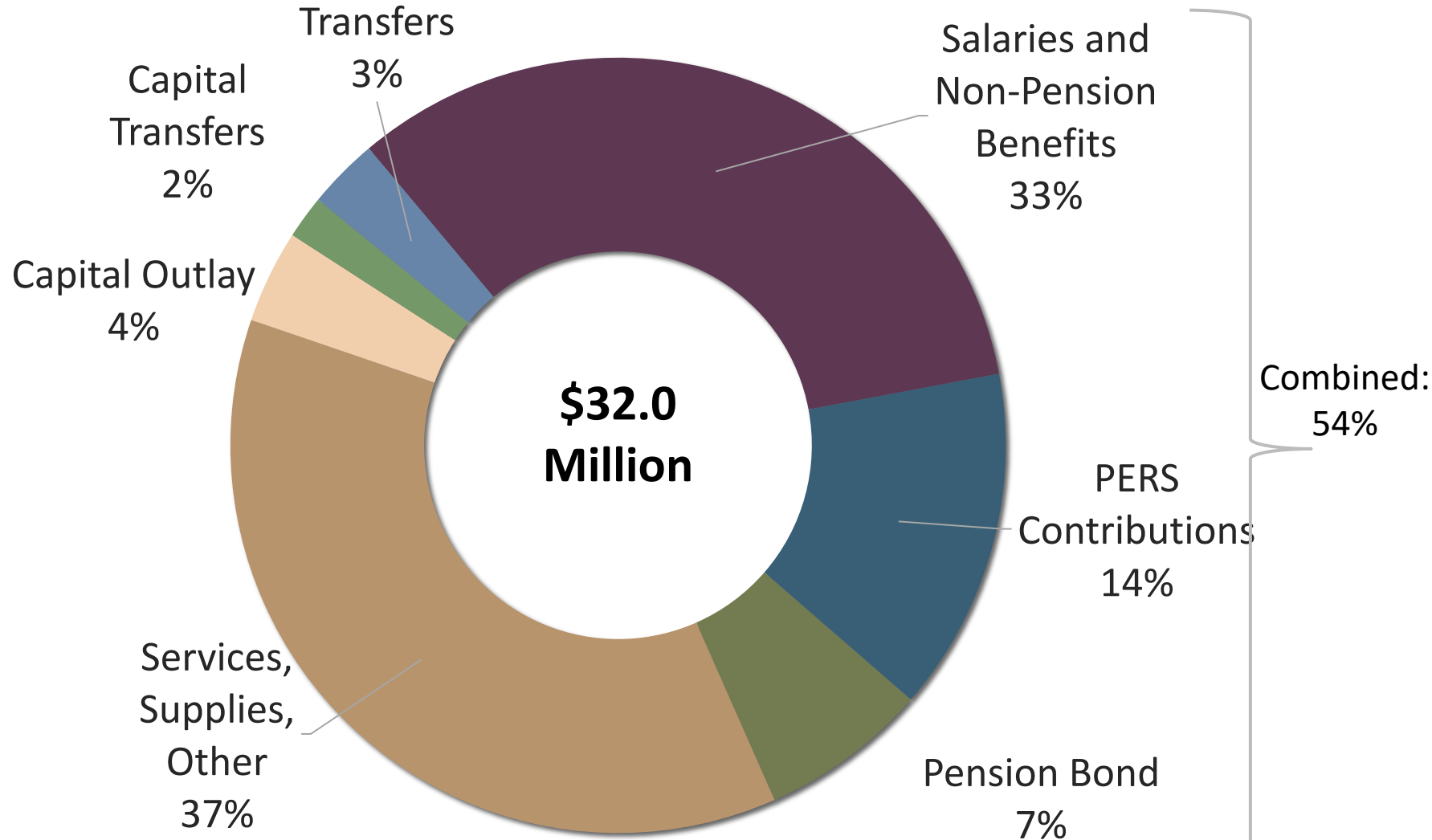


Transient Occupancy Tax Trends

Excludes short-term rental licensing and application fees



General Fund Expenditures



General Fund Expenditures

Departments	Amended	Estimated	Diff.	Prior Year
City Council	\$ 435,227	\$ 646,831	\$ 211,604	\$ 412,406
City Manager	1,243,756	1,223,495	(20,261)	1,167,592
Economic Development	124,833	203,677	78,844	-
City Attorney	812,100	711,100	(101,000)	647,114
Finance/IT	2,427,233	2,358,091	(69,142)	1,905,627
CDD	2,913,339	2,912,968	(371)	2,273,088
Police	7,895,899	7,925,586	29,687	7,162,569
Fire	4,246,200	4,365,373	119,173	3,955,545
Public Works	4,320,643	4,296,703	(23,940)	3,677,218
Library	1,125,728	1,116,332	(9,396)	972,906
Recreation	920,638	905,065	(15,573)	722,149
Museum	314,500	325,500	11,000	309,763
Capital Outlay/Projects	1,737,053	1,819,221	82,168	537,759
Debt Service	2,237,415	2,239,777	2,362	2,170,415
Transfer	1,100,737	949,187	(151,550)	938,515
Total	\$ 31,855,301	\$ 31,998,906	\$ 143,605	\$ 26,852,666

Other Funds

- All funds projected to end the year with a positive fund balance
- Changes in budgetary estimates
 - Golf Course revenues and expenditures
 - Project carry-forward adjustments: Capital Improvement, Sewer, RSTP/TAMC, and ARPA Funds
 - Public Works Fire Project
 - Local Water Project
- New grant-funded projects and costs
 - Regional Surface Transportation Program (RSTP) Grants
 - Stormwater improvements at 18th and Spruce Avenue
 - Flashing beacons at the 19th and Sunset intersection, directly adjacent to PG High School
 - Laws Local History Fund Grant
 - Glass display cases

Questions?



City Council
City of Pacific Grove

GENERAL FUND DEPARTMENTS: SERVICES AND SUPPLIES
CITY COUNCIL, CITY MANAGER, ECON DEV, FINANCE, PUBLIC WORKS, RECREATION

DEPARTMENT	ACCT	-TITLE-	CURRENT YEAR ESTIMATE	NOTE DESCRIPTION	NOTE AMOUNT
CITY COUNCIL					
10 - CITY COUNCIL	5201	REGULAR CITY COUN CONTRACT SERVICES	5,000	MUNICIPAL CODE PUBLISHING & MISC CONTRACT SERVICES	-
10 - CITY COUNCIL	5202	REGULAR CITY COUN PROF/CONSULTANT S	100,000	ACTURIAL STUDY	25,000
10 - CITY COUNCIL	5202	REGULAR CITY COUN PROF/CONSULTANT S	-	CSI HR CONSULTING SERVICES	20,000
10 - CITY COUNCIL	5202	REGULAR CITY COUN PROF/CONSULTANT S	-	MISC CONSULTING SERVICES	5,000
10 - CITY COUNCIL	5202	REGULAR CITY COUN PROF/CONSULTANT S	-	RENNE PUBLIC MANAGEMENT GROUP	50,000
10 - CITY COUNCIL	5205	REGULAR CITY COUN LEGAL SERVICES	215,000	RENNE PUBLIC LAW GROUP - PERSONNEL MATTER	90,000
10 - CITY COUNCIL	5205	REGULAR CITY COUN LEGAL SERVICES	-	NIELSON LAW-DISTRICT RE-ELECTION CONSIDERATIONS	75,000
10 - CITY COUNCIL	5205	REGULAR CITY COUN LEGAL SERVICES	-	ROGERS, DONNELL LAW FIRM- POTENTIAL LITIGATIONS	50,000
10 - CITY COUNCIL	5211	REGULAR CITY COUN POSTAGE	1,836		-
10 - CITY COUNCIL	5213	REGULAR CITY COUN BANK FEES	-		-
10 - CITY COUNCIL	5215	REGULAR CITY COUN MEETING/TRAINING/	15,000	LEAGUE OF CA MEETINGS/CONF	15,000
10 - CITY COUNCIL	5216	REGULAR CITY COUN ATTENDANCE COSTS	2,000	PG CHAMBER LUNCH	-
10 - CITY COUNCIL	5217	REGULAR CITY COUN TRAVEL, MEAL COST	200		-
10 - CITY COUNCIL	5221	REGULAR CITY COUN ADVERTISING	6,000	PUBLIC NOTICES	6,000
10 - CITY COUNCIL	5222	REGULAR CITY COUN UTILITIES	1,500		-
10 - CITY COUNCIL	5225	REGULAR CITY COUN OPERATING LEASES/	100		-
10 - CITY COUNCIL	5230	REGULAR CITY COUN INTERNAL SERVICE	8,000	ALLOCATION FOR LIABILITY AND WC FUND	-
10 - CITY COUNCIL	5261	REGULAR CITY COUN SUBSCRIPTIONS, ME	83,500	MBAY AIR	7,500
10 - CITY COUNCIL	5261	REGULAR CITY COUN SUBSCRIPTIONS, ME	-	TAMC	5,000
10 - CITY COUNCIL	5261	REGULAR CITY COUN SUBSCRIPTIONS, ME	-	UNITED WAY	5,000
10 - CITY COUNCIL	5261	REGULAR CITY COUN SUBSCRIPTIONS, ME	-	ASSOC OF MONTEREY BAY GOVERNMENTS (AMBAG)	4,000
10 - CITY COUNCIL	5261	REGULAR CITY COUN SUBSCRIPTIONS, ME	-	LEAGUE OF CA CITIES	7,500
10 - CITY COUNCIL	5261	REGULAR CITY COUN SUBSCRIPTIONS, ME	-	GATHERING FOR WOMEN	16,000
10 - CITY COUNCIL	5261	REGULAR CITY COUN SUBSCRIPTIONS, ME	-	COMMUNITY HUMAN SERVICES	20,000
10 - CITY COUNCIL	5261	REGULAR CITY COUN SUBSCRIPTIONS, ME	-	RACE FORWARD	1,000
10 - CITY COUNCIL	5261	REGULAR CITY COUN SUBSCRIPTIONS, ME	-	LAFCO	16,000
10 - CITY COUNCIL	5261	REGULAR CITY COUN SUBSCRIPTIONS, ME	-	MONTEREY COUNTY MAYORS ASSOCIATION	1,500
10 - CITY COUNCIL	5291	REGULAR CITY COUN MISC. DEPT EXPENS	7,000	COUNCIL MEETING MEALS	-
10 - CITY COUNCIL	5292	REGULAR CITY COUN PRIOR YEAR ADJUST	-		-
10 - CITY COUNCIL	5301	REGULAR CITY COUN OFFICE SUPPLIES	200		-
10 - CITY COUNCIL	5303	REGULAR CITY COUN BOOKS, PRINTED MA	200		-
10 - CITY COUNCIL	5306	REGULAR CITY COUN OFFICE EQUIPMENT	-		-
10 - CITY COUNCIL	5401	REGULAR CITY COUN FUND TRANSFERS	-		-
10 - CITY COUNCIL	5471	REGULAR CITY COUN EDC CONTRIBUTION	-		-
			445,536		

GENERAL FUND DEPARTMENTS: SERVICES AND SUPPLIES
CITY COUNCIL, CITY MANAGER, ECON DEV, FINANCE, PUBLIC WORKS, RECREATION

DEPARTMENT	ACCT	-TITLE-	CURRENT YEAR ESTIMATE	NOTE DESCRIPTION	NOTE AMOUNT
CITY MANAGER					
12 - CITY MANAGER	5201	CITY MANAGER OPER CONTRACT SERVICES	45,000	SAME DAY SHRED	-
12 - CITY MANAGER	5201	CITY MANAGER OPER CONTRACT SERVICES	-	SCANNING SERVICES	-
12 - CITY MANAGER	5201	CITY MANAGER OPER CONTRACT SERVICES	-	OTHER CONTRACT SERVICES	-
12 - CITY MANAGER	5201	CITY MANAGER OPER CONTRACT SERVICES	-	MISC	-
12 - CITY MANAGER	5201	CITY MANAGER OPER CONTRACT SERVICES	-	DOJ BACKGROUND CHECKS	-
12 - CITY MANAGER	5201	CITY MANAGER OPER CONTRACT SERVICES	-	CODE PUBLISHING	-
12 - CITY MANAGER	5201	CITY MANAGER OPER CONTRACT SERVICES	-	UNFORESCEEN EXECUTIVE RECRUITMENT	-
12 - CITY MANAGER	5201	CITY MANAGER OPER CONTRACT SERVICES	-	TRAINING DAY SPEAKER	-
12 - CITY MANAGER	5202	CITY MANAGER OPER PROF/CONSULTANT S	20,000	MISC. CONSULTING, CITY-WIDE TRAININGS	-
12 - CITY MANAGER	5205	CITY MANAGER OPER LEGAL SERVICES	65,000	POA NEGOTIATIONS	-
12 - CITY MANAGER	5205	CITY MANAGER OPER LEGAL SERVICES	-	LCW EMPLOYMENT LEGAL ADVICE	-
12 - CITY MANAGER	5205	CITY MANAGER OPER LEGAL SERVICES	-	NOLAND - POLICY AND PROCEDURE UPDATE	-
12 - CITY MANAGER	5205	CITY MANAGER OPER LEGAL SERVICES	-	UNFORESEEN INVESTIGATIONS	-
12 - CITY MANAGER	5207	CITY MANAGER OPER MAINTENANCE SERVI	-		-
12 - CITY MANAGER	5208	CITY MANAGER OPER CONTRACT PERSONNE	2,000		-
12 - CITY MANAGER	5211	CITY MANAGER OPER POSTAGE	500		-
12 - CITY MANAGER	5212	CITY MANAGER OPER TELEPHONE	1,000		-
12 - CITY MANAGER	5213	CITY MANAGER OPER BANK FEES	-		-
12 - CITY MANAGER	5215	CITY MANAGER OPER MEETING/TRAINING/	17,000	TRAINING/EDU FOR CITY MANAGER'S DEPT	-
12 - CITY MANAGER	5215	CITY MANAGER OPER MEETING/TRAINING/	-	REQUIRED LEGAL/COMPLIANCE UPDATES FOR CITY CLERK AND HR DIRECTOR	-
12 - CITY MANAGER	5215	CITY MANAGER OPER MEETING/TRAINING/	-	ICMA OR LEAGUE OF CA CITIES CONFERENCE FOR CITY MANAGER	-
12 - CITY MANAGER	5215	CITY MANAGER OPER MEETING/TRAINING/	-	DEI TRAINING FOR DEI COORDINATOR	-
12 - CITY MANAGER	5216	CITY MANAGER OPER ATTENDANCE COSTS	4,000		-
12 - CITY MANAGER	5217	CITY MANAGER OPER TRAVEL, MEAL COST	1,800		-
12 - CITY MANAGER	5218	CITY MANAGER OPER EDUCATION INCENTI	-		-
12 - CITY MANAGER	5219	CITY MANAGER OPER POST TRAINING	-		-
12 - CITY MANAGER	5221	CITY MANAGER OPER ADVERTISING	1,500		-
12 - CITY MANAGER	5222	CITY MANAGER OPER UTILITIES	2,500		-
12 - CITY MANAGER	5224	CITY MANAGER OPER EQUIP REPAIR, MAI	400		-
12 - CITY MANAGER	5225	CITY MANAGER OPER OPERATING LEASES/	5,000		-
12 - CITY MANAGER	5230	CITY MANAGER OPER INTERNAL SERVICE	38,000	ALLOCATION -LIABILITY, WC AND EMPLOYEE BENEFITS FUND	-
12 - CITY MANAGER	5236	CITY MANAGER OPER HR PROGRAMS	27,000	RECRUITMENT AND RETENTION - VARIOUS PROVISIONS	-
12 - CITY MANAGER	5236	CITY MANAGER OPER HR PROGRAMS	-	RECRUITMENT ADS	-
12 - CITY MANAGER	5236	CITY MANAGER OPER HR PROGRAMS	-	EE ANNUAL TRAINING DAY	-
12 - CITY MANAGER	5236	CITY MANAGER OPER HR PROGRAMS	-	EE APPRECIATION	-
12 - CITY MANAGER	5236	CITY MANAGER OPER HR PROGRAMS	-	EE MONTHLY ENGAGEMENT EVENTS	-
12 - CITY MANAGER	5236	CITY MANAGER OPER HR PROGRAMS	-	EE PHYSICAL FITNESS ASSESSMENTS	-
12 - CITY MANAGER	5236	CITY MANAGER OPER HR PROGRAMS	-	OPEN ENROLLMENT	-
12 - CITY MANAGER	5237	CITY MANAGER OPER HR CONSULTANT	34,527	SOCIAL MEDIA TRAINING	-
12 - CITY MANAGER	5237	CITY MANAGER OPER HR CONSULTANT	-	EXECUTIVE TRAINING	-
12 - CITY MANAGER	5237	CITY MANAGER OPER HR CONSULTANT	-	ANNUAL SALARY SURVEY	-
12 - CITY MANAGER	5238	CITY MANAGER OPER TUITION REIMBURSE	1,500	TUITION REIMBURSEMENT PROGRAM	-
12 - CITY MANAGER	5239	CITY MANAGER OPER DEPT APPLICATION	-		-
12 - CITY MANAGER	5261	CITY MANAGER OPER SUBSCRIPTIONS, ME	3,200		-
12 - CITY MANAGER	5291	CITY MANAGER OPER MISC. DEPT EXPENS	2,000		-

GENERAL FUND DEPARTMENTS: SERVICES AND SUPPLIES
CITY COUNCIL, CITY MANAGER, ECON DEV, FINANCE, PUBLIC WORKS, RECREATION

DEPARTMENT	ACCT	-TITLE-	CURRENT YEAR ESTIMATE	NOTE DESCRIPTION	NOTE AMOUNT
12 - CITY MANAGER	5292	CITY MANAGER OPER PRIOR YEAR ADJUST	-		-
12 - CITY MANAGER	5301	CITY MANAGER OPER OFFICE SUPPLIES	1,500		-
12 - CITY MANAGER	5303	CITY MANAGER OPER BOOKS, PRINTED MA	500		-
12 - CITY MANAGER	5306	CITY MANAGER OPER OFFICE EQUIPMENT	1,000		-
12 - CITY MANAGER	5309	CITY MANAGER OPER OTHER SUPPLIES	200		-
12 - CITY MANAGER	5322	CITY MANAGER OPER SMALL TOOLS	-		-
12 - CITY MANAGER	5428	CITY MANAGER OPER CM CONTRACT REIMB	-		-
12 - CITY MANAGER	5601	CITY MANAGER OPER SPECIAL PROGRAMS	40,000	PIO PROGRAM - MATERIALS, PRINTING, ADVERTISING, GRAPHIC DESIGN, POSTAGE; CONSULTING SERVICES	40,000
			315,127		

GENERAL FUND DEPARTMENTS: SERVICES AND SUPPLIES
CITY COUNCIL, CITY MANAGER, ECON DEV, FINANCE, PUBLIC WORKS, RECREATION

DEPARTMENT	ACCT	-TITLE-	CURRENT YEAR ESTIMATE	NOTE DESCRIPTION	NOTE AMOUNT
ECONOMIC DEVELOPMENT					
12 - CITY MANAGER	5201	ECONOMIC DEVELOPM CONTRACT SERVICES	39,999	HDL ECONOMIC DEVELOPMENT SERVICES	-
12 - CITY MANAGER	5201	ECONOMIC DEVELOPM CONTRACT SERVICES	-		
12 - CITY MANAGER	5202	ECONOMIC DEVELOPM PROF/CONSULTANT S	25,000	CONSULTING	-
12 - CITY MANAGER	5212	ECONOMIC DEVELOPM TELEPHONE	-		-
12 - CITY MANAGER	5291	ECONOMIC DEVELOPM MISC. DEPT EXPENS	156,500		-
12 - CITY MANAGER	5291	ECONOMIC DEVELOPM MISC. DEPT EXPENS		MCCVB	153,000
12 - CITY MANAGER	5291	ECONOMIC DEVELOPM MISC. DEPT EXPENS		MONTEREY COUNTY BUSINESS COUNCIL	500
12 - CITY MANAGER	5291	ECONOMIC DEVELOPM MISC. DEPT EXPENS		MONTEREY BAY ECONOMIC PARTNERSHIP	3,000
12 - CITY MANAGER	5471	ECONOMIC DEVELOPM EDC CONTRIBUTION	38,500	EDC FUNDS	-
12 - CITY MANAGER	5601	ECONOMIC DEVELOPM SPECIAL PROGRAMS	25,000	FACADE PROGRAM	-
12 - CITY MANAGER	5601	ECONOMIC DEVELOPM SPECIAL PROGRAMS	-		
			<u>284,999</u>		

GENERAL FUND DEPARTMENTS: SERVICES AND SUPPLIES
CITY COUNCIL, CITY MANAGER, ECON DEV, FINANCE, PUBLIC WORKS, RECREATION

DEPARTMENT	ACCT	-TITLE-	CURRENT YEAR ESTIMATE	NOTE DESCRIPTION	NOTE AMOUNT
ADMIN SERVICES FINANCE					
13 - ADMIN SERVICES	5201	FINANCE & ACCOUNT CONTRACT SERVICES	304,000	HDL SERVICES - TOT, BUSINESS LICENSE, AND SALES TAX	60,000
13 - ADMIN SERVICES	5201	FINANCE & ACCOUNT CONTRACT SERVICES	-	ADT CAMERA MONITORING SERVICES	4,000
13 - ADMIN SERVICES	5201	FINANCE & ACCOUNT CONTRACT SERVICES	-	GASB 68 REPORT	2,000
13 - ADMIN SERVICES	5201	FINANCE & ACCOUNT CONTRACT SERVICES	-	COIN PICKUP	3,000
13 - ADMIN SERVICES	5201	FINANCE & ACCOUNT CONTRACT SERVICES	-	SUPPLEMENTAL CAFR STATS	2,000
13 - ADMIN SERVICES	5201	FINANCE & ACCOUNT CONTRACT SERVICES	-	OPENG0V/CLEARGOV	12,000
13 - ADMIN SERVICES	5201	FINANCE & ACCOUNT CONTRACT SERVICES	-	MISC: WATER, COPIER CHARGES	5,000
13 - ADMIN SERVICES	5201	FINANCE & ACCOUNT CONTRACT SERVICES	-	ANNUAL AUDIT	40,000
13 - ADMIN SERVICES	5201	FINANCE & ACCOUNT CONTRACT SERVICES	-	TAMC AUDIT	4,000
13 - ADMIN SERVICES	5201	FINANCE & ACCOUNT CONTRACT SERVICES	-	ADD SINGLE AUDIT	5,000
13 - ADMIN SERVICES	5201	FINANCE & ACCOUNT CONTRACT SERVICES	-	RATE STUDY & DEVELOPMENT IMPACT FEES	48,000
13 - ADMIN SERVICES	5201	FINANCE & ACCOUNT CONTRACT SERVICES	-	STATE ELECTION TAX IMPLEMENTATION	42,000
13 - ADMIN SERVICES	5201	FINANCE & ACCOUNT CONTRACT SERVICES	-	MID YEAR ADDED \$20,000 FOR FEE & DEVELOPMENT STUDY	20,000
13 - ADMIN SERVICES	5201	FINANCE & ACCOUNT CONTRACT SERVICES	-	MID-YEAR TEMP SERVICES & CONTRACT FEE	45,000
13 - ADMIN SERVICES	5201	FINANCE & ACCOUNT CONTRACT SERVICES	-	SOFTWARE UPGRADE COST	12,000
13 - ADMIN SERVICES	5202	FINANCE & ACCOUNT PROF/CONSULTANT S	25,000	REQUIRED ACTUARIAL STUDIES, POTENTIAL USE OF BOND COUNSEL AND	-
13 - ADMIN SERVICES	5202	FINANCE & ACCOUNT PROF/CONSULTANT S	-	FINANCIAL ADVISOR FOR FIRE ENGINE FINANCING; ASSISTANCE WITH	-
13 - ADMIN SERVICES	5202	FINANCE & ACCOUNT PROF/CONSULTANT S	-	IMPLEMENTING NEW ACCOUNTING PRONOUNCEMENTS, AND MISC	-
13 - ADMIN SERVICES	5205	FINANCE & ACCOUNT LEGAL SERVICES	2,500		-
13 - ADMIN SERVICES	5206	FINANCE & ACCOUNT DATA, COMMUNICATI	200		-
13 - ADMIN SERVICES	5211	FINANCE & ACCOUNT POSTAGE	3,000		-
13 - ADMIN SERVICES	5212	FINANCE & ACCOUNT TELEPHONE	-		-
13 - ADMIN SERVICES	5213	FINANCE & ACCOUNT BANK FEES	70,000	CLIENT ANALYSIS STATEMENT BANK FEES	23,000
13 - ADMIN SERVICES	5213	FINANCE & ACCOUNT BANK FEES	-	HDL BANKING ASSOCIATED FEES	5,000
13 - ADMIN SERVICES	5213	FINANCE & ACCOUNT BANK FEES	-	MERCHANT TRANSACTION FEES	40,000
13 - ADMIN SERVICES	5213	FINANCE & ACCOUNT BANK FEES	-	MISC FEES	2,000
13 - ADMIN SERVICES	5215	FINANCE & ACCOUNT MEETING/TRAINING/	16,000	LOCAL CSMFO QUARTERLY REGIONAL MEETINGS/TRAININGS	-
13 - ADMIN SERVICES	5215	FINANCE & ACCOUNT MEETING/TRAINING/	-	CSMFO ANNUAL CONFERENCE APPROX 2 STAFF	-
13 - ADMIN SERVICES	5215	FINANCE & ACCOUNT MEETING/TRAINING/	-	CAL ASSOC OF PUBLIC PROCUREMENT OFFICIALS (CAPPO) TRAINING OR CONF	-
13 - ADMIN SERVICES	5215	FINANCE & ACCOUNT MEETING/TRAINING/	-	GFOA TRAINING ANNUAL GASB COMPLIANCE UPDATE AND/OR ACCT COURSES APPROX 2-3 STAFF	-
13 - ADMIN SERVICES	5215	FINANCE & ACCOUNT MEETING/TRAINING/	-	E-FINANCE PLUS YEAR-END UPDATES W-2S AND 1099S	-
13 - ADMIN SERVICES	5215	FINANCE & ACCOUNT MEETING/TRAINING/	-	MISC TRAINING SEMINARS PARAPROFESSIONALS	-
13 - ADMIN SERVICES	5215	FINANCE & ACCOUNT MEETING/TRAINING/	-	YEAR END TAX SEMINAR	-
13 - ADMIN SERVICES	5215	FINANCE & ACCOUNT MEETING/TRAINING/	-	MISC WEBINARS OR STATE PROFESSIONAL DEVELOPMENT COURSES	-
13 - ADMIN SERVICES	5216	FINANCE & ACCOUNT ATTENDANCE COSTS	-		-
13 - ADMIN SERVICES	5217	FINANCE & ACCOUNT TRAVEL, MEAL COST	1,000		-
13 - ADMIN SERVICES	5220	FINANCE & ACCOUNT TRAINING	-		-
13 - ADMIN SERVICES	5221	FINANCE & ACCOUNT ADVERTISING	1,000		-
13 - ADMIN SERVICES	5222	FINANCE & ACCOUNT UTILITIES	15,000	BASED ON CURRENT USAGE, PRIOR BUDGET NOT UPDATED	-
13 - ADMIN SERVICES	5224	FINANCE & ACCOUNT EQUIP REPAIR, MAI	-		-
13 - ADMIN SERVICES	5225	FINANCE & ACCOUNT OPERATING LEASES/	8,000		-
13 - ADMIN SERVICES	5230	FINANCE & ACCOUNT INTERNAL SERVICE	47,000		-
13 - ADMIN SERVICES	5261	FINANCE & ACCOUNT SUBSCRIPTIONS, ME	1,000		-
13 - ADMIN SERVICES	5261	FINANCE & ACCOUNT SUBSCRIPTIONS, ME	-	GFOA MEMBERSHIP - DIRECTOR MEMBERSHIP, CITY MEMBERSHIP	-
13 - ADMIN SERVICES	5261	FINANCE & ACCOUNT SUBSCRIPTIONS, ME	-	CSMFO MEMBERSHIPS - DIRECTOR, ANALYST, ASM, SR ACCT AST	-
13 - ADMIN SERVICES	5261	FINANCE & ACCOUNT SUBSCRIPTIONS, ME	-	CAPPO - SR ACCT ASST, DIRECTOR	-
13 - ADMIN SERVICES	5261	FINANCE & ACCOUNT SUBSCRIPTIONS, ME	-	SUPERION USER GROUP - SR ACCT ASST AND ASM	-
13 - ADMIN SERVICES	5261	FINANCE & ACCOUNT SUBSCRIPTIONS, ME	-	COSTCO	-
13 - ADMIN SERVICES	5261	FINANCE & ACCOUNT SUBSCRIPTIONS, ME	-	ASSOCIATE GFOA MEMBER - ASM	-

GENERAL FUND DEPARTMENTS: SERVICES AND SUPPLIES
CITY COUNCIL, CITY MANAGER, ECON DEV, FINANCE, PUBLIC WORKS, RECREATION

DEPARTMENT	ACCT	-TITLE-	CURRENT YEAR ESTIMATE	NOTE DESCRIPTION	NOTE AMOUNT
13 - ADMIN SERVICES	5291	FINANCE & ACCOUNT MISC. DEPT EXPENS	6,000		-
13 - ADMIN SERVICES	5301	FINANCE & ACCOUNT OFFICE SUPPLIES	9,000		-
13 - ADMIN SERVICES	5303	FINANCE & ACCOUNT BOOKS, PRINTED MA	4,000		-
13 - ADMIN SERVICES	5303	FINANCE & ACCOUNT BOOKS, PRINTED MA	-	BUDGET PRINTING OR AWARD APPLICATION	-
13 - ADMIN SERVICES	5303	FINANCE & ACCOUNT BOOKS, PRINTED MA	-	CAFR AWARD	-
13 - ADMIN SERVICES	5306	FINANCE & ACCOUNT OFFICE EQUIPMENT	5,000		-
13 - ADMIN SERVICES	5306	FINANCE & ACCOUNT OFFICE EQUIPMENT	-	MAY INCLUDE ERGONOMIC EQUIPMENT FOR COUNTER	-
13 - ADMIN SERVICES	5306	FINANCE & ACCOUNT OFFICE EQUIPMENT	-	CHAIRS	-
			517,700		

GENERAL FUND DEPARTMENTS: SERVICES AND SUPPLIES
CITY COUNCIL, CITY MANAGER, ECON DEV, FINANCE, PUBLIC WORKS, RECREATION

DEPARTMENT	ACCT	-TITLE-	CURRENT YEAR ESTIMATE	NOTE DESCRIPTION	NOTE AMOUNT
RECREATION					
42 - RECREATION	5201	RECREATION OPERAT CONTRACT SERVICES	10,000		-
42 - RECREATION	5205	RECREATION OPERAT LEGAL SERVICES	-		-
42 - RECREATION	5207	RECREATION OPERAT MAINTENANCE SERVI	-		-
42 - RECREATION	5208	RECREATION OPERAT CONTRACT PERSONNE	35,000		-
42 - RECREATION	5208	RECREATION OPERAT CONTRACT PERSONNE	-	CONTRACTED INSTRUCTOR PROGRAMS-DANCE-CHESS CLUB-YOGA	-
42 - RECREATION	5208	RECREATION OPERAT CONTRACT PERSONNE	-	REVENUE GENERATING PROGRAMS	-
42 - RECREATION	5211	RECREATION OPERAT POSTAGE	1,000		-
42 - RECREATION	5212	RECREATION OPERAT TELEPHONE	4,000		-
42 - RECREATION	5213	RECREATION OPERAT BANK FEES	18,433	BANK FEES FOR ONLINE REG - USER PAYS	-
42 - RECREATION	5215	RECREATION OPERAT MEETING/TRAINING/	-		-
42 - RECREATION	5216	RECREATION OPERAT ATTENDANCE COSTS	-		-
42 - RECREATION	5217	RECREATION OPERAT TRAVEL, MEAL COST	500		-
42 - RECREATION	5221	RECREATION OPERAT ADVERTISING	6,000		-
42 - RECREATION	5222	RECREATION OPERAT UTILITIES	175,000		-
42 - RECREATION	5223	RECREATION OPERAT BLDG REPAIR, MAIN	10,000	AGING FACILITIES	10,000
42 - RECREATION	5224	RECREATION OPERAT EQUIP REPAIR, MAI	-		-
42 - RECREATION	5225	RECREATION OPERAT OPERATING LEASES/	75		-
42 - RECREATION	5226	RECREATION OPERAT EQUIPMENT REPAIR	5,000	PARK EQUIPMENT REPAIR	5,000
42 - RECREATION	5227	RECREATION OPERAT VEHICLE REPAIR	1,000		-
42 - RECREATION	5230	RECREATION OPERAT INTERNAL SERVICE	26,000	ALLOCATION FOR LIABILITY, WORKERS COMP, AND EMPLOYEE BENEFIT FUNDS	-
42 - RECREATION	5231	RECREATION OPERAT INSURANCE	-		-
42 - RECREATION	5261	RECREATION OPERAT SUBSCRIPTIONS, ME	2,500		-
42 - RECREATION	5292	RECREATION OPERAT PRIOR YEAR ADJUST	-		-
42 - RECREATION	5301	RECREATION OPERAT OFFICE SUPPLIES	3,000		-
42 - RECREATION	5303	RECREATION OPERAT BOOKS, PRINTED MA	-		-
42 - RECREATION	5305	RECREATION OPERAT JANITORIAL SUPPLI	4,000		-
42 - RECREATION	5306	RECREATION OPERAT OFFICE EQUIPMENT	-		-
42 - RECREATION	5309	RECREATION OPERAT OTHER SUPPLIES	-		-
42 - RECREATION	5311	RECREATION OPERAT VEHICLE FUEL	1,100		-
42 - RECREATION	5361	RECREATION OPERAT RECREATION SUPPLI	14,000	SUPPLIES FOR REC PROGRAMS, PRESCHOOL & OPERATIONS	-
42 - RECREATION	5362	RECREATION OPERAT SPECIAL EVENT SUP	-		-
42 - RECREATION	5363	RECREATION OPERAT ARTS PROMOTION EX	-		-
42 - RECREATION	5401	RECREATION OPERAT FUND TRANSFERS	-		-
42 - RECREATION	5504	RECREATION OPERAT REC PRO SHOP INVE	1,000		-
42 - RECREATION	5802	RECREATION OPERAT PRINCIPAL PMTS	3,540		-
			321,148		

GENERAL FUND DEPARTMENTS: SERVICES AND SUPPLIES
CITY COUNCIL, CITY MANAGER, ECON DEV, FINANCE, PUBLIC WORKS, RECREATION

DEPARTMENT	ACCT	-TITLE-	CURRENT YEAR ESTIMATE	NOTE DESCRIPTION	NOTE AMOUNT
PUBLIC WORKS					
50 - PUBLIC WORKS	5201	PUBLIC WORKS ADMI CONTRACT SERVICES	30,000	MISCELLANEOUS CONTRACTS GIS ENG	5,000
50 - PUBLIC WORKS	5201	PUBLIC WORKS ADMI CONTRACT SERVICES	-	DEVELOP ARCHAEOLOGY AND MONITORING PROTOCOL	25,000
50 - PUBLIC WORKS	5211	PUBLIC WORKS ADMI POSTAGE	4,000		-
50 - PUBLIC WORKS	5212	PUBLIC WORKS ADMI TELEPHONE	8,000		-
50 - PUBLIC WORKS	5213	PUBLIC WORKS ADMI BANK FEES	1,700		-
50 - PUBLIC WORKS	5215	PUBLIC WORKS ADMI MEETING/TRAINING/	8,000		-
50 - PUBLIC WORKS	5217	PUBLIC WORKS ADMI TRAVEL, MEAL COST	-		-
50 - PUBLIC WORKS	5218	PUBLIC WORKS ADMI EDUCATION INCENTI	-		-
50 - PUBLIC WORKS	5221	PUBLIC WORKS ADMI ADVERTISING	2,000	CONSTRUCTION/PW GENERAL ADVERTISING	2,000
50 - PUBLIC WORKS	5222	PUBLIC WORKS ADMI UTILITIES	25,000		-
50 - PUBLIC WORKS	5223	PUBLIC WORKS ADMI BLDG REPAIR, MAIN	232		-
50 - PUBLIC WORKS	5224	PUBLIC WORKS ADMI EQUIP REPAIR, MAI	-		-
50 - PUBLIC WORKS	5225	PUBLIC WORKS ADMI OPERATING LEASES/	4,510	COPIER LEASE	-
50 - PUBLIC WORKS	5226	PUBLIC WORKS ADMI EQUIPMENT REPAIR	-		-
50 - PUBLIC WORKS	5227	PUBLIC WORKS ADMI VEHICLE REPAIR	2,000		-
50 - PUBLIC WORKS	5230	PUBLIC WORKS ADMI INTERNAL SERVICE	219,000	ALLOCATION FOR LIABILITY, WORKERS COMP, AND EMPLOYEE BENEFIT FUNDS	-
50 - PUBLIC WORKS	5231	PUBLIC WORKS ADMI INSURANCE	-		-
50 - PUBLIC WORKS	5234	PUBLIC WORKS ADMI DENTAL CLAIMS	-		-
50 - PUBLIC WORKS	5261	PUBLIC WORKS ADMI SUBSCRIPTIONS, ME	3,000		-
50 - PUBLIC WORKS	5263	PUBLIC WORKS ADMI COMMITTEE EXPENSE	-		-
50 - PUBLIC WORKS	5275	PUBLIC WORKS ADMI SAFETY EQUIP	2,720		-
50 - PUBLIC WORKS	5276	PUBLIC WORKS ADMI FUEL SYSTEM REPAI	-		-
50 - PUBLIC WORKS	5291	PUBLIC WORKS ADMI MISC. DEPT EXPENS	6,136		-
50 - PUBLIC WORKS	5292	PUBLIC WORKS ADMI PRIOR YEAR ADJUST	-		-
50 - PUBLIC WORKS	5301	PUBLIC WORKS ADMI OFFICE SUPPLIES	6,000		-
50 - PUBLIC WORKS	5303	PUBLIC WORKS ADMI BOOKS, PRINTED MA	125		-
50 - PUBLIC WORKS	5305	PUBLIC WORKS ADMI JANITORIAL SUPPLI	-		-
50 - PUBLIC WORKS	5306	PUBLIC WORKS ADMI OFFICE EQUIPMENT	-		-
50 - PUBLIC WORKS	5309	PUBLIC WORKS ADMI OTHER SUPPLIES	14,000	MISC. DEPT. SUPPLIES	8,000
50 - PUBLIC WORKS	5309	PUBLIC WORKS ADMI OTHER SUPPLIES	-	VOLUNTEER PROGRAM EXPENSES - ANNUAL APPRECIATION LUNCH, SUPPLIES	6,000
50 - PUBLIC WORKS	5311	PUBLIC WORKS ADMI VEHICLE FUEL	1,500		-
50 - PUBLIC WORKS	5223	MECHANICAL BLDG REPAIR, MAIN	2,000	PAINT BOOTH REPAIRS	-
50 - PUBLIC WORKS	5223	MECHANICAL BLDG REPAIR, MAIN	-		-
50 - PUBLIC WORKS	5225	MECHANICAL OPERATING LEASES/	-		-
50 - PUBLIC WORKS	5226	MECHANICAL EQUIPMENT REPAIR	3,000		-
50 - PUBLIC WORKS	5227	MECHANICAL VEHICLE REPAIR	2,500		-
50 - PUBLIC WORKS	5261	MECHANICAL SUBSCRIPTIONS, ME	-		-
50 - PUBLIC WORKS	5275	MECHANICAL SAFETY EQUIP	-		-
50 - PUBLIC WORKS	5291	MECHANICAL MISC. DEPT EXPENS	2,000		-
50 - PUBLIC WORKS	5292	MECHANICAL PRIOR YEAR ADJUST	-		-
50 - PUBLIC WORKS	5303	MECHANICAL BOOKS, PRINTED MA	-		-
50 - PUBLIC WORKS	5306	MECHANICAL OFFICE EQUIPMENT	-		-
50 - PUBLIC WORKS	5309	MECHANICAL OTHER SUPPLIES	16,000	INVENTORY OF VEHICLE PARTS, OFFICE SUPPLIES, IWORQ	16,000
50 - PUBLIC WORKS	5311	MECHANICAL VEHICLE FUEL	1,000		-
50 - PUBLIC WORKS	5312	MECHANICAL VEHICLE TIRES	-		-
50 - PUBLIC WORKS	5322	MECHANICAL SMALL TOOLS	3,500		-
50 - PUBLIC WORKS	5337	MECHANICAL INVENTORY	-		-
50 - PUBLIC WORKS	5201	BUILDINGS & GROUN CONTRACT SERVICES	100,000	MISC. CONTRACT SERVICES	6,000
50 - PUBLIC WORKS	5201	BUILDINGS & GROUN CONTRACT SERVICES	-	ONCALL ELECTRICAL	20,000
50 - PUBLIC WORKS	5201	BUILDINGS & GROUN CONTRACT SERVICES	-	LANDSCAPE SERVICES	15,000
50 - PUBLIC WORKS	5201	BUILDINGS & GROUN CONTRACT SERVICES	-	SENTRY ALARM	15,000
50 - PUBLIC WORKS	5201	BUILDINGS & GROUN CONTRACT SERVICES	-	PURE JANITORIAL - PG MUSEUM OF NATURAL HISTORY	29,000
50 - PUBLIC WORKS	5201	BUILDINGS & GROUN CONTRACT SERVICES	-	PARK MOWING GACHINA	15,000
50 - PUBLIC WORKS	5204	BUILDINGS & GROUN ENGINEERING/DESIG	-		-
50 - PUBLIC WORKS	5205	BUILDINGS & GROUN LEGAL SERVICES	-		-
50 - PUBLIC WORKS	5207	BUILDINGS & GROUN MAINTENANCE SERVI	-		-

GENERAL FUND DEPARTMENTS: SERVICES AND SUPPLIES
CITY COUNCIL, CITY MANAGER, ECON DEV, FINANCE, PUBLIC WORKS, RECREATION

DEPARTMENT	ACCT	-TITLE-	CURRENT YEAR ESTIMATE	NOTE DESCRIPTION	NOTE AMOUNT
50 - PUBLIC WORKS	5208	BUILDINGS & GROUND CONTRACT PERSONNEL	-		-
50 - PUBLIC WORKS	5211	BUILDINGS & GROUND POSTAGE	-		-
50 - PUBLIC WORKS	5215	BUILDINGS & GROUND MEETING/TRAINING/	-		-
50 - PUBLIC WORKS	5218	BUILDINGS & GROUND EDUCATION INCENTIVE	-		-
50 - PUBLIC WORKS	5222	BUILDINGS & GROUND UTILITIES	190,000		-
50 - PUBLIC WORKS	5223	BUILDINGS & GROUND BLDG REPAIR, MAIN	150,000	REPAIRS/MAINT NEEDS FOR AGING FACILITIES (INCLUDES TOILETS, FAUCETS, ROOF/GUTTERS, ETC)	150,000
50 - PUBLIC WORKS	5224	BUILDINGS & GROUND EQUIP REPAIR, MAIN	20,000	AGING EQUIP REPAIR NEEDS (HVACS, KITCHEN EQUIP)	20,000
50 - PUBLIC WORKS	5225	BUILDINGS & GROUND OPERATING LEASES/	-		-
50 - PUBLIC WORKS	5226	BUILDINGS & GROUND EQUIPMENT REPAIR	5,000	AGING B&G EQUIP REPAIR (GENERATORS, TRACTORS, ETC)	-
50 - PUBLIC WORKS	5227	BUILDINGS & GROUND VEHICLE REPAIR	39,000	AGING B&G FLEET REPAIR (B&G TRUCK, DUMP TRUCKS, ETC)	-
50 - PUBLIC WORKS	5261	BUILDINGS & GROUND SUBSCRIPTIONS, ME	-		-
50 - PUBLIC WORKS	5275	BUILDINGS & GROUND SAFETY EQUIP	-		-
50 - PUBLIC WORKS	5291	BUILDINGS & GROUND MISC. DEPT EXPENSES	192		-
50 - PUBLIC WORKS	5292	BUILDINGS & GROUND PRIOR YEAR ADJUST	-		-
50 - PUBLIC WORKS	5305	BUILDINGS & GROUND JANITORIAL SUPPLIES	47,000	SUPPLIES FOR JANITORIAL SERVICES FOR ALL CITY FACILITIES, INCLUDING RESTROOM, & REFUSE	47,000
50 - PUBLIC WORKS	5305	BUILDINGS & GROUND JANITORIAL SUPPLIES	-	BINS, TOILET PAPER, SEAT COVERS, SOAP, PAPER, TOWELS, CLEANING FLUIDS, TRASH	-
50 - PUBLIC WORKS	5306	BUILDINGS & GROUND OFFICE EQUIPMENT	-		-
50 - PUBLIC WORKS	5309	BUILDINGS & GROUND OTHER SUPPLIES	35,000	VARIOUS B&G OPERATING SUPPLIES (CONCRETE, SOIL, SEED, PLANTS, TRASH CANS, ETC)	-
50 - PUBLIC WORKS	5309	BUILDINGS & GROUND OTHER SUPPLIES	-		-
50 - PUBLIC WORKS	5311	BUILDINGS & GROUND VEHICLE FUEL	13,000		-
50 - PUBLIC WORKS	5312	BUILDINGS & GROUND VEHICLE TIRES	-		-
50 - PUBLIC WORKS	5314	BUILDINGS & GROUND MEMORIAL BENCH SUPPLY	-		-
50 - PUBLIC WORKS	5315	BUILDINGS & GROUND MEMORIAL BENCH CO	-		-
50 - PUBLIC WORKS	5322	BUILDINGS & GROUND SMALL TOOLS	5,000		-
50 - PUBLIC WORKS	5802	BUILDINGS & GROUND PRINCIPAL PMTS	4,066		-
50 - PUBLIC WORKS	6021	BUILDINGS & GROUND GENERAL BLDG IMP	-		-
50 - PUBLIC WORKS	6031	BUILDINGS & GROUND PARK, OPEN SPACE	-		-
50 - PUBLIC WORKS	6603	BUILDINGS & GROUND INTEREST EXPENSE	-		-
50 - PUBLIC WORKS	5201	STREET CLEANING CONTRACT SERVICES	225,720	STREET SWEEPING SERVICES	-
50 - PUBLIC WORKS	5205	STREET CLEANING LEGAL SERVICES	-		-
50 - PUBLIC WORKS	5222	STREET CLEANING UTILITIES	-		-
50 - PUBLIC WORKS	5225	STREET CLEANING OPERATING LEASES/	-		-
50 - PUBLIC WORKS	5226	STREET CLEANING EQUIPMENT REPAIR	-		-
50 - PUBLIC WORKS	5227	STREET CLEANING VEHICLE REPAIR	-		-
50 - PUBLIC WORKS	5292	STREET CLEANING PRIOR YEAR ADJUST	-		-
50 - PUBLIC WORKS	5306	STREET CLEANING OFFICE EQUIPMENT	-		-
50 - PUBLIC WORKS	5309	STREET CLEANING OTHER SUPPLIES	-		-
50 - PUBLIC WORKS	5311	STREET CLEANING VEHICLE FUEL	-		-
50 - PUBLIC WORKS	5312	STREET CLEANING VEHICLE TIRES	-		-
50 - PUBLIC WORKS	5426	STREET CLEANING STATE RECYCLING PROGRAM	-		-
50 - PUBLIC WORKS	5427	STREET CLEANING LITTER ABATEMENT	-		-
50 - PUBLIC WORKS	5201	STREET MAINTENANCE CONTRACT SERVICES	146,200	MISC. STREET MAINT. CONTRACT	5,000
50 - PUBLIC WORKS	5201	STREET MAINTENANCE CONTRACT SERVICES	-	MISC. CONCRETE WORK/ONCALL CONCRETE CONTRACT	75,000
50 - PUBLIC WORKS	5201	STREET MAINTENANCE CONTRACT SERVICES	-	STORMWATER MONITORING	40,000
50 - PUBLIC WORKS	5201	STREET MAINTENANCE CONTRACT SERVICES	-	GIS MAPPING SERVICES	5,000
50 - PUBLIC WORKS	5201	STREET MAINTENANCE CONTRACT SERVICES	-	IWORK ANNUAL FEE	1,200
50 - PUBLIC WORKS	5201	STREET MAINTENANCE CONTRACT SERVICES	-	TRAFFIC SIGNAL MAINT. & REPAIRS	20,000
50 - PUBLIC WORKS	5204	STREET MAINTENANCE ENGINEERING/DESIGN	-		-
50 - PUBLIC WORKS	5205	STREET MAINTENANCE LEGAL SERVICES	-		-
50 - PUBLIC WORKS	5207	STREET MAINTENANCE MAINTENANCE SERVICE	-		-
50 - PUBLIC WORKS	5208	STREET MAINTENANCE CONTRACT PERSONNEL	-		-
50 - PUBLIC WORKS	5211	STREET MAINTENANCE POSTAGE	-		-
50 - PUBLIC WORKS	5215	STREET MAINTENANCE MEETING/TRAINING/	-		-
50 - PUBLIC WORKS	5217	STREET MAINTENANCE TRAVEL, MEAL COST	-		-
50 - PUBLIC WORKS	5222	STREET MAINTENANCE UTILITIES	38,380		-
50 - PUBLIC WORKS	5223	STREET MAINTENANCE BLDG REPAIR, MAIN	1,000		-
50 - PUBLIC WORKS	5226	STREET MAINTENANCE EQUIPMENT REPAIR	24,950	AGING STREET EQUIP REPAIR NEEDS: ROLLER, CHIPPER, PAINT SPRAYER, SAWS, HAND TOOLS	-

GENERAL FUND DEPARTMENTS: SERVICES AND SUPPLIES
CITY COUNCIL, CITY MANAGER, ECON DEV, FINANCE, PUBLIC WORKS, RECREATION

DEPARTMENT	ACCT	-TITLE-	CURRENT YEAR ESTIMATE	NOTE DESCRIPTION	NOTE AMOUNT
50 - PUBLIC WORKS	5227	STREET MAINTENANC VEHICLE REPAIR	8,500		-
50 - PUBLIC WORKS	5275	STREET MAINTENANC SAFETY EQUIP	-		-
50 - PUBLIC WORKS	5291	STREET MAINTENANC MISC. DEPT EXPENS	10,000		-
50 - PUBLIC WORKS	5292	STREET MAINTENANC PRIOR YEAR ADJUST	-		-
50 - PUBLIC WORKS	5301	STREET MAINTENANC OFFICE SUPPLIES	-		-
50 - PUBLIC WORKS	5306	STREET MAINTENANC OFFICE EQUIPMENT	-		-
50 - PUBLIC WORKS	5309	STREET MAINTENANC OTHER SUPPLIES	73,000	TO SUPPORT INCREASE INFRASTRUCTURE IMPROVEMENTS	-
50 - PUBLIC WORKS	5309	STREET MAINTENANC OTHER SUPPLIES	-	LINEN SERVICES UNIFORM, SHOP RAG, AND MAT CLEANING.	-
50 - PUBLIC WORKS	5311	STREET MAINTENANC VEHICLE FUEL	7,000		-
50 - PUBLIC WORKS	5312	STREET MAINTENANC VEHICLE TIRES	-		-
50 - PUBLIC WORKS	5322	STREET MAINTENANC SMALL TOOLS	-		-
50 - PUBLIC WORKS	5325	STREET MAINTENANC HAZ WASTE DISPOSA	-		-
50 - PUBLIC WORKS	5331	STREET MAINTENANC STREET SUPPLIES	40,000		-
50 - PUBLIC WORKS	5401	STREET MAINTENANC FUND TRANSFERS	-		-
50 - PUBLIC WORKS	6000	STREET MAINTENANC CAPITAL OUTLAY	-		-
50 - PUBLIC WORKS	6001	STREET MAINTENANC EQUIPMENT	20,000	1 STREET LIGHT POLE - DOWNTOWN LH - 20K (FROM 2 TO 1)	10,000
50 - PUBLIC WORKS	6001	STREET MAINTENANC EQUIPMENT	-	1 STREET LIGHT POLE - FOREST AVE - 20K, (FROM 2 TO 1)	10,000
50 - PUBLIC WORKS	6021	STREET MAINTENANC GENERAL BLDG IMP	-		-
50 - PUBLIC WORKS	6041	STREET MAINTENANC STREET, SIDEWALK	-		-
50 - PUBLIC WORKS	6603	STREET MAINTENANC INTEREST EXPENSE	-		-
50 - PUBLIC WORKS	5200	FORESTRY SERVICES	-		-
50 - PUBLIC WORKS	5201	FORESTRY CONTRACT SERVICES	335,000	ANNUAL MONARCH SANCTUARY MGMT PLAN (STU WEISS) - ANNUAL MAINTENANCE RECS	10,000
50 - PUBLIC WORKS	5201	FORESTRY CONTRACT SERVICES	-	CITY WIDE HABITAT MANAGEMENT PLAN, MATCHING GRANT FUNDS; LONG TERM	25,000
50 - PUBLIC WORKS	5201	FORESTRY CONTRACT SERVICES	-	COMPREHENSIVE PLAN FOR DEV/IMP MONARCH HABITAT ACROSS THE CITY	-
50 - PUBLIC WORKS	5201	FORESTRY CONTRACT SERVICES	-	ARBORIST SERVICES	100,000
50 - PUBLIC WORKS	5201	FORESTRY CONTRACT SERVICES	-	TREE SERVICES	200,000
50 - PUBLIC WORKS	5202	FORESTRY PROF/CONSULTANT S	-		-
50 - PUBLIC WORKS	5204	FORESTRY ENGINEERING/DESIG	-		-
50 - PUBLIC WORKS	5205	FORESTRY LEGAL SERVICES	-		-
50 - PUBLIC WORKS	5206	FORESTRY DATA, COMMUNICATI	-		-
50 - PUBLIC WORKS	5207	FORESTRY MAINTENANCE SERVI	-		-
50 - PUBLIC WORKS	5208	FORESTRY CONTRACT PERSONNE	-		-
50 - PUBLIC WORKS	5211	FORESTRY POSTAGE	-		-
50 - PUBLIC WORKS	5212	FORESTRY TELEPHONE	-		-
50 - PUBLIC WORKS	5215	FORESTRY MEETING/TRAINING/	-		-
50 - PUBLIC WORKS	5216	FORESTRY ATTENDANCE COSTS	-		-
50 - PUBLIC WORKS	5217	FORESTRY TRAVEL, MEAL COST	-		-
50 - PUBLIC WORKS	5218	FORESTRY EDUCATION INCENTI	-		-
50 - PUBLIC WORKS	5222	FORESTRY UTILITIES	-		-
50 - PUBLIC WORKS	5223	FORESTRY BLDG REPAIR, MAIN	-		-
50 - PUBLIC WORKS	5224	FORESTRY EQUIP REPAIR, MAI	-		-
50 - PUBLIC WORKS	5225	FORESTRY OPERATING LEASES/	-		-
50 - PUBLIC WORKS	5226	FORESTRY EQUIPMENT REPAIR	-		-
50 - PUBLIC WORKS	5227	FORESTRY VEHICLE REPAIR	-		-
50 - PUBLIC WORKS	5261	FORESTRY SUBSCRIPTIONS, ME	-		-
50 - PUBLIC WORKS	5263	FORESTRY COMMITTEE EXPENSE	-		-
50 - PUBLIC WORKS	5275	FORESTRY SAFETY EQUIP	-		-
50 - PUBLIC WORKS	5276	FORESTRY FUEL SYSTEM REPAI	-		-
50 - PUBLIC WORKS	5291	FORESTRY MISC. DEPT EXPENS	-		-
50 - PUBLIC WORKS	5292	FORESTRY PRIOR YEAR ADJUST	-		-
50 - PUBLIC WORKS	5300	FORESTRY SUPPLIES	-		-
50 - PUBLIC WORKS	5301	FORESTRY OFFICE SUPPLIES	-		-
50 - PUBLIC WORKS	5303	FORESTRY BOOKS, PRINTED MA	-		-
50 - PUBLIC WORKS	5305	FORESTRY JANITORIAL SUPPLI	-		-
50 - PUBLIC WORKS	5309	FORESTRY OTHER SUPPLIES	50,000	PURCHASE TREES FOR CITY PROPERTIES (PER BNRC REC)	35,000
50 - PUBLIC WORKS	5309	FORESTRY OTHER SUPPLIES	-	MEMORIAL TREE PROGRAM	5,000
50 - PUBLIC WORKS	5309	FORESTRY OTHER SUPPLIES	-	MISC SOIL SUPPLEMENTS & MISC FORESTRY SUPPLIES	10,000

GENERAL FUND DEPARTMENTS: SERVICES AND SUPPLIES
CITY COUNCIL, CITY MANAGER, ECON DEV, FINANCE, PUBLIC WORKS, RECREATION

DEPARTMENT	ACCT	-TITLE-	CURRENT YEAR ESTIMATE	NOTE DESCRIPTION	NOTE AMOUNT
50 - PUBLIC WORKS	5309	FORESTRY OTHER SUPPLIES	-		
50 - PUBLIC WORKS	5311	FORESTRY VEHICLE FUEL	-		-
50 - PUBLIC WORKS	5312	FORESTRY VEHICLE TIRES	-		-
50 - PUBLIC WORKS	5322	FORESTRY SMALL TOOLS	1,000		-
50 - PUBLIC WORKS	5324	FORESTRY CONSTRUCTION SUPP	-		-
50 - PUBLIC WORKS	5325	FORESTRY HAZ WASTE DISPOSAL	-		-
50 - PUBLIC WORKS	5331	FORESTRY STREET SUPPLIES	-		-
50 - PUBLIC WORKS	5337	FORESTRY INVENTORY	-		-
50 - PUBLIC WORKS	5351	FORESTRY AGRICULTURAL SUPP	-		-
50 - PUBLIC WORKS	5352	FORESTRY CHEMICAL SUPPLIES	-		-
			<u>1,956,931</u>		

Position Request Narratives
(Review in conjunction with Attachment 2)

Police Department

Community Service Officer (CSO): 0.50 FTE

The Police Department currently has a half-time vacant CSO. Transitioning this position to a full-time position would provide for CSO coverage seven days a week. On the days when there is a single CSO, there isn't sufficient hours to handle the varied responsibilities. The CSO's are responsible for animal services, municipal code violations, parking services, counter reports, select crime scene investigations, traffic control, vehicle abatement, mental health resources, and information reports. The CSO's have also contributed to improving wildlife work along the coastlines (drones, wildlife feeding, seal pup harassment, etc.). The requested half-time position would provide additional resources to support wildlife protection efforts. The CSO program also handles calls that do not require a sworn officer. This provides sworn officers with additional time to investigate crimes against persons and dedicate more time to proactive enforcement.

Reclassify Police Services Technician to Property & Evidence Technician

The Police Department has five Police Service Technicians (PST). There are four assigned to the Police Records Unit and one assigned to Property and Evidence (P&E). The position assigned to P&E is complex and significant. The current assigned PST maintains over 6,000 items, including, but not limited to: firearms, narcotics, jewelry, DNA, other weapons, electronics, and biohazards. The individual is responsible for booking incoming property daily, storing property, and properly releasing or disposing of property; and the drug take-back program. The current P&E is responsible for transporting property for analysis, assisting with crime scene investigations, and packaging evidence. In addition, the individual acts as quartermaster of the department ensuring proper inventorying and accountability of department-issued equipment, and works with the Police Records Unit, as needed. The P & E is a crucial part of a Police Department; and assists with maintaining compliance with several audits through the year. These audits are vital to the continued Certificate of Accreditation from CALEA and help promote accountability and transparency.

Reclassify Police Records Supervisor to Management Analyst

The Police Department has (4) Police Services Technicians assigned to the Police Records Unit. These positions are supervised by the Police Records Supervisor. Upon review of the Police Records Supervisor position, areas of current responsibilities have been identified that are beyond the scope of the job description. In addition, the reclassification will allow the organization to re-assign work related to the budget, grant programming, and CALEA. This would be beneficial for the development of personnel and the organization.

Reclassify Administrative Services Manager/PIO (ASM/PIO) to Police Commander

Police Department currently has (1) Police Commander. The Chief of Police is requesting a reclassification change from ASM/PIO to Police Commander. The Chief has reviewed the position and is forecasting the need for an additional sworn Police Commander to fill the upcoming ASM/PIO vacancy. The reclassified position is anticipated to improve operations and provide an additional sworn person in the field. The new Commander will also take a share in providing 24/7 executive

level coverage to members of the police department and the public; and serve an important role in succession planning within the department

The new Commander will serve as the primary Public Information Officer for the department who can provide timely responses based on tactical, investigative, and sworn policing experiences. With the potential for new hotel(s) in the city and a cannabis dispensary, there will be an increase in workload and need for additional staff. The cannabis dispensary will likely require administrative oversight by the Police Department which will be handled by the new Administrative Police Commander.

The additional Police Commander will help provide consistency to the community and department members. Marina PD, Seaside PD, Monterey PD, and Salinas PD all have similar rank structures.

Recreation

Recreation Office Assistant: 0.750 Full-Time Equivalency (FTE)

During COVID-19, the City had approximately 50 park and facility rentals; however last year the number increased to approximately 1,500. As the demand for programs; and park and facility rentals increase, there are challenges with supporting the permitting process. The Recreation Manager is also experiencing difficulties in balancing office work, with program management, communicating with the public, serving as the liaison to the Recreation Board, and overseeing staff correspondence, which includes scheduling. This new position would be primarily responsible for processing permit applications, inputting data into the software system, processing payments and refunds; and completing all Recreation Department general office/clerical work. Adding this position would relieve the Recreation Manager from the clerical responsibilities, while also significantly enhancing the department.

Information Technology

Information Technology Support Specialist: 0.250 FTE

The Information Technology Staff has been requested to be present at all board, commission, and committee hybrid meetings. This impacts staff's availability to perform other services. It is anticipated this would reduce IT productivity by at least two hours for each meeting to allow for set-up and support. In addition, there is a greater emphasis placed on implementing new technologies in relation to the City's transparency, GIS, and security initiatives. The increase in this position will assist in supporting these efforts.

Finance/Risk/Cemetery

The Finance staff supports the Finance, Risk, and Cemetery (FRC) Departments. The costs of some of the positions are allocated between different departments to reflect responsibilities within each function. The Finance staff have assumed additional responsibilities over the last couple of years, as well as had difficulties in recruiting for vacant positions. These additional responsibilities have included assuming the oversight of the short-term rental licensing program, complexities associated with federal grant administration and Single Audits; reconciliations of increased online receipting systems; producing additional financial reports, supporting transparency initiatives, and responding

to increased records requests. The proposed change does not result in the addition of positions; however, there is a net cost with this transition. This information is included in Attachment 2 of the agenda report.

Reclassify Accountant to Senior Accountant

The City has previously been unsuccessful in finding a candidate for the Finance Manager/Deputy Director (Program Manager/Senior Program Manager) position with professional level accounting skills. While several of the Finance staff have budgetary and financial experience, the Administrative Services Director/Assistant City Manager is the only staff member that has a full accounting background. The individual that currently occupies the City's Accountant position has served in the capacity as an Accountant and a Senior Accountant at other municipalities; and brings this experience to the City. With the increased allocation of the Program Manager to the Risk Management function and changes in the Cemetery allocations, staff would like to reclassify this position to retain that specialized skillset. This will also facilitate stronger financial grant management and reporting, as the City expands the use of grant funds and requirements associated with the Single Audit. This will also assist with succession planning.

Reclassify 0.750 Management Analyst, transition 0.250 FTE Office Assistant from the Cemetery to establish a 1.00 Senior Accounting Assistant

The proposed changes include downgrading the 0.750 Management Analyst and moving the vacant 0.250 Office Assistant from the Cemetery to create a 1.0 Senior Accounting Assistant position. This position would assume some of the responsibilities of the Management Analyst that was recently promoted to Finance Manager/Deputy Director of Finance. This could include payroll processing functions, benefit processing and reconciliations, tax reporting, and routine processing of workers compensation claims. This position may also assist with accounts payable, revenue receipting, and/or routine reporting functions.

Allocation Changes to the Cemetery, Workers Compensation, and Risk Management Funds

The proposed changes to the Cemetery include allocating 0.10 FTE of a Management Analyst from the General Fund to the Cemetery Fund; and allocating a vacant 0.25 Office Assistant from the Cemetery Fund to the General Fund. Cemetery site sales have significantly increased over the last two years. This allocation provides greater oversight to this area; and will assist with administration, receivable accounting, evaluating the trust fund, and the pending implementation of a public-facing website. There is also a need to evaluate options for acquiring additional land for Cemetery plots, as well as review alternate uses for the Little Chapel. The City has been unsuccessful in finding a new tenant. This position could conduct additional outreach efforts to identify a potential new tenant, while also evaluating the use of the Little Chapel as a City facility rental for memorial services. Due to the allocation of a higher-level position to this department, there is a net increase in Cemetery salary and benefit costs.

Additional allocation changes include charging positions that are more relevant to Workers Compensation and Risk Management. The original Finance Manager/Deputy Director was not allocated to the Workers Compensation Fund. This transition allocates a percentage of the current Finance Manager/Deputy Director to the Workers Compensation Fund to reflect the individual's area of expertise and oversight of the City's Safety Program. In this fiscal year, this position will also be coordinating a facility security assessment that will be funded through the California Joint Powers Insurance Authority (CJPIA).



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Anastacia Wyatt, Community Development Director
MEETING DATE: March 1, 2023
SUBJECT: 2022 Housing Element Annual Progress Report (APR)
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive and accept the City's 2022 Housing Element Annual Progress Report (APR) for submittal to the California Department of Housing and Community Development (HCD)

DISCUSSION

The California Government Code Section 65400 mandates that cities and counties submit an annual report on the status of their General Plan Housing Element (HE) and any progress in its implementation to their legislative bodies. The Housing Element Annual Progress Report (APR) fulfills statutory requirements to report certain housing information, including: the local agency’s progress in meeting its share of regional housing needs (i.e., applications, entitlements, permits and certificates of occupancy), certain rezoning activities, actions taken towards completion of housing element programs, and local efforts to remove governmental constraints to the development of housing. California’s Housing Element law acknowledges that in order for the private market to adequately address the state’s housing needs, local governments must adopt plans and regulatory systems that provide opportunities for, and do not unduly constrain, housing development. As a result, housing policy rests largely on the effective implementation of local general plans and housing elements.

Annual Progress Reports must be presented to the local legislative body for review and acceptance. After review and acceptance, a copy of the APR is required to be filed with the Governor’s Office of Planning and Research (OPR) and the California Department of Housing and Community Development (HCD) by April 1. The APR provides data to the state about new housing units planned and completed in the last calendar year. The numbers of units issued building permits are counted towards the City's Regional Housing Needs Allocation (RHNA) obligation in the Housing Element planning cycle.

The attached draft APR report template is provided by HCD and prepared with 2022 data to comply with statutory requirements. In 2019, Accessory Dwelling Units (ADU) legislation was updated to incentivize and streamline the development of ADUs. The City's Local Water Project provides water availability that has spurred the development of ADUs in Pacific Grove.

In 2022, the City permitted 55 new units that were primarily ADU’s. Currently, the State accepts ADUs as part of the City's RHNA unit count for different levels of affordability based on [State Income Limits](#).

including Very Low (30-50%), Low (50-80%), and Moderate (80-120%) of Area Median Income (AMI). Junior ADUs are categorized as Very Low Income units (3 units); ADUs that are conversions of existing accessory structures are categorized as Low Income units (28); and new construction ADUs as Moderate Income units (18). Single Family Dwellings (SFD's) (6 units) are classified as Above Moderate Income units. State HCD allows these designations without deed restrictions on the property. This designation is classified in the APR as non-deed restricted.

The City's RHNA number for the current, 5th Cycle Housing Element is 115 units at different AMI's. Currently, the City has approved 183 units in the 5th Cycle Housing Element, exceeding the total number of units. However, based on the AMI of the units, the City is lacking in achieving goals for the Very-Low income required unit production. Of the 115 assigned units for the 5th Cycle RHNA, the City's goal was 28 units; however, the City has 22 units remaining to permit in this income category. Constructing units in the Very Low and Extremely-Low Income category remain the most challenging unit type to construct. Heavy Subsidies are typically needed to leverage the development of lower-income housing. The City has exceeded the obligation of Low-Income units in the 5th Cycle-18 units were allocated through RHNA and 61 units have been permitted to date. In the Moderate Income category, 21 units were assigned and 57 have been permitted. In the Above Moderate category, 48 were assigned and 59 have been permitted.

Please note that the City's report is reviewed and accepted by HCD and the APR is not final until accepted by HCD. HCD continues to develop new tools to increase transparency and local accountability regarding how cities and counties are performing towards the housing goals established in the local Housing Element. In the future, the City anticipates more extensive reporting requirements to demonstrate the achievement of City housing goals.

OPTIONS

1. Take no action.
2. Provide alternative direction to staff.

FINANCIAL IMPACT:

None

GOAL ALIGNMENT: Not Applicable.

Attachments

2022 Housing Element APR

Jurisdiction	Pacific Grove	
Reporting Year	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	12/31/2015 - 12/31/2023

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

Table B														
Regional Housing Needs Allocation Progress														
Permitted Units Issued by Affordability														
		1		2								3	4	
Income Level		RHNA Allocation by Income Level		2015	2016	2017	2018	2019	2020	2021	2022	2023	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	28	-	-	-	-	-	-	-	-	-	-	-	-
	Non-Deed Restricted		-	-	-	-	-	-	1	2	3	-	6	22
Low	Deed Restricted	18	-	-	-	-	-	3	-	-	-	-	-	-
	Non-Deed Restricted		-	-	-	-	-	-	9	21	28	-	61	-
Moderate	Deed Restricted	21	-	-	-	-	-	-	-	-	-	-	-	-
	Non-Deed Restricted		-	-	-	-	5	1	12	21	18	-	57	-
Above Moderate		48	-	25	4	1	8	1	11	3	6	-	59	-
Total RHNA		115												
Total Units			-	25	4	1	13	5	33	47	55	-	183	22
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).														
		5											6	7
		Extremely Low-Income Need		2015	2016	2017	2018	2019	2020	2021	2022	2023	Total Units to Date	Total Units Remaining
Extremely Low-Income Units*		14	-	-	-	-	-	-	-	-	-	-	-	14

*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.

Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Cathy Madalone, Chief of Police
MEETING DATE: March 1, 2023
SUBJECT: Automatic License Plate Reader (ALPR) Safety Program. *Action required by 3/15/2023.*
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Direct the City Manager to enter into a two-year agreement with Flock Safety for Automated License Plate Reader (ALPR) services in an amount not to exceed \$65,000.

DISCUSSION

The Flock Safety ALPR System is a deployment of cameras throughout an area to provide greater coverage and more detailed information for law enforcement. Many communities in California deploy Automated License Plate Readers (ALPR), which have resulted in the success of reducing crime and using leads from the Flock system to solve cases. Automated License Plate Readers (ALPRs) will enhance criminal investigations by providing officers with data on vehicles entering and leaving the City of Pacific Grove, alert law enforcement to stolen or wanted vehicles, and may serve to generally deter some individuals from committing criminal acts. ALPRs are designed to capture images of vehicles and their license plates, compare data to one or more law enforcement databases, and alert officers to vehicles involved in or associated with criminal activity. ALPR cameras are intended to identify vehicles, license plates, and/or makes and models of vehicles, but not vehicle occupants. Facial recognition technology is not currently used by the Department and is not being proposed with this agreement.

A total of up to twelve (12) fixed ALPRs would be mounted on poles at up to twelve (12) key locations throughout the City. Flock Safety ALPRs are solar/battery powered and can be moved, if necessary. The installation locations for the cameras will be primarily determined by identification of key ingress and egress points around in the City.

Data from these cameras will be retained for thirty days, using Flock Safety's CJIS compliant cloud storage. The thirty-day retention is in line with the City's Record and Retention Policy. Any footage which is of evidentiary value will be secured in evidence and retained per our Records and Retention Policy. Data is accessed through Flock Safety's proprietary software and subscribers have exclusive control over data sharing. A robust policy has been created for guidance of staff. All members will be provided with training on the system prior to being given access. Only approved staff are authorized to access the Flock Safety system and each access must contain their unique identifier, password, and the

investigative reason for their access. Police Department administrative staff will perform regular audits of system access to ensure collected data is secure and being used in accordance with Department policies.

Staff respects the privacy of members of the public. ALPR systems do not capture personal identifiable information; it simply captures the images of vehicles and license plates already visible in public. Staff believes that Flock ALPR cameras placed at strategic locations around the City will add significant investigative leads to help solve/deter crime in Pacific Grove neighborhoods. Placing ALPR cameras along the Pacific Grove borders will provide law enforcement investigators with a pointer system that can help to identify vehicles associated with suspects, witnesses, or victims. The data also allows law enforcement to connect serial criminal activities that may have occurred in disconnected law enforcement jurisdictions. The investment in Flock ALPR cameras will ensure the City is equipped with technology that can help to identify vehicles associated with criminal activity, thus deterring and helping to proactively suppress crime and reduce the fear of crime in Pacific Grove.

To demonstrate and promote transparency, the Department will launch a public ALPR transparency portal. This portal will reside on the Department's webpage and aims to openly share information with the public around when and how we are using the data being collected. Flock Safety's commitment to improve public safety while protecting the critical right of privacy is uniquely aligned with the Pacific Grove Police Department's commitment to transparency, accountability, and integrity.

The department researched two additional ALPR companies. Both companies provided similar services for similar costs, however, Flock Safety provides added benefits to the City:

1. Flock Safety has a sole source agreement with Evidence.com, the evidence management system used by the department.
2. Flock safety has a well established and developed transparency portal.
3. Axon 3 fleet provides additional ALPR mobile coverage (Currently the department uses Axon 2 Fleet contract expires in 2025).
4. Flock has a tremendous network of City's currently using their system which will allow us the ability to share and receive data related to investigations.
5. Flock handles all permitting requirements for installation of poles and cameras, if necessary.

Staff presented this item at the November 2022 Traffic Safety Commission meeting ([Traffic Safety presentation](#)) and held a community town hall meeting in December 2022 ([Community meeting](#)). Both links are attached for convenience.

OPTIONS

1. Approve staff recommendation and allow the City Manager to enter into a two-year agreement with Flock Safety not to exceed \$65,000.
2. Do not approve staff recommendation.
3. Provide an alternative option.

FINANCIAL IMPACT:

The first year cost was budgeted in the 2022/23 fiscal year budget.

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

Attachments

Flock Safety Sole Source Letter

ALPR Policy

ALPR FAQs

ALPR Privacy & Ethics

Flock Quote

Flock ALPR Presentation

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Sole Source Letter for Flock Safety™ ALPR Cameras and Solution

Flock Safety is the sole manufacturer and developer of the Flock Safety ALPR Camera. Flock Safety is also the sole provider of the comprehensive monitoring, processing, and machine vision services which integrate with the Flock Safety ALPR Camera.

The Flock Safety ALPR camera and devices are the only Law Enforcement Grade ALPR System to offer the following combination of proprietary features:

1. Vehicle Fingerprint Technology™:

- Patented proprietary machine vision to analyze vehicle license plate, state recognition, and vehicle attributes such as color, type, make and objects (roof rack, bumper stickers, etc.) based on image analytics (not car registration data)
- Machine vision to capture and identify characteristics of vehicles with a paper license plate and vehicles with the absence of a license plate
- Ability to 'Save Search' based on description of vehicles using our patented Vehicle Fingerprint Technology without the need for a license plate, and set up alerts based on vehicle description
- Only LPR provider with "Visual Search" which can transform digital images from any source into an investigative lead by finding matching vehicles based on the vehicle attributes in the uploaded photo
- Falcon Flex™: an infrastructure-free, location-flexible license plate reader camera that is easy to self install. Falcon Flex ties seamlessly into the Flock ecosystem with a small and lightweight camera with the ability to read up to 30,000 license plates and vehicle attributes on a single battery charge

2. Integrated Cloud-Software & Hardware Platform:

- Ability to capture two (2+) lanes of traffic simultaneously with a single camera from a vertical mass
- Best in class ability to capture and process up to 30,000 vehicles per day with a single camera powered exclusively by solar power
- Wireless deployment of solar powered license plate reading cameras with integrated cellular communication weighing less than 5lbs and able to be powered solely by a solar panel of 60W or less
- Web based footage retrieval tool with filtering capabilities such as vehicle color, vehicle type, vehicle manufacturer, partial or full license plate, state of license plate, and object detection
- Utilizes motion capture to start and stop recording without the need for a reflective plate

flock safety

- Motion detection allows for unique cases such as bicycle capture, ATV, motorcycle, etc.
 - On device machine processing to limit LTE bandwidth consumption
 - Cloud storage of footage
 - Covert industrial design for minimizing visual pollution
3. Transparency & Ethical Product Design:
- One-of-a-kind “Transparency Portal” public-facing dashboard that details the policies in place by the purchaser, as well as automatically updated metrics from the Flock system
 - Built-in integration with NCMEC to receive AMBER Alerts to find missing children
 - Privacy controls to enable certain vehicles to “opt-out” of being captured
4. Integrated Audio & Gunshot Detection:
- Natively integrated audio detection capabilities utilizing machine learning to recognize audio signatures typical of crimes in progress (e.g., gunshots)
5. Live Video Integration:
- Ability to apply computer vision to third-party cameras using Wing™ LPR, transforming them to evidence capture devices using the same Vehicle Fingerprint technology offered on the Flock Safety Falcon™ ALPR cameras
 - Wing™ Livestream integrates live stream traffic cameras, publicly or privately owned livestream security cameras into one cloud-based situational awareness dashboard to increase response time in mission-critical incidents
 - Manage various government intelligence including ALPR, livestream cameras, CAD, automatic vehicle location (AVL) on Flock Safety’s Wing™ Suite
 - Access Wing™ Replay to unlock enhanced situational awareness with 7-day footage retention, Hot List Live Video Instant Replay, and downloadable MP4
6. Partnerships:
- Flock Safety is the only LPR provider to officially partner with AXON to be natively and directly integrated into Evidence.com
 - Flock Safety is the only LPR provider to be fully integrated into a dynamic network of Axon’s Fleet 3 mobile ALPR cameras for patrol cars and Flock Safety’s Falcon cameras
 - Access to additional cameras purchased by our HOA and private business partners, means an ever-increasing amount of cameras and data at no additional cost
-

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7. Warranty & Service:

- Lifetime maintenance and support included in subscription price
- Flock Safety is the only fully integrated ALPR one-stop solution from production of the camera to delivery and installation
- Performance monitoring software to predict potential failures, obstructions, tilts, and other critical or minor issues

Thank you,



Garrett Langley CEO, Flock Safety

Automated License Plate Readers (ALPRs)

433.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the capture, storage and use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology.

433.2 DEFINITIONS

- (a) Automated License Plate Reader (ALPR): A device that uses cameras and computer technology to capture digital images of license plates along with vehicle make, model, color, and unique identifiers.
- (b) ALPR Operator: Trained Department members who may utilize ALPR system/equipment. ALPR operators may be assigned to any position within the Department, and the ALPR Administrator may order the deployment of the ALPR systems for use in various efforts.
- (c) ALPR Administrator: The Commander serves as the ALPR Administrator for the Department.
- (d) Hot List: A list of license plates associated with vehicles of interest compiled from one or more databases including, but not limited to, NCIC, CA DMV, Local BOLO's, etc.
- (e) Vehicles of Interest: Including, but not limited to vehicles which are reported as stolen; display stolen license plates or tags; vehicles linked to missing and/or wanted persons and vehicles flagged by the Department of Motor Vehicle Administration or law enforcement agencies.
- (f) Detection: Data obtained by an ALPR of an image (such as a license plate) within public view that was read by the device, including potential images (such as bumper stickers on a vehicle on which it was displayed), and information regarding the location of the ALPR system at the time of the ALPR's read.
- (g) Hit: Alert from the ALPR system that a scanned license plate number may be in the National Crime Information Center (NCIC) or other law enforcement database for a specific reason including, but not limited to, being related to a stolen car, wanted person, missing person, domestic violation protective order, involved in a crime, or terrorist-related activity.

433.3 POLICY

The policy of the Pacific Grove Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public. All data and images gathered by the ALPR are for the official use of this department. Because such data may contain confidential information, it is not open to public review. are for the official use of this department. Because such data may contain confidential information, it is not open to public review

Automated License Plate Readers (ALPRs)

433.4 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates along with the vehicle make, model, color, and unique identifiers through the Pacific Grove Department's ALPR system and the vendor's vehicle identification technology. This technology is used by the Pacific Grove Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery.

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Commander. The Commander may assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

433.4.1 ALPR ADMINISTRATOR

The Commander shall be responsible for developing guidelines and procedures to comply with the requirements of Civil Code § 1798.90.5 et seq. This includes, but is not limited to (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

- (a) Only properly trained sworn officers, and professional staff are allowed access to the ALPR system or to collect ALPR information.
- (b) Ensuring that training requirements are completed for authorized users.
- (c) Ensuring the security of the information and compliance with applicable privacy laws.
- (d) Ensuring that procedures are followed for system operators and maintaining records of access in compliance with Civil Code § 1798.90.52.
- (e) Maintaining the title and name of the current designee overseeing the ALPR operation. Continually working with the Custodian of Records on the retention and destruction of ALPR data.
- (f) Ensuring this policy and related procedures are conspicuously posted on the department's website.

433.5 OPERATIONS

Use of an ALPR is restricted to the purposes outlined below. Department members shall not use, or allow others to use the equipment or database records for any unauthorized purpose (Civil Code § 1798.90.51; Civil Code § 1798.90.53).

- (a) An ALPR shall only be used for official law enforcement business.
- (b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.
- (c) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.

Pacific Grove Police Department

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Automated License Plate Readers (ALPRs)

- (d) No ALPR operator may access department, state or federal data unless otherwise authorized to do so.
- (e) The Watch Commander may approve a mutual aid request to assist law enforcement from other agencies and share ALPR data when they become aware of a serious incident, as to which they reasonably believe the ALPR may be useful, as resources permit.
- (f) Partial license plates and unique vehicle descriptions reported during crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- (g) If practicable, the officer should verify an ALPR response through the California Law Enforcement Telecommunications System (CLETS) before taking enforcement action that is based solely on an ALPR alert.
- (h) Login/Log-Out Procedure. To ensure proper operation and facilitate oversight of the ALPR system, all users will be required to have individual credentials for access and use of the systems and/or data, which has the ability to be fully audited.
- (i) Permitted/Impermissible Uses. The ALPR system, and all data collected, is the property of the Pacific Grove Police Department. Department personnel may only access and use the ALPR system for official and legitimate law enforcement purposes consistent with this Policy. The following uses of the ALPR system are specifically prohibited:
 - 1. Invasion of Privacy: Except when done pursuant to a court order such as a search warrant, it is a violation of this policy to utilize the ALPR to record license plates except those of vehicles that are exposed to public view (e.g., vehicles on a public road or street, or that are on private property but whose license plate(s) are visible from a public road, street, or a place to which members of the public have access, such as the parking lot of a shop or other business establishment).
 - 2. Harassment or Intimidation: It is a violation of this policy to use the ALPR system to harass and/or intimidate any individual or group.
 - 3. Use Based on a Protected Characteristic. It is a violation of this policy to use the ALPR system or associated scan files or hot lists solely because of a person's, or group's race, gender, religion, political affiliation, nationality, ethnicity, sexual orientation, disability, or other classification protected by law.
 - 4. Personal Use: It is a violation of this policy to use the ALPR system or associated scan files or hot lists for any personal purpose.
 - 5. First Amendment Rights. It is a violation of this policy to use the ALPR system or associated scan files or hot lists for the purpose or known effect of infringing upon First Amendment rights.

Anyone who engages in an impermissible use of the ALPR system or associated scan files or hot lists may be subject to:

- criminal prosecution,
- civil liability, and/or

Pacific Grove Police Department

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Automated License Plate Readers (ALPRs)

- administrative sanctions, up to and including termination, pursuant to and consistent with the relevant collective bargaining agreements and City and Department policies.

433.5.1 ALPR ALERT PROTOCOLS

When an ALPR alerts on a stolen vehicle the officer shall, prior to initiating a traffic stop or detaining the occupants of the vehicle:

- (a) Verify that the ALPR has recorded the license plate number correctly.
- (b) Verify through CLETS/Dispatch that the car is currently reported as stolen.
 1. Do this before stopping the vehicle or detaining the occupants of a parked or stopped vehicle. Do not simply assume that another officer has done so.

Once an alert is received, the operator should confirm that the observed license plate from the system matches the license plate of the observed vehicle. Before any law enforcement action is taken because of an ALPR alert, the alert will be verified through a CLETS inquiry via MDC or through Dispatch.

Members will not take any police action that restricts the freedom of any individual based solely on an ALPR alert unless it has been validated. Because the ALPR alert may relate to a vehicle and may not relate to the person operating the vehicle, officers are reminded that they need to have reasonable suspicion and/or probable cause to make an enforcement stop of any vehicle. (For example, if a vehicle is entered into the system because of its association with a wanted individual, Officers should attempt to visually match the driver to the description of the wanted subject prior to making the stop or should have another legal basis for making the stop.)

Hot Lists. Designation of hot lists to be utilized by the ALPR system shall be made by the ALPR Administrator or his/her designee. Hot lists shall be obtained or compiled from sources as may be consistent with the purposes of the ALPR system set forth in this policy. Hot lists utilized by the Department's ALPR system may be updated by agency sources more frequently than the Department may be uploading them and thus the Department's ALPR system will not have access to real time data. Occasionally, there may be errors in the ALPR system's read of a license plate. Therefore, an alert alone shall not be a basis for police action (other than following the vehicle of interest).

Prior to initiation of a stop of a vehicle or other intervention based on an alert, Department members shall undertake the following:

- (a) Verification of status on a Hot List. An officer must receive confirmation, from Communications or other department computer device, that the license plate is still stolen, wanted, or otherwise of interest before proceeding (absent exigent circumstances).
- (b) Visual verification of license plate number. Officers shall visually verify that the license plate of interest matches identically with the image of the license plate number captured (read) by the ALPR, including both the alphanumeric characters of the license plate, state of issue, and vehicle descriptors before proceeding. Department members alerted to the fact that an observed motor vehicle's license plate is entered

Pacific Grove Police Department

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Automated License Plate Readers (ALPRs)

as a Hot Plate (hit) in a specific BOLO (be on the lookout) list are required to make a reasonable effort to confirm that a wanted person is actually in the vehicle and/or that a reasonable basis exists before a Department member would have a lawful basis to stop the vehicle.

- (c) Department members will clear all stops from hot list alerts by indicating the positive ALPR Hit, i.e., with an arrest or other enforcement action. If it is not obvious in the text of the call as to the correlation of the ALPR Hit and the arrest, then the Department member shall update Communications and original person and/or the system administrator inputting the vehicle in the hot list (hit).
- (d) General Hot Lists (SVS, SFR, and SLR) will be automatically downloaded into the ALPR system a minimum of once a day with the most current data overwriting the old data.

All entries and updates of specific Hot Lists within the ALPR system will be documented by the requesting Department member within the appropriate general offense report. As such, specific Hot Lists shall be approved by the ALPR Administrator (or designee) before initial entry within the ALPR system. The updating of such a list within the ALPR system shall thereafter be accomplished pursuant to the approval of the Department member's immediate supervisor. The hits from these data sources should be viewed as informational; created solely to bring the officers attention to specific vehicles that have been associated with criminal activity.

All Hot Plates and suspect information entered into the ALPR system will contain the following information as a minimum:

- Entering Department member's name
- Related case number
- Short synopsis describing the nature of the originating call

In the event the suspect vehicle or an occupant commits a violation of the law then the vehicle can be stopped or the occupants detained as in any other such incident.

When an ALPR alerts on a stolen vehicle for a professional staff member, the employee shall pull over in a safe location and use the radio to alert an officer to the vehicle's location. At no time shall a professional staff member take any action with the vehicle or any occupants. R alerts on a stolen vehicle for a professional staff member, the employee shall pull over in a safe location and use the radio to alert an officer to the vehicle's location. At no time shall a professional staff member take any action with the vehicle or any occupants.

433.6 DATA COLLECTION AND RETENTION

The Commander is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data.

All routine collected ALPR data and license plate information records, not associated with any case report, investigation, complaint or citation, shall be automatically purged pursuant to the city records retention schedule. ALPR records collected as evidence shall be tagged with a case

Automated License Plate Readers (ALPRs)

report or citation number and be retained for the same length of time as other evidence relevant to the case.

ALPR vendor, Flock Safety will store the data (data hosting) and ensure proper maintenance and security of data stored in their data towers. Flock Safety will purge their data at the end of the 30 days of storage. However, this will not preclude PGPD from maintaining any relevant vehicle data obtained from the system after that period pursuant to the established City of Pacific Grove retention schedule mentioned above or outlined elsewhere. Relevant vehicle data are scans corresponding to the vehicle of interest on a hot list.

Restrictions on use of ALPR Data: Information gathered or collected, and records retained by Flock Safety cameras or any other PGPD ALPR system will not be sold, accessed, or used for any purpose other than legitimate law enforcement or public safety purposes.

433.7 ACCOUNTABILITY AND SAFEGUARDS

All data will be closely safeguarded and protected by both procedural and technological means. The Pacific Grove Police Department will observe the following safeguards regarding access to and use of stored data (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

- (a) All ALPR data shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time (Civil Code § 1798.90.52).
- (b) All access to ALPR will be maintained in an audit trail, including the date and time the information was accessed, the license plate number or other data used to query the system, the username of the person who accessed the information, the purpose for accessing the information.
- (c) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.
- (d) All non-law enforcement requests for access to stored ALPR data shall be referred to the Commander and processed in accordance with applicable law.
- (e) Such ALPR data may be released to other authorized and verified law enforcement officials and agencies for legitimate law enforcement purposes.
- (f) No entry of "Hot Lists" or other data may be entered in to the ALPR database without supervisor approval.
- (g) Every ALPR Detection Browsing Inquiry must be documented by either the associated Pacific Grove Police Department case number or incident number, and/or a reason for the inquiry.

For security or data breaches, see the Records Release and Maintenance Policy.

Automated License Plate Readers (ALPRs)

433.8 ALPR DATA BROWSING DETECTION AUDITS

It is the responsibility of the Commander or designee to ensure that an audit is conducted of ALPR detection browsing inquiries at least once during each calendar year. The Department will audit a sampling of the ALPR system utilization from the prior 12-month period to verify proper use in accordance with the above- authorized uses. The audit shall randomly select at least 10 detection browsing inquiries conducted by department employees during the preceding twelve-month period and determine if each inquiry meets the requirements established in policy section 433.7 (f).

The audit shall be documented in the form of an internal department memorandum to the Chief of Police. The memorandum shall include any data errors found so that such errors can be corrected. After review by the Chief of Police, the memorandum and any associated documentation shall be filed and retained by Commander.

433.9 RELEASING ALPR DATA

The ALPR data may only be shared with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law, using the following procedures:

- (a) The agency makes a written request for the ALPR data that includes:
 - 1. The name of the agency.
 - 2. The name of the person requesting.
 - 3. The intended purpose of obtaining the information.
- (b) The request is reviewed by the Commander or the authorized designee and approved before the request is fulfilled.
- (c) The approved request is retained on file.
- (d) The Commander or the authorized designee will consider the California Values Act (Government Code § 7282.5; Government Code § 7284.2 et seq), before approving the release of ALPR data. The Pacific Grove Police Department does not permit the sharing of ALPR data gathered by the City or its contractors/subcontractors for purpose of federal immigration enforcement, these federal immigration agencies include Immigrations and Customs Enforcement (ICE) and Customs and Border Patrol (CPB).
- (e) The approved request is retained on file. Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy (Civil Code § 1798.90.55).

433.10 TRAINING

The Training Sergeant shall ensure that members receive department-approved training for those authorized to use or access the ALPR system (Civil Code § 1798.90.51; Civil Code § 1798.90.53).

About Automatic License Plate Readers (ALPR)

The Problem: Violent Crime Is Not Going Away

Nationwide, cities are experiencing a disturbing rise in homicides and violence. The FBI's 2020 Crime Report shows a 30% increase in homicides from 2019 to 2020, the largest single-year increase recorded.

Over two-thirds of the country's most populous cities saw [even more homicides](#) in 2021.

One Solution: Technology that Detects Objective Evidence to Clear More Cases

Automated License Plate Readers (ALPR) capture computer-readable images of license plates and vehicles, allowing officers to compare plate numbers against those of stolen cars or wanted individuals on a crime database like the NCIC.

ALPR devices assist law enforcement in solving crime in two ways:

- Proactive - ALPR devices provide real-time alerts when a vehicle that is stolen or associated with a known suspect is detected.
- Investigative - ALPR cameras help determine whether and which vehicle(s) were at the scene of a crime.

Is ALPR effective ?

According to the National Conference of State Legislatures, when employed ethically and objectively, ALPRs are an effective tool for law enforcement, cutting down on the time required for investigations and acting as a force multiplier. In 2011, a study by the Police Executive Research Forum concluded that ALPRs used by the Mesa, Ariz., Police Department resulted in "nearly 3 times as many 'hits' for stolen vehicles, and twice as many vehicle recoveries."

Communities with ALPR systems report crime reductions of up to 70 percent. In some areas, that included a 60 percent reduction in non-residential burglaries, 80 percent reduction in residential burglary, and a 40 percent reduction in robberies.

ALPR Provides Objective Evidence While Protecting Privacy

ALPR does not include facial recognition capabilities and does not capture personally identifiable information (PII). While eyewitnesses and individual officers are subject to inherent human bias, ALPR cameras capture wholly-objective images of vehicles and license plates, providing a clear and actionable investigative lead.

ALPR Use Cases Include:

- **AMBER Alerts:** License plate readers in metro Atlanta were able to find a vehicle containing a kidnapped one-year-old, who had been taken from his mother at random off the street. The child was recovered unharmed. Some ALPR systems integrate directly with the National Center for Missing and Exploited Children's AMBER Alert system, sending real-time alerts to officers in seconds. [[New information released about 1-year-old's kidnapping](#)]
- **Silver Alerts:** Knoxville Police were able to locate a missing elderly man who suffers from dementia after he drove away in a family vehicle. ALPR technology has helped solve hundreds of Silver Alerts across the country. [[Missing man with dementia found using Flock camera](#)]
- **Firearm violence:** The Las Vegas Trail, a high-crime area in Fort Worth, TX, saw violent crime decrease by 22% in 2021 compared with the first nine months of 2019. Fort Worth Police attributed this drop partially to the license plate reader system implemented in the neighborhood during the same period of time. [[Crime is down 22% in Fort Worth's Las Vegas Trail. How neighbors and police made it safer](#)]
- **Organized theft:** Grafton, a growing village with a bustling retail district, is dealing with increased organized retail theft – Two-thirds of all the crimes reported to Grafton police in 2020 were retail thefts. Grafton Police have implemented a license plate reader system to identify vehicles that have been involved in thefts or have been stolen themselves. In one week alone, they recovered three stolen vehicles with drivers planning to engage in retail theft. [[Losses mount as retailers fight theft rings, accuse online storefronts of doing little to stop resale of stolen goods](#)]

About Flock Safety ALPR

Privacy and Ethics Factsheet

How does Flock Safety keep devices and data secure?

Flock Safety holds itself to the highest level of security. We have implemented the following security policies and features:

- Flock Safety data and footage is encrypted throughout its entire lifecycle. All data is securely stored with AES256 encryption with our cloud provider, Amazon Web Services.
- On-device, data is only stored temporarily for a short time until it is uploaded to the cloud, at which point it is removed automatically from the local device. This means the data is secure from when it is on the Flock Safety device to when it is transferred to the cloud, using a secure connection to Flock Safety servers. While stored in the cloud, all data (both footage and metadata) is fully encrypted at rest.
- Flock Safety defaults to permanently deleting all data after 30 days on a rolling basis, setting a new standard in the industry.

Who has access to data collected by Flock Safety devices?

- Flock Safety's customers own 100% of their data and determine who has access. Flock Safety will never share or sell the data, per our privacy policy.
- With explicit written permission from the customer, Flock Safety does have the ability to grant law enforcement access to specific footage for a short period (24 hours, 48 hours, or however long the customer desires) in the event of an investigation following a crime. Access can only be granted through the approval of the customer.
- Flock Safety has maintenance software in place to measure device performance and image capture quality. This is used to diagnose issues preemptively and schedule service calls in the event of a device malfunction or emergency.

About Flock Safety ALPR

Privacy and Ethics Factsheet

How long does Flock Safety keep data?

- Flock Safety stores footage for only 30 days on a rolling basis by default, after which the footage is automatically hard deleted. The only exception to this is if a democratically-elected governing body or official legislates a different data retention period.

What features do Flock Safety devices have that enable audits and oversight?

- While searching for footage or other evidence on the Flock Safety platform, law enforcement agencies must enter reason codes to verify the legitimacy of the search and create an audit trail.
- Authorized users go through training to properly use our system and communicate with their dispatch teams.
- Flock Safety customers commit not to use the data collected to work with third-party repossession companies, traffic enforcement, revenue collection, unpaid fines, or towing companies. We do not use facial recognition or capture any personally identifiable information such as name, phone number, or address, and we do not work with federal government agencies for immigration enforcement purposes.
- Flock Safety's ALPR Transparency Portal, an optional free feature for all law enforcement customers, is the first public-facing dashboard for law enforcement agencies, city leaders, and local government officials to share policies, usage, and public safety outcomes related to ALPR technology. The ALPR Transparency Portal helps promote transparency and accountability in the use of policing technology in order to build community trust while creating a safer, more equitable society.



Budgetary Quote

This document is for informational purposes only. Pricing is subject to change.

Created Date: 02/13/2023

Expiration Date: 03/17/2023

Quote Number: Q-11373

Prepared By: Kyle Egkan

Phone: 7144690389

Email: kyle.egkan@flocksafety.com

Address Information

Bill To:

580 Pine Ave
Pacific Grove, California 93950

Ship To:

580 Pine Ave
Pacific Grove, California 93950

Billing Company Name: CA - Pacific Grove PD

Billing Contact Name:

Billing Email Address:

Billing Phone:

Billing Fax:

Terms and Conditions

Contract Start Date: 03/10/2023

Subscription Term: 24 Months

Billing Frequency: 50% of Annual Contract + 100% of Implementation Invoiced at Signing. 25% of Annual Contract Invoiced at First Camera Validation. 25% of Annual Contract Invoiced at Last Camera Validation. Annual payments invoiced for remainder of subscription term.



Professional Services and One-Time Purchases

Services and One Time Fees	Service Description	Sales Price	Quantity	Total Price
Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.	\$350.00	10.00	\$3,500.00
Professional Services - Advanced Implementation Fee	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.	\$750.00	2.00	\$1,500.00

Hardware and Software Products

Annual recurring amounts over subscription term

Products	Product Description	Product Sales Price	Product Quantity	Annual Product Price
Falcon	Law enforcement grade infrastructure-free (solar power + LTE) license plate recognition camera with Vehicle Fingerprint™ technology (proprietary machine learning software) and real-time alerts for unlimited users.	\$2,500.00	12	\$30,000.00

Subtotal Year 1: \$35,000.00

Annual Recurring Subtotal: \$30,000.00

Subscription Term: 24 Months

Estimated Tax: \$0.00

Contract Total: \$65,000.00



Special Terms: N/A

Prices shown above do not include any taxes that may apply. Any such taxes are the responsibility of Customer. This is not an invoice – this document is a non-binding proposal for providing informational purposes only. Pricing is subject to change. This proposal shall be valid until the documented expiration date.

Automatic License Plate Reader (ALPR) Safety Program



Our Mission

Eliminate crime and reduce the fear of crime



The roadmap to success

1. Traffic Safety Commission

- a. Introduce Flock ALPR Safety Program

2. Town hall/Community meeting:

- a. Listen to concerns from the community

3. City Council

- a. Provide feedback from the TSC and community meeting

4. Transparent communication

- a. Press releases and social media campaign
- b. Publicly post our ALPR policy
- c. Transparency Portal

How does this technology prevent and eliminate crime?

- **Proactive:** Provides real time alerts when stolen or wanted vehicles enter our City
- **Investigative:** As clearance rates increase, crime rates decrease
- **Deterrence:** Just the presence of Flock cameras alone will act as a deterrent

What is ALPR?

- Automated License Plate Readers (ALPR) capture computer-readable images of license plates and vehicles, allowing officers to compare plate numbers against those of stolen cars or wanted individuals on a crime database like the National Crime Information Center (NCIC).
- ALPR **does not include** facial recognition capabilities and does not capture personally identifiable information (PII). ALPR cameras capture wholly-objective images of vehicles and license plates, providing a clear and actionable investigative lead.

What does Flock provide?

objective, real-time and investigative leads

- Motion activated camera to take photo
- Machine learning analyzes image
- Vehicle details and a license plate
- Indiscriminate evidence from fixed locations
- No people, no facial recognition, no traffic enforcement
- ALL vehicle footage is searchable by Vehicle Fingerprint™ attributes for 30 days



Plate
TX LGS2639



Last Visit
3:15 PM EDT



Make
Toyota



Seen
3 OF 30 DAYS



Color
Gray

WHAT IS THIS TECH?

- License plate recognition
- Gathers objective evidence and facts about vehicles, **not people**
- Alerts police of wanted vehicles
- Used to solve crime
- Adheres to all state laws

WHAT **ISN'T** THIS TECH?

- Not facial recognition
- Not tied to Personal Identifiable Information
- Not used for traffic enforcement
- Data not stored beyond 30 days → automatically deletes every 30 days (unless flagged for an ongoing investigation)

Transparency + Insights

Measure Return on Investment (ROI) and promote the ethical use of public safety technology

Transparency Portal

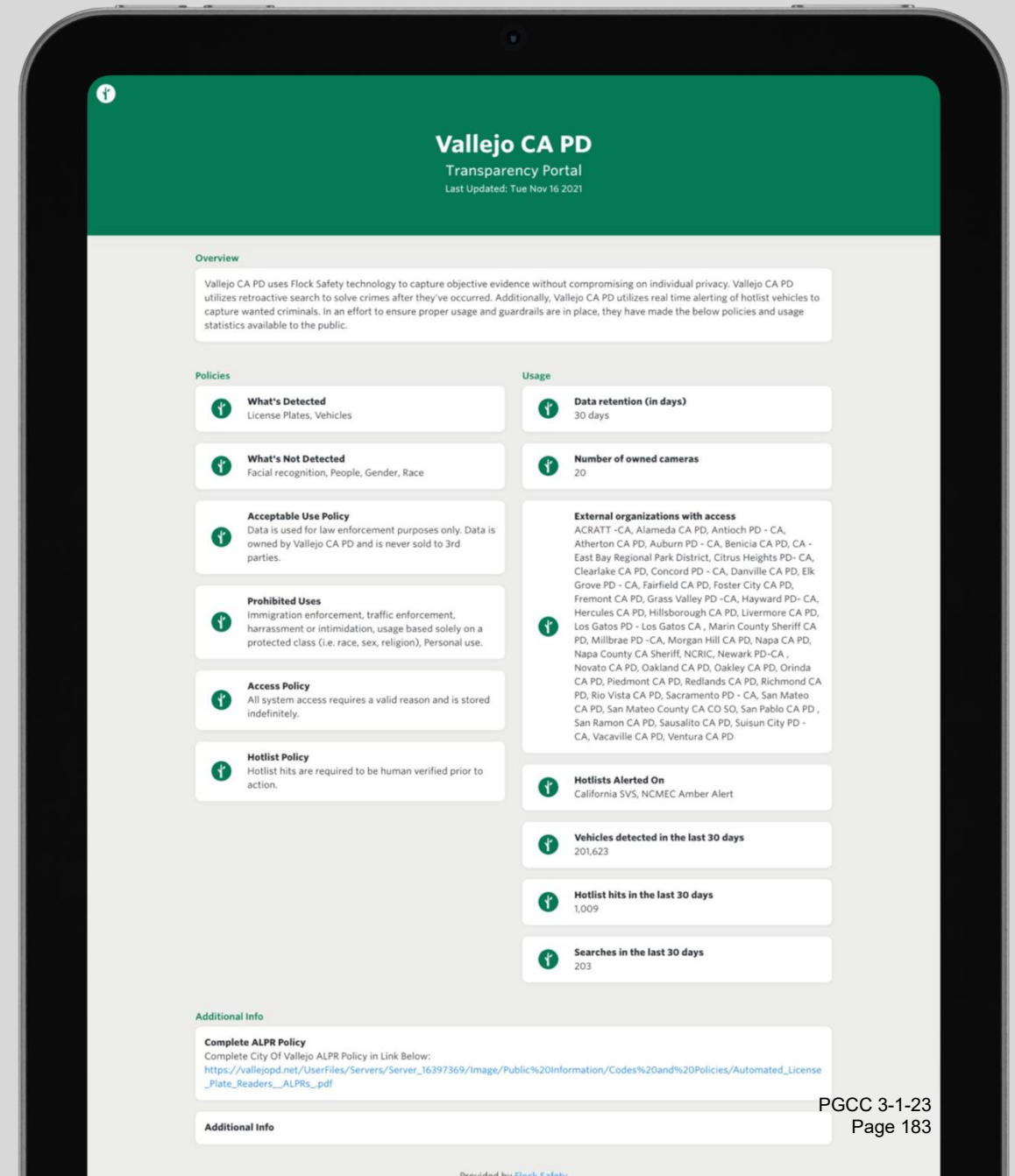
- Customizable for our agency
- Display technology policies
- Publish usage metrics
- Share downloadable Search audits

Insights Dashboard

- Measure crime patterns and ROI
- Audit Search history

Examples

- Click here for [Morgan Hill PD](#)
- Click here for [Vallejo PD](#)



Success Stories



Catalytic Converter Thefts

Fairfield, CA

- On Monday 9/6/2021, an Eyewitness reported a Catalytic Converter Theft that had just happened in Fairfield, giving the police a vehicle description and license plate
- Officers immediately entered the info into a Flock custom hotlist
- An hour later the vehicle was located after officers received an alert from the Flock system

"3 Sacramento Residents Arrested In Fairfield In Connection To Catalytic Converter Thefts"

- CBS Sacramento 13



CASE STUDY

Smash & Grab Robbery

San Bruno, CA

- January 2022 - Five suspects attempt a Smash & Grab at a Jewelry store but are chased off by the owner
- But here's what didn't make the news...
- Suspect vehicle identified using Flock
- SBPD thought the suspects would try again, potentially more violently
- Vehicle placed on a custom hotlist
- SBPD receives a real time alert that the suspects are returning
- Officers locate the vehicle within seconds preventing another attempt

"San Bruno jewelry store owner stops attempted smash-and-grab robbery"

- ABC 7 News



CASE STUDY

Carjacking & Armed Robbery

Los Altos Hill, CA

- Armed suspects from two separate vehicles approached an elderly couple pumping gas
- They were robbed and carjacked
- The couple's vehicle was captured on a Flock camera in Los Altos Hills when it was abandoned, along with their "accomplice vehicle"
- The suspects were located, and in possession of the couple's property which was all returned to them

2 Arrested After Robbery, Carjacking

- NBC Bay Area



Resources

- Education:
 - What is ALPR? - [click here](#)
 - ALPR FAQs - [click here](#)
- Listen to community concerns:
 - Traffic Safety Meeting (11/22/2022)
 - Community Meeting (12/14/2022)
- Transparent communication:
 - ALPR policy
 - Transparency Portal

Quote Comparison

ALPR Quote Comparison

Key information	Flock	Genetec	Vigilant
Cost	\$2500 per camera	\$2375 per camera	\$2500 per camera
Network of Cameras	Yes	No	Yes
Sole source agreement with Evidence.com	Yes	No	No
Transparency Portal	Yes	No	No
Integration with Axon	Yes	No	No

Questions?

