NOTICE OF MEETING

CITY OF PACIFIC GROVE

CITY COUNCIL

CLOSED SESSION MEETING AGENDA

Wednesday, April 19, 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)
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Webinar Meeting ID: 692 219 855#
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AGENDA

CALL TO ORDER

APPROVAL OF AGENDA

CLOSED SESSION

PUBLIC COMMENT ON CLOSED SESSION MATTERS

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

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

B. Conference with Real Property Negotiators (Government Code § 54956.8)
Property: El Carmelo Cemetery, 68 Asilomar Avenue APN006-102-001-000
Agency Negotiator(s): Ben Harvey, City Manager
Negotiating Party(ies): GTE Mobilenet of CA Limited
Under negotiation: Land Lease Agreement for Wireless Telecommunication Facility, Price and Terms of Payment

ADJOURNMENT

NOTICE OF MEETING

CITY OF PACIFIC GROVE

CITY COUNCIL

REGULAR MEETING AGENDA

Wednesday, April 19, 2023, 6:00 P.M.

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

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

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

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

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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 Amelio

1. **APPROVAL OF AGENDA**

2. **PRESENTATIONS**

A. Mayor's Proclamation: Arbor Day **PAGE 10**
Reference: Bill Peake, Mayor
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 April 5, 2023
Reference: Sandra Kandell, City Clerk **PAGE 13**
Recommended Action: Approve minutes.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

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

A. Resolution of Intention to Levy an Assessment for the Hospitality Improvement District for Fiscal Year 23-24 **PAGE 22**
Reference: Lori Frati, Management Analyst
Recommended Action:

1. Approve the attached Resolution of Intention to Levy an Assessment for the Hospitality Improvement District for Fiscal Year 23-24.
2. Direct staff to notice a public hearing to be held on May 17, 2023 for the purpose of hearing any protests and determining whether to levy the assessment.

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

B. Resolution of Intention to Levy an Assessment for the Downtown Business Improvement District for Fiscal Year 23-24 **PAGE 33**
Reference: Lori Frati, Management Analyst
Recommended Action:

1. Approve the attached Resolution of Intention to Levy an Assessment for the Downtown Business Improvement District for Fiscal Year 23-24.
2. Hold a public hearing on May 17, 2023 to hear protests and determine whether to levy the assessment.

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

C. Resolution Authorizing Investment of Monies in the Local Agency Investment Fund (LAIF) **PAGE 37**
Reference: Tori Hannah, Administrative Services Director/Assistant City Manager
Recommended Action: Rescind Resolution 15-051; and approve a resolution authorizing the investment of monies in the Local Agency Investment Fund (LAIF)
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. Second reading of an ordinance to amend the City Salary Classification Schedule - Adding a new classification **PAGE 43**

Reference: Leticia Livian, HR Director and Cathy Madalone, Chief of Police

Recommended Action: Hold second reading and adopt an ordinance to amend the salary classification schedule to establish a salary range for new classification of Property and Evidence Technician and approve the amendment.

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. Single Audit Report for the Fiscal Year Ended June 30, 2022 **PAGE 51**

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

Recommended Action: Receive the Single Audit Report, which includes the Auditor's Opinion on Compliance for Each Major Federal Program

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

B. Monterey Salinas Transit Minutes for March 10, 2023 **PAGE 65**

Reference: Joe Amelio, Councilmember

Recommended Action: Receive minutes.

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

C. Check Register - March 2023 **PAGE 74**

Reference: Audrey Cray, Finance & Risk Manager

Recommended Action: Receive the report.

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

D. Core Revenue Report - March 2023 **PAGE 124**

Reference: Audrey Cray, Finance & Risk Manager

Recommended Action: Receive the report.

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

9. **REPORTS – REQUIRING ACTION**

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

A. Agreement with Robert Half International, Inc. **PAGE 127**
Reference: Audrey Cray, Finance & Risk Manager
Recommended Action: Authorize the Mayor to sign an agreement with Robert Half International, Inc. to provide temporary staffing services in an amount not to exceed $100,000.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

B. Authorize staff to sign a new 3-year contract with iWorQ Systems, in an amount not to exceed $21,875 annually **PAGE 150**
Reference: Mohammed Khasimi, Chief Information Officer
Recommended Action: Authorize staff to sign a new 3-year contract with iWorQ Systems, in an amount not to exceed $21,875 annually.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

10. **MEETING MINUTES OF COMMISSIONS, BOARDS, AND COMMITTEES**
Items pulled from this section will be placed under 13. New Business

A. Diversity, Equity and Inclusion Minutes: March 13, 2023 **PAGE 178**
Reference: Sandra Kandell, City Clerk
Recommended Action: Receive minutes.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

B. Library Advisory Board Minutes: January 9, 2023 **PAGE 182**
Reference: Diana Godwin, Library Director
Recommended Action: Receive minutes.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

C. Planning Commission Meeting Minutes: February 9, 2023 **PAGE 186**
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. Approve a Resolution adopting the Master Fee Schedule for Fiscal Year (FY) 2023-24
Reference: Lori Frati, Management Analyst **PAGE 192**
Recommended Action: Approve a resolution adopting the master fee schedule for Fiscal Year (FY) 2023-24, including the annual Consumer Price Index (CPI) adjustment and other changes as directed by Council.
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 **PAGE 239**
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

C. Tree Appeal: 306 Crocker **PAGE 246**
Reference: Daniel Gho, Public Works Director / Deputy City Manager
Recommended Action:

1. Hold a de novo public hearing for tree removal permit application #23-011.
2. Uphold the decision of the City Arborist denying the removal of three (3) Monterey Cypress trees located at 306 Crocker Avenue

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

12. UNFINISHED AND ONGOING BUSINESS

A. AB481 Military Equipment Use Annual Report **PAGE 392**
Reference: David Santos, Police Commander
Recommended Action: Receive the report.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

B. FY21/22 CIP Lookback **PAGE 416**
Reference: Joyce Halabi, Deputy Public Works Director
Recommended Action: Receive report on the Fiscal Year 21/22 Capital Improvement Plan (CIP).
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

C. 2023/2025 Council Goals and Workplan **PAGE 453**
Reference: Ben Harvey, City Manager, Lori McDonnell and Luke Coletti, Councilmembers, and Bill Peake, Mayor
Recommended Action: Review and approve 2023/2025 Goals and Workplan shown in Attachments 1 and 2.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

13. **NEW BUSINESS**

14. **FULL PRESENTATIONS**

15. **CLOSED SESSION**

ADJOURNMENT

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

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Bill Peake, Mayor

MEETING DATE: April 19, 2023

SUBJECT: Mayor's Proclamation: Arbor Day

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

RECOMMENDATION

Receive presentation.

Attachments

Proclamation

City of Pacific Grove

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Bill Peake

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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: April 19, 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: April 19, 2023

SUBJECT: Minutes of the City Council Closed Session and Regular Meetings for April 5, 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, April 5, 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).
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DRAFT

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

APPROVAL OF AGENDA

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

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

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

CLOSED SESSION
Councilmember Beck recused herself of Closed Session Agenda item B due to a conflict.

PUBLIC COMMENT ON CLOSED SESSION MATTERS
Public comment was received from Jane Haines.

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

B. Conference with Real Property Negotiators (Government Code § 54956.8)
Property: 525 Lighthouse Avenue / 525 Lighthouse and Laurel Avenue Agency
Negotiator(s): Ben Harvey, City Manager
Negotiating Party(ies): Dan Silverie and Chad Brown
Under negotiation: Price and terms of payment

DRAFT MEETING MINUTES

CITY OF PACIFIC GROVE

CITY COUNCIL

REGULAR MEETING AGENDA

MEETING ADJOURNED TO 4/12/2023 FOR NON-COMPLETED ITEMS.

Wednesday, April 5, 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).

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

DRAFT

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

PLEDGE OF ALLEGIANCE:
Councilmember McDonnell led the pledge of allegiance.

1. **APPROVAL OF AGENDA**
Action: Councilmember Amelio recommended Regular Agenda item 12B be heard immediately following the Consent Agenda.

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

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

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

2. **PRESENTATIONS**
A. Mayor's Proclamation: Fair Housing Month
Action: Council received presentation.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

B. Mayor's Proclamation: National Community Development
Action: Council received 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

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

Assistant City Attorney Greg Rubens had nothing to report.

Conference with Real Property Negotiators (Government Code § 54956.8)
Property: 525 Lighthouse Avenue / 525 Lighthouse and Laurel Avenue Agency
Negotiator(s): Ben Harvey, City Manager
Negotiating Party(ies): Dan Silverie and Chad Brown
Under negotiation: Price and terms of payment

Assistant City Attorney Greg Rubens had nothing to report.

B. Council and staff made general announcements.

4. **GENERAL PUBLIC COMMENT**
Public comment was received from Rebecca Lee, Alyssa Rendon, George B., Lisa Ciani, Carmelita Garcia, Janet Wilson, Kim Akeman, Marsha, and Sam Winter.

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

DRAFT

CONSENT AGENDA

Action: Consent Agenda item 7A was pulled and considered as Regular Agenda item 11B. Consent Agenda item 9A was pulled and considered as Regular Agenda 12C. Consent Agenda item 8B was pulled and considered as Regular Agenda 13A.

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

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

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

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

A. Minutes of the City Council Special Meeting for March 8, 2023
Action: Approved minutes.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

B. Minutes of the City Council Closed Session and Regular Meetings for March 22, 2023
Action: Approved minutes.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

6. **RESOLUTIONS**

7. **ORDINANCES**

A. Second Reading of an Ordinance to amend Title 15 of the Pacific Grove Municipal Code to update the Streets and Sidewalk Sections ***This item was pulled and considered as Regular Agenda item 11B.***
Reference: Laurel O'Halloran, Associate Planner and Economic Development Coordinator
Recommended Action: Hold second reading and adopt an Ordinance to update Title 15 of the Pacific Grove Municipal Code.
CEQA: Categorical Exemption, CEQA Guidelines Section 15301, Class I, Existing Facilities

8. **REPORTS – INFORMATION ONLY**

A. Monterey-Salinas Transit Minutes: February 13, 2023
Action: Received minutes.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

B. Civicwell Policymakers Conference ***This item was pulled and considered as Regular Agenda item 13A.***
Reference: Chaps Poduri, Councilmember
Recommended Action: Receive report.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

9. **REPORTS – REQUIRING ACTION**

A. Contract Amendment for professional contract planner services with Harris & Associates, Inc. ***This item was pulled and considered as Regular Agenda item 12C.***
Reference: Anastacia Wyatt, Community Development Director
Recommended Action: Approve an agreement amendment not to exceed $208,145.00 up until June 30, 2024, approximately $58,145.00 through June 30, 2023, for Fiscal Year 22-23 and $150,000 for Fiscal Year 23-24 for professional contract planner services with Harris & Associates, Inc.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

DRAFT

B. Library Board Appointment
Action: Approved Aparna Sreenivasan appointment to Library Board with term ending January 31, 2027.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

C. Public Hearing Procedure in Council Policy 000-9
Action: Directed the City Attorney to prepare a Resolution amending Council Policy 000-9 (Council Guidelines) to implement the proposed public hearing and appeal procedures.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

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

A. Economic Development Commission Meeting Minutes: 8/11/2022, 9/22/2022, 10/13/2022, and 11/20/2022
Action: Received minutes.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

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12.B. CONCEPT REVIEW: Proposed Skatepark Project ***During the Approval of the Agenda, this item was moved forward and heard immediately following the Consent Agenda.***

Action: Assistant City Attorney Greg Rubens declared Councilmember Coletti has a conflict and would be recusing himself from any discussions/decisions regarding George Washington Park. Councilmember Coletti may return once those discussions have ended.

Public comment was received from unnamed speaker, Lucas Fernandez, Pablo Hernandez, Colette Queen, Tina Rau, Patrick, Abril Esparza, Jennifer Gorman, Jimmy, Alan Souza, John Usher, Monica Royal, Noah Garry, Jana Reysbach, Lisa Ciani, Lola Leb, Donny Sandoval, Shannon Lee, Brittney, Joanie Tyler, Marsha, Holly Dow, Frank Maydell, Payton Maydell, Milo Mead, unnamed speaker and son, Janet Gray, Wendi Giles, Hannah Brimer, Kyle, Richard Pacheco, Spencer Greene, June M. Bob Reiman, Kristen Phelps, Susan Cate Lynn, Simons, Janet Wilson, Joey Bruno, Margaret Thum, Henry Leinen, Amanda Preece, Brad Simons, Nancy Parsons, Mario Salazar, Noah Mead, Amber Mead, Michael Wachs, Richard Paquette, Masha Serttunc, Adeline, Tunns, Dorothy Brent, Kelsea Richmond, Tyler Ellis, 17 year old PGHS Senior, Luke, Mark Hughes, Jack Camp, Charles Weaver, Pam Weaver, Sean, Wyatt, Henry, Irene K, George Ferrera, Paul, Rebecca Lee, Paul Walkingstick, Steve Obier, Katherine Pandori, David Pandori, Emily Hasselbauer, Kirby Garry, Ashley Gamble, Tom Jensen, Rodney Rodriguez, Klarity Coleman, Dessy, Colleen Cook, Inge Lorentzen Daumer, and Athena.

Action: Upon motion by Councilmember Beck and seconded by Mayor Pro Tem, Council voted to remove George Washington Park from the list of sites for a proposed skatepark project.

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

DRAFT

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

Action: Councilmember Coletti returned to the meeting.

Action: A motion by Councilmember Amelio and seconded by Councilmember Poduri to pursue discussions with PGUSD, review City paved sites in town regarding feasibility for a proposed skatepark project and return to council to present outcomes was substituted with a motion by Councilmember Coletti.

Action: A motion by Councilmember Coletti and seconded by Councilmember Beck to cancel CIP project 23-20, discontinue discussions with PGUSD regarding feasibility for a proposed skatepark project, pursue the concept of purchasing a Recreation Van to transport youth to a nearby skatepark; and have staff return to Council with a concept to review alternative sites less large and imposing was substituted with a motion by Mayor Peake.

Action: Upon motion by Mayor Peake and seconded by Mayor Pro Tem Smith, Council voted to discontinue discussions with Pacific Grove Unified School District (PGUSD) regarding feasibility for a proposed skatepark site and return to Council with a concept to evaluate alternate skatepark sites within the City that are smaller and on paved areas avoiding impacts to neighbors and residential areas.

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

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

DRAFT

REGULAR AGENDA

11. **PUBLIC HEARINGS**

A. First reading of an ordinance to amend the City Salary Classification Schedule - Adding a new classification ***Due to time constraints and Council adjourning the meeting, this item will be heard on April 12, 2023***

Reference: Leticia Livian, HR Director and Cathy Madalone, Chief of Police

Recommended Action:

1. Request the City Attorney read the title of the ordinance;
2. Waive further reading of the ordinance;
3. Introduce and hold a first reading of an ordinance to amend the salary classification schedule to establish a salary range for new classification of Property and Evidence Technician and approve the amendment; and
4. Direct that a summary of a proposed ordinance be published as approved by the City Attorney.

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

B. Second Reading of an Ordinance to amend Title 15 of the Pacific Grove Municipal Code to update the Streets and Sidewalk Sections ***This item was pulled from the Consent Agenda. Due to time constraints and Council adjourning the meeting, this item will be heard on April 12, 2023.***
Reference: Laurel O'Halloran, Associate Planner & Economic Development Coordinator
Recommended Action: Hold second reading and adopt an Ordinance to update Title 15 of the Pacific Grove Municipal Code.
CEQA: Categorical Exemption, CEQA Guidelines Section 15301, Class I, Existing Facilities

12. **UNFINISHED AND ONGOING BUSINESS**

A. FY22/23 Street Rehabilitation Project ***Due to time constraints and Council adjourning the meeting, this item will be heard on April 12, 2023.***
Reference: Joyce Halabi, Deputy Public Works Director
Recommended Action: Authorize an agreement with Monterey Peninsula Engineering for the FY22/23 Street Rehabilitation Project on segments of 13th, 15th and 16th St in an amount not to exceed $1,520,048 plus a 9% contingency.
CEQA: Categorical Exemption, CEQA Guidelines Section 15301, Class I, Existing Facilities

B. CONCEPT REVIEW: Proposed Skatepark Project ***This item was moved and heard immediately after the Consent Agenda.***
Reference: Joyce Halabi, Deputy Public Works Director
Recommended Action:
1. Determine if City Council consensus exists for a proposed skatepark project;
2. If consensus exists, review Recreation Board proposed potential skatepark project location recommendations;
3. If Recreation Board location recommendations are accepted, direct staff to pursue discussions with Pacific Grove Unified School District (PGUSD) regarding feasibility for either site; and
4. Return to City Council to present PGUSD discussion outcome.

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

C. Contract Amendment for professional contract planner services with Harris & Associates, Inc. ***This item was pulled from the Consent Agenda. Due to time constraints and Council adjourning the meeting, this item will be heard on April 12, 2023.***
Reference: Anastacia Wyatt, Community Development Director
Recommended Action: Approve an agreement amendment not to exceed $208,145.00 up until June 30, 2024, approximately $58,145.00 through June 30, 2023, for Fiscal Year 22-23 and $150,000 for Fiscal Year 23-24 for professional contract planner services with Harris & Associates, Inc.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

13. **NEW BUSINESS**

A. Civicwell Policymakers Conference ***This item was pulled from the Consent Agenda. Due to time constraints and Council adjourning the meeting, this item will be heard on April 12, 2023.***

DRAFT

Reference: Chaps Poduri, Councilmember
Recommended Action: Council received report.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

14. **FULL PRESENTATIONS**

15. **CLOSED SESSION**

Action: Upon motion by Mayor Pro Tem Smith and seconded by Councilmember Coletti, Council voted to adjourn this meeting to April 12, 2023.

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

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

ADJOURNMENT
Council adjourned the meeting at approximately 10:38 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: Lori Frati, Management Analyst

MEETING DATE: April 19, 2023

SUBJECT: Resolution of Intention to Levy an Assessment for the Hospitality Improvement District for Fiscal Year 23-24

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

RECOMMENDATION

1. Approve the attached Resolution of Intention to Levy an Assessment for the Hospitality Improvement District for Fiscal Year 23-24.
2. Direct staff to notice a public hearing to be held on May 17, 2023 for the purpose of hearing any protests and determining whether to levy the assessment.

DISCUSSION

In 2007, the City established the Hospitality Improvement District (HID), appointed an advisory board, and established an assessment for the District. On November 18, 2018, City Council passed Resolution No. 18-047, amending the Hospitality Improvement District assessment be set at $2.00 per room night for full-service lodging establishments and $1.00 per room night for all others, effective January 1, 2019. Pacific Grove has no full-service hotels or bed and breakfast establishments that collect the $2.00 per room night fee. (Resolution 12-014 defines full service accommodations as "…generally mid-price, upscale or luxury hotels with a restaurant, lounge facilities and meeting space as well as minimum service levels, often including bell service and room service. These hotels report food and beverage revenue"). HID assessment revenues are exclusively used for the support and benefit of the hospitality economy of Pacific Grove.

Pursuant to State law and City Council Resolution 07-044, which formed the HID, an Annual Report is required that reports on District revenues and expenditures, proposes a budget for Fiscal Year (FY) 2023-24, and requests the levy of an assessment for FY 2023-24. The annual report prepared by the HID will be included in the May 17, 2023 agenda report. No changes to HID boundaries are recommended for FY 2023-24. At the public hearing on May 17, 2023, the Council will have the opportunity to hear and evaluate any protests received and determine whether to levy the assessment. The Council will also have the opportunity to appoint an advisory board.

OPTIONS

1. Decline to adopt the Resolution.
2. Provide alternate direction.

FINANCIAL IMPACT:

There is no fiscal impact. The City acts as the administrative pass-through to the MCCVB and HID. Assessment revenues may only be used for HID purposes.

GOAL ALIGNMENT: Not Applicable.

Attachments

HID Resolution 07-044

HID Resolution 18-047

HID Resolution 23-24

RESOLUTION 07-044

A RESOLUTION OF THE CITY OF PACIFIC GROVE DECLARING ITS INTENT TO FORM AND CREATE THE PACIFIC GROVE HOSPITALITY IMPROVEMENT DISTRICT AND SETTING A PUBLIC PROTEST HEARING RELATING TO THAT FORMATION

WHEREAS, the City of Pacific Grove (City) desires to form a parking and business improvement district (designated as the Pacific Grove Hospitality Improvement District or PGHID) pursuant to California Streets and Highways Code 36500, *et seq.* for the benefit of hospitality establishments within the City; and,

WHEREAS, the purpose of the Pacific Grove Hospitality Improvement District Shall be to fund promotion, marketing activities, and physical improvements to support and improve the hospitality economy in Pacific Grove; and,

WHEREAS, the City Council desires to convene a public hearing to establish the Pacific Grove Hospitality Improvement District; and,

WHEREAS, the City Council intends this resolution to constitute and resolve its declaration of intent to establish the Pacific Grove Hospitality Improvement District in accord with Streets and Highways Code section 36500, *et seq.* and to adopt the rules and procedures of Streets and Highways Code sections 36524 and 36525 to govern its determination as to the existence or non-existence of a majority protest;

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

SECTION 1. The City declares its intention to form a Parking and Business Improvement District pursuant to California Streets and Highways Code 36500, *et seq.*

SECTION 2. The name of Parking and Business Improvement District proposed to be formed shall be the "Pacific Grove Hospitality Improvement District." This District may occasionally be referenced as the "PGHID".

SECTION 3. The boundaries of the Pacific Grove Hospitality Improvement District are the same boundaries as the corporate boundaries of the City.

SECTION 4. The following definitions shall apply to this ordinance, and shall be used for all purposes by the Pacific Grove Hospitality Improvement District:

Accommodations Establishment. The term "Accommodations Establishment" shall refer to either a "Bed & Breakfast Inn", a "Motel", or a "Conference Lodging Establishment" as defined by this Section.

Bed & Breakfast Inn. The term "Bed & Breakfast Inn" shall refer to an establishment that meets the criteria set by Pacific Grove Municipal Code section 23.08.290.

Conference Lodging Establishment. The term "Conference Lodging Establishment" shall refer to any establishment that meets the criteria set by Pacific Grove Municipal Code section 23.08.160, has 300 or more guest rooms, and that offers special venues for meetings, conferences, and special events.

Motel. The term "Motel" shall include the term "Hotel" and shall refer to any establishment that meets the criteria set by Pacific Grove Municipal Code sections 23.08.030 or 23.08.160, but excluding there from any establishment that meets the definition of "Bed & Breakfast Inn" or "Conference Lodging Establishment" as set by this ordinance.

SECTION 5. Assessments levied under the Pacific Grove Hospitality Improvement District may fund promotion, marketing and physical improvements of property in accord with Streets and Highways Code section 36500, *et seq.* for the purpose of improving the hospitality economy of the City.

SECTION 6. Improvements and activities of the Pacific Grove Hospitality Improvement District shall be funded by assessments on all Accommodations Establishments within the PGHID. Except where the Council determines funds to be otherwise available, all improvements of activities of the PGHID shall be funded by the assessment set pursuant to this ordinance.

SECTION 7. An annual assessment shall be levied for the Pacific Grove Hospitality Improvement District upon new or existing Accommodations Establishment within the PGHID. New establishments shall not be exempt. The assessment shall be paid at the time the Accommodations Establishment pays transient occupancy taxes to the City. Accommodations Establishments that meet the criteria of "full-service" as set by the most recent report promulgated by Smith Travel Research, Inc. (STR Report) shall pay an assessment of $1.50 per occupied room per night. All other Accommodations Establishments shall pay an assessment of $1.00 per occupied room per night.

SECTION 8. The Council hereby sets a public hearing to establish the Pacific Grove Hospitality Improvement District on December 5, 2007 at 6:00 pm, or as soon thereafter as the item may be called, at City Hall, 300 Forest Avenue, Pacific Grove, California.

SECTION 8. Streets and Highways Code sections 36524 and 36525 sets forth rules and procedures that govern the filing of protests and the determination of a majority protest. The City shall apply the following procedures to determine the existence of a majority protest:

a. At the public hearing to hear such protests, testimony of all interested persons for or against the establishment of the Pacific Grove Hospitality Improvement District, the extent of the PGHID, or the furnishing of specified types of improvements or activities shall be heard. A protest may be made in writing or orally by any interested person. Any protest pertaining to the regularity or sufficiency of the proceeding shall be in writing and shall clearly set forth the irregularity or defect to which the objection is made.

b. Each written protest shall be filed with the City Clerk on or before December 5, 2007. The City Council may waive any irregularity in the form or content of any written protest, and at the public hearing may correct minor defects in the proceedings. A written protest may be withdrawn in writing at any time before the conclusion of the public hearing.

c. Each written protest must contain a description of the business in which the person subscribing the protest is interested sufficient to identify the business and, if a person subscribing is not shown on the official records of the City as the owner of the business, the protest shall contain or be accompanied by written evidence that the person subscribing is the owner of the business. A written protest which does not comply with this requirement shall not be counted in determining a majority protest.

d. If written protests are received from the owners of Accommodations Establishments in the proposed Pacific Grove Downtown Business Improvement District which will pay 50% or more of the assessments proposed to be levied and protests are not withdrawn so as to reduce the protests to less than 50%, no further proceedings to create the PGHID or to levy the proposed assessment, as contained in this ordinance intention, shall be taken for a period of one year from the date of the finding of a majority protest by the City Council. If the majority protest is only against the furnishing of a specified type or types of improvements or activities within the area, these types of improvements or activities shall be eliminated.

SECTION 9. Upon determination that a majority protest does not exist, the City Council shall be authorized to form the Pacific Grove Hospitality Improvement District, and may thereafter appoint an Advisory Board for the Pacific Grove Hospitality Improvement District. The proposed appointment process shall be by the following process:

a. Membership on the PGHID Advisory Board shall be limited to Accommodations Establishment owners, concessionaires representing Accommodations Establishments, or employees holding the written consent of the Accommodations Establishment, within the PGHID area. To sponsor a member on the PGHID Advisory Board, each Accommodations Establishments shall have fully paid its PGHID assessment at the time of appointment, and remain fully paid during the term of that representative's membership on the Board.

b. The PGHID Advisory Board shall be comprised of five (5) members. Two (2) members shall represent "Motels" as defined by this ordinance. Two (2) members shall represent businesses classified as "Bed and Breakfast Inns" as defined by this ordinance. One member shall represent businesses classified as a "Conference Lodging Establishment" as defined by this ordinance. If an Accommodations Establishment pays more than one-quarter of the City's total transient occupancy tax revenue, that Accommodations Establishment shall be entitled to one of the five seats on the PGHID Advisory Board.

c. PGHID Advisory Board members shall serve two-year terms, with appointments staggered at one-year intervals. The term for the two (2) members representing "Motels" and the term for the two (2) members representing "Bed and Breakfast Inns" shall each be staggered.

d. The PGHID Advisory Board shall be appointed by the City Council, following a nomination process facilitated by the Chamber of Commerce. Each February, the Pacific Grove Chamber of Commerce (Chamber) shall mail a letter to each Accommodations Establishment located in the PGHID. The letter shall announce the Chamber shall hold a meeting at City Hall for the purpose of conducting open elections for the PGHID Advisory Board seats that may be vacant or are scheduled to become vacant as of July 1 of that calendar year. The letter shall further notify each Accommodations Establishment of the Advisory Board selection process.

e. At the noticed meeting, the Chamber shall facilitate a selection process whereby any Accommodations Establishment representative meeting the qualification established in (b) above may be nominated for a seat on the Advisory Board. The Chamber shall conduct the election by secret ballot, and shall count ballots cast at that meeting or received by mail. One representative each Accommodations Establishment in the Pacific Grove Hospitality Improvement District shall be eligible to vote; votes may be cast in person at the meeting, or if the Accommodations Establishment representative is unable to attend the vote may be made by proxy, signed on behalf of the Accommodations Establishment. Each Accommodations Establishment shall be allowed one vote for each open seat.

f. Nominees receiving the most votes shall be deemed to have won the election. The Chamber shall verify the election results and forward the names to the City Clerk no later than April 30. If the results are not transmitted to the City Clerk on or before April 30, the Council shall appoint the PGHID Advisory Board members by the process set forth for appointing boards and commissions in Chapter 3.04 of the Municipal Code.

g. The City Council may accept or reject the election result as to any open seat. Should the Council reject the election result as to a seat, the Chamber shall forward another make a substitute recommendation. PGHID Advisory Board members shall serve at the pleasure of the Council. The Council may, by majority vote, remove any Advisory Board member with or without cause.

SECTION 10. It is proposed that the Pacific Grove Hospitality Improvement District Advisory Board shall meet at least two (2) times per year. The Advisory Board shall be deemed a "legislative body" for all purposes of the Ralph M. Brown Act, Government Code section 54950, *et seq.* Each meeting of the Advisory Board shall be open and public as required by that Act.

SECTION 11. It is proposed that the City Manager may authorize the Chamber of Commerce, by contract, to spend PGHID assessment revenues on behalf of the City provided each expenditure is made in accord with the Pacific Grove Hospitality Improvement District program and budget as approved by the City, and in compliance with all City purchasing regulations, or as otherwise set by ordinance.

SECTION 12. It is proposed that the PGHID Advisory Board shall prepare and file an annual report with the City regarding the Pacific Grove Hospitality Improvement District. The report shall, among other things, itemize improvements and activities for the fiscal year, state the cost of activities, the amount of surplus or deficit revenues carried over from a previous fiscal

year, and contributions other than assessments. The report shall meet the requirements of California Streets and Highways Code section 36533. The City Council shall review each report, and may approve the report as filed or modify any portion of the report and approve it as modified.

SECTION 13. It is proposed that after approving the annual report, the City shall adopt an annual resolution of intention to levy the assessment for that fiscal year, publish a notice and hold a public hearing on the assessment. This action may be taken by resolution

SECTION 14. This resolution is exempt from provisions of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines.

RESOLVED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 7th day of November, 2007, by the following vote:

AYES: Bennett, Cort, Davis, Miller, Nilmeier, Stilwell

NOES: Cohen

ABSENT: None

APPROVED:

DANIEL E. CORT, Mayor

ATTEST:

CHARLENE WISEMAN, City Clerk

APPROVED AS TO FORM:

DAVID LAREDO, City Attorney

RESOLUTION NO. 18-047

RESOLUTION TO AMEND THE HOSPITALITY IMPROVEMENT DISTRICT (HID) ASSESSMENT BEGINNING JANUARY 1, 2019

FINDINGS

1. On May 2, 2018, the City Council adopted Resolution 18-015 to approve the 2018-19 HID annual program budget for the fiscal year 2018-19, exclusively used for the support and benefit of the hospitality economy of Pacific Grove and

2. On October 17, 2018, the City Council adopted Resolution No. 18-038 to declare its intention to amend the HID assessment to support efforts to join the proposed Monterey County Tourism Improvement District (MCTID); and direct the City Clerk to provide notice of a public hearing and

3. On October 25, 2019, the City Clerk gave notice of the public hearing by causing the resolution of intention, to be published in a newspaper of general circulation at least seven days before the public hearing

4. On October 29, 2018, the City Council adopted Resolution 18-039 granting the City of Monterey to include the City of Pacific Grove in the MCTID. The MCTID assessment would be levied at $2.00 per night for full-service accommodations and $1.00 per night for all other lodging establishments, effective January 1, 2019

5. On November 28, 2018, the City Council conducted a public hearing and considered all protests against amending the Fiscal Year 18-19 levy of the Pacific Grove Hospitality District, which would become effective January 1, 2019.

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

1. The above Findings are true and correct and by this reference are made an integral part of this Resolution.

2. Effective January 1, 2019, the Hospitality Improvement District (HID) assessment shall be set at $2.00 per room night for full-service lodging establishments and $1.00 per room night for all others.

3. No change shall be made to the HID boundaries established in the prior year and outlined in Section 6.54.030 of the Pacific Grove Municipal Code.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 28th day of November 2018, by the following vote:

AYES: Mayor Kampe, Councilmembers Cuneo, Fischer, Huitt, Peake, and Smith
NOES: None
ABSENT: Councilmember Garfield

APPROVED:

Bill Kampe
BILL KAMPE, Mayor

ATTEST:

Sandra Kandell
SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

DAVID C. LAREDO, City Attorney

RESOLUTION NO. 23-xxx

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE STATING THE CITY'S INTENTION TO LEVY AN ASSESSMENT FOR THE PACIFIC GROVE HOSPITALITY IMPROVEMENT DISTRICT FOR FISCAL YEAR 2023-24

FINDINGS

1. In 2007 the City of Pacific Grove established the Pacific Grove Hospitality Improvement District (HID); and

2. The HID has been approved for continuation each year since it was first established, and has proved to be of benefit to the Community in terms of promoting tourism and the hospitality economy; and

3. The Pacific Grove Chamber of Commerce has requested continuation of the HID for the 2023-24 fiscal year; and

4. The Action proposed by this Resolution does not constitute a "Project" as that term is defined under California Environmental Quality Act (CEQA), CEQA Guideline section 15378.

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

1. The City Council finds each recital set forth above to be true and correct, and by this reference incorporates each as an integral part of this Resolution.

2. It is the intention of the City to levy and collect assessments for the Fiscal Year 2023-24 within the Pacific Grove Hospitality Improvement District (HID), as described in Section 6.54 of the Pacific Grove Municipal Code. The proposed assessment, equal to $2.00 per room night for full-service establishments and $1.00 per room night for other establishments, will be collected by the City from lodging establishment owners when Transient Occupancy Taxes are paid.

3. On May 17, 2023, the City Council will receive an annual report prepared by the HID's Advisory Board, which contains detail of expenditures in 2022-23 and a description of the anticipated costs and activities to be provided in Fiscal Year 2023-24. Copies of the report will be on file with the City Clerk and available at the offices of the Pacific Grove Chamber of Commerce.

4. There is no change to the boundaries of the district as established and set forth in Section 6.54.030 of the Pacific Grove Municipal Code.

5. The Council hereby sets the public hearing to consider the levy of the proposed Fiscal Year 2023-24 assessment for the HID for May 17, 2023, at 6:00 pm, or as soon thereafter as the item may be called, at the Pacific Grove City Hall, 300 Forest Avenue, Pacific Grove, California.

6. At the public hearing, the City Council shall hear and consider any and all protests against the Fiscal Year 2023-24 levy of assessments for the HID. The rules and procedures used in receiving and considering protests will comply with those set forth in Streets and Highways Code sections 36524, 36525 and 36534. Following the hearing, the Council may adopt a resolution approving the levy.

7. The City Clerk is hereby directed to give a summary notice of the public hearing by causing this resolution of intention to be published once in a newspaper of general circulation not less than seven days before the public hearing.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 19th day of April 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: Lori Frati, Management Analyst

MEETING DATE: April 19, 2023

SUBJECT: Resolution of Intention to Levy an Assessment for the Downtown Business Improvement District for Fiscal Year 23-24

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

RECOMMENDATION

1. Approve the attached Resolution of Intention to Levy an Assessment for the Downtown Business Improvement District for Fiscal Year 23-24.
2. Hold a public hearing on May 17, 2023 to hear protests and determine whether to levy the assessment.

DISCUSSION

In 2000, the City established the Downtown Pacific Grove Business Improvement District (BID), appointed an advisory board, and levied assessments for the District. The assessments may be used only for the promotion, marketing and advertising of professional and retail businesses located in the district, and for general maintenance to benefit those businesses. All businesses located in the BID are assessed an amount equal to 35% of their business license tax. The assessment is collected together with the business license tax payment, each year in July. Since 2000, the BID and assessments have been reauthorized annually, without exception.

Pursuant to State law and the City Council Resolution forming the BID, an Annual Report is required that reports on District revenues and expenditures for the prior fiscal year, proposes a budget, and requests the levy of an assessment for the next year. The annual report will be included in the May 17, 2023 agenda report. No changes to BID boundaries are recommended for Fiscal Year 2023-24. At the public hearing on May 17, 2023, the Council will have the opportunity to hear and evaluate any protests received and determine whether to levy the assessment. The Council will also have the opportunity to appoint an advisory board.

OPTIONS

1. Decline to adopt the Resolution.
2. Provide alternate direction.

FINANCIAL IMPACT:

The assessed funds may only be used for BID purposes. These revenues may not be used for any other City purpose.

GOAL ALIGNMENT: Not Applicable.

Attachments

BID Resolution Intent to Levy Assessment

RESOLUTION NO. 23-xxx

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE STATING THE CITY'S INTENTION TO LEVY AN ASSESSMENT FOR THE PACIFIC GROVE BUSINESS IMPROVEMENT DISTRICT FOR FISCAL YEAR 2023-24

FINDINGS

1. In 2000 the City of Pacific Grove established the Downtown Pacific Grove Business Improvement District (BID); and

2. The BID has been approved for continuation each year since it was first established, and has proved to be of benefit to the City in terms of promoting the downtown professional and retail business economy; and

3. The Pacific Grove Chamber of Commerce has requested continuation of the Downtown BID for the 2023-24 fiscal year; and

4. The action proposed by this Resolution does not constitute a "Project" as that term is defined under California Environmental Quality Act (CEQA), CEQA Guideline section 15378.

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

1. The City Council finds each recital set forth above to be true and correct, and by this reference incorporates each as an integral part of this Resolution.

2. The City intends to levy and collect assessments for Fiscal Year 2023-24 within the Downtown Pacific Grove Improvement District (BID), as described in Section 6.50.010 of the Pacific Grove Municipal Code. The proposed assessment would be collected by the City from the business owners when the business license tax is paid in 2023-24. Excepting catalog sales establishments, each and every business in the district will pay an assessment equal to 35% of its business license tax for fiscal year 2023-24.

3. On May 17, 2023, the City Council will receive an annual report prepared by the BID's Advisory Board, which contains details of expenditures in 2022-23 and a description of the anticipated costs and activities to be provided in Fiscal Year 2023-24. These activities include, but are not limited to, promotion, marketing and advertising of businesses in the district, support for special events, and general maintenance to benefit businesses within the BID.

4. Copies of the report will be on file with the City Clerk and are also available at the offices of the Pacific Grove Chamber of Commerce.

5. There is no change to the boundaries of the district as established and set forth in Section 6.5.020 of the Pacific Grove Municipal Code.

6. The Council sets the public hearing to consider the levy of the proposed Fiscal Year 2023-24 assessment for the BID for May 17, 2023 at 6:00 pm, or as soon thereafter as the item may be called, at the Pacific Grove City Hall, 300 Forest Avenue, Pacific Grove, California to be conducted under public hearing Zoom Meeting protocols.

7. At the public hearing, the City Council shall hear and consider all protests against the Fiscal Year 2023-24 levy of assessments for the BID. The rules and procedures used to receive and consider protests will comply with Streets and Highways Code sections 36524, 36525 and 36534. Following the hearing, the Council may adopt a resolution approving the levy.

8. The City Clerk is hereby directed to give a summary notice of the public hearing by causing this resolution of intention to be published once in a newspaper of general circulation not less than seven days before the public hearing.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 19th day of April 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: Tori Hannah, Administrative Services Director/Assistant City Manager

MEETING DATE: April 19, 2023

SUBJECT: Resolution Authorizing Investment of Monies in the Local Agency Investment Fund (LAIF)

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

RECOMMENDATION

Rescind Resolution 15-051; and approve a resolution authorizing the investment of monies in the Local Agency Investment Fund (LAIF)

DISCUSSION

The City has invested a portion of available funds in the Local Agency Investment Fund (LAIF). LAIF was established by the State of California in 1976 as a means to prudently manage investments. Use of this investment option is authorized by Council Policy 400-5.

In September of 2015, the City Council adopted Resolution 15-051 which provides City positions with the authority to withdraw or deposits funds in LAIF. This resolution delegates the authority to the Finance Director, Assistant Finance Manager, and Management Analyst (Finance). Since that time, there have been modifications to the Finance Department position titles. An updated resolution needs to be provided to reflect the changes.

The attached Resolution rescinds Resolution 15-051; and authorizes incumbents of the positions of Administrative Services Director/Assistant City Manager, Finance and Risk Manager (Finance Program Manager), and Management Analyst (Finance) to deposit or withdraw LAIF funds on the City's behalf.

OPTIONS

- Provide alternate direction

FINANCIAL IMPACT:

There is no fiscal impact associated with this item.

GOAL ALIGNMENT: Not Applicable.

Attachments

Resolution 15-051 LAIF Resolution
Draft Resolution_LAIF Authorization

RESOLUTION NO. 15-051

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE AUTHORIZING DESIGNATED CITY STAFF TO DEPOSIT OR WITHDRAW CITY FUNDS IN THE LOCAL AGENCY INVESTMENT FUND (LAIF)

1. California Government Code section 16429.1 created a Local Agency Investment Fund (LAIF) in the State Treasury for the deposit of money of local agencies for the purposes of investment by the State Treasurer.

2. Deposit or withdrawal of money in LAIF for purposes of investment is in the best interests of the City of Pacific Grove

3. The Finance Director, Assistant Finance Manager, and Management Analyst (Finance) incumbents are appropriate designees for the deposit or withdrawal of LAIF funds.

4. This action does not constitute a "Project" as that term is defined under the California Quality Act (CEQA), CEQA Guideline Section 15378 as it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment.

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

1. The City Council determines each finding set forth above is true and correct and by this reference incorporates those findings as an integral part of this Resolution.

2. Incumbents in the following positions shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund: Finance Director, Assistant Finance Manager, and Management Analyst (Finance)

3. This Resolution is in accordance with, and does not conflict with, existing City laws and regulations and the applicable Government Code.

4. This resolution shall take effect immediately following passage and adoption.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 16th day of September, 2015, by the following vote:

AYES: Mayor Kampe, Councilmembers Cuneo, Fischer, Huitt, Lucius, Miller and Peake.

NOES: None.

ABSENT: None.

APPROVED:

Bill Kampe
BILL KAMPE, Mayor

ATTEST:

Sandra Kandell
SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

DAVID C. LAREDO, City Attorney

RESOLUTION NO. 23-XXXX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND (LAIF)

FINDINGS

1. The Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

2. The City Council hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code Section 16429.1 et. seq. for the purpose of investment as provided therein is in the best interests of the City.

3. Resolution 15-051 designated the Finance Director, Assistant Finance Manager, and the Management Analyst (Finance) with the authority to deposit or withdraw funds in LAIF.

4. Position titles within the City of Pacific Grove Finance Department have changed since the adoption of Resolution 15-051.

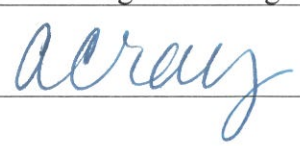
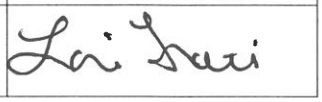
5. A new resolution authorizing the current position titles is needed to provide City staff with the authority to deposit or withdraw funds in LAIF.

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

1. The Council determines that each of the Findings set forth above is true and correct, and by this reference incorporates those Findings as an integral part of this Resolution.

2. The Council authorizes Resolution 15-051 to be rescinded.

3. The City of Pacific Grove officers holding the titles specified hereinbelow or their successors in office are hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purpose of this resolution and the transactions contemplated hereby:

Tori Hannah	Audrey Cray	Lori Frati
Administrative Services Director/ Assistant City Manager	Finance and Risk Manager (Finance Program Manager/Finance Senior Program Manager)	Management Analyst (Finance)
		

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

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 19th day of April, 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:	Leticia Livian, HR Director and Cathy Madalone, Chief of Police
MEETING DATE:	April 19, 2023
SUBJECT:	Second reading of an ordinance to amend the City Salary Classification Schedule - Adding a new classification
CEQA:	Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Hold second reading and adopt an ordinance to amend the salary classification schedule to establish a salary range for new classification of Property and Evidence Technician and approve the amendment.

DISCUSSION

There were no substantive changes between the first and second readings. The City Clerk caused a summary of the ordinance to be published on April 13, 2023.

The City's salary schedule identifies job classifications that have been approved by Council (e.g., Administrative Technician) and the hourly rates of pay for each classification at each step authorized by the Personnel Rules. Pursuant to Charter Article 25 and the Pacific Grove Municipal Code (PGMC) Section 4.20.280, approval and amendment to the salary schedule must be adopted by the Council. The requested changes seek to establish a salary range for Property and Evidence Technician. All other classifications in the salary schedule remain the same. To view the entire salary schedule, please refer to the City's website.

Staff is recommending an amendment to the salary classification schedule to establish a salary range for Property and Evidence Technician. This classification is non-exempt and aligns with the General Employees Association (GEA).

This new classification is responsible for receiving, transporting, verifying, storing, recording, safeguarding, releasing and disposing of evidence, including firearms, and other property booked into Police Department. Historically, these tasks have been performed by a Police Services Technician with specialized training, skills and certification.

A 5% Property and Evidence Management certification pay was provided to the incumbent in this role. It is recommended the 5% certification pay be rolled into the proposed hourly rate for Management certification be required to obtain within the first six months of employment in this classification.

The proposed hourly salary starting step is 5% above Police Services Technician classification starting

hourly rate. Steps 1 through 5 have a 5% spread between the steps. Steps 6 and 7 have a 3.75% spread between the steps as these were formal longevity steps and are consistent with the salary structure for classifications represented by the GEA.

Classification	Step	Step	Step	Step	Step	Step	Step
Property and Evidence Technician	1A	2B	3C	4D	5E	6F	7G
Hourly Salary Rate	28.01	29.41	30.88	32.43	34.05	35.32	36.65

OPTIONS

1. Take no action.
2. Provide alternate direction.

FINANCIAL IMPACT:

The addition of the Property and Evidence Technician is cost neutral.

GOAL ALIGNMENT: Not Applicable.

Attachments

Ordinance

Property and Evidence Technician

ORDINANCE NO. 23-____

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE AMENDING THE SALARY SCHEDULE TO ADD THE PROPERTY AND EVIDENCE TECHNICIAN CLASSIFICATION

Findings

1. Staff is recommending adding a new Property and Evidence classification to the salary schedule; and

2. This new classification is responsible for receiving, transporting, verifying, storing, recording, safeguarding, releasing and disposing of evidence, including firearms, and other property booked into Police Department; and

3. This work has historically been performed by a Police Services Technician with specialized skills; and

4. The salary schedule amendment seeks to establish salary ranges for Property and Evidence Technician; and

5. Amendment to the salary schedule classification plan must be adopted by the City Council pursuant to Pacific Grove Municipal Code (PGMC) Section 4.20.280; and

6. In the enactment of this ordinance, the City followed the guidelines adopted by the State of California and published in the California Code of Regulations, Title 14, Section 15000, et seq. Enactment of this ordinance action does not constitute a "project" as defined by California Environmental Quality Act (CEQA) because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment pursuant Section 15378.

Ordinance

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

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

SECTION 2. The position classification plan approved and adopted by the City Council pursuant to PGMC § 4.20.280 is amended to add the Property and Evidence Technician classification.

Classification	Step	Step	Step	Step	Step	Step	Step
Property and Evidence Technician	1A	2B	3C	4D	5E	6F	7G
Hourly Salary Rate	28.01	29.41	30.88	32.43	34.05	35.32	36.65

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

SECTION 4. In accord with Article 15 of the City Charter, this ordinance shall become effective on April 19, 2023.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this _____ day of April 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

Property and Evidence Technician
Classification/Job Description

SUMMARY:

Under general supervision, to receive, load, transport, verify, store, record, safeguard, release and dispose of evidence and other property booked into Police Department and maintain related property records, and perform related work as required.

The Police Property and Evidence Specialist handles a broad range of confidential and sensitive records, maintains the integrity and security of criminal evidence, including the handling of hazardous and bio-hazardous substances in a variety of containers and packaging.

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

Essential duties and responsibilities may include, but are not limited to, the following:

- Receives property and evidence, documents receipt, maintains the physical integrity and control and the chain of custody, and physically stores property and evidence in the designated property and evidence areas.
- Prepares evidence for submittal to the District Attorney's Office, outside law enforcement agencies or labs for analysis; including packaging, securing, and preserving evidence items, preparing required forms, and submitting forms with evidence.
- Coordinates with crime laboratories; determines and justifies which evidence to refer; prepares and transports evidence including weapons, narcotics, and biological specimens for analysis and processing by others.
- Manages digital evidence system, including recordings from body worn cameras, in-car cameras, surveillance footage and photographs; ensures files are properly maintained, processes duplication requests from the District Attorney's Office and responds to Public Records Act requests.
- Releases and purges property and evidence following appropriate Federal, State, and local laws and regulations; prepares evidence and property for auction and/or disposal upon completion of court proceedings.

- Acts as liaison to the court and other offices requiring the transmission of property and evidence; prepares evidence for officers and investigators for court proceedings; maintains records and tracks such actions.

- Releases property to the public; prepares the proper paperwork and prepares evidence for pick-up; completes the necessary reports and documentation for release.

- Performs difficult, complex, technical and/or specialized administrative work that requires the exercise of independent judgment, the application of technical skills, and a detailed knowledge of the activities and procedures specific to the Police Department.

- Prepares correspondence, reports, forms, receipts, and specialized documents such as property claim letters to citizens, and other correspondence.

- Performs general oversight of the Department's equipment and supply function, to include issuing and receiving equipment and other supplies to Department personnel, making equipment and supply purchases, and maintaining inventory records.

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

- Acts in a lead capacity through cross-training, developing, scheduling, and designating property and evidence-related tasks to secondary assigned staff person; trains department staff on best practices and safety protocols.

- Works in the Police Records Unit as needed and performs other duties as assigned.

Minimum Qualifications:

Education, Training and Experience Guidelines:

High School Diploma or GED equivalent; AND two years of work experience in a law enforcement agency; OR an equivalent combination of education, training, and experience.

Knowledge of:

- City policies and procedures.
- Criminal codes, vehicle codes, and municipal codes.
- Policies, rules and regulations governing property and evidence management.
- National Crime Information Center (NCIC), and California Law Enforcement Telecommunications System (CLETS) quality and security standards for police records.

- Occupational Health and Safety Administration (OSHA) requirements for handling and disposing of evidence with blood borne pathogens, infectious diseases, and other related body fluid contamination.
- Principles and practices of confidential records management, and file maintenance.
- Modern office practices, methods, and computer equipment and applications related to the work, including police records management systems, data tracking, word processing, and spreadsheet applications.
- Business arithmetic and basic statistical techniques.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Procedures for the collection, processing and packaging of evidence.

Skill in:

- Interpreting and explaining standards and protocols for maintenance, analysis, release and disposal of property and evidence.
- Analyzing technical issues, evaluating alternatives, and making recommendations based on findings.
- Proper handling of property and evidence, including firearms and narcotics.
- Explaining Federal and State rules and regulations, and City policies and procedures.
- Assessing and prioritizing multiple tasks, projects and demands.
- Using initiative and independent judgment within established procedural guidelines.
- Dealing tactfully and courteously with the public.
- Establishing and maintaining cooperative working relationships with co-workers and members of outside agencies.
- Communicating effectively verbally and in writing.
- Conducting audits and inventories.
- Property and evidence guidelines and procedures.
- Use computers for word processing and information storage and retrieval.
- Organize, research, and maintain technical and administrative files.
- Enter data into a computer system and prepare written materials with sufficient speed and accuracy to perform the work.
- Organize own work, set priorities, and meet critical time deadlines.

Licensing and Certification:

LICENSE AND CERTIFICATION REQUIREMENTS:

- A valid California State Driver's License is required.
- Terminal Operator Certification for access to NCIC/CLETS is required within thirty days of employment.
- Ability to complete Property and Evidence Management training through the International Association of Property and Evidence; California Property and Evidence Association; or California Commission on Peace Officer Standards and Training (POST) within eighteen months of employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is in a standard office environment and occasionally in the field. Required to handle firearms and narcotics. Exposure to strong unpleasant odors, infectious bio-hazardous materials such as blood, urine and semen; dust, pollens, chemical irritants; toxic substances; evidence that may be disturbing such as homicide evidence. Ability to lift and carry moderately heavy and bulky items.

Must be able to pass a law enforcement background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances.

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: April 19, 2023

SUBJECT: Single Audit Report for the Fiscal Year Ended June 30, 2022

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

RECOMMENDATION

Receive the Single Audit Report, which includes the Auditor's Opinion on compliance for each major federal program.

DISCUSSION

The City is required to complete a Single Audit when the City receives $750,000 or more in Federal grant funding. In Fiscal Year 21/22, the City met this criteria by expending more than $1.5 million in American Rescue Plan Act (ARPA) Funds (Coronavirus State and Local Fiscal Recovery Funds). The standards governing Single Audit engagements require the independent auditor to report not only on the fair presentation of the financial statements, but also on the government's internal controls and compliance with federal awards.

The City retained Chavan & Associates, LLP, a firm of licensed certified public accountants to audit the City of Pacific Grove's financial statements; and also prepare a Single Audit Report. A copy of the City's Single Audit Report for the Fiscal Year Ended June 30, 2022 is attached for reference. The Independent Auditor's Report which is included on Page 3 of the document indicates that the City has complied, in all material respects, with the types of compliance requirements that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

The Schedule of Findings and Questioned Costs is included on pages 8-9 of the report. The document indicates that the City received an "unmodified opinion" on program compliance, with no audit findings. An "unmodified" opinion is the optimal opinion to receive from an external auditor. Within this schedule, the City was not classified as a "low risk auditee". This is primarily related to a requirement that the City meet specific conditions for two preceding audit periods. Since this is the first year in recent record that the City was required to initiate a Single Audit, the City did not receive that designation. This requires the auditor to perform increased audit testing in order to express an opinion. This rationale was reviewed with the City's independent auditor's, with clarifying information on the auditee risk criteria identified in Title 2, Part 200, Section 200.520 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

OPTIONS

- Receive the Report

FINANCIAL IMPACT:
There is no financial impact with receiving this report.

GOAL ALIGNMENT: Not Applicable.

Attachments

Single Audit Report for the Fiscal Year Ended June 30, 2022

CITY OF PACIFIC GROVE
CALIFORNIA

SINGLE AUDIT REPORT

FOR THE FISCAL YEAR
ENDED JUNE 30, 2022

Chavan & Associates, LLP
Certified Public Accountants
15105 Concord Circle, Ste 130
Morgan Hill, CA 95037

CITY OF PACIFIC GROVE
CALIFORNIA
SINGLE AUDIT REPORT
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JUNE 30, 2022

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Honorable Mayor and Members of the
City Council of the City of Pacific Grove
City of Pacific Grove, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the City of Pacific Grove (the "City") as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated March 23, 2023.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not

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express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

C & A LLP

Morgan Hill, California
March 23, 2023

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INDEPENDENT AUDITORS REPORT ON COMPLIANCE FOR THE MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE, AND REPORT ON THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE

To the Honorable Mayor and Members of the
City Council of the City of Pacific Grove
City of Pacific Grove, California

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the City of Pacific Grove (the City)'s compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on each of the City's major federal programs for the year ended June 30, 2022. The City's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the City complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

Basis for Opinion on Each Major federal programs

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal programs. Our audit does not provide a legal determination of the City 's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the City's federal programs.

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Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the City's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, Government Auditing Standards, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the City's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, Government Auditing Standards, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the City's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the City's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance is a deficiency*, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

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Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of City as of and for the year ended June 30, 2022, and have issued our report thereon dated March 23, 2023, which contained an unmodified opinion on those financial statements. Our audit was performed for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.

C & A LLP

March 23, 2023
Morgan Hill, California

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CITY OF PACIFIC GROVE, CALIFORNIA
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2022

Federal Grantor/Pass-Through Grantor/Program Title	Federal Catalog Number (CFDA)	Pass Through Number	Federal Expenditures
U.S. DEPARTMENT OF TREASURY			
Pass-through program from the State of California			
Coronavirus State and Local Fscal Recovery Funds	21.027 [1]	N/A	1,554,038
Total U.S. Department of Treasury			1,554,038
TOTAL EXPENDITURES OF FEDERAL AWARDS			$ 1,554,038

[1] Audited as major program
Note: There were no federal grants passed through to subrecipients

See accompanying Notes to Schedule of Expenditures of Federal Awards.

Note 1. Basis of Presentation

The accompanying schedule of expenditures of federal awards (the schedule) includes the federal grant activity of the City of Pacific Grove (the City) under programs of the federal government for the year ended June 30, 2022. The information in this schedule is presented in accordance with the requirements of the Office of Management and Budget Title 2 U.S. *Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the schedule presents only a selected portion of the operations of the City, it is not intended to and does not present the financial position, changes in net position, or cash flows of the City and some amounts in this schedule may differ from amounts presented in the City's financial statements.

Note 2. Summary of Significant Accounting Policies

Expenditures reported on the schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in Title 2 U.S. *Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years. Pass-through entity identifying numbers are presented where available. The City has elected not to use the 10 percent de-minimus indirect cost rate as allowed under Uniform Guidance.

Note 3. Relationship to the Basic Financial Statements

The amounts reported in the accompanying schedule agree, in all material respects, to amounts reported within the City's financial statements. Federal award revenues are reported principally in the City's financial statements as intergovernmental revenues.

Note 4. Relationship to Federal Financial Reports

Amounts reported in the accompanying schedule agree or can be reconciled with the amounts reported or to be reported in the federal financial reports.

Note 5. Pass-Through Entities' Identifying Number

When federal awards were received from a pass-through entity, the Schedule of Expenditures of Federal Awards shows, if available, the identifying number assigned by the pass-through entity. When no identifying number is shown, the City has determined that no identifying number is assigned for the program, or the City was unable to obtain an identifying number from the pass-through entity.

Section I - Summary of Auditor's Results

Financial Statements

Type of auditor's report issued	**Unmodified**
Internal control over financial reporting:	
Material weaknesses?	____ Yes __x__ No
Significant deficiencies identified not considered to be material weaknesses?	____ Yes __x__ None Reported
Non-compliance material to financial statements noted?	____ Yes __x__ No

Federal Awards

Internal control over major programs:	
Material weaknesses?	____ Yes __x__ No
Significant deficiencies identified not considered to be material weaknesses?	____ Yes __x__ None Reported
Type of auditor's report issued on compliance over major programs	**Unmodified**
Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)	____ Yes __x__ No

Identification of Major Programs:

CFDA Numbers	Name of Federal Program
21.027	Coronavirus State and Local Fiscal Recovery Funds

Dollar threshold used to distinguish between type A and type B programs:	$ 750,000
Auditee qualified as low risk auditee?	____ Yes __x__ No

Section II - Financial Statement Findings

No findings noted.

Section III - Federal Award Findings and Questioned Costs

No findings noted.

Section II - Financial Statement Findings

No findings noted.

Section III - Federal Award Findings and Questioned Costs

No findings noted.

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: April 19, 2023

SUBJECT: Monterey Salinas Transit Minutes for March 10, 2023

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

RECOMMENDATION

Receive minutes.

Attachments

MST Minutes

MEETING OF THE MST BOARD OF DIRECTORS

MEETING MINUTES

March 13, 2023
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
	Kim Shirley	City of Del Rey Oaks
	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
	Joe Amelio	City of Pacific Grove
	Tony Barrera	City of Salinas
	Dave Pacheco	City of Seaside
	Luis Alejo (Conference)	County of Monterey
Absent:	None	
Counsel:	David C. Laredo	De Lay & Laredo
	Michael D. Laredo	De Lay & Laredo
Staff:	Carl Sedoryk	General Manager/CEO
	Lisa Rheinheimer	Assistant General Manager
	Michael Kohlman	Chief Information Officer
	Kelly Halcon	Director of HR & Risk Management
	Jeanette Alegar-Rocha	Deputy Secretary/Clerk to the Board
	Andrea Williams	Finance Manager
	Claudia Valencia	Mobility Specialist
	Cristy Sugabo	Mobility Services Supervisor
	David Bielsker	Transit Scheduler
	Elena Grigorichina	Operations Analyst
	Emma Patel	Associate Planner
	Ezequiel Rebollar	IT Technician
	Ikuyo Yoneda-Lopez	Marketing & Communications Manager
	Jacqueline Munoz	C/S Representative
	Kevin Allshouse	Contract Services Manager
	Matthew Deal	Grants Analyst
	Natalie Flores	Assistant Planner

	Paul Lopez	Facilities Manager
	Scott Taylor	IT Manager
	Ursulla Scardina	Marketing Assistant
	Vince Dang	Project Management Coordinator
Public:	Kevin Dayton	Salinas & Monterey Chambers of Commerce
	Chris Duymich	AMBAG
	Jasmine Mejia-Cortez	Office of County Supervisor Luis Alejo
	Tyson Sohagi	The Sohagi Law Group, PLC
	Matt Wang	The Sohagi Law Group, PLC

1. CALL TO ORDER

a. Roll Call.

b. Pledge of Allegiance.

Chair Velazquez called the meeting to order at 10:01 a.m. Roll call was taken, and a quorum was established with Director Martinez (Illness) noted as absent. Director Shirley led the pledge of allegiance. Director Alejo indicated that he would need to leave the meeting early due to the declared state of emergency due to flooding within Monterey County.

c. Review Highlights of the agenda. (Carl Sedoryk)

Carl Sedoryk reviewed the highlights of the agenda and shared a letter emailed by Molly Erikson at 11:58 pm on Sunday, March 12, 2023.

Director Martinez joined the meeting at 10:10 am.

d. Add Urgency Item to Vote on AB361 Resolution (2/3 vote required) (Carl Sedoryk)

On a motion by Director Carbone, seconded by Director Worthy and carried by the following vote, which was conducted by roll call, the Board approved adding the urgency item to vote on AB361 Resolution 2023-31:

AYES:	**13**	**Alejo, Amelio Baron, Barrera, Carbone, LeBarre, Martinez, Pacheco, Shirley, Smith, Velazquez, Visscher, and Worthy**
NOES:	**0**	
ABSENT:	**0**	
ABSTAIN:	**0**	

e. Approve Resolution 2023-31 for the March 13 Board meeting to be Held Remotely (via Zoom teleconference) due to the State of Emergency in Monterey County from Severe Flooding. (Carl Sedoryk)

On a motion by Director Worthy, seconded by Director Smith and carried by the following vote, which was conducted by roll call, the Board approved Resolution 2023-31 for the March 13 Board meeting to be held remotely (via Zoom teleconference) as allowed by AB 361 due to the State of Emergency in Monterey County from severe flooding:

AYES:	**13**	**Alejo, Amelio Baron, Barrera, Carbone, LeBarre, Martinez, Pacheco, Shirley, Smith, Velazquez, Visscher, and Worthy**
NOES:	**0**	
ABSENT:	**0**	
ABSTAIN:	**0**	

2. CLOSED SESSION

2-1. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Gov. Code section 54956.9(d)(1).) Keep Fort Ord Wild; The Open Monterey Project v. Monterey-Salinas Transit, Monterey County Superior Court, Case No. 21CV002192.

David Laredo, MST General Counsel, reported that the Board received an update but no reportable action was taken.

2-2. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Gov. Code section 54956.9(d)(1).) SNG Evariste, LLC v. Monterey-Salinas Transit, Monterey County Superior Court, Case No. 21CV002572.

David Laredo, MST General Counsel, reported that the Board received an update but no reportable action was taken.

3. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

There were no public comments.

4. CONSENT AGENDA

4-1. Adopt Resolution 2023-28 Recognizing Marzette Henderson, Transportation Manager, as Employee of the Month for March 2023. (Norman Tuitavuki)

4-2. Approve Minutes of the MST Board Meeting on February 13, 2023. (Jeanette Alegar-Rocha)

4-3. Receive Draft Minutes of the MST Board Operations Performance Committee Meeting on February 13, 2023. (Jeanette Alegar-Rocha)

4-4. Receive Report on Lost and Found Items Left on MST Property for the Month of October 2022. (Beronica Carriedo)

4-5. Financial Reports – January 2023. (Lori Lee)

a) Accept reports of January 2023 Cash Flow
b) Approve January 2023 Disbursements
c) Accept Report of January 2023 Treasury Transactions

4-6. Receive Draft Minutes of the Mobility Advisory Committee Meeting on January 25, 2023. (Ruben Gomez)

4-7. Reject Claim by the Claimant LaTasha Nichole Weston. (Lisa Cox)

There were no public comments on the consent agenda.

On a motion by Director Barrera, seconded by Director Amelio and carried by the following vote, which was conducted by roll call, the Board approved items 4-1 through 4-7 on the consent agenda:

AYES:	**13**	**Alejo, Amelio, Baron, Barrera, Carbone, LeBarre, Martinez, Pacheco, Shirley, Smith, Velazquez, Visscher, and Worthy**
NOES:	**0**	
ABSENT:	**0**	
ABSTAIN:	**0**	

5. RECOGNITIONS AND SPECIAL PRESENTATIONS

5-1. March 2023 Employee of the Month – Marzette Henderson (Norman Tuitavuki)

Marzette Henderson was not present at the Board meeting due to transit support needed for the State of Emergency in Monterey County from severe flooding.

Board members asked to have Mr. Henderson return to the April 10th meeting to be recognized in person.

5-2. 35 -Year Service Anniversary – Tiziano Minelli (Norman Tuitavuki)

Tiziano Minelli was not present at the Board meeting due to transit support needed for the State of Emergency in Monterey County from severe flooding.

Board members asked to have Mr. Minelli return to the April 10th meeting to be recognized in person.

6. PUBLIC HEARINGS

None

7. ACTION ITEMS

7-1. Introduce and Hold a First Reading of an Ordinance Adopting Rules of Conduct for Attending Meetings of Legislative Bodies at MST Facilities, as Previously Presented at the February 13th Board Meeting. (Carl Sedoryk/ Michael Laredo)

Director Alejo moved to introduce and hold a first reading of the proposed ordinance to adopt rules of conduct for attending meetings of legislative bodies at MST facilities which was seconded by Director Shirley.

A substitute motion by Director LeBarre was made to not adopt rules of conduct for attending meetings of legislative bodies at MST facilities which was seconded by Director Smith. A roll call vote on the substitute motion was held and the motion passed as follows:

AYES:	**7**	**Amelio, Barrera, LeBarre, Martinez, Pacheco, Smith, and Worthy**
NOES:	**6**	**Alejo, Baron, Carbone, Shirley, Velazquez, and Visscher**
ABSENT:	**0**	
ABSTAIN:	**0**	

Director Alejo left the meeting at approximately 11:00 am.

7-2. Adopt Resolution 2023-29 Authorizing Remote Meeting Participation for Members of the Public at All MST Legislative Bodies. (Carl Sedoryk/ Michael Laredo)

On a motion by Director LeBarre, seconded by Director Amelio and carried by the following vote, which was conducted by roll call, the Board approved Resolution 2023-29 authorizing remote meeting participation for members of the public at all MST legislative bodies:

AYES:	**12**	**Amelio Baron, Barrera, Carbone, LeBarre, Martinez, Pacheco, Shirley, Smith, Velazquez, Visscher, and Worthy**
NOES:	**0**	
ABSENT:	**1**	**Alejo**
ABSTAIN:	**0**	

7-3. Public Meeting to Review and Consider Comments and Responses on the SURF! Busway and Bus Rapid Transit Project ("Project") California Environmental Quality Act (CEQA) Exemptions under Senate Bill 922 [2022] (Public Resources Code Section 21080.25) ("CEQA Exemptions"), to Adopt a Resolution Approving CEQA Exemptions for the SURF! Busway and Bus Rapid Transit Project, to Adopt Project Conditions, and to Direct Staff to File a Notice of Exemption. (Lisa Rheinheimer)

Lisa Rheinheimer, Assistant General Manager for MST stated the following:

The item before you this morning is for a Public Meeting to Review and Consider Comments and Responses on the SURF! Busway and Bus Rapid Transit Project ("Project") California Environmental Quality Act (CEQA) Exemptions under Senate Bill 922 [2022] (Public Resources Code Section 21080.25) ("CEQA Exemptions"), to Adopt a Resolution Approving CEQA Exemptions for the SURF! Busway and Bus Rapid Transit Project, to Adopt Project conditions, and to Direct Staff to File a Notice of Exemption.

In July 2021, the MST Board approved the project by finding the project exempt from CEQA under SB 288 and approved an Initial Study-Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program for the project.

SB 288 by Senator Scott Wiener provided CEQA statutory exemptions for certain projects including pedestrian and bicycle facilities, transit signal prioritization, wayfinding, bus rapid transit, and charging and refueling of zero-emission transit buses.

Should the Board approve the recommendation today, the previous Board actions from July 2021 are still valid and in full force and effect.

Today, staff's recommendation on SB922 is supported by the staff memo, resolution and exhibits, which meets the requirements of SB922.

SB922, went into effect on January 1, 2023 and provides for CEQA statutory exemptions until January 1, 2030 for projects listed at Public Resources Code section 21080.25(b), including (b)(1) [Pedestrian/Bike Facilities], (b)(2) [wayfinding], (b)(3) [transit prioritization], (b)(5) [Bus rapid transit, bus, or light rail service, including stations, terminals, or existing operation facilities], (b)(6) [Charging stations], and (b)(7) [Infrastructure]

This morning, MST received a comment about the Transit Oriented Development (TOD) Planning Study not being part of MST's scope and focus for the SURF! project and not analyzed under CEQA. MST's response is that the SURF! project has independent utility regardless of the TOD study in that SURF! supports the goals of increasing ridership while using zero-emissions vehicles.

We also received a letter of support from Landwatch Monterey County earlier this morning.

The purpose of this recommended Board action is for the Board to determine that the Project is exempt based on the SB 922 statutory exemption.

Chair Velazquez asked for public comment.

Kevin Dayton stated that he was speaking on behalf of the Salinas Valley and Monterey Peninsula Chambers of Commerce. Mr. Dayton stated support for the item. Mr. Dayton stated that they condemn the abuse of the California Environmental Quality Act to stop projects such as this.

On a motion by Director LeBarre, seconded by Director Pacheco and carried by the following vote, which was conducted by roll call, the Board adopted Resolution 2023-30 approving CEQA exemptions for the SURF! Busway and Bus Rapid Transit Project, to adopt project conditions, and directed staff to file a Notice of Exemption:

AYES:	**12**	**Amelio Baron, Barrera, Carbone, LeBarre, Martinez, Pacheco, Shirley, Smith, Velazquez, Visscher, and Worthy**
NOES:	**0**	
ABSENT:	**1**	**Alejo**
ABSTAIN:	**0**	

8. REPORTS & INFORMATION ITEMS

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

8-1. General Manager/CEO Monthly Report – January 2023

8-2. Federal Legislative Advocacy Report

8-3. State Legislative Advocacy Update

8-4. Staff Trip Reports – None

8-5. Correspondence – None

9. BOARD REPORTS, COMMENTS, AND REFERRALS

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

9-2. Board Member Comments and Announcements.

Director LeBarre and Chair Velazquez thanked MST staff for the response and support of the community during the State of Emergency in Monterey County from severe flooding.

Carl Sedoryk announced that MST was granted a $22 million grant from FTA for the SURF! Busway and Bus Rapid Transit Project.

Carl Sedoryk announced the MST Transit Employee Appreciation Day is scheduled for March 17th at the MST operations facilities, weather permitting.

9-3. Board Member Referrals for Future Agendas.

The Board members requested that Marzette Henderson and Tiziano Minelli be invited to the April 10th meeting to be recognized and thanked in-person.

10. ATTACHMENTS

10-1. The Detailed Monthly Performance Statistics and Disbursement Journal for January 2023 can be viewed online within the GM Report at http://mst.org/about-mst/board-of-directors/board-meetings/

11. ADJOURN

With no further business to discuss, Chair Velazquez adjourned the meeting at 11:17 a.m. (Pacific).

Prepared by: _____
Jeanette Alegar-Rocha

Reviewed by: _____
Carl G. Sedoryk

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Audrey Cray, Finance & Risk Manager

MEETING DATE: April 19, 2023

SUBJECT: Check Register - March 2023

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

RECOMMENDATION

Receive the report.

DISCUSSION

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

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

Attached is the check register report for March 2023.The monthly total is provided on the last page of the report.

OPTIONS

N/A - This is informational only.

FINANCIAL IMPACT:

There is no fiscal impact. This is informational only.

GOAL ALIGNMENT: Not Applicable.

Attachments

Check Register - March 2023

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105256	03/01/23	9702	RENNE PUBLIC LAW GR	111	5205	LEGAL SERVICES	0.00	457.00
101	105256	03/01/23	9702	RENNE PUBLIC LAW GR	101	5205	EMPLOYMENT RELATED	0.00	5,604.50
101	105256	03/01/23	9702	RENNE PUBLIC LAW GR	101	5205	EMPLOYMENT RELATED	0.00	19,361.00
TOTAL CHECK								0.00	25,422.50
101	105257	03/01/23	9833	RENNE PUBLIC MANAGE	101	5202	CITY MANAGER PERFOR	0.00	659.00
101	105258	03/01/23	2133	PERS	401	5145	FEB 2023 UAL	0.00	11,583.33
101	105258	03/01/23	2133	PERS	201	5145	FEB 2023 UAL	0.00	13,833.33
101	105258	03/01/23	2133	PERS	121	5145	FEB 2023 UAL	0.00	10,000.00
101	105258	03/01/23	2133	PERS	513	5145	FEB 2023 UAL	0.00	250.00
101	105258	03/01/23	2133	PERS	101	5145	FEB 2023 UAL	0.00	500.00
101	105258	03/01/23	2133	PERS	131	5145	FEB 2023 UAL	0.00	11,500.00
101	105258	03/01/23	2133	PERS	505	5145	FEB 2023 UAL	0.00	18,583.33
101	105258	03/01/23	2133	PERS	351	5145	FEB 2023 UAL	0.00	99,750.00
101	105258	03/01/23	2133	PERS	301	5145	FEB 2023 UAL	0.00	118,603.25
101	105258	03/01/23	2133	PERS	133	5145	FEB 2023 UAL	0.00	2,583.33
101	105258	03/01/23	2133	PERS	502	5145	FEB 2023 UAL	0.00	2,916.67
101	105258	03/01/23	2133	PERS	501	5145	FEB 2023 UAL	0.00	3,583.33
101	105258	03/01/23	2133	PERS	421	5145	FEB 2023 UAL	0.00	5,416.67
101	105258	03/01/23	2133	PERS	503	5145	FEB 2023 UAL	0.00	10,166.67
TOTAL CHECK								0.00	309,269.91
101	105259	03/03/23	8890	4LEAF	201	5201	BUILDING DEPARTMENT	0.00	67,330.58
101	105259	03/03/23	8890	4LEAF	201	5201	BUILDING DEPARTMENT	0.00	30,673.65
TOTAL CHECK								0.00	98,004.23
101	105260	03/03/23	8330	AMAZON CAPITAL SERV	502	5223	MOTION LIGHTS	0.00	46.94
101	105260	03/03/23	8330	AMAZON CAPITAL SERV	201	5303	BOOK & PRINTED MATE	0.00	18.55
TOTAL CHECK								0.00	65.49
101	105261	03/03/23	9430	ARAMARK UNIFORM & C	301	5201	DEPARTMENT LINEN AN	0.00	127.68
101	105262	03/03/23	6154	AT&T	421	5212	REC 23735162970960	0.00	34.55
101	105262	03/03/23	6154	AT&T	133	5212	ADMIN 2378411328253	0.00	34.04
TOTAL CHECK								0.00	68.59
101	105264	03/03/23	8476	AT&T MOBILITY	301	5206	AT&T FIRSTNET DEPAR	0.00	1,742.17
101	105265	03/03/23	213	BAKER & TAYLOR COMP	401	5301	LIBRARY SUPPLIES	0.00	29.09
101	105265	03/03/23	213	BAKER & TAYLOR COMP	401	5301	LIBRARY SUPPLIES	0.00	33.44
TOTAL CHECK								0.00	62.53
101	105267	03/03/23	3364	BETTER VIEW WINDOW	503	5223	CITY HALL WINDOW CL	0.00	2,400.00
101	105268	03/03/23	8724	CALIFORNIA ANIMAL W	301	5261	CALAMIMALS SUBSCRIP	0.00	100.00
101	105270	03/03/23	5198	CODE PUBLISHING, IN	101	5201	CODE UPDATES	0.00	735.00
101	105271	03/03/23	5171	COMCAST	133	5206	REC FEB23 0214972	0.00	103.75
101	105271	03/03/23	5171	COMCAST	133	5206	CH INT FEB23 008584	0.00	163.23
101	105271	03/03/23	5171	COMCAST	133	5206	CH TV FEB23 0039031	0.00	14.10

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
TOTAL CHECK								0.00	281.08
101	105272	03/03/23	3840	CRITICAL REACH	301	5201	APBNET	0.00	360.00
101	105273	03/03/23	779	DEMCO	401	5301	LIB SUPPLIES	0.00	350.12
101	105274	03/03/23	846	DROUGHT RESISTANT N	503	5223	PLANTS	0.00	62.26
101	105274	03/03/23	846	DROUGHT RESISTANT N	503	5223	PLANTS	0.00	21.30
TOTAL CHECK								0.00	83.56
101	105275	03/03/23	592	FOREST HILL ACE HAR	503	5227	TRUCK 51	0.00	6.54
101	105275	03/03/23	592	FOREST HILL ACE HAR	301	5223	BROOMS & BAGS	0.00	78.62
TOTAL CHECK								0.00	85.16
101	105276	03/03/23	7127	GACHINA LANDSCAPE M	503	5201	FY22/23 PARK MOWING	0.00	639.63
101	105277	03/03/23	9817	GEMMA PETERSON	421	5208	YOGA JAN21-FEB11 20	0.00	268.80
101	105278	03/03/23	1105	GRANITE ROCK COMPAN	505	5331	COLD MIX	0.00	2,776.36
101	105280	03/03/23	6743	HANA GARDENS SEASID	502	5309	PLANTING MIX	0.00	134.92
101	105281	03/03/23	8975	HEIHACHIRO TAKARABE	421	5208	TAI CHI CLASSES FEB	0.00	140.00
101	105282	03/03/23	4321	HOME DEPOT CREDIT S	503	5322	SMALL TOOLS	0.00	217.41
101	105282	03/03/23	4321	HOME DEPOT CREDIT S	505	5309	SMALL TOOLS	0.00	719.96
101	105282	03/03/23	4321	HOME DEPOT CREDIT S	501	5291	LATE/FINANCE FEES	0.00	26.04
TOTAL CHECK								0.00	963.41
101	105283	03/03/23	1266	HOWARD'S UPHOLSTERY	503	5227	UNIT 58	0.00	358.18
101	105285	03/03/23	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	119.94
101	105286	03/03/23	1467	LANGUAGE LINE SERVI	301	5201	TRANSLATION SERVICE	0.00	44.05
101	105287	03/03/23	6098	LEAGUE OF CALIFORNI	101	5261	LOCC MEMBERSHIP	0.00	300.00
101	105288	03/03/23	7307	MATT TANZI	01	212	OVER COLLECT TAMC F	0.00	1,756.17
101	105290	03/03/23	3882	MICHAEL ALIOTTI	501	5215	STAFF TRAINING	0.00	54.25
101	105291	03/03/23	3304	MIDWEST TAPE	401	5303	SALES TAX ADJUSTMEN	0.00	0.23
101	105292	03/03/23	1694	MISSION UNIFORM SER	351	5291	LINEN & UNIFORM CLE	0.00	14.20
101	105292	03/03/23	1694	MISSION UNIFORM SER	351	5291	LINEN & UNIFORM CLE	0.00	14.20
101	105292	03/03/23	1694	MISSION UNIFORM SER	351	5291	LINEN & UNIFORM CLE	0.00	14.20
101	105292	03/03/23	1694	MISSION UNIFORM SER	421	5201	LINEN & UNIFORM CLE	0.00	15.14
101	105292	03/03/23	1694	MISSION UNIFORM SER	421	5201	LINEN & UNIFORM CLE	0.00	15.14
101	105292	03/03/23	1694	MISSION UNIFORM SER	421	5201	LINEN & UNIFORM CLE	0.00	15.14
101	105292	03/03/23	1694	MISSION UNIFORM SER	421	5201	LINEN & UNIFORM CLE	0.00	80.92
101	105292	03/03/23	1694	MISSION UNIFORM SER	421	5201	LINEN & UNIFORM CLE	0.00	80.92
101	105292	03/03/23	1694	MISSION UNIFORM SER	421	5201	LINEN & UNIFORM CLE	0.00	80.92

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
TOTAL CHECK								0.00	330.78
101	105293	03/03/23	6216	MONTEREY BAY TREEWO	513	5201	FY22/23 ARBORIST SE	0.00	1,600.00
101	105294	03/03/23	3807	MONTEREY COUNTY WEE	201	5221	PH REQUST TO HCD	0.00	486.00
101	105296	03/03/23	9861	MY PRO DRY LLC	503	5223	YOUTH CENTER AIR DU	0.00	1,980.00
101	105296	03/03/23	9861	MY PRO DRY LLC	503	5223	COMMUNITY CENTER VE	0.00	2,940.00
TOTAL CHECK								0.00	4,920.00
101	105297	03/03/23	9588	NAPA AUTO PARTS	503	5223	CLUB HOUSE	0.00	5.14
101	105297	03/03/23	9588	NAPA AUTO PARTS	503	5223	CLUB HOUSE	0.00	6.95
101	105297	03/03/23	9588	NAPA AUTO PARTS	503	5223	CLUB HOUSE	0.00	13.03
TOTAL CHECK								0.00	25.12
101	105299	03/03/23	9277	NETFILE, INC	133	5239	SUB 02/18/23-02/17/	0.00	4,560.00
101	105300	03/03/23	9576	O'REILLY AUTO ENTER	502	5309	MECH STOCK	0.00	35.83
101	105300	03/03/23	9576	O'REILLY AUTO ENTER	502	5309	CREDIT-MECH STOCK	0.00	-35.83
101	105300	03/03/23	9576	O'REILLY AUTO ENTER	502	5309	MECH STOCK	0.00	80.22
101	105300	03/03/23	9576	O'REILLY AUTO ENTER	351	5223	UNIT 6474	0.00	21.76
TOTAL CHECK								0.00	101.98
101	105301	03/03/23	2024	PACIFIC GAS & ELECT	503	5222	PW 09/27-12/08 9737	0.00	140.97
101	105301	03/03/23	2024	PACIFIC GAS & ELECT	411	5802	MUSEUM 1932414440-1	0.00	270.67
TOTAL CHECK								0.00	411.64
101	105304	03/03/23	2219	PURE WATER	501	5309	WATER SERVICE	0.00	24.65
101	105304	03/03/23	2219	PURE WATER	502	5309	WATER SERVICE	0.00	24.65
101	105304	03/03/23	2219	PURE WATER	503	5309	WATER SERVICE	0.00	24.65
101	105304	03/03/23	2219	PURE WATER	505	5309	WATER SERVICE	0.00	24.65
TOTAL CHECK								0.00	98.60
101	105306	03/03/23	6520	RINCON CONSULTANTS,	225	5209	ENVIRONMENTAL IMPAC	0.00	954.00
101	105306	03/03/23	6520	RINCON CONSULTANTS,	225	5209	ENVIRONMENTAL IMPAC	0.00	2,886.25
TOTAL CHECK								0.00	3,840.25
101	105307	03/03/23	9814	ROGERS JOSEPH O'DON	101	5205	LEGAL SERVICES	0.00	1,792.00
101	105307	03/03/23	9814	ROGERS JOSEPH O'DON	101	5205	LEGAL SERVICES	0.00	2,688.00
101	105307	03/03/23	9814	ROGERS JOSEPH O'DON	101	5205	LEGAL SERVICES	0.00	2,816.00
TOTAL CHECK								0.00	7,296.00
101	105309	03/03/23	2371	SAFETY-KLEEN SYSTEM	502	5309	SUPPLIES	0.00	329.47
101	105310	03/03/23	2485	SIGN WORKS	503	5223	JEWELL PARK SIGN	0.00	301.19
101	105311	03/03/23	2541	SPCA OF MONTEREY CO	301	5201	ANIMAL SHELTER SERV	0.00	700.00
101	105312	03/03/23	9336	STAPHANY ARRIOLA	421	5361	REIMB REC PROG SUPP	0.00	65.10
101	105313	03/03/23	7314	STRESSCRETE	505	6001	LIGHT FIXTURES-DOWN	0.00	11,992.96

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ACCOUNTING PERIOD: 10/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105314	03/03/23	2680	TOPE'S TREE SERVICE	513	5201	FY22/23 TREE MAINTE	0.00	232.70
101	105314	03/03/23	2680	TOPE'S TREE SERVICE	513	5201	FY22/23 TREE MAINTE	0.00	641.20
TOTAL CHECK								0.00	873.90
101	105315	03/03/23	2772	VALLEY SAW & GARDEN	503	5223	SMALL TOOLS	0.00	648.92
101	105316	03/03/23	2786	VERIZON WIRELESS	133	5212	ADMIN	0.00	51.23
101	105316	03/03/23	2786	VERIZON WIRELESS	133	5212	ADMIN	0.00	38.01
101	105316	03/03/23	2786	VERIZON WIRELESS	121	5212	CM	0.00	69.04
101	105316	03/03/23	2786	VERIZON WIRELESS	401	5212	LIB	0.00	76.02
101	105316	03/03/23	2786	VERIZON WIRELESS	201	5212	CDD	0.00	92.10
101	105316	03/03/23	2786	VERIZON WIRELESS	301	5212	PD	0.00	100.33
101	105316	03/03/23	2786	VERIZON WIRELESS	501	5212	PW	0.00	150.94
101	105316	03/03/23	2786	VERIZON WIRELESS	501	5212	PW	0.00	647.02
101	105316	03/03/23	2786	VERIZON WIRELESS	201	5212	CDD	0.00	20.04
101	105316	03/03/23	2786	VERIZON WIRELESS	351	5212	FIRE	0.00	63.93
TOTAL CHECK								0.00	1,308.66
101	105317	03/03/23	2800	ROXANE VIRAY	301	5123	RETIREMENT MED FEB2	0.00	150.00
101	105318	03/03/23	9305	WATSONVILLE FORD	505	5227	UNIT 17	0.00	359.57
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	411	5222	FOREST & CENTRAL DR	0.00	0.01
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	411	5222	FOREST & CENTRAL DR	0.00	0.02
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	FOREST CENTRL SPR	0.00	0.04
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	503	5222	ON 17 MILE DR	0.00	0.25
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	117 RECREATION ROOM	0.00	2.00
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	117 RECREATION ROOM	0.00	2.50
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	168 16TH ST	0.00	4.30
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	168 16TH ST	0.00	4.61
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	503	5222	ON 17 MILE DR	0.00	5.90
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	503	5222	LOVERS POINT	0.00	6.24
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	503	5222	LOVERS POINT	0.00	6.49
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	FOREST CENTRL SPR	0.00	7.71
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	17 MI DR BALLPARK	0.00	7.84
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	503	5222	PLATT PK SPRNKLR	0.00	7.90
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	17 MI DR BALLPARK	0.00	8.65
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	17 MILE DRIVE	0.00	9.26
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	CALEDONIA PK LIGHTS	0.00	9.86
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	FOREST CENTRL SPR	0.00	9.93
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	CALEDONIA PK LIGHTS	0.00	10.19
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	501	5222	CORP YARD DM & 5TH	0.00	10.78
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	503	5222	ON 17 MILE DR	0.00	10.84
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	PIEDMONT & MORELAND	0.00	13.36
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	117 RECREATION ROOM	0.00	13.88
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	503	5222	BERWICK PARK AT	0.00	14.01
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	117 RECREATION ROOM	0.00	14.58
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	503	5222	PARKING LOT LIGHT	0.00	14.78
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	PIEDMONT & MORELAND	0.00	16.30
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	503	5222	COR MELROSE	0.00	16.65
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	OCEANVIEW & 17TH	0.00	16.79
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	503	5222	BERWICK PARK AT	0.00	17.71

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	503	5222	COR MELROSE	0.00	18.40
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	168 16TH ST	0.00	19.27
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	501	5222	1307 FORST PINE SIG	0.00	19.82
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	501	5222	1307 FORST SINEX SI	0.00	20.00
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	503	5222	LOVERS POINT	0.00	21.87
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	FOREST CENTRL SPR	0.00	22.26
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	503	5222	LOVERS POINT	0.00	22.84
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	503	5222	PLATT PK SPRNKLR	0.00	24.88
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	GRAND AV & PK PL	0.00	28.94
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	503	5222	PARKING LOT LIGHT	0.00	30.55
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	17 MILE DRIVE	0.00	30.95
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	620 OCEAN VIEW POOL	0.00	31.08
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	OCEANVIEW & 17TH	0.00	31.14
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	503	5222	PLATT PK SPRNKLR	0.00	34.13
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	CONCESSION STAND	0.00	35.65
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	503	5222	PHONE BOOTH-BERWICK	0.00	41.32
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	503	5222	COR MELROSE	0.00	41.86
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	501	5222	1307 FORST PINE SIG	0.00	42.02
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	501	5222	1307 FORST PINE SIG	0.00	42.08
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	17 MI DR BALLPARK	0.00	42.34
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	501	5222	1307 FORST SINEX SI	0.00	42.35
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	BEACH BOAT STORAGE	0.00	42.70
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	501	5222	1307 FORST SINEX SI	0.00	42.98
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	503	5222	COR MELROSE	0.00	43.99
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	503	5222	PHONE BOOTH-BERWICK	0.00	36.20
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	CONCESSION STAND	0.00	39.83
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	162 16TH STREET	0.00	51.64
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	101	5222	CITY COUNCIL - 3%	0.00	55.54
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	RECREATION - 3%	0.00	55.54
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	101	5222	CITY COUNCIL - 3%	0.00	60.16
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	RECREATION - 3%	0.00	60.16
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	503	5222	PLATT PK SPRNKLR	0.00	61.24
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	162 16TH STREET	0.00	63.79
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	201	5222	101 CITY HALL/CEDD	0.00	92.04
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	131	5222	101 CITY HALL/FIN -	0.00	92.05
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	17TH ST & LAUREL	0.00	92.11
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	501	5222	1307 FORST PINE SIG	0.00	92.47
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	501	5222	1307 FORST SINEX SI	0.00	93.86
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	201	5222	101 CITY HALL/CEDD	0.00	99.13
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	131	5222	101 CITY HALL/FIN -	0.00	99.14
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	BEACH BOAT STORAGE	0.00	67.78
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	17 MI DR BALLPARK	0.00	71.46
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	17TH ST & LAUREL	0.00	75.35
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	CHAUTAUQUA HALL	0.00	109.84
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	117 COMMUNITY CTR	0.00	126.08
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	131	5222	FINANCE - 7%	0.00	129.60
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	CHAUTAUQUA HALL	0.00	138.14
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	131	5222	FINANCE - 7%	0.00	140.37
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	117 COMMUNITY CTR	0.00	124.05
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	CHAUTAUQUA HALL	0.00	125.67
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	201	5222	CEDD - 9.5%	0.00	175.89
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	121	5222	CITY MANAGER - 9.5%	0.00	175.89

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	201	5222	CEDD - 9.5%	0.00	190.51
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	121	5222	CITY MANAGER - 9.5%	0.00	190.51
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	501	5222	FOREST 40 FT E/O LH	0.00	196.61
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	411	5222	FOREST & CENTRAL DR	0.00	200.51
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	411	5222	FOREST & CENTRAL DR	0.00	208.45
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	501	5222	CORP YARD SUNSET DR	0.00	239.50
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	117 COMMUNITY CTR	0.00	245.38
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	501	5222	FOREST 40 FT E/O LH	0.00	251.19
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	117 COMMUNITY CTR	0.00	254.30
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	351	5222	FIRE DEPARTMENT - 2	0.00	444.35
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	501	5222	FOREST 40 FT E/O LH	0.00	450.54
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	300 16TH ST.	0.00	469.93
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	351	5222	FIRE DEPARTMENT - 2	0.00	481.28
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	401	5222	550 CENTRAL AVE	0.00	564.95
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5802	14TH&JUNIPERO-LOAN	0.00	589.88
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	401	5222	550 CENTRAL AVE	0.00	625.46
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	503	5802	SUNSET SR. - LOAN	0.00	677.62
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	351	5222	FIRE DEPT	0.00	680.01
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	301	5222	POLICE DEPARTMENT -	0.00	796.12
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	301	5222	POLICE DEPARTMENT -	0.00	862.30
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	401	5222	PUBLIC LIBRARY	0.00	922.07
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	411	5222	165 FOREST AVE	0.00	938.93
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	131	5222	300 FOREST AVE	0.00	1,024.12
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	401	5222	PUBLIC LIBRARY	0.00	1,030.12
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	301	5802	580 PINE AVE - LOAN	0.00	1,046.81
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	401	5222	PUBLIC LIBRARY	0.00	1,085.38
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	301	5222	POLICE DEPT	0.00	1,176.24
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	301	5222	580 PINE AVE	0.00	1,426.56
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	117 COMMUNITY CTR	0.00	1,591.51
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	301	5222	580 PINE AVE	0.00	1,609.98
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	301	5802	580 PINE AVE - LOAN	0.00	2,093.62
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	17TH ST & LAUREL	0.00	336.55
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	503	5802	SUNSET SR. - LOAN	0.00	338.81
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5222	17TH ST & LAUREL	0.00	361.62
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	421	5802	14TH&JUNIPERO-LOAN	0.00	294.94
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	501	5222	FOREST 40 FT E/O LH	0.00	379.68
TOTAL CHECK								0.00	27,918.16
101	105321	03/09/23	2952	AFLAC	01	202	DED:5201 AFLAC P/T	0.00	1,840.75
101	105321	03/09/23	2952	AFLAC	01	202	DED:5200 AFLAC PREM	0.00	748.82
TOTAL CHECK								0.00	2,589.57
101	105322	03/09/23	2935	CALIF LAW ENFORCMEN	01	202	DED:3200 LTD PD	0.00	567.00
101	105323	03/09/23	1	CALPERS HEALTH	01	202	DED:105 HEALTH	0.00	1,073.30
101	105323	03/09/23	1	CALPERS HEALTH	01	202	DED:110 HEALTH	0.00	1,128.83
101	105323	03/09/23	1	CALPERS HEALTH	01	202	DED:126 HEALTH	0.00	1,155.62
101	105323	03/09/23	1	CALPERS HEALTH	01	202	DED:125 HEALTH	0.00	1,155.62
101	105323	03/09/23	1	CALPERS HEALTH	01	202	DED:0563 HEALTH FAM	0.00	1,187.86
101	105323	03/09/23	1	CALPERS HEALTH	01	202	DED:108 HEALTH	0.00	1,560.16
101	105323	03/09/23	1	CALPERS HEALTH	01	202	DED:103 HEALTH	0.00	1,651.24
101	105323	03/09/23	1	CALPERS HEALTH	01	202	DED:124 HEALTH	0.00	2,311.24

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105323	03/09/23	1	CALPERS HEALTH	01	202	DED:107 HEALTH	0.00	2,400.24
101	105323	03/09/23	1	CALPERS HEALTH	01	202	DED:104 HEALTH	0.00	2,476.83
101	105323	03/09/23	1	CALPERS HEALTH	01	202	DED:2072 HEALTH	0.00	2,812.50
101	105323	03/09/23	1	CALPERS HEALTH	01	202	DED:2071 HEALTH	0.00	2,887.50
101	105323	03/09/23	1	CALPERS HEALTH	01	202	DED:123 HEALTH	0.00	3,555.76
101	105323	03/09/23	1	CALPERS HEALTH	01	202	DED:533 HEALTH	0.00	4,293.20
101	105323	03/09/23	1	CALPERS HEALTH	01	202	DED:106 HEALTH	0.00	4,800.48
101	105323	03/09/23	1	CALPERS HEALTH	01	202	DED:2073 HEALTH FAM	0.00	5,750.00
101	105323	03/09/23	1	CALPERS HEALTH	01	202	DED:122 HEALTH	0.00	6,222.58
101	105323	03/09/23	1	CALPERS HEALTH	01	202	DED:531 HEALTH	0.00	350.62
101	105323	03/09/23	1	CALPERS HEALTH	01	202	DED:121 HEALTH	0.00	444.47
101	105323	03/09/23	1	CALPERS HEALTH	01	202	DED:120 HEALTH	0.00	564.42
101	105323	03/09/23	1	CALPERS HEALTH	01	202	DED:116 HEALTH	0.00	825.62
TOTAL CHECK								0.00	48,608.09
101	105324	03/09/23	3134	CITY OF PACIFIC GRO	01	202	DED:3301 AFLAC MED	0.00	2,588.65
101	105324	03/09/23	3134	CITY OF PACIFIC GRO	01	202	DED:3300 AFLAC DEP	0.00	292.30
TOTAL CHECK								0.00	2,880.95
101	105325	03/09/23	3393	EFT	01	202	DED:*FM MEDICARE	0.00	10,548.04
101	105325	03/09/23	3393	EFT	01	202	DED:*SCA STATE TAX	0.00	15,089.85
101	105325	03/09/23	3393	EFT	01	202	DED:*FT FEDERAL TX	0.00	40,406.55
TOTAL CHECK								0.00	66,044.44
101	105326	03/09/23	9589	FOREMAN FINANCIAL,	01	202	DED:7506 WAGE ORDER	0.00	555.29
101	105327	03/09/23	2946	PACIFIC GROVE CITY	01	202	DED:7000 ASSOC DUES	0.00	766.25
101	105327 V	03/09/23	2946	PACIFIC GROVE CITY	01	202	DED:7000 ASSOC DUES	0.00	-766.25
TOTAL CHECK								0.00	0.00
101	105328	03/09/23	2938	MASS MUTUAL (457 PL	01	202	DED:4000 DEF COMP	0.00	12,931.57
101	105328	03/09/23	2938	MASS MUTUAL (457 PL	01	202	DED:3999 ROTH IRA	0.00	315.00
TOTAL CHECK								0.00	13,246.57
101	105329	03/09/23	2936	MTRY COUNTY DEPT OF	01	202	DED:0023 GARNISH	0.00	236.30
101	105330	03/09/23	2949	PACIFIC GROVE MANAG	01	202	DED:7203 ASSOC DUES	0.00	30.00
101	105331	03/09/23	2051	CITY OF PACIFIC GRO	01	202	DED:1005 WORK COMP	0.00	1,328.84
101	105331	03/09/23	2051	CITY OF PACIFIC GRO	01	202	DED:1010 WORK COMP	0.00	2,958.20
101	105331	03/09/23	2051	CITY OF PACIFIC GRO	01	202	DED:1003 WORK COMP	0.00	6,477.25
101	105331	03/09/23	2051	CITY OF PACIFIC GRO	01	202	DED:1006 WORK COMP	0.00	21.64
101	105331	03/09/23	2051	CITY OF PACIFIC GRO	01	202	DED:1009 WORK COMP	0.00	55.25
TOTAL CHECK								0.00	10,841.18
101	105332	03/09/23	2052	CITY OF PACIFIC GRO	01	202	DED:7510 PERS REIMB	0.00	29.42
101	105333	03/09/23	2053	CITY OF PACIFIC GRO	01	202	DED:2103 DENTAL FAM	0.00	853.38
101	105333	03/09/23	2053	CITY OF PACIFIC GRO	01	202	DED:201 DENTAL	0.00	37.59
101	105333	03/09/23	2053	CITY OF PACIFIC GRO	01	202	DED:2101 DENTAL	0.00	227.40
101	105333	03/09/23	2053	CITY OF PACIFIC GRO	01	202	DED:200 DENTAL	0.00	492.70
101	105333	03/09/23	2053	CITY OF PACIFIC GRO	01	202	DED:2102 DENTAL	0.00	498.49

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
TOTAL CHECK								0.00	2,109.56
101	105334	03/09/23	2054	CITY OF PACIFIC GRO	01	202	DED:0005 SUTA	0.00	126.14
101	105335	03/09/23	2133	PERS	01	202	DED:2001 PERS	0.00	880.32
101	105335	03/09/23	2133	PERS	01	202	DED:0009 PERS OTHER	0.00	952.32
101	105335	03/09/23	2133	PERS	01	202	DED:2000 PERS EMPLY	0.00	1,179.00
101	105335	03/09/23	2133	PERS	01	202	DED:0002 PERS	0.00	5,673.50
101	105335	03/09/23	2133	PERS	01	202	DED:07 PERS CITY	0.00	5,709.45
101	105335	03/09/23	2133	PERS	01	202	DED:0017 PERS RG SF	0.00	6,980.50
101	105335	03/09/23	2133	PERS	01	202	DED:0011 PERS ER SF	0.00	7,616.65
101	105335	03/09/23	2133	PERS	01	202	DED:0021 PERS REG M	0.00	8,998.86
101	105335	03/09/23	2133	PERS	01	202	DED:0020 PERS ER M3	0.00	10,127.79
101	105335	03/09/23	2133	PERS	01	202	DED:01 PERS	0.00	11,277.57
101	105335	03/09/23	2133	PERS	01	202	DED:0006 PERS CITY	0.00	11,533.79
101	105335	03/09/23	2133	PERS	01	202	DED:0019 PERS RT SF	0.00	15.52
101	105335	03/09/23	2133	PERS	01	202	DED:0025 PERS RT MS	0.00	34.83
101	105335	03/09/23	2133	PERS	01	202	DED:0016 PERS-RETRO	0.00	44.31
101	105335	03/09/23	2133	PERS	01	202	DED:0004 SURV BEN	0.00	85.56
101	105335	03/09/23	2133	PERS	01	202	DED:0022 PERS SP MS	0.00	117.89
101	105335	03/09/23	2133	PERS	01	202	DED:08 PERS OTHER	0.00	394.21
101	105335	03/09/23	2133	PERS	01	202	DED:0018 PERS SP SF	0.00	751.77
TOTAL CHECK								0.00	72,373.84
101	105336	03/09/23	2943	POLICE OFFICERS ASS	01	202	DED:7205 ASSOC DUES	0.00	931.46
101	105336	03/09/23	2943	POLICE OFFICERS ASS	01	202	DED:7204 ASSOC DUES	0.00	8.00
TOTAL CHECK								0.00	939.46
101	105337	03/09/23	2940	LEGAL SHIELD	01	202	DED:6100 LEGAL SVC	0.00	14.95
101	105338	03/09/23	7956	STATE DISABILITY TA	01	202	DED:0026 SDI	0.00	3,316.82
101	105339	03/09/23	8211	STANDARD INSURANCE	01	202	DED:3500 LIFE INS	0.00	1,386.00
101	105340	03/09/23	8352	TRANSAMERICA EMPLOY	01	202	DED:5202 TRANSAMERI	0.00	627.08
101	105341	03/09/23	4177	UNION BANK OF CALIF	01	202	DED:4005 PARS-457	0.00	363.52
101	105342	03/09/23	632	VISION SERVICE PLAN	01	202	DED:301 VISION	0.00	30.00
101	105342	03/09/23	632	VISION SERVICE PLAN	01	202	DED:2502 VISION	0.00	62.82
101	105342	03/09/23	632	VISION SERVICE PLAN	01	202	DED:300 VISION	0.00	181.48
101	105342	03/09/23	632	VISION SERVICE PLAN	01	202	DED:2503 VISION FAM	0.00	450.00
TOTAL CHECK								0.00	724.30
101	105347	03/17/23	5621	ACCENT CLEAN & SWEE	504	5201	FY22/23 STREET SWEE	0.00	17,100.00
101	105348	03/17/23	8330	AMAZON CAPITAL SERV	505	5309	CHAINSAW	0.00	98.97
101	105348	03/17/23	8330	AMAZON CAPITAL SERV	501	5275	DUPLICATE PAYMENT 8	0.00	-27.62
101	105348	03/17/23	8330	AMAZON CAPITAL SERV	131	5301	OFFICE SUPPLIES	0.00	27.80
101	105348	03/17/23	8330	AMAZON CAPITAL SERV	501	5291	DESKTOP MIC STAND	0.00	38.17
101	105348	03/17/23	8330	AMAZON CAPITAL SERV	501	5301	SUPPLIES	0.00	51.64
101	105348	03/17/23	8330	AMAZON CAPITAL SERV	301	5227	UNIT 1	0.00	63.91

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
TOTAL CHECK								0.00	252.87
101	105349	03/17/23	3905	AMERICAN LOCK & KEY	503	5223	COMMUNITY CENTER LO	0.00	322.50
101	105350	03/17/23	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	114.17
101	105350	03/17/23	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	125.91
101	105350	03/17/23	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	482.28
101	105350	03/17/23	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	574.22
101	105350	03/17/23	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	689.62
101	105350	03/17/23	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	156.17
TOTAL CHECK								0.00	2,142.37
101	105351	03/17/23	9685	ANASTACIA WYATT	201	5215	NCDA TRAVEL REIMB	0.00	383.99
101	105352	03/17/23	9439	ANDREA HILL	301	5215	SRO	0.00	74.00
101	105353	03/17/23	9430	ARAMARK UNIFORM & C	301	5201	DEPARTMENT LINEN AN	0.00	127.68
101	105353	03/17/23	9430	ARAMARK UNIFORM & C	301	5201	DEPARTMENT LINEN AN	0.00	127.68
TOTAL CHECK								0.00	255.36
101	105355	03/17/23	213	BAKER & TAYLOR COMP	401	5301	LIBRARY SUPPLIES	0.00	13.41
101	105356	03/17/23	9868	BEAU JACKSON	421	4469	CANCELED CLASS	0.00	16.00
101	105358	03/17/23	6130	BMI	421	5261	MUSIC COPYRIGHT SRV	0.00	421.00
101	105360	03/17/23	6329	BURKE, WILLIAMS & S	111	5203	CITY ATTORNEY SERVI	0.00	48,152.50
101	105361	03/17/23	5303	VERIZON BUSINESS	301	5206	VERIZON PORT ACCESS	0.00	488.52
101	105361	03/17/23	5303	VERIZON BUSINESS	301	5206	VERIZON PORT ACCESS	0.00	589.74
TOTAL CHECK								0.00	1,078.26
101	105362	03/17/23	8399	CARAHSOFT	133	5229	DOCUSIGN	0.00	4,314.80
101	105364	03/17/23	2993	CENTRALSQUARE TECHN	131	5201	FINANCE SOFTWARE	0.00	4,296.93
101	105364	03/17/23	2993	CENTRALSQUARE TECHN	131	5201	FINANCE SOFTWARE	0.00	4,296.93
TOTAL CHECK								0.00	8,593.86
101	105365	03/17/23	9863	CLAUDE SANS	01	4124	LICENSE REFUND	0.00	465.00
101	105366	03/17/23	6309	COLANTUONO, HIGHSMI	111	5205	PG&E UUT LEGAL SERV	0.00	51.27
101	105367	03/17/23	5171	COMCAST	133	5206	PW 11/26-12/25 4117	0.00	238.76
101	105368	03/17/23	653	COPWARE, INC.	301	5261	COPWARE SITE LICENS	0.00	705.00
101	105370	03/17/23	3451	DE LAY & LAREDO	121	5205	LEGAL SERVICES	0.00	494.00
101	105371	03/17/23	7424	EDGES ELECTRICAL GR	503	5223	LED LIGHTS	0.00	154.94
101	105371	03/17/23	7424	EDGES ELECTRICAL GR	502	5309	MECH STOCK	0.00	161.44
101	105371	03/17/23	7424	EDGES ELECTRICAL GR	503	5223	LOVERS POINT	0.00	168.34
101	105371	03/17/23	7424	EDGES ELECTRICAL GR	503	5223	CLUBHOUSE	0.00	170.76

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105371	03/17/23	7424	EDGES ELECTRICAL GR	503	5223	CITY HALL	0.00	12.64
101	105371	03/17/23	7424	EDGES ELECTRICAL GR	351	5223	FIRE DEPT	0.00	32.28
TOTAL CHECK								0.00	700.40
101	105372	03/17/23	3342	EVA RASUL	301	5215	SLI 508 3 OF 8	0.00	258.75
101	105373	03/17/23	952	FEDERAL EXPRESS COR	301	5211	SHIPPING	0.00	8.14
101	105373	03/17/23	952	FEDERAL EXPRESS COR	301	5211	SHIPPING	0.00	26.10
TOTAL CHECK								0.00	34.24
101	105374	03/17/23	7127	GACHINA LANDSCAPE M	503	5201	FY22/23 PARK MOWING	0.00	1,599.00
101	105375 V	03/17/23	4892	CARMELITA GARCIA	101	5215	TRAVEL REIMBURSEMEN	0.00	-600.00
101	105375	03/17/23	4892	CARMELITA GARCIA	101	5215	TRAVEL REIMBURSEMEN	0.00	600.00
TOTAL CHECK								0.00	0.00
101	105376	03/17/23	7884	GARDAWORLD	131	5202	MARCH 2023	0.00	83.70
101	105377	03/17/23	9275	GEOGRAPHIC TECHNOLO	133	5201	GIS IMPLEMENTATION	0.00	6,260.00
101	105379	03/17/23	9860	GOOD CITY COMPANY	201	5202	PLANNING SERVICES	0.00	1,950.00
101	105380	03/17/23	1138	GROVE MARKET	421	5361	CAMP SUPPLIES	0.00	11.32
101	105381	03/17/23	1199	HAYWARD LUMBER COMP	503	5223	B&G SUPPLIES	0.00	90.20
101	105381	03/17/23	1199	HAYWARD LUMBER COMP	401	5223	LIBRARY	0.00	112.21
101	105381	03/17/23	1199	HAYWARD LUMBER COMP	503	5223	B&G SUPPLIES	0.00	294.96
101	105381	03/17/23	1199	HAYWARD LUMBER COMP	503	5223	B&G SUPPLIES	0.00	10.32
101	105381	03/17/23	1199	HAYWARD LUMBER COMP	503	5223	B&G SUPPLIES	0.00	15.28
101	105381	03/17/23	1199	HAYWARD LUMBER COMP	503	5223	B&G SUPPLIES	0.00	20.62
101	105381	03/17/23	1199	HAYWARD LUMBER COMP	503	5223	B&G SUPPLIES	0.00	26.43
101	105381	03/17/23	1199	HAYWARD LUMBER COMP	401	5223	LIBRARY	0.00	34.38
TOTAL CHECK								0.00	604.40
101	105383	03/17/23	8993	HR & ASSOCIATES	225	5201	ATC PLANNING SERVIC	0.00	962.50
101	105384	03/17/23	9848	INTEGRAL CONSULTING	201	5209	COASTAL HAZARD ANAL	0.00	2,464.75
101	105384	03/17/23	9848	INTEGRAL CONSULTING	201	5209	COASTAL HAZARD ANAL	0.00	2,634.99
TOTAL CHECK								0.00	5,099.74
101	105385	03/17/23	7433	IPS GROUP, INC	301	5213	IPS PARKING METER B	0.00	1,314.26
101	105385	03/17/23	7433	IPS GROUP, INC	301	6001	NEW PARKING METERS	0.00	18,730.24
TOTAL CHECK								0.00	20,044.50
101	105387	03/17/23	3521	KIMBALL MIDWEST	301	5227	PD MRU	0.00	69.92
101	105387	03/17/23	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	448.48
101	105387	03/17/23	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	435.39
101	105387	03/17/23	3521	KIMBALL MIDWEST	301	5227	PD MRU	0.00	251.77
101	105387	03/17/23	3521	KIMBALL MIDWEST	502	5309	PD MRU	0.00	302.57
101	105387	03/17/23	3521	KIMBALL MIDWEST	301	5227	PD MRU	0.00	186.33
101	105387	03/17/23	3521	KIMBALL MIDWEST	351	5227	PD MRU	0.00	412.30
101	105387	03/17/23	3521	KIMBALL MIDWEST	301	5227	PD MRU	0.00	58.02

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
TOTAL CHECK								0.00	2,164.78
101	105388	03/17/23	8999	INTERNATIONAL BUSIN	301	5201	LEFTA UPGRD DOR&SEG	0.00	500.00
101	105394	03/17/23	3443	MONTEREY BAY PEST C	411	5223	ANNUAL PEST CONTROL	0.00	135.00
101	105394	03/17/23	3443	MONTEREY BAY PEST C	351	5223	ANNUAL PEST CONTROL	0.00	180.00
101	105394	03/17/23	3443	MONTEREY BAY PEST C	503	5201	ANNUAL PEST CONTROL	0.00	490.00
TOTAL CHECK								0.00	805.00
101	105395	03/17/23	6216	MONTEREY BAY TREEWO	513	5201	FY22/23 ARBORIST SE	0.00	2,600.00
101	105395	03/17/23	6216	MONTEREY BAY TREEWO	513	5201	FY22/23 ARBORIST SE	0.00	3,300.00
TOTAL CHECK								0.00	5,900.00
101	105397	03/17/23	3807	MONTEREY COUNTY WEE	101	5221	ADOPT OF ORD 23-001	0.00	101.25
101	105397	03/17/23	3807	MONTEREY COUNTY WEE	101	5221	2ND READ MPT ROLE	0.00	101.25
101	105397	03/17/23	3807	MONTEREY COUNTY WEE	101	5221	2ND READ PUBLIC COM	0.00	121.50
101	105397	03/17/23	3807	MONTEREY COUNTY WEE	201	5221	PH-HRI REMOVAL 3/9/	0.00	243.00
TOTAL CHECK								0.00	567.00
101	105398	03/17/23	1775	MONTEREY FIRE EXTIN	503	5223	FIRE EXTINGUISHER S	0.00	1,586.84
101	105401	03/17/23	7681	MONTEREY PENINSULA	301	5227	PD RADAR TRAILER/PA	0.00	1,850.00
101	105402	03/17/23	3800	MONTEREY PENINSULA	301	5291	EMERGENCY VISIT	0.00	206.00
101	105402	03/17/23	3800	MONTEREY PENINSULA	301	5291	EMERGENCY VISIT	0.00	242.00
TOTAL CHECK								0.00	448.00
101	105403	03/17/23	1801	MONTEREY TIRE SERVI	301	5227	PD STOCK	0.00	286.41
101	105404	03/17/23	1802	CITY OF MONTEREY	501	5291	HAZMAT OCT-NOV2022	0.00	60.00
101	105404	03/17/23	1802	CITY OF MONTEREY	201	5201	FIRE PLAN CHECK	0.00	3,603.00
101	105404	03/17/23	1802	CITY OF MONTEREY	351	5227	UNIT 6414	0.00	4,801.97
101	105404	03/17/23	1802	CITY OF MONTEREY	201	5201	FIRE PLAN CHECK	0.00	9,527.00
101	105404	03/17/23	1802	CITY OF MONTEREY	351	5201	FY 22/23 FIRE SERVI	0.00	235,786.16
TOTAL CHECK								0.00	253,778.13
101	105405	03/17/23	9588	NAPA AUTO PARTS	503	5223	CREDIT-CLUBHOUSE	0.00	-13.13
101	105405	03/17/23	9588	NAPA AUTO PARTS	503	5223	CLUBHOUSE	0.00	13.07
101	105405	03/17/23	9588	NAPA AUTO PARTS	503	5223	CLUBHOUSE	0.00	36.43
TOTAL CHECK								0.00	36.37
101	105407	03/17/23	6431	QUADIENT FINANCE US	131	5211	POSTAGE/FEES	0.00	1,069.33
101	105407	03/17/23	6431	QUADIENT FINANCE US	131	5211	POSTAGE/FEES	0.00	223.64
TOTAL CHECK								0.00	1,292.97
101	105408	03/17/23	4299	NOLAND, HAMERLY, ET	111	5205	ENAYATI CASE #22CV0	0.00	292.50
101	105408	03/17/23	4299	NOLAND, HAMERLY, ET	111	5205	LEGAL - ENAYATI 21C	0.00	2,784.77
TOTAL CHECK								0.00	3,077.27
101	105409	03/17/23	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	65.80
101	105409	03/17/23	1958	ODP BUSINESS SOLUTI	131	5301	OFFICE SUPPLIES	0.00	73.00
101	105409	03/17/23	1958	ODP BUSINESS SOLUTI	401	5301	LIBRARY SUPPLIES	0.00	102.64

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105409	03/17/23	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	126.71
101	105409	03/17/23	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	172.60
101	105409	03/17/23	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	298.50
101	105409	03/17/23	1958	ODP BUSINESS SOLUTI	121	5301	OFFICE SUPPLIES	0.00	47.23
TOTAL CHECK								0.00	886.48
101	105410	03/17/23	6482	COUNTY OF SANTA CLA	301	5201	COPLINK	0.00	972.78
101	105411	03/17/23	9576	O'REILLY AUTO ENTER	351	5227	UNIT 6484	0.00	108.63
101	105411	03/17/23	9576	O'REILLY AUTO ENTER	502	5309	MECH STOCK	0.00	157.19
101	105411	03/17/23	9576	O'REILLY AUTO ENTER	502	5309	MECH STOCK	0.00	178.07
101	105411	03/17/23	9576	O'REILLY AUTO ENTER	502	5309	MECH STOCK	0.00	130.97
101	105411	03/17/23	9576	O'REILLY AUTO ENTER	351	5227	CORE RETURN CREDIT	0.00	-546.25
101	105411	03/17/23	9576	O'REILLY AUTO ENTER	301	5227	PD STOCK	0.00	10.91
101	105411	03/17/23	9576	O'REILLY AUTO ENTER	502	5309	MECH STOCK	0.00	19.65
101	105411	03/17/23	9576	O'REILLY AUTO ENTER	351	5227	PD MRU	0.00	40.91
101	105411	03/17/23	9576	O'REILLY AUTO ENTER	301	5227	PD MRU	0.00	60.15
101	105411	03/17/23	9576	O'REILLY AUTO ENTER	351	5227	UNIT 6484	0.00	2,788.06
TOTAL CHECK								0.00	2,948.29
101	105413	03/17/23	2024	PACIFIC GAS & ELECT	501	5222	PW 01/27-02/27 1212	0.00	1,263.85
101	105413	03/17/23	2024	PACIFIC GAS & ELECT	421	5222	REC 1/26-2/26 4030-	0.00	253.72
TOTAL CHECK								0.00	1,517.57
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	351	5223	FIRE DEPT SUPPLIES	0.00	65.51
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	67.46
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	78.61
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	80.82
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	85.38
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	107.01
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	505	5309	STREETS SUPPLIES	0.00	122.44
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	505	5309	STREETS SUPPLIES	0.00	123.57
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	128.69
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	196.52
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	421	5309	POOL SUPPLIES	0.00	139.79
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	503	5223	STMT 02/27/23 DISC	0.00	-188.21
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES CREDIT	0.00	-3.28
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	1.46
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	401	5223	LIBRARY SUPPLIES	0.00	1.51
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	3.05
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	3.70
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	505	5309	STREETS SUPPLIES	0.00	3.80
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	4.22
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	6.11
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	6.54
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	201	5301	OFFICE SUPPLIES	0.00	7.16
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	7.20
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	7.41
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	8.29
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	503	5227	B&G VEH TRUCK 51	0.00	8.71
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	401	5223	LIBRARY SUPPLIES	0.00	10.14
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	10.48

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	10.91
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	10.91
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	14.47
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	15.28
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	15.39
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	401	5223	LIBRARY SUPPLIES	0.00	16.38
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	16.38
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	16.38
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	503	5227	B&G SUPPLIES	0.00	21.84
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	21.93
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	23.67
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	421	5309	POOL SUPPLIES	0.00	24.02
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	411	5223	MUSEUM SUPPLIES	0.00	17.47
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	503	5227	B&G VEH TRUCK 51	0.00	17.47
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	401	5223	LIBRARY SUPPLIES	0.00	19.84
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	20.75
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	503	5227	B&G VEH TRUCK 51	0.00	27.30
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	28.38
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	401	5223	LIBRARY SUPPLIES	0.00	31.25
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	351	5223	FIRE SUPPLIES	0.00	32.75
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	401	5223	LIBRARY SUPPLIES	0.00	34.47
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	35.77
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	30.57
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	47.61
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	505	5309	STREETS SUPPLIES	0.00	49.69
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	401	5223	LIBRARY SUPPLIES	0.00	51.30
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	401	5223	LIBRARY SUPPLIES	0.00	65.51
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	65.51
TOTAL CHECK								0.00	1,877.29
101	105417	03/17/23	2062	PACIFIC WEST WATER	131	5301	OFFICE SUPPLIES	0.00	42.85
101	105417	03/17/23	2062	PACIFIC WEST WATER	201	5301	OFFICE SUPPLIES	0.00	42.85
TOTAL CHECK								0.00	85.70
101	105419	03/17/23	2219	PURE WATER	501	5309	WATER SERVICE	0.00	24.65
101	105419	03/17/23	2219	PURE WATER	502	5309	WATER SERVICE	0.00	24.65
101	105419	03/17/23	2219	PURE WATER	503	5309	WATER SERVICE	0.00	24.65
101	105419	03/17/23	2219	PURE WATER	505	5309	WATER SERVICE	0.00	24.65
TOTAL CHECK								0.00	98.60
101	105420	03/17/23	8394	RAYMOND GORDANO	301	5215	TRAVEL REIMBURSMENT	0.00	425.50
101	105422	03/17/23	6325	RICHARD PETTY ELECT	503	5223	CLUBHOUSE BATHROOM	0.00	330.00
101	105423	03/17/23	9814	ROGERS JOSEPH O'DON	101	5205	LEGAL SERVICES	0.00	4,938.00
101	105424	03/17/23	9870	RUDOLFO PONCE	130	5601	FACADE IMPROVEMENT	0.00	4,368.00
101	105425	03/17/23	3828	SAME DAY SHRED	301	5291	SHREDDING SERVICE	0.00	167.50
101	105426	03/17/23	9715	SANDWELL, INC.	505	5226	BOBCAT BROOM REPLAC	0.00	7,201.13

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105429	03/17/23	2448	SENTRY ALARM SYSTEM	503	5223	YOUTH CENTER SECURI	0.00	180.00
101	105430	03/17/23	9866	SHUTTERBUG STUDIOS	301	5215	MEETING PHOTOS	0.00	350.00
101	105431	03/17/23	2485	SIGN WORKS	503	5309	PERKINS PARK SIGN	0.00	300.00
101	105432	03/17/23	7891	SIR SPEEDY	201	5301	OFFICE SUPPLIES	0.00	166.58
101	105433	03/17/23	6038	SPEAK WRITE BILLING	301	5201	TRANSCRIPTION SERVI	0.00	134.37
101	105434	03/17/23	2567	STAPLES CREDIT PLAN	301	5301	OFFICE SUPPLIES	0.00	15.64
101	105434	03/17/23	2567	STAPLES CREDIT PLAN	301	5301	OFFICE SUPPLIES	0.00	24.89
101	105434	03/17/23	2567	STAPLES CREDIT PLAN	301	5301	OFFICE SUPPLIES	0.00	65.51
101	105434	03/17/23	2567	STAPLES CREDIT PLAN	301	5301	OFFICE SUPPLIES	0.00	80.91
101	105434	03/17/23	2567	STAPLES CREDIT PLAN	301	5301	OFFICE SUPPLIES	0.00	131.68
101	105434	03/17/23	2567	STAPLES CREDIT PLAN	301	5301	OFFICE SUPPLIES	0.00	145.28
101	105434	03/17/23	2567	STAPLES CREDIT PLAN	301	5301	OFFICE SUPPLIES	0.00	190.93
101	105434	03/17/23	2567	STAPLES CREDIT PLAN	301	5301	OFFICE SUPPLIES	0.00	570.15
TOTAL CHECK								0.00	1,224.99
101	105436	03/17/23	1758	THE MONTEREY COUNTY	201	5221	PH-236 CYPRESS 3/2/	0.00	282.65
101	105436	03/17/23	1758	THE MONTEREY COUNTY	201	5221	UNAPPLIED CASH REFU	0.00	-190.82
TOTAL CHECK								0.00	91.83
101	105437	03/17/23	2680	TOPE'S TREE SERVICE	513	5201	FY22/23 TREE MAINTE	0.00	6,000.00
101	105437	03/17/23	2680	TOPE'S TREE SERVICE	513	5201	FY22/23 TREE MAINTE	0.00	20,757.50
TOTAL CHECK								0.00	26,757.50
101	105438	03/17/23	4650	TORO PETROLEUM CORP	351	5311	FIRE DEPT 600 PINE	0.00	1,243.36
101	105439	03/17/23	8379	TRANSUNION RISK AND	301	5201	4170041/TLO FEB2023	0.00	75.00
101	105440	03/17/23	2786	VERIZON WIRELESS	301	5206	WIRELESS MOBILE CON	0.00	517.92
101	105441	03/17/23	9305	WATSONVILLE FORD	351	5227	UNIT 6484	0.00	52.13
101	105442	03/17/23	8989	WEX BANK	301	5311	FUEL	0.00	186.59
101	105445	03/17/23	9096	ZOE SHOATS	01	4670	PERMIT REFUND	0.00	39.00
101	105447	03/17/23	4943	US BANK	131	5215	L FRATI FEB23 CC	0.00	838.40
101	105447	03/17/23	4943	US BANK	301	5306	J FRANCIS FEB23 CC	0.00	904.10
101	105447	03/17/23	4943	US BANK	301	5291	PD TRAVEL CARD FEB2	0.00	938.30
101	105447	03/17/23	4943	US BANK	301	5215	D SANTOS FEB23 CC	0.00	1,000.40
101	105447	03/17/23	4943	US BANK	201	5221	A WYATT FEB23 CC	0.00	1,008.75
101	105447	03/17/23	4943	US BANK	301	5215	PD TRAVEL CARD FEB2	0.00	1,052.88
101	105447	03/17/23	4943	US BANK	201	5215	A WYATT FEB23 CC	0.00	1,089.64
101	105447	03/17/23	4943	US BANK	133	5307	M KHASIMI FEB23 CC	0.00	1,314.30
101	105447	03/17/23	4943	US BANK	121	5215	B HARVEY FEB23 CC	0.00	1,504.68
101	105447	03/17/23	4943	US BANK	133	6001	M KHASIMI FEB23 CC	0.00	1,515.95
101	105447	03/17/23	4943	US BANK	301	5219	PD TRAVEL CARD FEB2	0.00	25.09
101	105447	03/17/23	4943	US BANK	121	5301	K LINDSTROM FEB23 C	0.00	39.31

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ACCOUNTING PERIOD: 10/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105447	03/17/23	4943	US BANK	121	5261	K LINDSTROM FEB23 C	0.00	39.50
101	105447	03/17/23	4943	US BANK	131	5215	A CRAY FEB23 CC	0.00	50.00
101	105447	03/17/23	4943	US BANK	503	5227	D GHO FEB23 CC	0.00	64.45
101	105447	03/17/23	4943	US BANK	121	5291	L LIVIAN FEB23 CC	0.00	73.16
101	105447	03/17/23	4943	US BANK	502	5309	D GHO FEB23 CC	0.00	83.95
101	105447	03/17/23	4943	US BANK	501	5309	D GHO FEB23 CC	0.00	86.19
101	105447	03/17/23	4943	US BANK	133	5261	M KHASIMI FEB23 CC	0.00	97.50
101	105447	03/17/23	4943	US BANK	501	5215	D GHO FEB23 CC	0.00	100.00
101	105447	03/17/23	4943	US BANK	301	5215	S HOFFMAN FEB23 CC	0.00	104.10
101	105447	03/17/23	4943	US BANK	121	5236	L LIVIAN FEB23 CC	0.00	115.50
101	105447	03/17/23	4943	US BANK	133	5224	M KHASIMI FEB23 CC	0.00	144.34
101	105447	03/17/23	4943	US BANK	121	5306	L LIVIAN FEB23 CC	0.00	172.06
101	105447	03/17/23	4943	US BANK	301	5261	PD TRAVEL CARD FEB2	0.00	225.00
101	105447	03/17/23	4943	US BANK	401	5301	D GODWIN FEB23 CC	0.00	227.08
101	105447	03/17/23	4943	US BANK	121	5261	L LIVIAN FEB23 CC	0.00	2.99
101	105447	03/17/23	4943	US BANK	301	5261	J FRANCIS FEB23 CC	0.00	10.00
101	105447	03/17/23	4943	US BANK	503	5223	A CRAY FEB23 CC	0.00	14.19
101	105447	03/17/23	4943	US BANK	133	5306	M KHASIMI FEB23 CC	0.00	14.99
101	105447	03/17/23	4943	US BANK	501	5261	D GHO FEB23 CC	0.00	15.96
101	105447	03/17/23	4943	US BANK	301	5201	PD TRAVEL CARD FEB2	0.00	22.00
101	105447	03/17/23	4943	US BANK	301	5224	PD TRAVEL CARD FEB2	0.00	318.68
101	105447	03/17/23	4943	US BANK	421	5361	K CLARK FEB23 CC	0.00	321.23
101	105447	03/17/23	4943	US BANK	133	5212	M KHASIMI FEB23 CC	0.00	387.17
101	105447	03/17/23	4943	US BANK	121	5301	L LIVIAN FEB23 CC	0.00	391.28
101	105447	03/17/23	4943	US BANK	131	5291	T HANNAH FEB23 CC	0.00	510.00
101	105447	03/17/23	4943	US BANK	121	5215	S KANDELL FEB23 CC	0.00	575.00
101	105447	03/17/23	4943	US BANK	301	5291	J FRANCIS FEB23 CC	0.00	594.19
101	105447	03/17/23	4943	US BANK	401	5303	J WEIRICK FEB23 CC	0.00	626.15
TOTAL CHECK								0.00	16,618.46
101	105448	03/24/23	2952	AFLAC	01	202	DED:5200 AFLAC PREM	0.00	748.82
101	105448	03/24/23	2952	AFLAC	01	202	DED:5201 AFLAC P/T	0.00	1,840.75
TOTAL CHECK								0.00	2,589.57
101	105449	03/24/23	1	CALPERS HEALTH	01	202	DED:531 HEALTH	0.00	350.62
101	105449	03/24/23	1	CALPERS HEALTH	01	202	DED:121 HEALTH	0.00	444.47
101	105449	03/24/23	1	CALPERS HEALTH	01	202	DED:120 HEALTH	0.00	564.42
101	105449	03/24/23	1	CALPERS HEALTH	01	202	DED:116 HEALTH	0.00	825.62
101	105449	03/24/23	1	CALPERS HEALTH	01	202	DED:105 HEALTH	0.00	1,073.30
101	105449	03/24/23	1	CALPERS HEALTH	01	202	DED:110 HEALTH	0.00	1,128.83
101	105449	03/24/23	1	CALPERS HEALTH	01	202	DED:126 HEALTH	0.00	1,155.62
101	105449	03/24/23	1	CALPERS HEALTH	01	202	DED:125 HEALTH	0.00	1,155.62
101	105449	03/24/23	1	CALPERS HEALTH	01	202	DED:0563 HEALTH FAM	0.00	1,187.86
101	105449	03/24/23	1	CALPERS HEALTH	01	202	DED:108 HEALTH	0.00	1,560.16
101	105449	03/24/23	1	CALPERS HEALTH	01	202	DED:103 HEALTH	0.00	1,651.24
101	105449	03/24/23	1	CALPERS HEALTH	01	202	DED:124 HEALTH	0.00	2,311.24
101	105449	03/24/23	1	CALPERS HEALTH	01	202	DED:107 HEALTH	0.00	2,400.24
101	105449	03/24/23	1	CALPERS HEALTH	01	202	DED:104 HEALTH	0.00	2,476.83
101	105449	03/24/23	1	CALPERS HEALTH	01	202	DED:2072 HEALTH	0.00	2,812.50
101	105449	03/24/23	1	CALPERS HEALTH	01	202	DED:2071 HEALTH	0.00	2,887.50
101	105449	03/24/23	1	CALPERS HEALTH	01	202	DED:123 HEALTH	0.00	3,555.76
101	105449	03/24/23	1	CALPERS HEALTH	01	202	DED:533 HEALTH	0.00	4,293.20

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105449	03/24/23	1	CALPERS HEALTH	01	202	DED:106 HEALTH	0.00	4,800.48
101	105449	03/24/23	1	CALPERS HEALTH	01	202	DED:2073 HEALTH FAM	0.00	5,750.00
101	105449	03/24/23	1	CALPERS HEALTH	01	202	DED:122 HEALTH	0.00	6,222.58
TOTAL CHECK								0.00	48,608.09
101	105450	03/24/23	3134	CITY OF PACIFIC GRO	01	202	DED:3300 AFLAC DEP	0.00	292.30
101	105450	03/24/23	3134	CITY OF PACIFIC GRO	01	202	DED:3301 AFLAC MED	0.00	2,588.65
TOTAL CHECK								0.00	2,880.95
101	105451	03/24/23	3393	EFT	01	202	DED:*FM MEDICARE	0.00	11,282.58
101	105451	03/24/23	3393	EFT	01	202	DED:*SCA STATE TAX	0.00	17,492.55
101	105451	03/24/23	3393	EFT	01	202	DED:*FT FEDERAL TX	0.00	47,374.80
TOTAL CHECK								0.00	76,149.93
101	105452	03/24/23	9589	FOREMAN FINANCIAL,	01	202	DED:7506 WAGE ORDER	0.00	555.29
101	105453	03/24/23	2946	PACIFIC GROVE CITY	01	202	DED:7000 ASSOC DUES	0.00	791.00
101	105454	03/24/23	2938	MASS MUTUAL (457 PL	01	202	DED:3999 ROTH IRA	0.00	565.00
101	105454	03/24/23	2938	MASS MUTUAL (457 PL	01	202	DED:4000 DEF COMP	0.00	13,181.57
TOTAL CHECK								0.00	13,746.57
101	105455	03/24/23	2936	MTRY COUNTY DEPT OF	01	202	DED:0023 GARNISH	0.00	236.30
101	105456	03/24/23	2949	PACIFIC GROVE MANAG	01	202	DED:7203 ASSOC DUES	0.00	30.00
101	105457	03/24/23	2051	CITY OF PACIFIC GRO	01	202	DED:1006 WORK COMP	0.00	20.97
101	105457	03/24/23	2051	CITY OF PACIFIC GRO	01	202	DED:1009 WORK COMP	0.00	69.82
101	105457	03/24/23	2051	CITY OF PACIFIC GRO	01	202	DED:1005 WORK COMP	0.00	1,544.41
101	105457	03/24/23	2051	CITY OF PACIFIC GRO	01	202	DED:1010 WORK COMP	0.00	3,020.65
101	105457	03/24/23	2051	CITY OF PACIFIC GRO	01	202	DED:1003 WORK COMP	0.00	6,258.42
TOTAL CHECK								0.00	10,914.27
101	105458	03/24/23	2052	CITY OF PACIFIC GRO	01	202	DED:7510 PERS REIMB	0.00	29.42
101	105459	03/24/23	2053	CITY OF PACIFIC GRO	01	202	DED:201 DENTAL	0.00	37.59
101	105459	03/24/23	2053	CITY OF PACIFIC GRO	01	202	DED:2101 DENTAL	0.00	227.40
101	105459	03/24/23	2053	CITY OF PACIFIC GRO	01	202	DED:200 DENTAL	0.00	492.70
101	105459	03/24/23	2053	CITY OF PACIFIC GRO	01	202	DED:2102 DENTAL	0.00	498.49
101	105459	03/24/23	2053	CITY OF PACIFIC GRO	01	202	DED:2103 DENTAL FAM	0.00	853.38
TOTAL CHECK								0.00	2,109.56
101	105460	03/24/23	2054	CITY OF PACIFIC GRO	01	202	DED:0005 SUTA	0.00	134.32
101	105461	03/24/23	2133	PERS	01	202	DED:0019 PERS RT SF	0.00	-3.25
101	105461	03/24/23	2133	PERS	01	202	DED:0004 SURV BEN	0.00	85.56
101	105461	03/24/23	2133	PERS	01	202	DED:0022 PERS SP MS	0.00	117.40
101	105461	03/24/23	2133	PERS	01	202	DED:08 PERS OTHER	0.00	394.21
101	105461	03/24/23	2133	PERS	01	202	DED:0018 PERS SP SF	0.00	525.86
101	105461	03/24/23	2133	PERS	01	202	DED:0009 PERS OTHER	0.00	819.98
101	105461	03/24/23	2133	PERS	01	202	DED:2001 PERS	0.00	880.32
101	105461	03/24/23	2133	PERS	01	202	DED:2000 PERS EMPLY	0.00	1,179.00

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105461	03/24/23	2133	PERS	01	202	DED:07 PERS CITY	0.00	5,607.20
101	105461	03/24/23	2133	PERS	01	202	DED:0002 PERS	0.00	5,670.87
101	105461	03/24/23	2133	PERS	01	202	DED:0017 PERS RG SF	0.00	6,980.50
101	105461	03/24/23	2133	PERS	01	202	DED:0011 PERS ER SF	0.00	7,376.11
101	105461	03/24/23	2133	PERS	01	202	DED:0021 PERS REG M	0.00	9,186.35
101	105461	03/24/23	2133	PERS	01	202	DED:0020 PERS ER M3	0.00	10,296.17
101	105461	03/24/23	2133	PERS	01	202	DED:01 PERS	0.00	11,068.54
101	105461	03/24/23	2133	PERS	01	202	DED:0006 PERS CITY	0.00	11,223.79
TOTAL CHECK								0.00	71,408.61
101	105462	03/24/23	2943	POLICE OFFICERS ASS	01	202	DED:7205 ASSOC DUES	0.00	931.24
101	105463	03/24/23	7956	STATE DISABILITY TA	01	202	DED:0026 SDI	0.00	3,549.94
101	105464	03/24/23	8352	TRANSAMERICA EMPLOY	01	202	DED:5202 TRANSAMERI	0.00	627.08
101	105465	03/24/23	4177	UNION BANK OF CALIF	01	202	DED:4005 PARS-457	0.00	206.88
101	105466	03/24/23	632	VISION SERVICE PLAN	01	202	DED:301 VISION	0.00	30.00
101	105466	03/24/23	632	VISION SERVICE PLAN	01	202	DED:2502 VISION	0.00	62.82
101	105466	03/24/23	632	VISION SERVICE PLAN	01	202	DED:300 VISION	0.00	181.48
101	105466	03/24/23	632	VISION SERVICE PLAN	01	202	DED:2503 VISION FAM	0.00	450.00
TOTAL CHECK								0.00	724.30
101	105467	03/29/23	4892	CARMELITA GARCIA	101	5215	TRAVEL REIMBURSEMEN	0.00	420.79
101	105468	03/31/23	8890	4LEAF	201	5201	BUILDING DEPARTMENT	0.00	61,780.25
101	105469	03/31/23	7555	ADT SECURITY SERVIC	133	5201	FINANCE DEPT	0.00	287.97
101	105470	03/31/23	3970	ALHAMBRA & SIERRA S	421	5201	BOTTLE WATER SERVIC	0.00	115.83
101	105470	03/31/23	3970	ALHAMBRA & SIERRA S	421	5201	BOTTLE WATER SERVIC	0.00	119.83
101	105470	03/31/23	3970	ALHAMBRA & SIERRA S	421	5201	BOTTLE WATER SERVIC	0.00	127.83
101	105470	03/31/23	3970	ALHAMBRA & SIERRA S	421	5201	BOTTLE WATER SERVIC	0.00	131.83
TOTAL CHECK								0.00	495.32
101	105471	03/31/23	4965	ALVAREZ TECHNOLOGY	133	5201	AFTER HOURS SUPPORT	0.00	450.00
101	105472	03/31/23	6154	AT&T	133	5206	LH INTERNET	0.00	60.27
101	105473	03/31/23	5363	AT&T CALNET 3	133	5212	ADMIN 01/28-2/27/23	0.00	24.49
101	105473	03/31/23	5363	AT&T CALNET 3	133	5212	CH GEN 1/25-2/24/20	0.00	25.05
101	105473	03/31/23	5363	AT&T CALNET 3	133	5206	LIB INT 2/7-3/6/202	0.00	189.77
101	105473	03/31/23	5363	AT&T CALNET 3	133	5206	PHONES 2/4 - 3/3/23	0.00	1,970.96
TOTAL CHECK								0.00	2,210.27
101	105474	03/31/23	9875	BARRETT ELECTRIC	503	5223	FIX TEMPORARY POWER	0.00	2,450.00
101	105475	03/31/23	9881	CMPA	201	5215	TRAINING - C. GARCI	0.00	175.00
101	105476	03/31/23	5171	COMCAST	133	5206	CHTV MARCH23 39031	0.00	14.10
101	105476	03/31/23	5171	COMCAST	133	5206	REC 4972 3/20-4/19/	0.00	104.00

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105476	03/31/23	5171	COMCAST	133	5206	PW INT 2/28-3/27/23	0.00	110.98
101	105476	03/31/23	5171	COMCAST	133	5206	PD 7836 2/27-3/26/2	0.00	160.49
101	105476	03/31/23	5171	COMCAST	133	5206	CH INT MAR23 85844	0.00	163.23
101	105476	03/31/23	5171	COMCAST	133	5206	PW INT 2/26-3/25/23	0.00	238.86
TOTAL CHECK								0.00	791.66
101	105477	03/31/23	9591	COVANTA HOLDING COM	301	5201	PROPERTY & EVIDENCE	0.00	401.10
101	105478	03/31/23	952	FEDERAL EXPRESS COR	301	5211	SHIPPING	0.00	47.10
101	105479	03/31/23	1138	GROVE MARKET	131	5301	SUPPLIES	0.00	14.72
101	105480	03/31/23	8738	LIFTOFF LLC	133	5229	OFFICE 365 LICENSES	0.00	34.00
101	105481	03/31/23	1693	MISSION LINEN SUPPL	351	5291	LINEN SERVICES	0.00	74.33
101	105481	03/31/23	1693	MISSION LINEN SUPPL	351	5291	LINEN SERVICES	0.00	74.33
101	105481	03/31/23	1693	MISSION LINEN SUPPL	351	5291	LINEN SERVICES	0.00	74.33
101	105481	03/31/23	1693	MISSION LINEN SUPPL	351	5291	LINEN SERVICES	0.00	74.33
TOTAL CHECK								0.00	297.32
101	105482	03/31/23	1694	MISSION UNIFORM SER	351	5291	LINEN & UNIFORM CLE	0.00	14.20
101	105482	03/31/23	1694	MISSION UNIFORM SER	351	5291	LINEN & UNIFORM CLE	0.00	14.20
101	105482	03/31/23	1694	MISSION UNIFORM SER	421	5201	LINEN & UNIFORM CLE	0.00	15.14
101	105482	03/31/23	1694	MISSION UNIFORM SER	421	5201	LINEN & UNIFORM CLE	0.00	15.14
101	105482	03/31/23	1694	MISSION UNIFORM SER	421	5201	LINEN & UNIFORM CLE	0.00	80.92
101	105482	03/31/23	1694	MISSION UNIFORM SER	421	5201	LINEN & UNIFORM CLE	0.00	80.92
TOTAL CHECK								0.00	220.52
101	105483	03/31/23	1802	CITY OF MONTEREY	351	5201	FY 22/23 FIRE SERVI	0.00	235,786.16
101	105484	03/31/23	8098	NICHOLAS SMITH	101	5215	MEETING EXPENSE 3/1	0.00	127.85
101	105485	03/31/23	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	9.09
101	105485	03/31/23	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	64.68
101	105485	03/31/23	1958	ODP BUSINESS SOLUTI	131	5301	OFFICE SUPPLIES	0.00	72.38
101	105485	03/31/23	1958	ODP BUSINESS SOLUTI	131	5301	OFFICE SUPPLIES	0.00	75.95
101	105485	03/31/23	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	86.55
101	105485	03/31/23	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	100.41
101	105485	03/31/23	1958	ODP BUSINESS SOLUTI	131	5301	OFFICE SUPPLIES	0.00	230.55
101	105485	03/31/23	1958	ODP BUSINESS SOLUTI	131	5301	OFFICE SUPPLIES	0.00	255.40
TOTAL CHECK								0.00	895.01
101	105486	03/31/23	2024	PACIFIC GAS & ELECT	505	5222	3511710956-9 MAR23	0.00	2,145.73
101	105486	03/31/23	2024	PACIFIC GAS & ELECT	505	5222	3751710956-9 FEB23	0.00	5,447.55
TOTAL CHECK								0.00	7,593.28
101	105487	03/31/23	2062	PACIFIC WEST WATER	201	5301	WATER SERVICE	0.00	42.85
101	105487	03/31/23	2062	PACIFIC WEST WATER	131	5301	WATER SERVICE	0.00	42.85
TOTAL CHECK								0.00	85.70
101	105490	03/31/23	6520	RINCON CONSULTANTS,	225	5209	ENVIRONMENTAL IMPAC	0.00	2,519.50

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ACCOUNTING PERIOD: 10/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105491	03/31/23	3828	SAME DAY SHRED	121	5291	SHREDDING	0.00	45.00
101	105491	03/31/23	3828	SAME DAY SHRED	131	5291	DESTROY 61 BOXES DO	0.00	507.00
TOTAL CHECK								0.00	552.00
101	105492	03/31/23	8068	SHI INTERNATIONAL C	133	5207	HPE SOFTWARE & HARD	0.00	9,866.67
101	105492	03/31/23	8068	SHI INTERNATIONAL C	133	5229	ADOBE ACROBAT PRO	0.00	4,183.23
TOTAL CHECK								0.00	14,049.90
101	105493	03/31/23	4650	TORO PETROLEUM CORP	351	5311	FIRE DEPT 600 PINE	0.00	1,376.22
101	105494	03/31/23	2786	VERIZON WIRELESS	401	5212	LIB	0.00	-16.28
101	105494	03/31/23	2786	VERIZON WIRELESS	401	5212	LIB	0.00	-16.28
101	105494	03/31/23	2786	VERIZON WIRELESS	501	5212	PW	0.00	-16.28
101	105494	03/31/23	2786	VERIZON WIRELESS	501	5212	PW	0.00	-16.28
101	105494	03/31/23	2786	VERIZON WIRELESS	501	5212	PW	0.00	-16.28
101	105494	03/31/23	2786	VERIZON WIRELESS	501	5212	PW	0.00	-9.90
101	105494	03/31/23	2786	VERIZON WIRELESS	201	5212	CDD	0.00	-8.58
101	105494	03/31/23	2786	VERIZON WIRELESS	501	5212	PW	0.00	-8.57
101	105494	03/31/23	2786	VERIZON WIRELESS	501	5212	PW	0.00	-8.57
101	105494	03/31/23	2786	VERIZON WIRELESS	501	5212	PW	0.00	-4.29
101	105494	03/31/23	2786	VERIZON WIRELESS	501	5212	PW	0.00	-4.29
101	105494	03/31/23	2786	VERIZON WIRELESS	501	5212	PW	0.00	10.02
101	105494	03/31/23	2786	VERIZON WIRELESS	501	5212	PW	0.00	12.01
101	105494	03/31/23	2786	VERIZON WIRELESS	121	5212	CM	0.00	19.63
101	105494	03/31/23	2786	VERIZON WIRELESS	201	5212	CDD	0.00	21.33
101	105494	03/31/23	2786	VERIZON WIRELESS	301	5212	PD	0.00	23.50
101	105494	03/31/23	2786	VERIZON WIRELESS	501	5212	PW	0.00	23.50
101	105494	03/31/23	2786	VERIZON WIRELESS	501	5212	PW	0.00	23.50
101	105494	03/31/23	2786	VERIZON WIRELESS	501	5212	PW	0.00	24.09
101	105494	03/31/23	2786	VERIZON WIRELESS	351	5212	FIRE	0.00	27.00
101	105494	03/31/23	2786	VERIZON WIRELESS	501	5212	PW	0.00	30.80
101	105494	03/31/23	2786	VERIZON WIRELESS	501	5212	PW	0.00	34.37
101	105494	03/31/23	2786	VERIZON WIRELESS	301	5212	PD	0.00	36.39
101	105494	03/31/23	2786	VERIZON WIRELESS	133	5212	ADMIN	0.00	38.01
101	105494	03/31/23	2786	VERIZON WIRELESS	351	5212	FIRE	0.00	38.01
101	105494	03/31/23	2786	VERIZON WIRELESS	121	5212	CM	0.00	38.09
101	105494	03/31/23	2786	VERIZON WIRELESS	501	5212	PW	0.00	39.55
101	105494	03/31/23	2786	VERIZON WIRELESS	501	5212	PW	0.00	40.44
101	105494	03/31/23	2786	VERIZON WIRELESS	501	5212	PW	0.00	40.44
101	105494	03/31/23	2786	VERIZON WIRELESS	301	5212	PD	0.00	40.44
101	105494	03/31/23	2786	VERIZON WIRELESS	501	5212	PW	0.00	50.58
101	105494	03/31/23	2786	VERIZON WIRELESS	501	5212	PW	0.00	50.58
101	105494	03/31/23	2786	VERIZON WIRELESS	501	5212	PW	0.00	51.23
101	105494	03/31/23	2786	VERIZON WIRELESS	501	5212	PW	0.00	51.23
101	105494	03/31/23	2786	VERIZON WIRELESS	501	5212	PW	0.00	51.23
101	105494	03/31/23	2786	VERIZON WIRELESS	201	5212	CDD	0.00	51.23
101	105494	03/31/23	2786	VERIZON WIRELESS	133	5212	ADMIN	0.00	51.23
101	105494	03/31/23	2786	VERIZON WIRELESS	501	5212	PW	0.00	52.56
101	105494	03/31/23	2786	VERIZON WIRELESS	201	5212	CDD	0.00	443.33
TOTAL CHECK								0.00	1,288.72
101	105495	03/31/23	2800	ROXANE VIRAY	301	5123	RETIRMENT MED MAR23	0.00	150.00

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105496	03/31/23	9716	BRIAN WHITSON	503	5201	FY22/23 JANITORIAL	0.00	840.00
101	105496	03/31/23	9716	BRIAN WHITSON	503	5201	FY22/23 JANITORIAL	0.00	2,100.00
TOTAL CHECK								0.00	2,940.00
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	501	5222	1307 FORST SINEX SI	0.00	20.59
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	501	5222	1307 FORST PINE SIG	0.00	20.86
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	501	5222	CORP YARD DM & 5TH	0.00	23.75
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	421	5222	GRAND AV & PK PL	0.00	30.23
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	503	5222	COR MELROSE	0.00	30.55
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	421	5222	620 OCEAN VIEW POOL	0.00	32.08
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	101	5222	CITY COUNCIL - 3%	0.00	60.35
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	421	5222	RECREATION - 3%	0.00	60.35
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	421	5222	CHAUTAUQUA HALL	0.00	77.57
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	421	5222	17TH ST & LAUREL	0.00	81.83
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	501	5222	1307 FORST SINEX SI	0.00	43.91
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	501	5222	1307 FORST PINE SIG	0.00	44.29
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	421	5222	117 COMMUNITY CTR	0.00	124.50
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	131	5222	FINANCE - 7%	0.00	140.82
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	201	5222	101 CITY HALL/CEDD	0.00	162.09
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	131	5222	101 CITY HALL/FIN -	0.00	162.10
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	411	5222	FOREST & CENTRAL DR	0.00	162.65
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	501	5222	FOREST 40 FT E/O LH	0.00	189.76
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	201	5222	CEDD - 9.5%	0.00	191.12
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	121	5222	CITY MANAGER - 9.5%	0.00	191.12
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	421	5222	162 16TH STREET	0.00	52.78
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	421	5222	17 MILE DRIVE	0.00	209.84
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	421	5222	117 COMMUNITY CTR	0.00	226.64
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	351	5222	FIRE DEPARTMENT - 2	0.00	482.82
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	401	5222	550 CENTRAL AVE	0.00	557.25
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	421	5222	300 16TH ST.	0.00	647.07
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	301	5222	POLICE DEPARTMENT -	0.00	865.05
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	351	5222	FIRE DEPT	0.00	940.22
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	401	5222	PUBLIC LIBRARY	0.00	1,033.23
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	301	5802	580 PINE AVE - LOAN	0.00	1,046.81
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	131	5222	300 FOREST AVE	0.00	1,149.66
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	411	5222	165 FOREST AVE	0.00	1,259.65
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	401	5222	PUBLIC LIBRARY	0.00	1,356.59
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	301	5222	580 PINE AVE	0.00	1,427.58
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	301	5222	POLICE DEPT	0.00	1,559.69
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	421	5222	117 COMMUNITY CTR	0.00	1,770.04
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	421	5222	168 16TH ST	0.00	-19.55
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	503	5222	LOVERS POINT	0.00	-15.59
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	501	5222	CORP YARD SUNSET DR	0.00	267.16
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	421	5222	CHAUTAUQUA HALL	0.00	291.00
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	421	5802	14TH&JUNIPERO-LOAN	0.00	294.94
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	421	5222	17 MI DR BALLPARK	0.00	324.45
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	421	5222	17TH ST & LAUREL	0.00	330.60
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	503	5802	SUNSET SR. - LOAN	0.00	338.81
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	501	5222	FOREST 40 FT E/O LH	0.00	342.31
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	503	5222	PLATT PK SPRNKLR	0.00	-14.50
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	421	5222	BEACH BOAT STORAGE	0.00	-11.34

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	503	5222	PHONE BOOTH-BERWICK	0.00	-4.16
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	503	5222	SHORT PAID FEB STMT	0.00	0.03
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	503	5222	ON 17 MILE DR	0.00	0.05
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	421	5222	CALEDONIA PK LIGHTS	0.00	-28.53
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	421	5222	FOREST CENTRL SPR	0.00	-28.38
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	421	5222	117 RECREATION ROOM	0.00	-24.45
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	421	5222	FOREST CENTRL SPR	0.00	0.10
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	421	5222	CONCESSION STAND	0.00	0.91
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	421	5222	117 RECREATION ROOM	0.00	2.07
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	421	5222	168 16TH ST	0.00	4.23
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	503	5222	LOVERS POINT	0.00	6.18
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	503	5222	PLATT PK SPRNKLR	0.00	7.10
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	503	5222	COR MELROSE	0.00	10.08
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	503	5222	ON 17 MILE DR	0.00	10.42
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	503	5222	BERWICK PARK AT	0.00	12.51
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	421	5222	PIEDMONT & MORELAND	0.00	14.61
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	421	5222	OCEANVIEW & 17TH	0.00	7.99
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	421	5222	17 MI DR BALLPARK	0.00	8.11
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	503	5222	PARKING LOT LIGHT	0.00	15.77
TOTAL CHECK								0.00	18,578.37
101	105498	03/31/23	3970	ALHAMBRA & SIERRA S	351	5291	JANUARY 2023	0.00	167.26
101	105498	03/31/23	3970	ALHAMBRA & SIERRA S	351	5291	MARCH 2023	0.00	225.12
101	105498	03/31/23	3970	ALHAMBRA & SIERRA S	351	5291	FEBRUARY 2023	0.00	237.50
TOTAL CHECK								0.00	629.88
101	105499	03/31/23	8330	AMAZON CAPITAL SERV	501	5309	VOLUNTEER PROGRAM	0.00	63.32
101	105499	03/31/23	8330	AMAZON CAPITAL SERV	505	5309	SMALL TOOL	0.00	20.37
101	105499	03/31/23	8330	AMAZON CAPITAL SERV	501	5309	VOLUNTEER PROGRAM	0.00	131.04
101	105499	03/31/23	8330	AMAZON CAPITAL SERV	503	5275	SAFETY EQUIPMENT	0.00	199.80
TOTAL CHECK								0.00	414.53
101	105500	03/31/23	8652	AMY COLONY	501	5309	VOLUNTEER PROGRAM	0.00	75.00
101	105501	03/31/23	9430	ARAMARK UNIFORM & C	301	5201	DEPARTMENT LINEN AN	0.00	127.68
101	105501	03/31/23	9430	ARAMARK UNIFORM & C	301	5201	DEPARTMENT LINEN AN	0.00	127.68
101	105501	03/31/23	9430	ARAMARK UNIFORM & C	301	5201	DEPARTMENT LINEN AN	0.00	127.68
TOTAL CHECK								0.00	383.04
101	105502	03/31/23	6154	AT&T	133	5212	ADMIN 2378411328253	0.00	34.11
101	105503	03/31/23	8476	AT&T MOBILITY	301	5206	AT&T FIRSTNET DEPAR	0.00	1,749.45
101	105506	03/31/23	9876	C&C PROPERTY MANAGE	01	4445	ADMIN HEARING DECIS	0.00	500.00
101	105507	03/31/23	4467	WM.J. CLARK TRUCKIN	505	5309	DG	0.00	4,481.84
101	105508	03/31/23	5198	CODE PUBLISHING, IN	101	5201	CODE SUPPLEMENT	0.00	465.50
101	105509	03/31/23	6309	COLANTUONO, HIGHSMI	111	5205	PG&E UUT LEGAL SERV	0.00	47.82
101	105511	03/31/23	829	DOOLEY ENTERPRISES	301	5316	AMMO	0.00	4,718.47

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105512	03/31/23	8401	DOORKING INC.	503	5223	PW YARD GATE	0.00	180.95
101	105513	03/31/23	846	DROUGHT RESISTANT N	503	5223	CREDIT LH PROJECT	0.00	-1.40
101	105513	03/31/23	846	DROUGHT RESISTANT N	503	5223	LIGHTHOUSE PROJECT	0.00	30.55
TOTAL CHECK								0.00	29.15
101	105515	03/31/23	592	FOREST HILL ACE HAR	503	5223	BATTERIES	0.00	21.84
101	105516	03/31/23	8066	HINDERLITER, DE LLA	131	5201	SALES TAX, BUSINESS	0.00	3,505.17
101	105517	03/31/23	9878	INCA LANDSCAPE MANA	503	5201	PERKINS PARK WEEDIN	0.00	1,689.55
101	105518	03/31/23	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	682.82
101	105518	03/31/23	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	41.52
101	105518	03/31/23	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	43.77
TOTAL CHECK								0.00	768.11
101	105520	03/31/23	1467	LANGUAGE LINE SERVI	301	5201	TRANSLATION SERVICE	0.00	74.00
101	105521	03/31/23	6098	LEAGUE OF CALIFORNI	101	5261	2023 LOCAL ST/RD NE	0.00	300.00
101	105522	03/31/23	9122	LEAK DETECTION SPEC	503	5223	PW YARD WATER LEAK	0.00	250.00
101	105527	03/31/23	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	13.20
101	105527	03/31/23	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	13.20
101	105527	03/31/23	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	13.20
101	105527	03/31/23	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	14.20
101	105527	03/31/23	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	14.20
101	105527	03/31/23	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	14.20
101	105527	03/31/23	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	14.20
101	105527	03/31/23	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	14.20
101	105527	03/31/23	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	14.20
101	105527	03/31/23	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	14.20
101	105527	03/31/23	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	14.20
101	105527	03/31/23	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	14.20
101	105527	03/31/23	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	77.92
101	105527	03/31/23	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	77.92
101	105527	03/31/23	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	77.93
101	105527	03/31/23	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	77.93
101	105527	03/31/23	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	77.93
101	105527	03/31/23	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	77.93
101	105527	03/31/23	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	77.93
101	105527	03/31/23	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	77.93
101	105527	03/31/23	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	77.93
101	105527	03/31/23	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	77.93
101	105527	03/31/23	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	166.61
101	105527	03/31/23	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	166.61
101	105527	03/31/23	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	166.61

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105527	03/31/23	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	77.92
101	105527	03/31/23	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	77.92
101	105527	03/31/23	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	351.35
101	105527	03/31/23	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	351.35
101	105527	03/31/23	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	351.35
TOTAL CHECK								0.00	2,699.00
101	105528	03/31/23	8732	MONTEREY BAY ECONOM	101	5261	MBEP MEMBERSHIP	0.00	3,000.00
101	105529	03/31/23	3443	MONTEREY BAY PEST C	411	5223	ANNUAL PEST CONTROL	0.00	135.00
101	105530	03/31/23	3807	MONTEREY COUNTY WEE	131	5221	2ND READ BUDGET	0.00	121.50
101	105530	03/31/23	3807	MONTEREY COUNTY WEE	101	5221	23-002 ADOPTION	0.00	121.50
TOTAL CHECK								0.00	243.00
101	105532	03/31/23	1958	ODP BUSINESS SOLUTI	121	5301	OFFICE SUPPLIES	0.00	90.22
101	105532	03/31/23	1958	ODP BUSINESS SOLUTI	121	5301	PAPER	0.00	145.91
TOTAL CHECK								0.00	236.13
101	105533	03/31/23	9576	O'REILLY AUTO ENTER	503	5227	GEM CART	0.00	1,013.80
101	105533	03/31/23	9576	O'REILLY AUTO ENTER	503	5227	CREDIT UNIT EV1	0.00	-274.63
101	105533	03/31/23	9576	O'REILLY AUTO ENTER	503	5227	CREDIT UNIT EV1	0.00	-176.00
101	105533	03/31/23	9576	O'REILLY AUTO ENTER	301	5227	PD MRU	0.00	4.00
101	105533	03/31/23	9576	O'REILLY AUTO ENTER	301	5227	PD MRU	0.00	16.38
101	105533	03/31/23	9576	O'REILLY AUTO ENTER	502	5309	MECH STOCK	0.00	24.55
101	105533	03/31/23	9576	O'REILLY AUTO ENTER	502	5309	MECH STOCK	0.00	30.48
101	105533	03/31/23	9576	O'REILLY AUTO ENTER	503	5227	UNIT 50	0.00	33.21
101	105533	03/31/23	9576	O'REILLY AUTO ENTER	502	5309	MECH STOCK	0.00	36.70
101	105533	03/31/23	9576	O'REILLY AUTO ENTER	505	5227	UNIT 32	0.00	89.66
101	105533	03/31/23	9576	O'REILLY AUTO ENTER	502	5309	MECH STOCK	0.00	109.14
101	105533	03/31/23	9576	O'REILLY AUTO ENTER	505	5227	GEM CART	0.00	337.93
TOTAL CHECK								0.00	1,245.22
101	105534	03/31/23	2001	OVERHEAD DOOR OF SA	351	5223	FIRE DEPT MAIN DOOR	0.00	651.37
101	105534	03/31/23	2001	OVERHEAD DOOR OF SA	351	5223	FIRE DEPT MAIN DOOR	0.00	295.00
TOTAL CHECK								0.00	946.37
101	105535	03/31/23	9528	PACIFIC CHESS ACADE	421	5208	PYMT CLASSES 1/12-3	0.00	2,116.00
101	105536	03/31/23	2024	PACIFIC GAS & ELECT	503	5222	PW 9/29-10/27 0956-	0.00	5,447.55
101	105536	03/31/23	2024	PACIFIC GAS & ELECT	503	5222	PW 1/30-2/28 0956-9	0.00	2,145.73
101	105536	03/31/23	2024	PACIFIC GAS & ELECT	503	5222	REC ADJ CREDIT	0.00	-30.00
101	105536	03/31/23	2024	PACIFIC GAS & ELECT	411	5802	MUS 2/14-3/16 4440-	0.00	270.67
TOTAL CHECK								0.00	7,833.95
101	105537	03/31/23	2034	PACIFIC GROVE HARDW	301	5291	VELCRO	0.00	6.11
101	105537	03/31/23	2034	PACIFIC GROVE HARDW	201	5301	OFFICE SUPPLIES	0.00	26.33
TOTAL CHECK								0.00	32.44
101	105538	03/31/23	7621	READY REFRESH	301	5291	WATER SERVICE	0.00	195.91
101	105540	03/31/23	2448	SENTRY ALARM SYSTEM	401	5223	ALARM MAINTENANCE	0.00	180.00

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105541	03/31/23	2541	SPCA OF MONTEREY CO	301	5201	ANIMAL SHELTER SERV	0.00	700.00
101	105542	03/31/23	9873	TRIPEPI SMITH & ASS	121	5601	PIO/SOCIAL MEDIA SE	0.00	4,750.00
101	105543	03/31/23	2772	VALLEY SAW & GARDEN	503	5322	CHAINSAWS	0.00	1,979.00
101	105544	03/31/23	2796	VICTORY TOYOTA	351	5227	PD STOCK	0.00	57.84
101	105545	03/31/23	9305	WATSONVILLE FORD	502	5227	B&G GEM CART	0.00	112.04
101	105545	03/31/23	9305	WATSONVILLE FORD	301	5227	PD UNIT 5	0.00	149.21
TOTAL CHECK								0.00	261.25
101	105546	03/31/23	9716	BRIAN WHITSON	503	5201	CH SUPPLEMENTAL CLE	0.00	345.00
101	105547	03/31/23	438	CALIFORNIA AMERICAN	351	5222	600 PINE AVE FIRE	0.00	94.80
101	105547	03/31/23	438	CALIFORNIA AMERICAN	421	5222	CENTRAL 4 IN FIRE	0.00	94.80
101	105547	03/31/23	438	CALIFORNIA AMERICAN	421	5222	139 GRAND AVE	0.00	103.03
101	105547	03/31/23	438	CALIFORNIA AMERICAN	201	5222	304 16TH ST FIRE	0.00	159.06
101	105547	03/31/23	438	CALIFORNIA AMERICAN	503	5222	585 LAUREL	0.00	194.88
101	105547	03/31/23	438	CALIFORNIA AMERICAN	503	5222	130 LIGHTHOUSE IRRI	0.00	194.88
101	105547	03/31/23	438	CALIFORNIA AMERICAN	503	5222	1025 MORSE-PLATT PK	0.00	194.88
101	105547	03/31/23	438	CALIFORNIA AMERICAN	421	5222	611 CENTRAL AVE	0.00	227.91
101	105547	03/31/23	438	CALIFORNIA AMERICAN	503	5222	B & G 15%	0.00	247.78
101	105547	03/31/23	438	CALIFORNIA AMERICAN	501	5222	SUNSET-CORPYARD18%	0.00	297.33
101	105547	03/31/23	438	CALIFORNIA AMERICAN	421	5222	150 FOREST-JEWELL P	0.00	386.33
101	105547	03/31/23	438	CALIFORNIA AMERICAN	503	5222	429 LIGHTHOUSE IRRG	0.00	386.34
101	105547	03/31/23	438	CALIFORNIA AMERICAN	131	5222	300 FOREST AVE	0.00	386.34
101	105547	03/31/23	438	CALIFORNIA AMERICAN	503	5222	619 OCEANVIEW IRRIG	0.00	386.34
101	105547	03/31/23	438	CALIFORNIA AMERICAN	503	5222	100 OCEANVW IRRIG	0.00	386.34
101	105547	03/31/23	438	CALIFORNIA AMERICAN	503	5222	196 OCEANVW IRRIG	0.00	386.34
101	105547	03/31/23	438	CALIFORNIA AMERICAN	421	5222	616 OCEANVIEW IRRG	0.00	397.60
101	105547	03/31/23	438	CALIFORNIA AMERICAN	421	5222	980 PIEDMONT BALL P	0.00	401.16
101	105547	03/31/23	438	CALIFORNIA AMERICAN	421	5222	230 17-MILE DRIVE	0.00	419.00
101	105547	03/31/23	438	CALIFORNIA AMERICAN	503	5222	165 FOREST-MUSEUM	0.00	437.76
101	105547	03/31/23	438	CALIFORNIA AMERICAN	503	5222	711 OCEANVIEW IRRG	0.00	491.35
101	105547	03/31/23	438	CALIFORNIA AMERICAN	351	5222	600 PINE	0.00	529.82
101	105547	03/31/23	438	CALIFORNIA AMERICAN	503	5222	263 GROVE ACRES	0.00	531.43
101	105547	03/31/23	438	CALIFORNIA AMERICAN	503	5222	1051 OCEANVIEW IRRG	0.00	616.14
101	105547	03/31/23	438	CALIFORNIA AMERICAN	503	5222	707 OCEANVIEW-NAIAD	0.00	616.14
101	105547	03/31/23	438	CALIFORNIA AMERICAN	201	5222	304 16TH ST BDOM-FI	0.00	628.85
101	105547	03/31/23	438	CALIFORNIA AMERICAN	421	5222	515 JUNIPERO	0.00	642.73
101	105547	03/31/23	438	CALIFORNIA AMERICAN	301	5222	580 PINE	0.00	687.16
101	105547	03/31/23	438	CALIFORNIA AMERICAN	421	5222	114 CALEDONIA PK	0.00	712.57
101	105547	03/31/23	438	CALIFORNIA AMERICAN	503	5222	930 SINEX	0.00	749.42
101	105547	03/31/23	438	CALIFORNIA AMERICAN	131	5222	300 FOREST	0.00	820.47
101	105547	03/31/23	438	CALIFORNIA AMERICAN	421	5222	616 OCEANVW-SWIM PL	0.00	907.17
101	105547	03/31/23	438	CALIFORNIA AMERICAN	401	5222	550 CENTRAL	0.00	1,244.11
101	105547	03/31/23	438	CALIFORNIA AMERICAN	503	5222	391 OCEANVW-BERWICK	0.00	1,266.85
101	105547	03/31/23	438	CALIFORNIA AMERICAN	503	5222	863 OCEANVIEW IRRG	0.00	1,362.96
101	105547	03/31/23	438	CALIFORNIA AMERICAN	503	5222	620 OCEANVIEW/BATH	0.00	1,999.97
101	105547	03/31/23	438	CALIFORNIA AMERICAN	503	5222	610 OCEANVW IRRIGPK	0.00	2,079.57

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ACCOUNTING PERIOD: 10/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105547	03/31/23	438	CALIFORNIA AMERICAN	503	5222	800 LIGHTHSE PLANTE	0.00	80.02
101	105547	03/31/23	438	CALIFORNIA AMERICAN	503	5222	792 LIGHTHSE IRRIG	0.00	80.02
101	105547	03/31/23	438	CALIFORNIA AMERICAN	503	5222	582 LIGHTHSE IRRIG	0.00	80.02
101	105547	03/31/23	438	CALIFORNIA AMERICAN	503	5222	765 LIGHTHSE IRRIG	0.00	80.02
101	105547	03/31/23	438	CALIFORNIA AMERICAN	503	5222	2100 SUNSET DRIVE	0.00	80.02
101	105547	03/31/23	438	CALIFORNIA AMERICAN	503	5222	840 LIGHTHSE PLANTE	0.00	80.02
101	105547	03/31/23	438	CALIFORNIA AMERICAN	503	5222	850 LIGHTHSE PLANTE	0.00	80.02
101	105547	03/31/23	438	CALIFORNIA AMERICAN	503	5222	882 LIGHTHSE PLANTE	0.00	80.02
101	105547	03/31/23	438	CALIFORNIA AMERICAN	503	5222	106 7TH ST PARK	0.00	80.02
101	105547	03/31/23	438	CALIFORNIA AMERICAN	351	5222	643 HYDRANTS HYDT	0.00	72.94
101	105547	03/31/23	438	CALIFORNIA AMERICAN	503	5222	748 LIGHTHSE IRRG	0.00	80.02
101	105547	03/31/23	438	CALIFORNIA AMERICAN	131	5222	300 FOREST IRRIG	0.00	80.02
101	105547	03/31/23	438	CALIFORNIA AMERICAN	131	5222	308 16TH ST.	0.00	80.02
101	105547	03/31/23	438	CALIFORNIA AMERICAN	131	5222	300 FOREST FIRE-50%	0.00	47.40
101	105547	03/31/23	438	CALIFORNIA AMERICAN	201	5222	300 FOREST FIRE-50%	0.00	47.40
101	105547	03/31/23	438	CALIFORNIA AMERICAN	501	5222	MECH 5%	0.00	82.59
101	105547	03/31/23	438	CALIFORNIA AMERICAN	411	5222	165 FOREST AVE FIRE	0.00	94.80
TOTAL CHECK								0.00	22,974.98
101	105548	03/31/23	2133	PERS	131	5145	MAR 2023 UAL	0.00	11,500.00
101	105548	03/31/23	2133	PERS	401	5145	MAR 2023 UAL	0.00	11,583.33
101	105548	03/31/23	2133	PERS	201	5145	MAR 2023 UAL	0.00	13,833.33
101	105548	03/31/23	2133	PERS	505	5145	MAR 2023 UAL	0.00	18,583.33
101	105548	03/31/23	2133	PERS	351	5145	MAR 2023 UAL	0.00	99,750.00
101	105548	03/31/23	2133	PERS	301	5145	MAR 2023 UAL	0.00	118,603.25
101	105548	03/31/23	2133	PERS	133	5145	MAR 2023 UAL	0.00	2,583.33
101	105548	03/31/23	2133	PERS	502	5145	MAR 2023 UAL	0.00	2,916.67
101	105548	03/31/23	2133	PERS	501	5145	MAR 2023 UAL	0.00	3,583.33
101	105548	03/31/23	2133	PERS	421	5145	MAR 2023 UAL	0.00	5,416.67
101	105548	03/31/23	2133	PERS	121	5145	MAR 2023 UAL	0.00	10,000.00
101	105548	03/31/23	2133	PERS	503	5145	MAR 2023 UAL	0.00	10,166.67
101	105548	03/31/23	2133	PERS	513	5145	MAR 2023 UAL	0.00	250.00
101	105548	03/31/23	2133	PERS	101	5145	MAR 2023 UAL	0.00	500.00
TOTAL CHECK								0.00	309,269.91
101	V331231	03/31/23	2987	HARRIS & ASSOCIATES	201	5202	CONTRACT PLANNING S	0.00	18,562.50
101	V3172023	03/17/23	8974	ALENA RACHELLE WAGR	421	5208	BALLET FEB 2023	0.00	392.00
101	V3172024	03/17/23	7708	BENJAMIN JENNINGS H	121	5428	CELL PHN REIMB FEB2	0.00	128.25
101	V3172025	03/17/23	3835	REPUBLIC ELEVATOR,	411	5223	ELEVATOR REPAIR	0.00	1,177.94
101	V3172026	03/17/23	9196	DIANNE LYLE	421	5208	DANCE CLASS FEB2023	0.00	1,295.00
101	V3312023	03/31/23	2987	HARRIS & ASSOCIATES	201	5202	TEMPORARY JUNIOR PL	0.00	6,670.00
TOTAL CASH ACCOUNT								0.00	2,212,080.00
TOTAL FUND								0.00	2,212,080.00

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 08 - MUSEUM IMPROVEMENT FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105428	03/17/23	3019	SCUDDER ROOFING COM	412	6021	PG MUSEUM OF NATURA	0.00	17,250.25
TOTAL CASH ACCOUNT								0.00	17,250.25
TOTAL FUND								0.00	17,250.25

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 10 - HOSPITALITY IMPRVMT DIST.

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105289	03/03/23	1788	MONTEREY COUNTY CON	104	5201	HID OCT-DEC 2022	0.00	49,707.77
101	105302	03/03/23	2028	PACIFIC GROVE CHAMB	104	5201	HID OCT-DEC 2022	0.00	49,707.78
TOTAL CASH ACCOUNT								0.00	99,415.55
TOTAL FUND								0.00	99,415.55

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 11 - LIBRARY BOOK FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105265	03/03/23	213	BAKER & TAYLOR COMP	403	5303	BOOKS & MATERIALS	0.00	382.98
101	105265	03/03/23	213	BAKER & TAYLOR COMP	403	5303	BOOKS & MATERIALS	0.00	504.84
TOTAL CHECK								0.00	887.82
101	105269	03/03/23	1040	CENGAGE LEARNING/GA	403	5303	BOOKS & MATS	0.00	236.77
101	105269	03/03/23	1040	CENGAGE LEARNING/GA	403	5303	BOOKS & MATS	0.00	30.58
101	105269	03/03/23	1040	CENGAGE LEARNING/GA	403	5303	BOOKS & MATS	0.00	30.58
TOTAL CHECK								0.00	297.93
101	105291	03/03/23	3304	MIDWEST TAPE	403	5303	BOOKS & MATS	0.00	184.31
101	105291	03/03/23	3304	MIDWEST TAPE	403	5303	BOOKS & MATS	0.00	96.91
101	105291	03/03/23	3304	MIDWEST TAPE	403	5303	BOOKS & MATS	0.00	38.22
TOTAL CHECK								0.00	319.44
101	105355	03/17/23	213	BAKER & TAYLOR COMP	403	5303	BOOKS & MATERIALS	0.00	199.29
101	105363	03/17/23	1040	CENGAGE LEARNING/GA	403	5303	BOOKS & MATS	0.00	28.83
101	105392	03/17/23	3304	MIDWEST TAPE	403	5303	BOOKS & MATS	0.00	43.69
101	105392	03/17/23	3304	MIDWEST TAPE	403	5303	BOOKS & MATS	0.00	88.46
TOTAL CHECK								0.00	132.15
101	105412	03/17/23	5567	OVERDRIVE, INC.	403	5303	BOOKS & MATS	0.00	1,200.00
101	105412	03/17/23	5567	OVERDRIVE, INC.	403	5303	BOOKS & MATS	0.00	2,000.00
TOTAL CHECK								0.00	3,200.00
101	105444	03/17/23	7266	WT COX INFORMATION	403	5303	BOOKS & MATS	0.00	179.10
101	105447	03/17/23	4943	US BANK	403	5303	J WEIRICK FEB23 CC	0.00	1,820.96
TOTAL CASH ACCOUNT								0.00	7,065.52
TOTAL FUND								0.00	7,065.52

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 15 - HOUSING FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105258	03/01/23	2133	PERS	204	5145	FEB 2023 UAL	0.00	916.67
101	105298	03/03/23	9546	BENEVATE INC	202	5239	HOUSING SOFTWARE	0.00	7,700.00
101	105489	03/31/23	9847	R.L. HASTINGS & ASS	202	5201	ENVIRO REVIEW FOR P	0.00	4,400.00
101	105548	03/31/23	2133	PERS	204	5145	MAR 2023 UAL	0.00	916.67
TOTAL CASH ACCOUNT								0.00	13,933.34
TOTAL FUND								0.00	13,933.34

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 18 - GAS TAX FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105258	03/01/23	2133	PERS	508	5145	FEB 2023 UAL	0.00	1,833.33
101	105266	03/03/23	8701	BEAR ELECTRICAL SOL	508	5331	TRAFFIC SIGNAL MAIN	0.00	250.00
101	105266	03/03/23	8701	BEAR ELECTRICAL SOL	508	5331	TRAFFIC SIGNAL MAIN	0.00	250.00
101	105266	03/03/23	8701	BEAR ELECTRICAL SOL	508	5331	TRAFFIC SIGNAL MAIN	0.00	250.00
101	105266	03/03/23	8701	BEAR ELECTRICAL SOL	508	5331	TRAFFIC SIGNAL MAIN	0.00	250.00
101	105266	03/03/23	8701	BEAR ELECTRICAL SOL	508	5331	TRAFFIC SIGNAL MAIN	0.00	250.00
101	105266	03/03/23	8701	BEAR ELECTRICAL SOL	508	5331	TRAFFIC SIGNAL MAIN	0.00	250.00
101	105266	03/03/23	8701	BEAR ELECTRICAL SOL	508	5331	TRAFFIC SIGNAL MAIN	0.00	340.00
101	105266	03/03/23	8701	BEAR ELECTRICAL SOL	508	5331	TRAFFIC SIGNAL MAIN	0.00	170.00
101	105266	03/03/23	8701	BEAR ELECTRICAL SOL	508	5331	TRAFFIC SIGNAL MAIN	0.00	475.00
TOTAL CHECK								0.00	2,735.00
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	508	5222	19TH & SUNSET DR.	0.00	0.58
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	508	5222	19TH & SUNSET DR.	0.00	1.39
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	508	5222	19TH & SUNSET DR.	0.00	15.79
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	508	5222	FOREST AVE & SUNSET	0.00	14.57
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	508	5222	FOREST AV & SUNSET	0.00	19.08
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	508	5222	FOREST AVE & SUNSET	0.00	32.74
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	508	5222	FOREST AVE & SUNSET	0.00	27.81
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	508	5222	FOREST AV & SUNSET	0.00	23.09
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	508	5222	19TH & SUNSET DR.	0.00	34.64
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	508	5222	FOREST AV & SUNSET	0.00	51.35
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	508	5222	FOREST AVE & SUNSET	0.00	62.26
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	508	5222	FOREST AV & SUNSET	0.00	46.42
TOTAL CHECK								0.00	329.72
101	105390	03/17/23	8647	MAIN STREET SIGNS	508	5331	STREET SIGNS	0.00	446.17
101	105413	03/17/23	2024	PACIFIC GAS & ELECT	508	5222	PW 1/14-2/14 4482-4	0.00	6,994.83
101	105435	03/17/23	9867	SUNNA DESIGN INC	508	5331	STREETLAMPS	0.00	4,644.22
101	105447	03/17/23	4943	US BANK	508	5276	D GHO FEB23 CC	0.00	679.27
101	105486	03/31/23	2024	PACIFIC GAS & ELECT	508	5222	PW2/15-3/16/23 4482	0.00	7,152.10
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	508	5222	FOREST AVE & SUNSET	0.00	15.12
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	508	5222	19TH & SUNSET DR.	0.00	0.67
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	508	5222	19TH & SUNSET DR.	0.00	16.47
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	508	5222	FOREST AV & SUNSET	0.00	6.14
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	508	5222	FOREST AV & SUNSET	0.00	17.41
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	508	5222	FOREST AVE & SUNSET	0.00	29.15
TOTAL CHECK								0.00	84.96
101	105504	03/31/23	8701	BEAR ELECTRICAL SOL	508	5331	TRAFFIC SIGNAL MAIN	0.00	440.00
101	105504	03/31/23	8701	BEAR ELECTRICAL SOL	508	5331	TRAFFIC SIGNAL MAIN	0.00	250.00
TOTAL CHECK								0.00	690.00
101	105510	03/31/23	9573	D & M TRAFFIC SERVI	508	5331	REFLECTORS	0.00	1,824.98
101	105510	03/31/23	9573	D & M TRAFFIC SERVI	508	5331	REFLECTORS	0.00	1,824.98

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 18 - GAS TAX FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
TOTAL CHECK								0.00	3,649.96
101	105524	03/31/23	8647	MAIN STREET SIGNS	508	5331	STREET SIGNS	0.00	148.39
101	105547	03/31/23	438	CALIFORNIA AMERICAN	508	5222	ST FUND 50%	0.00	825.92
101	105548	03/31/23	2133	PERS	508	5145	MAR 2023 UAL	0.00	1,833.33
TOTAL CASH ACCOUNT								0.00	32,047.20
TOTAL FUND								0.00	32,047.20

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 27 - LIGHTHOUSE MAINT.& IMPV.

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105263	03/03/23	5363	AT&T CALNET 3	413	5212	LH PHN 1/17-2/16/23	0.00	24.49
101	105284	03/03/23	5698	KEN HINSHAW	413	5223	LH MAINTENANCE	0.00	600.77
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	413	5222	ASILOMAR BLVD PG LH	0.00	20.72
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	413	5222	ASILOMAR BLVD PG LH	0.00	18.92
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	413	5222	ASILOMAR BLVD PG LH	0.00	5.36
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	413	5222	ASILOMAR BLVD PG LH	0.00	4.29
TOTAL CHECK								0.00	49.29
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	413	5223	LIGHTHOUSE SUPPLIES	0.00	21.84
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	413	5223	LIGHTHOUSE	0.00	45.87
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	413	5223	LIGHTHOUSE SUPPLIES	0.00	17.02
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	413	5223	LIGHTHOUSE SUPPLIES	0.00	10.90
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	413	5223	LIGHTHOUSE SUPPLIES	0.00	7.41
TOTAL CHECK								0.00	103.04
101	105473	03/31/23	5363	AT&T CALNET 3	413	5212	LH PHN 2/17-3/16/22	0.00	24.49
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	413	5222	ASILOMAR BLVD PG LH	0.00	-15.21
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	413	5222	ASILOMAR BLVD PG LH	0.00	6.06
TOTAL CHECK								0.00	-9.15
101	105547	03/31/23	438	CALIFORNIA AMERICAN	413	5222	90 ASILOMAR	0.00	182.24
TOTAL CASH ACCOUNT								0.00	975.17
TOTAL FUND								0.00	975.17

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 40 - POETRY PROMOTION FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105308	03/03/23	9858	DEVA MUNAY	405	5291	POETRY PROMOTION	0.00	100.00
101	105447	03/17/23	4943	US BANK	405	5291	D GODWIN FEB23 CC	0.00	22.88
TOTAL CASH ACCOUNT								0.00	122.88
TOTAL FUND								0.00	122.88

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 41 - YOUNT INCOME FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105258	03/01/23	2133	PERS	510	5145	FEB 2023 UAL	0.00	166.67
101	105548	03/31/23	2133	PERS	510	5145	MAR 2023 UAL	0.00	166.67
TOTAL CASH ACCOUNT								0.00	333.34
TOTAL FUND								0.00	333.34

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 43 - SLESF FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105354	03/17/23	3801	AXON ENTERPRISE, IN	304	5201	BODY WORN & IN CAR	0.00	20,766.24
101	V3172027	03/17/23	9033	ENTERPRISE FM TRUST	304	5225	LEASED VEHICLES	0.00	2,143.37
TOTAL CASH ACCOUNT								0.00	22,909.61
TOTAL FUND								0.00	22,909.61

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 63 - CAPITAL IMPROV PROJ FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105386	03/17/23	9553	JACOB CONSTRUCTION	631	6021	PW ELECTRICAL INFRA	0.00	54,603.80
101	105386	03/17/23	9553	JACOB CONSTRUCTION	631	6021	METAIL BUILDING & R	0.00	6,100.00
TOTAL CHECK								0.00	60,703.80
101	105396	03/17/23	1742	MONTEREY COUNTY CLE	631	6054	CIP22-12	0.00	50.00
101	105406	03/17/23	1896	NEILL ENGINEERS COR	631	6041	CIP23-02	0.00	10,914.00
101	105406	03/17/23	1896	NEILL ENGINEERS COR	631	6041	CIP23-01	0.00	59,317.78
101	105406	03/17/23	1896	NEILL ENGINEERS COR	631	6054	CIP22-12	0.00	3,412.34
TOTAL CHECK								0.00	73,644.12
101	105436	03/17/23	1758	THE MONTEREY COUNTY	631	6041	CIP23-01	0.00	129.38
101	105443	03/17/23	9401	WILLIAMS SCOTSMAN,	631	6021	PW CONST. TRAILER L	0.00	1,575.27
TOTAL CASH ACCOUNT								0.00	136,102.57
TOTAL FUND								0.00	136,102.57

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 70 - EMP BENEFIT FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105343	03/09/23	2133	PERS	703	5122	ADMIN FEE	0.00	200.00
101	105344	03/09/23	1	CALPERS HEALTH	703	5123	MAR 2023 RET & CHNG	0.00	7,901.47
101	105345	03/15/23	8211	STANDARD INSURANCE	703	5123	FEBRUARY 2023	0.00	639.99
101	105346	03/15/23	9360	STANDARD INSURANCE	703	5234	FEBRUARY 2023	0.00	17,326.32
101	105418	03/17/23	4279	PARS	703	5141	DEC 2022	0.00	342.31
101	105488	03/31/23	4279	PARS	703	5141	JANUARY 2023	0.00	341.24
TOTAL CASH ACCOUNT								0.00	26,751.33
TOTAL FUND								0.00	26,751.33

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 71 - WORKERS COMP FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105258	03/01/23	2133	PERS	701	5145	FEB 2023 UAL	0.00	666.67
101	105447	03/17/23	4943	US BANK	701	5291	A CRAY FEB23 CC	0.00	2,839.19
101	105548	03/31/23	2133	PERS	701	5145	MAR 2023 UAL	0.00	666.67
TOTAL CASH ACCOUNT								0.00	4,172.53
TOTAL FUND								0.00	4,172.53

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 72 - LIABILITY INS FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105258	03/01/23	2133	PERS	702	5145	FEB 2023 UAL	0.00	500.00
101	105548	03/31/23	2133	PERS	702	5145	MAR 2023 UAL	0.00	500.00
TOTAL CASH ACCOUNT								0.00	1,000.00
TOTAL FUND								0.00	1,000.00

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 74 - LOCAL WATER PROJECT

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105303	03/03/23	7716	PERC WATER CORPORAT	741	5201	FY22/23 LWP O&M	0.00	27,223.88
101	105413	03/17/23	2024	PACIFIC GAS & ELECT	741	5222	LWP 1/30-2/28 0792-	0.00	2,763.38
101	105547	03/31/23	438	CALIFORNIA AMERICAN	741	5222	1313 OCEAN VIEW BLV	0.00	1,920.84
TOTAL CASH ACCOUNT								0.00	31,908.10
TOTAL FUND								0.00	31,908.10

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 75 - CEMETERY FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105258	03/01/23	2133	PERS	601	5145	FEB 2023 UAL	0.00	1,333.33
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	601	5222	CEMETERY - 1%	0.00	18.51
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	601	5222	CEMETERY - 1%	0.00	20.05
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	601	5222	CREST & RIPPLE	0.00	29.76
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	601	5222	CREST & RIPPLE	0.00	34.37
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	601	5222	CEMETERY	0.00	65.93
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	601	5222	CEMETERY	0.00	77.95
TOTAL CHECK								0.00	246.57
101	105381	03/17/23	1199	HAYWARD LUMBER COMP	601	5309	CEMETERY SUPPLIES	0.00	62.07
101	105381	03/17/23	1199	HAYWARD LUMBER COMP	601	5309	CEMETERY	0.00	41.38
101	105381	03/17/23	1199	HAYWARD LUMBER COMP	601	5309	CEMETERY SUPPLIES	0.00	331.91
TOTAL CHECK								0.00	435.36
101	105382	03/17/23	3848	HOLLAND SUPPLY INC.	601	5309	STRAPS	0.00	372.49
101	105389	03/17/23	8118	LLORIN-VELASQUEZ CO	601	5201	FEBRUARY 2023	0.00	2,650.00
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	601	5309	CEMETERY SUPPLIES	0.00	30.02
101	105427	03/17/23	9754	SAVANNA SANDUSKY	601	5215	MILEAGE REIMB JAN/F	0.00	53.71
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	601	5222	CEMETERY - 1%	0.00	20.12
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	601	5222	CEMETERY	0.00	46.19
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	601	5222	CREST & RIPPLE	0.00	35.83
TOTAL CHECK								0.00	102.14
101	105523	03/31/23	8118	LLORIN-VELASQUEZ CO	601	5201	CEMETERY MARKER TRI	0.00	2,650.00
101	105527	03/31/23	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	14.20
101	105527	03/31/23	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	13.20
101	105527	03/31/23	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	351.35
101	105527	03/31/23	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	77.92
101	105527	03/31/23	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	77.92
101	105527	03/31/23	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	166.61
101	105527	03/31/23	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	77.92
101	105527	03/31/23	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	77.92
101	105527	03/31/23	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	14.20
101	105527	03/31/23	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	14.20
101	105527	03/31/23	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	14.20
TOTAL CHECK								0.00	899.64
101	105539	03/31/23	9879	SEAN BARNETT	601	5502	BUYBACK 29DEKESTREL	0.00	2,796.85
101	105547	03/31/23	438	CALIFORNIA AMERICAN	601	5222	1254 DELMONTECEM70%	0.00	489.02
101	105547	03/31/23	438	CALIFORNIA AMERICAN	601	5222	CEM 4%	0.00	66.07
TOTAL CHECK								0.00	555.09
101	105548	03/31/23	2133	PERS	601	5145	MAR 2023 UAL	0.00	1,333.33
TOTAL CASH ACCOUNT								0.00	13,458.53

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 75 - CEMETERY FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
TOTAL FUND								0.00	13,458.53

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 76 - SEWER FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105258	03/01/23	2133	PERS	611	5145	FEB 2023 UAL	0.00	10,416.67
101	105262	03/03/23	6154	AT&T	611	5212	PW SWR 237841133029	0.00	34.06
101	105262	03/03/23	6154	AT&T	611	5212	PW 23784113231395	0.00	34.06
101	105262	03/03/23	6154	AT&T	611	5212	PW SWR 237841132412	0.00	34.06
101	105262	03/03/23	6154	AT&T	611	5212	PW SWR 237841132605	0.00	34.06
TOTAL CHECK								0.00	136.24
101	105279	03/03/23	3378	DON CHAPIN CO., INC	611	5207	FY22/23 SANITARY SE	0.00	1,130.00
101	105279	03/03/23	3378	DON CHAPIN CO., INC	611	5207	FY22/23 SANITARY SE	0.00	1,689.53
101	105279	03/03/23	3378	DON CHAPIN CO., INC	611	5207	FY22/23 SANITARY SE	0.00	1,694.88
TOTAL CHECK								0.00	4,514.41
101	105295	03/03/23	9292	MONTEREY ONE WATER	611	5201	GRASE PROGRAM Q3/22	0.00	401.20
101	105304	03/03/23	2219	PURE WATER	611	5309	WATER SERVICE	0.00	24.65
101	105305	03/03/23	2276	BECKS SHOES AND REP	611	5275	ALIOTTI BOOTS	0.00	250.00
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	611	5222	1996 SUNSET DR.	0.00	5.24
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	611	5222	PUMP SUNSET ARENA	0.00	425.19
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	611	5222	520 OCEAN VIEW BLVD	0.00	298.14
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	611	5222	PUMP SUNSET ARENA	0.00	374.50
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	611	5222	520 OCEAN VIEW BLVD	0.00	90.93
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	611	5222	471 OCEAN VIEW BL.	0.00	117.87
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	611	5222	471 OCEAN VIEW BL.	0.00	123.26
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	611	5222	EARDLEY PUMP #1	0.00	144.63
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	611	5222	EARDLEY PUMP #1	0.00	146.90
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	611	5222	520 OCEAN VIEW BLVD	0.00	148.25
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	611	5222	PUMP SUNSET ARENA	0.00	153.18
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	611	5222	360 OCEAN VIEW BLVD	0.00	129.95
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	611	5222	PUMP 17TH & OCNVW	0.00	131.63
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	611	5222	O V 9TH PUMP #2	0.00	274.35
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	611	5222	O V 9TH PUMP #2	0.00	254.00
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	611	5222	471 OCEAN VIEW BL.	0.00	249.67
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	611	5222	471 OCEAN VIEW BL.	0.00	227.34
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	611	5222	PUMP 17TH & OCNVW	0.00	234.44
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	611	5222	PUMP SUNSET ARENA	0.00	206.67
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	611	5222	PUMP SUNSET ARENA	0.00	191.31
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	611	5222	520 OCEAN VIEW BLVD	0.00	176.66
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	611	5222	360 OCEAN VIEW BLVD	0.00	125.83
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	611	5222	PUMP RUSSELL SVC CT	0.00	46.77
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	611	5222	17TH & OCNVW	0.00	56.96
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	611	5222	PUMP RUSSELL SVC CT	0.00	41.03
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	611	5222	1996 SUNSET DR.	0.00	37.33
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	611	5222	EARDLEY PUMP #1	0.00	63.17
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	611	5222	EARDLEY PUMP #1	0.00	65.41
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	611	5222	17TH & OCNVW	0.00	101.24
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	611	5222	1996 SUNSET DR.	0.00	35.75
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	611	5222	PUMP STATION	0.00	20.50
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	611	5222	PUMP STATION	0.00	22.06
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	611	5222	OCEANVIEW BLVD & 8T	0.00	5.59

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 76 - SEWER FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	611	5222	1996 SUNSET DR.	0.00	5.97
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	611	5222	OCEANVIEW BLVD & 8T	0.00	6.23
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	611	5222	PUMP RUSSELL SVC CT	0.00	8.45
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	611	5222	PUMP RUSSELL SVC CT	0.00	10.95
TOTAL CHECK								0.00	4,757.35
101	105357	03/17/23	8579	BEFORE THE MOVIE IN	611	5221	ADVERTISING	0.00	199.00
101	105357	03/17/23	8579	BEFORE THE MOVIE IN	611	5221	ADVERTISING	0.00	199.00
TOTAL CHECK								0.00	398.00
101	105369	03/17/23	5959	STATE WATER RESOURC	611	5291	ANNUAL PERMIT FEE	0.00	3,453.00
101	105391	03/17/23	1725	CALIFORNIA MARINE S	612	6051	WATER MONITORING AS	0.00	38,770.50
101	105391	03/17/23	1725	CALIFORNIA MARINE S	611	5201	E9C WATER QUALITY M	0.00	6,328.34
TOTAL CHECK								0.00	45,098.84
101	105399	03/17/23	9292	MONTEREY ONE WATER	611	5201	MRSWMP FY22/23	0.00	58,286.00
101	105400	03/17/23	1786	MONTEREY PENINSULA	611	5201	EMERGENCY SEWER WOR	0.00	30,588.00
101	105406	03/17/23	1896	NEILL ENGINEERS COR	612	6051	CIP23-01	0.00	16,756.00
101	105406	03/17/23	1896	NEILL ENGINEERS COR	611	5201	JANUARY 2023 RETAIN	0.00	1,000.00
101	105406	03/17/23	1896	NEILL ENGINEERS COR	611	5201	FEB 2023 RETAINER	0.00	1,000.00
TOTAL CHECK								0.00	18,756.00
101	105411	03/17/23	9576	O'REILLY AUTO ENTER	611	5227	UNIT 44	0.00	30.58
101	105413	03/17/23	2024	PACIFIC GAS & ELECT	611	5222	PW 1/26-2/26 5126-5	0.00	834.58
101	105416	03/17/23	2034	PACIFIC GROVE HARDW	611	5309	SEWER SUPPLIES	0.00	41.72
101	105419	03/17/23	2219	PURE WATER	611	5309	WATER SERVICE	0.00	24.65
101	105421	03/17/23	2276	BECKS SHOES AND REP	611	5275	CORDOBA BOOTS	0.00	204.30
101	105447	03/17/23	4943	US BANK	611	5226	D GHO FEB23 CC	0.00	234.85
101	105447	03/17/23	4943	US BANK	611	5309	D GHO FEB23 CC	0.00	256.43
TOTAL CHECK								0.00	491.28
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	611	5222	PUMP 17TH & OCNVW	0.00	93.35
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	611	5222	520 OCEAN VIEW BLVD	0.00	97.93
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	611	5222	471 OCEAN VIEW BL.	0.00	98.13
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	611	5222	EARDLEY PUMP #1	0.00	105.57
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	611	5222	360 OCEAN VIEW BLVD	0.00	119.76
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	611	5222	PUMP SUNSET ARENA	0.00	48.36
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	611	5222	17TH & OCNVW	0.00	51.62
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	611	5222	520 OCEAN VIEW BLVD	0.00	173.34
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	611	5222	471 OCEAN VIEW BL.	0.00	174.12
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	611	5222	O V 9TH PUMP #2	0.00	231.16
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	611	5222	EARDLEY PUMP #1	0.00	58.63
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	611	5222	PUMP SUNSET ARENA	0.00	191.35
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	611	5222	1996 SUNSET DR.	0.00	-1.77

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 76 - SEWER FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	611	5222	PUMP SUNSET ARENA	0.00	378.43
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	611	5222	PUMP RUSSELL SVC CT	0.00	8.42
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	611	5222	OCEANVIEW BLVD & 8T	0.00	7.58
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	611	5222	PUMP STATION	0.00	-12.75
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	611	5222	1996 SUNSET DR.	0.00	5.50
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	611	5222	PUMP RUSSELL SVC CT	0.00	3.80
TOTAL CHECK								0.00	1,832.53
101	105502	03/31/23	6154	AT&T	611	5212	PW SWR 237841133029	0.00	34.36
101	105502	03/31/23	6154	AT&T	611	5212	PW 23784113231395	0.00	34.36
101	105502	03/31/23	6154	AT&T	611	5212	PW SWR 237841132412	0.00	34.36
101	105502	03/31/23	6154	AT&T	611	5212	PW SWR 237841132605	0.00	34.36
TOTAL CHECK								0.00	137.44
101	105505	03/31/23	8579	BEFORE THE MOVIE IN	611	5221	ADVERTISING	0.00	199.00
101	105514	03/31/23	4173	FASTENAL	611	5275	RAIN SET	0.00	65.54
101	105519	03/31/23	9819	KYLE ROBERT MOLINA	611	5275	SAFETY GEAR	0.00	305.88
101	105527	03/31/23	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	14.20
101	105527	03/31/23	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	77.92
101	105527	03/31/23	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	77.92
101	105527	03/31/23	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	166.61
101	105527	03/31/23	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	351.34
101	105527	03/31/23	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	77.92
101	105527	03/31/23	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	77.92
101	105527	03/31/23	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	13.20
101	105527	03/31/23	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	14.19
101	105527	03/31/23	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	14.19
101	105527	03/31/23	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	14.19
TOTAL CHECK								0.00	899.60
101	105531	03/31/23	1896	NEILL ENGINEERS COR	611	5201	ENGINEERING RETAINE	0.00	515.41
101	105531 V	03/31/23	1896	NEILL ENGINEERS COR	611	5201	ENGINEERING RETAINE	0.00	-515.41
TOTAL CHECK								0.00	0.00
101	105533	03/31/23	9576	O'REILLY AUTO ENTER	611	5227	UNIT 13A	0.00	155.12
101	105543	03/31/23	2772	VALLEY SAW & GARDEN	611	5309	CHAINSAWS	0.00	1,979.00
101	105547	03/31/23	438	CALIFORNIA AMERICAN	611	5222	1273 CRESPI POND 50	0.00	116.60
101	105547	03/31/23	438	CALIFORNIA AMERICAN	611	5222	SEWER 8%	0.00	132.15
101	105547	03/31/23	438	CALIFORNIA AMERICAN	611	5222	100 OCEANVW IRRIG	0.00	80.02
TOTAL CHECK								0.00	328.77
101	105548	03/31/23	2133	PERS	611	5145	MAR 2023 UAL	0.00	10,416.67
101	V3172028	03/17/23	2987	HARRIS & ASSOCIATES	612	6051	IS/MND -PHASE 9 CIP	0.00	360.00
TOTAL CASH ACCOUNT								0.00	195,387.02

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 76 - SEWER FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
TOTAL FUND								0.00	195,387.02

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 77 - GOLF FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	625	5222	77 ASILOMAR CH REST	0.00	18.43
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	621	5222	1313 OCEAN VIEW BLV	0.00	30.50
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	621	5222	1313 OCEAN VIEW BLV	0.00	29.41
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	621	5222	1313 OCEAN VIEW BLV	0.00	66.35
101	105320	03/03/23	2024	PACIFIC GAS & ELECT	621	5222	1313 OCEAN VIEW BLV	0.00	67.62
TOTAL CHECK								0.00	212.31
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	621	5222	1313 OCEAN VIEW BLV	0.00	30.59
101	105497	03/31/23	2024	PACIFIC GAS & ELECT	621	5222	1313 OCEAN VIEW BLV	0.00	28.70
TOTAL CHECK								0.00	59.29
101	105547	03/31/23	438	CALIFORNIA AMERICAN	625	5222	77 ASILOMAR GOLF HS	0.00	2,626.02
101	105547	03/31/23	438	CALIFORNIA AMERICAN	621	5222	1273 CRESPI POND 50	0.00	116.60
101	105547	03/31/23	438	CALIFORNIA AMERICAN	621	5222	77 ASILOMAR FIRE SV	0.00	159.06
101	105547	03/31/23	438	CALIFORNIA AMERICAN	621	5222	1254 DELMONTEGOLF30	0.00	209.58
TOTAL CHECK								0.00	3,111.26
TOTAL CASH ACCOUNT								0.00	3,382.86
TOTAL FUND								0.00	3,382.86

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 84 - AMERICAN RESCUE PLAN-ARPA

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105359	03/17/23	9704	BOWMAN CONSULTING G	841	6031	PURPLE PIPE FEASIBI	0.00	869.90
101	105359	03/17/23	9704	BOWMAN CONSULTING G	841	6031	PURPLE PIPE FEASIBI	0.00	6,956.80
TOTAL CHECK								0.00	7,826.70
101	105393	03/17/23	8886	MINUTEMAN PRESS	841	6031	CIP23-20	0.00	1,835.97
TOTAL CASH ACCOUNT								0.00	9,662.67
TOTAL FUND								0.00	9,662.67

SELECTION CRITERIA: transact.ck_date between '20230301 00:00:00.000' and '20230331 00:00:00.000'
ACCOUNTING PERIOD: 10/23

FUND - 93 - KOO ESTATE DONATION

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	105378	03/17/23	9542	GHD INC	931	6031	LP PIER PROJECT - F	0.00	397.65
TOTAL CASH ACCOUNT								0.00	397.65
TOTAL FUND								0.00	397.65
TOTAL REPORT								0.00	2,828,356.12

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Audrey Cray, Finance & Risk Manager

MEETING DATE: April 19, 2023

SUBJECT: Core Revenue Report - March 2023

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

RECOMMENDATION

Receive the report.

DISCUSSION

The City of Pacific Grove's General Fund revenues are primarily derived from Property Tax, Transient Occupancy Tax, and Sales and Use Tax revenues. In the Fiscal Year 22/23 Adopted Budget, these three revenue sources were estimated to generate $21.1 million. These revenues account for approximately 70% of the General Fund's on-going revenues.

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

OPTIONS

N/A - This is informational only.

FINANCIAL IMPACT:

There is no fiscal impact associated with receiving this report.

GOAL ALIGNMENT: Not Applicable.

Attachments

Core Revenue Report - March 2023

Core Revenue Report
Fiscal Year 2022/23 - March 2023

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

PROPERTY TAX

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

Property Tax	Amended Budget	YTD Receipts	% of Amended Budget
FY22/23	9,102,000	5,299,211	58.2%

TRANSIENT OCCUPANCY TAX (TOT)

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

Transient Occupancy Tax	Amended Budget	YTD Receipts	% of Amended Budget
FY22/23	6,387,000	4,505,668	70.5%

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

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

Lodging Period	2020/21	2021/22	2022/23	Net Difference
July	289,435	673,475	797,756	124,281
August	340,019	730,578	818,939	88,361
September	327,958	578,129	639,644	61,515
October	347,103	475,290	589,714	114,424
November	216,516	431,862	411,136	-20,726
December	90,066	378,655	371,160	-7,495
January	109,118	314,248	370,713	56,465
February	205,512	412,711	506,606	93,895
March	334,004	476,041	-	-
April	379,613	568,275	-	-
May	428,612	612,496	-	-
June	518,002	621,212	-	-
Total	3,585,958	6,272,972	4,505,668	510,720
March 2023 revenues are anticipated to be received in late April.				

SALES AND USE TAX

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

The Fiscal Year 22/23 Adopted Budget reflects the addition of Measure A revenues, a 0.50% Transactions and Use Tax. This tax became effective on October 1, 2022. Three-quarters of Measure A funds have been incorporated into the annual projections. The first quarter of Measure A revenues is included in this current report.

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

Sales and Use Tax	Amended Budget	YTD Receipts	% of Amended Budget
FY22/23	5,564,000	3,053,986	54.9%

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

Remittance Period	2020/21	2021/22	2022/23	Net Difference
July Advance	358,945	303,144	350,801	47,657
August Advance	427,105	507,200	364,694	-142,506
September True-up	243,269	287,224	475,273	188,049
October Advance	343,188	311,118	411,967	100,849
November Advance	333,869	324,181	424,467	100,286
December True-up	302,359	479,810	658,665	178,855
January Advance	281,830	260,937	368,119	107,182
February Advance	339,550	316,738	-	-
March True-up	239,864	471,617	-	-
April Advance	314,606	329,326	-	-
May Advance	395,212	436,035	-	-
June True-Up	481,058	513,452	-	-
Total	4,060,855	4,540,782	3,053,986	580,372
February 2023 payments are anticipated to be received in late April as the State pays the city two months in arrears				

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Audrey Cray, Finance & Risk Manager

MEETING DATE: April 19, 2023

SUBJECT: Agreement with Robert Half International, Inc.

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

RECOMMENDATION

Authorize the Mayor to sign an agreement with Robert Half International, Inc. to provide temporary staffing services in an amount not to exceed $100,000.

DISCUSSION

The City Manager's Department, as well as the Administrative Services Department, have had key position vacancies in their respective departments. The Administrative Services Department began using Robert Half International's temporary services in October 2022, while the City Manager's Department began utilizing their services in March 2023. The initial expenditures in each department were within the City Manager's spending authority. In order to continue City services at the current level, staff has recognized a need for temporary staffing during the recruitment of the vacant positions.

Robert Half International, Inc. has been able to quickly assist in finding qualified temporary staffing for the position vacancies. This includes services that are consistent with the City's Office Assistant and Accounting Assistant/Senior Accounting Assistant classifications. The Office Assistant classification will provide support in the absence of the Deputy City Clerk, while the Accounting Assistant/Senior Accounting Assistant will provide coverage for the stated vacant position.

The proposed agreement consolidates the services for both departments. A copy of that document is attached for reference. Modifications to the City's standard contract has been reviewed and approved by the City Attorney. The proposed agreement includes estimated staffing needs through June 30, 2023.

OPTIONS

Provide alternative direction.

FINANCIAL IMPACT:

There is no estimated fiscal impact. The estimated salary savings for the vacancies will be able to support this contract.

GOAL ALIGNMENT: Not Applicable.

Attachments

Proposed Contract

CITY OF PACIFIC GROVE
VENDOR SERVICES AGREEMENT

This VENDOR SERVICES AGREEMENT ("Agreement") is made and effective the last date of execution below ("Effective Date") by and between the City of Pacific Grove, a municipal corporation ("City"), and Robert Half International, Inc, a Delaware corporation ("VENDOR").

City wishes to retain the services of an experienced and qualified VENDOR to provide temporary staff for Administrative Services and Manager Departments ("Services"). VENDOR's employees temporarily assigned to City shall be referred to herein as "Assigned Individuals." VENDOR represents and warrants that it is qualified to perform those Services. In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows

1. TERM

   Unless terminated in accordance with Section 8 below, the AGREEMENT will continue in full force and effect from the Effective Date through June 30, 2023. Upon mutual written AGREEMENT signed by City and VENDOR, the term of this AGREEMENT can be extended annually for an additional one (1) year period, or longer as the parties agree.

2. SCOPE OF SERVICES

   VENDOR will provide the Services listed in the Scope of Services attached hereto as Exhibit A. VENDOR warrants that all work and services set forth in the Scope of Services will be performed in a competent, professional and satisfactory manner.

3. PERFORMANCE

   a. VENDOR shall at all times faithfully, competently and to the best of its ability, experience, and talent, perform all tasks described herein. VENDOR shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of VENDOR hereunder in meeting its obligations under this Agreement.

   b. VENDOR shall obtain a valid City Business License and shall maintain said Business License for the term of this Agreement and any extensions.

   c. VENDOR shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by VENDOR or in any way affect the performance of its Services pursuant to this Agreement. VENDOR shall at all times observe and comply with all such laws and regulations. City, and its officers, employees, and agents shall not be liable at law or in equity occasioned by failure of VENDOR to comply with this Section.

d. VENDOR agrees that in the performance of this Agreement or any sub-agreement hereunder, neither VENDOR nor any person acting on VENDOR's behalf shall refuse to employ or refuse to continue in any employment any person or discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, genetic information, marital status, sexual preference, sex, gender identity, gender expression, military or veteran status or age. Harassment in the workplace is not permitted in any form. VENDOR further agrees to comply with all laws with respect to employment when performing this Agreement.

e. VENDOR shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in Exhibit C attached to and part of this Agreement.

f. VENDOR declares and warrants that no undue influence or pressure is used against or in concert with any officer, employee or agent of City in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial agreement or financial inducement. No officer, employee, or agent of City will receive compensation, directly or indirectly, from VENDOR, or from any officer, employee or agent of VENDOR, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this Section shall be a material breach of this Agreement entitling City to any and all remedies at law or in equity.

4. CITY MANAGEMENT

The City Manager, or designee, shall represent City in all matters pertaining to the administration of this Agreement, review and approval of all products submitted by VENDOR, but not including the authority to enlarge the Scope of Work or change the compensation due to VENDOR. The City Manager shall be authorized to act on City's behalf and to execute all necessary documents which enlarge the Scope of Work or change VENDOR's compensation, subject to Section 6 hereof.

5. PAYMENT

a. For Services rendered pursuant to this AGREEMENT, VENDOR shall be paid in accordance with the Payment Schedule attached hereto as Exhibit D, provided, however, that in no event will the total amount of money paid the VENDOR, for the Services initially contemplated by this AGREEMENT, exceed the sum of $100,000, unless otherwise first approved in writing by the City.

b. The City Manager's contract authority is limited to $39,999.99, which includes all costs. Contracts, including any contract amendments that exceed the total threshold, require City Council approval. Any contracts, including contract amendments that exceed the total threshold, which do not have City Council approval, shall be void.

c. VENDOR shall submit invoices monthly for actual Services performed. Invoices shall be submitted on or about the first business day of each month, or as soon thereafter as practical, for Services provided in the previous month. Payment shall be made within

thirty (30) days of receipt of each invoice as to all non-disputed fees. If City disputes any of VENDOR's fees, it shall give written notice to VENDOR within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice.

6. INSPECTION

City shall at all times have the right to inspect the Assigned Individual's work and materials. VENDOR shall furnish all reasonable aid and assistance required by City for the proper examination of the Assigned Individual's work and all parts thereof. Such inspection shall not relieve VENDOR from any obligation to perform said work strictly in accordance with the specifications or any modifications thereof and in compliance with the law.

7. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE

a. City may at any time, for any reason, without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon VENDOR at least thirty (30) days prior written notice. Upon receipt of said notice, VENDOR shall immediately cease all work under this Agreement, unless the notice provides otherwise. If City suspends or terminates a portion of this Agreement, such suspension or termination shall not make void or invalidate the remainder of this Agreement.

b. In the event this Agreement is terminated pursuant to this Section, City shall pay to VENDOR the reasonable hours worked by the Assigned Individual and verified by the City and any conversion terms. Upon termination of the Agreement pursuant to this Section, VENDOR shall submit an invoice to City pursuant to Section 6.c.

8. DEFAULT OF VENDOR/FORCE MAJEURE

a. VENDOR's failure to comply with the provisions of this Agreement shall constitute a default. In the event that VENDOR is in default for cause under the terms of this Agreement, City shall have no obligation or duty to continue compensating VENDOR for any Services performed after the date of default and can terminate this Agreement immediately by written notice to the VENDOR. If such failure by the VENDOR to make progress in the performance of Services hereunder arises out causes beyond the VENDOR's control, and without fault or negligence of the VENDOR, it shall not be considered a default.

b. If the City Manager or designee determines VENDOR is in default in the performance of any of the terms or conditions of this Agreement, they shall cause to be served upon VENDOR a written notice of the default. The VENDOR shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event VENDOR fails to cure its default within such period of time or fails to present City with a written plan for the cure of the default, City shall have the right,

notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

9. OWNERSHIP OF DOCUMENTS

a. VENDOR shall maintain complete and accurate records with respect to billing records and other such information required by City that relate to the performance of Services under this Agreement. VENDOR shall maintain adequate records of Services provided in sufficient detail to permit an evaluation of Services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. VENDOR shall provide free access to the representatives of City or its designees at reasonable times to such books and records; shall give City the right to examine and audit said books and records at VENDOR's office; shall permit City to make copies and transcripts there from as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. If there is a substantial billing deviation adverse to City, then the cost of an audit shall be borne by CONSULTANT. Such records, together with supporting documents, shall be maintained at City Hall for a minimum period of five (5) years after receipt of final payment. This audit provision shall not apply to confidential information, including but not limited to, VENDOR's employee personnel files or the remuneration paid by VENDOR to its employees and subcontractors.

b. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared by the Assigned Individuals in the course of providing the Services to be performed pursuant to this Agreement shall become the sole property of City and may be used, reused, or otherwise disposed of by City without the permission of VENDOR. With respect to computer files, VENDOR shall make available to City, at City's office and upon reasonable written request by City, the necessary computer software and hardware for purposes of accessing, compiling, transferring, and printing computer files.

10. RECORD AUDIT

In accordance with Government Code, Section 8546.7, for expenditures of greater than $10,000, records of both City and VENDOR shall be subject to examination and audit by the Auditor General for a period of three (3) years after final payment.

11. INDEMNIFICATION

VENDOR shall indemnify, defend, and hold harmless City, its officers, employees, agents, and volunteers (collectively, "City Indemnitees") from and against all liability, loss, damage, expense, cost (including without limitation reasonable legal counsel fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with VENDOR's negligence, recklessness or willful misconduct in the performance of work hereunder or its failure to comply with any of its obligations contained in this

Agreement. Notwithstanding anything to the contrary in this Agreement, VENDOR shall not be liable for, or have any duty of defense or indemnification with respect to any acts or omissions of the City Indemnitees. VENDOR shall control the defense of any Claim and engage counsel of its choice after confirmation from the City Indemnitee that such counsel is competent to handle the matter and does not present a conflict of interest for City Indemnitee. If a City Indemnitee elects to, they may, at their own expense, retain its own counsel to ensure its rights are protected. The VENDOR shall promptly pay any final judgment rendered against the City (and its officers, employees, agents and volunteers) with respect to claims determined by a trier of fact to have been the result of the VENDOR's negligent, reckless or willful misconduct. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.

VENDOR obligations under this section apply regardless of whether such claim, charge, damage, demand, action, proceeding, loss, stop notice, cost, expense, judgment, civil fine or penalty, or liability was caused in part or contributed to by City. However, without affecting the rights of City under any provision of this agreement, VENDOR shall not be required to indemnify and hold harmless City for liability attributable to the active negligence of City, provided such active negligence is determined by agreement between the parties or by the findings of a court of competent jurisdiction. In instances where City is shown to have been actively negligent and where City's active negligence accounts for only a percentage of the liability involved, the obligation of VENDOR will be for that entire portion or percentage of liability not attributable to the active negligence of City.

No City officer, employee or agent shall be personally liable to VENDOR, in the event of any default or breach by City or for any amount that may become due to VENDOR.

12. INSURANCE

Without limiting VENDOR's indemnification of City, and prior to commencement of work, VENDOR shall obtain, provide, and maintain at its own expense during the term of this AGREEMENT, policies of insurance of the type and amounts described in Exhibit C and in a form that is satisfactory to City.

13. INDEPENDENT CONTRACTOR

VENDOR is and shall at all times remain as to City a wholly independent contractor. Neither City nor any of its officers, employees, or agents shall have control over the conduct of VENDOR or any of VENDOR's officers, employees, or agents, except as set forth in this Agreement. VENDOR shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the City. VENDOR shall not incur or have the power to incur any debt, obligation, or liability whatever against City, or bind City in any manner

a. No employee benefits shall be available to VENDOR or Vendor's employees in connection with the performance of this Agreement. Except for the fees paid to VENDOR as provided in the Agreement, City shall not pay salaries, wages, or other compensation to VENDOR for performing services hereunder for City.

b. Any and all employees or sub-contractors of VENDOR under this Agreement, while

engaged in the performance of any work or services required by VENDOR under this Agreement, shall be considered employees or sub-contractors of VENDOR only and not of City. Any and all claims that may arise under the Workers' Compensation Act on behalf of said employees or sub-contractors, while so engaged and all claims made by a third party as a consequence of any negligent act or omission on the part of the VENDOR's employees or sub-contractors, while so engaged in any of the work or services provided for or rendered herein shall not be City's obligation.

14. SUBCONTRACTORS

Before Vendor retains or hires a subcontractor to provide any work, labor, or services relative to this AGREEMENT, VENDOR must:

a. Present the name and identifying information of the subcontractor that will provide any work, labor, or services to City.

b. Present to the City the form of subcontract that will be used with the subcontractor for City's approval, which approval will not be unreasonably withheld. Such subcontract AGREEMENT must include an indemnity agreement that is generally in accord with the indemnity obligations contained in Section 11 of this Agreement and must specifically name the City as an indemnified party; and

c. Secure from the subcontractor evidence of insurance coverage that meets with this Agreement including naming the City as an additional insured as required by this Agreement, unless such requirement is waived in writing by the City.

15. NO BENEFIT TO ARISE TO CITY OFFICERS AND EMPLOYEES

No City officer, employee of City, or their designees or agents, and no public officer who exercises authority over or responsibilities with respect to the Services provided under the Agreement during their tenure or for one year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the Services performed under this Agreement.

16. CONFLICT OF INTEREST

VENDOR shall at all times avoid conflicts of interest, or the appearance of conflicts of interest, in the performance of this Agreement, and shall comply with the City's conflict of interest code.

If City determines VENDOR comes within the definition of Contractor under the Political Reform Act (Government Code §87100 et seq.), VENDOR shall complete and file and shall require any other person performing Services under this Agreement to complete and file a "Statement of Economic Interest" with City disclosing VENDOR's and/or such other person's financial interests.

17. NO WAIVER OF BREACH/TIME

The waiver by City of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or provision or any subsequent breach of the same or any other term or promise contained in this Agreement. Time is of the essence in carrying out the duties hereunder.

18. CONFIDENTIAL INFORMATION/RELEASE OF INFORMATION

a. All information gained by VENDOR in performance of this Agreement shall be considered confidential and shall not be released by VENDOR without City's prior written authorization. Confidential information shall not include (1) information that is in the public domain; (2) information that was known to the receiving party before receipt of the information from the disclosing party; or, (3) information received from a third party having the right to lawfully possess and disclose such information without breaching any promise of confidentiality. In addition, no receiving party shall be in violation of this Agreement if required to disclose such information by a court of competent jurisdiction or governmental agency with power to force disclosure. However, upon receipt of a subpoena or other order to produce Confidential Information, the receiving party shall promptly notify the disclosing party in writing of such disclosure requirement. City agrees to hold in confidence the identity of any Assigned Individual and the Assigned Individual's resume, social security number and other legally protected personal information, and City agrees to implement and maintain reasonable security procedures and practices to protect such information from unauthorized access, use, modification or disclosure. VENDOR, its officers, employees, agents, or sub-contractors, shall not without written authorization from the City Manager or unless requested by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided VENDOR gives City notice of such court order or subpoena.

b. VENDOR shall promptly notify City should VENDOR, its officers, employees, agents, or sub-contractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request, court order, or subpoena from any person or party regarding this Agreement and the Services performed thereunder or with respect to any project or property located within the City. City retains the right, but has no obligation, to represent VENDOR and/or be present at any deposition, hearing, or similar proceeding. VENDOR agrees to cooperate fully with City and to provide the opportunity to review any response to discovery requests provided by VENDOR. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

19. NOTICES

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, which

provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

To City:	Tori Hannah, Administrative Services City of Pacific Grove 300 Forest Avenue Pacific Grove, CA 93950
To Vendor:	Robert Half International, Inc Attn Ireneo Mendoza 4 lower Ragsdale Drive Suite 101 Monterey CA, 93940
With a copy to:	Robert Half International Inc. Attn Client Contracts Dept. 2613 Camino Ramon San Ramon CA, 94583

Notice is effective on the date of personal service, or 5 days following deposit in a United States mailbox, or date of postmark. The parties may agree to notice by email.

20. THIRD PARTY BENEFICIARIES

Nothing contained in this Agreement shall be construed to create, and the parties do not intend to create, any rights in third parties.

21. ASSIGNMENT

VENDOR shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of City. Subject to the foregoing, all terms of the Agreement will be binding upon, enforceable by and inure to the benefit of the parties and their successors and assigns.

22. GOVERNING LAW

City and VENDOR understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in Monterey County, or the federal district court with jurisdiction over the City. VENDOR agrees not to commence or prosecute any dispute arising out of or in connection with this Agreement other than in the aforementioned courts and irrevocably consents to the exclusive personal jurisdiction and venue of the aforementioned courts.

23. DISPUTE RESOLUTION; ATTORNEY'S FEES

VENDOR shall continue to perform under this Agreement during any dispute. VENDOR and City hereby agree to make good faith efforts to resolve disputes as quickly as possible. In the event any dispute arising from or related to this Agreement results in litigation or arbitration, the prevailing party shall be entitled to recover all reasonable costs incurred, including court costs, attorney fees, expenses for expert witnesses (whether or not called to testify), expenses for accountants or appraisers (whether or not called to testify), and other related expenses. Recovery of these expenses shall be as additional costs awarded to the prevailing party, and shall not require initiation of a separate legal proceeding.

24. AUTHORITY TO EXECUTE THIS AGREEMENT

The person or persons executing this Agreement on behalf of VENDOR warrants and represents that they have the authority to execute this Agreement on behalf of the VENDOR and the authority to bind VENDOR to the performance of its obligations hereunder.

25. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties relating to their obligations described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

26. AMENDMENT

a. Any modification or amendment to this Agreement must be in writing.

b. Neither City nor VENDOR shall be deemed to have waived any obligation of the other, or to have agreed to any modification to this Agreement unless it is in writing, and signed by the party giving the waiver.

27. INTERPRETATION OF CONFLICTING PROVISIONS

In the event of any conflict or inconsistency between the provisions of this Agreement and the Provisions of any exhibit or other attachment to this Agreement, the provisions of this Agreement shall prevail and control.

28. SEVERABILITY

If any term of this Agreement is held invalid by a court of competent jurisdiction or arbitrator the remainder of this Agreement shall remain in effect.

29. ADDITIONAL TERMS

This Agreement is only applicable to, and the only Robert Half International Inc. branch and practice groups obligated to provide services to City under this Agreement are the finance & accounting practice group of the branch office located in Monterey, California. It is understood that City has full responsibility for: (i) providing safe working conditions as required by law, including compliance with all public health and occupational safety regulations and guidelines applicable to City's business, and (ii) ensuring that safety plans exist for, and safety related training is provided to, Assigned Individuals working on City's premises.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

CITY OF PACIFIC GROVE	ROBERT HALF INTERNATIONAL INC.[EOE]
By:_____	By:_____
Department Director	Vendor
Date: _____	Date: _____
By: _____	By: _____
City Manager or Mayor	City Administrative Services Department
Date: _____	Date: _____

Approved As To Form: _____
City Attorney

Date

Attachments:		
	Exhibit A	Scope of Services
	Exhibit B.1 & B.2	Sr Accounting Asst/Accounting Assistan and Office Asst Job Descriptions
	Exhibit C	Insurance Requirements
	Exhibit D	Payment Schedule

Exhibit A

Scope of Work/Services

Robert Half International, Inc. ("VENDOR") will provide support temporary staffing services to City of Pacific Grove ("City").

In order to initiate Services, City will provide VENDOR with notice (e.g., via telephone, e-mail, facsimile, or mail) describing the position to be filled in reasonable detail, such as the job description attached hereto as Exhibits B.1 and B.2. VENDOR will promptly reply to such request and indicate whether VENDOR will or will not provide the requested Services. VENDOR will work with City to identify a VENDOR employee suitable for the position. If RH elects to provide the requested Services and City agrees to the VENDOR employee to be assigned to the City, RH will send City a writing that states the Assigned Individual's name, role, start date, bill rate, and overtime rate.

If City requires VENDOR to perform background checks or other placement screenings of Assigned Individuals, City agrees to notify VENDOR prior to the start of services under this Agreement. VENDOR will conduct such checks or screenings only if they are described in a signed, written amendment to this Agreement. If City requests a copy of the results of any checks conducted on VENDOR's Assigned Individuals, City agrees to keep such results strictly confidential and to use such results in accordance with applicable laws and solely for employment purposes.

Hourly rates for all assignments will be agreed on a case-by-case basis. Assigned Individual will present a time sheet or an electronic time record to City for verification and approval at the end of each week. VENDOR will bill City weekly for the total hours worked; VENDOR's invoices are due within 30 days of receipt, including applicable sales and service taxes all of which are payable by City. If applicable, overtime will be billed at 1.50 times the normal billing rate. Federal law defines overtime as hours in excess of 40 hours per week, state laws vary. If state law requires double time pay, the double time hours will be billed at 2.00 times the normal billing rate. VENDOR may charge City a fee for the provision of equipment or technology, if City requests that Assigned Individual use equipment or technology provided by VENDOR. VENDOR may also increase VENDOR's rates to reflect increases in VENDOR's cost of doing business, including costs associated with higher wages for workers and/or related taxes, benefits or other costs. VENDOR will provide written or verbal notice of technology charges and/or increases in rates. Any increase in rates will be prospective, starting as of the effective date VENDOR specifies.

VENDOR guarantees City's satisfaction with VENDOR's Assigned Individual's services by extending to City an eight (8) hour guarantee period. If, for any reason, City is dissatisfied with the Assigned Individual assigned to City, VENDOR will not charge for the first eight (8) hours worked, provided VENDOR is allowed to replace the Assigned Individual. Unless City contacts VENDOR before the end of the guarantee period, City agrees that VENDOR's Assigned Individual is satisfactory for purposes of this guarantee.

In the event City wishes to convert any of VENDOR's Assigned Individuals, City agrees to pay a conversion fee in accordance with this Section. The conversion fee will equal a percentage of the Assigned Individual's aggregate annual compensation, including bonuses, based on the number of hours billed and paid. City agrees to pay a conversion fee if VENDOR's Assigned Individual is hired by an affiliate or other related business entity as a result of City's subsequent referral of the

Assigned Individual or one of City's customers as a result of Assigned Individual providing services to that customer. The conversion fee is payable if City hires the Assigned Individual, regardless of the job classification, on either a full-time, temporary (including temporary assignments through another agency) or consulting basis within twelve months after the last day of the assignment. The same calculation will be used if City converts VENDOR's Assigned Individual on a part-time basis using the full-time equivalent salary; however, the conversion fee will not be less than $1,000.

Hours Billed and Paid	Conversion Fee
0 hours to 200 hours	20%
201 hours to 500 hours	16%
501 ours to 680 hours	12%
681 hours to 720 hours	6%
721 hours or more	3%

City shall supervise Assigned Individuals providing services to City. City shall not permit or require Assigned Individuals (i) to perform services outside of the scope of Assigned Individual's assignment; (ii) to sign contracts or statements (including SEC documents); (iii) to make any management decisions; (iv) to make any final decisions regarding system design, software development or the acquisition of hardware or software; (v) to sign, endorse, wire, transport or otherwise convey cash, securities, checks, or any negotiable instruments or valuables; (vi) to use computers, or other electronic devices, software or network equipment owned or licensed by Assigned Individual; (vii) to operate machinery (other than office machines) or automotive equipment. City may request that VENDOR permit its Assigned Individuals to provide services to City remotely (i.e., from a location other than City's offices) using City's or VENDOR's laptop and/or other computer or telecommunications equipment (the “Equipment”). City acknowledges and agrees that VENDOR shall have no control over, and City shall be solely responsible for, (i) the logical and physical performance, reliability and security of the Equipment or related devices, network accessibility and availability, software, services, tools and e-mail accounts (collectively, “Computer Systems”) used by the Assigned Individual, and (ii) the security, integrity, and backing up of the data and other information stored therein or transmitted thereby. Moreover, City must not permit Assigned Individual to save or store any of City's files or other data on the Computer Systems provided by VENDOR (including, but not limited to, any virtual desktop infrastructure solution). City agrees that VENDOR shall not be liable for any loss, damage, expense, harm, business interruption or inconvenience resulting from the use of such Computer Systems. Since VENDOR is not a professional accounting firm, City agrees that City will not permit or require Assigned Individual (a) to render an opinion on behalf of VENDOR or on City's behalf regarding financial statements; (b) to sign the name of VENDOR on any document; or (c) to sign their own names on financial statements or tax returns.

Exhibit B.1

Senior Accounting Assistant/Accounting Assistant Job Description

Summary

Under basic supervision, performs a variety of routine to complex technical and administrative accounting support duties; reviews accounting records and transactions, processes transactions, reconciles discrepancies, balances financial records; and assists with payroll and financial reports.The distinguishing factors between the Accounting Assistant and the Senior Accounting Assistant include that the Senior Accounting Assistant will have four years, rather than two years of related experience; and have experience in either payroll and benefit processing; workers compensation claim procedures, and/or general ledger reconciliations.

Essential Functions

ACCOUNTING ASSISTANT

Under basic supervision, performs a variety of routine to complex technical and administrative accounting support duties; reviews accounting records and transactions, processes transactions, reconciles discrepancies, balances financial records; and assists with payroll and financial reports.

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

- Performs a variety of moderately difficult accounting support functions, including processing transactions, preparation and reconciliation of accounting records and reports, and the review and correction of transactions in compliance with City policies and quality standards; duties may vary according to job assignment.
- Creates invoices, process accounts receivable; maintains records, and prepares related reports.
- Processes accounts payable documents, verifies invoices and supporting documents for completeness, accuracy, and availability of budget funds; researches expenditure transactions, prepares expenditure reports; and provides advice to departments as needed.
- Prepares purchase orders; maintains vendor and purchase order files; compiles data and prepares related reports.
- Assists with the preparation of City payrolls; including entering personnel, benefit, deduction, or technical information in the payroll system, reviewing or verifying accuracy of timecards, providing processing support, and reconciling minor accounts or transactions.
- Assists City staff to resolve a variety of technical issues.
- Posts accounting transactions to computer ledgers; reviews source documents for compliance to rules and regulations; reviews and validates proper handling of accounting transactions within designated limits.

- Checks documents for validity and accuracy of information; performs mathematical calculations; records, files, sorts, and distributes related paperwork and documents.
- Processes applications and issues licenses and permits; reviews applications for accuracy.
- Maintains accounting and bookkeeping records and filing systems; enters data into computer systems; processes transactions, and updates accounts.
- Assists with year-end close process and preparation of related schedules
- May assist with compilation of the annual budget document
- Reports discrepancies and variances to supervisor.
- Provides customer service, responds to requests for information, and resolves customer service issues in a courteous and respectful manner; answers questions and provides basic information within scope of authority; updates, retrieves, and releases information according to procedures.
- Cross trains in other clerical and technical accounting duties.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

SENIOR ACCOUNTING ASSISTANT
Under basic supervision, uses knowledge of Finance Department policies and procedures to perform a variety of experienced technical accounts payable and receivable duties; reviews accounting information, processes transactions, reconciles discrepancies, processes and reports payroll, and assists with financial reports.

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

- Performs a wide variety of experienced accounts payable and receivable functions, including the preparation and reconciliation of accounting and payroll records and reports, and the review and correction of transactions; performs duties within scope of authority and training, and in compliance with City policies and quality standards; duties may vary according to job assignment.
- Using knowledge of Finance Department policies and procedures, processes payroll, accounts payable and receivable and technical accounting documents, reviews and balances accounts, and prepares summary reports.
- Prepares payroll checks and balances accounts for review, approval, and submittal to the Administrative Services Manager; updates and maintains payroll and benefits records as needed and according to MOU's and Personnel Action Form changes; reviews and verifies accuracy of timecards, deductions, and technical information; prepares technical reports for government agencies.
- Processes payroll, benefits, and technical transactions, in compliance with all applicable federal, state and local rules, regulations, and procedures; enters accounting

and payroll data into computer systems, and maintains databases; enters data, processes transactions, validates data, and compiles documentation.

- Processes payments received by all City departments through the cash register and reconciles cash with daily reports.
- Review and maintain files for city issued permits and licenses; prepares invoices for renewals and nonpayment; prepares financial reports related to permit and license revenue as needed; prepares warrant requests for review, approval and submittal to the Administrative Services Manager.
- Assists City staff to resolve technical issues; updates, reviews, and researches employee records.
- Posts accounting transactions to computer ledgers; reviews source documents for compliance to rules and regulations; reviews and validates proper handling of accounting transactions within designated limits.
- Checks documents for validity and accuracy of information; performs mathematical calculations; records, files, sorts, and distributes related paperwork and documents.
- Reports discrepancies and variances to supervisor.
- Provides customer service, responds to requests for information, and resolves customer service issues in a courteous and respectful manner; answers questions and provides basic information within scope of authority; updates, retrieves, and releases information according to procedures.
- Assists with training of clerical and technical accounting duties.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

Exhibit B.2

Office Assistant Job Description

Summary

Under basic supervision, performs clerical, technical, and office support duties; coordinates and oversees special program and project activities; collects fees, updates records and computer database; provides information and assistance to citizens.

Essential Functions

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

- Performs clerical, technical, and administrative duties, including special projects, coordinating special program activities, collecting fees, data entry, record keeping, records research, and preparing and processing documents; performs duties in accordance with City policy and procedures, and within scope of authority; duties may vary according to job assignment and work skills.
- Uses knowledge of City policies and procedures to assist work group with special projects, special events, administrative support, technical assignments, and office support functions.
- Uses training and experience in area of assignment to review and process case files, applications, special government forms, and technical documents,
- Provides information, instructions, and assistance to the public and others having business with the City; assists citizens with requests, applications, government forms, and other documents; answers questions and resolves issues within scope of authority and training.
- Collects statistical data and compiles data for reports; receives and sends information to and from other agencies; maintains records and files.
- Researches and updates files; locates information for clients, staff, and others as authorized.
- Prepares correspondence; compiles and distributes information packets, and other communications.
- Receives and tracks payments for City services.
- Responds to and resolves within scope of authority citizen service issues in a courteous and respectful manner; resolves computer record errors and citizen requests within scope of authority.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

Exhibit C

Insurance Specifications

General liability insurance. VENDOR shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than $1,000,000 per occurrence, $2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile liability insurance. VENDOR shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the VENDOR arising out of or in connection with Work to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than $1,000,000 combined single limit for each accident.

Umbrella or excess liability insurance. [Optional depending on limits required] VENDOR shall obtain and maintain an umbrella or excess liability insurance policy with limits that will provide bodily injury, personal injury and property damage liability coverage at least as broad as the primary coverages set forth above, including commercial general liability, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

- A drop down feature requiring the policy to respond if any primary insurance that would otherwise have applied proves to be uncollectible in whole or in part for any reason;
- Pay on behalf of wording as opposed to reimbursement;
- Concurrency of effective dates with primary policies;
- Policies shall "follow form" to the underlying primary policies; and
- Insureds under primary policies shall also be insureds under the umbrella or excess policies.

Workers' compensation insurance. VENDOR shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least $1,000,000).

VENDOR shall submit to City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of City, its officers, agents, employees and volunteers.

Other provisions or requirements

Proof of insurance. VENDOR shall provide certificates of insurance to City as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by City's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with City at all times during the term of this contract.

Duration of coverage. VENDOR shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the Work hereunder by VENDOR, his agents, representatives, employees or subconsultants.

Primary/noncontributing. Coverage provided by VENDOR shall be primary and any insurance or self-insurance procured or maintained by City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII- (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this Agreement shall be endorsed to waive subrogation against City, its elected or appointed officers, agents, employees and volunteers or shall specifically allow VENDOR or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. VENDOR hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of contract provisions (non estoppel). VENDOR acknowledges and agrees that any actual or alleged failure on the part of the City to inform VENDOR of non-compliance with any requirement imposes no additional obligations on the AGENCY nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the VENDOR maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the

higher limits maintained by the VENDOR. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Notice of cancellation. VENDOR agrees to provide City at least sixty (60) day written notice prior to any cancellation or material alteration of the required insurance and immediately notify City if any required insurance is cancelled or materially altered.

Additional insured status. General liability policies shall provide or be endorsed to provide that City and its officers, employees, and agents shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to City and approved of in writing.

Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that VENDOR's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass through clause. VENDOR agrees to ensure that its sub-consultants, sub-contractors, and any other party involved with the project who is brought onto or involved in the project by VENDOR, provide the same minimum insurance coverage and endorsements required of VENDOR. VENDOR agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. VENDOR agrees that upon request, all AGREEMENTS with consultants, subcontractors, and others engaged in the project will be submitted to City for review.

Agency's right to revise specifications. The City reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the

VENDOR ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the VENDOR, the City and VENDOR may renegotiate VENDOR's compensation.

Self-insured retentions. Any self-insured retentions must be declared to and approved by City. City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by City.

Timely notice of claims. VENDOR shall give City prompt and timely notice of claims made or suits instituted that arise out of or result from VENDOR's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. VENDOR shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the Work.

Exhibit D

Payment Schedule

City agrees to pay to Vendor up to $54.00 per every hour worked from October 7, 2022 to December 31, 2022; and up to $54.81 per every hour worked from January 1, 2023 through contract end date, for temporary staffing services, not to exceed forty hours worked in defined workweek.

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Mohammed Khasimi, Chief Information Officer
MEETING DATE:	April 19, 2023
SUBJECT:	Authorize staff to sign a new 3-year contract with iWorQ Systems, in an amount not to exceed $21,875 annually.
CEQA:	Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Authorize staff to sign a new 3-year contract with iWorQ Systems, in an amount not to exceed $21,875 annually.

DISCUSSION

The City has been using iWorQ software since 2012. It is one of the City's essential software. It is used heavily by staff in Public Works, Community Development, and Police departments, and it's also used by our residents. The City currently uses 17 modules and we are adding 1 new module, GIS Rest Services, for automated synchronization with our GIS database and to improve the accuracy of our Sewer Data Management application in iWorQ.

In the past, iWorQ has agreed to the City's standard 1-year term, which allowed the yearly contract amount to remain under the City Manager's authorization limit. However, in order to retain services at their current rates, which is $21,875 annually, iWorQ is now requiring the City to sign a 3-year agreement.

If we don't sign a 3-year agreement, and go with a 1-year term instead, the annual cost will increase by approximately $12,000 per year. iWorQ will bill the City $33,500 per year.

Other terms, such as the indemnity clause and default majeure clause, have been adjusted in the agreement so that the agreement is more applicable to software licensing versus a vendor/contractor. In addition, the Governing Law clause has been removed as iWorQ would prefer to remain silent on venue and forum. The City has agreed to these terms to help save costs on iWorQ services.

OPTIONS

1. Authorize staff to sign a new 3-year contract with iWorQ Systems, in an amount not to exceed $21,875 annually.
2. Do not authorize, and staff will continue with a 1-year renewal in the amount of $33,500.
3. Provide staff with an alternate direction.

FINANCIAL IMPACT:
None.

GOAL ALIGNMENT: Not Applicable.

Attachments

iWorQ Systems - Vendor Services Agreement

CITY OF PACIFIC GROVE
VENDOR SERVICES AGREEMENT

This VENDOR SERVICES AGREEMENT ("Agreement") is made and effective **December 21st 2022,** by and between the City of Pacific Grove, a municipal corporation ("City"), and **iWorQ Systems** ("VENDOR").

City wishes to retain the services of an experienced and qualified VENDOR to provide a cloud-based software for use in managing Public Works, Police and Community Development permits, assets, facilities, work orders, licenses and applications ("Services"). VENDOR represents and warrants that it is qualified to perform those Services. In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. TERM

   Unless terminated in accordance with Section 8 below, the AGREEMENT will continue in full force and effect from the Effective Date through **December 21st 2025**. Upon mutual written AGREEMENT, the term of this AGREEMENT can be extended annually for an additional one (1) year period, or longer as the parties agree.

2. SCOPE OF SERVICES

   VENDOR will provide the Services listed in the Scope of Services attached hereto as Exhibit A. VENDOR warrants that all work and services set forth in the Scope of Services will be performed in a competent, professional and satisfactory manner.

3. PERFORMANCE

   a. VENDOR shall at all times faithfully, competently and to the best of its ability, experience, and talent, perform all tasks described herein. VENDOR shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of VENDOR hereunder in meeting its obligations under this Agreement.

   b. VENDOR shall obtain a valid City Business License and shall maintain said Business License for the term of this Agreement and any extensions.

   c. VENDOR shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by VENDOR or in any way affect the performance of its Services pursuant to this Agreement. VENDOR shall at all times observe and comply with all such laws and regulations. City, and its officers, employees, and agents shall not be liable at law or in equity occasioned by failure of VENDOR to comply with this Section.

   d. VENDOR agrees that in the performance of this Agreement or any sub-agreement hereunder, neither VENDOR nor any person acting on VENDOR's behalf shall refuse to employ or refuse to continue in any employment any person or discriminate

on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, genetic information, marital status, sexual preference, sex, gender identity, gender expression, military or veteran status or age. Harassment in the workplace is not permitted in any form. VENDOR further agrees to comply with all laws with respect to employment when performing this Agreement.

e. VENDOR shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in Exhibit C attached to and part of this Agreement.

f. VENDOR declares and warrants that no undue influence or pressure is used against or in concert with any officer, employee or agent of City in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial agreement or financial inducement. No officer, employee, or agent of City will receive compensation, directly or indirectly, from VENDOR, or from any officer, employee or agent of VENDOR, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this Section shall be a material breach of this Agreement entitling City to any and all remedies at law or in equity.

4. CITY MANAGEMENT

The City Manager, or designee, shall represent City in all matters pertaining to the administration of this Agreement, review and approval of all products submitted by VENDOR, but not including the authority to enlarge the Scope of Work or change the compensation due to VENDOR. The City Manager shall be authorized to act on City's behalf and to execute all necessary documents which enlarge the Scope of Work or change VENDOR's compensation, subject to Section 6 hereof.

5. PAYMENT

a. For Services rendered pursuant to this AGREEMENT, VENDOR shall be paid in accordance with the Payment Schedule attached hereto as Exhibit B, provided, however, that in no event will the total amount of money paid the VENDOR, for the Services initially contemplated by this AGREEMENT, exceed the sum of $21,875 annually, unless otherwise first approved in writing by the City.

b. The City Manager's contract authority is limited to $39,999.99, which includes all costs. Contracts, including any contract amendments that exceed the total threshold, require City Council approval. Any contracts, including contract amendments that exceed the total threshold, which do not have City Council approval, shall be void.

c. VENDOR shall submit invoices yearly for actual Services performed. If services outside of Exhibit A are performed during the term of the AGREEMENT, VENDOR shall submit invoices monthly for services rendered. Monthly invoices shall be submitted on or about the first business day of each month, or as soon thereafter as practical, for Services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If City disputes

any of VENDOR's fees, it shall give written notice to VENDOR within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice.

6. INSPECTION

City shall at all times have the right to inspect the work and materials. VENDOR shall furnish all reasonable aid and assistance required by City for the proper examination of the work and all parts thereof. Such inspection shall not relieve VENDOR from any obligation to perform said work strictly in accordance with the specifications or any modifications thereof and in compliance with the law.

7. DEFAULT OF VENDOR/FORCE MAJEURE

a. VENDOR's failure to comply with the performance standards provided herein shall constitute a default. The performance standards include:

i. Application and Service Uptime. VENDOR guarantees 99.5% uptime for any applications and services provided to the Customer each calendar month, excluding:
    1. Downtime for preventative and interim maintenance shall be limited to when VENDOR has provided the Customer [24] hours prior written notice regarding the downtime during normal business hours; and
    2. Downtime caused by the Customer's network or negligent or wrongful actions. VENDOR's uptime shall be at least and robust as the uptime guaranteed by the customers' network.

ii. Inability to use software or VENDOR's services due to copyright infringement by VENDOR.

iii. VENDOR ceases active support of the software, failure of performance of software, applications and services,

iv. Downtime or service attacks arising from network security breaches on VENDOR's software or network.

In addition to the above performance standards default under the Agreement shall include non-payment by City, petition for bankruptcy by VENDOR, VENDOR's unauthorized assignment of the Agreement to a third party or pursuant to a transaction that results in a change in control of VENDOR.

Neither party will be liable for any failure, delay, or default in performance if caused by: an act of war, hostility or sabotage; act of God or nature; pandemic; electrical, internet, data center, or telecommunication outage that is not caused by the obligated party.

In the event that VENDOR is in default for cause of the performance standards in this Agreement, City shall have no obligation or duty to continue compensating VENDOR for any Services performed after the date of default and can terminate this Agreement immediately by written notice to the VENDOR. If such failure by the VENDOR to make progress in the performance standards hereunder arises out causes beyond the VENDOR's control, and without fault or negligence of the VENDOR, it shall not be considered a default.

b. If the City Manager or designee determines VENDOR is in default in the performance of any of the performance standards of this Agreement, they shall cause to be served upon VENDOR a written notice of the default. The VENDOR shall have thirty (30) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event VENDOR fails to cure its default within such period of time or fails to present City with a written plan for the cure of the default, City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

8. OWNERSHIP OF DOCUMENTS

a. VENDOR shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by City that relate to the performance of Services under this Agreement. VENDOR shall maintain adequate records of Services provided in sufficient detail to permit an evaluation of Services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. VENDOR shall provide free access to the representatives of City or its designees at reasonable times to such books and records; shall give City the right to examine and audit said books and records at VENDOR's office; shall permit City to make copies and transcripts there from as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. If there is a substantial billing deviation adverse to City, then the cost of an audit shall be borne by VENDOR.

b. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the Services to be performed pursuant to this Agreement shall become the sole property of City and may be used, reused, or otherwise disposed of by City without the permission of VENDOR. With respect to computer files, VENDOR shall make available to City, at City's office and upon reasonable written request by City, the necessary computer software and hardware for purposes of accessing, compiling, transferring, and printing computer files.

9. RECORD AUDIT

In accordance with Government Code, Section 8546.7, for expenditures of greater than $10,000, records of both City and VENDOR shall be subject to examination and audit by the Auditor General for a period of three (3) years after final payment.

10. INDEMNIFICATION

VENDOR shall indemnify, defend with legal counsel approved by City, and hold harmless City, its officers, employees, agents, and volunteers (collectively, City) from and against all liability, loss, damage, expense, cost (including without limitation

reasonable legal counsel fees, expert fees and all other costs and fees of litigation) of every nature made by third parties arising out of or in connection with VENDOR's negligence, recklessness or willful misconduct, or copyright infringement regarding in the performance of work hereunder, except such loss or damage which is caused by the sole or active negligence or willful misconduct of the City.. Should conflict of interest principles preclude a single legal counsel from representing both City and VENDOR, or should City otherwise find VENDOR's legal counsel unacceptable, then VENDOR shall reimburse the City its costs of defense, including without limitation reasonable legal counsel fees, expert fees and all other costs and fees of litigation. The VENDOR shall promptly pay any final judgment rendered against the City (and its officers, employees, agents and volunteers) with respect to claims determined by a trier of fact to have been the result of the VENDOR's negligent, reckless or wrongful performance. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.

VENDOR obligations under this section apply regardless of whether such claim, charge, damage, demand, action, proceeding, loss, cost, expense, judgment, civil fine or penalty, or liability was caused in part or contributed to by City. However, without affecting the rights of City under any provision of this agreement, VENDOR shall not be required to indemnify and hold harmless City for liability attributable to the active negligence of City, provided such active negligence is determined by agreement between the parties or by the findings of a court of competent jurisdiction. In instances where City is shown to have been actively negligent and where City's active negligence accounts for only a percentage of the liability involved, the obligation of VENDOR will be for that entire portion or percentage of liability not attributable to the active negligence of City.

No City officer, employee or agent shall be personally liable to VENDOR, in the event of any default or breach by City or for any amount that may become due to VENDOR.

Disclaimer of Warranty. TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, THE SERVICE IS PROVIDED "AS IS" AND "AS AVAILABLE" AND VENDOR MAKES NO WARRANTY OF ANY KIND, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, INCLUDING WITHOUT LIMITATION WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR USE AND NONINFRINGEMENT, AND ALL WARRANTIES ARISING FROM COURSE OF DEALING, USAGE OR TRADE PRACTICE. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, VENDOR MAKES NO REPRESENTATION OR WARRANTY (A) USE OF THE SERVICE WILL MEET CITY'S REQUIREMENTS, (B) THAT THE SERVICE WILL BE UNINTERRUPTED OR ERROR-FREE, OR (C) REGARDING THE ACCURACY OR RELIABILITY OF ANY CONTENT.

Limitation of Liability. IN NO EVENT WILL VENDOR OR ANY OF ITS SUCCESSORS, LICENSORS, OR SERVICE PROVIDERS BE LIABLE UNDER OR IN CONNECTION WITH THIS AGREEMENT OR ITS SUBJECT MATTER UNDER ANY LEGAL OR EQUITABLE THEORY, INCLUDING BREACH OF CONTRACT, TORT INCLUDING NEGLIGENCE), , STRICT LIABILITY, AND OTHERWISE FOR

(a) LOSS OF GOODWILL OR REPUTATION; (b) EXCEPT AS EXPRESSLY PROVIDED IN THE SERVICE LEVEL AGREEMENT, USE, INABILITY TO USE, LOSS, INTERRUPTION, DELAY OR RECOVERY OF THE SERVICE; (c) COST OF REPLACEMENT GOODS OR SERVICES; OR (d) LOST REVENUES OR PROFITS OR INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY, ENHANCED OR PUNITIVE DAMAGES, IN EACH CASE REGARDLESS OF WHETHER SUCH PERSONS WERE ADVISED OF THE POSSIBILITY OF SUCH LOSSES OR DAMAGES OR SUCH LOSSES OR DAMAGES WERE OTHERWISE FORESEEABLE, AND NOTWITHSTANDING THE FAILURE OF ANY AGREED OR OTHER REMEDY OF ITS ESSENTIAL PURPOSE. IN NO EVENT WILL THE COLLECTIVE AGGREGATE LIABILITY OF VENDOR AND ITS SUCCESSORS, LICENSORS, OR SERVICE PROVIDERS ARISING OUT OF OR RELATED TO THIS AGREEMENT OR ITS SUBJECT MATTER, WHETHER ARISING UNDER OR RELATED TO BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE) STRICT LIABILITY OR ANY OTHER LEGAL OR EQUITABLE THEORY EXCEED THE TOTAL AMOUNT ACTUALLY PAID BY CITY TO VENDOR UNDER THIS AGREEMENT. THE FOREGOING LIMITATIONS APPLY EVEN IF ANY REMEDY FAILS OF ITS ESSENTIAL PURPOSE. TO THE EXTENT APPLICABLE LAW PROHIBITS THE FOREGOING LIMITATION OF LIABILITY, VENDOR'S LIABILITY IS LIMITED TO THE GREATEST EXTENT ALLOWED BY APPLICABLE LAW.

11. INSURANCE

Without limiting VENDOR's indemnification of City, and prior to commencement of work, VENDOR shall obtain, provide, and maintain at its own expense during the term of this AGREEMENT, policies of insurance of the type and amounts described in Exhibit C and in a form that is satisfactory to City.

12. INDEPENDENT CONTRACTOR

a. VENDOR is and shall at all times remain as to City a wholly independent contractor. The personnel performing the services under this Agreement on behalf of VENDOR shall at all times be under VENDOR's exclusive direction and control. Neither City nor any of its officers, employees, or agents shall have control over the conduct of VENDOR or any of VENDOR's officers, employees, or agents, except as set forth in this Agreement. VENDOR shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the City. VENDOR shall not incur or have the power to incur any debt, obligation, or liability whatever against City, or bind City in any manner.

b. No employee benefits shall be available to VENDOR in connection with the performance of this Agreement. Except for the fees paid to VENDOR as provided in the Agreement, City shall not pay salaries, wages, or other compensation to VENDOR for performing services hereunder for City. City shall not be liable for compensation or indemnification to VENDOR for injury or sickness arising out of performing services hereunder.

c. Any and all employees or sub-contractors of VENDOR under this Agreement, while engaged in the performance of any work or services required by VENDOR under this Agreement, shall be considered employees or sub-contractors of VENDOR only and not of City. Any and all claims that may arise under the Workers' Compensation Act on behalf of said employees or sub-contractors, while so engaged and all claims made by a third party as a consequence of any negligent act or omission on the part of the VENDOR's employees or sub-contractors, while so engaged in any of the work or services provided for or rendered herein shall not be City's obligation.

13. SUBCONTRACTORS

VENDOR shall not hire any subcontractors to perform any work provided under this agreement without the prior written consent of City.

14. NO BENEFIT TO ARISE TO CITY OFFICERS AND EMPLOYEES

No City officer, employee of City, or their designees or agents, and no public officer who exercises authority over or responsibilities with respect to the Services provided under the Agreement during their tenure or for one year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the Services performed under this Agreement.

15. CONFLICT OF INTEREST

VENDOR shall at all times avoid conflicts of interest, or the appearance of conflicts of interest, in the performance of this Agreement, and shall comply with the City's conflict of interest code.

If City determines VENDOR comes within the definition of Contractor under the Political Reform Act (Government Code §87100 et seq.), VENDOR shall complete and file and shall require any other person performing Services under this Agreement to complete and file a "Statement of Economic Interest" with City disclosing VENDOR's and/or such other person's financial interests.

16. NO WAIVER OF BREACH/TIME

The waiver by City of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or provision or any subsequent breach of the same or any other term or promise contained in this Agreement. Time is of the essence in carrying out the duties hereunder.

17. CONFIDENTIAL INFORMATION/RELEASE OF INFORMATION

a. All information gained by VENDOR in performance of this Agreement shall be considered confidential and shall not be released by VENDOR without City's prior written authorization. VENDOR, its officers, employees, agents, or sub-contractors, shall not without written authorization from the City Manager or unless requested by

the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided VENDOR gives City notice of such court order or subpoena.

b. VENDOR shall promptly notify City should VENDOR, its officers, employees, agents, or sub-contractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request, court order, or subpoena from any person or party regarding this Agreement and the Services performed thereunder or with respect to any project or property located within the City. City retains the right, but has no obligation, to represent VENDOR and/or be present at any deposition, hearing, or similar proceeding. VENDOR agrees to cooperate fully with City and to provide the opportunity to review any response to discovery requests provided by VENDOR. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

18. NOTICES

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, which provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

To City:	Administrative Services City of Pacific Grove 300 Forest Avenue Pacific Grove, CA 93950
To Vendor:	Garyn Perrett 1125 West 400 North Suite 102 Logan, Utah 84321

Notice is effective on the date of personal service, or 5 days following deposit in a United States mailbox, or date of postmark. The parties may agree to notice by email.

19. THIRD PARTY BENEFICIARIES

Nothing contained in this Agreement shall be construed to create, and the parties do not intend to create, any rights in third parties.

20. ASSIGNMENT

VENDOR shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of City. Subject to the foregoing, all terms of the Agreement will be binding upon, enforceable by and inure to the benefit of the parties and their successors and assigns.

21. DISPUTE RESOLUTION; ATTORNEY'S FEES

VENDOR shall continue to perform under this Agreement during any dispute. VENDOR and City hereby agree to make good faith efforts to resolve disputes as quickly as possible. In the event any dispute arising from or related to this Agreement results in litigation or arbitration, the prevailing party shall be entitled to recover all reasonable costs incurred, including court costs, attorney fees, expenses for expert witnesses (whether or not called to testify), expenses for accountants or appraisers (whether or not called to testify), and other related expenses. Recovery of these expenses shall be as additional costs awarded to the prevailing party, and shall not require initiation of a separate legal proceeding. The total value of all fees and expenses related to a dispute can not exceed the value of this contract

22. AUTHORITY TO EXECUTE THIS AGREEMENT

The person or persons executing this Agreement on behalf of VENDOR warrants and represents that they have the authority to execute this Agreement on behalf of the VENDOR and the authority to bind VENDOR to the performance of its obligations hereunder.

23. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties relating to their obligations described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

24. AMENDMENT

a. Any modification or amendment to this Agreement must be in writing.

b. Neither City nor VENDOR shall be deemed to have waived any obligation of the other, or to have agreed to any modification to this Agreement unless it is in writing, and signed by the party giving the waiver.

25. INTERPRETATION OF CONFLICTING PROVISIONS

In the event of any conflict or inconsistency between the provisions of this Agreement and the Provisions of any exhibit or other attachment to this Agreement, the provisions of this Agreement shall prevail and control

26. SEVERABILITY

If any term of this Agreement is held invalid by a court of competent jurisdiction or arbitrator the remainder of this Agreement shall remain in effect.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

CITY OF PACIFIC GROVE	VENDOR
By:_____	By:_____
Department Director	Vendor
Date: _____	Date: _____
By: _____	By: _____
City Manager or Mayor	City Administrative Services Department
Date: _____	Date: _____

Approved As To Form: _____
City Attorney

_____
Date

Attachments:
Exhibit A Scope of Services
Exhibit B Payment Schedule
Exhibit C Insurance Requirements

Exhibit A

Scope of Work/Services

Vendor shall provide the cloud-based software and related services for use in managing Public Works, Police and Community Development permits, assets, facilities, work orders, licenses and applications.

IWORQ SERVICE(S) AGREEMENT

For iWorQ application(s) and service(s)

Pacific Grove hereafter known as ("Customer"), enters into THIS SERVICE(S) AGREEMENT ("Agreement") with iWorQ Systems Inc. ("iWorQ") with its principal place of business 1125 West 400 North, Suite 102, Logan, Utah 84321.

1. SOFTWARE AS A SERVICE (SaaS) TERMS OF ACCESS:

iWorQ grants Customer a non-exclusive, non-transferable limited access to use iWorQ service(s), application(s) on iWorQ's authorize website for the fee(s) and terms listed in Appendix A. This agreement will govern all application(s) and service(s) listed in the Appendix A.

2. CUSTOMER RESPONSIBILITY:

Customer acknowledges that they are receiving only a limited subscription to use the application(s), service(s), and related documentation, if any, and shall obtain no titles, ownership nor any rights in or to the application(s), service(s), and related documentation, all of which title and rights shall remain with iWorQ. Customer shall not permit any user to reproduce, copy, or reverse engineer any of the application(s), service(s) and related documentation.

iWorQ is not responsible for the content entered into iWorQ's database or uploaded as a document or image. Access to iWorQ can not be used to record personal or confidential information such as driver license numbers, social security numbers, financial data, credit card information or upload any images or documents considered personal or confidential.

3. TRAINING AND IMPLEMENTATION:

Customer agrees to provide the time, resources, and personnel to implement iWorQ's service(s) and application(s). iWorQ will assign a senior account manager and an account management team to implement service(s) and application(s). Typical implementation will take less than 60 days. iWorQ account managers will call twice per week, provide remote training once per week, and send weekly summary emails to the customer implementation team. iWorQ can provide project management and implementation document upon request.

iWorQ will do ONE import of the Customer's data. This import consists of importing data, sent by the Customer, in an electronic relational database format.

Customer must have clear ownership of all forms, letters, inspections, checklists, and data sent to iWorQ.

4. CUSTOMER DATA:

Customer data will be stored on AWS GovCloud. iWorQ will use commercially reasonable efforts to backup, store and manage Customer data. iWorQ does backups twice per week and offsite backups twice per week. The subscription will renew each year on the anniversary date of this Agreement unless terminated (see 7. TERMINATION).

Customer can run reports and export data from iWorQ application(s) at any time.

Customer can pay iWorQ for additional data management service(s), onsite backups, application(s) and other service(s).

Data upload and storage is provided to every Customer. This includes uploading files up to 3MB and 10 GB of managed data storage on AWS GovCloud. Additional upload file sizes and managed data storage sizes can be provided based on the application(s) and service(s) listed in Appendix A.

5. CUSTOMER SUPPORT:

Customer support and training are FREE and available Monday-Friday, from 6:00 A.M. to 5:00 P.M. MST, for any authorized user with a login. iWorQ provides unlimited remote Customer training (through webinars), phone support, help files, and documentation. Basic support request is typically handled the same day. iWorQ provides "Service NOT Software".

6. BILLING:

iWorQ will invoice Customer on an annual basis. iWorQ will send invoice by mail and by email to the address(s) listed in Appendix A. Terms of the invoice are net 30 days. Any billing changes will require that a new Service(s) Agreement be signed by Customer.

Any additional costs imposed by the Customer including business licenses, fees, or taxes will be added to the Customer's invoice yearly. Support and services fees may increase in subsequent years, but will increase no more than 5% per year.

7. TERMINATION:

Either party may terminate this agreement, after the initial 3-YEAR TERM, without cause if the terminating party gives the other party sixty (60) days written notice. Should Customer terminate any application(s) and or service(s) the remaining balance will immediately become due. Should Customer terminate any part of the application(s) and or service(s) a new Service(s) Agreement will need to be signed.

Upon termination (7. TERMINATION), iWorQ will discontinue all application(s) and or service(s) under this Agreement; iWorQ will provide customer with an electronic copy of all of Customer's data, if requested by the Customer (within 3-5 business days).

During the term of the Agreement, the Customer may request a copy of all of Customer's data for a cost of no more than $2500; and all provisions of this Agreement will continue.

8. ACCEPTABLE USE:

Customer represents and warrants that the application(s) and service(s) will only be used for lawful purposes, in a manner allowed by law, and in accordance with reasonable operating rules, and policies, terms, and procedures. iWorQ may restrict access to users upon misuse of application(s) and service(s).

9. MISCELLANEOUS PROVISIONS:

This Agreement will be governed by and construed in accordance with the laws of the State of Utah.

10. CUSTOMER IMPLEMENTATION INFORMATION:

Primary Implementation Contact _____ Title _____

Office Phone _____ Cell _____ Email _____

Secondary Implementation Contact _____ Title _____

Office Phone _____ Cell _____ Email _____

11. CUSTOMER BILLING INFORMATION:

Billing Contact _____ Title _____

Office Phone _____ Cell _____ Email _____

PO# _____ (if required) Tax Exempt ID # _____

12. ACCEPTANCE:

The effective date of this Agreement is listed below. Authorized representative of Customer and iWorQ have read the Agreement and agree and accept all the terms.

Signature _____ Effective Date: _____

Printed Name _____

Title _____

Office Number _____

Cell Number _____

iWorQ Service(s) Agreement
APPENDIX A

iWorQ Cost Proposal

Pacific Grove	**Population- 15624**
300 Forest Ave. Pacific Grove, CA 93950	**Prepared by: Garyn Perrett**

Annual Subscription Fees

Application(s) and Service(s)	Package Price	Billing
Public Works Package (Asset) Sewer Package includes: *Work Management *Sign Management *Pavement Management *Sewer Management - Available on any computer, tablet, or mobile device using Chrome browser -Track and manage work and asset(s) by location using OpenStreetMap - Work order scheduling and templates - Track labor, inventory, parts, and material - Track MUTCD, condition, reflectivity, etc. - Track manholes, lines, etc. (up to 3 asset types) - Track pavement condition, distress, treatments, etc.	~~$10,998.00~~ **$4,075.00**	Annual
GIS RestServices Public Works - iWorQ will publish your agency's WMS layers in iWorQ Public Works applications via Rest Services. iWorQ will update asset attribute details monthly. Annual fees are $500 per capital asset application. *Note: If configuration changes (i.e. FTP location, name format, field changes, or interval for published updates) iWorQ will charge a minimum fee of $500 with each additional hour $250 to accommodate new configuration changes.	**$500.00**	Annual
Fleet Management Fleet Management: - Available on any computer, tablet, or mobile device using Chrome Browser - Fuel log tracking and uploads with a CSV or TXT file - Work orders for employee cost, inventory, and purchase order tracking - Manage and maintain a maintenance schedule - Inventory management – having the capability to track and maintain parts you keep on hand - Configurable dashboard, fields, and reports Fleet Request: - Mechanics/Employees have the ability to put in a vehicle maintenance request through the portal. - Web form/Link for mechanics/employees. - Search ability for mechanics/employees for previous maintenance requests. - Ability to create work orders from the vehicle maintenance requests. - Configure reports from maintenance requests.	~~$9,048.00~~ **$0.00**	Annual

Capital Asset - Stormwater Management - Available on any computer, tablet, or mobile device using Chrome browser - Track up to 3 asset types - Track maintenance history for MS4 compliance - OpenStreetMap with point and line layers - Track conditions and descriptions - Configurable dashboard, fields, and reports	~~$2,000.00~~ **$0.00**	Annual
Capital Asset - Trees - Track work completed and maintenance history - Track location using OpenStreetMap - Configurable dashboard, fields, and reports	~~$2,000.00~~ **$0.00**	Annual
Work Management - Available on any computer, tablet, or mobile device using Chrome browser - Track and manage work by location with OpenStreetMap - Work order scheduling and templates - Track inventory, parts, material -Configurable dashboard, fields, and reports	~~$4,500.00~~ **$4,075.00**	Annual
Capital Asset Management - Track work completed and maintenance history - Track location using OpenStreetMap - Track up to 3 asset types - Configurable dashboard, fields, and reports	~~$2,000.00~~ **$0.00**	Annual
Permit Management - Available on any computer, tablet, or mobile device using Chrome browser - OpenStreetMap - Track your contractors and their licensing - Track inspections and review processes - Quarterly parcel upload - Free forms, letters, and / or permits utilizing iWorQ's template library, and up to 3 custom letters / forms.	~~$4,500.00~~ **$600.00**	Annual
Additional Forms - Adds additional forms to the account equal to the amount listed under item IV in the notes section below	**$500.00**	Annual
Community Development (Basic) *Permit Management *Code Enforcement -Available on any computer, tablet, or mobile device using Chrome Browser -Track permits and cases with customizable reporting -Track fees and payments -Inspection and plan review tracking -Track violations, activities and follow ups -Includes Premium Data (25MB Uploads, 100GB Total Storage) -OpenStreetMap tracking abilities with quarterly updates -Free forms, letters, and/or permits utilizing iWorQ's template library, and up to 3 custom letters/forms	~~$9,918.00~~ **$4,075.00**	Annual
Permit Management - Available on any computer, tablet, or mobile device using Chrome browser - OpenStreetMap - Track your contractors and their licensing - Track inspections and review processes - Quarterly parcel upload	~~$4,500.00~~ **$0.00**	Annual

- Free forms, letters, and / or permits utilizing iWorQ's template library, and up to 3 custom letters / forms.		
Permit Management - Available on any computer, tablet, or mobile device using Chrome browser - OpenStreetMap - Track your contractors and their licensing - Track inspections and review processes - Quarterly parcel upload - Free forms, letters, and / or permits utilizing iWorQ's template library, and up to 3 custom letters / forms.	~~$4,500.00~~ **$0.00**	Annual
Permit Management - Available on any computer, tablet, or mobile device using Chrome browser - OpenStreetMap - Track your contractors and their licensing - Track inspections and review processes - Quarterly parcel upload - Free forms, letters, and / or permits utilizing iWorQ's template library, and up to 3 custom letters / forms.	~~$4,500.00~~ **$0.00**	Annual
Permit Management - Available on any computer, tablet, or mobile device using Chrome browser - OpenStreetMap - Track your contractors and their licensing - Track inspections and review processes - Quarterly parcel upload - Free forms, letters, and / or permits utilizing iWorQ's template library, and up to 3 custom letters / forms.	~~$4,500.00~~ **$0.00**	Annual
Permit Management - Planning and Zoning - Available on any computer, tablet, or mobile device using Chrome browser - Notifications can be sent from GIS map inside iWorQ - OpenStreetMap - Manage appeals, variances, plat applications, conditional use permits, etc. - Fee payments - Reporting - Quarterly parcel upload - Free forms, letters, and / or permits utilizing iWorQ's template library, and up to 3 custom letters / forms.	~~$4,500.00~~ **$0.00**	Annual
Community Development (Department) *Permit Management *Code Enforcement *Portal Home -Configurable portal for ease of applying for permits, tracking current permits online -Allows for submitting code enforcement issues online and viewing code cases -Messaging feature for easy interaction with citizens -Inspection and plan review tracking -Track permits and cases with customizable reporting -Includes Premium Data (25MB Uploads, 100GB Total Storage) -OpenStreetMap tracking abilities with quarterly updates -3 Custom Web Forms for Portal Home -Free forms, letters, and/or permits utilizing iWorQ' template library and up to 3 custom letters	~~$11,418~~ **$6,500.00**	Annual

Plan Review Management - Draw & annotate on plans - Save data in layers on plans - Place watermarks and stamps on plans - Must have premium data to use	**$500.00**	Annual
Payment Processing - Online Credit/debit card processing - Payments are recorded and tracked in iWorQ - iWorQ's reporting tool can track all historical transactions	**$500.00**	Annual
Businesss License FEE iWorQ charges agency if they require a business license.	**$50.00**	One-time
Additional Insured General Liability List Customer as an additional Insured on General Liability	**$500.00**	Annual
Subscription Fee Total (This amount will be invoiced each year)	**$21,875.00**	

One-Time Setup, GIS integration, and Data Conversion Fees

Service(s)	Full Price Cost	Package Price	Billing
Implementation and Setup cost year 1	$0	$0	Year One

NOTES SERVICE(S) DESCRIPTION

I. Invoice for the (Annual Subscription Fee Total + One-Time Total) will be sent out 2 weeks after signature and Effective Date

II. This subscription Fee and Agreement have been provided at the Customer's request and is valid for 25 days

III. This cost proposal cannot be disclosed or used to compete with other companies.

IV. Customer requested that these items be added based on old agreements- FLEET 1) work management (work order tracking),2)Configurable dashboard, fields, and reports 3) Includes Premium Data (25MB uploads, 100 GB Total Storage).

Exhibit B

Payment Schedule

Describe as annual up front license fee with monthly invoices for additional services/licenses.

Exhibit C

Insurance Specifications

General liability insurance. VENDOR shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than $1,000,000 per occurrence, $2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Cyber Technology Errors and Omissions. VENDOR shall procure and maintain insurance with limits in an amount not less than $1,000,000 per occurrence/loss, $2,000,000 general aggregate, which shall include the following coverage:

- Liability arising from the unauthorized release of information for which an entity has the legal obligation to keep private, such as personally identifiable information (PII) and protected health information (PHI).
- Network security liability arising from the unauthorized use of, access to, or tampering with computer systems, including hacker or denial of service attacks.
- Liability arising from the failure of technology products (software and hardware) required under the contract for VENDOR to properly perform the intended services.
- Claims alleging the failure of computer security that result in the transmission of malicious code, deletion, destruction or alteration of data, or the denial of service.
- Electronic Media Liability arising from personal injury, plagiarism or misappropriation of ideas, domain name infringement or improper deep-linking or framing, and infringement or violation of intellectual property rights.
- Liability arising from the rendering, or failure to render, professional services.
- Defense costs in regulatory proceedings (state and federal) involving a violation of privacy laws or intellectual property rights.
- Crisis management and other expert services.

If coverage is maintained on a claims-made basis, the VENDOR shall maintain such coverage for an additional one (1) year following termination of the contract.

Cyber liability insurance. VENDOR shall procure and maintain Cyber Security and Privacy Liability insurance in an amount of no less than $1,000,000 per occurrence/loss which shall include the following coverage:

- Liability arising from the theft, dissemination and/or use of confidential or personally identifiable information; including credit monitoring and regulatory fines arising from such theft, dissemination or use of the confidential information.
- Network security liability arising from the unauthorized use of, access to, or tampering with computer systems.

- Liability arising from the failure of technology products (software) required under the contract for VENDOR to properly perform the services intended.
- Electronic Media Liability arising from personal injury, plagiarism or misappropriation of ideas, domain name infringement or improper deep-linking or framing, and infringement or violation of intellectual property rights.
- Liability arising from the failure to render professional services

If coverage is maintained on a claims-made basis, VENDOR shall maintain such coverage for an additional period of one (1) year following termination of the contract.

Other provisions or requirements

Proof of insurance. VENDOR shall provide certificates of insurance to City as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by City's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with City at all times during the term of this contract. City reserves the right to require complete, certified copies of all required insurance policies, at any time.

Duration of coverage. VENDOR shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the Work hereunder by VENDOR, his agents, representatives, employees or subconsultants.

Primary/noncontributing. Coverage provided by VENDOR shall be primary and any insurance or self-insurance procured or maintained by City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

Agency's rights of enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by VENDOR or City will withhold amounts sufficient to pay premium from VENDOR payments. In the alternative, City may cancel this Agreement.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this Agreement shall be endorsed to waive subrogation against City, its elected or appointed officers, agents, employees and volunteers or shall specifically allow VENDOR or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. VENDOR hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of contract provisions (non estoppel). VENDOR acknowledges and agrees that any actual or alleged failure on the part of the City to inform VENDOR of non-compliance with any requirement imposes no additional obligations on the AGENCY nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the VENDOR maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the VENDOR. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Notice of cancellation. VENDOR agrees to oblige its insurance agent or broker and insurers to provide to City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

Additional insured status. General liability policies shall provide or be endorsed to provide that City and its officers, employees, and agents shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to City and approved of in writing.

Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that VENDOR's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass through clause. VENDOR agrees to ensure that its sub-consultants, sub-contractors, and any other party involved with the project who is brought onto or involved in the project by VENDOR, provide the same minimum insurance coverage and endorsements required of VENDOR. VENDOR agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. VENDOR agrees that upon request, all AGREEMENTS with consultants, subcontractors, and others engaged in the project will be submitted to City for review.

Agency's right to revise specifications. The City reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the VENDOR ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the VENDOR, the City and VENDOR may renegotiate VENDOR's compensation.

Self-insured retentions. Any self-insured retentions must be declared to and approved by City. City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by City.

Timely notice of claims. VENDOR shall give City prompt and timely notice of claims made or suits instituted that arise out of or result from VENDOR's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. VENDOR shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the Work.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 12/30/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Jill Roberts	
Leavitt Group of Northern Utah 120 West Cache Valley Blvd Suite 110 Logan UT 84341	PHONE (A/C, No, Ext): (435)752-1351	FAX (A/C, No): (866)553-5245
	E-MAIL ADDRESS: jill-roberts@leavitt.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : CNA	R18313
INSURED	INSURER B :	
iWorQ Systems Inc., Public Works 1, Text My Gov PO Box 3784 Logan UT 84323	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 2022-2023 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY [ ] PRO-JECT [ ] LOC OTHER:			B 4017702097	9/1/2022	9/1/2023	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Employment Practices liabi	$ 2,000,000 $ 1,000,000 $ 10,000 $ 2,000,000 $ 4,000,000 $ 4,000,000 $ 250,000
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS			B 4017702097	9/1/2022	9/1/2023	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
A	X UMBRELLA LIAB [ ] OCCUR EXCESS LIAB [ ] CLAIMS-MADE DED X RETENTION $ 10,000			B 4034561998	9/1/2022	9/1/2023	EACH OCCURRENCE AGGREGATE	$ 1,000,000 $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $
A	Technology Errors & Omissions			6021379795	2/10/2022	2/10/2023	Each Claim/Aggregate Limit Deductible Each Claim	1,000,000 10,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

gperrett@iworq.com

iWorQ Systems Inc.
Text My Gov
PO Box 3784
Logan, UT 84323

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Jill Roberts/JILL

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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: April 19, 2023

SUBJECT: Diversity, Equity and Inclusion Minutes: March 13, 2023

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

RECOMMENDATION

Receive minutes.

Attachments

DEI Minutes

MEETING MINUTES

CITY OF PACIFIC GROVE

DIVERSITY, EQUITY, AND INCLUSION TASK FORCE

REGULAR MEETING

Monday, March 13, 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 IS LIMITED AND PROVIDED ON A FIRST COME FIRST SERVED BASIS.

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

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

1. **CALL TO ORDER / ROLL CALL**
Chair Kim Bui called the meeting to order at 6:00 pm. City Clerk/DEI Coordinator Kandell conducted roll call with the following Task Force members present: Task Force Members (Members) Kim Bui, Nadja Mark, Donna Stevens, Katie Hoops. Member Juan Mosquera was absent.

2. **PRESENTATIONS**
No presentations scheduled.

3. **APPROVAL OF AGENDA**
Action: Upon motion by Vice-Chair Mark and seconded by Member Hoops the Task Force voted to approve the Agenda.

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

AYES: Members Bui, Mark, Stevens, and Hoops.
NOES: None.
ABSENT: Member Mosquera.

4. **TASK FORCE AND STAFF ANNOUNCEMENTS (City-Related Items Only)**
Task Force Members Stevens, Mark, and Bui made general announcements. No announcements by the staff.

A. Task Force Announcements Related Documents
Action: Receive related documents, if applicable.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378.

5. **COUNCIL LIAISON ANNOUNCEMENTS**
Council Member Poduri made announcements.

6. **GENERAL PUBLIC COMMENT**
Public in person comments were received from Mike Gibbs, Vincent Tuminello, and Carol Marquart. Virtual comments were received from Inge Lorentzen Daumer and Lisa Ciani.

7. **CONSENT AGENDA**
Action: Upon motion by Member Hoops and seconded by Secretary Stevens, the Task Force voted to approve the Consent Agenda.

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

AYES: Members Bui, Mark, Stevens, and Hoops.
NOES: None.
ABSENT: Member Mosquera.

8. **APPROVAL OF THE MINUTES**

A. Minutes of the February 13, 2023 DEI Task Force

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

9. **REGULAR AGENDA**

A. Review information on Task Force communications.
Public comment was received from Vincent Tuminello, Mike Gibbs, and Lisa Ciani.

Action: The Task Force received and discussed information on Task Force communications.

B. Receive and discuss information on Community Presentations.
Public comment was received from Mike Gibbs, Vincent Tuminello, Carol Marquart, Lisa Ciani, Adam de Boor, and Colleen Ingram.

Action: The Task Force received and discussed information on Community Presentations.

C. Receive and discuss definitions of diversity, equity, and inclusion.
Public comment was received from Vincent Tuminello, Mike Gibbs, Colleen Ingram, Adam de Boor, and Carmelita Garcia.

Action: The Task Force received and discussed definitions of diversity, equity and inclusion.

D. Submittal of a 2023-2024 Capital Improvement Project (CIP) request from the Task Force for a "Walkway of the Future" recognizing and accepting the obligation to project all members of Pacific Grove.

Public comment was received from Steven Hauk, Mike Gibbs, Vincent Tuminello, Lisa Ciani, Carmelita Garcia, and Carol Marquart.

Action: Upon motion by Secretary Stevens and seconded by Member Hoops, the Task Force voted to approve the submittal of a 2023-2024 Capital Improvement Project (CIP) request for a "Walkway of the Future".

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

AYES:	Members Bui, Mark, Stevens, and Hoops.
NOES:	None.
ABSENT:	Member Mosquera

E. Report out from initial meeting of the DEI Consultant Selection Subcommittee.
Public comment was received from Mike Gibbs.

Action: The Task Force received the report.

10. **NEXT MEETING -** April 10, 2023 at 6:00 PM, in Council Chamber.

11. **ADJOURNMENT**
Chair Bui adjourned the regular meeting, in honor and remembrance of their father, at 8:08 p.m.

Respectfully Submitted,

Donna Stevens
Secretary

Approved by Chair: _____Date_____

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Diana Godwin, Library Manager

MEETING DATE: April 19, 2023

SUBJECT: Library Advisory Board Minutes: January 9, 2023

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

RECOMMENDATION

Receive minutes.

Attachments

LAB Minutes January 2023

NOTICE OF MEETING

CITY OF PACIFIC GROVE

LIBRARY ADVISORY BOARD

REGULAR MEETING

Monday, January 9, 2023, 4:00 P.M.

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

MINUTES

CALL TO ORDER/ROLL CALL – 4:02 pm. Attending: Library Director Diana Godwin; Board members Faye Mueller-Delia, Tama Olver, Mary Ann Whitten; City Council Liaison Lori McDonnell. Absent: Heather Lazare, Marybeth Rinehart.
Member of the public: Inge Lorentzen Daumer.

In the absence of the chair, the meeting was called to order and conducted by Vice Chair Mary Ann Whitten.

1. **APPROVAL OF AGENDA** Mary Ann Whitten proposed moving item 6A (welcome Youth Ambassador Caitlin Botes and discussion of means for incorporating feedback from youth) to our March 2023 meeting. *Motion: Approve the agenda as revised*. Whitten/Mueller-Delia. Approved unanimously 3/0/0.

   ELECTION OF OFFICERS *Motion: Approve nomination of Heather Lazare as Chair of the Board.* Olver/Mueller-Delia. Approved unanimously 3/0/0. *Motion: Approve nomination of Mary Ann Whitten as Vice Chair and Tama Olver as Secretary.* Mueller-Delia/Olver. Approved unanimously 3/0/0. Vice Chair Whitten noted that approval of two new board members by the City Council is expected. She expressed deep appreciation of Faye Mueller-Delia for her service to the Library Advisory Board and community.

2. **COMMISSION/STAFF ANNOUNCEMENTS**
   Vice Chair Whitten welcomed new City Council Liaison Lori McDonnell.
   Library Director Godwin noted:

A. Children's programs
    1. Lisa Maddelena filled in while Mary was on vacation.
    2. Lego night was held.
    3. Music with Mary Lee will continue in Jewell Park for now, shall reconsider in spring and may move the event to the Library.
B. Teen programs
    1. Anime/Manga meetups
    2. SRP-painting
    3. poetry 4/1 Acting Foolish Patrice Vecchione
    4. MCGives! – raised over $37,000 for teen programs
C. Gallery – Harlem Renaissance closing reception on 1/6/23. Thanks to Lori McDonnell for participating.
D. Poet's Perch
    1. Working with Catrina for monthly events in 2023, January with help from youth ambassadors
    2. Patrice Vecchione workshop
    3. February - Big Sur poet Deva Munray & Overlapping Haloes
    4. March – Mossberg
    5. April-full - month of events
    6. Meet the author committee is starting up again. Author Ava Homa of *Daughter's of Smoke* will be the kick-off in April 20
E. Youth Ambassadors
    1. Teen Tech starts Tuesday, January 10, 4-6 pm. A rotating group of youth will help with technology questions
    2. Youth Ambassadors will assist with Patrice Vecchione workshop on Saturday 1/14
F. MOVe - Delivery of GEM is further delayed until TBD
G. Trial run of Library of Kitchen appliances/things is circulating to Friends & Families/LAB/staff only for the next month or so. Perhaps launch by the end of February.

3. COUNCIL LIAISON ANNOUNCEMENTS

Councilmember McDonnell noted that she is excited to get involved in support of the Library.

4. PUBLIC COMMENT

Member of the public Inge Daumer noted that the public was unable to see Lori McDonnell on Zoom.

5. APPROVAL OF THE MINUTES

Motion: Approve the minutes of the November 14, 2022, meeting. Whitten/Mueller-Delia. The motion passed unanimously 3/0/0.

REGULAR AGENDA

6. UNFINISHED AND ONGOING BUSINESS – Item 6.A was deferred to a future meeting.

7. NEW BUSINESS -- None

ADJOURNMENT – 4:20 pm.
Next Meeting: March 13, 2023 at 4pm, via Zoom.

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Joseph Sidor, Contract Planner

MEETING DATE: April 19, 2023

SUBJECT: Planning Commission Meeting Minutes: February 9, 2023

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

RECOMMENDATION

Receive the minutes.

Attachments

Approved PC Minutes 02-09-23

CITY OF PACIFIC GROVE

PLANNING COMMISSION

MEETING MINUTES

Thursday, February 9, 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 –** Vice Chair Murphy called the meeting to order at 6:00 pm.
   Members Present: Davison, Fredrickson (virtually), Kubica, Murphy, Nodzenski
   Member Absent: Lilley and Sawyer

   Vice Chair Murphy introduced new Planning Commissioners Davison and Kubica.

2. **ELECTION OF OFFICERS**

   From: Joseph Sidor, Contract Planner
   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: Hold an election of Chair and Vice Chair, and appointment of Secretary, in accordance with the City's Boards, Committees, and Commissions Handbook.
   Reference: Joseph Sidor, Contract Planner

   Vice Chair Murphy called for nominations for Chairperson. Commissioner Fredrickson nominated current Chair Lilley. **The Planning Commission unanimously elected Chair Lilley to a new term as Chairperson on a roll call vote. (5-0-2; Lilley and Sawyer absent)**

   Vice Chair Murphy called for nominations for Vice Chairperson. Commissioner Nodzenski nominated current Vice Chair Murphy. **The Planning Commission unanimously elected Vice Chair Murphy to a new term as Vice Chairperson on a roll call vote. (5-0-2; Lilley and Sawyer absent)**

   Vice Chair Murphy called for nominations for Secretary. No nominations were made and no further action was taken.

3. **APPROVAL OF AGENDA**
   Vice Chair Murphy asked if any Commissioners wanted to make any changes to the agenda.

Commissioner Fredrickson made a motion, seconded by Commissioner Nodzenski, to approve the agenda as proposed. The Commission voted unanimously to approve the motion. (5-0-2; Lilley and Sawyer absent)

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

A. Vice Chair Murphy announced that he attended a meeting of the Housing Advisory Committee on Monday, February 6th, 2023, and that Commissioners Kubica and Sawyer were also present at the meeting. He also announced the departure of Associate Planner Alex Othon, who has accepted a Senior Planner position in the City of Larkspur.

B. Staff Liaison Sidor announced that the Coastal Commission will consider the Monterey County Forest Health and Fire Resilience Public Works Plan on February 10th, 2023. He also announced that, per Planning Commission direction on January 12, 2023, CDD staff transmitted the 2022 Annual Report of the Planning Commission to the City Council on February 1, 2023, and reminded commissioners to coordinate through staff regarding contact with consultants and to not contact consultants directly.

C. CDD Director Anastacia Wyatt thanked Associate Planner Othon for his service to the City of Pacific Grove.

5. **COUNCIL LIAISON ANNOUNCEMENTS**

Council Member Coletti welcomed the new Planning Commissioners Kubica and Davison. He also announced that the City Council is engaged in formulating goals and has formed a subcommittee lead the effort. Council Member Coletti then commented on the City's new Transparency Portal and the information available through the portal.

6. **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

The following individuals submitted written public correspondence:
Lisa Ciani
Tony Ciani
Inge Lorentzen Daumer

No individuals provided verbal public comment at the meeting.

Staff Liaison Sidor summarized the written correspondence received.

CONSENT AGENDA

7. REPORTS FOR INFORMATION ONLY

A. AB 2449 - Teleconference Rules for Attendance at Meetings of Legislative Bodies
From: Laurel O'Halloran, Planner & Economic Development Coordinator
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 report
Reference: Laurel O'Halloran, Planner & Economic Development Coordinator

8. REPORTS REQUIRING ACTION

A. Minutes of the January 12, 2023, Planning Commission Regular Meeting
Reference: Joseph Sidor, Contract Planner
Recommended Action: Approve the Minutes of the January 12, 2023, Planning Commission Regular Meeting.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

B. 2022 General Plan Annual Progress Report (APR)
Reference: Alex Othon, Associate Planner
Zoning District/General Plan Designation: NA
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 and accept the General Plan Annual Progress Report (APR) for submittal to the California Office of Planning and Research (OPR).
Reference: Alex Othon, Associate Planner

C. Housing Element Annual Progress Report (APR)
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 and accept the Housing Element Annual Progress Report (APR) for submittal to the California Department of Housing and Community Development (HCD).
Reference: Anastacia Wyatt, Community Development Director

On a motion by Commissioner Nodzenski, seconded by Commissioner Kubica, the consent agenda was unanimously approved as presented on a roll call vote. (5-0-2; Lilley and Sawyer absent)

REGULAR AGENDA

9. **PUBLIC HEARINGS**

A. Administrative Architectural Permit (AAP) & Use Permit (UP) 22-0275 for 1201 Lincoln Avenue (APN 007-574-011)
From: Alex Othon, Associate Planner

Zoning District/General Plan Designation: R-1 / Medium Density Residential (9.7 du/ac)
Coastal Zone: No
Historic Resources Inventory: No
CEQA: Categorical Exemption, CEQA Guidelines Section 15301, Class 1, Existing Facilities
Recommended Action: Approve the project subject to the findings, conditions of approval, and a Class 1 CEQA exemption.
Reference: Alex Othon, Associate Planner

Vice Chair Murphy introduced the item. After receiving an oral report by Contract Planner Sidor, and testimony from the applicant (Samuel Pitnick), Vice Chair Murphy opened the public hearing and the following individual provided public comment: Inge Lorentzen Daumer. Vice Chair Murphy closed the public comment portion of the meeting and returned the item to the Commission for deliberation.

After discussion, Commissioner Nodzenski made a motion, seconded by Commissioner Kubica, to approve the project as presented. Vice Chair Murphy recommended a friendly amendment to amend the motion to include the CEQA exemption, and both Commissioners Nodzenski and Kubica accepted this friendly amendment. On a roll call vote, the motion was approved. (5-0-2; Lilley and Sawyer absent)

10. **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, Vice Chair Murphy opened the public hearing and no individuals provided public comment. Vice Chair Murphy closed the public comment portion of the meeting and returned the item to the Commission for discussion. No further action taken.

11. **NEW BUSINESS**

A. Capital Improvement Program (CIP) Project Discussion
From: Joseph Sidor, Contract Planner
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: Hold a discussion on potential projects for consideration in the

Capital Improvement Program (CIP) and direct staff to submit a recommendation to the Public Works Department.
Reference: Joseph Sidor, Contract Planner

Vice Chair Murphy introduced the item. After receiving an oral report by Contract Planner Sidor, Vice Chair Murphy opened the public hearing and no individuals provided public comment. Vice Chair Murphy closed the public comment portion of the meeting and returned the item to the Commission for discussion.

After discussion, Vice Chair Murphy made a motion, seconded by Commissioner Nodzenski, to convey the Commission's comments to the Public Works Department. Upon further discussion, Vice Chair Murphy withdrew the motion.

Commissioner Kubica then made a substitute motion, seconded by Commissioner Nodzenski, to continue the item to the regular meeting on March 9th, 2023. On a roll call vote, the motion was approved. (5-0-2; Lilley and Sawyer absent)

B. Receive the Draft Planning Commission 2023 Workplan for Discussion
From: Joseph Sidor, Contract Planner
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 and review the draft 2023 Workplan, provide direction to staff, and continue to the March 2023 meeting for additional discussion if required.
Reference: Joseph Sidor, Contract Planner

Vice Chair Murphy introduced the item. After receiving an oral report by Contract Planner Sidor, Vice Chair Murphy opened the public hearing and no individuals provided public comment. Vice Chair Murphy closed the public comment portion of the meeting and returned the item to the Commission for discussion.

After discussion, Vice Chair Murphy made a motion, seconded by Commissioner Nodzenski, to continue the item to the regular meeting on March 9th, 2023. On a roll call vote, the motion was approved. (5-0-2; Lilley and Sawyer absent)

12. **PRESENTATIONS –** None

13. **NEXT MEETING –** March 9, 2023

14. **ADJOURNMENT –** By order of the Chair, the meeting was adjourned at 6:58 pm.

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Lori Frati, Management Analyst
MEETING DATE:	April 19, 2023
SUBJECT:	Approve a Resolution adopting the Master Fee Schedule for Fiscal Year (FY) 2023-24
CEQA:	Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Approve a resolution adopting the master fee schedule for Fiscal Year (FY) 2023-24, including the annual Consumer Price Index (CPI) adjustment and other changes as directed by Council.

DISCUSSION

Chapter 6.02 of the Pacific Grove Municipal Code (PGMC) requires a schedule of fees to be reviewed annually in conjunction with the budget process and established by City Council resolution. Notice of the public hearing was published in accordance with PGMC Chapter 6.02 and relevant California Government Code sections.

In accordance with the process adopted by Council for FY 2012-13, the current fee schedule has been adjusted, where applicable, by the 4.9% increase in the Cost Price Index (CPI) for the San Francisco-Oakland-San Jose area for the period ending December 31, 2022. The CPI adjustment applies to all fees not controlled by other entities (e.g. State of California) or fees that are market driven (cemetery site sales, facility rentals, etc.). In addition to the CPI adjustment, staff has proposed changes to fees based on the City's cost recovery policy (Council Policy No. 400-4) and Council's direction to recover 100% of the costs associated with providing services to the public (with certain specific exceptions).

The attached Master Fee Schedule is structured to maintain the current fiscal year fees, with CPI increases, where appropriate, and to add the new proposed fees for FY 2023-24. Changes other than those that resulting from the application of the CPI and the Sewer Rate Study are highlighted on the schedule.

In the process of City departments reviewing their current fees, some services and fees have been deleted due to changes in policy or change of standard operational procedures within the department.

On page 24 of the fee schedule, staff has added a new page, titled Local Water Project. This fee represents the sale of reclaimed water at $0.0290 per gallon. This rate reflects the Fiscal Year 2023-24 rate that was identified in the attached DTA Peer Review of the City's Draft Local Water Business Plan

(LWPBP). The DTA peer review consisted of evaluating the assumptions, methodology and calculation used to determine the proposed reclaimed water rate described in the 2021 Business Plan, while also conducting a break-even rate analysis. The identified rate, with modest annual inflationary increases thereafter will strengthen the City's ability to recover costs. The fee does not exceed the City's costs of providing reclaimed water.

The City's Golf Course and Cemetery represent the Local Water Project's primary customer base. The Golf Course Lease Agreement currently includes a provision that caps the amount the tenant pays for recycled water based on specified demand levels. This increase in rates will allow the Local Water Project to bill the Golf Course Fund for any applicable amounts that are above the capped amount. The funds to support the additional water costs will primarily be supported by the percentage-based rent payments that were received in the last two fiscal years, as well as any forthcoming percentage-based rent receipts. In the interim, this will assist the Local Water Project in becoming more self-sufficient. This proposed methodology, as well as the inclusion of the recycled water rate in the City's Master Fee Schedule was reviewed with the City Attorney, special legal counsel from Burke, Williams, and Sorenson, LLP; and the Local Water Project Subcommittee.

In an effort to achieve City Council goals and maintain compliance with relevant statutes, staff contracted with a fee study consultant, Matrix Consulting Group, to conduct a Comprehensive Fee Study, Development Impact Fees, and/or a Cost Allocation Plan. These studies also assist in evaluating cost-recovery rates and ensuring rates reflect changing staff processes and costs. The new fee study will also revisit the recycled water costs that were included in the DTA Peer Review to reflect any updated information. This study is anticipated to be completed in the Fall of FY 2023-24. An additional opportunity to adjust the fee schedule can be made available following the presentation of the Comprehensive Fee Study, with additional updates occurring in the following fiscal year.

OPTIONS

Provide alternative direction.

FINANCIAL IMPACT:

Staff anticipates the recommended fee additions and changes correspond to the costs of providing services for FY 2023-24.

GOAL ALIGNMENT: Not Applicable.

Attachments

Draft Master Fee Schedule
CPI December 2022
Council Policy 400-4
Draft Resolution_Master Fee Schedule
DTA Peer Review

City of Pacific Grove

MASTER FEE SCHEDULE
RECOMMENDED
FISCAL YEAR 2023-24

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ACCT #	GENERAL ADMINISTRATION	F/Y 22-23 Fees	Proposed F/Y 23-24 Fees
	The City may bill for special services, such as support for special events, cleanup of hazardous materials spills, protection of public property and public safety due to unusual events. Billings may be waived or reduced by action of the City Manager.	Based on total actual direct and indirect costs	
01-4406	Document Photocopy and Report Fees (Soft or Hard) (per page)	$0.25	$0.25
01-4406	Digital Production - CD, DVD, Flash drives for PRA information requests and presentations at meetings by the public (City will not allow the use of flash drives provided by the public for reasons of virus protection)	Actual Cost	Actual Cost
01-4406	Notary fees (per signature)		
	* Unless otherwise specified in Government Code § 8211	$15.00 per signature	$15.00 per signature
01-4513	Returned check processing (per item)	$25	$25
01-4534	Credit Card Payment Processing Fee		
	$1.00 - $50.00	$2	$2
	$51.00 - $100.00	$3	$3
	$101.00 - $200.00	$5	$5
	$201.00 - and up @ 4% of charged amount	4% of charged amount	4% of charged
	Transient Occupancy Taxes may not be charged on a credit card		
01-4406	Copy of Annual Budget or Annual Financial Report	Actual Costs	Actual Costs
01-4121	Business License Administration Fee, per License		
	If paid by August 1 (on time payment/standard)	$21	$22
	If paid after August 1 (late payment)	$47	$49
01-4674	City Hall Facility Rental Fees:		
	Security Deposit (SECURITY)	$67	$70
	Clean-up Fee	Actual Costs	Actual Costs
	Special Audio Visual Equipment Use Deposit	$267	$280
	Council Chambers – first four hours of use	$141	$148
	per hour after four hours	$35	$37
	Forest Avenue Conference Room – first four hours	$55	$58
	per hour after four hours	$14	$15
	City Manager Conference Room – first four hours	$111	$116
	per hour after four hours	$29	$30
01-4516	Fuel sales to outside agencies	Cost + 10%	Cost + 10%
	Water entitlement rights - Per Acre Foot Per Year	$250,000 AFY	$250,000 AFY
	Water entitlement rights - Per one tenth (.10) Acre Foot Per Year.	$25,000 per .10 AFY	$25,000 per .10 AFY
	Water entitlement rights 30% discount expires **06/30/24**		
	Water entitlement rights application processing fee.	$461	$484

ACCT #	GENERAL ADMINISTRATION	F/Y 22-23 Fees	Proposed F/Y 23-24 Fees
State fee	Tobacco Retailer License	$400	**$386**
	FILMING FEES		
	Use of Public Areas for Motion Picture and Still Photography Productions (PGMC §16.64.030), Daily Fee Calculated for 100% Cost Recovery and Approved by the Administrative Services Director (May be reduced not more than 50% with City Manager approval)		
	Minor Film Permit This is a permit would primarily apply to still photography and really minor filming applications such as little or no crew. This type of permit typically would only require review from Police Personnel with little to minimal involvement from other departments.	$154	$162
	Mid-Level Film Permit This is a permit that would primarily apply to a major photoshoot or minor commercial filming application. It would require coordination between Police Personnel and Parks and Recreation staff for use of City property.	$523	$549
	Major Film Permit This is a permit that would primarily apply to a major commercial filming - Movies or Television shows. It could be productions that would require building stages, sites with unique environmental or location conditions; or crews with crews of 30 or more personnel. This type of application review would require significant review and input from a variety of City staff, including Police, Fire, Parks and Recreation, and Public Works.	$851	$893
	Land Lease for Filming (Fee subject to negotiation; fee study and recommended baseline amounts are provided for reference, parking lots may be charged by space)	.15 / square foot per hour	.15 / square foot per hour
	The City Manager may decrease fees set forth in this schedule if s/he determines that the cost of providing a particular service will be substantially less than the normal cost of such service or if programs or services are reduced.		
	The City may, at its discretion, choose to apply a late payment fee to outstanding amounts due to the City that remain unpaid thirty days after the due date. The penalty will be set at 10% of the amount owed, but no less than $25.	Min. $25	Min. $25

ACCT #	CITY CLERK	F/Y 22-23 Fees	Proposed F/Y 23-24 Fees
01-4406	CLERK CERTIFICATION		
	Certification of Pacific Grove Residency and or Proof of Life, per person	$15 per signature	$15 per signature
	Certification of Documents (Per document)	$15	$15
01-4406	PUBLIC RECORDS		
	Copies standard 8.5" x 11", black and white (ordinances, resolutions, campaign finance and economic statements)	0.25 per page	0.25 per page
01-4513	ELECTIONS		
	Under certain circumstances, the City must collect fees as prescribed by other governing bodies, such as the Fair Political Practices Commission (FPPC). The City has no control over these fees.		
	Nomination Papers Filing Fee (EC Section 10228)	$25	$25
	Candidates Statement Filing	Set by County	Set by County
	Intent to File Initiative (EC Section 9202(b))	$200	$200
	Late filing fee per late day (As set forth by State)	$10	$10
01-4513	MISCELLANOUS		
	Administrative Records (Compilation/Creation)	Actual Costs	Actual Costs
	Appeal Fee (Beautification, Traffic Commission, all others not listed elsewhere)	$44	$46
	Annual Subscription Service: Agenda and Minutes	$29	$30
	Agenda only	-	-

ACCT. #	EL CARMELO CEMETERY	F/Y 22-23 Fees	Proposed F/Y 23-24 Fees
75-4481	CEMETERY SITE SALES		
	Single Burial Site, Adult	$4,812	$5,048
	Single Burial Site, Child	$2,408	$2,526
	Double Garden Crypt-In Ground	$8,336	$8,744
	Urn Garden, Double-In Ground	$3,596	$3,772
	Urn Garden, Single-In Ground	$2,251	$2,361
	Urn Sites, Other than Urn Garden	$2,438	$2,557
	Urn Sites–Double Other than Urn Garden	$3,998	$4,194
	Urn Sites - Triple	$4,297	$4,508
	Columbarium Niche (1-4 urns)	$7,991	$8,383
75-4482	Unit 1 – Mausoleum Single Niche	$3,185	$3,341
	Unit 1 – Mausoleum Double Niche	$6,243	$6,549
	Unit 1 – Mausoleum Single Crypt	$15,046	$15,783
	Unit 2 – Mausoleum Double Niche	$6,243	$6,549
	Unit 2 – Mausoleum Single Crypt	$15,045	$15,782
	Unit 2- Mausoleum Double Crypt	$27,604	$28,957
	Unit 2- Mausoleum ~~Garden~~ Memorial Vault – per urn	$328	$344
Delete dup entry	~~**New Columbarium (1 - 4 urns)**~~	~~**$7,991**~~	~~**$8,383**~~
75-4481	Memorial Wall Plaque Site (Standered Size: 8 inches by 6 inches)	$70	$73
86-4480	ENDOWMENT CARE		
	Burial Site, Adult	$1,139	$1,195
	Burial Site, Child	$585	$614
	Double Garden Crypt	$1,139	$1,195
	Urn Garden, Double	$701	$735
	Urn Garden, Single	$626	$657
	Urn Sites, Other than Urn Garden (In Ground, per Urn)	$626	$657
	Urn Sites, Double - Other Than Urn Garden	$701	$735
	Urn Sites - Triple	$1,139	$1,195
Add (1-4 Urns)	Columbarium Niche **(1-4 urns)**	$765	$802
	Mausoleum Single Niche	$701	$735
	Mausoleum Double Niche	$765	$802
	Mausoleum Memorial Garden Vault	$128	$134
	Mausoleum Crypt	$765	$802
75-4484	LABOR CHARGES		
	Grounds Maintenance - One Time Fee Excluding Memorial Garden Sites and Child Sites	$1,169	$1,226
	Grounds Maintenance - One Time Fee for Memorial Garden Vault Sites	$293	$307
	Grounds Maintenance - One Time Fee for Child Sites	$585	$614
	Open/Close Burial Site, Adult	$1,996	$2,094
	Open/Close Burial Site, Child	$993	$1,042
	Open/Close Double Garden Crypt (1st opening)	$1,857	$1,948

ACCT. #	EL CARMELO CEMETERY	F/Y 22-23 Fees	Proposed F/Y 23-24 Fees
	Open/Close Double Garden Crypt (subsequent opening)	$1,717	$1,801
	Set In-Ground Marker	$562	$590
	Set In-Ground Marker with Border	$840	$881
	Set In-Ground Urn and Marker	$854	$896
	Set In-Ground Urn and Marker with Border	$1,062	$1,114
	Set or Remove In-Ground Vase	$170	$178
	Set In-Ground Vase with Border	$377	$395
	Add border to marker after original placement	$562	$590
	Add border to vase after original placement	$413	$433
	Remove In-Ground Urn & Marker or In-Ground Urn & marker with Border	$274	$287
	Remove In-Ground Marker or In-Ground Marker with Border	$338	$355
	Open Mausoleum Niche Unit 1 for inurnment	$993	$1,042
	Place plaque or vase on Unit 1 Mausoleum Niche at inurnment	$207	$217
	Place/Remove plaque or vase on Unit 1 Mausoleum Niche after inurnment	$551	$578
	Replace Vase Holder (Unit 1 Niche & Columbarium) - vase holder cost plus one & one-half hour labor	$238 + Vase Pkg	$250 + Vase Pkg
	Remove Urn - Unit 1 Niche	$274	$287
	Open Mausoleum Niche Unit 2 for inurnment	$786	$825
	Place plaque or vase on Unit 2 Mausoleum Niche at inurnment	$244	$256
	Place/Remove plaque or vase on Unit 2 Mausoleum Niche after inurnment	$446	$468
	Replace Vase Holder (Unit 2 Niche, New Columbarium) – vase holder cost plus one hour labor	$170 + Vase Pkg	$178 + Vase Pkg
	Remove Urn - Unit 2 Niche	$274	$287
	Open Columbarium Niche to Place Urn	$1,133	$1,189
	Place/Remove Plaque or Vase on Columbarium niche at Inurnment	$139	$146
	Place Plaque or Vase on Columbarium niche after Inurnment	$621	$651
	Remove Urn - Columbarium Niche	$308	$323
	Open New Columbarium Niche to Place Urn	$647	$679
	Place Plaque or Vase on New Columbarium niche	$170	$178
	Remove plaque or urn from New Columbarium niche	$170	$178
	Open Mausoleum Crypt for inurnment	$924	$969
	Open Mausoleum Crypt for burial	$1,480	$1,553
	Open Underground Unit 2 Mausoleum Crypt for Burial	$1,758	$1,844
	Place Plaque or Vase on Mausoleum Unit 1 Crypt at Burial	$207	$217
	Place Plaque or Vase on Mausoleum Unit 1-Crypt other than at Burial	$446	$468
	Place plaque or vase on Mausoleum Unit 2 Crypt at Burial	$139	$146
	Place Plaque or Vase on Mausoleum Unit 2 Crypt after Burial	$601	$630

ACCT. #	EL CARMELO CEMETERY	F/Y 22-23 Fees	Proposed F/Y 23-24 Fees
	Open Memorial Garden Vault Site (place urn)	$491	$515
	Place Plaque on Memorial Garden Vault Site/Memorial Wall	$170	$178
	Remove Urn from Memorial Garden Vault Site	$377	$395
	Remove Plaque from Memorial Garden Vault Site/Memorial Wall	$446	$468
	Remove Niche/Crypt Slug	$308	$323
	Replace Cracked Mausoleum Granite Plate (Unit 1)	$170 + Plate Cost	$178 + Plate Cost
	Place Cameos	$170 Per Hour	$178 Per Hour
	Marker Rubbing	$120 Per Hour	$126 Per Hour
	Disinter Casket, Double Garden Crypt (lower level)	$1,486	$1,559
	Disinter Casket, Double Garden Crypt (upper level)	$1,340	$1,406
	Disinter In-Ground Casket, Child	$924	$969
	Disinter In-Ground Casket, Adult	$1,340	$1,406
	Pallbearers – weekdays only	$294	$308
	Saturday Service (4-hour minimum at overtime rate)	$586	$615
	Hourly Rate (2-hour minimum)	$90 Per hour, per staff person - Minimum 2 staff for 2 hours ($360)	$94 Per hour, per staff person - Minimum 2 staff for 2 hours ($376)
	Overtime Hourly Rate (2-hour minimum)	$98 Per hour per staff person - Minimum 2 staff for 2 hours ($392)	$103 Per hour per staff person - Minimum 2 staff for 2 hours ($412)
75-4481	DEED PROCESSING		
	Deed Fee	$243	$255
	Replacement Deed Fee	$36	$38
	Deed Transfers, Document Processing Fee	$243	$255
State fee	CA Disposition of Human Remain permit fee	$13	**$12**
	Endowment transfer fee: Upon transfer, the party transferring deed shall pay the difference between the endowment care rate paid with initial deed and the current endowment care rate.		
	Grounds Maintenance One-Time Fee. Upon transfer, the new site owner shall pay the one-time Grounds Maintenance Fee based on the type of burial site.		

ACCT. #	EL CARMELO CEMETERY	F/Y 22-23 Fees	Proposed F/Y 23-24 Fees
75-4481	PRODUCTS		
	Adult Liner, Single	At Cost	At Cost
	Liner, Double Garden Crypt (taxable portion) (Pre-set – charge sales tax only)	At Cost	At Cost
	Child Liner, Single	At Cost	At Cost
	Vase Package – in-ground	At Cost	At Cost
	Vase Package – Columbarium	At Cost	At Cost
	Vase Package – Mausoleum Unit 1	At Cost	At Cost
	Vase Package B58– Mausoleum Unit 2 crypts	At Cost	At Cost
	Vase Package – Mausoleum Unit 2 niches	At Cost	At Cost
	Vase Package – New Columbarium	At Cost	At Cost
	Vase Holder - In-Ground	At Cost	At Cost
	Vase Insert - In Ground	At Cost	At Cost

(1) The City Manager has the ability to approve a 10% resident discount on Cemetery Site sales only for a specified period of time during the year. This discount would be included in an advertisement and designed to assist with advance planning.

ACCT. #	COMMUNITY DEVELOPMENT	F/Y 22-23 Fees	Proposed F/Y 23-24 Fees
01-4413	GENERAL PLAN AND ZONING AMENDMENTS		
	General Plan Amendment (Actual Cost – Minimum fee plus hourly fee)	$5,513	$5,783
	General Plan Update	5% of permit fee	5% of permit fee
	Zoning Ordinance Amendment (Actual Cost – Minimum fee plus hourly fee)	$2,753	$2,888
01-4401	SUBDIVISIONS		
	Tentative Tract Map - Base	$2,495	$2,617
	Tentative Tract Map - Per Lot	$302	$317
	Final Tract Map - Base + Recording Fee	$2,495	$2,617
	Final Tract Map - Per Lot	$386	$405
	Lot Line Adjustment	$2,058	$2,159
	Final Parcel Map (plus recording fees)	$2,180	$2,287
	Tentative Parcel Map - Base	$2,180	$2,287
	Lot Mergers	$2,073	$2,175
	Certificate of Compliance (Min. fee plus hourly fee if more than 12 hours required plus applicable attorney fees)	$2,073	$2,175
01-4407	ENVIRONMENTAL REVIEW		
	Environmental Impact Report (EIR)* - This represents a deposit for staffing time for a full EIR. All staff time will be charged at the fully-burdened rate against the deposit, along with all publishing and noticing costs	50% of EIR cost	50% of EIR cost
	Exemption*	$302	$317
	Initial Studies/Mitigated Negative Declaration*	$6,699	$7,027
	Mitigation Monitoring	$4,938	$5,180
	Negative Declaration Addendum	$4,938	$5,180
	* Filing fees by external agencies not included		
01-4607	Environmental Enhancement Fund (Fund 5)	$2.40/sq. ft.	$2.50/sq. ft.
01-4401	USE PERMITS		
	Use Permit and Amendments – Single Family	$1,991	$2,089
	Use Permit and Amendments – Multi-Family, Commercial, Institutional, all other uses (Actual cost – Minimum fee plus hourly fee)	$3,248	$3,407
	Interpretations of Permitted Uses Lists	$1,337	$1,403
	Major administrative use permits	$1,305	$1,369
	Minor administrative use permits	$1,287	$1,350
01-4401	ARCHITECTURAL REVIEW		
	Architectural Permit – Single Family	$3,318	$3,481

ACCT. #	COMMUNITY DEVELOPMENT	F/Y 22-23 Fees	Proposed F/Y 23-24 Fees
	Architectural Permit – Multi-Family four units or less	$4,060	$4,259
	Architectural Permit - Multi-Family five units or more	$4,580	$4,804
	Architectural Permit - Multi-Family units, each additional unit above the initial five units	$1,765	$1,851
	Architectural Permit - Commercial, Industrial, Institutional, all others. 10,000 sq. ft. or less	$3,432	$3,600
	Architectural Permit - Commercial, Industrial, Institutional, all others. 10,001-50,000 sq. ft.	$5,093	$5,343
	Architectural Permit - Commercial, Industrial, Institutional, all others. 50,001- 100,000 sq. ft.	$10,287	$10,791
	Architectural Permit - Commercial, Industrial, Institutional, all others. Over 100,000 sq. ft.	$13,095	$13,737
	Administrative Architectural Permit	$1,597	$1,675
	Administrative Design Change	$1,597	$1,675
01-4402	COUNTER REVIEW PERMITS		
	Counter Review & Determination - no new square footage (Plus hourly fee if more than ½ hour required)	$230	$241
	Counter Review & Determination - new square footage (Plus hourly fee if more than 3 hours required)	$932	$978
	Zoning Confirmation for Business License Permit	$160	$168
	Massage Permit Application	$160	$168
01-4403	SIGN PERMITS		
	Downtown Sign Permit	$595	$624
	Administrative Sign Permit	$932	$978
	Sign Permit	$2,437	$2,556
01-4754	HISTORIC REVIEW		
	Historic Demolition Permit	$5,218	$5,474
	Off-site relocation permit	$5,218	$5,474
	Historic Resources Inventory Determinations (Additions/Deletions)	$1,995	$2,093
	On-site relocation permit	$2,609	$2,737
	Historic Preservation Permit	$1,887	$1,979
	Initial Historic Screening	$491	$515
	* Historic Determination are not eligible for multiple permit discounts.		
01-4401	VARIANCES		
	Variances and Amendments	$2,771	$2,907

ACCT. #	COMMUNITY DEVELOPMENT	F/Y 22-23 Fees	Proposed F/Y 23-24 Fees
	Administrative Variances and Amendments	$1,549	$1,625
01-4401	STORMWATER		
	Tier 3 and 4 – 15,000 square feet of impervious surface or greater (incl. 2 reviews)	$1,754	$1,840
	Tier 2 – 5,000-15,000 square feet impervious surface (incl. 2 reviews)	$1,169	$1,226
	Tier 1 – 2,500-5,000 square feet impervious surface	$735	$771
	Each subsequent Tier 2 review	$515	$540
	Inspection Fee	$137	$144
	Annual Inspection and re-inspection	$205	$215
	Each subsequent Tier 1 review	$324	$340
01-4401	APPEALS		
	Appeals of enforcement and zoning ordinance interpretations	$2,652	$2,782
	Appeals/hearings of planning permits	25% of base permit fee or $1,136 whichever is greater + noticing costs	25% of base permit fee or $1,192 whichever is greater + noticing costs
	Request for Zoning Administrative Hearing or Decision	10% of base permit or $544, whichever is greater + noticing costs	10% of base permit or $571, whichever is greater + noticing costs
	Appeal fees for Coastal Development Permits are waived.		
01-4401	OVERLAY FEES		
	Area of Special and Biological Significance	5% of permit fees	5% of permit fees
	Butterfly Buffer	5% of permit fees	5% of permit fees
01-4401	NOTICING		
	Mailing	Actual Cost	Actual Cost
	Publishing	$379	$398

ACCT. #	COMMUNITY DEVELOPMENT	F/Y 22-23 Fees	Proposed F/Y 23-24 Fees
01-4401	COASTAL DEVELOPMENT PERMITS		
	Waiver of De Minims Development plan permit	$2,338	$2,453
	Single Family Residence up to 1,500 square feet	$2,338	$2,453
	Single Family Residence over 1,500 square feet	$4,093	$4,294
	Multi-family Residential	$2,839 plus $965 per unit	$2,978 plus $1,012 per unit
	Commercial or Industrial up to 10,000 sq. ft.	$5,847	$6,134
	Commercial or Industrial 10,001- 50,000 sq. ft.	$11,691	$12,264
	Commercial or Industrial 50,001- 100,000 sq. ft.	$58,458	$61,322
	Commercial or Industrial over 100,000 sq. ft.	$116,917	$122,646
	Grading less than 100 cubic yards	$585	$614
	Grading 101- 10,000 cubic yards	$2,338	$2,453
	Grading 10,001- 100,000 cubic yards+B16	$4,676	$4,905
	Grading greater than 100,000 cubic yards	$9,353	$9,811
	Lot Line Adjustment	$2,338	$2,453
	Subdivision	$2,338 per lot	$2,4523 per lot
	Emergency Permit	$1,754	$1,840
	Amendment	50% of base permit fee	50% of base permit fee
	Temporary Event	$2,923	$3,066
	Extension - Fee may be waived, if permit is subject to Water Waiting List	25% of base permit fee	25% of base permit fee
01-4123	TRANSIENT USE LICENSES		
	Initial STR Application Review	$413	$433
	Application Renewal	$253	$265
	Annual License	$680	$713
	Home Sharing License Annual Renewal	$191	$200
	Initial Home Sharing License Application Review	$349	$366
	Transient License Change or Reprint Fee	$32	$34
01-4503	CODE ENFORCEMENT		
	Abandonment or purchase of City property	$3,514	$3,686
	Abandoned Property Registration Fee	$223	$234
	Investigation fees, Code violations (Actual Cost)	Actual Cost	Actual Cost
01-4503	VACANT PROPERTIES		
	Inspection per property (min. or actual cost)	$168	$176
	Registration per property	$168	$176
01-4406	COPIES		
	Copies, hard and soft (scanned)	0.25 per page	0.25 per page

ACCT. #	COMMUNITY DEVELOPMENT	F/Y 22-23 Fees	Proposed F/Y 23-24 Fees
01-4401	MISCELLANEOUS		
	Certificate of Use and Occupancy	$765	$802
	County Filing Fees	As determined by County	As determined by County
	Density bonus	$2,265	$2,376
	General File Research	$64	$67
	Hourly Fee	$130	$136
	Inquiry Fee	$364	$382
	Miscellaneous Project Review/Document Preparation	$231	$242
	Multiple Permits for Single Family residential applications only. Highest fee no discount; all lower fees discounted 25%	For single family applications only	For single family applications only
	Outdoor Sidewalk Dining Permit	$438	$459
	Sidewalk Vendor Permit	$49	$51
	Permit Extension (Fee may be waived if permit is subject to Water Waiting List)	25% of permit base fee	25% of permit base fee
	Pre-Application Meeting / Preliminary Project Review	$269	$282
	Records Management and Retention (per file)	$58	$61
	Rental Property Registration	$238	$250
	Revocable License for Encroachments (plus hourly fee after 2 hours)	$870	$913
	Statement of Compliance (hourly fee if more than 4 hours required)	$491	$515
	Tree Permit with Development	$296	$311
	Tree Permit with Development Violation	$251	$263
	ABC License Review Fee	$183	$192
01-4425	ANIMAL REGULATION - KEEPING AND BREEDING PERMITS § 10		
	Animal Keeping Permit	$182	$191
	Animal Keeping Permit Annual Renewal	$44	$46
	Commercial Breeding Permit, Cats	$155	$163
	Commercial Breeding Permit, Dogs	$155	$163
	Incidental Breeding Permit, Cats (per litter)	$77	$81
	Incidental Breeding Permit, Dogs (per litter)	$77	$81
	MISCELLANEOUS SERVICES		
01-4452	Tree Permit - Single Tree Removal or Single Tree Trimming	$68	$71
	Tree Permit – For each additional tree removal and/or trimming	$31	$33
	Tree Permit Application Fee	$100	$105
01-4207	Tree replant in-lieu fee	$859	$901

ACCT. #	COMMUNITY DEVELOPMENT	F/Y 22-23 Fees	Proposed F/Y 23-24 Fees
15-4701	HOUSING FEES		
	Rehabilitation & Sewer Loan Payoff Demand - Per Statement	$127	$133
	Reconveyance Fee	$193	$202
	County Recording Fee (billed by Monterey County Recorder)	Actual Cost	Actual Cost
15-4701	HOUSING REHAB LOAN FEES (CalHOME Loan Funded Projects)		
	Loan Processing	$2,078	$2,180
	Underwriting	$639	$670
	Property Tax Verification	$64	$67
	Loan Document Preparation – SFD	$375	$393
	Loan Document Preparation – Manufactured Housing	$446	$468
	Inspection To Determine Scope of Work (Actual Cost)	$276	$290
	Contractor Selection (Actual Cost)	$276	$290
	Development of Work Write-up & Specifications (Actual Cost)	$2,638	$2,767
	Project Bidding (Actual Cost)	$1,285	$1,348
	Progress Inspection/Payment Authorization (Actual Cost)	$138	$145
15-4701	AFFORDABLE HOUSING MONITORING - ANNUAL FEE PER HOUSEHOLD		
	Affordable Units (New description to include all property addresses listed above)	$127	$133
	Registered Units	$127	$133
	BUILDING AND PERMITTING FEES		
ACCT. #	PLAN CHECK		
01-4203	Electrical Permit (not requiring plan check)	$146	$153
	Plumbing Permit (not requiring plan check)	$146	$153
	Mechanical Permit (not requiring plan check)	$146	$153
	Solar voltaic system	$316	$331
	Non-Structural Plan Review (hourly not included in larger project)	$141	$148
	Structural Plan Review (hourly not included in a larger project)	$173	$181
01-4404	Plan Checking — A combination permit fee shall be payable in cases of new construction in lieu of the separate fees. A plan review fee equal to 75 percent of the fee for single-family residential projects and 90 percent of the permit fee for all other projects shall be paid at the time of submitting plans and specifications for review. Permit fees shall be based on the value of improvements as follows:		
	Plan review extension	$715 per 90 days after the first 180 days	$750 per 90 days after the first 180 days
01-4203	CONSTRUCTION INSPECTION		
	Combination Permit:		

ACCT. #	COMMUNITY DEVELOPMENT	F/Y 22-23 Fees	Proposed F/Y 23-24 Fees
	Value up to $500.00	$135	$142
	Value of $501.00 to $2,000.00(first $500.00)	$135	$142
	Value of $501.00 to $2,000.00 (each additional $100.00 or fraction thereof)	$11	$12
	Value of $2,001.00 to $25,000.00 (first $2,000.00)	$286	$300
	Value of $2,001.00 to $25,000.00 (each additional $1,000.00 or fraction thereof)	$47	$49
	Value of $25,001.00 to $50,000.00 (first $25,000.00)	$1,297	$1,361
	Value of $25,001.00 to $50,000.00 (each additional $1,000.00 or fraction thereof)	$33	$35
	Value of $50,001.00 to $100,000.00 (first $50,000.00)	$2,086	$2,188
	Value of $50,001.00 to $100,000.00 (each additional $1,000.00 or fraction thereof)	$20	$21
	Value of $100,001.00 to $500,000.00 (first $100,000.00)	$3,198	$3,355
	Value of $100,001.00 to $500,000.00 (each additional $1,000.00 or fraction	$16	$17
	Value of $500,001.00 to $1,000,000.00 (first $500,000.00)	$10,318	$10,824
	Value of $500,001.00 to $1,000,000.00 (each additional $1,000.00 or fraction	$15	$16
	Value of $1,000,001.00 and up (first $1,000,000.00)	$18,355	$19,254
	Value of $1,000,001.00 and up (each additional $1,000.00 or fraction thereof)	$9	$9
	Single Permit:		
	Value up to $500.00	$120	$126
	Value of $501.00 to $2,000.00(first $500.00)	$117	$123
	Value of $501.00 to $2,000.00 (each additional $100.00 or fraction thereof)	$6	$6
	Value of $2,001.00 to $25,000.00 (first $2,000.00)	$222	$233
	Value of $2,001.00 to $25,000.00 (each additional $1,000.00 or fraction thereof)	$33	$35
	Value of $25,001.00 to $50,000.00 (first $25,000.00)	$942	$988
	Value of $25,001.00 to $50,000.00 (each additional $1,000.00 or fraction thereof)	$21	$22
	Value of $50,001.00 to $100,000.00 (first $50,000.00)	$1,508	$1,582
	Value of $50,001.00 to $100,000.00 (each additional $1,000.00 or fraction thereof)	$15	$16

ACCT. #	COMMUNITY DEVELOPMENT	Proposed F/Y 22-23 Fees	Proposed F/Y 23-24 Fees
	Value of $100,001.00 to $500,000.00 (first $100,000.00)	$2,285	$2,397
	Value of $100,001.00 to $500,000.00 (each additional $1,000.00 or fraction	$11	$12
	Value of $500,001.00 to $1,000,000.00 (first $500,000.00)	$7,309	$7,667
	Value of $500,001.00 to $1,000,000.00 (each additional $1,000.00 or fraction thereof)	$10	$10
	Value of $1,000,001.00 and up (first $1,000,000.00)	$12,622	$13,240
	Value of $1,000,001.00 and up (each additional $1,000.00 or fraction thereof)	$6	$6
	The Valuation for new construction shall be the full cost (labor and materials) of the construction or a minimum of $250 per square foot (for a combination permit including plumbing, mechanical, electrical and building).		
	On-site storm water management plan review and inspection (assumes non-Low Impact Development; includes plan review of 1-hour and the required field inspections.)	$391	$410
	Additional fee if LID requirements or additional time required, per hour	$130	$136
	Building Permits Extension	$1,197 per 90 days after first 180 days	$1,197 per 90 days after first 180 days
01-4203	OTHER INSPECTIONS AND REVIEWS		
	The following are minimum hourly fees. If the total cost to the City is greater than the fees shown below, the actual cost shall be recovered. This cost shall include supervision, overhead, equipment, the hourly wages and benefits of the employees involved: and reimbursement for any professional services that are directly related to the inspection or review.		
	Inspections outside of normal business hours (4 hour minimum)	$339	$356
	Re-inspection fees assessed under provisions of CBC § 108.8	$228	$239
	Inspections for which no fee is specifically indicated including but not limited to Historic preservation inspection fees	$142	$149
	Traffic control plan review	$179	$188
	Change of Street Address	$179	$188
	Alternate methods of construction (hourly fee, 2 hour minimum)	$359	$377
	Owner/building surcharge in addition to permit fee	20%	20%
	Electric Vehicle Charging Station - residential	$264	$277

ACCT. #	COMMUNITY DEVELOPMENT	F/Y 22-23 Fees	Proposed F/Y 23-24 Fees
	Electric Vehicle Charging Station - commercial	$449	$471
	Temporary Occupancy	$359	$377
	ASBS Stormwater Inspection Fee min. deposit (Fee calculation of 26 rainy season inspections)	$3,538	$3,711
	Stormwater Annual Post-Construction BMP Inspection	$205	$215
	Additional plan review due to changes/additions/revisions to approved plans per hour (1/2 hour min.)	$110	$115
01-4404	Wireless Encroachment / Public Right of Way Permit.	$502	$527
01-4203	Grading Inspection (hourly fee, 1-hour minimum)	$110	$115
	Grading Plan Checking (hourly fee, ½-hour minimum)	$110	$115
01-4203	Excavation Review/Inspection (except utility companies)	$276	$290
	Residential Zoning Records Report (RZRR) & Sewer Lateral Report (combined)	$346	$363
	Sewer Lateral Report Review	$147	$154
	Investigative fee for work without proper City permits	Cost equal to the permit cost plus staff time to investigate	Cost equal to the permit cost plus staff time to investigate
01-4203	Excavation and Inspection Services		
	Inspections for which no fee is specifically indicated (per hour with a ½-hour	$130	$136
	Encroachment permit: street opening/excavation	$249	$261
	Encroachment permit: driveway	$257	$270
	Encroachment permit: sidewalk	$170	$178
	Encroachment: temporary (e.g., building construction requiring scaffolding in Right-of-Way	$257	$270
	Encroachment permit: permanent underground (e.g. utility line)	$257	$270
	Encroachment permit: permanent above ground (e.g. retaining wall, fence, etc.)	$257	$270
	Encroachment permit, annual charge for permanent above-ground encroachment (e.g. retaining wall, fence, etc.)	$3.55/ sq. ft.	$3.72/ sq. ft.
	Encroachment permit hourly processing fee, if more than 2 hours review or inspection required.	$130	$136
	Annual encroachment permit (Encompasses up to 40 utility openings per year)	$9,259	$9,713

ACCT. #	FIRE	F/Y 22-23 Fees	Proposed F/Y 23-24 Fees
	FIRE PREVENTION		
01-4436	Fire Inspection/Permit Required Due to Materials, Processes, or Occupancies		
	Engine Company Inspections (internal inspection)	No Charge	No Charge
	Engine Company Inspections - First re-inspection	No Charge	No Charge
	Engine Company Inspections - Subsequent re inspections	$98	$103
	Fire Prevention Bureau Inspections -initial inspection	No Charge	No Charge
	Fire Prevention Bureau Inspections - First re-inspection	No Charge	No Charge
	Fire Prevention Bureau Inspections - Second re-inspection	$108	$113
	Fire Prevention Bureau Inspections - Third re-inspection	$217	$228
	Fire Prevention Bureau Inspections - Fourth & each re-inspection	$542	$569
Monterey Fee	Annual Day Care Inspection (Six or more children)	$71	$76
	Community Care Facility Inspections		
Monterey Fee	Pre-Inspection Fee < 25 Occupants	$155	$174
Monterey Fee	> 25 Occupants	$265	$304
Monterey Fee	Fire Clearance Fee 7 – 50 Occupants	$155	$174
Monterey Fee	> 50 Occupants	$265	$304
Monterey Fee	Annual Inspection Fee 7 – 50 Occupants	$155	$174
Monterey Fee	> 50 Occupants	$264	$304
	High Rise Inspection	$1,095	$1,149
	Fire Plan review and inspections, trade show set-up review	$71	$74
	Fire hydrant flow test (per hydrant)	$82	$86
	Fireworks permit	$204	$214
	Special Event Tent/Canopy permit < 200 square feet (during regular business hours; after hours inspection fees vary based on overtime rates)		
	400 - 1,000 square feet	$152	$159
	1000 – 2,000 square feet	$210	$220
	>2,000 square feet	$265	$278
	Unauthorized Work	Double Permit Fee	Double Permit Fee
	Unauthorized Occupancy	$108	$113
	Fire Department Review of Building Plans, Residential	10% of Building Plan Check Fee	10% of Building Plan Check Fee

ACCT. #	FIRE	F/Y 22-23 Fees	Proposed F/Y 23-24 Fees
	Fire Department Review of Building Plans, Commercial	20% of Building Plan Check Fee	20% of Building Plan Check Fee
	Project Consultation Fee	Fully Burdened Cost	Fully Burdened Cost
	Expedited Plan Checks	Fully Burdened Cost	Fully Burdened Cost
	Fire Service Underground systems: Plan Check/Inspection/Flush (includes plan review, inspection, permit approval, Flush system)	$1,095	$1,149
	Fire Sprinkler System Plan Review Fee - Internal	$0	$0
	Plan Review & Inspection (1-5 heads) in-house review	$465	$488
	Plan Review & Inspection (6-180 heads), in-house review	$885	$928
	Plan Review & Inspection (>181 heads), in-house review	$885	$928
Added language	Fire Protection System Plan **Review and Inspection Fees**- Automatic Fire Sprinkler System > 180 Heads (external review), i.e. new system	$714 + contractor cost	$714+ contractor cost
Added language	Fire Sprinkler System Plan **Review and Inspection Fee** (External)	$465 + contractor cost	$465 + contractor cost
Added language	Fixed Fire Extinguishing Systems **Plan Review and Inspection** (Hood & Duct, Spray Boot and Clean Agent) — New System	$885	$928
Added language	Fixed Fire Extinguishing Systems **Plan Review and Inspection** (Hood & Duct, Spray Boot and Clean Agent) — Alterations, relocation, or addition	$570	$598
Added language	Fire Alarm System Plan Review **and Inspection**	$658	$690
Added language	Fire Alarm System **Plan** Review **and Inspection**– (external review)	Variable	Variable
	Liquid Petroleum Gas (LPG) Installation, Review & Inspection	$255	$267
	Medical Gas Review & Inspection	$255	$267
	Special Events Stand-By (Fire)	Actual Costs	Actual Costs
	Hazardous Materials Response	Actual Costs	Actual Costs
New Fee	**Defensible Space Inspection**		**$174**

ACCT. #	FIRE	F/Y 22-23 Fees	Proposed F/Y 23-24 Fees
01-4502	Penalty if appointment is made for a system test or inspection and contractor/developer (or their representative) is not ready and did not call to cancel/reschedule.	Actual Costs	Actual Costs
	DUI Response	Fully Burdened Cost	Fully Burdened Cost
	ADMINISTRATIVE ACCOUNTS		
	Fire Alarm System False Alarm Response		
01-4439	First call in 12-month period - No charge	$0	$0
Monterey Fee	Second call in 12-month period	$21	$50
Monterey Fee	Third call in 12-month period	$33	$100
Monterey Fee	Fourth call in 12-month period	$65	$250
Monterey Fee	Fifth call in 12-month period	$108	$500
Monterey Fee	6th and all subsequent calls	$542	$500
01-4439	Vehicle and Apparatus Rates - Based on CA Office of Emergency Services (OES) Rates (updated by the OES annually) – Charged per incident ***(All OES rates not listed here within, published on OES website will apply)***		
	Sedan	$119	$120
	Pickup/Utility	$135	$127
	SUV	$194	$197
	Van	$191	$194
	Other-Rescue) – ¾ ton and above	$224	$235
	POV (Privately Owned Vehicle) Rate per mile	$0.585	$0.656
	Apparatus GPM Hourly Rates:		
Fire engines changed	1 - 1000 ~~**(E6433)**~~ **(6414 and 6424)**	$127	**$142**
Delete-no longer in use	~~**1,501 – 2,000 (T 6474)**~~	$140	**Delete**
	HYPERBARIC CHAMBER		
04-4609	Carbon Monoxide Treatment	$1,127	$1,182
	Standard Hyperbaric Treatment for Decompression Illness (first 5 hours)	$6,323	$6,633
	Standard Hyperbaric Treatment Extensions (per each 75 minutes of extended treatment)	$598	$627
	Facility Use Fee - Per Hour - In lieu of Treatment Fees (First hour)	$1,265	$1,327
	Fees not paid within a reasonable period of time will be subject to the City's late payment fee.	Min. $25	Min. $25

ACCT. #	LIBRARY	F/Y 22-23 Fees	Proposed F/Y 23-24 Fees
01-4455	OTHER FEES AND RENTALS		
	Photocopies (per black & white copy)	$0.15	$0.15
	Photocopies (per color copy)	$0.25	$0.25
	Computer printout (per page)	$0.15	$0.15
01-4455	CARD REPLACEMENT		
	Replace borrower’s card	$3	$3
01-4455	LOST /DAMAGED MATERIAL REPLACEMENT/REPAIR		
	Re-cataloging/processing charge for lost book or recording	$3	$3
	Charges for lost or damaged items will be made at "Cost, replacement price " as listed in the item record of the Koha Library Catalog.	Actual Cost	Actual Cost

ACCT. #	POINT PINOS LIGHTHOUSE	F/Y 22-23 Adult Fees	F/Y 22-23 Children 7-17 Fees	F/Y 23-24 Adult Fees	F/Y 23-24 Children 7-17 Fees
01-4451	Pt. Pinos Lighthouse Entrance Fee (Suggested Donation)	$5	$2	$5	$2
	Private Lighthouse Tour Fee (Tours organized by schools and non-profit entities are not subject to Lighthouse Fees.)		$135 based on 2 hour fully burden rate of one staff memeber cost + admission fees based on participants		$142 based on 2 hour fully burden rate of one staff memeber cost + admission fees based on participants

ACCT. #	LOCAL WATER PROJECT	F/Y 22-23 Fees	Proposed F/Y 23-24 Fees
74-4475	Recycled Water Fee	New Fee	**0.0290 per gallon**

ACCT. #	POLICE	F/Y 22-23 Fees	Proposed F/Y 23-24 Fees
01-4426	PARKING ENFORCEMENT, MUNICIPAL CODE VIOLATIONS		
	14.08.010 Parking on ice plant	$48	$48
	14.12.010 Parking on golf course	$268	$268
	14.12.020 Violation to turf – Golf Course/Park	$64	$64
	16.12.055 Tamper with chalk marks	$125	$125
	16.32.130 Parking on park grounds	$48	$48
	16.40.030 Storing vehicle on street	$48	$48
	16.40.040 Storing vehicle on street - Removal by Police	$125	$125
	16.40.045 Overnight Parking of Oversize Vehicles or Trailers (10pm-5am)	$48	$48
	16.40.050 Parking for repair	$48	$48
	16.40.060 Parallel parking	$48	$48
	16.40.070 Parallel parking, one-way street	$48	$48
	16.40.080 Parallel parking, one-way roadway	$48	$48
	16.40.110 Angle Parking	$48	$48
	16.40.130 Angle Parking/12” from barrier	$48	$48
	16.40.160 Parking Adjacent to Schools - Sign Compliance	$48	$48
	16.40.170 Parking On Narrow Streets	$48	$48
	16.40.185 Parking on North Side of Mermaid Avenue	$48	$48
	16.40.190 Failure to Set Parking Brake	$91	$91
	16.40.200(b) Parking Within 20’ of Intersection	$48	$48
	16.40.260 Temporary No Parking	$48	$48
	16.40.210 Peddlers, vendors - Unlawful Parking	$48	$48
	16.40.280 City Lots, Angle Parking	$48	$48
	16.40.290 City Lot, Use of Single Space Only	$48	$48
	16.40.300 City Lots, Reserved Spaces	$48	$48
	16.40.360(a) No Parking – Red Zone	$48	$48
	16.40.360(b-d) Curb markings – yellow/white/green	$48	$48
	16.40.360(f) Handicapped Zone	$350	$350
	16.40.430 Blocking Alley	$48	$48
	16.40.500 Bus Zone	$48	$48
	16.40.510-535 Overtime Parking or Evasion of Parking Restrictions	$48	$48
	16.40.540 Parking in Business District	$48	$48
	16.40.550 No Parking Anytime	$48	$48
	16.40.555 No Parking Certain Hours	$48	$48
	16.40.560 No Parking 4 am-6 am	$48	$48
	16.40.575 Parking - Commercial Vehicle in Residential 2:00 AM to 4:00	$48	$48
	16.40.580 Parking, Over Marked Space	$48	$48
	16.40.585 Parking in Privately Owned Lots	$48	$48
	16.40.610 Displaying Vehicle for Sale	$48	$48
	16.41.040 Resident Parking	$48	$48
	16.40.710 Electric Vehicle Violation	$48	$48

ACCT. #	POLICE	F/Y 22-23 Fees	Proposed F/Y 23-24 Fees
	16.42.100(a) Meter Violation – expired	$48	$48
	16.68.020 No tour bus parking	$268	$268
	16.68.030 Parked bus with engine running	$268	$268
	18.36.030 House Cars on Private Property	$48	$48
	18.36.040 House Cars on Streets /Public Property	$48	$48
01-4501	5200 (a) No Front Plates	$48	$48
	5204 (a) No Current Tab Displayed	$48	$48
	4000 (a) Expired Registration	$48	$48
	21211 (b) Parking in bicycle path	$48	$48
	2500.1 Parked in Fire Lane	$125	$125
	22500(a) Parking in intersection	$48	$48
	22500(b) Parking in crosswalk	$48	$48
	22500(e) Parking driveway	$48	$48
	22500(f) Parking on sidewalk	$48	$48
	22500 (g) Obstructing Traffic	$48	$48
	22500(h) Double parking	$48	$48
	22500 (i) Blocking Wheelchair Access	$350	$350
	22502(a) Parking more than 18” from curb or on wrong side of roadway	$48	$48
	22505 (e) (1) Parked Wrong Way on One Way	$48	$48
	22507.8(a) Unauthorized parking in Handicapped zone	$350	$350
	22507.8 (c) (2) Parked in Crosshatched Portion of Disabled Space	$350	$350
	22514 Park, stop or leave vehicle within 15 feet of Fire hydrant	$48	$48
	22515 Unattended Vehicle with Engine On	$48	$48
01-4502	Parking Citation Late Fee (If Not Paid or Contested within 21 Days)	$25	$25
01-4502	Correctable Code Violation - Admin Fee	$10	$10
01-4502	MUNICIPAL CODE VIOLATIONS		
	Municipal Code Violation - 1st Violation	$100	$100
	Municipal Code Violation - 2nd Violation within 1 year	$200	$200
	Municipal Code Violation - Each Additional Violation within 1 year	$500	$500
	Municipal Code Violation Late Fee (If Not Paid or Contested within 30 Days)	$25	$25
01-4204	ANIMAL REGULATION — DOG LICENSES - PGMC § 10.04.010		
	Annual Dog License Fee, Altered Dog	$22	$23
	Annual Dog License Fee, Unaltered Dog	$50	$52
	Dog License, Delinquent Penalty (after 30 days)	$26	$27
	Dog License, Replacement Tag	$10	$10
01-4425	ANIMAL REGULATION - IMPOUND FEES - PGMC § 10.04.100		
	Impound Fee (Initial Impound) Licensed & Altered	No Fee	No Fee
	Impound Fee (2nd & Subsequent) Altered	$85	$89
	Impound Fee (Initial Impound) Unaltered	$85	$89

ACCT. #	POLICE	F/Y 22-23 Fees	Proposed F/Y 23-24 Fees
	Impound Fee (2nd & Subsequent) Unaltered	$171	$179
	Boarding Fee, per day PG Kennels	$41	$43
	Boarding Fee, transported to SPCA	$172	$184
	ALARM REGISTRATION & RESPONSE		
01-4429	Alarm Registration	$36	$38
	Alarm Renewal (within 30 Days of Alarm Permit Expiration Date)	$5	$5
01-4504	False Alarm - First Response - Unpermitted Alarm	$143	$150
	False Alarm - First Response	No Fee	No Fee
	False Alarm - Second Response	$61	$64
	False Alarm - Third Response	$171	$179
	False Alarm - Fourth Response	$283	$297
	False Alarm - Fifth and Subsequent Response	$397	$416
	Duress/Panic/Robbery Alarm Violation	$341	$358
	Late Fee (if not paid within 30 days)	$27	$28
01-4502	ADMINISTRATIVE AND MISCELLANEOUS		
	Accident Report, Compilation and Copying (per report)	$10	$10
	Booking Fee	$30	$31
	Clearance Letter – No Record on File	$35	$37
	Clearance Letter – Record on File	$46	$48
	Crime Report, Compilation and Copying (per report)	$11	$12
	Information Report, Compilation and Copying (per report)	$5	$5
	Evidence Video Reproduction	$43	$45
	Fingerprint Processing (Live Scan administration)	$30	$30
	Removal of Traffic Boot	$134	$141
	Repossession Receipt	$16	$16
	Sign-off of tickets by other agencies	$17	$18
	Vehicle Release Fee	$227	$238
01-4205	PARKING PERMITS & FEES		
	Contractor's Parking Permit, Monthly	$42	$44
	Parking Meter Rate per Hour	$2	$2
	Public Parking Lot Permit Processing, Delinquency Penalty	$27	$28
	Public Parking Lot Permit, Annual	$386	$405
	Public Parking Lot Permit, 12-Month, TRANSFERABLE	$491	$515
	Public Parking Lot Permit, Monthly	$42	$44
	Residential Parking Permit Processing, per permit, Annual	$11	$12
	Temporary Overnight Parking Permit Program - Initial Residential Registration	$25	$26
	Temporary Overnight Parking - 72 Hour Resident Permit	$4	$4

ACCT. #	POLICE	F/Y 22-23 Fees	Proposed F/Y 23-24 Fees
	Temporary Overnight Parking Permit - Weekly - Exemption	$95	$100
	Temporary Overnight Parking Permit - Annual - Exemption	$397	$416
	Timed Space - Daily	$5	$5
01-4421	POLICE RESPONSE - DUI, Peace Disturbance, Social Hosting, & Special Events		
	Police Commander Hourly Rate	$210	$220
	Police Sergeant Hourly Rate	$201	$211
	Police Officer Hourly Rate	$177	$186
	Police Services, Animal Control & Parking Enforcement Community Service Officer Hourly Rate	$149	$156
	Patrol Vehicle Hourly Rate	$61	$64
01-4201	MISCELLANEOUS PERMITS & DEPOSITS		
	Amplified Sound Permit	$85	$89
	Drone Permit Fee - Daily	$22	$23
	Drone Permit Fee - Annual	$83	$87
	Firearms Storage: Administrative Release Fee	$425	$446
	Garage Sale Permit Processing	$10	$10
Duplicate entry CDD	~~**Massage Permit**~~	$25	-
	Refuse Container or Storage Container Permit	$56	$59
	Refuse Container or Storage Container Permit Renewal/Extension	$29	$30
	Transportation of Large Structure deposit – variable fee based on size/type of structure - unused portion to be reimbursed	$214	$224
	Transportation of Large Structure permit – per structure	$609	$639

ACCT. #	PUBLIC WORKS FEES	F/Y 22-23 Fees	Proposed F/Y 23-24 Fees
01-4445	MISCELLANEOUS FEES		
	Requested Special Traffic Review (Personnel time to be charged based on time and hourly rate)	Charged at hourly rate per contract	Charged at hourly rate per contract
	Banner Installation and Removal (Downtown Street Lights) per pole	$45	$47
	Memorial Bench [(1)] Fee represents labor costs associated with installing the bench. Materials for bench are charged at the additional actual cost.	$428	$449
	Memorial Bench maintenance (5 years)	$552	$579
	Memorial Tree Fee represents labor costs associated with the planting the tree. Tree to be charged at cost. This cost will be in addition to the labor fee.	$997	$1,046
	Tree Permit violation (minimum $218 or cost of tree replacement or $1,000)	Min. $208	Min. $218
	Annual Solid Waste Exemption Application	$92	$97
	Trash receptacle left on sidewalk/street Violation PGMC 9.16.030	$88	$92
	Tree Appeal	$225	$236
	Newsrack Annual Application Fee	$58	$61
	Newsrack Program Fee Half Rack	$38	$40
	Newsrack Program Fee Full Rack	$80	$84
	Electrical Vehicle Charging Stations	Equivalent to PG&E Peak Demand Rate (kWh) for Business Electric Vehicle Rate Plans, BEV-1	Equivalent to PG&E Peak Demand Rate (kWh) for Business Electric Vehicle Rate Plans, BEV-1
01-4445	Equipment Use Charges (when responding to emergencies on private property)		
	Current FEMA Schedule of Equipment Rates https://www.fema.gov/media-library/assets/documents/136901 (Personnel to be charged based on time and hourly rate)		
	Standard size barricade, each per day ($100 deposit required)	$3	$3
	Four-foot delineator, each per day ($100 deposit required)	$4	$4
	Eight-foot barricade, each per day ($100 deposit required)	$11	$12
	18-inch traffic cone, each per day ($100 deposit required)	$3	$3
	24-inch traffic cone, each per day ($100 deposit required)	$3	$3
	Temporary Directional Signage Per Day	$3	$3
	Temporary Parking Signage Per Day	$2	$2
(1) The Memorial Bench is charged at the listed fee, plus the actual cost of the bench.			

ACCT. #	RECREATION	FY 22-23 Resident/ Non-Profit	F/Y 22-23 Non-Resident / Commercial	Proposed FY 23-24 Resident/ Non-Profit	Proposed F/Y 23-24 Non-Resident / Commercial
01-4467	PRE-SCHOOL (MONTHLY FEES)				
	2 Days Per Week	$188	$207	$197	$217
	3 Days Per Week	$296	$328	$311	$344
	5 Days Per Week	$482	$536	$506	$562
01-4462	YOUTH SPORTS	$94	$103	$99	$108
01-4463	PROGRAMS				
	Full Day Youth Camp (5 day week)	$188	$207	$197	$217
	Full Day Youth Camp (4 day week)	$150	$167	$157	$175
	Full Day Youth Camp (3 day week)	$111	$124	$116	$130
	Daily Drop-In (per Day)	$43	$47	$45	$49
01-4462	YOUTH CENTER PROGRAM				
	Membership (per Semester) provides free daily admission & discount at Dances	$76	$76	$80	$80
	Membership (for the School Year) provides free daily admission & discount at Dances	$129	$128	$135	$134
	Daily Admission	$2	$2	$2	$2
	Dance Admission	$10	$10	$10	$10
01-4467	SWIMMING (during the Summer Season)				
	Progressive Swim Lessons, 8 class sessions, per child	$78	$88	$82	$92
	Private Swim Lessons, per class, per child per 20 minute lesson	$36	$41	$38	$43
	Semi-private Swim Lessons, per class, per child (2 students required) per 20 minute lesson Group Swim Lessons	$20	$22	$21	$23
	Recreational Swimming: Lovers Point, (After Lessons - 2:30 - 4:30) Monday-Thursday	$3	$3	$3	$3
	Recreational Swimming: Lovers Point, (during full-day offering noon - 4:30) mostly Friday, Saturday, Sunday & Holidays	$5	$6	$5	$6
	Family Card (50 Lovers Point Swims Monday-Thursday, or 25 Lovers Point Swims on Fri, Sat, Sun & Holidays)	$85	$95	$89	$100
	Private use of swimming pool (rental fee per hour) Subject to Rental	$107	$180	$112	$189
01-4462	OTHER PROGRAMS, CONTRACTUAL AGREEMENTS				
	Contractual Agreements for Recreational Programs in Facilities and Parks	Contract	Contract	Contract	Contract
	Adult Contract Recreation Programs	Contract	Contract	Contract	Contract
	Youth Special Trips/Excursions (85% of cost)	Contract	Contract	Contract	Contract
	The City Manager or his designee may reduce Recreation fees based on unanticipated reductions in activity days/hours.				

ACCT. #	RECREATION	FY 22-23 Resident/ Non-Profit	F/Y 22-23 Non-Resident / Commercial	Proposed FY 23-24 Resident/ Non-Profit	Proposed F/Y 23-24 Non-Resident / Commercial
01-4670	FACILITY RENTAL				
	Programs, activities, or events that are co-sponsored by the Pacific Grove Recreation Department and non- profit recreation organizations are not subject to facility rental fees. The City also does not charge facility rental fees for official City of Pacific Grove activities and those of any other public agency that has a reciprocal use arrangement with the City.				
	Picnic Facility Reservation Permit: Caledonia, George Washington, Arnett Park, and similar Picnic Facilities				
	1 – 50 persons	39	66	$41	$69
	51 + persons	94	163	$99	$171
	Court Reservation Fees: Volleyball, Basketball, Tennis and Pickleball	$21	$39	$22	$41
	Parks/Facilities Reservable (under Contract) w/ Liability Insurance	Contract	Contract	Contract	Contract
	Community Center, Lebeck Room (2 hr. minimum rental)	$111	$196	$116	$206
	Community Center, Lebeck Room – Security Deposit	$531	$531	$557	$557
	Community Center, Kuwatani/Scout Room per hr. (Minimum of 2 hours)	$38	$65	$40	$68
	Chautauqua Hall Facility 2 hr. minimum rental)	$428	$748	$449	$785
	Chautauqua Hall Facility – Security Deposit	$531	$531	$557	$557
	Youth Center (2 hr. minimum rental)	$111	$196	$116	$206
	Youth Center Meeting Room	$38	$65	$40	$68
	Little House at Jewell Park	$18	$33	$19	$35
	Lovers Point Park – Per Hour Fee for 1 – 100 Persons (Special Events or Special Use)	$174 + $196 Damage Deposit	$303 + $196 Damage Deposit	$182 + $205 Damage Deposit	$318 + $206 Damage Deposit
	Lovers Point Park – Per Hour Fee for Over 100 Persons (Special Events or Special Use)	$364	$364	$382	$382
	Lovers Point Wedding or Staging Area; Berwick Park, Jewell Park, Pt. Pinos Lighthouse and Elmarie Dyke Gazebo reservation fee per hour. (Minimum 2 hours Min.)	$179 + $197 Damage Deposit	$333 + $196 Damage Deposit	$187 + $207 Damage Deposit	$349 + $206 Damage Deposit
	Recreation Trail Rental Fee Per Hour for 1 – 100 Persons	$181	$181	$190	$190
	Recreation Trail Rental Fee Per Hour for over 100 Persons	$364	$364	$382	$382

ACCT. #	RECREATION	FY 22-23 Resident/ Non-Profit	F/Y 22-23 Non-Resident / Commercial	Proposed FY 23-24 Resident/ Non-Profit	Proposed F/Y 23-24 Non-Resident /
01-4670	MUNICIPAL SOFTBALL PARK RENTAL POLICY				
Programs, activities, or events that are co-sponsored by the Recreation Department and a civic, community, or local organization are not charged Softball Park Rental rates. The City also does not charge facility rental fees for official City of Pacific Grove activities and those of any other public agency that has a reciprocal use arrangement with the City. Fees for direct costs, such as staffing and utilities are charged to these entities.					
	Daily Use	$214	$373	$224	$391
	Field Use, Per Hour	$31	$53	$33	$56
	Lights per hr.	$27	$27	$28	$28
	Staff, Per hour	Fully burdened rate	Fully burdened rate	Fully burdened rate	Fully burdened rate
	Restrooms (Previously charged under other Class rates)	No charge	No charge	No charge	No charge
	Deposit on daily rate (same as prior Class II, Class III, Class IV)	$178	$178	$187	$187
01-4462	MISCELLANEOUS RECREATION FEES & CHARGES				
	Transfer Fee (transfers between classes and/or sessions)	$5	$5	$5	$5
	Refund Processing Fee (if within written time frame)	25% of refund	25% of refund	25% of refund	25% of refund
	SPECIAL EVENT FEES				
	Application fee per event – Minimal Impact Events	$25	$25	$26	$26
	Application fee – Events with 1 – 999 participants	$219	$219	$230	$230
	Application fee – Events with more than 1,000 participants	$800	$800	$839	$839
01-4462	SPECIAL EVENT INSURANCE PREMIUMS (Note: This is a pass through of rates charged to the City by insurance carrier, so fees will change as premium rates change)				
	All private parties, wedding receptions, anniversaries, and events with or without alcohol or admissions fees	Cost + 10%	Cost + 10%	Cost + 10%	Cost + 10%

Note: If insurance is provided by the event holder, the City requires $2,000,000 coverage per event and the City must be named as Additional Insured under the policy.

HOLIDAYS

Rental facilities will not be available on the following days: New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day and the day following, Christmas Eve and Christmas Day.

RESERVATIONS

No verbal reservations will be accepted. Facility is not reserved until all fees have been paid and a contract has been executed. All reservations will be made on a first-come, first-served basis at a maximum of six months and a minimum of 10 working days prior to use. Cancellations result in loss of deposit and insurance fees. No refunds if cancelled within 10 business days of event. Park fees allow for a two-hour time block; deposit refund to be made within thirty days following event if City determines no damage resulted from usage.

RENTAL POLICIES

1. The City may require appropriate deposits or extra payments for special charges incurred.

2. All renters of City facilities shall complete a rental application and have it on file with the Recreation Department. City facilities may not be sublet without the express authorization of City.

3. All senior citizen nutrition programs serving Pacific Grove residents are exempt from rental fees and charges.

4. To the fullest extent permitted by law, all renters shall indemnify, defend, and hold harmless the City, its elected officials, officers, agents, and employees, both severally and collectively from and against any and all claims, liabilities, and losses whatsoever (including damages to property and injuries to or death of persons, court costs, and reasonable attorneys' fees), howsoever the same may be caused, except in cases of City's sole negligence, resulting directly or indirectly from or arising out the negligence or willful misconduct of the renter, its employees, agents, subcontractors, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable with respect to the performance of this Agreement and without limiting the generality of the foregoing, the same shall include: (1) bodily injury, (2) death to any person or persons or, (3) injury to or destruction of tangible and/or property including that of the City, whether direct or consequential including the loss of use resulting therefrom. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity, which would otherwise exist as to any party or person described herein. The City, at its sole option, may choose to provide all or a portion of the defense of claims, damages, losses, liability, costs, and expenses as set forth above, and in such event, the renter shall indemnify and hold harmless the City from the costs and expenses, including attorney's fees, of such defense."

5. Official Pacific Grove youth groups, under 18 years of age, will be allowed to use City facilities as Class I (no charge), scheduled at a time when a supervisor is on duty, with the approval of the City Manager, for activities on a space available basis. Examples of qualified users would be the PONY Baseball League, Pop Warner league, Girl Scouts, Boy Scouts, Cub Scouts and Brownies.

6. If the person or organization imposes a cover charge, sells alcoholic beverages, or otherwise comes under the jurisdiction of the State Department of Alcoholic Beverage Control, the City must be provided with evidence of a valid license from the State Department of Alcoholic Beverage Control.

ACCT. #	SEWER SERVICE CHARGES AND CONNECTION FEES	F/Y 22-23 Fees	Proposed F/Y 23-24 Fees
76-4471	Sewer Service Charge	6 Year Sewer Rate Chart Attached	6 Year Sewer Rate Chart Attached
76-4470	Sewer Connection Fee	85% of fee charged by M1W	85% of fee charged by M1W

Sewer Rate Bimonthly City of Pacific Grove Portion ONLY (effective dates)							
Description	Units	7/1/2019	7/1/2020	7/1/2021	7/1/2022	7/1/2023	7/1/2024
Business/Gov't	Location/Each Business	$47.26	$48.48	$49.76	$51.06	$52.40	$53.78
Residential-Vacant	Each Living Unit	$20.40	$20.94	$21.49	$22.05	$22.63	$23.22
Residential	Each Living Unit	$61.20	$62.82	$64.46	$66.14	$67.88	$69.66
Residential/Apartments	Each Living Unit	$61.20	$62.82	$64.46	$66.14	$67.88	$69.66
Residential/Apartments-	Each Living Unit	$20.40	$20.94	$21.49	$22.05	$22.63	$23.22
Condominium	Each Living Unit	$61.20	$62.82	$64.46	$66.14	$67.88	$69.66
Condo/Retirement	Each Living Unit	$61.20	$62.82	$64.46	$66.14	$67.88	$69.66
Minimum/Vacancy	Location/Each Business	$20.40	$20.94	$21.49	$22.05	$22.63	$23.22
Motel/Hotel	Each Room	$26.56	$27.26	$27.96	$28.70	$29.46	$30.22
Bed & Breakfast Inn	Each Room	$17.50	$17.96	$18.42	$18.92	$19.40	$19.92
Supermarkets	Location	$258.14	$264.90	$271.84	$278.98	$286.28	$293.78
Medical Office	Each Licensed Physician	$63.16	$64.82	$66.52	$68.26	$70.06	$71.88
Dental Office	Each Licensed Dentist	$87.10	$89.38	$91.72	$94.14	$96.60	$99.12
Rest Home/Convalescent	Capacity	$17.50	$17.96	$18.42	$18.92	$19.40	$19.92
General Hospital	Capacity	$103.64	$106.34	$109.14	$112.00	$114.92	$117.94
Animal Hospital	Business	$115.32	$118.34	$121.44	$124.62	$127.90	$131.24
Restaurant 1 meal/day	Each Restaurant Seat	$2.26	$2.32	$2.38	$2.44	$2.50	$2.56
Restaurant 2 meals/day	Each Restaurant Seat	$3.54	$3.64	$3.72	$3.82	$3.92	$4.04
Restaurant 3 meals/day	Each Restaurant Seat	$6.78	$6.96	$7.14	$7.34	$7.52	$7.72
Restaurant with Bar	Each Restaurant Seat	$6.78	$6.96	$7.14	$7.34	$7.52	$7.72
Bar	Location/Each Business	$102.66	$105.34	$108.10	$110.94	$113.84	$116.82
Nightclub	Location/Each Business	$307.68	$315.74	$324.00	$332.50	$341.20	$350.14
Takeout Food - Small	Location/Each Business	$114.66	$117.66	$120.74	$123.90	$127.14	$130.48
Takeout Food - Medium	Location/Each Business	$282.08	$289.48	$297.06	$304.84	$312.82	$321.02
Takeout Food - Large	Location/Each Business	$514.34	$527.82	$541.64	$555.84	$570.40	$585.34
Bakery	Location/Each Business	$92.98	$95.42	$97.92	$100.48	$103.12	$105.82
Theater	Per Screen @ Each	$152.54	$156.54	$160.64	$164.86	$169.18	$173.60
Bowling Center	Location/Each Business	$464.14	$476.30	$488.78	$501.58	$514.74	$528.22
Gym	Per 500 members	$47.26	$48.48	$49.76	$51.06	$52.40	$53.78
Mortuary	Location/Each Business	$125.36	$128.64	$132.02	$135.48	$139.02	$142.68
School (Minimum)	Student Population	$47.26	$48.48	$49.76	$51.06	$52.40	$53.78
School (Grades 0-6)	Student Population	$0.66	$0.68	$0.70	$0.72	$0.74	$0.76
School (7-College)	Student Population	$1.28	$1.30	$1.34	$1.38	$1.42	$1.46
Boarding School	Student Population	$12.96	$13.30	$13.66	$14.02	$14.38	$14.76
Instructional Facility	Student Population	$47.26	$48.48	$49.76	$51.06	$52.40	$53.78
Church	Per 100 members	$47.26	$48.48	$49.76	$51.06	$52.40	$53.78
Photo / Laboratory /	Per 10 employees	$47.26	$48.48	$49.76	$51.06	$52.40	$53.78
Service Station/Garage	Location/Each Business	$45.36	$46.54	$47.76	$49.02	$50.30	$51.62
Paint and Body Shops	Per 10 employees	$47.26	$48.48	$49.76	$51.06	$52.40	$53.78
Dry Cleaner	Location/Each Business	$156.46	$160.56	$164.76	$169.08	$173.52	$178.06
Laundromat	Each Washing Machine	$41.12	$42.20	$43.32	$44.44	$45.62	$46.80
Special User [2]	Individual Determination	NA	NA	NA	NA	NA	NA

Consumer Price Index, San Francisco Area — December 2022

Area prices were down 0.3 percent over the past two months, up 4.9 percent from a year ago

Prices in the San Francisco area, as measured by the Consumer Price Index for All Urban Consumers (CPI-U), declined 0.3 percent for the two months ending in December 2022, the U.S. Bureau of Labor Statistics reported today. (See table A.) Regional Commissioner Chris Rosenlund noted that the December decrease was influenced by lower prices for gasoline. (Data in this report are not seasonally adjusted. Accordingly, month-to-month changes may reflect seasonal influences.)

Over the last 12 months, the CPI-U advanced 4.9 percent. (See chart 1 and table A.) Food prices advanced 10.2 percent. Energy prices advanced 5.3 percent, largely the result of an increase in the price of electricity. The index for all items less food and energy advanced 4.0 percent over the year. (See table 1.)

News Release Information

23-39-SAN

Thursday, January 12, 2023

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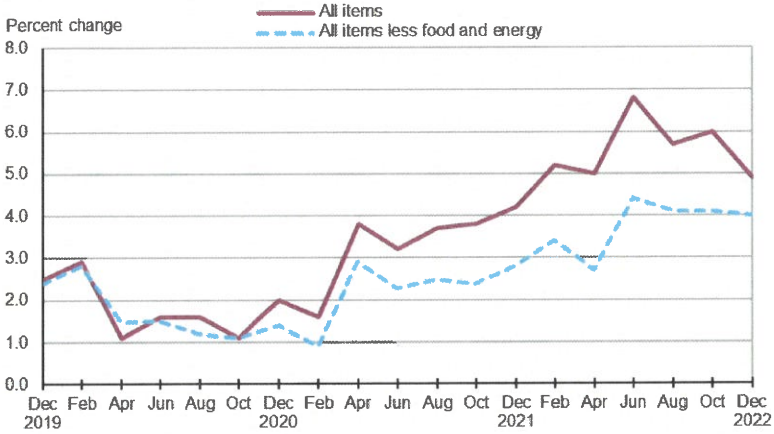
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Related Links

CPI historical databases

Chart 1. Over-the-year percent change in CPI-U, San Francisco-Oakland-Hayward, CA, December 2019–December 2022



Source: U.S. Bureau of Labor Statistics.

View Chart Data

Food

Food prices increased 0.8 percent for the two months ending in December. (See table 1.) Prices for food at home increased 0.7 percent, with higher prices in four of the six subcategories. Prices for food away from home increased 1.1 percent for the same period.

Over the year, food prices advanced 10.2 percent. Prices for food at home advanced 10.7 percent since a year ago. Price increases across food at home expenditure categories ranged from 6.3 percent for cereals and bakery products to 17.4 percent for dairy and related products. Prices for food away from home increased 9.5 percent.

Energy

The energy index decreased 15.0 percent for the two months ending in December. The decrease was mainly due to lower prices for gasoline (-25.5 percent). Prices for natural gas service declined 6.8 percent, while prices for electricity were unchanged for the same period.

Energy prices advanced 5.3 percent over the year, largely due to higher prices for electricity (18.4 percent). Prices paid for natural gas service increased 14.7 percent, but prices for gasoline decreased 5.2 percent during the past year.

All items less food and energy

The index for all items less food and energy advanced 0.7 percent in the latest two-month period. Higher prices for recreation (3.7 percent), education and communication (2.5 percent), and shelter (1.1 percent) were partially offset by lower prices for new and used motor vehicles (-1.4 percent) and apparel (-1.3 percent).

Over the year, the index for all items less food and energy advanced 4.0 percent. Components contributing to the increase included recreation (5.0 percent), household furnishings and operations (4.9 percent), and shelter (3.5 percent). Partly offsetting the increases was a price decrease in used cars and trucks (-7.5 percent).

Table A. San Francisco-Oakland-Hayward, CA, CPI-U 2-month and 12-month percent changes, all items index, not seasonally adjusted

	2018		2019		2020		2021		2022	
Month	2-month	12-month	2-month	12-month	2-month	12-month	2-month	12-month	2-month	12-month
February	1.4	3.6	0.5	3.5	0.9	2.9	0.5	1.6	1.4	5.2
April	0.8	3.2	1.2	4.0	-0.5	1.1	1.7	3.8	1.5	5.0
June	0.9	3.9	0.2	3.2	0.7	1.6	0.0	3.2	1.7	6.8
August	0.6	4.3	0.1	2.7	0.0	1.6	0.5	3.7	-0.5	5.7
October	0.7	4.4	1.0	3.0	0.5	1.1	0.7	3.8	1.0	6.0
December	0.1	4.5	-0.5	2.5	0.4	2.0	0.8	4.2	-0.3	4.9

The February 2023 Consumer Price Index for the San Francisco area is scheduled to be released on March 14, 2023.

Technical Note

The Consumer Price Index (CPI) is a measures of the average change in prices over time in a fixed market basket of goods and services. The Bureau of Labor Statistics publishes CPIs for two population groups: (1) a CPI for All Urban Consumers (CPI-U) which covers approximately 93 percent of the total U.S. population and (2) a CPI for Urban Wage Earners and Clerical Workers (CPI-W) which covers approximately 29 percent of the total U.S. population. The CPI-U includes, in addition to wage earners and clerical workers, groups such as professional, managerial, and technical workers, the self-employed, short-term workers, the unemployed, and retirees and others not in the labor force.

The CPI is based on prices of food, clothing, shelter, and fuels, transportation fares, charges for doctors' and dentists' services, drugs, and the other goods and services that people buy for day-to-day living. Each month, prices are collected in 75 urban areas across the country from about 6,000 housing units and approximately 22,000 retail establishments—department stores, supermarkets, hospitals, filling stations, and other types of stores and service establishments. All taxes directly associated with the purchase and use of items are included in the index.

The index measures price changes from a designated reference date; for most of the CPI-U the reference base is 1982-84 equals 100. An increase of 7 percent from the reference base, for example, is shown as 107.000. Alternatively, that relationship can also be expressed as the price of a base period market basket of goods and services rising from $100 to $107. For further details see the CPI home page on the internet at www.bls.gov/cpi and the CPI section of the BLS Handbook of Methods available on the internet at www.bls.gov/opub/hom/cpi/.

In calculating the index, price changes for the various items in each location are averaged together with weights that represent their importance in the spending of the appropriate population group. Local data are then combined to obtain a U.S. city average. Because the sample size of a local area is smaller, the local area index is subject to substantially more sampling and other measurement error than the national index. In addition, local indexes are not adjusted for seasonal influences. As a result, local area indexes show greater volatility than the national index, although their long-term trends are quite similar. **NOTE: Area indexes do not measure differences in the level of prices between cities; they only measure the average change in prices for each area since the base period.**

The San Francisco-Oakland-Hayward, CA. metropolitan area covered in this release is comprised of Alameda, Contra Costa, Marin, San Francisco, San Mateo Counties in the State of California.

Information in this release will be made available to individuals with sensory impairments upon request. Voice phone: 202-691-5200; Telecommunications Relay Service: 7-1-1.

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods

San Francisco-Oakland-Hayward, CA (1982-84=100 unless otherwise noted)

Item and Group	Indexes				Percent change from-		
	Historical data	Oct. 2022	Nov. 2022	Dec. 2022	Dec. 2021	Oct. 2022	Nov. 2022
Expenditure category							
All items		332.062	-	331.222	4.9	-0.3	-
All items (1967=100)		1,020.851	-	1,018.268	-	-	-
Food and beverages		353.755	-	357.277	10.1	1.0	-
Food		356.160	-	359.081	10.2	0.8	-
Food at home		324.289	324.963	326.412	10.7	0.7	0.4
Cereals and bakery products		323.030	-	321.182	6.3	-0.6	-
Meats, poultry, fish, and eggs		352.305	-	356.523	7.6	1.2	-
Dairy and related products		337.695	-	345.389	17.4	2.3	-
Fruits and vegetables		424.105	-	414.685	6.5	-2.2	-
Nonalcoholic beverages and beverage materials(1)		234.793	-	243.487	11.6	3.7	-
Other food at home		275.706	-	279.542	16.2	1.4	-
Food away from home		390.174	-	394.357	9.5	1.1	-
Alcoholic beverages		327.094	-	338.666	8.5	3.5	-
Housing		378.800	-	381.854	4.2	0.8	-
Shelter		421.899	423.908	426.481	3.5	1.1	0.6
Rent of primary residence(2)		479.999	483.943	487.480	4.3	1.6	0.7
Owners' equiv. rent of residences(2)(3)		453.373	455.571	457.867	3.3	1.0	0.5
Owners' equiv. rent of primary residence(1)(2)		453.373	455.571	457.867	3.3	1.0	0.5
Fuels and utilities		558.399	-	551.930	12.1	-1.2	-
Household energy		526.540	514.530	515.010	17.3	-2.2	0.1
Energy services(2)		526.891	515.058	516.458	17.4	-2.0	0.3
Electricity(2)		542.853	542.853	542.853	18.4	0.0	0.0
Utility (piped) gas service(2)		497.759	459.472	464.003	14.7	-6.8	1.0

Footnotes

(1) Indexes on a December 1977=100 base.
(2) This index series was calculated using a Laspeyres estimator. All other item stratum index series were calculated using a geometric means estimator.
(3) Indexes on a December 1982=100 base.
(4) Special index based on a substantially smaller sample.
(5) Indexes on a December 1993=100 base.
(6) Indexes on a December 1997=100 base.

- Data not available
NOTE: Index applies to a month as a whole, not to any specific date.

Item and Group	Historical data	Indexes Oct. 2022	Nov. 2022	Dec. 2022	Percent change from- Dec. 2021	Oct. 2022	Nov. 2022
Household furnishings and operations		166.432	-	165.874	4.9	-0.3	-
Apparel		111.124	-	109.638	1.7	-1.3	-
Transportation		264.174	-	243.553	3.0	-7.8	-
Private transportation		263.700	-	244.479	1.6	-7.3	-
New and used motor vehicles(4)		120.852	-	119.184	2.8	-1.4	-
New vehicles(1)		194.542	-	194.236	3.3	-0.2	-
Used cars and trucks(1)		358.099	-	340.493	-7.5	-4.9	-
Motor fuel		435.974	383.334	325.704	-4.8	-25.3	-15.0
Gasoline (all types)		434.285	381.012	323.357	-5.2	-25.5	-15.1
Gasoline, unleaded regular(4)		435.633	381.744	323.162	-5.3	-25.8	-15.3
Gasoline, unleaded midgrade(4)(5)		403.504	354.697	303.156	-4.7	-24.9	-14.5
Gasoline, unleaded premium(4)		406.453	358.359	307.298	-4.5	-24.4	-14.2
Medical care		587.405	-	-	-	-	-
Recreation(6)		138.058	-	143.214	5.0	3.7	-
Education and communication(6)		156.273	-	160.184	2.8	2.5	-
Tuition, other school fees, and child care(1)		1,943.403	-	1,943.403	-	0.0	-
Other goods and services		571.546	-	569.746	6.9	-0.3	-
Commodity and service group							
All items		332.062	-	331.222	4.9	-0.3	-
Commodities		235.596	-	230.565	5.9	-2.1	-
Commodities less food & beverages		172.641	-	164.586	2.5	-4.7	-
Nondurables less food & beverages		233.954	-	213.305	2.2	-8.8	-
Durables		116.272	-	116.497	2.8	0.2	-
Services		413.349	-	415.986	4.4	0.6	-
Special aggregate indexes							
All items less medical care		321.507	-	320.590	4.9	-0.3	-
All items less shelter		298.004	-	294.223	6.0	-1.3	-
Commodities less food		179.774	-	172.119	2.8	-4.3	-
Nondurables		295.387	-	286.723	7.0	-2.9	-
Nondurables less food		241.666	-	222.980	2.8	-7.7	-
Services less rent of shelter(3)		425.089	-	424.773	6.1	-0.1	-
Services less medical care services		401.337	-	404.019	4.4	0.7	-
Energy		474.556	437.912	403.252	5.3	-15.0	-7.9
All items less energy		329.571	-	331.841	4.9	0.7	-
All items less food and energy		326.374	-	328.551	4.0	0.7	-

Footnotes

(1) Indexes on a December 1977=100 base.
(2) This index series was calculated using a Laspeyres estimator. All other item stratum index series were calculated using a geometric means estimator.
(3) Indexes on a December 1982=100 base.
(4) Special index based on a substantially smaller sample.
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- Data not available
NOTE: Index applies to a month as a whole, not to any specific date.

Last Modified Date: Thursday, January 12, 2023

CITY OF PACIFIC GROVE
CITY COUNCIL POLICY

Policy Governing	Policy No.	Effective Date	Page No.
Fees, Charges, and Cost Recovery	400-4	June 15, 2011	1 of 2

I. PURPOSE

The purpose of the policy is to guide the City Council's establishment of fees for service, fines, and other charges for service, in order to help ensure consistency in fee setting rationale. The policy is intended to provide broad guidance for service areas, without providing detailed guidance for all fee categories

It is the City Council's intent that the policy may be amended over time to address additional services and evolving economic circumstances.

II. POLICY OF THE CITY

The City establishes fees according to Pacific Grove Municipal Code Chapter 6.02. Pursuant to Article XIIIB of the California Constitution, it is the intent of the City Council to recover a portion or all costs reasonably borne for providing government services to the extent such cost recovery reflects the appropriate balance of general revenue support and fees paid by the individual(s) benefiting from the service.

For enterprise services, in which the City is offering products or services for which the customer has broad market choices, the City may choose to set rates based on current market conditions. This includes facility rentals, cemetery sales, recreational programs, land use, or similar enterprises. This market-based approach provides the City with the ability to optimize revenue beyond recovering the cost of providing the service. These market-based rates accurately reflect the value received by the customer.

In setting fees, City staff shall prepare fees for City Council consideration, based on cost recovery levels in the subsequent table. The listed percentage or methodology represents the combined cost recovery level for the department. Individual fees within each department may be established at a lower rate to encourage a desired performance; however the overall departmental fees should be within the listed ranges.

All staff assigned to hourly-based services, such as special events, inspections, or related tasks will be charged at the fully burdened hourly rate.

Service	Cost Recovery Method
Administration, City Clerk, Libraries	At least 30% of costs
Consideration may need to be given to the recovery percentage, such as limitations on certain fees imposed by the State, election code; or similar entities.	
Community Development	80-100% of costs
Public Works	80-100% of costs
Public Safety	30-50% of costs
Hyperbaric Chamber	80-100% of costs
City Facility Rental	
Private parties	Market
Non-profit organizations	Market
Ongoing, frequent, or unique rental (e.g., weekly classes, or street closure)	Discount from Market
City–sponsored events	No charge
Special Events	
For-profit sponsor	Market; however at least 100% costs
Non-profit sponsor	100% of costs
Events designated "traditional" by City Council	No charge
Recreation	Market; however at least 30% of costs
Cemetery	Market; however at least 80% of costs
Golf	Determined through concessionaire

Adopted June 2, 2010 (Resolution No. 10-044)
Adopted June 15, 2011 (Resolution No. 11-052)
Adopted September 19, 2018 (Resolution No. 18-033)

RESOLUTION NO. 23-xxx

ESTABLISHING FEES AND CHARGES FOR CERTAIN ACTIVITIES

FINDINGS

1. Pacific Grove Municipal Code (PGMC) Chapter 6.02 provides for the establishment of fees and charges for service, and;

2. New fees or deleted fees are identified within the Fiscal Year 2023-24 Master Fee Schedule; and

3. The City of Pacific Grove held a public hearing on April 19, 2023 regarding changes to the Master Fee Schedule, and;

4. Notice of a Public Hearing to be held on April 19, 2023 was published in accordance with PGMC Chapter 6.02 and relevant California Government Code sections, and;

5. The City Council desires to adopt an amended Master Fee Schedule for FY 2023-24, and;

6. The Action proposed by this Resolution does not constitute a "Project" as that term is defined under California Environmental Quality Act (CEQA), CEQA Guideline section 15378.

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

1. The Council determines that each of the Findings set forth above is true and correct, and by this reference incorporates those Findings as an integral part of this Resolution.

2. After receiving a report of the proposed changes in fees, charges, and costs contained in the City of Pacific Grove FY 2023-24 Master Fee Schedule, and having held a public hearing on the changes, the City Council hereby authorizes the changes including any changes as directed by Council.

3. Per Government Code 66017, approved changes that relate to community development services shall be effective 60 days following final action by the City Council on the resolution. In the case of reductions, the reductions can be implemented on July 1, 2023, on a case-by-case basis, by decision of the City Manager.

4. Approved changes shall be effective July 1, 2023.

5. Every City Department is requested to reproduce, display, and distribute copies of their fee schedules as deemed appropriate. The Master Fee Schedule shall also be posted on the City's website and available at the Library.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 19th day of April, 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

www.FinanceDTA.com

January 7, 2022

To: Tori Hannah

Daniel Gho

From: Andrea Roess, Managing Director, DTA

Steve Runk, Vice President Engineering, DTA

Subject: Peer Review of City Business Plan

The City of Pacific Grove ("City") recently constructed a 0.250 MGD reclaimed water treatment plant ("Plant") for the purpose of replacing potable water deliveries with reclaimed water to three principal customers, Pacific Grove Golf Links, El Carmelo Cemetery and Point Pinos Lighthouse landscaping. A detailed background of the existing physical and financial conditions of the reclaimed water system can be found in Pacific Grove Local Water Project Business Plan dated June 21, 2021 ("Business Plan"). City has asked DTA to conduct a peer review, consisting of: 1) an evaluation of the assumptions, methodology and calculations used to determine the proposed reclaimed water rate described in the Business Plan; and 2) provide a break-even rate analysis.

After review of the City's Business Plan and rate analysis, DTA has determined that the City's analysis of revenues and costs, debt service and available fund balances on an annual basis is rational, supportable and is consisted with industry practice. The City's financial model follows closely with the recommendations of American Water Works Association (AWWA) Manual of Water Supply Practices, M1. Furthermore, DTA has determined that to achieve a sustained, breakeven operation, City must impose steep increases in early years to reach a rate level of over $0.03 per gallon with modest increases thereafter.

EVALUATION OF THE BUSINESS PLAN

City looked at proposed revenues and expected expenses through FY28/29 (Year 11) for seven different revenue and cost assumption scenarios. Scenarios I-VII considered various combinations of supplementary water entitlement sales and debt repayment of operating loans. An overview of the findings for the seven scenarios can be found in the "Alternatives" section of the Business Plan. A rate analysis for Scenario VI, titled LWP Proforma, Scenario VI, was provided by City ("rate model"). This rate model was subsequently updated by City to include actual operating costs for FY20/21 as well as adjustments for recent average water demand. This analysis included one-time water rights sales in years 4 through 8. Also included are proceeds in year 3 from a $600,000 sewer fund loan, with loan repayments plus interest occurring in years 4 and 5. Operating costs were adjusted for inflation in subsequent years. Investment earnings on annual reserve balances included as a revenue source.

Revenues

The rate revenue in any given year is determined by multiplying the expected reclaimed water consumption, in gallons of reclaimed water, by the assumed rate, in dollars per gallon for that year. The expected consumption for each fiscal year is based on historical data and is discussed in the Business Plan. Other revenue shown in Scenario VI included one-time sales of water rights in years 4 through 8, and interest earned on fund balances.

Operating Expenses

Annual expenses such as contract services and utilities are based on actual costs incurred for FY20/21 and adjusted for inflation every year thereafter. In FY20/21 equipment repair and maintenance costs were incorporated into the contract services line item, in the amount of $21,000. Indirect costs are adjusted annually for inflation. Internal service charges are

assumed constant at $4,356 annually. Membranes have a useful life significantly greater than one year and therefore its replacement cost is considered a capital outlay.

Capital Outlay

Capital outlay costs, which include capital expenditures and membrane replacement, are identified in the Business Plan by fiscal year. In this model capital outlays occur in FY22/23 and FY 27/28. The remainder of the 30-year C.I.P. expenses occur in fiscal years beyond this study horizon. Funding for the capital outlay will be on a pay-as-you-go basis from the fund balances and therefore there will be no debt service related to capital outlays. The amount and timing of capital outlays are based on engineering estimates and are as shown in the Business Plan.

Debt Service

The rate model includes annual debt service payments for a State Revolving Loan of $206,448. In FY 21/22 and FY22/23 the project will repay a sewer fund loan of $600,000, with interest, in lump sum payments.

City Rate Increase Recommendations and Fund Balances

In Scenario VI the City proposes rate increases of 20% in Year 4 and Year 5, with 4% and 5% annual increases thereafter. This will result in positive fund balances in year 4 and each year thereafter, with a positive fund balance of $423,300 in Year 11. A substantial fund balance in year 11 is necessary to assist in providing sufficient funds in later years to pay for the remainder of the C.I.P. program.

BREAK EVEN ANALYSIS

As stated in the Business Plan, the project has been operating at an annual loss. City Staff has asked DTA to provide an independent analysis of rates that assumes that 1) annual revenues will cover annual expenses, and 2) provide fund balances that can pay for capital improvements in the near term as well as establish a reserve fund that will assist in funding future capital improvements beyond the horizon of this analysis. For the purposes of DTA's analysis, it is assumed that steep increases are imposed in the first two years to remove all annual negative operating balances, with modest increases thereafter. For instance, the attached model shows that rate increases of 35% and 21% in the first two years are required to prevent negative operating fund balances, and annual increases of 3% thereafter will build a fund balance of just under $500,000 in year 7 that will assist in meeting the C.I.P. requirements in later years.

Revenue, Expense and Debt Service Assumptions

DTA's analysis uses the same annual water consumption and annual expense data shown in the City's rate model discussed above. Also, the Capital Outlay expenses are repeated from the City's rate model. This analysis includes annual debt service payments for a State Revolving Loan. The interfund transfer of $76,507 was provided by the General Fund and repayment was not required. In FY20/21 the project received a loan of $600,000 from the sewer fund, as well as $37,000 in temporary funds to assist with cash flow. City staff assumes that this will be repaid through other sources also, rather than operating revenues shown herein. This analysis also assumes that any water rights sales that occur during this study period are not made a part of this analysis.

Findings

Based on the above assumptions, DTA finds that rate increases of 35% in Year 4, 21% in year 5 and 3% per year in Years 6 through 11 are necessary to achieve positive fund balances from this point forward, while accumulating a fund balance of just under $500,000 by year 11, to be used to fund capital improvements in later years. Steep increases in Years 4 and 5 are necessary to increase the rate levels from 0.017 per gallon to around $0.03 per gallon by Year 8. A rate level of around $0.03 per gallon with modest annual increases thereafter will enable City to not only achieve a break-even operation but allow fund balances to accumulate so that by year 11 these balances can carry forward to help fund future C.I.P. projects.

If the City choses to increase rates at a slower pace, the enterprise will continue to experience annual budget shortfalls, which will need to be offset by other sources.

BREAK EVEN ANALYSIS MODEL

Key Assumptions:

No water rights sales revenue Included in this model

Debt repayment for sewer fund loan made from other sources

Interfund transfer repayment made from other sources

	DTA Break Even Analysis									
	Cost per gallon	Cost per gallon	Cost per gallon	Cost per gallon	Cost per gallon	Cost per gallon	Cost per gallon	Cost per gallon	Cost per gallon	Cost per gallon
		$ 0.01721	0.0232	0.0281	0.0290	0.0298	0.0307	0.0316	0.0326	0.0336
	Actual	***Actual***	35.0%	21.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11
	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Beginning Fund Balance	(326,361)	(527,571)	311	21,003	77,924	250,740	436,308	635,624	849,180	237,954
Operating Revenues										
Reclaimed Water	524,041	597,833	740,641	896,176	923,061	950,753	979,275	1,008,654	1,038,913	1,070,081
Interest Earned	421	-		107	495	1,643	3,435	5,360	7,424	5,436
Non Opereating Revenues										
One Time Entitlement Sales										
Interfund Transfers	76,507									
Operating Loan Proceeds	-	637,000	-	-	-	-	-	-	-	-
Subtotal - Revenues	600,969	1,234,833	740,641	896,282	923,556	952,396	982,711	1,014,013	1,046,337	1,075,516
Expenses										
Contract Services	356,606	335,610	345,678	356,049	366,730	377,732	389,064	400,736	412,758	425,141
Legal Services	-	-	-	-	-	-	-	-	-	-
Postage	-	-	-	-	-	-	-	-	-	-
Telephone	-	-	-	-	-	-	-	-	-	-
Utilities	206,168	138,317	142,467	146,741	151,143	155,677	160,347	165,158	170,112	175,216
Internal Service Charges	4,357	5,000	4,356	4,356	4,356	4,356	4,356	4,356	4,356	4,356
Indirect Costs	28,600	20,000	21,000	21,525	22,063	22,615	23,180	23,760	24,354	24,962
Equipment Repair	-	1,576	-	-	-	-	-	-	-	-
Misc. Expense	-	-	-	-	-	-	-	-	-	-
subtotal - Expenses	595,731	500,503	513,501	528,670	544,292	560,380	576,947	594,009	611,580	629,675
Net operating difference	5,238	734,330	227,140	367,612	379,264	392,016	405,763	420,004	434,757	445,841
Non-Operating:										
Capital Outlay				**(104,243)**					**(839,535)**	
Debt										
Debt Service - State Loan	(206,448)	(206,448)	(206,448)	(206,448)	(206,448)	(206,448)	(206,448)	(206,448)	(206,448)	(206,448)
Repayment of Interfund Transfer			-	-	-	-	-	-	-	-
Debt Service - Sewer Loan				-						
sub total - Debt	(206,448)	(206,448)	(206,448)	(206,448)	(206,448)	(206,448)	(206,448)	(206,448)	(206,448)	(206,448)
Net Revenue/Deficit	(201,210)	527,882	20,692	56,921	172,816	185,568	199,315	213,556	(611,226)	239,393
Ending Fund Balance	(527,571)	311	21,003	77,924	250,740	436,308	635,624	849,180	237,954	477,347

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:	April 19, 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. Throughout the year, the City may make amendments to the budget to reflect updates to revenues and expenditures.

The City Council's approval is needed to amend the budget.

The attached budget amendment ordinance reflects contracts that were approved by the City Council in March, items that were considered at the April 12 Council Meeting, revised estimates for select capital projects, and the addition of a three-quarter time Recreation Coordinator position. While an overview of the items are listed below, the Public Works and Community Development staff will be present at the Council Meeting for any follow-up questions relating to these adjustments.

General Fund - Increased Expenditures of $164,401

Housing Element Contract
On March 22, 2023, Council approved a contract with Rincon Consultants, Inc. for the Sixth Cycle Housing Element Update. The total amount of the agreement was $227,918, with $100,000 available in the approved Fiscal Year 2022/23 Budget. The attached budget amendment ordinance includes the additional $127,918 that is needed to support the contract.

Harris and Associates Staffing Contract
On April 5, 2023, staff brought forward an item to increase the Harris and Associates contract for

contract planner services. This item was continued to April 12, 2023. The amount of the increase attributed to Fiscal Year 2022/23 was $58,145. This contract was anticipated to be funded by allocating $34,662 in Community Development Department salary savings; and an appropriation of $23,483 from the General Fund balance. The additional $23,483 to support this contract has been included in the budget amendment ordinance.

Chautauqua Hall Preservation Plan, CIP 23-17
This project was originally included in the Fiscal Year 2022/23 Proposed Budget in the American Rescue Plan Act (ARPA) Fund. As part of the mid-year budget process, the current year project allocation was reduced to zero to align with projected expenses, and a revised commencement date in Fiscal Year 2023/24. A competitive quote was received to perform the project; however it was above the original budget allocation. This project is essential to the long-term planning and preservation of Chautauqua Hall, as well as the pursuit of grant funding for future improvements. To assist in moving forward with this project, staff is requesting the reinstatement of $25,000 in ARPA funds, as well as a $13,000 transfer from the General Fund to the CIP Fund to support the proposed $38,000 Plan costs.

Recreation Coordinator Position
The Recreation Department is requesting the addition of a three-quarter time Recreation Coordinator to provide Youth Center Services. This position will provide the necessary oversight on the weekends that will allow for the opening of the Youth Center on Saturday and Sunday throughout the summer. This position will also provide oversight for the afterschool Youth Center programming, which is anticipated to commence for 2-4 days per week starting in May of 2023, and continue for the remainder of the school year. There are sufficient funds in the Fiscal Year 2022/23 Budget to support this position. The annual costs for this position are anticipated to be approximately $58,400. This position request is consistent with the draft City Council goals.

Local Streets and Roads, Measure X - Increased Expenditures of $125,155

Fiscal Year 21/22 Crack and Slurry Seal Project, CIP 22-02
This project concluded in August 2022. During the mid-year budget process, the remaining project balance of $41,174 was adjusted to zero to reflect the project completion. The contractor contacted the City and indicated a final retention invoice was still pending. The proposed amendment reinstates $12,021 of the original project allocation to provide for payment of the final invoice.

Fiscal Year 21/22 Street Rehabilitation Project, CIP 22-01
This project was originally allocated between multiple funds. The amount attributed to the Sewer Fund's share of the project were less than anticipated; however the allocation to other funds was insufficient to support costs that were ineligible for sewer funding. While the overall project is in alignment with the approved budget, an amendment needs to be made to apply costs to the appropriate funding source. Staff is requesting an additional appropriation of $113,134 from the Local Streets and Roads Fund (Measure X) to support these costs.

CIP Fund - Increased Revenues and Expenditures of $13,000

Chautauqua Hall Preservation Plan, CIP 23-17
The budget ordinance includes a transfer-in from the General Fund of $13,000, along with the corresponding expenditures to support the aforementioned Chautauqua Hall Preservation Plan.

Road Maintenance and Rehabilitation Account (RMRA)/SB1 Fund - Increased Expenditures of $65,000

Fiscal Year 22/23 Crack and Slurry Seal Project, CIP 23-02
Following a competitive bid process, it was determined that an additional $65,000 was needed to support the crack and slurry seal of 630,000 SF of roadway, which was identified for treatment in the City's Pavement Management Program. Crack and slurry sealing is a vital maintenance activity that helps preserve the City's roads against rapid deterioration and potholes due to inclement weather. This is a cost-effective maintenance treatment that helps ensure roads remain in good condition for years to come.

Sewer Fund - Increased Expenditures of $190,000

Fiscal Year 22/23 Road Rehabilitation Project, CIP 23-01
During the engineering phase of this project, underground infrastructure was CCTV videoed to assess existing conditions. It was anticipated, based on the age of lines and construction records, that segments of the sewer infrastructure would need to be replaced. As such, the project budget included the funds to address the anticipated need. While videoing, staff discovered the sewer line on 16th Street from Pine to Junipero Ave. was in a deteriorated state and in need of replacement. Although it was outside of the bounds of the original segment of 16th Street, that needed to be addressed, due to the critical nature of sewer infrastructure, improvements to 16th Street between Spruce and Junipero Ave. were engineered.

Based on the engineer's estimate, there is sufficient funding in the approved budget to support the sewer improvements; however an additional appropriation is needed to support the pavement rehabilitation that is required following the sewer improvements. As such, the street improvements on 16th Street (from Spruce to Junipero) were included as a bid additive (Bid Additive 2). The sewer elements were included in the base bid and this item is scheduled to be considered by the City Council at the April 12 Meeting. A separate contract will be brought forth for Bid Additive 2, if this budget amendment is approved.

ARPA Fund - Reinstatement of expenditures in the amount of $25,000

Chautauqua Hall Preservation Plan, CIP 23-17
The budget ordinance reinstates the original $25,000 that was appropriated for this project.
An additional proposed $13,000 to support this Plan has been included in a transfer from the General Fund to the CIP Fund.

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 $164,401. This is projected to result in an estimated ending *unassigned* General Fund balance of approximately $11.1 million. This places the estimated ending fund balance $816,000 above the City's updated reserve threshold of $10.3 million.

The net change to all other funds are provided within the ordinance.

GOAL ALIGNMENT: Not Applicable.

Attachments

Budget Amendment Ordinance

ORDINANCE NO. xx-xxx

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE AMENDING 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 reference are incorporated as set forth in its entirety.

Budget Adjustment Summary	
Fund	**Increase/(decrease)**
63 - CIP Fund	13,000

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.

Budget Adjustment Summary	
Fund	**Increase/(decrease)**
01 - General Fund	164,401
17 - Local Streets and Roads	125,155
47 - Road Maintenance and Rehab. (RMRA/SB1)	65,000
63 - CIP Fund	13,000
76 - Sewer	190,000
84 - American Rescue Plan Act (ARPA)	25,000

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

Fund	Beginning Fund Balance	Est. Revenue	Est. Expense	Est. Ending Fund Balance
01 - General Fund	12,010,279	31,253,000	32,163,307	11,099,972
17 - Local Streets and Roads	955,564	774,992	1,681,633	48,923
47 - Road Maintenance and Rehab. (RMRA/SB1)	476,538	325,978	669,806	132,710
63 - CIP Fund	(21,195)	2,888,233	1,870,393	996,645
76 - Sewer [(1)]	21,575,089	4,316,666	4,351,871	21,539,884
84 - American Rescue Plan Act (ARPA)	293,369	1,849,559	2,030,199	112,729

(1) The estimated ending "available" fund balance for Sewer Fund is $6,245,156.

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 3rd day of May, 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: Daniel Gho, Public Works Director / Deputy City Manager

MEETING DATE: April 19, 2023

SUBJECT: Tree Appeal: 306 Crocker

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

RECOMMENDATION

1. Hold a de novo public hearing for tree removal permit application #23-011.
2. Uphold the decision of the City Arborist denying the removal of three (3) Monterey Cypress trees located at 306 Crocker Avenue

DISCUSSION

On January 13, 2023, Tree Application 23-011 was submitted, by Christina Monson (Property Owner), for the removal of three (3) Monterey Cypress trees located at 306 Crocker Avenue (attachment 1). Following a thorough review of the submitted documents, Pacific Grove Municipal Code (PGMC) Title 12, Trees and the Urban Forest, and in- field observations, the request for removal of the trees was denied. The City does not have justification to allow the removals as the application packet failed to adequately present findings for removal as defined in the Municipal Code.

A request for removal of the three (3) Cypress trees was also made in 2018, Tree Permit Application 18-0194. This request for removal was also denied for the same reasons – failure to provide evidence or findings for removal per the municipal code.

Below is a full chronology of the history of the trees. This information details the information request, submitted and reviewed and provides a timeline of events.

CHRONOLOGY

June 7, 2018: Tree Application 18-0194 was submitted, by the property owner Christina Monson, requesting removal of the three (3) cypress trees. Removal was denied pending an Arborist report.

August 30, 2018: City received an arborist report from Joseph E. Bileci, dated August 29, 2018 (attachment 2). The arborist report stated the trees are the wrong trees in the wrong place, they are a nuisance, as they interfere with each other's growth, and they pose a hazard to the structure and power lines.

October 10, 2018: The City denied Tree Permit Application 18-0194 because the applicants submission packet did not demonstrate enough evidence or findings that condemn the trees or give reason to consider the trees to be high risk. City staff recommended continue maintenance and trimming.

January 12, 2023: Tree Application 23-011 was submitted, requesting removal of the three (3) Cypress trees. The application submission included:

- An Arborist Report, dated January 5, 2023 (attachment 3), and
- A letter from a consulting arborist supporting the original 2018 report, dated January 11, 2023 (attachment 4).

January 5, 2023 Report:
This report specified that the determinations in the report were based solely on a visual inspection; no additional inspections were performed, including resistograph testing, root excavation or aerial inspections. The 2018 arborist report mentioned cavities, but the current report states, from a limited visual assessment from the ground, the mentioned cavities could not be seen. The report provides 3 options:

1. Removal
2. Continued maintenance and monitoring, or
3. Advanced testing to really determine the structure of the trees

January 11, 2023 Letter:
This letter was drafted in support of the 2018 Arborist Report. This letter rates the trees. However, ratings are only based on visual observations as the report does not specify any additional testing was performed.

January 13, 2023: The City received a letter from BRISCOE IVESTER & BAZEL LLP supplementing application Tree Permit Application 23-011, siting immediate removal was warranted per PGMC § 12.60.060 (attachment 5).

January 22, 2023: The City Arborist developed a report with findings (attachment 6). The report stated:

- The three (3) cypress trees have withstood numerous storms, including two recent atmospheric rivers in early 2023. This resulted in numerous trees in Pacific Grove to fail, but subject trees at 306 Crocker remained unchanged, including no branch failure. This is attributed to the proper care and maintenance of the subject trees over the years.
- The three subject trees appear healthy and have a 50% crown to trunk ratio with foliage with average color, density and needle length.
- The trees act as one network of supporting roots creating one root plate.
- The trunks are upright and well tapered.
- There is no uplift, mounding or fracturing to the soil.
- The property has proper drainage as the soil is not saturated.
- A wound is present in one tree, tree #40 as identifed in the January 5, 2023 letter. Compartmentalization is noted with no indications of advanced decay such as unusual swelling, fractured bark or conks.

January 31, 2023: Appeal form (attachment 7) and a letter from BRISCOE IVESTER & BAZEL LLP (attachment 11), supplementing the appeal form, was received.

March 21, 2023: Appeal was heard before the BNRC, for permit # 23-011. At the time of the hearing, the Board consisted of 6 members due to a vacancy. One member was absent leaving 5 voting members present. In order to pass a motion, 4 members would need to have an affirmative vote, which did not occur after numerous motions. The Chair specified that the item would need to go before the City Council for a final decision.

April 7, 2023: Tree permit Appeal letter received for BRISCOE INVESTER & BAZELL LLP.

CITY'S ASSESSMENT & RECOMMENDATION

The City has reviewed all documents pertaining to Tree Permit Application 23-011. After careful consideration of the written reports, field observations, and review of the City's Tree Ordinance, Chapter 12, Trees and the Urban Forest, the City has concluded that findings for the removal have not been adequately presented or defined per the Municipal Code, and the City does not have justification to allow the removal. The City Arborist report with findings (attachment 6) provides additional details.

The appellant sites immediate removal is justified per code section PGMC § 12.60.060.
12.06.060 Dead Trees and High-Risk Trees: *All permit applications for dead Trees and High-Risk Trees with a potential failure rating of nine or above shall be Removed in a timely manner and processed within 10 days and requirements for a Tree Report, public noticing, etc. shall be adjusted accordingly.*

The City reviewed section PGMC sections 12.60.060 and 12.40.020. The City does not deem the trees as high risk and disagrees with the evaluation provided by the contracted arborists. Per section 12.40.020, provided below, actions have been, and should continue to be, implemented to reduce the risk while imposing the least impact such as the continued maintenance and monitoring of the trees. Following the denial of the removal request in 2018, remediation actions have occurred, retaining the trees, allowing for the least impact on the trees while mitigating risk. The mitigation performed on the trees over the last 5 years has proven to be a successful tactic, exemplified by the trees resiliency in recent storms.

PGMC § 12.40.020, Actions to be undertaken for dead Trees and Trees assessed as High-Risk, of the City Code: *When a Protected Tree is assessed as high-risk, the actions taken shall be those that Remove the risk while imposing the least impact on the Tree. Such actions may involve Removing a critical limb, drastically reducing the Tree's overall height, or Removing the Tree. If the situation is an Emergency, such that the Tree would be given a potential failure rating of 12, extreme, immediate action is necessary, including, for example, cordoning off the area, to ameliorate the risk, until the appropriate work can be completed. No notice shall be required for Emergency Tree Removal.*

Moreover, and as specified in the City's findings, the trees appear to be in good health, with a good crown to trunk ratio, good color, the trunks are upright and well tapered, and the surrounding soil exhibits no issues indicating root failure or uplift.

These trees meet the City Council's general findings regarding the relationship between health, safety, and general welfare, and the selection, planting and conservation, protection, and maintenance of trees, codified in PGMC § 12.10.020 Findings. The trees have been well maintained, and as such, they provide protection from climate extremes, improve human health, provide stormwater benefits, provide habitat for wildlife, and help the City meet canopy coverage goals.

CONCLUSION

The applicant has not demonstrated sufficient findings to warrant the removal of the three (3) Cypress Trees in accordance with the Municipal Code. Therefore, the City recommends retention and proper

maintenance of the trees.

If the Council does not agree with the findings and recommendation from City Staff then a level III assessment consisting of resistance testing shall be done to determine the internal integrity of the trees. This can be achieved with Tomography or Resistograph testing. To date, only visual inspections have occurred and, as previously stated, do not provide sufficient cause for removal.

The City requests that the City Council uphold the decision of the City Arborist and deny the removal of the three (3) Monterey Cypress located at 306 Crocker Avenue as noted on application #23-011.

OPTIONS

Approve the appeal and allow the trees in question to be removed. This action is not recommended as sufficient findings have not been provided to justify removal per the City Code, as noted above.

FINANCIAL IMPACT:

There is no fiscal impact by receiving this report.

GOAL ALIGNMENT: Not Applicable.

Attachments

Application
2018 report
Gates report
Thompson report
BRISCOE IVESTER & BAZEL LLP Letter
City Arborist report
Appeal form
Picture of trees
Notification Letter
2018 city denial letter
BRISCOE IVESTER & BAZEL LLP Letter 1/31
April 7. 2023 Letter

City Pacific Grove
Tree Application

Permit / General

Permit No	23011
Butterfly Habitat:	No

Property Address:	306 Crocker Avenue, Pacific Grove CA 93950
Assessor Parcel No:	006392038000
Applicant Name:	Christina Monson
Applicant Phone	831-324-5026
Primary Applicant:	Property Owner

Project

Tree Species 1: Monterey cypress
Type: Private
DBH: 30
Requested Action: Remove
Request Reason: High Risk Tree, Pacific Grove City Code section 12.60.060

Tree Species 2: Monterey cypress
Type: Private
DBH: 19
Requested Action: Remove
Request Reason: High Risk Tree, Pacific Grove City Code section 12.60.060

Tree Species 3: Monterey cypress
Type: Private
DBH: 24
Requested Action: Remove
Request Reason: High Risk Tree, Pacific Grove City Code section 12.60.060

Tree Species 4:
Type: Private
DBH: 0
Requested Action:
Request Reason:

Tree Species 5:
Type: Private
DBH:
Requested Action: Cut Limb
Request Reason:

CM I hereby certify that the above information is true and correct.

CM I consent to inspection by City Arborist or designee on my private property.

CM I understand this is an application and NOT a permit or authorization to do any work without the City Arborist review and approval, payment of all required fees, and providing all required documentation.

CM I agree to pay in lieu fees ($824 per tree) to the City if I wish to forgo replanting trees as required by the City or if I fail to comply with the replant requirements and deadline.

CM I understand that tree permits expire within 60 days of issuance.

CM Indemnification and Hold Harmless: Permittee accepts the use of any property on an as-is basis and hereby agrees to release, hold harmless, indemnify, and defend the City, its officials, officers, directors, employees, agents, and volunteers (Covered Parties) from and against any and all loss, liability, expense, claim, costs, proceedings, suits, demands, and damages (collectively "proceedings"), of every kind and nature, directly or indirectly, including without limitation, for injury or death to anyone or for any personal or real property damage, resulting from or related to any usage, operation, or activity related to this permit. In the event Permittee is required to defend the City in connection with

https://www.iworq.net/...tter.php?sid=MX6W3S8MZVV3WLBLBWV0HD500L611&id=19044185&letterlinkid=15682948&referer=default[2/2/2023 10:50:56 AM]

such proceeding, City shall have and retain the right to approve: (1) the counsel to so defend City; (2) all significant decisions concerning the manner in which the defense is conducted; and (3) any and all settlements, which approval shall not be unreasonably withheld. This indemnification shall apply in all cases regardless of whether there is any negligence or wrongdoing on the part of City, unless prohibited by law. Permittee also agrees that Permittee, its successors, heirs, spouses, guardians, legal representative, and assigns will not make a claim against, or sue, the City for injury, death, or damage to property arising from any activity related to this permit. This indemnification provision survives termination of the permit. If any part or provision of this indemnification is stricken or deemed unenforceable, such part shall be deemed severable and the remainder shall be enforceable.

Save Print Email

Christina Monson	01/13/2023
Applicant Signature	Date

https://www.iworq.net/...tter.php?sid=MX6W3S8MZVV3WLBLBWV0HD500L611&id=19044185&letterlinkid=15682948&referer=default[2/7/2023 10:50:56 AM]

JOSEPH E. BILECI JR.

INTERNATIONAL SOCIETY OF ARBORICULTURE
CERTIFIED ARBORIST NUMBER WE-0985A
ISA QUALIFIED TREE ASSESSMENT
POST OFFICE BOX 1029
PACIFIC GROVE, CALIFORNIA 93950
TELEPHONE (831) 277-2604
FACSIMILE (831) 920-2075

August 29, 2018

Christie Monson
306 Crocker Avenue
Pacific Grove, CA 93950

RE: Evaluation of Four Monterey Cypress Trees at 306 Crocker Avenue, Pacific Grove, California 93950

Dear Ms. Monson:

On August 15, 2018, I inspected four Monterey Cypress (Cupressus macrocarpa) trees at your residence referenced above. The purpose of the inspection was to observe the general condition of the trees in their surroundings and make recommendations based on the observations. The following are my findings (measurements are approximate):

FINDINGS

I. Tree Crowding.

The trees are located in your front yard in a row bordering Crocker Avenue, beginning with Tree #38 as the southernmost in the row. The trees were planted approximately 7.5' apart (on center). Because the Monterey Cypress typically reaches a canopy spread of at least 30' - 40', the subject trees were planted much too close together to allow them to reach their normal size. Consequently, they are crowding each other. Additionally, the foliage of Tree #38 is crowding and suppressing the growth of an adjacent Coast Live Oak. **Trees that are imposing a detriment to or crowding an adjacent protected tree may be determined to be a nuisance and removed. (PGMC 12.40.030 (e) and 12.20.040 (a)(4))**

II. Crown Raising.

Trees #38-40 have been regularly pruned to raise their crowns. This type of pruning entails removing the lower limbs back to the trunk. Crown-raising is often done to improve a view, or for increased light, but it is not recommended for the health of the tree. Trees need their lower limbs for stability and wind resistance, as well as for their health. Crown raising tends reduce trunk taper, to make trees top heavy, and to increase

their susceptibility to trunk failure and wind-throw (uprooting during windy, and usually wet, weather). Further, crown-raising results in numerous wounds on the trunk of the tree, which expose the tree to fungus, insect damage, disease and decay. In this case, Trees #38-40 all have visible decay and termite damage at old wound sites.

III. Side-Trimming for High Voltage Lines.

Trees #38-40 are 50-55' in height, with foliage spreads ranging from 40' to 45'. Their trunks are 14-17' from high voltage electric distribution lines, and their foliage comes as close as 3-5' to the lines. Distribution lines carry voltage powerful enough to cause injury or death. Trees growing near these lines may be managed with directional pruning, but removal is often best.[1] **PG&E recommends tree height maximums under these lines of 25' or less at maturity.**

As stated in the Pacific Grove Municipal Code, Section 12.10.020 *"Findings: Healthy Trees are achieved when the right Trees are planted in the right location and are properly maintained"*. Further, PGMC Section 12.20.030(a) states: *"The city, its residents, and its property owners benefit by having the right Tree planted in the right place."* **Clearly, Trees #38-40 are not the right trees planted in the right place.**

Because the crowns of trees #38-40 are higher than the power lines, and their foliage would normally extend into the area where the power lines are located, the trees have been regularly side-trimmed by PG&E. Enclosed is a recent notice from PG&E regarding upcoming trimming of the trees.

This regular side-trimming on the east side of Trees 38-40 has resulted in asymmetric, unbalanced trees with the foliage on the west side (toward the house) of the trees longer and heavier than the foliage on the east side. Trees #38 and #40 also lean toward the house 3-5° and 5-10° respectively.

IV. Topping .

Trees #38-40 have all been topped in the past at a height of approximately 45'. This may have been done to prevent the trees from growing over the high voltage lines, which are about the same height. In this case, topping has resulted in unnatural growth patterns with multiple attachments of lateral limbs at the topping sites growing abnormally large and heavy. Because the trees were planted so close together, several of these large limbs are split and/or resting on limbs from adjacent trees. Large limbs from

---

1

See Pacific Gas and Electric online information at:
https://www.pge.com/en_US/safety/yard-safety/powerlines-and-trees/transmission-vs-distribution-power-lines.page

Tree #38 and #40 are resting on limbs from Tree #39. One large limb from tree #39 has a 14"-16" horizontal stress crack.

Topping is stressful to mature trees, and may result in reduced vigor, decline, or even death of trees. In addition, new branches that form below the cuts are only weakly attached to the tree and are in danger of splitting out. Topped trees require constant maintenance to prevent this from happening and ***it is often impossible to restore the structure of the tree crown after topping***. Unfortunately many people believe that topping is a proper way to prune a tree, and this destructive practice is prevalent in some communities. (See California Government Code Section 53067 (a) (4))

V. Unnatural Crown Form.

As a result of their too-close proximity to each other, regular side trimming, topping, and crown-raising, Trees #38-40 have been unable to maintain their natural growth pattern. They more closely resemble a high, uneven hedge. Unfortunately, because they have grown to a size that prohibits restoration of the normal growth pattern by pruning. It is possible that, if trees #38 and #40 were removed, #39 could be pruned to achieve a more natural growth pattern. Unfortunately, with the proximity of the high voltage lines, even #39 will never present a natural appearing crown.

VI. Tree #41 Could Be Maintained in a Natural Growth Pattern With Regular Maintenance.

Tree #41 is 12" in diameter, 25' in height, with a 30' spread. Foliage color, density, growth and vigor is excellent. It is well below the high voltage lines and its size, natural canopy and structure could be maintained with proper pruning on a regular basis.

VII. Hazard Ratings.

Based on their similar characteristics and history, including the failure potential of the large lateral limbs, and the potential targets if the limbs fail, Trees #38-40 each rated a nine "9" on the enclosed ISA Tree Hazard Evaluation Forms.[2]

CONCLUSION AND RECOMMENDATIONS

I recommend the removal and replacement of the Trees #38, 39 and 40 based on the following:

[2]The ISA Tree Hazard Evaluation Form rates hazards posed by trees on a scale of "3"-"12", with "12" being the most hazardous.

- They are clearly the wrong trees in the wrong place (PGMC Sections 12.10.020 and 12.20.030(a))

- The nuisance presented as they interfere with each other's growth (PGMC 12.40.030 (e);

- The hazard posed by the subject trees (PGMC 12.40.020).

The removed trees should be replaced on a one-to-one ratio with species to be agreed upon with the City Arborist. The replacement trees should be five-gallon size and located in relatively open areas on the property at least 15' from the residence, with due regard for their natural growth pattern. I further recommend that Tree #41 be retained and properly pruned by a qualified arborist for maintenance of its size, natural canopy and structure.

The above recommendations are consistent with appropriate urban forest management practice and the Pacific Grove Municipal Code. As an alternative, if the above recommendation is not followed, I recommend that Trees # 38 and 40 be removed, that Tree #41 be pruned as recommended, and that Tree #39 be properly pruned for crown reduction and clean out. Pruning should be performed by a qualified arborist. While this alternative will not resolve all the above-mentioned issues, it will reduce the interference between the trees, and remove the hazard posed by trees #38 and 40.

Enclosed herewith are completed ISA Tree Hazard Evaluation Forms for Trees #38-40, as well as photographs depicting the above conditions and the location of the subject trees on the site.

Thank you for the opportunity to provide this report. Please contact me if you have any questions or I can be of further assistance.

Very truly yours,

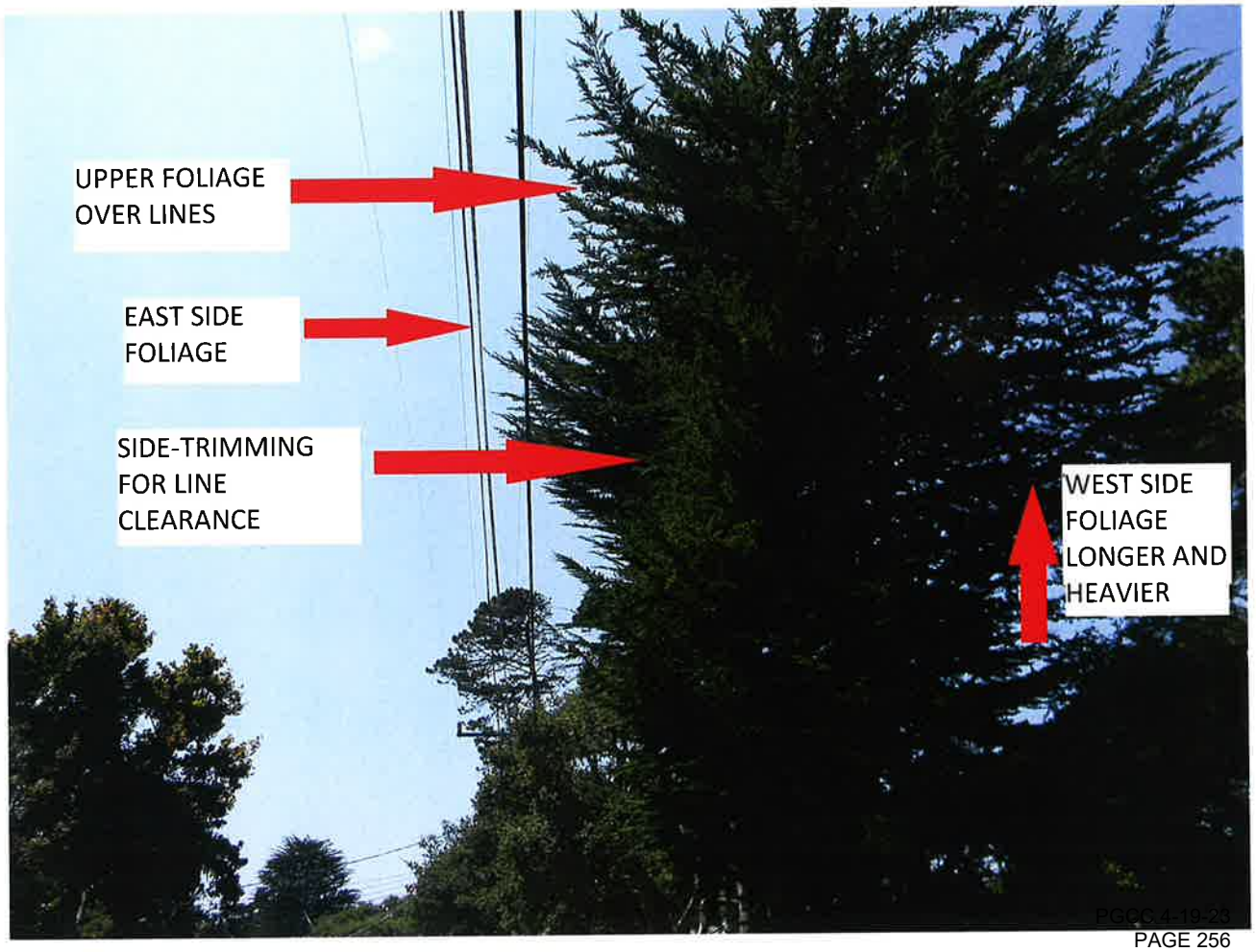
Joseph Bileci Jr.

Joseph Bileci Jr.

Enclosures



CYPRESS TREES 38 - 41 LEFT TO RIGHT




COAST LIVE OAK
BEING CROWDED
BY TREE #38


#38 AND 39
CROWDING
EACH OTHER

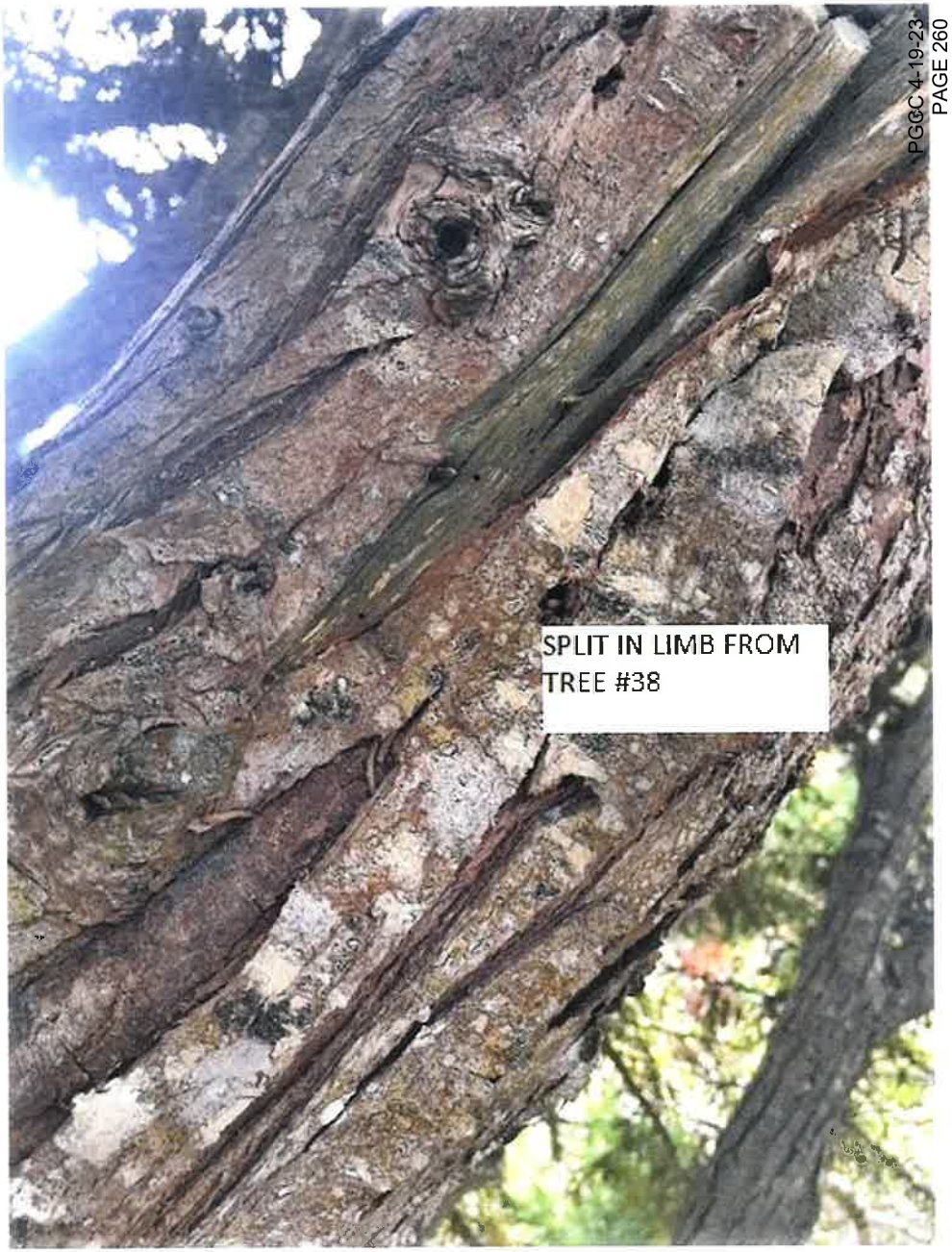

TREE #38 - ROOTS
RESTRICTED BY SEWER
LINE AND DRIVEWAY

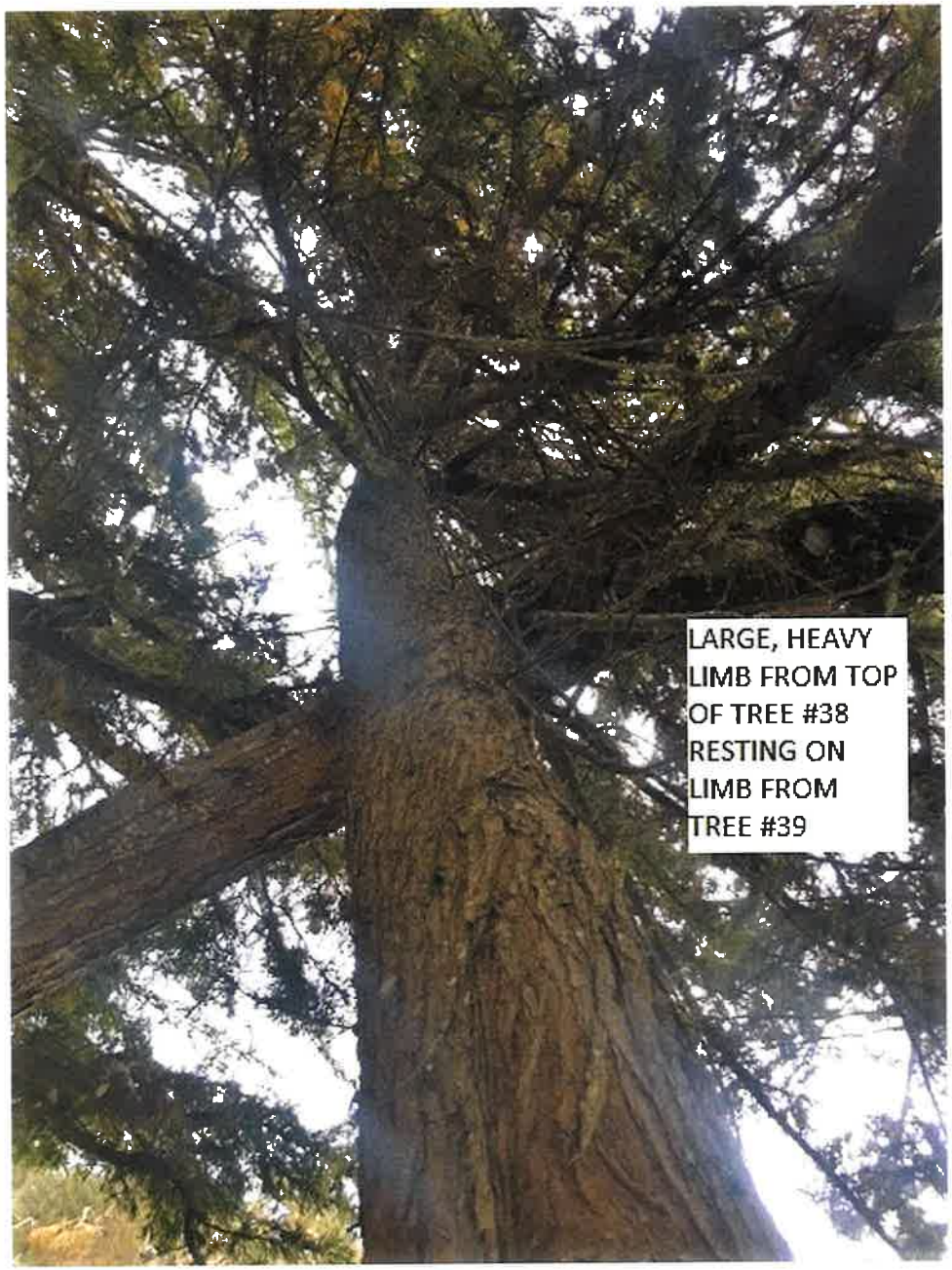

TREE #40 - DEAD WOOD
AND TERMITE FRASS IN
SEAM ON LOWER TRUNK

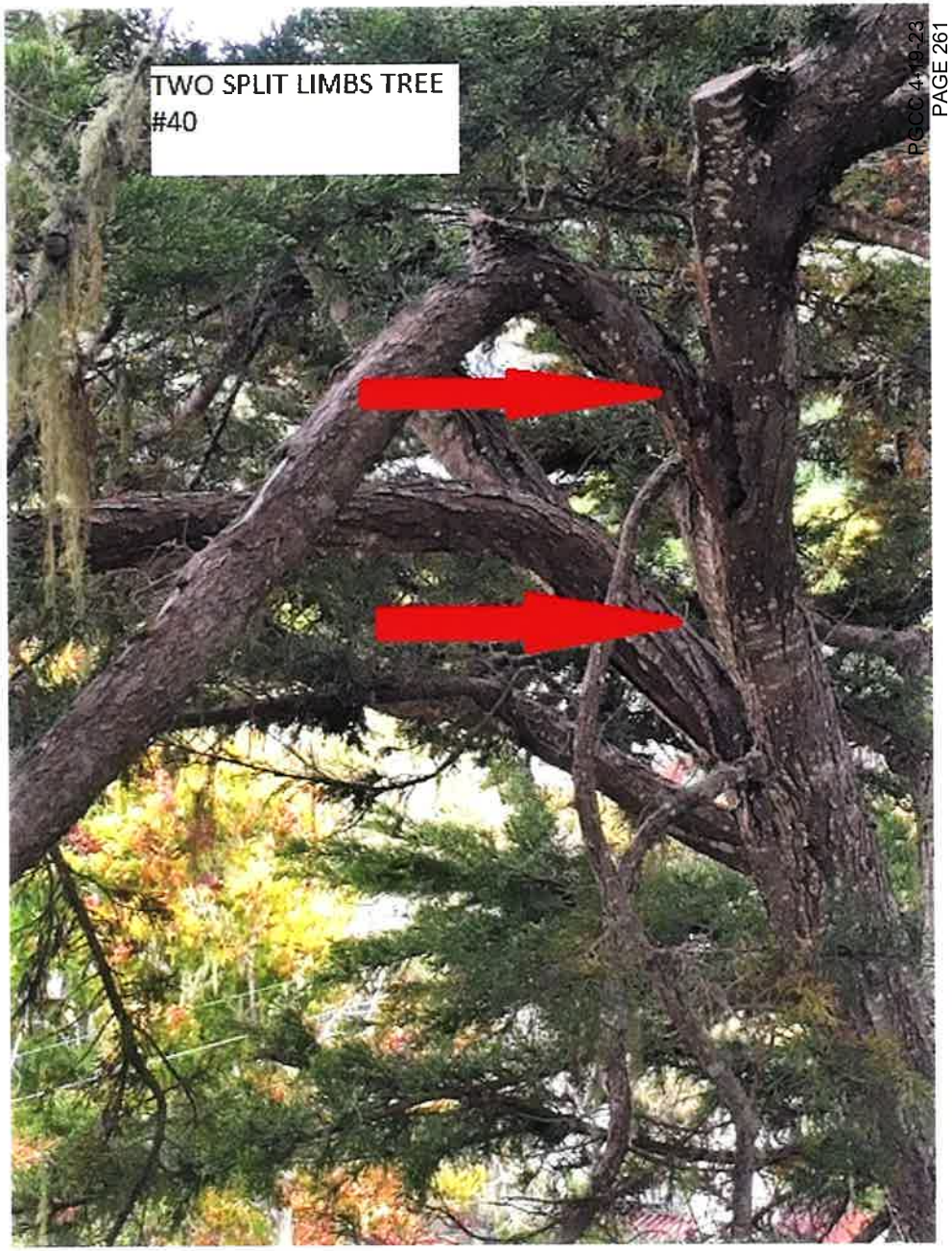

TREE #40 - UPPER PORTION OF SEAM- DECAY COLUMN- TERMITES ON LOWER TRUNK


CAVITY IN TRUNK OF TREE #38


DECAY IN TRUNK
TREE #38

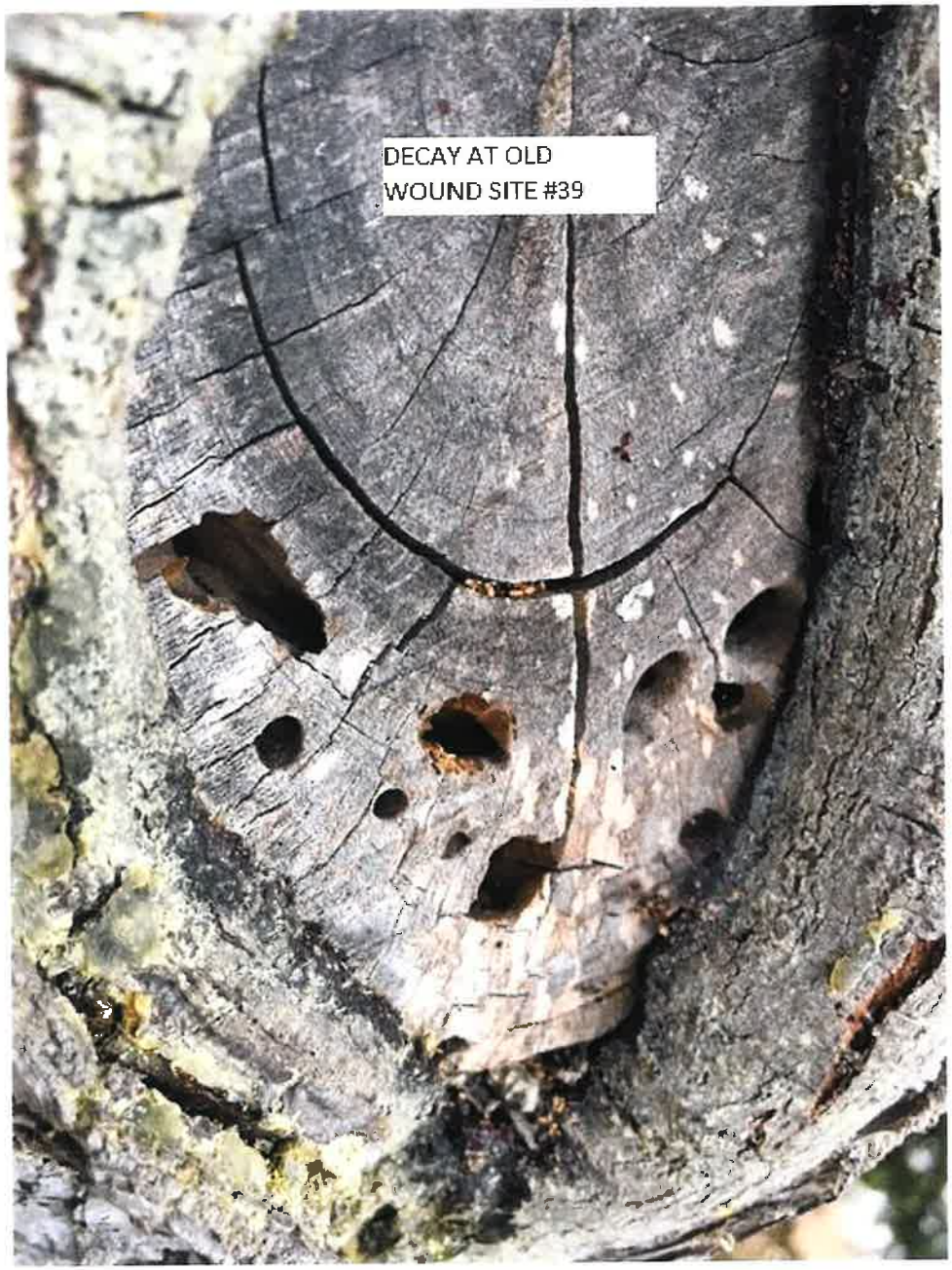

SPLIT IN LIMB FROM
TREE #38


LARGE, HEAVY LIMB FROM TOP OF TREE #38 RESTING ON LIMB FROM TREE #39


TWO SPLIT LIMBS TREE #40


TREE # 39 - SPLIT AT TOP


LIMB FROM TREE #38
CROSSING OVER LIMB
FROM TREE #39


DECAY AT OLD
WOUND SITE #39


TREE #40 -
DECAY
COLUMN
UPPER TRUNK


TREE #40 -
MULTIPLE
ATTACHMENTS
AT TOP


TREE #41 -
EXCELLENT VIGOR -
COULD BE
MAINTAINED AND
BALANCED BY
PROPER PRUNING

A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas

TREE HAZARD EVALUATION FORM 2nd Edition

Site/Address: 306 Crocker Ave

Map/Location: Pacific Grove, CA 93950

Owner: public ____ private ✓ unknown ____ other ____

Date: 8/15/18 Inspector: Joseph B. Leci Jr., Cert. Arborist

Date of last inspection: Unknown

HAZARD RATING:

3 (Failure Potential) + 2 (Size of part) + 4 (Target Rating) = 9 (Hazard Rating)

____ Immediate action needed

____ Needs further inspection

____ Dead tree

TREE CHARACTERISTICS

Tree #: 38 **Species:** Monterey Cypress (Cupressus macrocarpa)

DBH: 29" **# of trunks:** 1 **Height:** 55' **Spread:** 45'

Form: ☐ generally symmetric ☐ minor asymmetry ☑ major asymmetry ☐ stump sprout ☐ stag-headed – crown raised side-trimmed for utility lines

Crown class: ☐ dominant ☑ co-dominant ☐ intermediate ☐ suppressed

Live crown ratio: 60 % **Age class:** ☐ young ☐ semi-mature ☑ mature ☐ over-mature/senescent

Pruning history: ☐ crown cleaned ☐ excessively thinned ☑ topped ☑ crown raised ☐ pollarded ☐ crown reduced ☐ flush cuts ☐ cabled/braced ☐ none ☑ multiple pruning events Approx. dates: Unknown – regularly side-trimmed

Special Value: ☐ specimen ☐ heritage/historic ☐ wildlife ☐ unusual ☐ street tree ☐ screen ☐ shade ☐ indigenous ☑ protected by gov. agency

TREE HEALTH

Foliage color: ☑ normal ☐ chlorotic ☐ necrotic **Epicormics?** Y (N)

Foliage density: ☑ normal ☐ sparse **Leaf size:** ☑ normal ☐ small

Annual shoot growth: ☐ excellent ☑ average ☐ poor **Twig Dieback?** Y (N)

Woundwood development: ☐ excellent ☑ average ☐ poor ☐ none

Vigor class: ☐ excellent ☑ average ☐ fair ☐ poor

Major pests/diseases: ____

Growth obstructions:

☐ stakes ☐ wire/ties ☐ signs ☐ cables

☐ curb/pavement ☐ guards

☑ other Utility lines; adjacent trees

SITE CONDITIONS

Site Character: ☑ residence ☐ commercial ☐ industrial ☐ park ☐ open space ☐ natural ☐ woodland/forest

Landscape type: ☐ parkway ☐ raised bed ☐ container ☐ mound ☐ lawn ☑ shrub border ☐ wind break

Irrigation: ☐ none ☑ adequate ☐ inadequate ☐ excessive ☐ trunk wettled

Recent site disturbance? Y (N) ☐ construction ☐ soil disturbance ☐ grade change ☐ line clearing ☐ site clearing

% dripline paved: 0% 10-25% (25-50%) 50-75% 75-100% **Pavement lifted?** (Y) N

% dripline w/ fill soil: (0%) 10-25% 25-50% 50-75% 75-100%

% dripline grade lowered: (0%) 10-25% 25-50% 50-75% 75-100%

Soil problems: ☐ drainage ☑ shallow ☑ compacted ☐ droughty ☐ saline ☐ alkaline ☐ acidic ☐ small volume ☐ disease center ☐ history of fail ☐ clay ☐ expansive ☐ slope ____° aspect: ____

Obstructions: ☐ lights ☐ signage ☐ line-of-sight ☐ view ☑ overhead lines ☐ underground utilities ☐ traffic ☑ adjacent veg. ☐ ____

Exposure to wind: ☐ single tree ☐ below canopy ☐ above canopy ☐ recently exposed ☑ windward, canopy edge ☑ area prone to windthrow

Prevailing wind direction: NW Occurrence of snow/ice storms ☑ never ☐ seldom ☐ regularly

TARGET

Use Under Tree: ☑ building ☑ parking ☑ traffic ☑ pedestrian ☐ recreation ☐ landscape ☑ hardscape ☐ small features ☑ utility lines

Can target be moved? Y (N) **Can use be restricted?** Y (N)

Occupancy: ☐ occasional use ☐ intermittent use ☐ frequent use ☑ constant use

The International Society of Arboriculture assumes no responsibility for conclusions or recommendations derived from use of this form.

TREE DEFECTS 306 Crocker, Pacific Grove, CA

ROOT DEFECTS:

Suspect root rot: (Y) N **Mushroom/conk/bracket present:** Y (N) **ID:** NA

Exposed roots: ☐ severe ☐ moderate ☑ low **Undermined:** ☐ severe ☐ moderate ☑ low

Root pruned: 3' distance from trunk **Root area affected:** 15-20 % **Buttress wounded:** Y N UNKNOWN **When:** UNKNOWN

Restricted root area: ☐ severe ☑ moderate ☐ low **Potential for root failure:** ☐ severe ☑ moderate ☑ low BETWEEN

LEAN: 3-5 deg. from vertical ☑ natural ☐ unnatural ☐ self-corrected **Soil heaving:** Y (N)

Decay in plane of lean: Y N UNKNOWN **Roots broken** Y N NA **Soil cracking:** Y (N)

Compounding factors: Leans toward House - Foliage weighted toward House because of side trimming **Lean severity:** ☐ severe ☐ moderate ☑ low

CROWN DEFECTS: Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

DEFECT	ROOT CROWN	TRUNK	SCAFFOLDS	BRANCHES
Poor taper NA				
Bow, sweep NA				
Codominants/forks NA				
Multiple attachments		S (at top)		
Included bark NA				
Excessive end weight		L-M		
Cracks/splits NA				
Hangers NA				
Girdling				
Wounds/seam NA				
Decay NA				
Cavity ~~NA~~		M		
Conks/mushrooms/bracket NA				
Bleeding/sap flow NA				
Loose/cracked bark NA				
Nesting hole/bee hive NA				
Deadwood/stubs			L	L
Borers/termites/ants NA				
Cankers/galls/burls NA				
Previous failure NA				

HAZARD RATING

Tree part most likely to fail: LARGE LATERALS

Inspection period: _____ annual _____ biannual _____ other NA

Failure Potential + Size of Part + Target Rating = Hazard Rating

3 + 2 + 4 = 9

Failure potential: 1 - low; 2 - medium; (3 - high) 4 - severe

Size of part: 1 - <6" (15 cm); (2 - 6-18") (15-45 cm);
3 - 18-30" (45-75 cm); 4 - >30" (75 cm)

Target rating: 1 - occasional use; 2 intermittent use;
3 - frequent use; (4 - constant use)

HAZARD ABATEMENT

Prune: ☐ remove defective part ☐ reduce end weight ☐ crown clean ☐ thin ☐ raise canopy ☐ crown reduce ☐ restructure ☐ shape NA

Cable/Brace: NA **Inspect further:** ☐ root crown ☐ decay ☐ aerial ☐ monitor NA

Remove tree: (Y) N **Replace?** (Y) N **Move target:** Y (N) **Other:** Replace one for one

Effect on adjacent trees: ☐ none ☑ evaluate

Notification: ☑ owner ☐ manager ☐ governing agency **Date:** 8/15/18

COMMENTS CROSS-OVER LIMBS WITH #39 AT TOP

LARGE CYPRESS - TRUNK 14' FROM HIGH VOLTAGE LINE
FOLIAGE 3' " " " "
FOLIAGE OVER " " " "
TRUNK BASE 2' FROM SEWER - ROOTS CUT

FOLIAGE OBSTRUCTING GROWTH OF COAST LIVE OAK #TREE #39

SIDE-TRIMMING UNBALANCED FOLIAGE weighted toward House

A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas

TREE HAZARD EVALUATION FORM 2nd Edition

Site/Address: 306 Crocker Ave.

Map/Location: Pacific Grove, CA 93950

Owner: public ____ private ✓ unknown ____ other ____

Date: 8/15/18 Inspector: Joseph Bilecki Jr. Cert. Arborist

Date of last inspection: UNKNOWN

HAZARD RATING:

3 (Failure Potential) + 2 (Size of part) + 4 (Target Rating) = 9 (Hazard Rating)

____ Immediate action needed

____ Needs further inspection

____ Dead tree

TREE CHARACTERISTICS

Tree #: 39 **Species:** Monterey Cypress (Cupressos macrocarpa)

DBH: 20" **# of trunks:** 1 **Height:** 50' **Spread:** 45'

Form: ☐ generally symmetric ☑ minor asymmetry ☐ major asymmetry ☐ stump sprout ☐ stag-headed

Crown class: ☐ dominant ☑ co-dominant ☐ intermediate ☐ suppressed

Live crown ratio: 50 % **Age class:** ☐ young ☐ semi-mature ☑ mature ☐ over-mature/senescent

Pruning history: ☐ crown cleaned ☐ excessively thinned ☑ topped ☑ crown raised ☐ pollarded ☐ crown reduced ☐ flush cuts ☐ cabled/braced ☐ none ☑ multiple pruning events Approx. dates: UNKNOWN

Special Value: ☐ specimen ☐ heritage/historic ☐ wildlife ☐ unusual ☐ street tree ☐ screen ☐ shade ☐ indigenous ☑ protected by gov. agency

TREE HEALTH

Foliage color: ☑ normal ☐ chlorotic ☐ necrotic **Epicormics?** Y (N)

Foliage density: ☑ normal ☐ sparse **Leaf size:** ☐ normal ☐ small

Annual shoot growth: ☐ excellent ☑ average ☐ poor **Twig Dieback?** (Y) N

Woundwood development: ☐ excellent ☑ average ☐ poor ☐ none

Vigor class: ☐ excellent ☑ average ☐ fair ☐ poor

Major pests/diseases: Termites

Growth obstructions:

☐ stakes ☐ wire/ties ☐ signs ☐ cables

☐ curb/pavement ☐ guards

☑ other UTILITY LINES; ADJACENT TREES

SITE CONDITIONS

Site Character: ☑ residence ☐ commercial ☐ industrial ☐ park ☐ open space ☐ natural ☐ woodland/forest

Landscape type: ☐ parkway ☐ raised bed ☐ container ☐ mound ☐ lawn ☑ shrub border ☐ wind break

Irrigation: ☐ none ☑ adequate ☐ inadequate ☐ excessive ☐ trunk wettled

Recent site disturbance? Y (N) ☐ construction ☐ soil disturbance ☐ grade change ☐ line clearing ☐ site clearing

% dripline paved: 0% (10-25%) 25-50% 50-75% 75-100% **Pavement lifted?** Y (N)

% dripline w/ fill soil: (0%) 10-25% 25-50% 50-75% 75-100%

% dripline grade lowered: 0% (10-25%) 25-50% 50-75% 75-100%

Soil problems: ☐ drainage ☐ shallow ☑ compacted ☐ droughty ☐ saline ☐ alkaline ☐ acidic ☐ small volume ☐ disease center ☐ history of fail ☐ clay ☐ expansive ☐ slope ____° aspect: ____

Obstructions: ☐ lights ☐ signage ☐ line-of-sight ☐ view ☑ overhead lines ☐ underground utilities ☐ traffic ☑ adjacent veg. ☐ ____

Exposure to wind: ☐ single tree ☐ below canopy ☐ above canopy ☐ recently exposed ☑ windward, canopy edge ☑ area prone to windthrow

Prevailing wind direction: NW Occurrence of snow/ice storms ☑ never ☐ seldom ☐ regularly

TARGET

Use Under Tree: ☑ building ☑ parking ☑ traffic ☑ pedestrian ☐ recreation ☐ landscape ☐ hardscape ☐ small features ☑ utility lines

Can target be moved? Y (N) **Can use be restricted?** Y (N)

Occupancy: ☐ occasional use ☐ intermittent use ☐ frequent use ☑ constant use

The International Society of Arboriculture assumes no responsibility for conclusions or recommendations derived from use of this form.

TREE DEFECTS 306 Crocker Ave, Pacific Grove, CA

ROOT DEFECTS:

Suspect root rot: Y (N) **Mushroom/conk/bracket present:** Y (N) **ID:** NA

Exposed roots: ☐ severe ☐ moderate ☑ low **Undermined:** ☐ severe ☐ moderate ☑ low UNKNOWN N

Root pruned: 10' distance from trunk **Root area affected:** 10 % **Buttress wounded:** Y N **When:** NA

Restricted root area: ☐ severe ☐ moderate ☑ low **Potential for root failure:** ☐ severe ☐ moderate ☑ low

LEAN: NA deg. from vertical ☐ natural ☐ unnatural ☐ self-corrected **Soil heaving:** Y (N)

Decay in plane of lean: NA Y N **Roots broken** NA Y N **Soil cracking:** Y (N)

Compounding factors: NA **Lean severity:** ☐ severe ☐ moderate ☐ low NA

CROWN DEFECTS: Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

DEFECT	ROOT CROWN	TRUNK	SCAFFOLDS	BRANCHES
Poor taper NA				
Bow, sweep NA				
Codominants/forks NA		M		
Multiple attachments		M		
Included bark NA				
Excessive end weight				
Cracks/splits NA			M	
Hangers NA			M	
Girdling NA				
Wounds/seam NA				
Decay NA		M		
Cavity NA		M		
Conks/mushrooms/bracket NA				
Bleeding/sap flow NA				
Loose/cracked bark NA				
Nesting hole/bee hive NA				
Deadwood/stubs NA				
Borers/termites/ants NA		M		
Cankers/galls/burls NA				
Previous failure NA				

HAZARD RATING

Tree part most likely to fail: Large laterals

Inspection period: _____ annual _____ biannual _____ other NA

Failure Potential + Size of Part + Target Rating = Hazard Rating

3 + 2 + 4 = 9

Failure potential: 1 - low; 2 - medium; (3 - high); 4 - severe

Size of part: 1 - <6" (15 cm); (2 - 6-18" (15-45 cm); 3 - 18-30" (45-75 cm); 4 - >30" (75 cm)

Target rating: 1 - occasional use; 2 intermittent use; 3 - frequent use; (4 - constant use)

HAZARD ABATEMENT

Prune: ☐ remove defective part ☐ reduce end weight ☐ crown clean ☐ thin ☐ raise canopy ☐ crown reduce ☐ restructure ☐ shape NA

Cable/Brace: NA **Inspect further:** ☐ root crown ☐ decay ☐ aerial ☐ monitor NA

Remove tree: (Y) N **Replace?** (Y) N **Move target:** Y (N) **Other:** Replace one for one

Effect on adjacent trees: ☐ none ☑ evaluate

Notification: ☑ owner ☐ manager ☐ governing agency **Date:** 8/15/18

COMMENTS

Split limbs at top
Cross over limbs from #38 & 40
Termites at wound sites

TRUNK 16' FROM HIGH VOLTAGE LINE
FOLIAGE 4' " " " "
UPPER FOLIAGE OVER " " " "

A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas

TREE HAZARD EVALUATION FORM 2nd Edition

Site/Address: 306 Crocker Ave.
Map/Location: Pacific Grove, CA 93950
Owner: public ____ private ✓ unknown ____ other ____
Date: 8/15/18 Inspector: Joseph Bilecki Jr, Cert. Arborist
Date of last inspection: UNKNOWN

HAZARD RATING:

Failure Potential	+	Size of part	+	Target Rating	=	Hazard Rating
3	+	2	+	4	=	9

____ Immediate action needed
____ Needs further inspection
____ Dead tree

TREE CHARACTERISTICS

Tree #: 40 **Species:** Monterey Cypress (Cupressus macrocarpa)
DBH: 24" **# of trunks:** 1 **Height:** 55' **Spread:** 40'

Form: ☐ generally symmetric ☑ minor asymmetry ☐ major asymmetry ☐ stump sprout ☐ stag-headed
Crown class: ☐ dominant ☑ co-dominant ☐ intermediate ☐ suppressed
Live crown ratio: 65 % **Age class:** ☐ young ☐ semi-mature ☑ mature ☐ over-mature/senescent
Pruning history: ☐ crown cleaned ☐ excessively thinned ☑ topped ☑ crown raised ☐ pollarded ☐ crown reduced ☐ flush cuts ☐ cabled/braced ☐ none ☐ multiple pruning events Approx. dates: UNKNOWN
Special Value: ☐ specimen ☐ heritage/historic ☐ wildlife ☐ unusual ☐ street tree ☐ screen ☐ shade ☐ indigenous ☑ protected by gov. agency

TREE HEALTH

Foliage color: ☑ normal ☑ chlorotic ☐ necrotic **Epicormics?** Y (N)
Foliage density: ☑ normal ☐ sparse **Leaf size:** ☐ normal ☐ small
Annual shoot growth: ☐ excellent ☐ average ☐ poor **Twig Dieback?** (Y) N
Woundwood development: ☐ excellent ☐ average ☑ poor ☐ none
Vigor class: ☐ excellent ☑ average ☑ fair ☐ poor
Major pests/diseases: ____

Growth obstructions:
☐ stakes ☐ wire/ties ☐ signs ☐ cables
☐ curb/pavement ☐ guards
☑ other UTILITY LINES, ADJACENT TREES

SITE CONDITIONS

Site Character: ☑ residence ☐ commercial ☐ industrial ☐ park ☐ open space ☐ natural ☐ woodland/forest
Landscape type: ☐ parkway ☐ raised bed ☐ container ☐ mound ☐ lawn ☑ shrub border ☐ wind break
Irrigation: ☐ none ☑ adequate ☐ inadequate ☐ excessive ☐ trunk wettled
Recent site disturbance? Y (N) ☐ construction ☐ soil disturbance ☐ grade change ☐ line clearing ☐ site clearing
% dripline paved: 0% 10-25% (25-50%) 50-75% 75-100% **Pavement lifted?** Y (N)
% dripline w/ fill soil: (0%) 10-25% 25-50% 50-75% 75-100%
% dripline grade lowered: 0% (10-25%) 25-50% 50-75% 75-100%
Soil problems: ☐ drainage ☐ shallow ☑ compacted ☐ droughty ☐ saline ☐ alkaline ☐ acidic ☐ small volume ☐ disease center ☐ history of fail ☐ clay ☐ expansive ☐ slope ____° aspect: ____
Obstructions: ☐ lights ☐ signage ☐ line-of-sight ☐ view ☑ overhead lines ☐ underground utilities ☐ traffic ☑ adjacent veg. ☐ ____
Exposure to wind: ☐ single tree ☐ below canopy ☐ above canopy ☐ recently exposed ☑ windward, canopy edge ☑ area prone to windthrow
Prevailing wind direction: NW Occurrence of snow/ice storms ☑ never ☐ seldom ☐ regularly

TARGET

Use Under Tree: ☑ building ☑ parking ☑ traffic ☑ pedestrian ☐ recreation ☐ landscape ☐ hardscape ☐ small features ☑ utility lines
Can target be moved? Y (N) **Can use be restricted?** Y (N)
Occupancy: ☐ occasional use ☐ intermittent use ☐ frequent use ☑ constant use

The International Society of Arboriculture assumes no responsibility for conclusions or recommendations derived from use of this form.

TREE DEFECTS — 306 Crocker Ave, PACIFIC GROVE, CA

ROOT DEFECTS:

Suspect root rot: (Y) N **Mushroom/conk/bracket present:** Y (N) **ID:** NA

Exposed roots: ☐ severe ☐ moderate ☑ low **Undermined:** ☐ severe ☐ moderate ☑ low

Root pruned: 10' distance from trunk **Root area affected:** 10 % **Buttress wounded:** Y N UNKNOWN **When:** NA

Restricted root area: ☐ severe ☐ moderate ☑ low **Potential for root failure:** ☐ severe ☑ moderate ☐ low

LEAN: 5-10 deg. from vertical ☑ natural ☐ unnatural ☐ self-corrected **Soil heaving:** Y (N)

Decay in plane of lean: (Y) N **Roots broken** Y (N) **Soil cracking:** Y (N)

Compounding factors: Leans toward House - Foliage weighted toward house because of side trimming **Lean severity:** ☐ severe ☐ moderate ☑ low

CROWN DEFECTS: Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

DEFECT	ROOT CROWN	TRUNK	SCAFFOLDS	BRANCHES
Poor taper		L		
Bow, sweep NA				
Codominants/forks NA		M (at top)		
Multiple attachments				
Included bark NA		L		
Excessive end weight				
Cracks/splits NA				
Hangers NA				
Girdling NA				
Wounds/seam		M		
Decay	M	M		
Cavity NA				
Conks/mushrooms/bracket NA				
Bleeding/sap flow NA				
Loose/cracked bark NA				
Nesting hole/bee hive NA				
Deadwood/stubs		M		M
Borers/termites/ants	M	M		
Cankers/galls/burls NA				
Previous failure NA				

HAZARD RATING

Tree part most likely to fail: Large laterals

Inspection period: _____ annual _____ biannual _____ other NA

Failure Potential + Size of Part + Target Rating = Hazard Rating

3 + 2 + 4 = 9

Failure potential: 1 - low; 2 - medium; (3 - high); 4 - severe

Size of part: 1 - <6" (15 cm); (2 - 6-18" (15-45 cm); 3 - 18-30" (45-75 cm); 4 - >30" (75 cm)

Target rating: 1 - occasional use; 2 intermittent use; 3 - frequent use; (4 - constant use)

HAZARD ABATEMENT

Prune: ☐ remove defective part ☐ reduce end weight ☐ crown clean ☐ thin ☐ raise canopy ☐ crown reduce ☐ restructure ☐ shape NA

Cable/Brace: NA **Inspect further:** ☐ root crown ☐ decay ☐ aerial ☐ monitor NA

Remove tree: (Y) N **Replace?** (Y) N **Move target:** Y (N) **Other:** Replace one for one

Effect on adjacent trees: ☐ none ☑ evaluate

Notification: ☑ owner ☐ manager ☐ governing agency **Date:** 8/15/18

COMMENTS

Top thinning + brown interfering with Henry #41

Trunk 17' from high voltage

Foliage 5' from high voltage

(Decay in trunk - termites/ants 2 columns)

AMANDA GATES
CONSULTING ARBORIST
ISA CERTIFIED #WE-11839A

306 Crocker Ave
Pacific Grove, CA 93950
APN: 006-392-038-000

RE: Three Monterey cypress trees

Background

On January 5th, 2023, I went to the address above to visually assess three Monterey cypress trees that the owner is concerned about. These trees are close to power lines, and appear to be declining. I conducted a Visual Tree Assessment (VTA) for this report and written below are my findings and recommendations. There was no bird nesting or animal activity at the time of the assessment.

Limits of this Assessment

The recommendations and conclusions provided in this report are based on visual observations only. There were no Resistograph testing, root excavation or aerial inspections. A tree report prepared in 2018 was used as a visual comparison to the current visual conditions of the trees. In performing limited visual assessment, my recommendations are solely based on visual observations. During the assessment, weather conditions were not ideal and it had been raining heavily earlier that day. Some potential indicators of tree decline or stress may not have been seen due to the wet conditions of the site.

General Summary

These Monterey cypress trees are located in a small yard under PG&E powerlines. Over the years, these trees have been pruned hard to provide space between the trees crowns and the power lines. These multiple pruning events have created an unequal crown distribution by removing more crown on the side closest to the power lines. Private pruning events took place to try to correct the weight distribution more evenly, however the trees are still unbalanced. Monterey cypress trees are conifers, and can tolerate moderate pruning, however, topping or removing the majority of the foliage will permanently disfigure a cypress trees structure and can cause many health and structural issues. Topping can lead to starvation, shock, pests, diseases, weak attachments and eventually tree death. Unfortunately, this pruning practice is common, but is not advised as a proper technique. This is typically done to clear the trees that interfere with utility wires and power lines, as is the case for these three cypress trees. Since the tree report written in 2018 by another arborist, these trees have clearly declined over that 5-year period. The pictures from 2018 show trees with a deep green and dense crowns. Now these trees are showing a much more sparse, less vibrant crown. There were cavities and decay found in the

previous report. Due to this current report being a limited visual assessment from the ground, I could not see all the mentioned cavities. Written below are my findings and recommendations.

Monterey cypress #38

Species	DBH	Height	Hazard Rating
Cupressus macrocarpa	30”	55ft	10

This large Monterey cypress has a live crown ratio of about 40%. The multiple pruning events have likely impacted this tree and it is now in a declined condition. Not only does over pruning impact the trees overall energy it has stored to close wounds, protect against decay, or pests, it can increase chances of failure. Pruning is done to mitigate potential risks, but can sometimes increase hazards if not done correctly. Referencing the 2018 report, there was evidence of termite activity, however, I did not see signs of frass from the activity. Due to the wet site conditions, it is possible the frass was not seen due to the conditions from the ground assessment. Another structural observation of this cypress is the torsion of the trunk. Torsion is a type of shear stress caused by a twisting force. This is commonly seen in trees that have asymmetrical foliage distribution that might experience an uneven wind load which results in higher levels of torsion. It is common to see a higher level of failures with trees that have torsional stress, although failures associated with torsion stress are more common with branches. This tree also has a lean towards the high valued targets. Leaning trees can be less stable than trees that are straight. This is because the crown load is unevenly distributed over the trunk and root system, and this increases the likelihood of failure. The site conditions are restricted, which many have restricted the root system from proper expansion. There was also some noticeable soil compaction. Compacted soil has reduced space between the soil particles, and as a result, there is less room for gas exchange, moisture retention and root expansion. This can contribute to possible structural issues and declining health conditions. I did not see signs of imminent failure like root plate lifting or soil mounding at the time of the assessment.

Monterey cypress #39

Species	DBH	Height	Hazard Rating
Cupressus macrocarpa	19”	50ft	10

This Monterey cypress has a live crown ratio of only about 20%. This tree has had the heaviest pruning and the more aggressive topping. This tree is permanently disfigured and will not recover its original form. This pruning has hastened the trees decline, and appears to be in poor condition. Declining trees can be prone to wood decaying organisms, which increases the likelihood of failure. I saw a small amount of termite frass in an old pruning wound, which could indicate that that this tree is declining and stressed. Compared to trees #1 and #3, this tree has had the most aggressive over pruning and topping. It is obviously in the poorest condition out of the three. However, removal of just one tree can cause other hazardous circumstances. The site conditions are severely restricted, which suggests that these trees most likely depend on one another for structural stability. Removal of just one, could decrease structural strength to the remaining tree root systems and reduce protection from wind loads. Although this tree is struggling, likely due to the topping and over pruning, I did not see signs of imminent failure, like root plate lifting or soil mounding.

Monterey cypress #40

Species	DBH	Height	Hazard Rating
Cupressus macrocarpa	24”	55ft	10

This tree has a live crown ratio of about 50%. This tree was also over pruned and had been topped to accommodate the overhead powerlines. Compared to the photos in the 2018 tree report, it is obvious that the vigor has decreased over time. Decline can subject a tree to a higher likelihood of failure due to internal defects from wood decaying organisms that entered pruning cuts. This can affect a tree internally, without any visual indicators of decay outwardly. The site conditions are not ideal, and are restricted. There may not be enough space for appropriate root expansion, which could reduce root anchorage. Due to the oversaturation of the site, it was difficult to see potential indicators of health or structural issues. Aside from the general decline and stress symptoms, this tree was mostly unremarkable at the time of the assessment.

Additional Information

These trees are large, and are planted close together. They were likely, at one point, planted to create a hedge for some additional privacy screening. Cypress trees, when they are small can be growth controlled by pruning and stay manageable with regular maintenance. However, these hedges can sometimes turn into large trees if the pruning does not continue regularly. That’s usually the result of trees that can become very large planted in an undesirable place. PG&E does not recommend planting anything that grows over 20ft at maturity under power lines. This is why these larger trees end up having undesirable pruning structures in accommodation.

These three Monterey cypress trees are located close together, and likely provide some structural strength to one another. Tree number 39 is protected and has less exposure to wind loads than trees #38 and #40 as they are at the edge of the group. Trees located in the middle of the group are typically considered protected or only partially exposed. They have different stability attributes from trees that are fully or partially exposed. Protected trees or partially exposed trees experience support and reduced loading from the neighboring trees. They reduce the extent of the loads by overlapping the other trees crowns and reducing the load. If this tree was suddenly exposed to loads that it was previously protected from, the risk of failure can increase. Protected trees typically have less ability to tolerate increased loads because their root systems are usually less developed. Removal of the trees providing protection could destabilize the tree as they do not have the response growth to withstand additional loads. The removal of tree #39 could also affect the remaining trees, due to the mutual root system. It is likely these trees have intertwining root systems, which are dependent on each other for structural support. Having one or two trees removed while retaining the other(s) could possibly affect the remaining trees support system.

Targets

Targets are people who can be injured, property that may be damaged or activities that could be disrupted by a tree failure. These trees have high valued targets that are well within the target zone. The targets within the target zone are:

- - Occupied residence

- - Vehicles/ Traffic
- - Pedestrians
- - Hardscape
- - Power lines
- - Small features
- - Recreation

Recommendations/ Mitigation Options

It is impossible to maintain trees free of risk, tree removal is the only mitigation option to eliminate all risk. However, if removal is not authorized, there are some mitigation options included that should help to decrease risk, these are the recommended mitigation measures.

1. Removal

- Removal would be the only way to eliminate all potential risk. This would eliminate risk to the targets and would allow for more appropriately sized trees planted in this location reducing interference with the power lines.

2. Continue maintenance pruning and monitoring

- Maintaining crown size away from power lines and pruning back heavy over extended limbs could help mitigate risk some potential risk. Pruning to remove of certain parts of the tree, such as branches and deadwood. Shaping of this tree could help as well. Thinning is the selective removal of live branches to reduce crown density. Thinning allows wind to pass through the thinned section which many improve durability in a storm. This option would also include monitoring the trees by the property owner, especially after abnormal weather conditions. Monitoring for any sudden changes like an increased lean, or root plate lifting or even sudden health decline is recommended. These changes could imply that failure is occurring and it may need a further risk assessment.

3. Advanced Assessment

- Advanced assessments are performed to provide detailed information about select trees that may need further evaluation alongside a limited visual assessment. These details include findings on specific tree parts, defects, site conditions and targets. The techniques used can include but are not limited to:

    - Aerial inspection
    - Target Analysis
    - Detailed Site Evaluation
    - Decay testing
    - Health Evaluation
    - Root inspection
    - Wind load analysis
    - Load testing

Conclusion

After having the proper authorization, have a licensed professional tree service perform this tree work. Tree removal should be done with safe arboricultural work practices as to not damage any trees or root systems of the surrounding trees.

If you have any questions or comments about this report, please feel free to call, text or email me.

Thank you!

Sincerely,



Amanda Gates
Certified Arborist #WE- 11839A

DISCLOSURE STATEMENT

This Disclosure Statement supplements and is an integral part of the tree report (the "Report") to which it is attached.

1. The author of the Report is a Certified Arborist (an "Arborist"), certified by the International Society of Arboriculture ("ISA"). The Arborist has performed its services as detailed in the Report in a manner consistent with the standard of care and skill ordinarily exercised by Arborists certified by the ISA in the geographic area where Client's property is located.

2. Arborists are professionals with specialized education, training, and experience who examine trees and, depending on the scope of the services requested by the Client, recommend measures (a) to reduce to the extent reasonably possible and determinable the dangers to life and property from trees, (b) to enhance the health of trees, and (c) to enhance the beauty of trees.

3. The Report reflects only the examination of the specific trees identified in the Report and as authorized and directed by the Client. Unless specifically stated in the Report, no other trees have been examined by the Arborist, whether such trees are on the Client's property or a neighboring property, and no representation is made regarding any tree not specifically identified in the Report.

4. Unless otherwise stated in the Report, the examination of the trees included only a visual inspection. More invasive examination techniques are available and these techniques may include, but are not limited to, boring (core sampling), digging to examine roots, aerial examinations, and similar techniques.

5. No inspection, whether visual or employing more invasive examination techniques, can detect every possible condition that could lead to the failure of a tree. Trees often fail for reasons that cannot be detected in advance or controlled, and even healthy trees may fail in exceptional conditions, including but not limited high winds, heavy rains, earthquakes, droughts, and the like. Conditions which adversely affect a tree's health, longevity, or safety are often hidden within the tree or below ground, and a visual inspection alone will not reveal these conditions. Even for a tree that is healthy at the time of the Arborist's inspection, the Arborist cannot guarantee that that tree will remain healthy and safe for a specific period of time. Therefore, except as otherwise expressly stated in the Report, no warranty, representation, or guarantee, express or implied, is made by the Arborist concerning the tree or trees that are the subject of the Report.

6. Similarly, the effectiveness of any remedial treatment recommended by the Arborist cannot be guaranteed. The work of an Arborist is to achieve a balance between the inherent risks presented to humans living near trees and the

inherent value of trees as part of the environment (whether urban, suburban, or rural). The only way to eliminate the dangers that trees present to human life and property is to eliminate trees.

7. Where specific remedial work is recommended to the Client (whether in the form of treatment, pruning, removal, or otherwise), it is the Client's responsibility (a) to engage competent professionals to implement the recommendations, (b) to advise the Arborist and any professionals hired by the Client concerning any issues known to the Client that may affect the completion of the work, including boundary issues, ownership issues, views or site lines from or across Client's property, disputes with neighbors, and the like, and (c) to determine and secure any needed approvals (whether from governmental bodies, homeowners associations, co-owners, neighbors, or others) for implementation of the work.

8. While Arborist may, at Client's request, provide names of local professionals who can perform recommended remedial work, Arborist makes no representation or warranty to Client regarding the qualifications of any such local professionals. Unless otherwise agreed to in writing by Arborist, Arborist has no duty to supervise or inspect the work performed by third parties, and Arborist shall have no liability or responsibility for the acts or omissions of third parties.



Monterey cypress Trees #40, #39, and #38

These Monterey cypress trees are located in a small yard under PG&E powerlines. Over the years, these trees have been pruned hard to provide space between the trees crowns and the power lines. These multiple pruning events have created an unequal crown distribution by removing more crown on the side closest to the power lines. Private pruning events took place to try to correct the weight distribution more evenly, however the trees are still unbalanced. Monterey cypress trees are conifers, and can tolerate moderate pruning, however, topping or removing the majority of the foliage will permanently disfigure a cypress trees structure and can cause many health and structural issues. Topping can lead to starvation, shock, pests, diseases, weak attachments and eventually tree death. Unfortunately, this pruning practice is common, but is not advised as a proper technique. This is typically done to clear the trees that interfere with utility wires and power lines, as is the case for these nine cypress trees. Since the tree report written in 2018 by another arborist, these trees have clearly declined over that 5-year period. The pictures from 2018 show trees with a deep green and dense crowns. Now these trees are showing a much more sparse, less vibrant crown. There were cavities and decay found in the previous report. Due to this current report being a limited visual assessment from the ground, I could not see all the mentioned cavities.







Monterey cypress #38- Photos

This large Monterey cypress has a live crown ratio of about 40%. The multiple pruning events have likely impacted this tree and it is now in a declined condition. Not only does over pruning impact the trees overall energy it has stored to close wounds, protect against decay, or pests, it can increase chances of failure. Pruning is done to mitigate potential risks, but can sometimes increase hazards if not done correctly. Referencing the 2018 report, there was evidence of termite activity, however, I did not see signs of frass from the activity. Due to the wet site conditions, it is possible the frass was not seen due to the conditions from the ground assessment. Another structural observation of this cypress is the torsion of the trunk. Torsion is a type of shear stress caused by a twisting force. This is commonly seen in trees that have asymmetrical foliage distribution that might experience an uneven wind load which results in higher levels of torsion. It is common to see a higher level of failures with trees that have torsional stress, although failures associated with torsion stress are more common with branches. This tree also has a lean towards the high valued targets. Leaning trees can be less stable than trees that are straight. This is because the crown load is unevenly distributed over the trunk and root system, and this increases the likelihood of failure. The site conditions are restricted, which many have restricted the root system from proper expansion. There was also some noticeable soil compaction. Compacted soil has reduced space between the soil particles, and as a result, there is less room for gas exchange, moisture retention and root expansion. This can contribute to possible structural issues and declining health conditions. I did not see signs of imminent failure like root plate lifting or soil mounding at the time of the assessment.







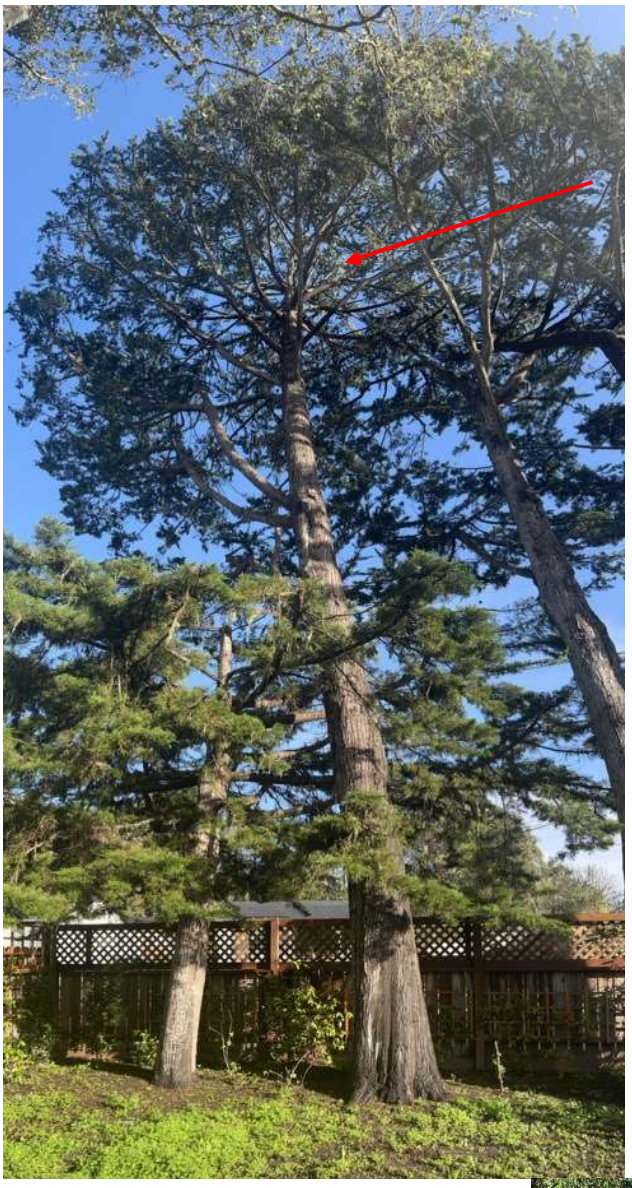
Monterey pine #39- Photos

This Monterey cypress has a live crown ratio of only about 20%. This tree has had the heaviest pruning and the more aggressive topping. This tree is permanently disfigured and will not recover its original form. This pruning has hastened the trees decline, and appears to be in poor condition. Declining trees can be prone to wood decaying organisms, which increases the likelihood of failure. I saw a small amount of termite frass in an old pruning wound, which could indicate that that this tree is declining and stressed. Compared to trees #1 and #3, this tree has had the most aggressive over pruning and topping. It is obviously in the poorest condition out of the three. However, removal of just one tree can cause other hazardous circumstances. The site conditions are severely restricted, which suggests that these trees most likely depend on one another for structural stability. Removal of just one, could decrease structural strength to the remaining tree root systems and reduce protection from wind loads. Although this tree is struggling, likely due to the topping and over pruning, I did not see signs of imminent failure, like root plate lifting or soil mounding.







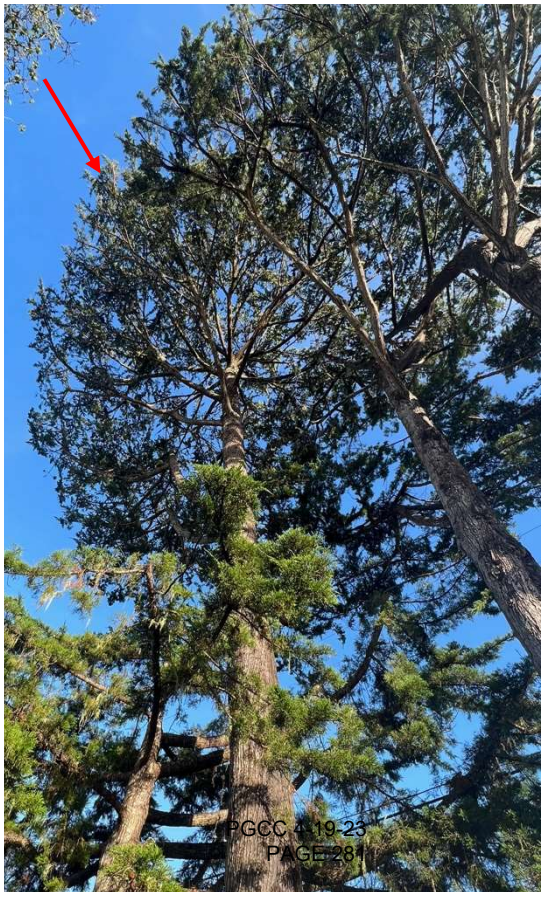


Monterey cypress #40- Photos

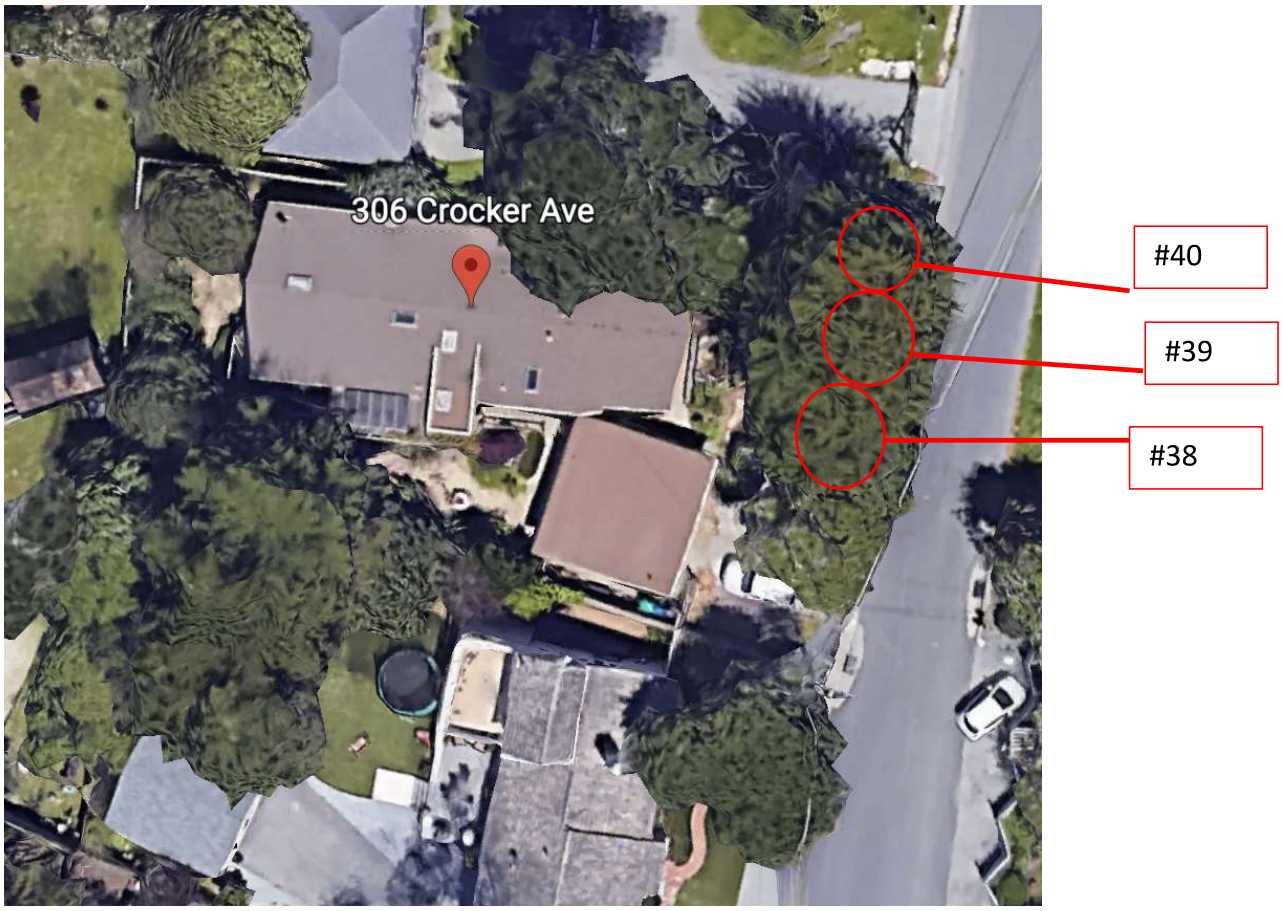
This tree has a live crown ratio of about 50%. This tree was also over pruned and had been topped to accommodate the overhead powerlines. Compared to the photos in the 2018 tree report, it is obvious that the vigor has decreased over time. Decline can subject a tree to a higher likelihood of failure due to internal defects from wood decaying organisms that entered pruning cuts. This can affect a tree internally, without any visual indicators of decay outwardly. The site conditions are not ideal, and are restricted. There may not be enough space for appropriate root expansion, which could reduce root anchorage. Due to the oversaturation of the site, it was difficult to see potential indicators of health or structural issues. Aside from the general decline and stress symptoms, this tree was mostly unremarkable at the time of the assessment.







Site Plan
306 Crocker Ave.
Pacific Grove, CA 93950
APN: 006-392-038-000
The red circles indicate the approximate location of the trees within this report.



A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas

TREE HAZARD EVALUATION FORM 2nd Edition

Site/Address: 306 CROCKER AVE PACIFIC GROVE, CA 93950

Map/Location: 006-392-038-000

Owner: public ____ private X unknown ____ other ____

Date: 1/5/23 Inspector: AMANDA GATES

Date of last inspection: AUGUST 29, 2018

HAZARD RATING:

3 (Failure Potential) + 3 (Size of part) + 4 (Target Rating) = 10 (Hazard Rating)

____ Immediate action needed

____ Needs further inspection

____ Dead tree

TREE CHARACTERISTICS

Tree #: 38 **Species:** M. CYPRESS

DBH: 30 **# of trunks:** 1 **Height:** 55ft **Spread:** LARGE

Form: ☐ generally symmetric ☐ minor asymmetry ☑ major asymmetry ☐ stump sprout ☐ stag-headed

Crown class: ☐ dominant ☑ co-dominant ☐ intermediate ☐ suppressed

Live crown ratio: 40 % **Age class:** ☐ young ☐ semi-mature ☑ mature ☐ over-mature/senescent

Pruning history: ☐ crown cleaned ☐ excessively thinned ☒ topped ☐ crown raised ☐ pollarded ☐ crown reduced ☐ flush cuts ☐ cabled/braced ☐ none ☑ multiple pruning events Approx. dates: UNKNOWN

Special Value: ☐ specimen ☐ heritage/historic ☐ wildlife ☐ unusual ☐ street tree ☐ screen ☐ shade ☐ indigenous ☒ protected by gov. agency

TREE HEALTH

Foliage color: ☒ normal ☐ chlorotic ☐ necrotic **Epicormics?** Y (N)

Foliage density: ☐ normal ☒ sparse **Leaf size:** ☒ normal ☐ small

Annual shoot growth: ☐ excellent ☒ average ☐ poor **Twig Dieback?** Y (N)

Woundwood development: ☐ excellent ☒ average ☐ poor ☐ none

Vigor class: ☐ excellent ☐ average ☒ fair ☐ poor

Major pests/diseases: ____

Growth obstructions:

☐ stakes ☐ wire/ties ☐ signs ☐ cables

☐ curb/pavement ☐ guards

☒ other POWER LINES

SITE CONDITIONS

Site Character: ☒ residence ☐ commercial ☐ industrial ☐ park ☐ open space ☐ natural ☐ woodland\forest

Landscape type: ☐ parkway ☐ raised bed ☐ container ☐ mound ☒ lawn ☒ shrub border ☐ wind break

Irrigation: ☐ none ☒ adequate ☐ inadequate ☐ excessive ☐ trunk wettled

Recent site disturbance? Y (N) ☐ construction ☐ soil disturbance ☐ grade change ☐ line clearing ☐ site clearing

% dripline paved: 0% 10-25% (25-50%) 50-75% 75-100% **Pavement lifted?** Y N

% dripline w/ fill soil: 0% 10-25% 25-50% 50-75% 75-100%

% dripline grade lowered: 0% 10-25% 25-50% 50-75% 75-100%

Soil problems: ☐ drainage ☒ shallow ☒ compacted ☐ droughty ☐ saline ☐ alkaline ☐ acidic ☐ small volume ☐ disease center ☐ history of fail ☐ clay ☐ expansive ☐ slope ____° aspect: ____

Obstructions: ☐ lights ☐ signage ☐ line-of-sight ☐ view ☒ overhead lines ☐ underground utilities ☐ traffic ☐ adjacent veg. ☐ ____

Exposure to wind: ☐ single tree ☐ below canopy ☒ above canopy ☐ recently exposed ☐ windward, canopy edge ☐ area prone to windthrow

Prevailing wind direction: ____ Occurrence of snow/ice storms ☒ never ☐ seldom ☐ regularly

TARGET

Use Under Tree: ☒ building ☒ parking ☒ traffic ☒ pedestrian ☒ recreation ☒ landscape ☒ hardscape ☐ small features ☒ utility lines

Can target be moved? Y (N) **Can use be restricted?** Y (N)

Occupancy: ☐ occasional use ☐ intermittent use ☐ frequent use ☒ constant use

The International Society of Arboriculture assumes no responsibility for conclusions or recommendations derived from use of this form.

TREE DEFECTS

ROOT DEFECTS:

Suspect root rot: Y (N) **Mushroom/conk/bracket present:** Y (N) **ID:** _____

Exposed roots: ☐ severe ☒ moderate ☐ low **Undermined:** ☐ severe ☐ moderate ☒ low

Root pruned: _____ distance from trunk **Root area affected:** _____% **Buttress wounded:** Y (N) **When:** _____

Restricted root area: ☐ severe ☒ moderate ☐ low **Potential for root failure:** ☐ severe ☒ moderate ☐ low

LEAN: _____ deg. from vertical ☒ natural ☐ unnatural ☐ self-corrected **Soil heaving:** Y (N)

Decay in plane of lean: Y N **Roots broken** Y (N) **Soil cracking:** Y (N)

Compounding factors: VIGOR REDUCED W/LEAN TOWARDS TARGETS **Lean severity:** ☐ severe ☐ moderate ☒ low

CROWN DEFECTS: Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

DEFECT	ROOT CROWN	TRUNK	SCAFFOLDS	BRANCHES
Poor taper				
Bow, sweep				
Codominants/forks				
Multiple attachments		X	X	
Included bark				
Excessive end weight				
Cracks/splits				
Hangers				
Girdling				
Wounds/seam				
Decay				
Cavity				
Conks/mushrooms/bracket				
Bleeding/sap flow				
Loose/cracked bark				
Nesting hole/bee hive				
Deadwood/stubs			X	X
Borers/termites/ants		X		
Cankers/galls/burls				
Previous failure				

HAZARD RATING

Tree part most likely to fail: WHOLE TREE

Inspection period: _____ annual _____ biannual _____ other _____

Failure Potential + Size of Part + Target Rating = Hazard Rating

3 + 3 + 4 = 10

Failure potential: 1 - low; 2 - medium; 3 - high; 4 - severe
Size of part: 1 - <6″ (15 cm); 2 - 6-18″ (15-45 cm);
3 - 18-30″ (45-75 cm); 4 - >30″ (75 cm)
Target rating: 1 - occasional use; 2 intermittent use;
3 - frequent use; 4 - constant use

HAZARD ABATEMENT

Prune: ☐ remove defective part ☐ reduce end weight ☐ crown clean ☐ thin ☐ raise canopy ☐ crown reduce ☐ restructure ☐ shape

Cable/Brace: _____ **Inspect further:** ☐ root crown ☐ decay ☐ aerial ☐ monitor

Remove tree: (Y) N **Replace?** Y N **Move target:** Y (N) **Other:** * SEE RECOMMENDATIONS IN REPORT *

Effect on adjacent trees: ☒ none ☐ evaluate

Notification: ☒ owner ☐ manager ☐ governing agency **Date:** 1/5/23

COMMENTS

A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas

TREE HAZARD EVALUATION FORM 2nd Edition

Site/Address: 306 CROCKER AVE PACIFIC GROVE, CA 93950

Map/Location: 006-392-038-000

Owner: public ____ private X unknown ____ other ____

Date: 1/5/23 Inspector: AMANDA GATES

Date of last inspection: AUGUST 29, 2018

HAZARD RATING:

Failure Potential	+	Size of part	+	Target Rating	=	Hazard Rating
3	+	3	+	4	=	10

____ Immediate action needed

____ Needs further inspection

____ Dead tree

TREE CHARACTERISTICS

Tree #: 39 **Species:** M. CYPRESS

DBH: 19" **# of trunks:** 1 **Height:** 55ft **Spread:** LARGE

Form: ☐ generally symmetric ☐ minor asymmetry ☒ major asymmetry ☐ stump sprout ☐ stag-headed

Crown class: ☐ dominant ☒ co-dominant ☐ intermediate ☐ suppressed

Live crown ratio: 20 % **Age class:** ☐ young ☐ semi-mature ☒ mature ☐ over-mature/senescent

Pruning history: ☐ crown cleaned ☐ excessively thinned ☒ topped ☐ crown raised ☐ pollarded ☐ crown reduced ☐ flush cuts ☐ cabled/braced ☐ none ☒ multiple pruning events Approx. dates: UNKNOWN

Special Value: ☐ specimen ☐ heritage/historic ☐ wildlife ☐ unusual ☐ street tree ☐ screen ☐ shade ☐ indigenous ☒ protected by gov. agency

TREE HEALTH

Foliage color: ☒ normal ☒ chlorotic ☒ necrotic **Epicormics?** Y (N)

Foliage density: ☐ normal ☒ sparse **Leaf size:** ☒ normal ☐ small

Annual shoot growth: ☐ excellent ☒ average ☐ poor **Twig Dieback?** Y (N)

Woundwood development: ☐ excellent ☒ average ☐ poor ☐ none

Vigor class: ☐ excellent ☐ average ☒ fair ☐ poor

Major pests/diseases: BEETLE FRASS

Growth obstructions:

☐ stakes ☐ wire/ties ☐ signs ☐ cables

☐ curb/pavement ☐ guards

☒ other POWER LINES

SITE CONDITIONS

Site Character: ☒ residence ☐ commercial ☐ industrial ☐ park ☐ open space ☐ natural ☐ woodland\forest

Landscape type: ☐ parkway ☐ raised bed ☐ container ☐ mound ☒ lawn ☒ shrub border ☐ wind break

Irrigation: ☐ none ☒ adequate ☐ inadequate ☐ excessive ☐ trunk wettled

Recent site disturbance? Y (N) ☐ construction ☐ soil disturbance ☐ grade change ☐ line clearing ☐ site clearing

% dripline paved:	0%	10-25%	(25-50%)	50-75%	75-100%	**Pavement lifted?** Y N
% dripline w/ fill soil:	0%	10-25%	25-50%	50-75%	75-100%	
% dripline grade lowered:	0%	10-25%	25-50%	50-75%	75-100%	

Soil problems: ☐ drainage ☒ shallow ☒ compacted ☐ droughty ☐ saline ☐ alkaline ☐ acidic ☐ small volume ☐ disease center ☐ history of fail ☐ clay ☐ expansive ☐ slope ____° aspect: ____

Obstructions: ☐ lights ☐ signage ☐ line-of-sight ☐ view ☒ overhead lines ☐ underground utilities ☐ traffic ☐ adjacent veg. ☐ ____

Exposure to wind: ☐ single tree ☐ below canopy ☒ above canopy ☐ recently exposed ☐ windward, canopy edge ☐ area prone to windthrow

Prevailing wind direction: ____ Occurrence of snow/ice storms ☒ never ☐ seldom ☐ regularly

TARGET

Use Under Tree: ☒ building ☒ parking ☒ traffic ☒ pedestrian ☒ recreation ☒ landscape ☒ hardscape ☐ small features ☒ utility lines

Can target be moved? Y (N) **Can use be restricted?** Y (N)

Occupancy: ☐ occasional use ☐ intermittent use ☐ frequent use ☒ constant use

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TREE DEFECTS

ROOT DEFECTS:

Suspect root rot: Y (N) **Mushroom/conk/bracket present:** Y (N) **ID:** _____

Exposed roots: ☐ severe ☒ moderate ☐ low **Undermined:** ☐ severe ☐ moderate ☒ low

Root pruned: _____ distance from trunk **Root area affected:** _____% **Buttress wounded:** Y (N) **When:** _____

Restricted root area: ☐ severe ☒ moderate ☐ low **Potential for root failure:** ☐ severe ☒ moderate ☐ low

LEAN: _____ deg. from vertical ☒ natural ☐ unnatural ☐ self-corrected **Soil heaving:** Y (N)

Decay in plane of lean: Y N **Roots broken** Y (N) **Soil cracking:** Y (N)

Compounding factors: VIGOR REDUCED W/LEAN TOWARDS TARGETS **Lean severity:** ☐ severe ☐ moderate ☒ low

CROWN DEFECTS: Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

DEFECT	ROOT CROWN	TRUNK	SCAFFOLDS	BRANCHES
Poor taper				
Bow, sweep				
Codominants/forks				
Multiple attachments		x	x	x
Included bark				
Excessive end weight				
Cracks/splits				
Hangers				
Girdling				
Wounds/seam				
Decay				
Cavity				
Conks/mushrooms/bracket				
Bleeding/sap flow				
Loose/cracked bark		x		
Nesting hole/bee hive				
Deadwood/stubs				
Borers/termites/ants		x		
Cankers/galls/burls				
Previous failure				

HAZARD RATING

Tree part most likely to fail: WHOLE TREE

Inspection period: _____ annual _____ biannual _____ other _____

Failure Potential + Size of Part + Target Rating = Hazard Rating

3 + 3 + 4 = 10

Failure potential: 1 - low; 2 - medium; 3 - high; 4 - severe
Size of part: 1 - <6″ (15 cm); 2 - 6-18″ (15-45 cm);
3 - 18-30″ (45-75 cm); 4 - >30″ (75 cm)
Target rating: 1 - occasional use; 2 intermittent use;
3 - frequent use; 4 - constant use

HAZARD ABATEMENT

Prune: ☐ remove defective part ☐ reduce end weight ☐ crown clean ☐ thin ☐ raise canopy ☐ crown reduce ☐ restructure ☐ shape

Cable/Brace: _____ **Inspect further:** ☐ root crown ☐ decay ☐ aerial ☐ monitor

Remove tree: (Y) N **Replace?** (Y) N **Move target:** Y (N) **Other:** * SEE RECOMMENDATIONS IN REPORT

Effect on adjacent trees: ☒ none ☐ evaluate

Notification: ☒ owner ☐ manager ☐ governing agency **Date:** 1/5/23

COMMENTS

A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas

TREE HAZARD EVALUATION FORM 2nd Edition

Site/Address: 306 CROCKER AVE PACIFIC GROVE, CA 93950

Map/Location: 006-392-038-000

Owner: public ____ private X unknown ____ other ____

Date: 1/5/23 Inspector: AMANDA GATES

Date of last inspection: AUGUST 29, 2018

HAZARD RATING:

3 (Failure Potential) + 3 (Size of part) + 4 (Target Rating) = 10 (Hazard Rating)

____ Immediate action needed

____ Needs further inspection

____ Dead tree

TREE CHARACTERISTICS

Tree #: 40 **Species:** M. CYPRESS

DBH: 24" **# of trunks:** 1 **Height:** 55ft **Spread:** LARGE

Form: ☐ generally symmetric ☒ minor asymmetry ☐ major asymmetry ☐ stump sprout ☐ stag-headed

Crown class: ☐ dominant ☒ co-dominant ☐ intermediate ☐ suppressed

Live crown ratio: 50 % **Age class:** ☐ young ☐ semi-mature ☒ mature ☐ over-mature/senescent

Pruning history: ☐ crown cleaned ☐ excessively thinned ☒ topped ☐ crown raised ☐ pollarded ☐ crown reduced ☐ flush cuts ☐ cabled/braced ☐ none ☒ multiple pruning events Approx. dates: UNKNOWN

Special Value: ☐ specimen ☐ heritage/historic ☐ wildlife ☐ unusual ☐ street tree ☐ screen ☐ shade ☐ indigenous ☒ protected by gov. agency

TREE HEALTH

Foliage color: ☒ normal ☐ chlorotic ☐ necrotic **Epicormics?** Y (N)

Foliage density: ☐ normal ☒ sparse **Leaf size:** ☒ normal ☐ small

Annual shoot growth: ☐ excellent ☒ average ☐ poor **Twig Dieback?** Y (N)

Woundwood development: ☐ excellent ☒ average ☐ poor ☐ none

Vigor class: ☐ excellent ☐ average ☒ fair ☐ poor

Major pests/diseases: ____

Growth obstructions:

☐ stakes ☐ wire/ties ☐ signs ☐ cables

☐ curb/pavement ☐ guards

☒ other POWER LINES

SITE CONDITIONS

Site Character: ☒ residence ☐ commercial ☐ industrial ☐ park ☐ open space ☐ natural ☐ woodland\forest

Landscape type: ☐ parkway ☐ raised bed ☐ container ☐ mound ☒ lawn ☒ shrub border ☐ wind break

Irrigation: ☐ none ☒ adequate ☐ inadequate ☐ excessive ☐ trunk wettled

Recent site disturbance? Y (N) ☐ construction ☐ soil disturbance ☐ grade change ☐ line clearing ☐ site clearing

% dripline paved: 0% 10-25% (25-50%) 50-75% 75-100% **Pavement lifted?** Y N

% dripline w/ fill soil: 0% 10-25% 25-50% 50-75% 75-100%

% dripline grade lowered: 0% 10-25% 25-50% 50-75% 75-100%

Soil problems: ☐ drainage ☒ shallow ☒ compacted ☐ droughty ☐ saline ☐ alkaline ☐ acidic ☐ small volume ☐ disease center ☐ history of fail ☐ clay ☐ expansive ☐ slope ____° aspect: ____

Obstructions: ☐ lights ☐ signage ☐ line-of-sight ☐ view ☒ overhead lines ☐ underground utilities ☐ traffic ☐ adjacent veg. ☐ ____

Exposure to wind: ☐ single tree ☐ below canopy ☒ above canopy ☐ recently exposed ☐ windward, canopy edge ☐ area prone to windthrow

Prevailing wind direction: ____ Occurrence of snow/ice storms ☒ never ☐ seldom ☐ regularly

TARGET

Use Under Tree: ☒ building ☒ parking ☒ traffic ☒ pedestrian ☒ recreation ☒ landscape ☒ hardscape ☐ small features ☒ utility lines

Can target be moved? Y (N) **Can use be restricted?** Y (N)

Occupancy: ☐ occasional use ☐ intermittent use ☐ frequent use ☒ constant use

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TREE DEFECTS

ROOT DEFECTS:

Suspect root rot: Y (N) **Mushroom/conk/bracket present:** Y (N) **ID:** _____

Exposed roots: ☐ severe ☒ moderate ☐ low **Undermined:** ☐ severe ☐ moderate ☒ low

Root pruned: _____ distance from trunk **Root area affected:** _____% **Buttress wounded:** Y (N) **When:** _____

Restricted root area: ☐ severe ☒ moderate ☐ low **Potential for root failure:** ☐ severe ☒ moderate ☐ low

LEAN: _____ deg. from vertical ☒ natural ☐ unnatural ☐ self-corrected **Soil heaving:** Y (N)

Decay in plane of lean: Y N **Roots broken** Y (N) **Soil cracking:** Y (N)

Compounding factors: VIGOR REDUCED W/LEAN TOWARDS TARGETS **Lean severity:** ☐ severe ☐ moderate ☒ low

CROWN DEFECTS: Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

DEFECT	ROOT CROWN	TRUNK	SCAFFOLDS	BRANCHES
Poor taper		x		
Bow, sweep				
Codominants/forks				
Multiple attachments		x	x	x
Included bark				
Excessive end weight				
Cracks/splits				
Hangers				
Girdling				
Wounds/seam				
Decay				
Cavity				
Conks/mushrooms/bracket				
Bleeding/sap flow				
Loose/cracked bark				
Nesting hole/bee hive				
Deadwood/stubs			x	x
Borers/termites/ants				
Cankers/galls/burls				
Previous failure				

HAZARD RATING

Tree part most likely to fail: WHOLE TREE

Inspection period: _____ annual _____ biannual _____ other _____

Failure Potential + Size of Part + Target Rating = Hazard Rating

3 + 3 + 4 = 10

Failure potential: 1 - low; 2 - medium; 3 - high; 4 - severe
Size of part: 1 - <6″ (15 cm); 2 - 6-18″ (15-45 cm);
3 - 18-30″ (45-75 cm); 4 - >30″ (75 cm)
Target rating: 1 - occasional use; 2 intermittent use;
3 - frequent use; 4 - constant use

HAZARD ABATEMENT

Prune: ☐ remove defective part ☐ reduce end weight ☐ crown clean ☐ thin ☐ raise canopy ☐ crown reduce ☐ restructure ☐ shape

Cable/Brace: _____ **Inspect further:** ☐ root crown ☐ decay ☐ aerial ☐ monitor

Remove tree: (Y) N **Replace?** (Y) N **Move target:** Y (N) **Other:** * SEE RECOMMENDATIONS IN REPORT

Effect on adjacent trees: ☒ none ☐ evaluate

Notification: ☒ owner ☐ manager ☐ governing agency **Date:** 1/5/23

COMMENTS

THOMPSON
WILDLAND MANAGEMENT
Environmental Management & Conservation Services
International Society of Arboriculture Certified Arborist # WE-7468A
Department of Pesticide Regulation Qualified Applicator Lic. #QL50949 B
Arborist & Environmental Assessments, Protection, Restoration, Monitoring & Reporting
Wildland Fire Property Protection, Fuel Reduction & Vegetation Management
Invasive Weed Control, and Habitat Restoration & Management
Soil Erosion & Sedimentation Control
Resource Ecologist

January 11, 2023

Monson Residence
306 Crocker Avenue
Pacific Grove, CA. 93950

Subject: Cypress tree assessment letter for 306 Crocker Avenue

The purpose of this letter is to state my support for the findings and recommendations of Mr. Joseph Bileci's arborist report that was prepared in August 2018, which is the removal of 3 mature Monterey Cypress (*Hesperocyparis macrocarpa*) trees located on the property at 306 Crocker Avenue in Pacific Grove. These 3 trees of concern are identified by *tag#s 38-40* and are located in a row in the front yard of the property adjacent to Crocker Avenue and utility powerlines (see attached photos, *Figures 1-5*). A fourth cypress tree located at the end of the row (identified by *tag#41*) is not a hazard concern and therefore is not proposed for removal.

These 3 trees scored a hazard rating ranging from 10 to 11 and should be removed to abate hazard concerns. Trees of this size, form and proximity to one another are not well suited to a relatively small front yard area such as this, especially as the subject trees continue to age and increase in size and stature.

The *ISA Tree Hazard Evaluation Form* was used to determine a hazard rating score for the 3 subject cypress trees. Per the assessment, the 32 inch DBH (diameter at breast height) cypress identified as *Tree#38* scored a hazard rating of 11 on the *ISA Tree Hazard Evaluation Form*; the 21 inch DBH cypress identified as *Tree#39* scored a hazard rating of 10; and the 26 inch DBH cypress identified as *Tree#40* also scored a hazard rating of 10, primarily due to their size and proximity to a permanently occupied home, utility powerlines and public roadway.

It should also be emphasized that the property owners are very concerned that these trees pose a hazard to their property and a threat to their safety and well-being. For these reasons, the 3 Monterey Cypress trees of concern should be removed followed by the

planting of 3 City approved replacement trees that are better suited to the property and more appropriate to the site.

Thank you and please let me know if you have any questions.

Best regards,

Rob Thompson *1-11-23*
ISA Certified Arborist # WE-7468A Date
Resource Ecologist

Thompson Wildland Management (TWM)
57 Via Del Rey
Monterey, CA. 93940
Office (831) 372-3796; Cell (831) 277-1419
Email: thompsonwrm@gmail.com ; Website: www.wildlandmanagement.com



Figure 1. The 3 Monterey Cypress trees of concern are identified as *Tree#s 38-40* from right to left. The tree on the far left (*Tree#41*) is not proposed for removal at this time.



Figure 2. The canopies of *Tree#s 38-40* from right to left.



Figure 3. Several old pruning wounds along stem of *Tree#38* are entry points for biotic disorders, such as decay.



Figure 4. Seam along lower stem of *Tree#40* is entry point for potential decay.



Figure 5. Balance and symmetry of cypress trees of concern has been adversely affected by utility powerline pruning operations.

A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas

TREE HAZARD EVALUATION FORM 2nd Edition

Site/Address: 306 Crocker Ave

Map/Location: Pacific Grove, CA. 93950

Owner: public ____ private ✓ unknown ____ other ____

Date: 1-7-23 Inspector: Rob Thompson, ISA Arborist

Date of last inspection: August 2018

HAZARD RATING:

3 (Failure Potential) + 4 (Size of part) + 4 (Target Rating) = 11 (Hazard Rating)

____ Immediate action needed

____ Needs further inspection

____ Dead tree

TREE CHARACTERISTICS

Tree #: 38 **Species:** Monterey Cypress

DBH: 32" **# of trunks:** 1 **Height:** 60' **Spread:** 40'

Form: ☐ generally symmetric ☐ minor asymmetry ☑ major asymmetry ☐ stump sprout ☐ stag-headed

Crown class: ☐ dominant ☑ co-dominant ☐ intermediate ☐ suppressed

Live crown ratio: 55 % **Age class:** ☐ young ☐ semi-mature ☑ mature ☐ over-mature/senescent

Pruning history: ☐ crown cleaned ☐ excessively thinned ☐ topped ☐ crown raised ☐ pollarded ☐ crown reduced ☐ flush cuts ☐ cabled/braced ☐ none ☑ multiple pruning events Approx. dates: ____

Special Value: ☐ specimen ☐ heritage/historic ☐ wildlife ☐ unusual ☐ street tree ☐ screen ☐ shade ☑ indigenous ☑ protected by gov. agency

TREE HEALTH

Foliage color: ☑ normal ☐ chlorotic ☐ necrotic **Epicormics?** Y (N)

Foliage density: ☑ normal ☐ sparse **Leaf size:** ☑ normal ☐ small

Annual shoot growth: ☐ excellent ☑ average ☐ poor **Twig Dieback?** Y (N)

Woundwood development: ☐ excellent ☑ average ☐ poor ☐ none

Vigor class: ☐ excellent ☑ average ☐ fair ☐ poor

Major pests/diseases: ____

Growth obstructions:

☐ stakes ☐ wire/ties ☐ signs ☐ cables

☐ curb/pavement ☐ guards

☑ other utility lines, adjacent trees

SITE CONDITIONS

Site Character: ☑ residence ☐ commercial ☐ industrial ☐ park ☐ open space ☐ natural ☐ woodland/forest

Landscape type: ☐ parkway ☐ raised bed ☐ container ☐ mound ☐ lawn ☑ shrub border ☐ wind break

Irrigation: ☑ none ☐ adequate ☐ inadequate ☐ excessive ☐ trunk wettled

Recent site disturbance? Y (N) ☐ construction ☐ soil disturbance ☐ grade change ☐ line clearing ☐ site clearing

% dripline paved: 0% 10-25% (25-50%) 50-75% 75-100% **Pavement lifted?** (Y) N

% dripline w/ fill soil: (0%) 10-25% 25-50% 50-75% 75-100%

% dripline grade lowered: (0%) 10-25% 25-50% 50-75% 75-100%

Soil problems: ☐ drainage ☑ shallow ☐ compacted ☐ droughty ☐ saline ☐ alkaline ☐ acidic ☐ small volume ☐ disease center ☐ history of fail ☐ clay ☐ expansive ☐ slope ____° aspect: ____

Obstructions: ☐ lights ☐ signage ☐ line-of-sight ☐ view ☑ overhead lines ☐ underground utilities ☐ traffic ☑ adjacent veg. ☐ ____

Exposure to wind: ☐ single tree ☐ below canopy ☐ above canopy ☐ recently exposed ☑ windward, canopy edge ☑ area prone to windthrow

Prevailing wind direction: NW Occurrence of snow/ice storms ☑ never ☐ seldom ☐ regularly

TARGET

Use Under Tree: ☑ building ☑ parking ☑ traffic ☑ pedestrian ☐ recreation ☑ landscape ☑ hardscape ☐ small features ☑ utility lines

Can target be moved? Y (N) **Can use be restricted?** Y (N)

Occupancy: ☐ occasional use ☐ intermittent use ☐ frequent use ☑ constant use

The International Society of Arboriculture assumes no responsibility for conclusions or recommendations derived from use of this form.

TREE DEFECTS

ROOT DEFECTS:

Suspect root rot: Y N unknown **Mushroom/conk/bracket present:** Y (N) **ID:** _____

Exposed roots: ☐ severe ☐ moderate ☑ low **Undermined:** ☐ severe ☐ moderate ☑ low

Root pruned: Unknown distance from trunk **Root area affected:** unknown % **Buttress wounded:** Y (N) **When:** _____

Restricted root area: ☐ severe ☑ moderate ☐ low **Potential for root failure:** ☐ severe ☑ moderate ☐ low

LEAN: 3-5 deg. from vertical ☑ natural ☐ unnatural ☐ self-corrected **Soil heaving:** Y (N)

Decay in plane of lean: Y N unknown **Roots broken** Y (N) NA **Soil cracking:** Y (N)

Compounding factors: Lean toward home + old pruning wounds are entry points for decay. **Lean severity:** ☐ severe ☐ moderate ☑ low

CROWN DEFECTS: Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

DEFECT	ROOT CROWN	TRUNK	SCAFFOLDS	BRANCHES
Poor taper	l	l	l	l
Bow, sweep	l	l	l	l
Codominants/forks	l	l	m	m
Multiple attachments	l	l	m	m
Included bark	l	l	l	l
Excessive end weight	l	l	l	l
Cracks/splits	l	l	l	l
Hangers	l	l	l	l
Girdling	l	l	l	l
Wounds/seam	l	m	m	l
Decay	l	m	m	l
Cavity	l	l	l	l
Conks/mushrooms/bracket	l	l	l	l
Bleeding/sap flow	l	m	m	l
Loose/cracked bark	l	l	l	l
Nesting hole/bee hive	l	l	l	l
Deadwood/stubs	l	l	l	l
Borers/termites/ants	l	l	l	l
Cankers/galls/burls	l	m	m	l
Previous failure	l	l	l	l

HAZARD RATING

Tree part most likely to fail: Limbs, stem @ pruning wounds

Inspection period: _____ annual _____ biannual _____ other NA

Failure Potential + Size of Part + Target Rating = Hazard Rating

3 + 4 + 4 = 11

Failure potential: 1 - low; 2 - medium; 3 - high; 4 - severe
Size of part: 1 - <6" (15 cm); 2 - 6-18" (15-45 cm); 3 - 18-30" (45-75 cm); 4 - >30" (75 cm)
Target rating: 1 - occasional use; 2 intermittent use; 3 - frequent use; 4 - constant use

HAZARD ABATEMENT

Prune: ☐ remove defective part ☐ reduce end weight ☐ crown clean ☐ thin ☐ raise canopy ☐ crown reduce ☐ restructure ☐ shape

Cable/Brace: _____ **Inspect further:** ☐ root crown ☐ decay ☐ aerial ☐ monitor

Remove tree: (Y) N **Replace?** (Y) N **Move target:** Y (N) **Other:** Replace one for one

Effect on adjacent trees: ☐ none ☑ evaluate

Notification: ☑ owner ☐ manager ☑ governing agency **Date:** 1-11-23

COMMENTS

A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas

TREE HAZARD EVALUATION FORM 2nd Edition

Site/Address: 306 Cracker Ave

Map/Location: Pacific Grove, CA. 93950

Owner: public ____ private V unknown ____ other ____

Date: 1-7-23 Inspector: Rob Thompson

Date of last inspection: August 2018

HAZARD RATING:

3 (Failure Potential) + 3 (Size of part) + 4 (Target Rating) = 10 (Hazard Rating)

____ Immediate action needed

____ Needs further inspection

____ Dead tree

TREE CHARACTERISTICS

Tree #: 39 **Species:** Monterey Cypress

DBH: 21" **# of trunks:** 1 **Height:** 55' **Spread:** 40'

Form: ☐ generally symmetric ☑ minor asymmetry ☐ major asymmetry ☐ stump sprout ☐ stag-headed

Crown class: ☐ dominant ☑ co-dominant ☐ intermediate ☐ suppressed

Live crown ratio: 45 % **Age class:** ☐ young ☐ semi-mature ☑ mature ☐ over-mature/senescent

Pruning history: ☐ crown cleaned ☐ excessively thinned ☐ topped ☐ crown raised ☐ pollarded ☐ crown reduced ☐ flush cuts ☐ cabled/braced ☐ none ☑ multiple pruning events Approx. dates: ____

Special Value: ☐ specimen ☐ heritage/historic ☐ wildlife ☐ unusual ☐ street tree ☐ screen ☐ shade ☑ indigenous ☑ protected by gov. agency

TREE HEALTH

Foliage color: ☑ normal ☐ chlorotic ☐ necrotic **Epicormics?** Y (N)

Foliage density: ☑ normal ☐ sparse **Leaf size:** ☑ normal ☐ small

Annual shoot growth: ☐ excellent ☑ average ☐ poor **Twig Dieback?** Y (N)

Woundwood development: ☐ excellent ☑ average ☐ poor ☐ none

Vigor class: ☐ excellent ☑ average ☐ fair ☐ poor

Major pests/diseases: ____

Growth obstructions:

☐ stakes ☐ wire/ties ☐ signs ☐ cables

☐ curb/pavement ☐ guards

☑ other utility lines, adjacent trees

SITE CONDITIONS

Site Character: ☑ residence ☐ commercial ☐ industrial ☐ park ☐ open space ☐ natural ☐ woodland/forest

Landscape type: ☐ parkway ☐ raised bed ☐ container ☐ mound ☐ lawn ☑ shrub border ☐ wind break

Irrigation: ☑ none ☐ adequate ☐ inadequate ☐ excessive ☐ trunk wettled

Recent site disturbance? Y (N) ☐ construction ☐ soil disturbance ☐ grade change ☐ line clearing ☐ site clearing

% dripline paved: 0% (10-25%) 25-50% 50-75% 75-100% **Pavement lifted?** Y (N)

% dripline w/ fill soil: (0%) 10-25% 25-50% 50-75% 75-100%

% dripline grade lowered: 0% (10-25%) 25-50% 50-75% 75-100%

Soil problems: ☐ drainage ☐ shallow ☑ compacted ☐ droughty ☐ saline ☐ alkaline ☐ acidic ☐ small volume ☐ disease center ☐ history of fail ☐ clay ☐ expansive ☐ slope ____° aspect: ____

Obstructions: ☐ lights ☐ signage ☐ line-of-sight ☐ view ☑ overhead lines ☐ underground utilities ☐ traffic ☑ adjacent veg. ☐ ____

Exposure to wind: ☐ single tree ☐ below canopy ☐ above canopy ☐ recently exposed ☑ windward, canopy edge ☑ area prone to windthrow

Prevailing wind direction: NW Occurrence of snow/ice storms ☑ never ☐ seldom ☐ regularly

TARGET

Use Under Tree: ☑ building ☑ parking ☑ traffic ☑ pedestrian ☐ recreation ☐ landscape ☐ hardscape ☐ small features ☑ utility lines

Can target be moved? Y (N) **Can use be restricted?** Y (N)

Occupancy: ☐ occasional use ☐ intermittent use ☐ frequent use ☑ constant use

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TREE DEFECTS

ROOT DEFECTS:

Suspect root rot: Y N unknown **Mushroom/conk/bracket present:** Y (N) **ID:** _____

Exposed roots: ☐ severe ☐ moderate ☑ low **Undermined:** ☐ severe ☐ moderate ☑ low

Root pruned: unknown distance from trunk **Root area affected:** unknown % **Buttress wounded:** Y (N) **When:** _____

Restricted root area: ☐ severe ☐ moderate ☑ low **Potential for root failure:** ☐ severe ☐ moderate ☑ low

LEAN: 3 deg. from vertical ☑ natural ☐ unnatural ☐ self-corrected **Soil heaving:** Y (N)

Decay in plane of lean: unknown **Roots broken** Y (N) **Soil cracking:** Y (N)

Compounding factors: _____ **Lean severity:** ☐ severe ☐ moderate ☑ low

CROWN DEFECTS: Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

DEFECT	ROOT CROWN	TRUNK	SCAFFOLDS	BRANCHES
Poor taper	l	l	l	l
Bow, sweep	l	l	l	l
Codominants/forks	l	l	l	l
Multiple attachments	l	l	l	l
Included bark	l	l	l	l
Excessive end weight	l	l	l	l
Cracks/splits	l	l	l	l
Hangers	l	l	l	l
Girdling	l	l	l	l
Wounds/seam	l	m	m	l
Decay	l	l	l	l
Cavity	l	l	l	l
Conks/mushrooms/bracket	l	l	l	l
Bleeding/sap flow	l	m	m	l
Loose/cracked bark	l	l	l	l
Nesting hole/bee hive	l	l	l	l
Deadwood/stubs	l	l	l	l
Borers/termites/ants	l	l	l	l
Cankers/galls/burls	l	m	m	l
Previous failure	l	l	l	l

HAZARD RATING

Tree part most likely to fail: Limbs

Inspection period: _____ annual _____ biannual _____ other NA

Failure Potential + Size of Part + Target Rating = Hazard Rating

3 + 3 + 4 = 10

Failure potential: 1 - low; 2 - medium; 3 - high; 4 - severe
Size of part: 1 - <6" (15 cm); 2 - 6-18" (15-45 cm); 3 - 18-30" (45-75 cm); 4 - >30" (75 cm)
Target rating: 1 - occasional use; 2 intermittent use; 3 - frequent use; 4 - constant use

HAZARD ABATEMENT

Prune: ☐ remove defective part ☐ reduce end weight ☐ crown clean ☐ thin ☐ raise canopy ☐ crown reduce ☐ restructure ☐ shape

Cable/Brace: _____ **Inspect further:** ☐ root crown ☐ decay ☐ aerial ☐ monitor

Remove tree: (Y) N **Replace?** (Y) N **Move target:** Y (N) **Other:** Replace one for one

Effect on adjacent trees: ☐ none ☑ evaluate

Notification: ☑ owner ☐ manager ☑ governing agency **Date:** 1-11-23

COMMENTS

A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas

TREE HAZARD EVALUATION FORM 2nd Edition

Site/Address: 306 Cracker Ave

Map/Location: Pacific Grove, CA 93950

Owner: public ____ private ✓ unknown ____ other ____

Date: 1-7-23 Inspector: Rob Thompson

Date of last inspection: August 2018

HAZARD RATING:

3 (Failure Potential) + 3 (Size of part) + 4 (Target Rating) = 10 (Hazard Rating)

____ Immediate action needed

____ Needs further inspection

____ Dead tree

TREE CHARACTERISTICS

Tree #: 40 **Species:** Monterey Cypress

DBH: 26" **# of trunks:** 1 **Height:** 55' **Spread:** 35'

Form: ☐ generally symmetric ☑ minor asymmetry ☐ major asymmetry ☐ stump sprout ☐ stag-headed

Crown class: ☐ dominant ☑ co-dominant ☐ intermediate ☐ suppressed

Live crown ratio: 55 % **Age class:** ☐ young ☐ semi-mature ☑ mature ☐ over-mature/senescent

Pruning history: ☐ crown cleaned ☐ excessively thinned ☐ topped ☐ crown raised ☐ pollarded ☐ crown reduced ☐ flush cuts ☐ cabled/braced ☐ none ☑ multiple pruning events Approx. dates: ____

Special Value: ☐ specimen ☐ heritage/historic ☐ wildlife ☐ unusual ☐ street tree ☐ screen ☐ shade ☑ indigenous ☑ protected by gov. agency

TREE HEALTH

Foliage color: ☑ normal ☐ chlorotic ☐ necrotic **Epicormics?** Y (N)

Foliage density: ☑ normal ☐ sparse **Leaf size:** ☑ normal ☐ small

Annual shoot growth: ☐ excellent ☑ average ☐ poor **Twig Dieback?** Y (N)

Woundwood development: ☐ excellent ☑ average ☐ poor ☐ none

Vigor class: ☐ excellent ☑ average ☐ fair ☐ poor

Major pests/diseases: ____

Growth obstructions: ☐ stakes ☐ wire/ties ☐ signs ☐ cables ☐ curb/pavement ☐ guards ☐ other ____

SITE CONDITIONS

Site Character: ☑ residence ☐ commercial ☐ industrial ☐ park ☐ open space ☐ natural ☐ woodland/forest

Landscape type: ☐ parkway ☐ raised bed ☐ container ☐ mound ☐ lawn ☑ shrub border ☐ wind break

Irrigation: ☑ none ☐ adequate ☐ inadequate ☐ excessive ☐ trunk wettled

Recent site disturbance? Y (N) ☐ construction ☐ soil disturbance ☐ grade change ☐ line clearing ☐ site clearing

% dripline paved: 0% 10-25% (25-50%) 50-75% 75-100% **Pavement lifted?** Y N

% dripline w/ fill soil: (0%) 10-25% 25-50% 50-75% 75-100%

% dripline grade lowered: 0% (10-25%) 25-50% 50-75% 75-100%

Soil problems: ☐ drainage ☑ shallow ☑ compacted ☐ droughty ☐ saline ☐ alkaline ☐ acidic ☐ small volume ☐ disease center ☐ history of fail ☐ clay ☐ expansive ☐ slope ____ ° aspect: ____

Obstructions: ☐ lights ☐ signage ☐ line-of-sight ☐ view ☑ overhead lines ☐ underground utilities ☐ traffic ☑ adjacent veg. ☐ ____

Exposure to wind: ☐ single tree ☐ below canopy ☐ above canopy ☐ recently exposed ☑ windward, canopy edge ☑ area prone to windthrow

Prevailing wind direction: NW Occurrence of snow/ice storms ☑ never ☐ seldom ☐ regularly

TARGET

Use Under Tree: ☑ building ☑ parking ☑ traffic ☑ pedestrian ☐ recreation ☐ landscape ☑ hardscape ☐ small features ☑ utility lines

Can target be moved? Y (N) **Can use be restricted?** Y (N)

Occupancy: ☐ occasional use ☐ intermittent use ☐ frequent use ☑ constant use

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TREE DEFECTS

ROOT DEFECTS:

Suspect root rot: Y (N) **Mushroom/conk/bracket present:** Y (N) **ID:** _____

Exposed roots: ☐ severe ☐ moderate ☑ low **Undermined:** ☐ severe ☐ moderate ☑ low

Root pruned: Unknown distance from trunk **Root area affected:** Unknown % **Buttress wounded:** Y (N) **When:** _____

Restricted root area: ☐ severe ☐ moderate ☑ low **Potential for root failure:** ☐ severe ☐ moderate ☑ low

LEAN: 6 deg. from vertical ☑ natural ☐ unnatural ☐ self-corrected **Soil heaving:** Y (N)

Decay in plane of lean: Unknown Y N **Roots broken** Y (N) **Soil cracking:** Y (N)

Compounding factors: Lean toward home **Lean severity:** ☐ severe ☐ moderate ☑ low

CROWN DEFECTS: Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

DEFECT	ROOT CROWN	TRUNK	SCAFFOLDS	BRANCHES
Poor taper				
Bow, sweep				
Codominants/forks				
Multiple attachments				
Included bark				
Excessive end weight				
Cracks/splits				
Hangers				
Girdling				
Wounds/seam		m		
Decay		m		
Cavity				
Conks/mushrooms/bracket				
Bleeding/sap flow		m	m	
Loose/cracked bark				
Nesting hole/bee hive				
Deadwood/stubs				
Borers/termites/ants				
Cankers/galls/burls		m		
Previous failure				

HAZARD RATING

Tree part most likely to fail: Limbs

Inspection period: _____ annual _____ biannual _____ other NA

Failure Potential + Size of Part + Target Rating = Hazard Rating

3 + 3 + 4 = 10

Failure potential: 1 - low; 2 - medium; 3 - high; 4 - severe

Size of part: 1 - <6" (15 cm); 2 - 6-18" (15-45 cm); 3 - 18-30" (45-75 cm); 4 - >30" (75 cm)

Target rating: 1 - occasional use; 2 intermittent use; 3 - frequent use; 4 - constant use

HAZARD ABATEMENT

Prune: ☐ remove defective part ☐ reduce end weight ☐ crown clean ☐ thin ☐ raise canopy ☐ crown reduce ☐ restructure ☐ shape

Cable/Brace: _____ **Inspect further:** ☐ root crown ☐ decay ☐ aerial ☐ monitor

Remove tree: (Y) N **Replace?** (Y) N **Move target:** Y (N) **Other:** Replace one for one

Effect on adjacent trees: ☐ none ☑ evaluate

Notification: ☑ owner ☐ manager ☑ governing agency **Date:** 1-11-23

COMMENTS

ATTACHMENT 2

BRISCOE IVESTER & BAZEL LLP
235 MONTGOMERY STREET,
SUITE 935
SAN FRANCISCO CALIFORNIA 94104
(415) 402-2700

Tony Francois
(415) 402-2707
tfrancois@briscoelaw.net

January 13, 2023

By Email and Upload to Pacific Grove Tree Removal Permit Portal

Mr. Albert Weisfuss, City Arborist
City of Pacific Grove
City Hall, Forestry Division
300 Forest Avenue, 2nd Flood
Pacific Grove CA 93950
aweisfuss@cityofpacificgrove.org

Subject: Tree Removal Permit, 306 Crocker Avenue, Pacific Grove

Dear Mr. Weisfuss:

I am writing to supplement the application for tree removal permit submitted on this date through the City's online tree permit portal, on behalf of Tim Calvert and Christina Monson, homeowners at 306 Crocker Avenue in Pacific Grove. The application requests a permit to remove three trees on their property under Pacific Grove City Code § 12.60.060 as High-Risk Trees.

The two arborist reports accompanying the application, from Mr. Thompson and from Ms. Gates, rate the three trees as 11/10/10 and 10/10/10, respectively, out of 12 on the applicable hazard scale, and under section 12.60.060 the City is required to issue a permit for their removal immediately as a ministerial duty, so that they can be removed within 10 days.

If the permit is not issued promptly, the homeowners will pursue all legal means to ensure its issuance.

This may seem an abrupt warning, but the homeowners' prior experience in 2018 in being denied a removal permit for these trees appears to warrant it. At that time the homeowners did not have counsel, were not aware that the City Code required approval of a permit to remove the three trees (which were rated 9, 9, and 9 then instead of 11/10, 10, and 10 by now), and were misinformed by City staff about their appeal rights. They have had to incur the additional expense of periodic pruning of the trees, commissioning additional arborist reports, and retaining an attorney to ensure that they can now receive the permit that they were wrongly denied four years ago. During that time, they have endured significant stress because of the danger that the three trees pose to them, their neighbors, and their property. The recently obtained arborist

reports only confirm that the situation is not stable but getting more dangerous: all three of the trees are a greater hazard now than they were four years ago.

The current weather conditions and resulting harms from failed trees illustrate the importance of removing dangerous trees before they fall and cause power outages, damage property, and injure or kill someone.

I am attaching a series of photographs taken by Christina Monson of trees down in the area, many of them during the recent and ongoing winter storms and within her neighborhood. Almost all of them are since the City denied a removal permit for the three trees in 2018. The two photos taken by the previous homeowners in 2000 show that this residence has already experienced damage from a smaller cypress tree, showing that the current concerns are valid. The three trees that now need to be removed are much larger and heavier than the one that fell in 2000 and pose a far greater threat.

I am also attaching copies of recent local news articles with links that demonstrate that tree failure is happening frequently in the area and has killed two people and damaged a lot of property. Finally, I note that current weather forecast calls for continued rain through the coming week, with at least two days of higher winds (20+ mph).

The three trees pose an ongoing threat of failure that would significantly damage or destroy the home and injure or kill the homeowners and anyone else in the vicinity. They are also too close to the power lines, posing an ongoing threat of power outage. They were not properly placed in the first instance by a prior owner, see City of Pacific Grove January 11, 2022 Landscape Trees for Pacific Grove, at page 2 (avoid overhead obstacles), and their placement also conflicts with PG&E's guidance for trees near power lines, see https://www.pge.com/en_US/safety/yard-safety/powerlines-and-trees/right-tree-right-place/right-tree-right-place.page. This original placement error is also noted in Ms. Gates' report. These considerations were likely not given adequate attention when the prior owner planted the trees many years ago, but the increasing frequency of fires and power outages has raised the importance of an holistic approach to tree placement and, where appropriate as in this case, removal of dangerous trees that were poorly placed.

Our understanding of the City's canopy coverage and tree replacement requirements is that no replacement planting is required. The available landscape area at 306 Crocker Avenue is less than 2,000 square feet, for which 0-1 upper canopy tree and 1-2 lower canopy trees would be

required. One cypress tree will remain on the lot as an upper canopy tree, and the lot has three oak trees serving as lower canopy trees. See Pacific Grove City Code, § 12.20.080(a).

Please notify me at your earliest opportunity of the approval of the permit, so that the homeowners can make prompt arrangements for the removal of the trees. I can be reached at tfrancois@briscoelaw.net. The application is complete in our understanding, but if you need any further information please request it promptly so that we may respond without delaying issuance of the removal permit.

Sincerely,

BRISCOE IVESTER & BAZEL LLP

Tony Francois
Partner

TF:ajw

cc: Daniel Gho, Pacific Grove Public Works Director dgho@cityofpacificgrove.org
Brian Pierik, Pacific Grove City Attorney bpierik@bwslaw.com

ATTACHMENT 1

Christie Monson, 306 Crocker Ave., Pacific Grove, CA 93950

Cypress Root AND Trunk failure, tree landing on the back of our house, 306 Crocker Ave., (when owned by previous owners) in 2000.

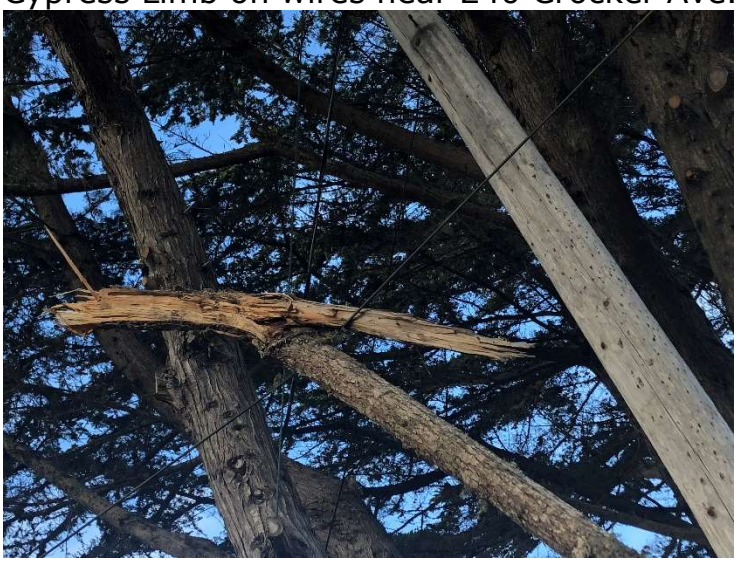




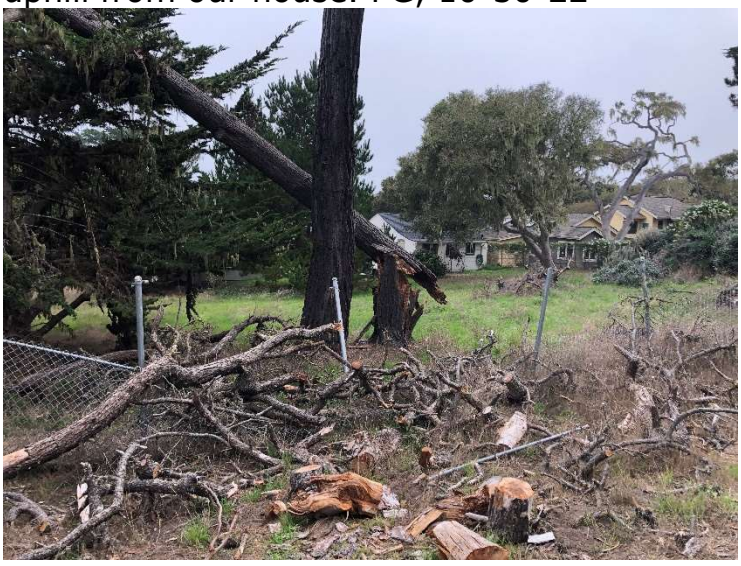
Tree failure on walking path near 240 Crocker Ave., PG, 12-11-22
(9 houses down the street from us)



Cypress Limb on wires near 240 Crocker Ave. 12-11-22



Cypress Trunk Failure, seen from walking trail parallel to Crocker Ave., ½ block directly uphill from our house. PG, 10-30-22



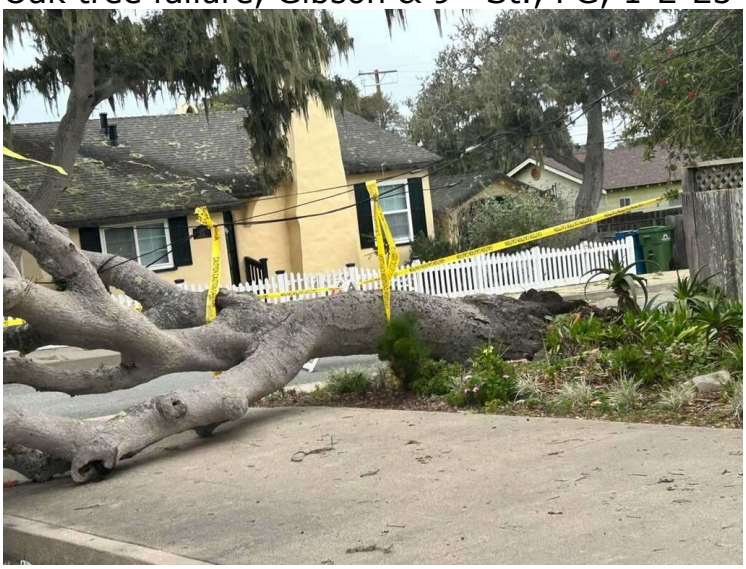
Monterey pine crash, Alder Street, PG, causing 2-day power outage. 1-2-23



Pine tree failure, 9th & Gibson, PG, 1-3-23



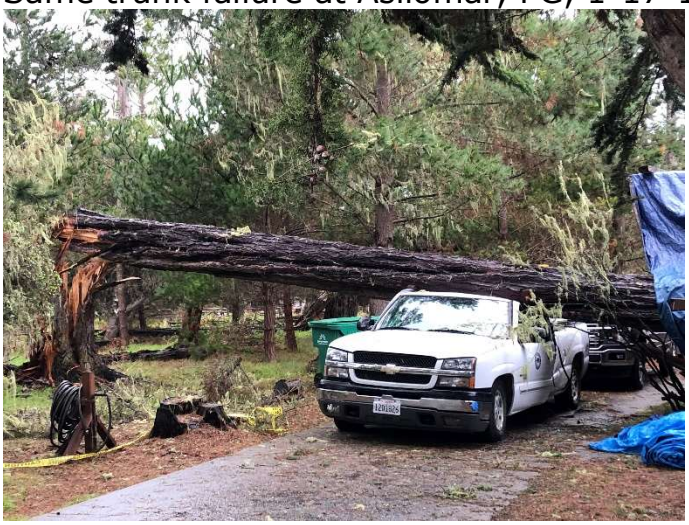
Oak tree failure, Gibson & 9th St., PG, 1-2-23



Trunk failure at Asilomar, PG 1-17-19



Same trunk failure at Asilomar, PG, 1-17-19



Root failure at Weldon Grove Place, PG, 2-4-19



Country Club Gate guardhouse, PG, 2-14-19



Root failure, Sinex Ave., PG 2-14-19



Cypress failure on walking trail next to Best Western. PG, 2-15-19



A different cypress failure, landing on roof of Best Western, PG, 2-15-19



Failed tree at 375 Asilomar Ave., PG, right behind our house (turquoise house) 2-23-19



Close up of failed tree at 375 Asilomar Ave., PG, right behind our house (turquoise house) 2-23-19



ATTACHMENT 2

72-year-old man killed by tree during Santa Cruz storm

By Estevan Lopez

KSBW action news, **December 31, 2022**

https://www.ksbw.com/article/72-year-old-man-killed-by-tree-during-santa-cruz-storn/42373940



fallen tree responsible for the death of a Santa Cruz man.
Source of photo: Santa Cruz Police

SANTA CRUZ, Calif. —
A 72-year-old man was found dead under a 120-foot **Cypress tree that had experienced "failure"** at Lighthouse Field State Beach.
According to California State Parks, these types of failures are unpredictable and unfortunately, cannot be prevented. As a result of the incident, the park will be closed until further notice.
"Our thoughts and prayers go out to the family and loved ones of the victim," state parks wrote in a press release. "We ask that the public respect their privacy during this difficult time."
It is not clear at this time what caused the failure of the Cypress tree or how the victim became trapped beneath it. The incident is currently under investigation.

2-Year-Old Boy Killed After Redwood Tree Falls on Home During Powerful Storm in California

Jason Duaine Hahn

https://www.yahoo.com/entertainment/2-old-boy-killed-redwood-202313126.html

Thu, January 5, 2023 at 12:23 PM PST·

Hector Amezcua/The Sacramento Bee via ZUMA Press Wire

A 2-year-old boy was killed in California on Wednesday night when a soaking **wet redwood tree toppled over onto his family's mobile home**, according to local reports.

The boy's death comes amid a massive storm that has brought rains and floods to much of the state over the last week.

"One of our major incidents we've had involved a redwood tree falling on a house … and we had a fatality up there of a minor -- infant, actually," Occidental Volunteer Fire Department Chief Ron Lunardi said, according to ABC News.

According to *The Los Angeles Times*, when officers responded to a report about a fallen tree, Sgt. Juan Valencia of the Sonoma County Sherriff's Office said they found that **"the tree landed on a 2-year-old boy that was sitting in the living room on a couch."**

Lunardi told ABC News that when authorities arrived, a "frantic father came out" holding the child.

"He was kind of covered in debris, and he said my child is not breathing," he told the outlet. "We are in a rural location out here, so my first thought was to get him into my truck and let's get him out to the main road because he is on a long dirt driveway."

"I got the father into the truck. As I was backing up down the driveway in reverse, I was giving him instructions to breathe his child for him, and as we did, we got back out to the main road, where I met the rescue squad, and they immediately grabbed the child from the father and started CPR and waited for the paramedics to get there," he added.

Despite their efforts, the boy did not survive his injuries.

The boy's parents were uninjured, FOX affiliate KTTV reported.

The *Press Democrat* reported that **fallen trees made it difficult for firefighters to reach the home.** Rescuers also couldn't use helicopters due to the weather, Lunardi said per CBS News.

Tree Falls on a Home in Pebble Beach

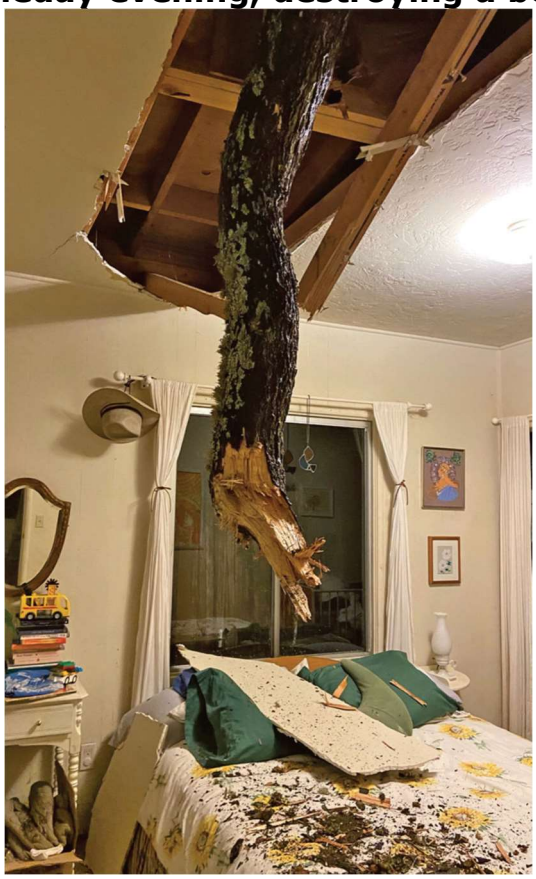
https://www.ksbw.com/article/tree-falls-on-a-home-in-pebble-beach/42422019
note at approx. 1:10 on the video:
"Strong winds across the coast brought many trees down, but Juan Fernandez Valdez, **an arborist** and owner of Peninsula Tree Service, said the wind might not be the only reason the tree came down on Bravo's house.
In front of the fallen tree's roots, Valdez explained **a possible reason the tree came down could have been that the roots were too shallow for the size of the tree.**
"The way I see it, one of the possible reasons is, **it must have had a lot of heavy top and the root system in this kind of trees. They spread, they don't go deep enough**. So when the rain comes saturated, the ground and the trees absorb a lot of water because they've been starving for many years and that's what happens, " Valdez said."

A tree that fell on Camino del Monte [in Carmel] damaged a car that was traveling on the road.
The Carmel Pine Cone Volume 108 No. 52 www.carmelpinecone.com
December 30, 2022-January 5, 2023



The Carmel Pine Cone Volume 109 No. 1 www.carmelpinecone.com
January 6-12, 2023

A tree crashed through the roof of a home on Torres in Carmel Wedneday evening, destroying a bedroom and a garage.



Storm wreaks havoc as trees crash into houses, power lines
By MARY SCHLEY

CAROL TOTH and her family were just getting ready for dinner Wednesday around 6 p.m. when they heard a loud bang and ran outside to investigate. A towering **Monterey pine had fallen onto their Torres Street house and**
sent a big limb through the ceiling directly over a bed in one of the rooms.

Had her daughter and grandchildren been in that back room, Toth speculated, "they would have been dead."

While the bedroom suffered major damage, the garage took the brunt of the blow and was quickly condemned by a city building official as unsafe.

"Our garage is cut in half," she said.

'A big old tree'

The pine had been standing in the backyard of a house on Santa Fe a block above hers that sold about six months ago, according to Toth, who said the pine was trimmed a year ago in advance of the sale but should have been taken down altogether.

"It's a big old tree," she said. "That tree has been there forever, and it should have been cut down a long time ago."

Toth said she and her family have owned their home on Torres near Third since 1985 and had a tree fall across its roof about 15 years ago. The damage was more dramatic in appearance because it karate-chopped the roof, but less extensive because the tree broke through a false

See **CRASHED** *page 12A*

Page 12A **CRASHED**
From page 1A

roof that slowed it before it could compromise the structural integrity of the house, she said. This time, the garage and all its contents are thrashed.

"Everything's ruined," she said. "We had 13 surf boards in there, and bikes, and now we can't even get in because it's just crunched. Our sump pump is gone, so if it rains, we're going to flood."

While most of the house is OK, **their daughter, son-in-law and two children will have to find somewhere else to live for a while, since their part of the house is damaged, too.**

Tope's Tree Service was there removing the tree debris Thursday morning, so the lengthy repair process, including getting permits from the city to rebuild, can soon begin. Toth isn't sure who's responsible for what, since the pine was a privately owned tree in the neighbors' backyard.

"They're pretty much in shock," she said of the new homeowners. "And there's a tree over their house that looks like it's going to fall, too, so now they're super paranoid."

In general, Toth said she believes the city's prolific old Monterey pines need to be cut down before they cause any more damage or kill someone.

"These trees are old and their root systems are shallow," she said. "They're dangerous. They could have taken my daughter and my son-in-law or the children."

Lots of debris, damage The rain and high winds that swept through Wednesday evening, following **downpours on New Year's Eve and earlier in December, caused numerous trees to topple**, some losing their grip in the saturated soil. Emergency crews, tree services, were scrambling from one call to the next Wednesday as reports came in of trees falling on power lines, across roads and onto structures, with intermittent power outages— including one that struck downtown for a few hours — plaguing residents and businesses. Several streets were closed while crews worked to remove fallen or dangerously leaning trees. City administrator Chip Rerig said more than 30 trees fell in the city during the most recent storm. Not far away on Holman Highway, a driver in the parking lot at the Carmel Hills Care Center reported that three trees had fallen on cars in the parking lot, including
hers, which she was driving at the time.

The chaos followed the torrential downpour downpour and winds on New Year's Eve, which saw the first round of storm damage in town. **The top of a power pole at Carpenter and Second snapped off at around 5:15 a.m., plunging half the city into darkness**, and PG&E crews used three cherry-pickers and other resources to replace the pole, getting the power restored around 3:30 p.m.

Just down the road at Torres and Second, **a huge pine had fallen across the road and onto power lines. The day's storm and winds saw more large trees come down, including a cypress that dropped limbs on an occupied car** on Scenic Road, a large oak that blocked a car in its driveway on Junipero, and a tree that fell at the busy intersection of Carpenter and Ocean. **A large pine crashed onto a home on Vizcaino southwest of Mountain View**, too, while others took out cable and electricity.

KSBW tv news

www.ksbw.com/article/hundreds-of-residents-in-pacific-grove-left-without-power-for-more-than-24-hours/42376381

When tree fell on Alder St. pulling down power lines, one resident says, "PG means 'power gone.'" [locals call Pacific Grove "PG," not to be confused with "PG&E."]

PG&E kept homes in dark for two days
KELLY NIX
The Carmel Pine Cone Volume 109 No. 1 www.carmelpinecone.com
January 6-12, 2023

HUNDREDS OF Pacific Grove residents who were without electricity for more than two days starting on New Year's Eve had their power restored Monday night, hours before PG&E apologized for its "failure" to keep residents adequately informed about the outage.

On Dec. 31 at about 3 p.m., a large pine tree fell across Alder Street between Short Street and Laurel Avenue. The tree took out PG&E power lines on both sides of Alder. The outage first knocked out power to hundreds of customers in the beach tract area before causing an outage to about 170 customers in the neighborhood around Alder Street several hours later. The outage affected as many as 600 customers, according to PG&E's map, and was one of many power failures on the Peninsula in the wake of Saturday's storm.

Nevertheless, people who live near Alder Street and in the beach tract were upset with what they saw as PG&E's slow response to the downed tree. It wasn't until about 10 a.m. on Jan. 2 that a tree company started to clear the damage. And it was about 7 p.m. when the first batch of customers had their power restored.

Door to door
PG&E spokeswoman Megan McFarland told The Pine Cone that a company crew was finished with its safety inspection "late" Sunday, Jan. 1. But the tree removal process didn't start until Monday morning. A worker with

See OUTAGE *page 21A*

OUTAGE
From page 1A

the PG&E-contracted Davey Tree service stood in the bucket of a tree crane and used a chainsaw to cut the large pine piece by piece until ground crews could pick up the rounds and other debris and throw them in a wood chipper.

Once the tree was removed, PG&E crews worked to restore power.
During the outage, Pacific Grove City Councilman Luke Coletti requested that the city's police department perform welfare checks on residents, some of whom were elderly. In response, the city activated the Community Emergency Response Team, which is composed partly of volunteers, to go door to door in some neighborhoods to check on residents and see if they needed anything.

Other Pacific Grove neighborhoods also experienced outages last weekend, but power was restored to those homes much more quickly than the homes near Alder Street and in the beach tract.

Power was first restored to customers in the Alder Street neighborhood and about an hour later to homes in the city's beach tract.

[article goes on to talk about PG&E's messaging problems and Pebble Beach outages]

January 11, 2023, 8:23 a.m.

HIGHWAY 1 REOPENS THROUGH CARMEL

AFTER BEING barricaded since 4:30 a.m. yesterday, Highway 1 through Carmel has now reopened, according to motorists who have driven through the area. **The closure**, which stretched from Ocean Avenue to Serra Avenue and Carpenter Street, **was caused by trees and powerlines that fell onto the roadway during a storm. PG&E crews spent more 18 hours working to clear the damage.**

Monterey County Weekly, Feb 14, 2019
Several photos at this link.

UPDATED: Atmospheric river hits Monterey County with gusto, leading to closures throughout region.
NIC COURY - MCW, Pam Marino
https://www.montereycountyweekly.com/blogs/news_blog/updated-atmospheric-river-hits-monterey-county-with-gusto-leading-to-closures-throughout-region/article_7720841c-2fe9-11e9-9f8a-ffedaf449084.html

JOSEPH E. BILECI JR.

INTERNATIONAL SOCIETY OF ARBORICULTURE
CERTIFIED ARBORIST NUMBER WE-0985A
ISA QUALIFIED TREE ASSESSMENT
POST OFFICE BOX 1029
PACIFIC GROVE, CALIFORNIA 93950
TELEPHONE (831) 277-2604
FACSIMILE (831) 920-2075

August 29, 2018

Christie Monson
306 Crocker Avenue
Pacific Grove, CA 93950

RE: Evaluation of Four Monterey Cypress Trees at 306 Crocker Avenue, Pacific Grove, California 93950

Dear Ms. Monson:

On August 15, 2018, I inspected four Monterey Cypress (Cupressus macrocarpa) trees at your residence referenced above. The purpose of the inspection was to observe the general condition of the trees in their surroundings and make recommendations based on the observations. The following are my findings (measurements are approximate):

FINDINGS

I. Tree Crowding.

The trees are located in your front yard in a row bordering Crocker Avenue, beginning with Tree #38 as the southernmost in the row. The trees were planted approximately 7.5' apart (on center). Because the Monterey Cypress typically reaches a canopy spread of at least 30' - 40', the subject trees were planted much too close together to allow them to reach their normal size. Consequently, they are crowding each other. Additionally, the foliage of Tree #38 is crowding and suppressing the growth of an adjacent Coast Live Oak. **Trees that are imposing a detriment to or crowding an adjacent protected tree may be determined to be a nuisance and removed. (PGMC 12.40.030 (e) and 12.20.040 (a)(4))**

II. Crown Raising.

Trees #38-40 have been regularly pruned to raise their crowns. This type of pruning entails removing the lower limbs back to the trunk. Crown-raising is often done to improve a view, or for increased light, but it is not recommended for the health of the tree. Trees need their lower limbs for stability and wind resistance, as well as for their health. Crown raising tends reduce trunk taper, to make trees top heavy, and to increase

their susceptibility to trunk failure and wind-throw (uprooting during windy, and usually wet, weather). Further, crown-raising results in numerous wounds on the trunk of the tree, which expose the tree to fungus, insect damage, disease and decay. In this case, Trees #38-40 all have visible decay and termite damage at old wound sites.

III. Side-Trimming for High Voltage Lines.

Trees #38-40 are 50-55' in height, with foliage spreads ranging from 40' to 45'. Their trunks are 14-17' from high voltage electric distribution lines, and their foliage comes as close as 3-5' to the lines. Distribution lines carry voltage powerful enough to cause injury or death. Trees growing near these lines may be managed with directional pruning, but removal is often best.[1] **PG&E recommends tree height maximums under these lines of 25' or less at maturity.**

As stated in the Pacific Grove Municipal Code, Section 12.10.020 *"Findings: Healthy Trees are achieved when the right Trees are planted in the right location and are properly maintained"*. Further, PGMC Section 12.20.030(a) states: *"The city, its residents, and its property owners benefit by having the right Tree planted in the right place."* **Clearly, Trees #38-40 are not the right trees planted in the right place.**

Because the crowns of trees #38-40 are higher than the power lines, and their foliage would normally extend into the area where the power lines are located, the trees have been regularly side-trimmed by PG&E. Enclosed is a recent notice from PG&E regarding upcoming trimming of the trees.

This regular side-trimming on the east side of Trees 38-40 has resulted in asymmetric, unbalanced trees with the foliage on the west side (toward the house) of the trees longer and heavier than the foliage on the east side. Trees #38 and #40 also lean toward the house 3-5° and 5-10° respectively.

IV. Topping .

Trees #38-40 have all been topped in the past at a height of approximately 45'. This may have been done to prevent the trees from growing over the high voltage lines, which are about the same height. In this case, topping has resulted in unnatural growth patterns with multiple attachments of lateral limbs at the topping sites growing abnormally large and heavy. Because the trees were planted so close together, several of these large limbs are split and/or resting on limbs from adjacent trees. Large limbs from

---

1

See Pacific Gas and Electric online information at:
https://www.pge.com/en_US/safety/yard-safety/powerlines-and-trees/transmission-vs-distribution-power-lines.page

Tree #38 and #40 are resting on limbs from Tree #39. One large limb from tree #39 has a 14"-16" horizontal stress crack.

Topping is stressful to mature trees, and may result in reduced vigor, decline, or even death of trees. In addition, new branches that form below the cuts are only weakly attached to the tree and are in danger of splitting out. Topped trees require constant maintenance to prevent this from happening and ***it is often impossible to restore the structure of the tree crown after topping***. Unfortunately many people believe that topping is a proper way to prune a tree, and this destructive practice is prevalent in some communities. (See California Government Code Section 53067 (a) (4))

V. Unnatural Crown Form.

As a result of their too-close proximity to each other, regular side trimming, topping, and crown-raising, Trees #38-40 have been unable to maintain their natural growth pattern. They more closely resemble a high, uneven hedge. Unfortunately, because they have grown to a size that prohibits restoration of the normal growth pattern by pruning. It is possible that, if trees #38 and #40 were removed, #39 could be pruned to achieve a more natural growth pattern. Unfortunately, with the proximity of the high voltage lines, even #39 will never present a natural appearing crown.

VI. Tree #41 Could Be Maintained in a Natural Growth Pattern With Regular Maintenance.

Tree #41 is 12" in diameter, 25' in height, with a 30' spread. Foliage color, density, growth and vigor is excellent. It is well below the high voltage lines and its size, natural canopy and structure could be maintained with proper pruning on a regular basis.

VII. Hazard Ratings.

Based on their similar characteristics and history, including the failure potential of the large lateral limbs, and the potential targets if the limbs fail, Trees #38-40 each rated a nine "9" on the enclosed ISA Tree Hazard Evaluation Forms.[2]

CONCLUSION AND RECOMMENDATIONS

I recommend the removal and replacement of the Trees #38, 39 and 40 based on the following:

[2]The ISA Tree Hazard Evaluation Form rates hazards posed by trees on a scale of "3"-"12", with "12" being the most hazardous.

- They are clearly the wrong trees in the wrong place (PGMC Sections 12.10.020 and 12.20.030(a))

- The nuisance presented as they interfere with each other's growth (PGMC 12.40.030 (e);

- The hazard posed by the subject trees (PGMC 12.40.020).

The removed trees should be replaced on a one-to-one ratio with species to be agreed upon with the City Arborist. The replacement trees should be five-gallon size and located in relatively open areas on the property at least 15' from the residence, with due regard for their natural growth pattern. I further recommend that Tree #41 be retained and properly pruned by a qualified arborist for maintenance of its size, natural canopy and structure.

The above recommendations are consistent with appropriate urban forest management practice and the Pacific Grove Municipal Code. As an alternative, if the above recommendation is not followed, I recommend that Trees # 38 and 40 be removed, that Tree #41 be pruned as recommended, and that Tree #39 be properly pruned for crown reduction and clean out. Pruning should be performed by a qualified arborist. While this alternative will not resolve all the above-mentioned issues, it will reduce the interference between the trees, and remove the hazard posed by trees #38 and 40.

Enclosed herewith are completed ISA Tree Hazard Evaluation Forms for Trees #38-40, as well as photographs depicting the above conditions and the location of the subject trees on the site.

Thank you for the opportunity to provide this report. Please contact me if you have any questions or I can be of further assistance.

Very truly yours,

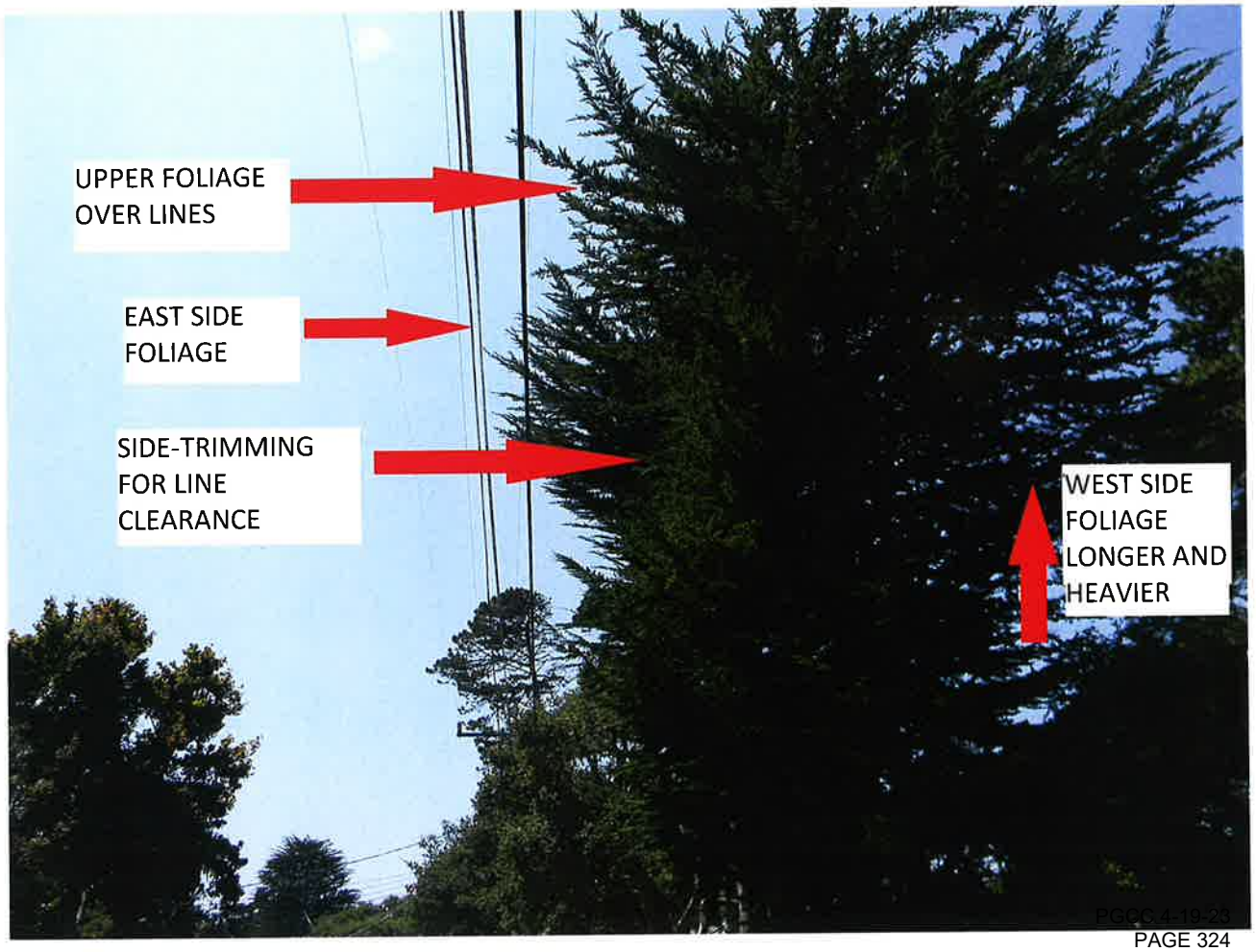
Joseph Bileci Jr.

Joseph Bileci Jr.

Enclosures



CYPRESS TREES 38 - 41 LEFT TO RIGHT




COAST LIVE OAK
BEING CROWDED
BY TREE #38


#38 AND 39
CROWDING
EACH OTHER

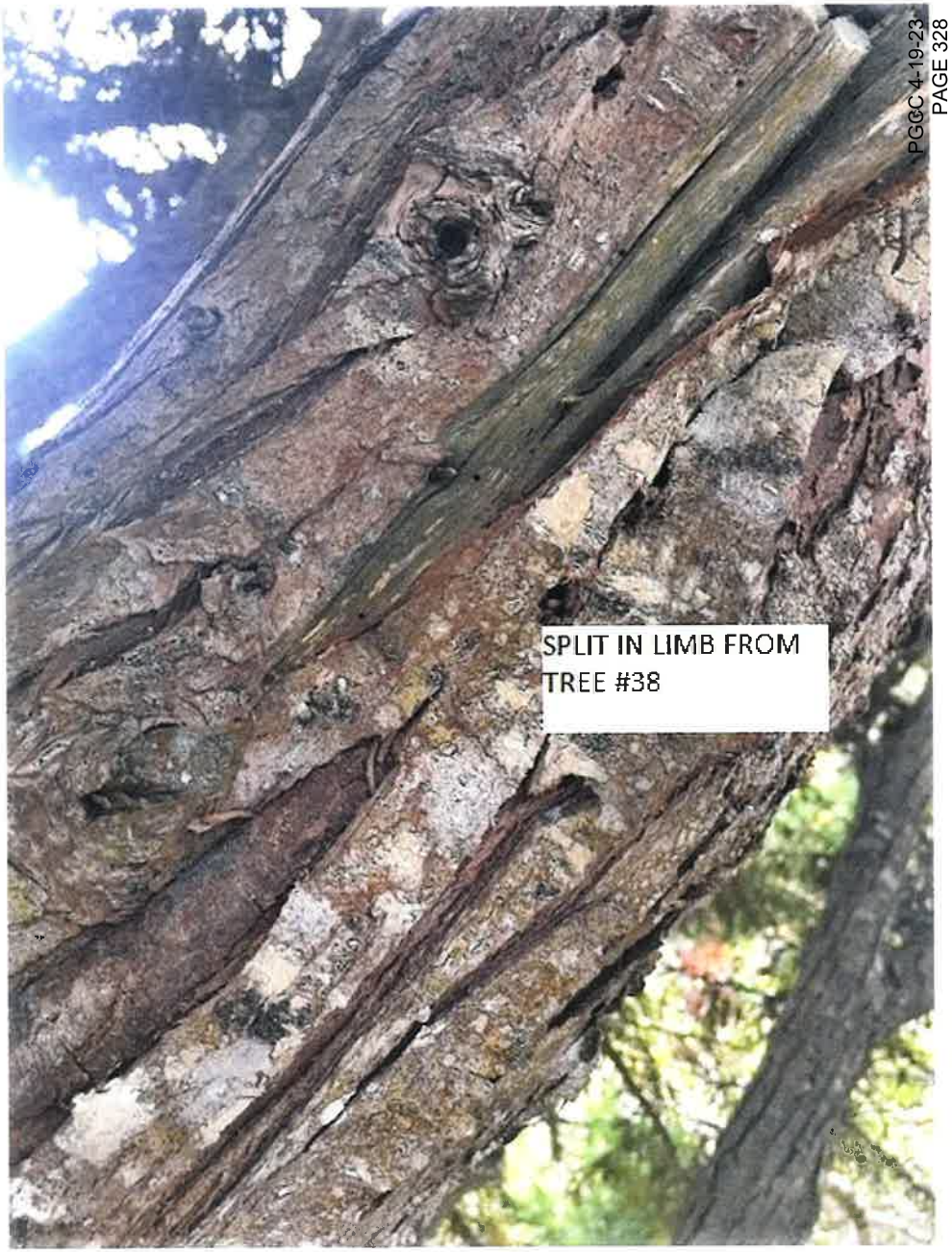

TREE #38 - ROOTS
RESTRICTED BY SEWER
LINE AND DRIVEWAY

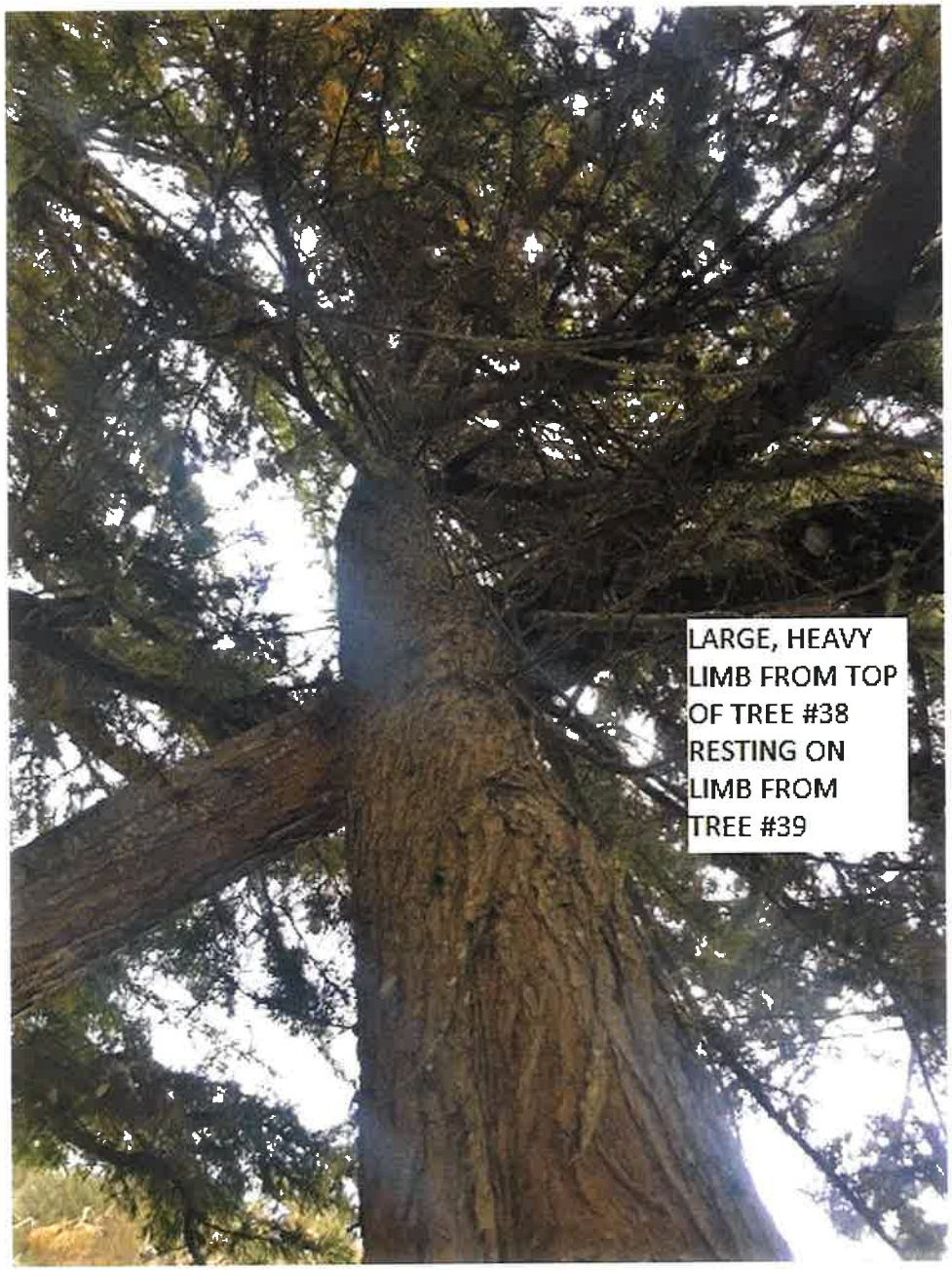

TREE #40 - DEAD WOOD
AND TERMITE FRASS IN
SEAM ON LOWER TRUNK

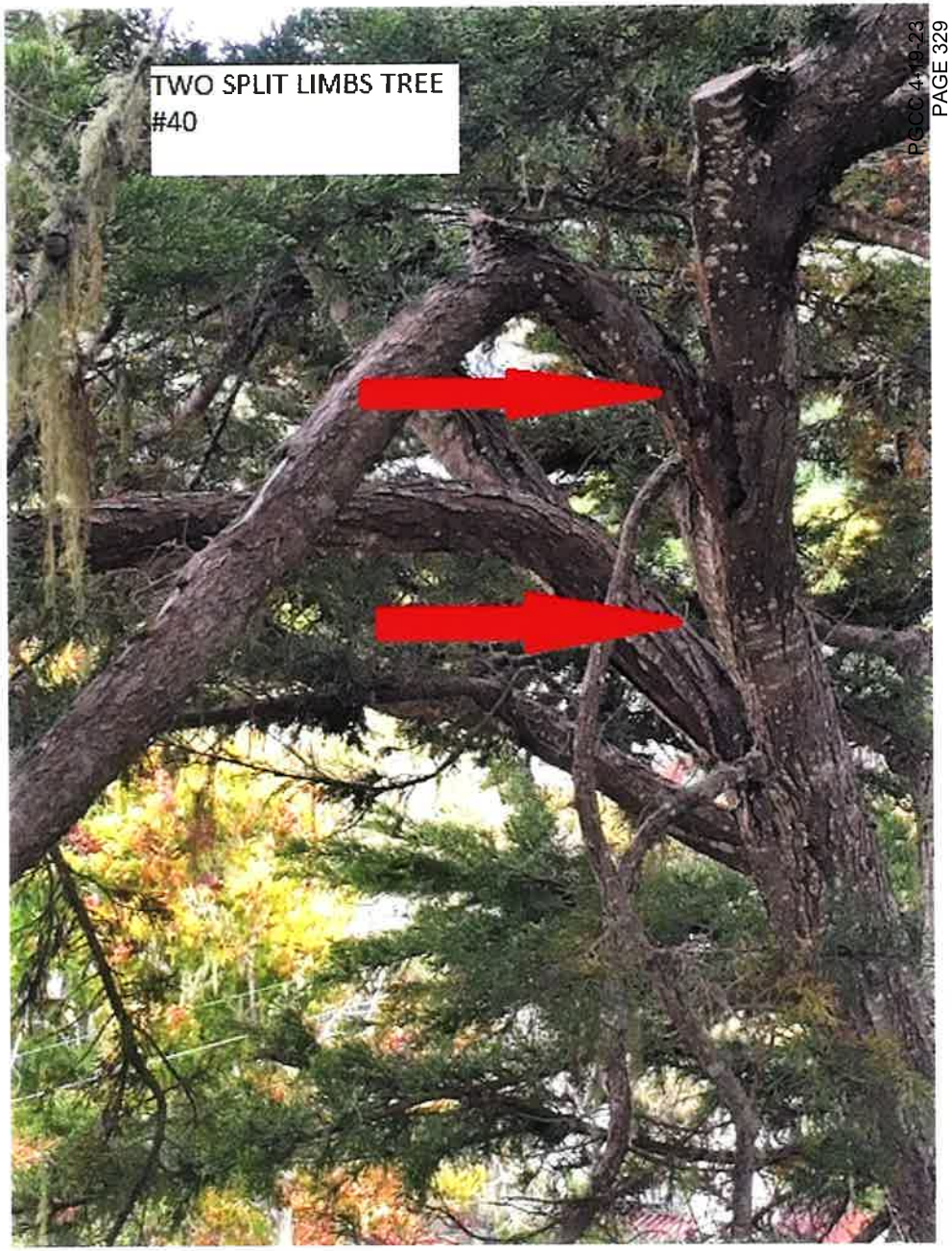

TREE #40 - UPPER PORTION OF SEAM- DECAY COLUMN- TERMITES ON LOWER TRUNK


CAVITY IN TRUNK OF TREE #38


DECAY IN TRUNK
TREE #38

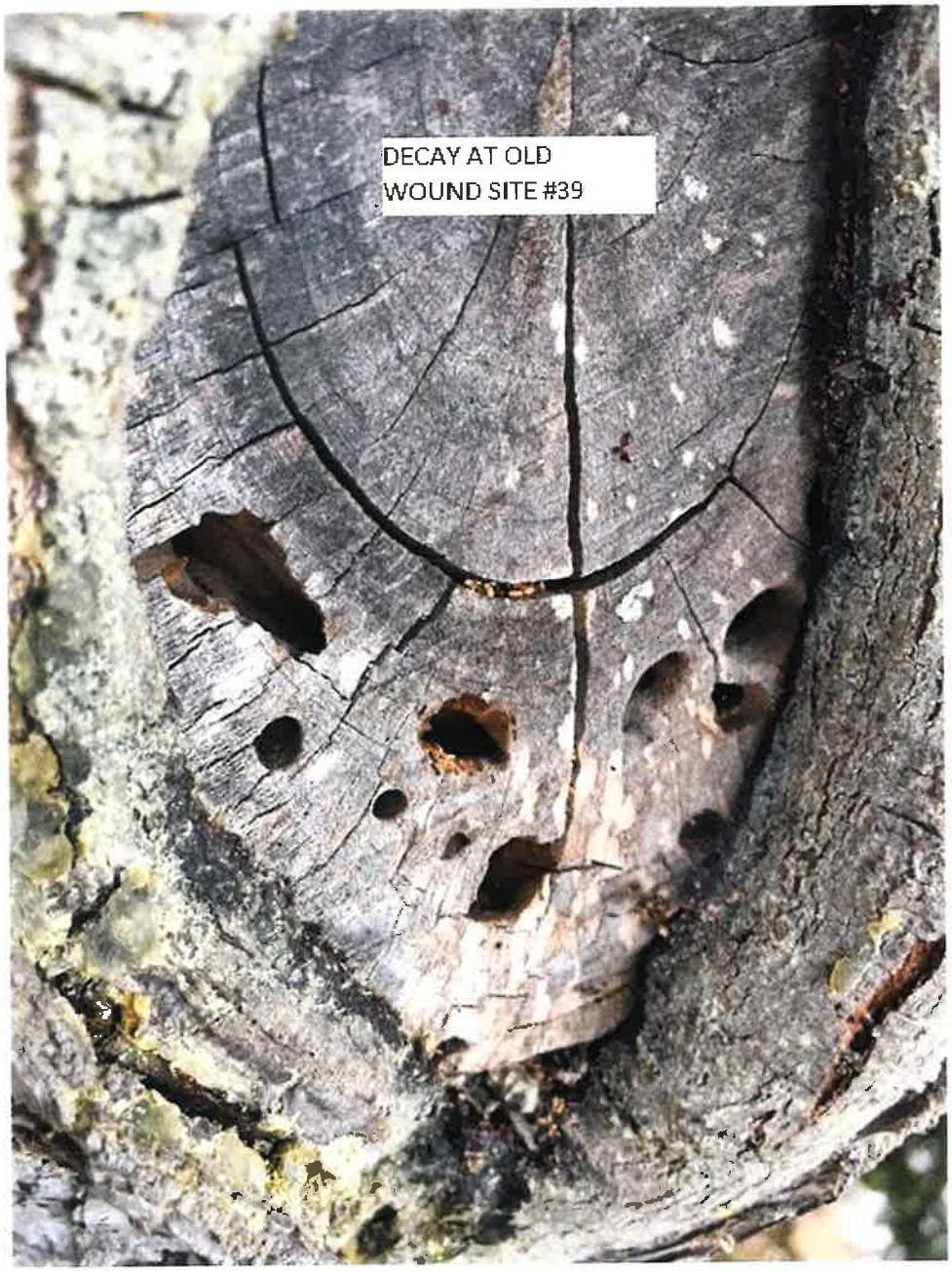

SPLIT IN LIMB FROM
TREE #38


LARGE, HEAVY LIMB FROM TOP OF TREE #38 RESTING ON LIMB FROM TREE #39


TWO SPLIT LIMBS TREE #40


TREE # 39 - SPLIT AT TOP


LIMB FROM TREE #38
CROSSING OVER LIMB
FROM TREE #39


DECAY AT OLD
WOUND SITE #39


TREE #40 -
DECAY
COLUMN
UPPER TRUNK


TREE #40 -
MULTIPLE
ATTACHMENTS
AT TOP


TREE #41 -
EXCELLENT VIGOR -
COULD BE
MAINTAINED AND
BALANCED BY
PROPER PRUNING

A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas

TREE HAZARD EVALUATION FORM 2nd Edition

Site/Address: 306 Crocker Ave

Map/Location: Pacific Grove, CA 93950

Owner: public ____ private ✓ unknown ____ other ____

Date: 8/15/18 Inspector: Joseph B. Leci Jr., Cert. Arborist

Date of last inspection: Unknown

HAZARD RATING:

3 (Failure Potential) + 2 (Size of part) + 4 (Target Rating) = 9 (Hazard Rating)

____ Immediate action needed

____ Needs further inspection

____ Dead tree

TREE CHARACTERISTICS

Tree #: 38 **Species:** Monterey Cypress (Cupressus macrocarpa)

DBH: 29" **# of trunks:** 1 **Height:** 55' **Spread:** 45'

Form: ☐ generally symmetric ☐ minor asymmetry ☑ major asymmetry ☐ stump sprout ☐ stag-headed – crown raised side-trimmed for utility lines

Crown class: ☐ dominant ☑ co-dominant ☐ intermediate ☐ suppressed

Live crown ratio: 60 % **Age class:** ☐ young ☐ semi-mature ☑ mature ☐ over-mature/senescent

Pruning history: ☐ crown cleaned ☐ excessively thinned ☑ topped ☑ crown raised ☐ pollarded ☐ crown reduced ☐ flush cuts ☐ cabled/braced ☐ none ☑ multiple pruning events Approx. dates: Unknown – regularly side-trimmed

Special Value: ☐ specimen ☐ heritage/historic ☐ wildlife ☐ unusual ☐ street tree ☐ screen ☐ shade ☐ indigenous ☑ protected by gov. agency

TREE HEALTH

Foliage color: ☑ normal ☐ chlorotic ☐ necrotic **Epicormics?** Y (N)

Foliage density: ☑ normal ☐ sparse **Leaf size:** ☑ normal ☐ small

Annual shoot growth: ☐ excellent ☑ average ☐ poor **Twig Dieback?** Y (N)

Woundwood development: ☐ excellent ☑ average ☐ poor ☐ none

Vigor class: ☐ excellent ☑ average ☐ fair ☐ poor

Major pests/diseases: ____

Growth obstructions:

☐ stakes ☐ wire/ties ☐ signs ☐ cables

☐ curb/pavement ☐ guards

☑ other Utility lines; adjacent trees

SITE CONDITIONS

Site Character: ☑ residence ☐ commercial ☐ industrial ☐ park ☐ open space ☐ natural ☐ woodland/forest

Landscape type: ☐ parkway ☐ raised bed ☐ container ☐ mound ☐ lawn ☑ shrub border ☐ wind break

Irrigation: ☐ none ☑ adequate ☐ inadequate ☐ excessive ☐ trunk wettled

Recent site disturbance? Y (N) ☐ construction ☐ soil disturbance ☐ grade change ☐ line clearing ☐ site clearing

% dripline paved: 0% 10-25% (25-50%) 50-75% 75-100% **Pavement lifted?** (Y) N

% dripline w/ fill soil: (0%) 10-25% 25-50% 50-75% 75-100%

% dripline grade lowered: (0%) 10-25% 25-50% 50-75% 75-100%

Soil problems: ☐ drainage ☑ shallow ☑ compacted ☐ droughty ☐ saline ☐ alkaline ☐ acidic ☐ small volume ☐ disease center ☐ history of fail ☐ clay ☐ expansive ☐ slope ____° aspect: ____

Obstructions: ☐ lights ☐ signage ☐ line-of-sight ☐ view ☑ overhead lines ☐ underground utilities ☐ traffic ☑ adjacent veg. ☐ ____

Exposure to wind: ☐ single tree ☐ below canopy ☐ above canopy ☐ recently exposed ☑ windward, canopy edge ☑ area prone to windthrow

Prevailing wind direction: NW Occurrence of snow/ice storms ☑ never ☐ seldom ☐ regularly

TARGET

Use Under Tree: ☑ building ☑ parking ☑ traffic ☑ pedestrian ☐ recreation ☐ landscape ☑ hardscape ☐ small features ☑ utility lines

Can target be moved? Y (N) **Can use be restricted?** Y (N)

Occupancy: ☐ occasional use ☐ intermittent use ☐ frequent use ☑ constant use

The International Society of Arboriculture assumes no responsibility for conclusions or recommendations derived from use of this form.

TREE DEFECTS 306 Crocker, Pacific Grove, CA

ROOT DEFECTS:

Suspect root rot: (Y) N **Mushroom/conk/bracket present:** Y (N) **ID:** NA

Exposed roots: ☐ severe ☐ moderate ☑ low **Undermined:** ☐ severe ☐ moderate ☑ low

Root pruned: 3' distance from trunk **Root area affected:** 15-20 % **Buttress wounded:** Y N UNKNOWN **When:** UNKNOWN

Restricted root area: ☐ severe ☑ moderate ☐ low **Potential for root failure:** ☐ severe ☑ moderate ☑ low BETWEEN

LEAN: 3-5 deg. from vertical ☑ natural ☐ unnatural ☐ self-corrected **Soil heaving:** Y (N)

Decay in plane of lean: Y N UNKNOWN **Roots broken** Y N NA **Soil cracking:** Y (N)

Compounding factors: Leans toward House - Foliage weighted toward House because of side trimming **Lean severity:** ☐ severe ☐ moderate ☑ low

CROWN DEFECTS: Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

DEFECT	ROOT CROWN	TRUNK	SCAFFOLDS	BRANCHES
Poor taper NA				
Bow, sweep NA				
Codominants/forks NA				
Multiple attachments		S (at top)		
Included bark NA				
Excessive end weight		L-M		
Cracks/splits NA				
Hangers NA				
Girdling				
Wounds/seam NA				
Decay NA				
Cavity ~~NA~~		M		
Conks/mushrooms/bracke NA				
Bleeding/sap flow NA				
Loose/cracked bark NA				
Nesting hole/bee hive NA				
Deadwood/stubs			L	L
Borers/termites/ants NA				
Cankers/galls/burls NA				
Previous failure NA				

HAZARD RATING

Tree part most likely to fail: LARGE LATERALS

Inspection period: _____ annual _____ biannual _____ other NA

Failure Potential + Size of Part + Target Rating = Hazard Rating

3 + 2 + 4 = 9

Failure potential: 1 - low; 2 - medium; (3 - high); 4 - severe

Size of part: 1 - <6" (15 cm); (2 - 6-18") (15-45 cm); 3 - 18-30" (45-75 cm); 4 - >30" (75 cm)

Target rating: 1 - occasional use; 2 intermittent use; 3 - frequent use; (4 - constant use)

HAZARD ABATEMENT

Prune: ☐ remove defective part ☐ reduce end weight ☐ crown clean ☐ thin ☐ raise canopy ☐ crown reduce ☐ restructure ☐ shape NA

Cable/Brace: NA **Inspect further:** ☐ root crown ☐ decay ☐ aerial ☐ monitor NA

Remove tree: (Y) N **Replace?** (Y) N **Move target:** Y (N) **Other:** Replace one for one

Effect on adjacent trees: ☐ none ☑ evaluate

Notification: ☑ owner ☐ manager ☐ governing agency **Date:** 8/15/18

COMMENTS CROSS-OVER LIMBS WITH # 39 AT TOP

LARGE CYPRESS - TRUNK 14' FROM HIGH VOLTAGE LINE

FOLIAGE 3' " " " "

FOLIAGE OVER " " " "

TRUNK BASE 2' FROM SEWER - ROOTS CUT

SIDE-TRIMMING UNBALANCED FOLIAGE WEIGHTED TOWARD HOUSE

FOLIAGE OBSTRUCTING GROWTH OF COAST LIVE OAK # TREE #39

A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas

TREE HAZARD EVALUATION FORM 2nd Edition

Site/Address: 306 Crocker Ave.

Map/Location: Pacific Grove, CA 93950

Owner: public ____ private ✓ unknown ____ other ____

Date: 8/15/18 Inspector: Joseph Bilecki Jr. Cert. Arborist

Date of last inspection: UNKNOWN

HAZARD RATING:

3 (Failure Potential) + 2 (Size of part) + 4 (Target Rating) = 9 (Hazard Rating)

____ Immediate action needed

____ Needs further inspection

____ Dead tree

TREE CHARACTERISTICS

Tree #: 39 **Species:** Monterey Cypress (Cupressos macrocarpa)

DBH: 20" **# of trunks:** 1 **Height:** 50' **Spread:** 45'

Form: ☐ generally symmetric ☑ minor asymmetry ☐ major asymmetry ☐ stump sprout ☐ stag-headed

Crown class: ☐ dominant ☑ co-dominant ☐ intermediate ☐ suppressed

Live crown ratio: 50 % **Age class:** ☐ young ☐ semi-mature ☑ mature ☐ over-mature/senescent

Pruning history: ☐ crown cleaned ☐ excessively thinned ☑ topped ☑ crown raised ☐ pollarded ☐ crown reduced ☐ flush cuts ☐ cabled/braced ☐ none ☑ multiple pruning events Approx. dates: UNKNOWN

Special Value: ☐ specimen ☐ heritage/historic ☐ wildlife ☐ unusual ☐ street tree ☐ screen ☐ shade ☐ indigenous ☑ protected by gov. agency

TREE HEALTH

Foliage color: ☑ normal ☐ chlorotic ☐ necrotic **Epicormics?** Y (N)

Foliage density: ☑ normal ☐ sparse **Leaf size:** ☐ normal ☐ small

Annual shoot growth: ☐ excellent ☑ average ☐ poor **Twig Dieback?** (Y) N

Woundwood development: ☐ excellent ☑ average ☐ poor ☐ none

Vigor class: ☐ excellent ☑ average ☐ fair ☐ poor

Major pests/diseases: Termites

Growth obstructions:

☐ stakes ☐ wire/ties ☐ signs ☐ cables

☐ curb/pavement ☐ guards

☑ other UTILITY LINES; ADJACENT TREES

SITE CONDITIONS

Site Character: ☑ residence ☐ commercial ☐ industrial ☐ park ☐ open space ☐ natural ☐ woodland/forest

Landscape type: ☐ parkway ☐ raised bed ☐ container ☐ mound ☐ lawn ☑ shrub border ☐ wind break

Irrigation: ☐ none ☑ adequate ☐ inadequate ☐ excessive ☐ trunk wettled

Recent site disturbance? Y (N) ☐ construction ☐ soil disturbance ☐ grade change ☐ line clearing ☐ site clearing

% dripline paved: 0% (10-25%) 25-50% 50-75% 75-100% **Pavement lifted?** Y (N)

% dripline w/ fill soil: (0%) 10-25% 25-50% 50-75% 75-100%

% dripline grade lowered: 0% (10-25%) 25-50% 50-75% 75-100%

Soil problems: ☐ drainage ☐ shallow ☑ compacted ☐ droughty ☐ saline ☐ alkaline ☐ acidic ☐ small volume ☐ disease center ☐ history of fail ☐ clay ☐ expansive ☐ slope ____° aspect: ____

Obstructions: ☐ lights ☐ signage ☐ line-of-sight ☐ view ☑ overhead lines ☐ underground utilities ☐ traffic ☑ adjacent veg. ☐ ____

Exposure to wind: ☐ single tree ☐ below canopy ☐ above canopy ☐ recently exposed ☑ windward, canopy edge ☑ area prone to windthrow

Prevailing wind direction: NW Occurrence of snow/ice storms ☑ never ☐ seldom ☐ regularly

TARGET

Use Under Tree: ☑ building ☑ parking ☑ traffic ☑ pedestrian ☐ recreation ☐ landscape ☐ hardscape ☐ small features ☑ utility lines

Can target be moved? Y (N) **Can use be restricted?** Y (N)

Occupancy: ☐ occasional use ☐ intermittent use ☐ frequent use ☑ constant use

The International Society of Arboriculture assumes no responsibility for conclusions or recommendations derived from use of this form.

TREE DEFECTS 306 Crocker Ave, Pacific Grove, CA

ROOT DEFECTS:

Suspect root rot: Y (N) **Mushroom/conk/bracket present:** Y (N) **ID:** NA

Exposed roots: ☐ severe ☐ moderate ☑ low **Undermined:** ☐ severe ☐ moderate ☑ low UNKNOWN N

Root pruned: 10' distance from trunk **Root area affected:** 10 % **Buttress wounded:** Y N **When:** NA

Restricted root area: ☐ severe ☐ moderate ☑ low **Potential for root failure:** ☐ severe ☐ moderate ☑ low

LEAN: NA deg. from vertical ☐ natural ☐ unnatural ☐ self-corrected **Soil heaving:** Y (N)

Decay in plane of lean: NA Y N **Roots broken** NA Y N **Soil cracking:** Y (N)

Compounding factors: NA **Lean severity:** ☐ severe ☐ moderate ☐ low NA

CROWN DEFECTS: Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

DEFECT	ROOT CROWN	TRUNK	SCAFFOLDS	BRANCHES
Poor taper NA				
Bow, sweep NA				
Codominants/forks NA		M		
Multiple attachments		M		
Included bark NA				
Excessive end weight				
Cracks/splits NA			M	
Hangers NA			M	
Girdling NA				
Wounds/seam NA				
Decay NA		M		
Cavity NA		M		
Conks/mushrooms/bracket NA				
Bleeding/sap flow NA				
Loose/cracked bark NA				
Nesting hole/bee hive NA				
Deadwood/stubs NA				
Borers/termites/ants NA		M		
Cankers/galls/burls NA				
Previous failure NA				

HAZARD RATING

Tree part most likely to fail: Large laterals

Inspection period: _____ annual _____ biannual _____ other NA

Failure Potential + Size of Part + Target Rating = Hazard Rating

3 + 2 + 4 = 9

Failure potential: 1 - low; 2 - medium; (3 - high); 4 - severe

Size of part: 1 - <6" (15 cm); (2 - 6-18" (15-45 cm); 3 - 18-30" (45-75 cm); 4 - >30" (75 cm)

Target rating: 1 - occasional use; 2 intermittent use; 3 - frequent use; (4 - constant use)

HAZARD ABATEMENT

Prune: ☐ remove defective part ☐ reduce end weight ☐ crown clean ☐ thin ☐ raise canopy ☐ crown reduce ☐ restructure ☐ shape NA

Cable/Brace: NA **Inspect further:** ☐ root crown ☐ decay ☐ aerial ☐ monitor NA

Remove tree: (Y) N **Replace?** (Y) N **Move target:** Y (N) **Other:** Replace one for one

Effect on adjacent trees: ☐ none ☑ evaluate

Notification: ☑ owner ☐ manager ☐ governing agency **Date:** 8/15/18

COMMENTS

Split limbs at top
Cross over limbs from #38 & 40
Termites at wound sites

TRUNK 16' FROM HIGH VOLTAGE LINE
FOLIAGE 4' " " " " "
UPPER FOLIAGE OVER " " " "

A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas

TREE HAZARD EVALUATION FORM 2nd Edition

Site/Address: 306 Crocker Ave.
Map/Location: Pacific Grove, CA 93950
Owner: public ____ private ✓ unknown ____ other ____
Date: 8/15/18 Inspector: Joseph Bilecki Jr, Certified Arborist
Date of last inspection: UNKNOWN

HAZARD RATING:

Failure Potential	+	Size of part	+	Target Rating	=	Hazard Rating
3	+	2	+	4	=	9

____ Immediate action needed
____ Needs further inspection
____ Dead tree

TREE CHARACTERISTICS

Tree #: 40 **Species:** Monterey Cypress (Cupressus macrocarpa)
DBH: 24" **# of trunks:** 1 **Height:** 55' **Spread:** 40'

Form: ☐ generally symmetric ☑ minor asymmetry ☐ major asymmetry ☐ stump sprout ☐ stag-headed
Crown class: ☐ dominant ☑ co-dominant ☐ intermediate ☐ suppressed
Live crown ratio: 65 % **Age class:** ☐ young ☐ semi-mature ☑ mature ☐ over-mature/senescent
Pruning history: ☐ crown cleaned ☐ excessively thinned ☑ topped ☑ crown raised ☐ pollarded ☐ crown reduced ☐ flush cuts ☐ cabled/braced ☐ none ☐ multiple pruning events Approx. dates: UNKNOWN
Special Value: ☐ specimen ☐ heritage/historic ☐ wildlife ☐ unusual ☐ street tree ☐ screen ☐ shade ☐ indigenous ☑ protected by gov. agency

TREE HEALTH

Foliage color: ☑ normal ☑ chlorotic ☐ necrotic **Epicormics?** Y (N)
Foliage density: ☑ normal ☐ sparse **Leaf size:** ☐ normal ☐ small
Annual shoot growth: ☐ excellent ☐ average ☐ poor **Twig Dieback?** (Y) N
Woundwood development: ☐ excellent ☐ average ☑ poor ☐ none
Vigor class: ☐ excellent ☑ average ☑ fair ☐ poor
Major pests/diseases: ____

Growth obstructions:
☐ stakes ☐ wire/ties ☐ signs ☐ cables
☐ curb/pavement ☐ guards
☑ other UTILITY LINES, ADJACENT TREES

SITE CONDITIONS

Site Character: ☑ residence ☐ commercial ☐ industrial ☐ park ☐ open space ☐ natural ☐ woodland/forest
Landscape type: ☐ parkway ☐ raised bed ☐ container ☐ mound ☐ lawn ☑ shrub border ☐ wind break
Irrigation: ☐ none ☑ adequate ☐ inadequate ☐ excessive ☐ trunk wettled
Recent site disturbance? Y (N) ☐ construction ☐ soil disturbance ☐ grade change ☐ line clearing ☐ site clearing
% dripline paved: 0% 10-25% (25-50%) 50-75% 75-100% **Pavement lifted?** Y (N)
% dripline w/ fill soil: (0%) 10-25% 25-50% 50-75% 75-100%
% dripline grade lowered: 0% (10-25%) 25-50% 50-75% 75-100%
Soil problems: ☐ drainage ☐ shallow ☑ compacted ☐ droughty ☐ saline ☐ alkaline ☐ acidic ☐ small volume ☐ disease center ☐ history of fail ☐ clay ☐ expansive ☐ slope ____° aspect: ____
Obstructions: ☐ lights ☐ signage ☐ line-of-sight ☐ view ☑ overhead lines ☐ underground utilities ☐ traffic ☑ adjacent veg. ☐ ____
Exposure to wind: ☐ single tree ☐ below canopy ☐ above canopy ☐ recently exposed ☑ windward, canopy edge ☑ area prone to windthrow
Prevailing wind direction: NW Occurrence of snow/ice storms ☑ never ☐ seldom ☐ regularly

TARGET

Use Under Tree: ☑ building ☑ parking ☑ traffic ☑ pedestrian ☐ recreation ☐ landscape ☐ hardscape ☐ small features ☑ utility lines
Can target be moved? Y (N) **Can use be restricted?** Y (N)
Occupancy: ☐ occasional use ☐ intermittent use ☐ frequent use ☑ constant use

The International Society of Arboriculture assumes no responsibility for conclusions or recommendations derived from use of this form.

TREE DEFECTS — 306 Crocker Ave, PACIFIC GROVE, CA

ROOT DEFECTS:

Suspect root rot: (Y) N **Mushroom/conk/bracket present:** Y (N) **ID:** NA

Exposed roots: ☐ severe ☐ moderate ☑ low **Undermined:** ☐ severe ☐ moderate ☑ low

Root pruned: 10' distance from trunk **Root area affected:** 10 % **Buttress wounded:** Y N UNKNOWN **When:** NA

Restricted root area: ☐ severe ☐ moderate ☑ low **Potential for root failure:** ☐ severe ☑ moderate ☐ low

LEAN: 5-10 deg. from vertical ☑ natural ☐ unnatural ☐ self-corrected **Soil heaving:** Y (N)

Decay in plane of lean: (Y) N **Roots broken** Y (N) **Soil cracking:** Y (N)

Compounding factors: Leans toward House - Foliage weighted toward house because of side trimming **Lean severity:** ☐ severe ☐ moderate ☑ low

CROWN DEFECTS: Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

DEFECT	ROOT CROWN	TRUNK	SCAFFOLDS	BRANCHES
Poor taper		L		
Bow, sweep NA				
Codominants/forks NA		M (at top)		
Multiple attachments				
Included bark NA		L		
Excessive end weight				
Cracks/splits NA				
Hangers NA				
Girdling NA				
Wounds/seam		M		
Decay	M	M		
Cavity NA				
Conks/mushrooms/bracket NA				
Bleeding/sap flow NA				
Loose/cracked bark NA				
Nesting hole/bee hive NA				
Deadwood/stubs		M		M
Borers/termites/ants	M	M		
Cankers/galls/burls NA				
Previous failure NA				

HAZARD RATING

Tree part most likely to fail: Large laterals

Inspection period: _____ annual _____ biannual _____ other NA

Failure Potential + Size of Part + Target Rating = Hazard Rating

3 + 2 + 4 = 9

Failure potential: 1 - low; 2 - medium; (3 - high); 4 - severe

Size of part: 1 - <6" (15 cm); (2 - 6-18" (15-45 cm);
3 - 18-30" (45-75 cm); 4 - >30" (75 cm)

Target rating: 1 - occasional use; 2 intermittent use;
3 - frequent use; (4 - constant use)

HAZARD ABATEMENT

Prune: ☐ remove defective part ☐ reduce end weight ☐ crown clean ☐ thin ☐ raise canopy ☐ crown reduce ☐ restructure ☐ shape NA

Cable/Brace: NA **Inspect further:** ☐ root crown ☐ decay ☐ aerial ☐ monitor NA

Remove tree: (Y) N **Replace?** (Y) N **Move target:** Y (N) **Other:** Replace one for one

Effect on adjacent trees: ☐ none ☑ evaluate

Notification: ☑ owner ☐ manager ☐ governing agency **Date:** 8/15/18

COMMENTS

Top thinning + brown interfering with #41

Trunk 17' from high voltage
Foliage 5' from high voltage
(Decay in trunk - termites/ants
2 columns

AMANDA GATES
CONSULTING ARBORIST
ISA CERTIFIED #WE-11839A

306 Crocker Ave
Pacific Grove, CA 93950
APN: 006-392-038-000

RE: Three Monterey cypress trees

Background

On January 5th, 2023, I went to the address above to visually assess three Monterey cypress trees that the owner is concerned about. These trees are close to power lines, and appear to be declining. I conducted a Visual Tree Assessment (VTA) for this report and written below are my findings and recommendations. There was no bird nesting or animal activity at the time of the assessment.

Limits of this Assessment

The recommendations and conclusions provided in this report are based on visual observations only. There were no Resistograph testing, root excavation or aerial inspections. A tree report prepared in 2018 was used as a visual comparison to the current visual conditions of the trees. In performing limited visual assessment, my recommendations are solely based on visual observations. During the assessment, weather conditions were not ideal and it had been raining heavily earlier that day. Some potential indicators of tree decline or stress may not have been seen due to the wet conditions of the site.

General Summary

These Monterey cypress trees are located in a small yard under PG&E powerlines. Over the years, these trees have been pruned hard to provide space between the trees crowns and the power lines. These multiple pruning events have created an unequal crown distribution by removing more crown on the side closest to the power lines. Private pruning events took place to try to correct the weight distribution more evenly, however the trees are still unbalanced. Monterey cypress trees are conifers, and can tolerate moderate pruning, however, topping or removing the majority of the foliage will permanently disfigure a cypress trees structure and can cause many health and structural issues. Topping can lead to starvation, shock, pests, diseases, weak attachments and eventually tree death. Unfortunately, this pruning practice is common, but is not advised as a proper technique. This is typically done to clear the trees that interfere with utility wires and power lines, as is the case for these three cypress trees. Since the tree report written in 2018 by another arborist, these trees have clearly declined over that 5-year period. The pictures from 2018 show trees with a deep green and dense crowns. Now these trees are showing a much more sparse, less vibrant crown. There were cavities and decay found in the

previous report. Due to this current report being a limited visual assessment from the ground, I could not see all the mentioned cavities. Written below are my findings and recommendations.

Monterey cypress #38

Species	DBH	Height	Hazard Rating
Cupressus macrocarpa	30”	55ft	10

This large Monterey cypress has a live crown ratio of about 40%. The multiple pruning events have likely impacted this tree and it is now in a declined condition. Not only does over pruning impact the trees overall energy it has stored to close wounds, protect against decay, or pests, it can increase chances of failure. Pruning is done to mitigate potential risks, but can sometimes increase hazards if not done correctly. Referencing the 2018 report, there was evidence of termite activity, however, I did not see signs of frass from the activity. Due to the wet site conditions, it is possible the frass was not seen due to the conditions from the ground assessment. Another structural observation of this cypress is the torsion of the trunk. Torsion is a type of shear stress caused by a twisting force. This is commonly seen in trees that have asymmetrical foliage distribution that might experience an uneven wind load which results in higher levels of torsion. It is common to see a higher level of failures with trees that have torsional stress, although failures associated with torsion stress are more common with branches. This tree also has a lean towards the high valued targets. Leaning trees can be less stable than trees that are straight. This is because the crown load is unevenly distributed over the trunk and root system, and this increases the likelihood of failure. The site conditions are restricted, which many have restricted the root system from proper expansion. There was also some noticeable soil compaction. Compacted soil has reduced space between the soil particles, and as a result, there is less room for gas exchange, moisture retention and root expansion. This can contribute to possible structural issues and declining health conditions. I did not see signs of imminent failure like root plate lifting or soil mounding at the time of the assessment.

Monterey cypress #39

Species	DBH	Height	Hazard Rating
Cupressus macrocarpa	19”	50ft	10

This Monterey cypress has a live crown ratio of only about 20%. This tree has had the heaviest pruning and the more aggressive topping. This tree is permanently disfigured and will not recover its original form. This pruning has hastened the trees decline, and appears to be in poor condition. Declining trees can be prone to wood decaying organisms, which increases the likelihood of failure. I saw a small amount of termite frass in an old pruning wound, which could indicate that that this tree is declining and stressed. Compared to trees #1 and #3, this tree has had the most aggressive over pruning and topping. It is obviously in the poorest condition out of the three. However, removal of just one tree can cause other hazardous circumstances. The site conditions are severely restricted, which suggests that these trees most likely depend on one another for structural stability. Removal of just one, could decrease structural strength to the remaining tree root systems and reduce protection from wind loads. Although this tree is struggling, likely due to the topping and over pruning, I did not see signs of imminent failure, like root plate lifting or soil mounding.

Monterey cypress #40

Species	DBH	Height	Hazard Rating
Cupressus macrocarpa	24”	55ft	10

This tree has a live crown ratio of about 50%. This tree was also over pruned and had been topped to accommodate the overhead powerlines. Compared to the photos in the 2018 tree report, it is obvious that the vigor has decreased over time. Decline can subject a tree to a higher likelihood of failure due to internal defects from wood decaying organisms that entered pruning cuts. This can affect a tree internally, without any visual indicators of decay outwardly. The site conditions are not ideal, and are restricted. There may not be enough space for appropriate root expansion, which could reduce root anchorage. Due to the oversaturation of the site, it was difficult to see potential indicators of health or structural issues. Aside from the general decline and stress symptoms, this tree was mostly unremarkable at the time of the assessment.

Additional Information

These trees are large, and are planted close together. They were likely, at one point, planted to create a hedge for some additional privacy screening. Cypress trees, when they are small can be growth controlled by pruning and stay manageable with regular maintenance. However, these hedges can sometimes turn into large trees if the pruning does not continue regularly. That’s usually the result of trees that can become very large planted in an undesirable place. PG&E does not recommend planting anything that grows over 20ft at maturity under power lines. This is why these larger trees end up having undesirable pruning structures in accommodation.

These three Monterey cypress trees are located close together, and likely provide some structural strength to one another. Tree number 39 is protected and has less exposure to wind loads than trees #38 and #40 as they are at the edge of the group. Trees located in the middle of the group are typically considered protected or only partially exposed. They have different stability attributes from trees that are fully or partially exposed. Protected trees or partially exposed trees experience support and reduced loading from the neighboring trees. They reduce the extent of the loads by overlapping the other trees crowns and reducing the load. If this tree was suddenly exposed to loads that it was previously protected from, the risk of failure can increase. Protected trees typically have less ability to tolerate increased loads because their root systems are usually less developed. Removal of the trees providing protection could destabilize the tree as they do not have the response growth to withstand additional loads. The removal of tree #39 could also affect the remaining trees, due to the mutual root system. It is likely these trees have intertwining root systems, which are dependent on each other for structural support. Having one or two trees removed while retaining the other(s) could possibly affect the remaining trees support system.

Targets

Targets are people who can be injured, property that may be damaged or activities that could be disrupted by a tree failure. These trees have high valued targets that are well within the target zone. The targets within the target zone are:

- - Occupied residence

- - Vehicles/ Traffic
- - Pedestrians
- - Hardscape
- - Power lines
- - Small features
- - Recreation

Recommendations/ Mitigation Options

It is impossible to maintain trees free of risk, tree removal is the only mitigation option to eliminate all risk. However, if removal is not authorized, there are some mitigation options included that should help to decrease risk, these are the recommended mitigation measures.

1. Removal

- Removal would be the only way to eliminate all potential risk. This would eliminate risk to the targets and would allow for more appropriately sized trees planted in this location reducing interference with the power lines.

2. Continue maintenance pruning and monitoring

- Maintaining crown size away from power lines and pruning back heavy over extended limbs could help mitigate risk some potential risk. Pruning to remove of certain parts of the tree, such as branches and deadwood. Shaping of this tree could help as well. Thinning is the selective removal of live branches to reduce crown density. Thinning allows wind to pass through the thinned section which many improve durability in a storm. This option would also include monitoring the trees by the property owner, especially after abnormal weather conditions. Monitoring for any sudden changes like an increased lean, or root plate lifting or even sudden health decline is recommended. These changes could imply that failure is occurring and it may need a further risk assessment.

3. Advanced Assessment

- Advanced assessments are performed to provide detailed information about select trees that may need further evaluation alongside a limited visual assessment. These details include findings on specific tree parts, defects, site conditions and targets. The techniques used can include but are not limited to:

    - Aerial inspection
    - Target Analysis
    - Detailed Site Evaluation
    - Decay testing
    - Health Evaluation
    - Root inspection
    - Wind load analysis
    - Load testing

Conclusion

After having the proper authorization, have a licensed professional tree service perform this tree work. Tree removal should be done with safe arboricultural work practices as to not damage any trees or root systems of the surrounding trees.

If you have any questions or comments about this report, please feel free to call, text or email me.

Thank you!

Sincerely,



Amanda Gates
Certified Arborist #WE- 11839A

DISCLOSURE STATEMENT

This Disclosure Statement supplements and is an integral part of the tree report (the "Report") to which it is attached.

1. The author of the Report is a Certified Arborist (an "Arborist"), certified by the International Society of Arboriculture ("ISA"). The Arborist has performed its services as detailed in the Report in a manner consistent with the standard of care and skill ordinarily exercised by Arborists certified by the ISA in the geographic area where Client's property is located.

2. Arborists are professionals with specialized education, training, and experience who examine trees and, depending on the scope of the services requested by the Client, recommend measures (a) to reduce to the extent reasonably possible and determinable the dangers to life and property from trees, (b) to enhance the health of trees, and (c) to enhance the beauty of trees.

3. The Report reflects only the examination of the specific trees identified in the Report and as authorized and directed by the Client. Unless specifically stated in the Report, no other trees have been examined by the Arborist, whether such trees are on the Client's property or a neighboring property, and no representation is made regarding any tree not specifically identified in the Report.

4. Unless otherwise stated in the Report, the examination of the trees included only a visual inspection. More invasive examination techniques are available and these techniques may include, but are not limited to, boring (core sampling), digging to examine roots, aerial examinations, and similar techniques.

5. No inspection, whether visual or employing more invasive examination techniques, can detect every possible condition that could lead to the failure of a tree. Trees often fail for reasons that cannot be detected in advance or controlled, and even healthy trees may fail in exceptional conditions, including but not limited high winds, heavy rains, earthquakes, droughts, and the like. Conditions which adversely affect a tree's health, longevity, or safety are often hidden within the tree or below ground, and a visual inspection alone will not reveal these conditions. Even for a tree that is healthy at the time of the Arborist's inspection, the Arborist cannot guarantee that that tree will remain healthy and safe for a specific period of time. Therefore, except as otherwise expressly stated in the Report, no warranty, representation, or guarantee, express or implied, is made by the Arborist concerning the tree or trees that are the subject of the Report.

6. Similarly, the effectiveness of any remedial treatment recommended by the Arborist cannot be guaranteed. The work of an Arborist is to achieve a balance between the inherent risks presented to humans living near trees and the

inherent value of trees as part of the environment (whether urban, suburban, or rural). The only way to eliminate the dangers that trees present to human life and property is to eliminate trees.

7. Where specific remedial work is recommended to the Client (whether in the form of treatment, pruning, removal, or otherwise), it is the Client's responsibility (a) to engage competent professionals to implement the recommendations, (b) to advise the Arborist and any professionals hired by the Client concerning any issues known to the Client that may affect the completion of the work, including boundary issues, ownership issues, views or site lines from or across Client's property, disputes with neighbors, and the like, and (c) to determine and secure any needed approvals (whether from governmental bodies, homeowners associations, co-owners, neighbors, or others) for implementation of the work.

8. While Arborist may, at Client's request, provide names of local professionals who can perform recommended remedial work, Arborist makes no representation or warranty to Client regarding the qualifications of any such local professionals. Unless otherwise agreed to in writing by Arborist, Arborist has no duty to supervise or inspect the work performed by third parties, and Arborist shall have no liability or responsibility for the acts or omissions of third parties.



Monterey cypress Trees #40, #39, and #38

These Monterey cypress trees are located in a small yard under PG&E powerlines. Over the years, these trees have been pruned hard to provide space between the trees crowns and the power lines. These multiple pruning events have created an unequal crown distribution by removing more crown on the side closest to the power lines. Private pruning events took place to try to correct the weight distribution more evenly, however the trees are still unbalanced. Monterey cypress trees are conifers, and can tolerate moderate pruning, however, topping or removing the majority of the foliage will permanently disfigure a cypress trees structure and can cause many health and structural issues. Topping can lead to starvation, shock, pests, diseases, weak attachments and eventually tree death. Unfortunately, this pruning practice is common, but is not advised as a proper technique. This is typically done to clear the trees that interfere with utility wires and power lines, as is the case for these nine cypress trees. Since the tree report written in 2018 by another arborist, these trees have clearly declined over that 5-year period. The pictures from 2018 show trees with a deep green and dense crowns. Now these trees are showing a much more sparse, less vibrant crown. There were cavities and decay found in the previous report. Due to this current report being a limited visual assessment from the ground, I could not see all the mentioned cavities.







Monterey cypress #38- Photos

This large Monterey cypress has a live crown ratio of about 40%. The multiple pruning events have likely impacted this tree and it is now in a declined condition. Not only does over pruning impact the trees overall energy it has stored to close wounds, protect against decay, or pests, it can increase chances of failure. Pruning is done to mitigate potential risks, but can sometimes increase hazards if not done correctly. Referencing the 2018 report, there was evidence of termite activity, however, I did not see signs of frass from the activity. Due to the wet site conditions, it is possible the frass was not seen due to the conditions from the ground assessment. Another structural observation of this cypress is the torsion of the trunk. Torsion is a type of shear stress caused by a twisting force. This is commonly seen in trees that have asymmetrical foliage distribution that might experience an uneven wind load which results in higher levels of torsion. It is common to see a higher level of failures with trees that have torsional stress, although failures associated with torsion stress are more common with branches. This tree also has a lean towards the high valued targets. Leaning trees can be less stable than trees that are straight. This is because the crown load is unevenly distributed over the trunk and root system, and this increases the likelihood of failure. The site conditions are restricted, which many have restricted the root system from proper expansion. There was also some noticeable soil compaction. Compacted soil has reduced space between the soil particles, and as a result, there is less room for gas exchange, moisture retention and root expansion. This can contribute to possible structural issues and declining health conditions. I did not see signs of imminent failure like root plate lifting or soil mounding at the time of the assessment.







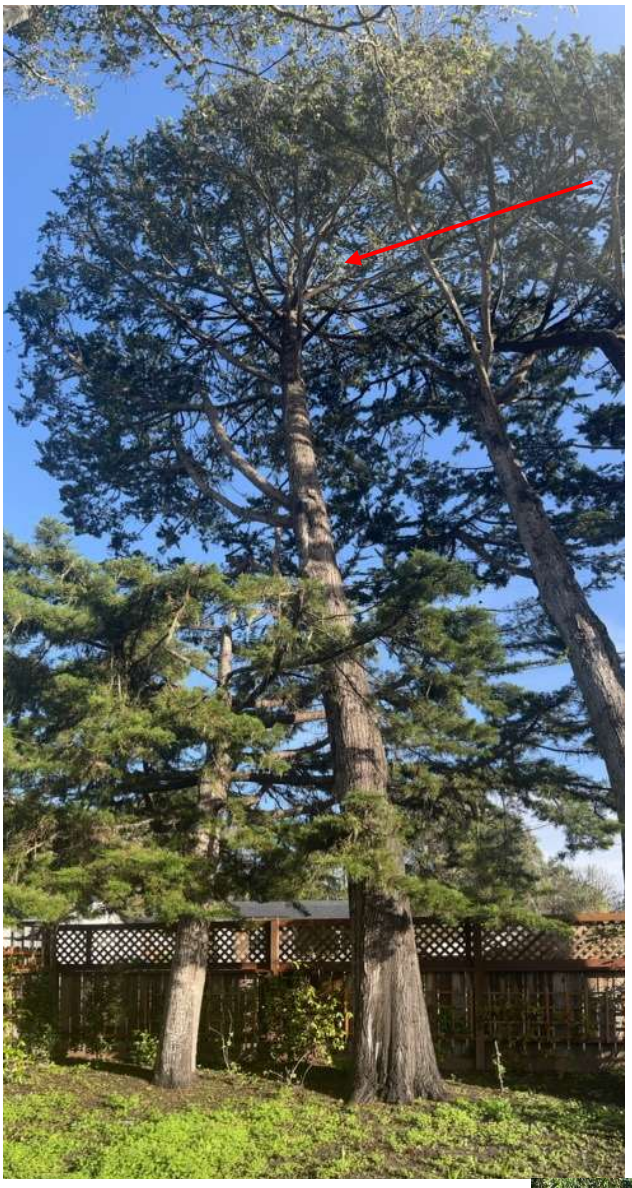
Monterey pine #39- Photos

This Monterey cypress has a live crown ratio of only about 20%. This tree has had the heaviest pruning and the more aggressive topping. This tree is permanently disfigured and will not recover its original form. This pruning has hastened the trees decline, and appears to be in poor condition. Declining trees can be prone to wood decaying organisms, which increases the likelihood of failure. I saw a small amount of termite frass in an old pruning wound, which could indicate that that this tree is declining and stressed. Compared to trees #1 and #3, this tree has had the most aggressive over pruning and topping. It is obviously in the poorest condition out of the three. However, removal of just one tree can cause other hazardous circumstances. The site conditions are severely restricted, which suggests that these trees most likely depend on one another for structural stability. Removal of just one, could decrease structural strength to the remaining tree root systems and reduce protection from wind loads. Although this tree is struggling, likely due to the topping and over pruning, I did not see signs of imminent failure, like root plate lifting or soil mounding.







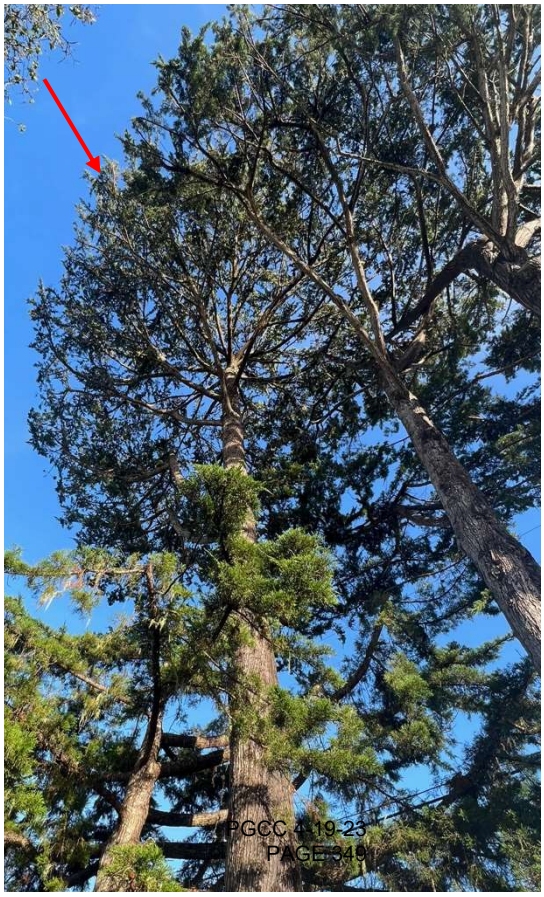


Monterey cypress #40- Photos

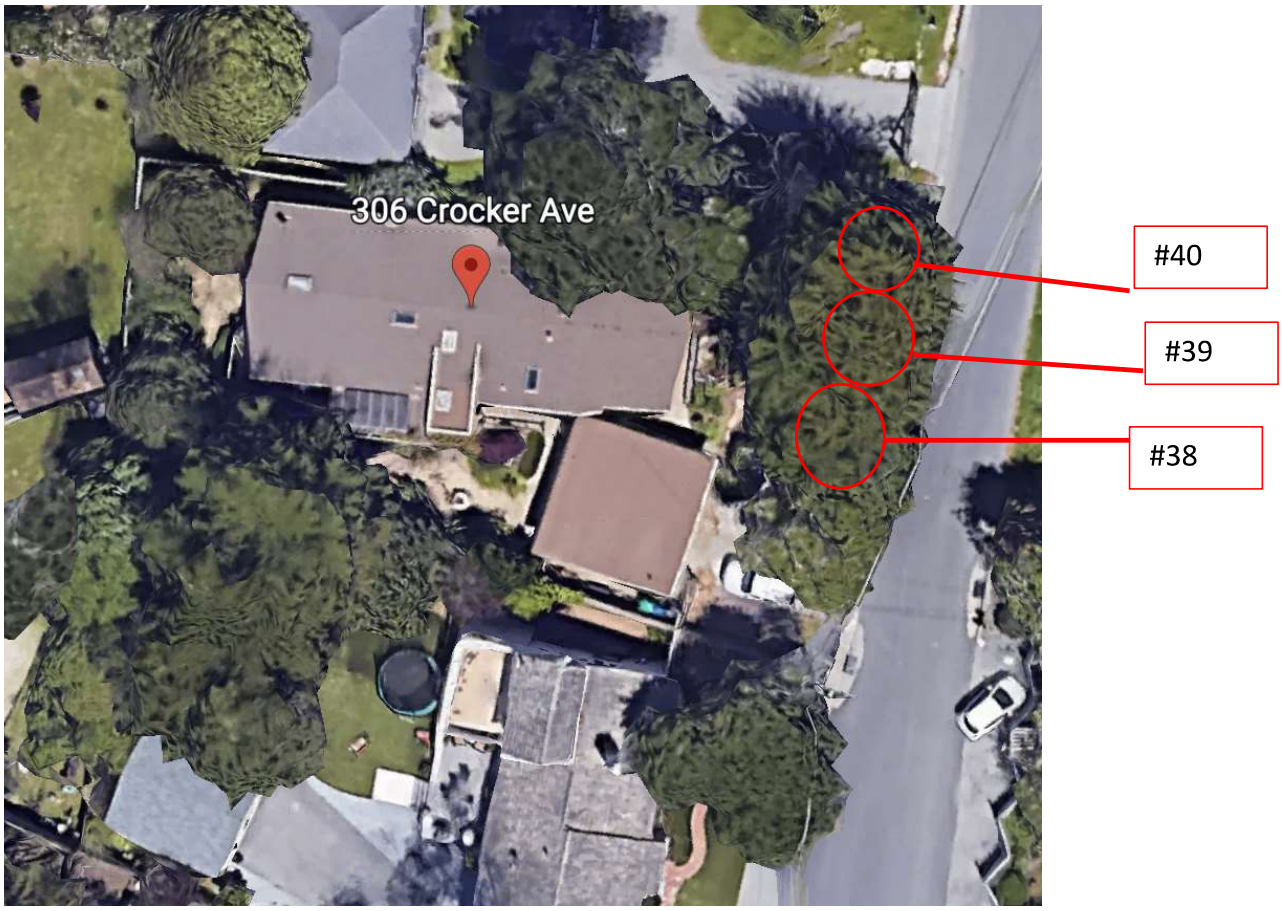
This tree has a live crown ratio of about 50%. This tree was also over pruned and had been topped to accommodate the overhead powerlines. Compared to the photos in the 2018 tree report, it is obvious that the vigor has decreased over time. Decline can subject a tree to a higher likelihood of failure due to internal defects from wood decaying organisms that entered pruning cuts. This can affect a tree internally, without any visual indicators of decay outwardly. The site conditions are not ideal, and are restricted. There may not be enough space for appropriate root expansion, which could reduce root anchorage. Due to the oversaturation of the site, it was difficult to see potential indicators of health or structural issues. Aside from the general decline and stress symptoms, this tree was mostly unremarkable at the time of the assessment.







Site Plan
306 Crocker Ave.
Pacific Grove, CA 93950
APN: 006-392-038-000
The red circles indicate the approximate location of the trees within this report.



A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas

TREE HAZARD EVALUATION FORM 2nd Edition

Site/Address: 306 CROCKER AVE PACIFIC GROVE, CA 93950

Map/Location: 006-392-038-000

Owner: public ____ private X unknown ____ other ____

Date: 1/5/23 Inspector: AMANDA GATES

Date of last inspection: AUGUST 29, 2018

HAZARD RATING:

3 (Failure Potential) + 3 (Size of part) + 4 (Target Rating) = 10 (Hazard Rating)

____ Immediate action needed

____ Needs further inspection

____ Dead tree

TREE CHARACTERISTICS

Tree #: 38 **Species:** M. CYPRESS

DBH: 30 **# of trunks:** 1 **Height:** 55ft **Spread:** LARGE

Form: ☐ generally symmetric ☐ minor asymmetry ☒ major asymmetry ☐ stump sprout ☐ stag-headed

Crown class: ☐ dominant ☒ co-dominant ☐ intermediate ☐ suppressed

Live crown ratio: 40 % **Age class:** ☐ young ☐ semi-mature ☒ mature ☐ over-mature/senescent

Pruning history: ☐ crown cleaned ☐ excessively thinned ☒ topped ☐ crown raised ☐ pollarded ☐ crown reduced ☐ flush cuts ☐ cabled/braced ☐ none ☒ multiple pruning events Approx. dates: UNKNOWN

Special Value: ☐ specimen ☐ heritage/historic ☐ wildlife ☐ unusual ☐ street tree ☐ screen ☐ shade ☐ indigenous ☒ protected by gov. agency

TREE HEALTH

Foliage color: ☒ normal ☐ chlorotic ☐ necrotic **Epicormics?** Y (N)

Foliage density: ☐ normal ☒ sparse **Leaf size:** ☒ normal ☐ small

Annual shoot growth: ☐ excellent ☒ average ☐ poor **Twig Dieback?** Y (N)

Woundwood development: ☐ excellent ☒ average ☐ poor ☐ none

Vigor class: ☐ excellent ☐ average ☒ fair ☐ poor

Major pests/diseases: ____

Growth obstructions:

☐ stakes ☐ wire/ties ☐ signs ☐ cables

☐ curb/pavement ☐ guards

☒ other POWER LINES

SITE CONDITIONS

Site Character: ☒ residence ☐ commercial ☐ industrial ☐ park ☐ open space ☐ natural ☐ woodland\forest

Landscape type: ☐ parkway ☐ raised bed ☐ container ☐ mound ☒ lawn ☒ shrub border ☐ wind break

Irrigation: ☐ none ☒ adequate ☐ inadequate ☐ excessive ☐ trunk wettled

Recent site disturbance? Y (N) ☐ construction ☐ soil disturbance ☐ grade change ☐ line clearing ☐ site clearing

% dripline paved: 0% 10-25% (25-50%) 50-75% 75-100% **Pavement lifted?** Y N

% dripline w/ fill soil: 0% 10-25% 25-50% 50-75% 75-100%

% dripline grade lowered: 0% 10-25% 25-50% 50-75% 75-100%

Soil problems: ☐ drainage ☒ shallow ☒ compacted ☐ droughty ☐ saline ☐ alkaline ☐ acidic ☐ small volume ☐ disease center ☐ history of fail ☐ clay ☐ expansive ☐ slope ____° aspect: ____

Obstructions: ☐ lights ☐ signage ☐ line-of-sight ☐ view ☒ overhead lines ☐ underground utilities ☐ traffic ☐ adjacent veg. ☐ ____

Exposure to wind: ☐ single tree ☐ below canopy ☒ above canopy ☐ recently exposed ☐ windward, canopy edge ☐ area prone to windthrow

Prevailing wind direction: ____ Occurrence of snow/ice storms ☒ never ☐ seldom ☐ regularly

TARGET

Use Under Tree: ☒ building ☒ parking ☒ traffic ☒ pedestrian ☒ recreation ☒ landscape ☒ hardscape ☐ small features ☒ utility lines

Can target be moved? Y (N) **Can use be restricted?** Y (N)

Occupancy: ☐ occasional use ☐ intermittent use ☐ frequent use ☒ constant use

The International Society of Arboriculture assumes no responsibility for conclusions or recommendations derived from use of this form.

TREE DEFECTS

ROOT DEFECTS:

Suspect root rot: Y (N) **Mushroom/conk/bracket present:** Y (N) **ID:** _____

Exposed roots: ☐ severe ☒ moderate ☐ low **Undermined:** ☐ severe ☐ moderate ☒ low

Root pruned: _____ distance from trunk **Root area affected:** _____% **Buttress wounded:** Y (N) **When:** _____

Restricted root area: ☐ severe ☒ moderate ☐ low **Potential for root failure:** ☐ severe ☒ moderate ☐ low

LEAN: _____ deg. from vertical ☒ natural ☐ unnatural ☐ self-corrected **Soil heaving:** Y (N)

Decay in plane of lean: Y N **Roots broken** Y (N) **Soil cracking:** Y (N)

Compounding factors: VIGOR REDUCED W/LEAN TOWARDS TARGETS **Lean severity:** ☐ severe ☐ moderate ☒ low

CROWN DEFECTS: Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

DEFECT	ROOT CROWN	TRUNK	SCAFFOLDS	BRANCHES
Poor taper				
Bow, sweep				
Codominants/forks				
Multiple attachments		X	X	
Included bark				
Excessive end weight				
Cracks/splits				
Hangers				
Girdling				
Wounds/seam				
Decay				
Cavity				
Conks/mushrooms/bracket				
Bleeding/sap flow				
Loose/cracked bark				
Nesting hole/bee hive				
Deadwood/stubs			X	X
Borers/termites/ants		X		
Cankers/galls/burls				
Previous failure				

HAZARD RATING

Tree part most likely to fail: WHOLE TREE

Inspection period: _____ annual _____ biannual _____ other _____

Failure Potential + Size of Part + Target Rating = Hazard Rating

3 + 3 + 4 = 10

Failure potential: 1 - low; 2 - medium; 3 - high; 4 - severe
Size of part: 1 - <6″ (15 cm); 2 - 6-18″ (15-45 cm);
3 - 18-30″ (45-75 cm); 4 - >30″ (75 cm)
Target rating: 1 - occasional use; 2 intermittent use;
3 - frequent use; 4 - constant use

HAZARD ABATEMENT

Prune: ☐ remove defective part ☐ reduce end weight ☐ crown clean ☐ thin ☐ raise canopy ☐ crown reduce ☐ restructure ☐ shape

Cable/Brace: _____ **Inspect further:** ☐ root crown ☐ decay ☐ aerial ☐ monitor

Remove tree: (Y) N **Replace?** Y N **Move target:** Y (N) **Other:** * SEE RECOMMENDATIONS IN REPORT *

Effect on adjacent trees: ☒ none ☐ evaluate

Notification: ☒ owner ☐ manager ☐ governing agency **Date:** 1/5/23

COMMENTS

A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas

TREE HAZARD EVALUATION FORM 2nd Edition

Site/Address: 306 CROCKER AVE PACIFIC GROVE, CA 93950

Map/Location: 006-392-038-000

Owner: public ____ private X unknown ____ other ____

Date: 1/5/23 Inspector: AMANDA GATES

Date of last inspection: AUGUST 29, 2018

HAZARD RATING:

Failure Potential	+	Size of part	+	Target Rating	=	Hazard Rating
3	+	3	+	4	=	10

____ Immediate action needed

____ Needs further inspection

____ Dead tree

TREE CHARACTERISTICS

Tree #: 39 **Species:** M. CYPRESS

DBH: 19" **# of trunks:** 1 **Height:** 55ft **Spread:** LARGE

Form: ☐ generally symmetric ☐ minor asymmetry ☒ major asymmetry ☐ stump sprout ☐ stag-headed

Crown class: ☐ dominant ☒ co-dominant ☐ intermediate ☐ suppressed

Live crown ratio: 20 % **Age class:** ☐ young ☐ semi-mature ☒ mature ☐ over-mature/senescent

Pruning history: ☐ crown cleaned ☐ excessively thinned ☒ topped ☐ crown raised ☐ pollarded ☐ crown reduced ☐ flush cuts ☐ cabled/braced ☐ none ☒ multiple pruning events Approx. dates: UNKNOWN

Special Value: ☐ specimen ☐ heritage/historic ☐ wildlife ☐ unusual ☐ street tree ☐ screen ☐ shade ☐ indigenous ☒ protected by gov. agency

TREE HEALTH

Foliage color: ☒ normal ☒ chlorotic ☒ necrotic **Epicormics?** Y (N)

Foliage density: ☐ normal ☒ sparse **Leaf size:** ☒ normal ☐ small

Annual shoot growth: ☐ excellent ☒ average ☐ poor **Twig Dieback?** Y (N)

Woundwood development: ☐ excellent ☒ average ☐ poor ☐ none

Vigor class: ☐ excellent ☐ average ☒ fair ☐ poor

Major pests/diseases: BEETLE FRASS

Growth obstructions:

☐ stakes ☐ wire/ties ☐ signs ☐ cables

☐ curb/pavement ☐ guards

☒ other POWER LINES

SITE CONDITIONS

Site Character: ☒ residence ☐ commercial ☐ industrial ☐ park ☐ open space ☐ natural ☐ woodland\forest

Landscape type: ☐ parkway ☐ raised bed ☐ container ☐ mound ☒ lawn ☒ shrub border ☐ wind break

Irrigation: ☐ none ☒ adequate ☐ inadequate ☐ excessive ☐ trunk wettled

Recent site disturbance? Y (N) ☐ construction ☐ soil disturbance ☐ grade change ☐ line clearing ☐ site clearing

% dripline paved: 0% 10-25% (25-50%) 50-75% 75-100% **Pavement lifted?** Y N

% dripline w/ fill soil: 0% 10-25% 25-50% 50-75% 75-100%

% dripline grade lowered: 0% 10-25% 25-50% 50-75% 75-100%

Soil problems: ☐ drainage ☒ shallow ☒ compacted ☐ droughty ☐ saline ☐ alkaline ☐ acidic ☐ small volume ☐ disease center ☐ history of fail ☐ clay ☐ expansive ☐ slope ____° aspect: ____

Obstructions: ☐ lights ☐ signage ☐ line-of-sight ☐ view ☒ overhead lines ☐ underground utilities ☐ traffic ☐ adjacent veg. ☐ ____

Exposure to wind: ☐ single tree ☐ below canopy ☒ above canopy ☐ recently exposed ☐ windward, canopy edge ☐ area prone to windthrow

Prevailing wind direction: ____ Occurrence of snow/ice storms ☒ never ☐ seldom ☐ regularly

TARGET

Use Under Tree: ☒ building ☒ parking ☒ traffic ☒ pedestrian ☒ recreation ☒ landscape ☒ hardscape ☐ small features ☒ utility lines

Can target be moved? Y (N) **Can use be restricted?** Y (N)

Occupancy: ☐ occasional use ☐ intermittent use ☐ frequent use ☒ constant use

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TREE DEFECTS

ROOT DEFECTS:

Suspect root rot: Y (N) **Mushroom/conk/bracket present:** Y (N) **ID:** _____

Exposed roots: ☐ severe ☒ moderate ☐ low **Undermined:** ☐ severe ☐ moderate ☒ low

Root pruned: _____ distance from trunk **Root area affected:** _____% **Buttress wounded:** Y (N) **When:** _____

Restricted root area: ☐ severe ☒ moderate ☐ low **Potential for root failure:** ☐ severe ☒ moderate ☐ low

LEAN: _____ deg. from vertical ☒ natural ☐ unnatural ☐ self-corrected **Soil heaving:** Y (N)

Decay in plane of lean: Y N **Roots broken** Y (N) **Soil cracking:** Y (N)

Compounding factors: VIGOR REDUCED W/LEAN TOWARDS TARGETS **Lean severity:** ☐ severe ☐ moderate ☒ low

CROWN DEFECTS: Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

DEFECT	ROOT CROWN	TRUNK	SCAFFOLDS	BRANCHES
Poor taper				
Bow, sweep				
Codominants/forks				
Multiple attachments		X	X	X
Included bark				
Excessive end weight				
Cracks/splits				
Hangers				
Girdling				
Wounds/seam				
Decay				
Cavity				
Conks/mushrooms/bracket				
Bleeding/sap flow				
Loose/cracked bark		X		
Nesting hole/bee hive				
Deadwood/stubs				
Borers/termites/ants		X		
Cankers/galls/burls				
Previous failure				

HAZARD RATING

Tree part most likely to fail: WHOLE TREE

Inspection period: _____ annual _____ biannual _____ other _____

Failure Potential + Size of Part + Target Rating = Hazard Rating

3 + 3 + 4 = 10

Failure potential: 1 - low; 2 - medium; 3 - high; 4 - severe
Size of part: 1 - <6″ (15 cm); 2 - 6-18″ (15-45 cm);
3 - 18-30″ (45-75 cm); 4 - >30″ (75 cm)
Target rating: 1 - occasional use; 2 intermittent use;
3 - frequent use; 4 - constant use

HAZARD ABATEMENT

Prune: ☐ remove defective part ☐ reduce end weight ☐ crown clean ☐ thin ☐ raise canopy ☐ crown reduce ☐ restructure ☐ shape

Cable/Brace: _____ **Inspect further:** ☐ root crown ☐ decay ☐ aerial ☐ monitor

Remove tree: (Y) N **Replace?** (Y) N **Move target:** Y (N) **Other:** * SEE RECOMMENDATIONS IN REPORT

Effect on adjacent trees: ☒ none ☐ evaluate

Notification: ☒ owner ☐ manager ☐ governing agency **Date:** 1/5/23

COMMENTS

A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas

TREE HAZARD EVALUATION FORM 2nd Edition

Site/Address: 306 CROCKER AVE PACIFIC GROVE, CA 93950

Map/Location: 006-392-038-000

Owner: public ____ private X unknown ____ other ____

Date: 1/5/23 Inspector: AMANDA GATES

Date of last inspection: AUGUST 29, 2018

HAZARD RATING:

Failure Potential	+	Size of part	+	Target Rating	=	Hazard Rating
3	+	3	+	4	=	10

____ Immediate action needed

____ Needs further inspection

____ Dead tree

TREE CHARACTERISTICS

Tree #: 40 **Species:** M. CYPRESS

DBH: 24" **# of trunks:** 1 **Height:** 55ft **Spread:** LARGE

Form: ☐ generally symmetric ☒ minor asymmetry ☐ major asymmetry ☐ stump sprout ☐ stag-headed

Crown class: ☐ dominant ☒ co-dominant ☐ intermediate ☐ suppressed

Live crown ratio: 50 % **Age class:** ☐ young ☐ semi-mature ☒ mature ☐ over-mature/senescent

Pruning history: ☐ crown cleaned ☐ excessively thinned ☒ topped ☐ crown raised ☐ pollarded ☐ crown reduced ☐ flush cuts ☐ cabled/braced ☐ none ☒ multiple pruning events Approx. dates: UNKNOWN

Special Value: ☐ specimen ☐ heritage/historic ☐ wildlife ☐ unusual ☐ street tree ☐ screen ☐ shade ☐ indigenous ☒ protected by gov. agency

TREE HEALTH

Foliage color: ☒ normal ☐ chlorotic ☐ necrotic **Epicormics?** Y (N)

Foliage density: ☐ normal ☒ sparse **Leaf size:** ☒ normal ☐ small

Annual shoot growth: ☐ excellent ☒ average ☐ poor **Twig Dieback?** Y (N)

Woundwood development: ☐ excellent ☒ average ☐ poor ☐ none

Vigor class: ☐ excellent ☐ average ☒ fair ☐ poor

Major pests/diseases: ____

Growth obstructions:

☐ stakes ☐ wire/ties ☐ signs ☐ cables

☐ curb/pavement ☐ guards

☒ other POWER LINES

SITE CONDITIONS

Site Character: ☒ residence ☐ commercial ☐ industrial ☐ park ☐ open space ☐ natural ☐ woodland\forest

Landscape type: ☐ parkway ☐ raised bed ☐ container ☐ mound ☒ lawn ☒ shrub border ☐ wind break

Irrigation: ☐ none ☒ adequate ☐ inadequate ☐ excessive ☐ trunk wettled

Recent site disturbance? Y (N) ☐ construction ☐ soil disturbance ☐ grade change ☐ line clearing ☐ site clearing

% dripline paved: 0% 10-25% (25-50%) 50-75% 75-100% **Pavement lifted?** Y N

% dripline w/ fill soil: 0% 10-25% 25-50% 50-75% 75-100%

% dripline grade lowered: 0% 10-25% 25-50% 50-75% 75-100%

Soil problems: ☐ drainage ☒ shallow ☒ compacted ☐ droughty ☐ saline ☐ alkaline ☐ acidic ☐ small volume ☐ disease center ☐ history of fail ☐ clay ☐ expansive ☐ slope ____° aspect: ____

Obstructions: ☐ lights ☐ signage ☐ line-of-sight ☐ view ☒ overhead lines ☐ underground utilities ☐ traffic ☐ adjacent veg. ☐ ____

Exposure to wind: ☐ single tree ☐ below canopy ☒ above canopy ☐ recently exposed ☐ windward, canopy edge ☐ area prone to windthrow

Prevailing wind direction: ____ Occurrence of snow/ice storms ☒ never ☐ seldom ☐ regularly

TARGET

Use Under Tree: ☒ building ☒ parking ☒ traffic ☒ pedestrian ☒ recreation ☒ landscape ☒ hardscape ☐ small features ☒ utility lines

Can target be moved? Y (N) **Can use be restricted?** Y (N)

Occupancy: ☐ occasional use ☐ intermittent use ☐ frequent use ☒ constant use

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TREE DEFECTS

ROOT DEFECTS:

Suspect root rot: Y (N) **Mushroom/conk/bracket present:** Y (N) **ID:** _____

Exposed roots: ☐ severe ☒ moderate ☐ low **Undermined:** ☐ severe ☐ moderate ☒ low

Root pruned: _____ distance from trunk **Root area affected:** _____% **Buttress wounded:** Y (N) **When:** _____

Restricted root area: ☐ severe ☒ moderate ☐ low **Potential for root failure:** ☐ severe ☒ moderate ☐ low

LEAN: _____ deg. from vertical ☒ natural ☐ unnatural ☐ self-corrected **Soil heaving:** Y (N)

Decay in plane of lean: Y N **Roots broken** Y (N) **Soil cracking:** Y (N)

Compounding factors: VIGOR REDUCED W/LEAN TOWARDS TARGETS **Lean severity:** ☐ severe ☐ moderate ☒ low

CROWN DEFECTS: Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

DEFECT	ROOT CROWN	TRUNK	SCAFFOLDS	BRANCHES
Poor taper		x		
Bow, sweep				
Codominants/forks				
Multiple attachments		x	x	x
Included bark				
Excessive end weight				
Cracks/splits				
Hangers				
Girdling				
Wounds/seam				
Decay				
Cavity				
Conks/mushrooms/bracket				
Bleeding/sap flow				
Loose/cracked bark				
Nesting hole/bee hive				
Deadwood/stubs			x	x
Borers/termites/ants				
Cankers/galls/burls				
Previous failure				

HAZARD RATING

Tree part most likely to fail: WHOLE TREE

Inspection period: _____ annual _____ biannual _____ other _____

Failure Potential + Size of Part + Target Rating = Hazard Rating

3 + 3 + 4 = 10

Failure potential: 1 - low; 2 - medium; 3 - high; 4 - severe
Size of part: 1 - <6″ (15 cm); 2 - 6-18″ (15-45 cm);
3 - 18-30″ (45-75 cm); 4 - >30″ (75 cm)
Target rating: 1 - occasional use; 2 intermittent use;
3 - frequent use; 4 - constant use

HAZARD ABATEMENT

Prune: ☐ remove defective part ☐ reduce end weight ☐ crown clean ☐ thin ☐ raise canopy ☐ crown reduce ☐ restructure ☐ shape

Cable/Brace: _____ **Inspect further:** ☐ root crown ☐ decay ☐ aerial ☐ monitor

Remove tree: (Y) N **Replace?** (Y) N **Move target:** Y (N) **Other:** * SEE RECOMMENDATIONS IN REPORT

Effect on adjacent trees: ☒ none ☐ evaluate

Notification: ☒ owner ☐ manager ☐ governing agency **Date:** 1/5/23

COMMENTS

THOMPSON
WILDLAND MANAGEMENT
Environmental Management & Conservation Services
International Society of Arboriculture Certified Arborist # WE-7468A
Department of Pesticide Regulation Qualified Applicator Lic. #QL50949 B
Arborist & Environmental Assessments, Protection, Restoration, Monitoring & Reporting
Wildland Fire Property Protection, Fuel Reduction & Vegetation Management
Invasive Weed Control, and Habitat Restoration & Management
Soil Erosion & Sedimentation Control
Resource Ecologist

January 11, 2023

Monson Residence
306 Crocker Avenue
Pacific Grove, CA. 93950

Subject: Cypress tree assessment letter for 306 Crocker Avenue

The purpose of this letter is to state my support for the findings and recommendations of Mr. Joseph Bileci's arborist report that was prepared in August 2018, which is the removal of 3 mature Monterey Cypress (*Hesperocyparis macrocarpa*) trees located on the property at 306 Crocker Avenue in Pacific Grove. These 3 trees of concern are identified by *tag#s 38-40* and are located in a row in the front yard of the property adjacent to Crocker Avenue and utility powerlines (see attached photos, *Figures 1-5*). A fourth cypress tree located at the end of the row (identified by *tag#41*) is not a hazard concern and therefore is not proposed for removal.

These 3 trees scored a hazard rating ranging from 10 to 11 and should be removed to abate hazard concerns. Trees of this size, form and proximity to one another are not well suited to a relatively small front yard area such as this, especially as the subject trees continue to age and increase in size and stature.

The *ISA Tree Hazard Evaluation Form* was used to determine a hazard rating score for the 3 subject cypress trees. Per the assessment, the 32 inch DBH (diameter at breast height) cypress identified as *Tree#38* scored a hazard rating of 11 on the *ISA Tree Hazard Evaluation Form*; the 21 inch DBH cypress identified as *Tree#39* scored a hazard rating of 10; and the 26 inch DBH cypress identified as *Tree#40* also scored a hazard rating of 10, primarily due to their size and proximity to a permanently occupied home, utility powerlines and public roadway.

It should also be emphasized that the property owners are very concerned that these trees pose a hazard to their property and a threat to their safety and well-being. For these reasons, the 3 Monterey Cypress trees of concern should be removed followed by the

planting of 3 City approved replacement trees that are better suited to the property and more appropriate to the site.

Thank you and please let me know if you have any questions.

Best regards,

Rob Thompson *1-11-23*
ISA Certified Arborist # WE-7468A Date
Resource Ecologist

Thompson Wildland Management (TWM)
57 Via Del Rey
Monterey, CA. 93940
Office (831) 372-3796; Cell (831) 277-1419
Email: thompsonwrm@gmail.com ; Website: www.wildlandmanagement.com



Figure 1. The 3 Monterey Cypress trees of concern are identified as *Tree#s 38-40* from right to left. The tree on the far left (*Tree#41*) is not proposed for removal at this time.



Figure 2. The canopies of *Tree#s 38-40* from right to left.



Figure 3. Several old pruning wounds along stem of *Tree#38* are entry points for biotic disorders, such as decay.



Figure 4. Seam along lower stem of *Tree#40* is entry point for potential decay.



Figure 5. Balance and symmetry of cypress trees of concern has been adversely affected by utility powerline pruning operations.

A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas

TREE HAZARD EVALUATION FORM 2nd Edition

Site/Address: 306 Crocker Ave

Map/Location: Pacific Grove, CA. 93950

Owner: public ____ private ✓ unknown ____ other ____

Date: 1-7-23 Inspector: Rob Thompson, ISA Arborist

Date of last inspection: August 2018

HAZARD RATING:

3 (Failure Potential) + 4 (Size of part) + 4 (Target Rating) = 11 (Hazard Rating)

____ Immediate action needed

____ Needs further inspection

____ Dead tree

TREE CHARACTERISTICS

Tree #: 38 **Species:** Monterey Cypress

DBH: 32" **# of trunks:** 1 **Height:** 60' **Spread:** 40'

Form: ☐ generally symmetric ☐ minor asymmetry ☑ major asymmetry ☐ stump sprout ☐ stag-headed

Crown class: ☐ dominant ☑ co-dominant ☐ intermediate ☐ suppressed

Live crown ratio: 55 % **Age class:** ☐ young ☐ semi-mature ☑ mature ☐ over-mature/senescent

Pruning history: ☐ crown cleaned ☐ excessively thinned ☐ topped ☐ crown raised ☐ pollarded ☐ crown reduced ☐ flush cuts ☐ cabled/braced ☐ none ☑ multiple pruning events Approx. dates: ____

Special Value: ☐ specimen ☐ heritage/historic ☐ wildlife ☐ unusual ☐ street tree ☐ screen ☐ shade ☑ indigenous ☑ protected by gov. agency

TREE HEALTH

Foliage color: ☑ normal ☐ chlorotic ☐ necrotic **Epicormics?** Y (N)

Foliage density: ☑ normal ☐ sparse **Leaf size:** ☑ normal ☐ small

Annual shoot growth: ☐ excellent ☑ average ☐ poor **Twig Dieback?** Y (N)

Woundwood development: ☐ excellent ☑ average ☐ poor ☐ none

Vigor class: ☐ excellent ☑ average ☐ fair ☐ poor

Major pests/diseases: ____

Growth obstructions:

☐ stakes ☐ wire/ties ☐ signs ☐ cables

☐ curb/pavement ☐ guards

☑ other utility lines, adjacent trees

SITE CONDITIONS

Site Character: ☑ residence ☐ commercial ☐ industrial ☐ park ☐ open space ☐ natural ☐ woodland/forest

Landscape type: ☐ parkway ☐ raised bed ☐ container ☐ mound ☐ lawn ☑ shrub border ☐ wind break

Irrigation: ☑ none ☐ adequate ☐ inadequate ☐ excessive ☐ trunk wettled

Recent site disturbance? Y (N) ☐ construction ☐ soil disturbance ☐ grade change ☐ line clearing ☐ site clearing

% dripline paved: 0% 10-25% (25-50%) 50-75% 75-100% **Pavement lifted?** (Y) N

% dripline w/ fill soil: (0%) 10-25% 25-50% 50-75% 75-100%

% dripline grade lowered: (0%) 10-25% 25-50% 50-75% 75-100%

Soil problems: ☐ drainage ☑ shallow ☐ compacted ☐ droughty ☐ saline ☐ alkaline ☐ acidic ☐ small volume ☐ disease center ☐ history of fail ☐ clay ☐ expansive ☐ slope ____° aspect: ____

Obstructions: ☐ lights ☐ signage ☐ line-of-sight ☐ view ☑ overhead lines ☐ underground utilities ☐ traffic ☑ adjacent veg. ☐ ____

Exposure to wind: ☐ single tree ☐ below canopy ☐ above canopy ☐ recently exposed ☑ windward, canopy edge ☑ area prone to windthrow

Prevailing wind direction: NW Occurrence of snow/ice storms ☑ never ☐ seldom ☐ regularly

TARGET

Use Under Tree: ☑ building ☑ parking ☑ traffic ☑ pedestrian ☐ recreation ☑ landscape ☑ hardscape ☐ small features ☑ utility lines

Can target be moved? Y (N) **Can use be restricted?** Y (N)

Occupancy: ☐ occasional use ☐ intermittent use ☐ frequent use ☑ constant use

The International Society of Arboriculture assumes no responsibility for conclusions or recommendations derived from use of this form.

TREE DEFECTS

ROOT DEFECTS:

Suspect root rot: Y N unknown **Mushroom/conk/bracket present:** Y (N) **ID:** _____

Exposed roots: ☐ severe ☐ moderate ☑ low **Undermined:** ☐ severe ☐ moderate ☑ low

Root pruned: Unknown distance from trunk **Root area affected:** unknown % **Buttress wounded:** Y (N) **When:** _____

Restricted root area: ☐ severe ☑ moderate ☐ low **Potential for root failure:** ☐ severe ☑ moderate ☐ low

LEAN: 3-5 deg. from vertical ☑ natural ☐ unnatural ☐ self-corrected **Soil heaving:** Y (N)

Decay in plane of lean: Y N unknown **Roots broken** Y (N) NA **Soil cracking:** Y (N)

Compounding factors: Lean toward home + old pruning wounds are entry points for decay. **Lean severity:** ☐ severe ☐ moderate ☑ low

CROWN DEFECTS: Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

DEFECT	ROOT CROWN	TRUNK	SCAFFOLDS	BRANCHES
Poor taper	l	l	l	l
Bow, sweep	l	l	l	l
Codominants/forks	l	l	m	m
Multiple attachments	l	l	m	m
Included bark	l	l	l	l
Excessive end weight	l	l	l	l
Cracks/splits	l	l	l	l
Hangers	l	l	l	l
Girdling	l	l	l	l
Wounds/seam	l	m	m	l
Decay	l	m	m	l
Cavity	l	l	l	l
Conks/mushrooms/bracket	l	l	l	l
Bleeding/sap flow	l	m	m	l
Loose/cracked bark	l	l	l	l
Nesting hole/bee hive	l	l	l	l
Deadwood/stubs	l	l	l	l
Borers/termites/ants	l	l	l	l
Cankers/galls/burls	l	m	m	l
Previous failure	l	l	l	l

HAZARD RATING

Tree part most likely to fail: Limbs, stem @ pruning wounds

Inspection period: _____ annual _____ biannual _____ other NA

Failure Potential + Size of Part + Target Rating = Hazard Rating

3 + 4 + 4 = 11

Failure potential: 1 - low; 2 - medium; 3 - high; 4 - severe
Size of part: 1 - <6" (15 cm); 2 - 6-18" (15-45 cm); 3 - 18-30" (45-75 cm); 4 - >30" (75 cm)
Target rating: 1 - occasional use; 2 intermittent use; 3 - frequent use; 4 - constant use

HAZARD ABATEMENT

Prune: ☐ remove defective part ☐ reduce end weight ☐ crown clean ☐ thin ☐ raise canopy ☐ crown reduce ☐ restructure ☐ shape

Cable/Brace: _____ **Inspect further:** ☐ root crown ☐ decay ☐ aerial ☐ monitor

Remove tree: (Y) N **Replace?** (Y) N **Move target:** Y (N) **Other:** Replace one for one

Effect on adjacent trees: ☐ none ☑ evaluate

Notification: ☑ owner ☐ manager ☑ governing agency **Date:** 1-11-23

COMMENTS

A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas

TREE HAZARD EVALUATION FORM 2nd Edition

Site/Address: 306 Cracker Ave

Map/Location: Pacific Grove, CA. 93950

Owner: public ____ private ✓ unknown ____ other ____

Date: 1-7-23 Inspector: Rob Thompson

Date of last inspection: August 2018

HAZARD RATING:

3 (Failure Potential) + 3 (Size of part) + 4 (Target Rating) = 10 (Hazard Rating)

____ Immediate action needed

____ Needs further inspection

____ Dead tree

TREE CHARACTERISTICS

Tree #: 39 **Species:** Monterey Cypress

DBH: 21" **# of trunks:** 1 **Height:** 55' **Spread:** 40'

Form: ☐ generally symmetric ☑ minor asymmetry ☐ major asymmetry ☐ stump sprout ☐ stag-headed

Crown class: ☐ dominant ☑ co-dominant ☐ intermediate ☐ suppressed

Live crown ratio: 45 % **Age class:** ☐ young ☐ semi-mature ☑ mature ☐ over-mature/senescent

Pruning history: ☐ crown cleaned ☐ excessively thinned ☐ topped ☐ crown raised ☐ pollarded ☐ crown reduced ☐ flush cuts ☐ cabled/braced ☐ none ☑ multiple pruning events Approx. dates: ____

Special Value: ☐ specimen ☐ heritage/historic ☐ wildlife ☐ unusual ☐ street tree ☐ screen ☐ shade ☑ indigenous ☑ protected by gov. agency

TREE HEALTH

Foliage color: ☑ normal ☐ chlorotic ☐ necrotic **Epicormics?** Y (N)

Foliage density: ☑ normal ☐ sparse **Leaf size:** ☑ normal ☐ small

Annual shoot growth: ☐ excellent ☑ average ☐ poor **Twig Dieback?** Y (N)

Woundwood development: ☐ excellent ☑ average ☐ poor ☐ none

Vigor class: ☐ excellent ☑ average ☐ fair ☐ poor

Major pests/diseases: ____

Growth obstructions:

☐ stakes ☐ wire/ties ☐ signs ☐ cables

☐ curb/pavement ☐ guards

☑ other utility lines, adjacent trees

SITE CONDITIONS

Site Character: ☑ residence ☐ commercial ☐ industrial ☐ park ☐ open space ☐ natural ☐ woodland/forest

Landscape type: ☐ parkway ☐ raised bed ☐ container ☐ mound ☐ lawn ☑ shrub border ☐ wind break

Irrigation: ☑ none ☐ adequate ☐ inadequate ☐ excessive ☐ trunk wettled

Recent site disturbance? Y (N) ☐ construction ☐ soil disturbance ☐ grade change ☐ line clearing ☐ site clearing

% dripline paved: 0% (10-25%) 25-50% 50-75% 75-100% **Pavement lifted?** Y (N)

% dripline w/ fill soil: (0%) 10-25% 25-50% 50-75% 75-100%

% dripline grade lowered: 0% (10-25%) 25-50% 50-75% 75-100%

Soil problems: ☐ drainage ☐ shallow ☑ compacted ☐ droughty ☐ saline ☐ alkaline ☐ acidic ☐ small volume ☐ disease center ☐ history of fail ☐ clay ☐ expansive ☐ slope ____° aspect: ____

Obstructions: ☐ lights ☐ signage ☐ line-of-sight ☐ view ☑ overhead lines ☐ underground utilities ☐ traffic ☑ adjacent veg. ☐ ____

Exposure to wind: ☐ single tree ☐ below canopy ☐ above canopy ☐ recently exposed ☑ windward, canopy edge ☑ area prone to windthrow

Prevailing wind direction: NW Occurrence of snow/ice storms ☑ never ☐ seldom ☐ regularly

TARGET

Use Under Tree: ☑ building ☑ parking ☑ traffic ☑ pedestrian ☐ recreation ☐ landscape ☐ hardscape ☐ small features ☑ utility lines

Can target be moved? Y (N) **Can use be restricted?** Y (N)

Occupancy: ☐ occasional use ☐ intermittent use ☐ frequent use ☑ constant use

The International Society of Arboriculture assumes no responsibility for conclusions or recommendations derived from use of this form.

TREE DEFECTS

ROOT DEFECTS:

Suspect root rot: Y N unknown **Mushroom/conk/bracket present:** Y (N) **ID:** _____

Exposed roots: ☐ severe ☐ moderate ☑ low **Undermined:** ☐ severe ☐ moderate ☑ low

Root pruned: unknown % distance from trunk **Root area affected:** unknown % **Buttress wounded:** Y (N) **When:** _____

Restricted root area: ☐ severe ☐ moderate ☑ low **Potential for root failure:** ☐ severe ☐ moderate ☑ low

LEAN: 3 deg. from vertical ☑ natural ☐ unnatural ☐ self-corrected **Soil heaving:** Y (N)

Decay in plane of lean: unknown Y N **Roots broken** Y (N) **Soil cracking:** Y (N)

Compounding factors: _____ **Lean severity:** ☐ severe ☐ moderate ☑ low

CROWN DEFECTS: Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

DEFECT	ROOT CROWN	TRUNK	SCAFFOLDS	BRANCHES
Poor taper	l	l	l	l
Bow, sweep	l	l	l	l
Codominants/forks	l	l	l	l
Multiple attachments	l	l	l	l
Included bark	l	l	l	l
Excessive end weight	l	l	l	l
Cracks/splits	l	l	l	l
Hangers	l	l	l	l
Girdling	l	l	l	l
Wounds/seam	l	m	m	l
Decay	l	l	l	l
Cavity	l	l	l	l
Conks/mushrooms/bracket	l	l	l	l
Bleeding/sap flow	l	m	m	l
Loose/cracked bark	l	l	l	l
Nesting hole/bee hive	l	l	l	l
Deadwood/stubs	l	l	l	l
Borers/termites/ants	l	l	l	l
Cankers/galls/burls	l	m	m	l
Previous failure	l	l	l	l

HAZARD RATING

Tree part most likely to fail: Limbs

Inspection period: _____ annual _____ biannual _____ other NA

Failure Potential + Size of Part + Target Rating = Hazard Rating

3 + 3 + 4 = 10

Failure potential: 1 - low; 2 - medium; 3 - high; 4 - severe
Size of part: 1 - <6" (15 cm); 2 - 6-18" (15-45 cm); 3 - 18-30" (45-75 cm); 4 - >30" (75 cm)
Target rating: 1 - occasional use; 2 intermittent use; 3 - frequent use; 4 - constant use

HAZARD ABATEMENT

Prune: ☐ remove defective part ☐ reduce end weight ☐ crown clean ☐ thin ☐ raise canopy ☐ crown reduce ☐ restructure ☐ shape

Cable/Brace: _____ **Inspect further:** ☐ root crown ☐ decay ☐ aerial ☐ monitor

Remove tree: (Y) N **Replace?** (Y) N **Move target:** Y (N) **Other:** Replace one for one

Effect on adjacent trees: ☐ none ☑ evaluate

Notification: ☑ owner ☐ manager ☑ governing agency **Date:** 1-11-23

COMMENTS

A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas

TREE HAZARD EVALUATION FORM 2nd Edition

Site/Address: 306 Crocker Ave

Map/Location: Pacific Grove, CA 93950

Owner: public ____ private ✓ unknown ____ other ____

Date: 1-7-23 Inspector: Rob Thompson

Date of last inspection: August 2018

HAZARD RATING:

3 (Failure Potential) + 3 (Size of part) + 4 (Target Rating) = 10 (Hazard Rating)

____ Immediate action needed

____ Needs further inspection

____ Dead tree

TREE CHARACTERISTICS

Tree #: 40 **Species:** Monterey Cypress

DBH: 26" **# of trunks:** 1 **Height:** 55' **Spread:** 35'

Form: ☐ generally symmetric ☑ minor asymmetry ☐ major asymmetry ☐ stump sprout ☐ stag-headed

Crown class: ☐ dominant ☑ co-dominant ☐ intermediate ☐ suppressed

Live crown ratio: 55 % **Age class:** ☐ young ☐ semi-mature ☑ mature ☐ over-mature/senescent

Pruning history: ☐ crown cleaned ☐ excessively thinned ☐ topped ☐ crown raised ☐ pollarded ☐ crown reduced ☐ flush cuts ☐ cabled/braced ☐ none ☑ multiple pruning events Approx. dates: ____

Special Value: ☐ specimen ☐ heritage/historic ☐ wildlife ☐ unusual ☐ street tree ☐ screen ☐ shade ☑ indigenous ☑ protected by gov. agency

TREE HEALTH

Foliage color: ☑ normal ☐ chlorotic ☐ necrotic **Epicormics?** Y (N)

Foliage density: ☑ normal ☐ sparse **Leaf size:** ☑ normal ☐ small

Annual shoot growth: ☐ excellent ☑ average ☐ poor **Twig Dieback?** Y (N)

Woundwood development: ☐ excellent ☑ average ☐ poor ☐ none

Vigor class: ☐ excellent ☑ average ☐ fair ☐ poor

Major pests/diseases: ____

Growth obstructions: ☐ stakes ☐ wire/ties ☐ signs ☐ cables ☐ curb/pavement ☐ guards ☐ other ____

SITE CONDITIONS

Site Character: ☑ residence ☐ commercial ☐ industrial ☐ park ☐ open space ☐ natural ☐ woodland/forest

Landscape type: ☐ parkway ☐ raised bed ☐ container ☐ mound ☐ lawn ☑ shrub border ☐ wind break

Irrigation: ☑ none ☐ adequate ☐ inadequate ☐ excessive ☐ trunk wettled

Recent site disturbance? Y (N) ☐ construction ☐ soil disturbance ☐ grade change ☐ line clearing ☐ site clearing

% dripline paved: 0% 10-25% (25-50%) 50-75% 75-100% **Pavement lifted?** Y N

% dripline w/ fill soil: (0%) 10-25% 25-50% 50-75% 75-100%

% dripline grade lowered: 0% (10-25%) 25-50% 50-75% 75-100%

Soil problems: ☐ drainage ☑ shallow ☑ compacted ☐ droughty ☐ saline ☐ alkaline ☐ acidic ☐ small volume ☐ disease center ☐ history of fail ☐ clay ☐ expansive ☐ slope ____ ° aspect: ____

Obstructions: ☐ lights ☐ signage ☐ line-of-sight ☐ view ☑ overhead lines ☐ underground utilities ☐ traffic ☑ adjacent veg. ☐ ____

Exposure to wind: ☐ single tree ☐ below canopy ☐ above canopy ☐ recently exposed ☑ windward, canopy edge ☑ area prone to windthrow

Prevailing wind direction: NW Occurrence of snow/ice storms ☑ never ☐ seldom ☐ regularly

TARGET

Use Under Tree: ☑ building ☑ parking ☑ traffic ☑ pedestrian ☐ recreation ☐ landscape ☑ hardscape ☐ small features ☑ utility lines

Can target be moved? Y (N) **Can use be restricted?** Y (N)

Occupancy: ☐ occasional use ☐ intermittent use ☐ frequent use ☑ constant use

The International Society of Arboriculture assumes no responsibility for conclusions or recommendations derived from use of this form.

TREE DEFECTS

ROOT DEFECTS:

Suspect root rot: Y (N) **Mushroom/conk/bracket present:** Y (N) **ID:** _____

Exposed roots: ☐ severe ☐ moderate ☑ low **Undermined:** ☐ severe ☐ moderate ☑ low

Root pruned: Unknown distance from trunk **Root area affected:** Unknown % **Buttress wounded:** Y (N) **When:** _____

Restricted root area: ☐ severe ☐ moderate ☑ low **Potential for root failure:** ☐ severe ☐ moderate ☑ low

LEAN: 6 deg. from vertical ☑ natural ☐ unnatural ☐ self-corrected **Soil heaving:** Y (N)

Decay in plane of lean: Unknown Y N **Roots broken** Y (N) **Soil cracking:** Y (N)

Compounding factors: Lean toward home **Lean severity:** ☐ severe ☐ moderate ☑ low

CROWN DEFECTS: Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

DEFECT	ROOT CROWN	TRUNK	SCAFFOLDS	BRANCHES
Poor taper				
Bow, sweep				
Codominants/forks				
Multiple attachments				
Included bark				
Excessive end weight				
Cracks/splits				
Hangers				
Girdling				
Wounds/seam		m		
Decay		m		
Cavity				
Conks/mushrooms/bracket				
Bleeding/sap flow		m	m	
Loose/cracked bark				
Nesting hole/bee hive				
Deadwood/stubs				
Borers/termites/ants				
Cankers/galls/burls		m		
Previous failure				

HAZARD RATING

Tree part most likely to fail: Limbs

Inspection period: _____ annual _____ biannual _____ other NA

Failure Potential + Size of Part + Target Rating = Hazard Rating

3 + 3 + 4 = 10

Failure potential: 1 - low; 2 - medium; 3 - high; 4 - severe

Size of part: 1 - <6" (15 cm); 2 - 6-18" (15-45 cm); 3 - 18-30" (45-75 cm); 4 - >30" (75 cm)

Target rating: 1 - occasional use; 2 intermittent use; 3 - frequent use; 4 - constant use

HAZARD ABATEMENT

Prune: ☐ remove defective part ☐ reduce end weight ☐ crown clean ☐ thin ☐ raise canopy ☐ crown reduce ☐ restructure ☐ shape

Cable/Brace: _____ **Inspect further:** ☐ root crown ☐ decay ☐ aerial ☐ monitor

Remove tree: (Y) N **Replace?** (Y) N **Move target:** Y (N) **Other:** Replace one for one

Effect on adjacent trees: ☐ none ☑ evaluate

Notification: ☑ owner ☐ manager ☑ governing agency **Date:** 1-11-23

COMMENTS

ATTACHMENT 1

City of Pacific Grove

300 Forest Avenue, Pacific Grove CA 93950

1/22/23
RE: Requested removal of three (3) Monterey cypress trees at 306 Crocker

A. Tree Application 23011
B. Letter from Briscoe Ivestor & Bazel LLP
C. Gates Report
D. Thompson report

Christina Monson

The City of Pacific Grove Arborist has reviewed the application dated 1/14/23 along with the attached documents that was provided by you to Public Works Department. Also reviewed was the trees in question on 1/19/2023. The request for removal is denied.

Chapter 12.40
HIGH-RISK TREES AND NUISANCE TREES

A. Pruning and Removal of Protected Trees. The trees in question do not meet the standard requirement for high risk or nuisance tree.

B. In respect to the opinion of Mr. Francois, the entire state of California has experienced more than two weeks of storms with atmospheric rivers that have battered the state since late December. Other intense storms have occurred in 1964, 1969, 1982, 1986, 1995, 2005 and 2017. Trees have failed but the subject trees at 306 Crocker still stand and unchanged from recent storm activities that include no branch failures. This is in tribute to the proper care and maintenance of the subject trees the "tree owners/managers" have provided.

C. The arborist report provided by Amanda Gates is contradicting and incomplete while merely being based on limited visual only. The THEF forms are incomplete and do not indicate a rating for individual defects. I believe her assessment was influenced by the arborist report she references in her report. "a tree report prepared in 2018 was used as a visual comparison". She states her report being " a limited visual assessment from the ground, I could not see all the mentioned cavities". She also states that "due to the wet site conditions" she was not able to fully assess other issues regarding tree health from the current assessment or the referenced 2018 report. Her assessment is based on assumptions and not definitive information. "the trees appear to be declining". She states "I did not see signs of imminent failure, like root plate lifting or mounding". She calls out one tree to be "unremarkable at the time of the assessment", meaning Normal. Her report ends with offering mitigation measures to reduce risk for all 3 subject trees. Her report does not discuss the proper care and recent BMP the trees recently received. The trees in my professional opinion are in good health and do not indicate signs or symptoms that would warrant removal. The trees were recently pruned in July of 2022 and completed using Best Management Practices - Pruning. BMP is developed by the International Society of Arboriculture (ISA) for application by arborists and urban forestry practitioners to aid in the "interpretation of the professional standards and to guide work practices based on current science and technology.

D. Thompson report. States to "support the arborist report of 2018" which is now antiquated, no longer admissible and only supports the fact that the trees did not warrant removal in 2018. No THEF forms were submitted stating his findings as required and do not indicate a rating for individual defects.

In my professional opinion, The subject trees are rated at a low risk for failure with a high rating for retention. Trees with good health and structural stability that have the potential for longevity at the site.

Matrix 1. Likelihood matrix.

Likelihood of Failure	Likelihood of Impact			
	Very low	Low	Medium	High
Imminent	Unlikely	Somewhat likely	Likely	Very likely
Probable	Unlikely	Unlikely	Somewhat likely	Likely
Possible	Unlikely	Unlikely	Unlikely	Somewhat likely
Improbable	Unlikely	Unlikely	Unlikely	Unlikely

Matrix 2. Risk rating matrix.

Likelihood of Failure & Impact	Consequences of Failure			
	Negligible	Minor	Significant	Severe
Very likely	Low	Moderate	High	Extreme
Likely	Low	Moderate	High	High
Somewhat likely	Low	Low	Moderate	Moderate
Unlikely	Low	Low	Low	Low

HIGH	MODERATE	LOW
Trees with good health and structural stability that have the potential for longevity at the site.	Trees in fair health and/or possessing structural defects that may be abated with treatment. Trees in this category require more intense management and monitoring, and may have shorter life-spans than those in the "high" category.	Trees in poor health or possessing significant defects in structure that cannot be abated with treatment. These trees can be expected to decline regardless of management. The species or individual tree may possess either characteristics that are undesirable in landscape settings or be unsuited for use areas.

It is recommended that the subject trees be retained.



Three subject trees have nearly a 50% crown to trunk ratio of foliage with average color, density and needle length. Density is considered after recently having the canopy pruned. The trees act as one canopy with a network of supporting roots creating one root plate as also indicated in the Gates report.



The trunks are upright and well tapered. No uplift, mounding or fracturing to the soil is present. No soil saturation is present indicating proper drainage.



A wound is present to one tree identified in the Thompson report as tree #40. Compartmentalization is noted with no indications of advanced decay such as unusual swelling, fractured bark or conks.

PAID
225—

CITY OF PACIFIC GROVE

Community Development Department – Planning Division
300 Forest Avenue, Pacific Grove, CA 93950
T :: 831.648.3190 • F :: 831.648.3184 • www.ci.pg.ca.us/cdd

Appeal Form

Appeal #: TP Appeal # 23-011
Date: 1/31/2023
Received By: aa
Total Fee: $225 —

Project Information

Project Address: 306 Crocker Avenue — APN: 006-392-038-000
☐ On HRI/ ■ Not on HRI
Application & No.: Tree Removal Permit, Application Number 23011 (filed January 14, 2023)
Applicant Name: Christina Monson — Phone #: (831) 324-5026
Mailing Address: 306 Crocker Avenue, Pacific Grove CA 93950
Email Address: christiemonson@aol.com
Owner Name: Same — Phone #: same
Mailing Address: same
Email Address: same

Action[1]

☐ ARB: Architectural Review Board
☐ CDD: Planning Staff
☐ HRC:Historic Resources Committee
☐ PC: Planning Commission
☒ NRC: Natural Resources Committee
☐ SPRC: Site Plan Review Committee
☐ ZA: Zoning Administrator

Date of Action: January 22, 2023
Action Taken: Denial of Tree Removal Permit by City Arborist

RECEIVED
JAN 31 2023
CITY OF PACIFIC GROVE
COMMUNITY DEV DEPT

Appeal Information

Appellant Name: Christina Monson — Phone #: See above
Mailing Address: See above
Email Address: See above
Appeal Deadline: 5:00 p.m. on 02 /01 /2023
Grounds for Appeal: See accompany letter dated Januiary 31, 2023 with attachments

If necessary, use additional pages.

Fees

Discretionary Fees[2]	$ —
Appeal Fee = 25% of discretionary fees	$ —
Cost of publication of legal notice[3]	$ —
Photocopies ____ copies @ 10¢ each	$ —
Postage[4] ____ stamps @ 45¢ each	$ —
Other	$ —
Total Appeal Fee	225.00

Christina Monson
Appellant Signature

January 31, 2023
Date

[1] See Table 23.70.012-1 in the Pacific Grove Zoning Code, which identifies roles of review authorities as they relate to appeals.
[2] Whatever fee was collected by the city for the application for use permit, architectural approval, variance, etc., or combination of more than one fee if more than one decision is being appealed.
[3] Currently averaging $250-300.
[4] Typically the number of address labels for parcels (or portions thereof) found within a 300 ft radius of the subject parcel (350 ft radius for homes in the Asilomar Dunes area) is approximately 120. Mailing is sent to owners and occupants (including most individual apartments) of properties.

Rev. 11/7/12



PUBLIC WORKS DEPARTMENT
CITY OF PACIFIC GROVE

2100 Sunset Drive
Pacific Grove, CA 93950
Telephone: (831)648-5722 / Facsimile: (831)375-0627

April 5, 2023

Christina Monson
306 Crocker Avenue
Pacific Grove CA, 93950

Re: Tree Appeal 306 Crocker Avenue

Dear Mrs. Monson,

The City of Pacific Grove has received your appeal for the tree located at 306 Crocker Avenue. The appeal will be heard at the April 19, 2023 City Council Meeting. The meeting will be held at 6:00 pm at City Hall, 300 Forest Avenue, Pacific Grove CA, 93950, in the City Council Chambers or virtually via a zoom meeting. The agenda for the meeting will be posted on the City's website by April 14, 2023 and will provide information for the zoom meeting.

As the appellant you will get an opportunity to present your findings before the commission during the hearing.

Please let me know if you have any questions.

Regards,

Daniel Gho,
Public Works Director/Deputy City Manager
(831)648-5722 ex.4203
Email: dgho@cityofpacificgrove.org

CITY OF PACIFIC GROVE

Public Works Department
300 Forest Avenue, Pacific Grove, CA 93950
T : 831.648.5722 • F : 831.375.0627 • www.cityofpacificgrove.org

October 10, 2018

Christina Monson
306 Crocker Ave
Pacific Grove, CA 93950

Re: Tree Permit Application No. 18-0194

I. **Regarding tree 38 and suppression of Coast live oaks**

- The smaller live oak is 13DBH and larger is 20 DBH.
- Both trees have been recently trimmed.
- Both trees exhibit symptoms of drought stress and oakworm activity.
- The smaller oak is noted in poor condition with large heading cuts noted
- The larger oak is noted in fair condition and thinned.
- The trees are on the south eastern edge of the canopy of tree #38 and are exposed to sunlight. The canopy of tree 38 has been reduced by PG#E. and minimizes restricted development of the oaks.
- The smaller oak is more suppressed by the larger oak to the east of it.
- Tree 38 is not determined to be a nuisance according to **(PGMC 12.40.0300 (e) and 12.20.040 (a) (4)**

II. **Trees 38-40 Crown raising and wounds**

- Canopy raising is required to maintain property. In this case to establish proper access to the property and allow for parking. The canopy of trees 38-40 has not been excessively raised.
- The canopy to trunk ratio is noted at more than 50%. This does not predispose the trees to wind throw as noted in the arborist report.
- No further raising of the canopy is required.
- Old wounds are noted as having the formation of woundwood noted. This is an indication of proper cuts and vitality of the tree to form wall 4 of compartmentalization.

III. **Side rimming for PG&E power lines trees 38-40**

- Tree 38-40 develop to the west of the power lines.
- 14-17' of trunk clearance will not interfere with utility / communication lines.
- 3-5' of canopy side clearance is standard for utility maintenance.
- The arborist report refers to "tree height maximum to be 25'. This is 'recommended' if the planting of a tree is to be directly under the utility lines. It is advised by PG&E to the property owner to plant with a smaller tree to minimize the maintenance of the tree by the utility company and proper care and health of the tree itself.
- **PGMC 12.20.030 (a)** is an educational advisory only, for the public in regards to proper tree locations.

IV. **Topping of tree 38-40**

- No topping cuts are noted. The structure of trees 38-40 are of normal development in regards to trees planted with canopies developing within each other.
- Two lateral limbs are noted on trees 38 & 39 of approximately 10-12"in diameter that develop beside each other in the upper canopy. They do not rest on each other with one placing extensive weight on the other. The two limbs can continue to develop with reactionwood developing where the two limbs touch and in some cases this area can graft together.
- The arborist report refers to topping creating new attachments that are weekly attached. In this case, the trees are not adventitious and do not re-sprout. If the tree was topped the lowest lateral limb would take over as a new leader with an attachment to allow for new development.

V. **Tree #41**

- The arborist report states that the tree is to remain with "proper pruning" on a regular basis. This is the same species and location as trees 38-40.
- The statement here contradicts the testimony of the report.

VI. **Hazard rating**

- A hazard rating of 9 does not place the trees onto a high risk category.

RECOMENDATIONS

It is recommended at the time of this assessment to deny the request for removal. The arborist report does not demonstrate enough evidence or findings that condemn the trees or give reason to consider the trees to be a High Risk.

Albert Weisfuss
City Arborist

BRISCOE IVESTER & BAZEL LLP
235 MONTGOMERY STREET,
SUITE 935
SAN FRANCISCO CALIFORNIA 94104
(415) 402-2700

Tony Francois
(415) 402-2707
tfrancois@briscoelaw.net

January 31, 2023

By email and hand delivery

Sandra Kandell, City Clerk
City of Pacific Grove
City Hall, c/o City Manager's Office
300 Forest Avenue, 2nd Floor
Pacific Grove CA 93950
cityclerk@cityofpacificgrove.org

Subject: Appeal from City Arborist Denial of Tree Removal Permit
306 Crocker Avenue, Pacific Grove
City Code section 12.70.010

Dear City Clerk:

This letter supplements the appeal form, delivered to your office on behalf of Christina Monson, the homeowner at 306 Crocker Avenue in Pacific Grove, from the City Arborist's January 22, 2023, denial of her application to remove three high risk trees at the property. A copy of the denial notification ("Denial") is attached as Attachment 1. A copy of the application ("Application") is attached as Attachment 2. The appeal filing fee will be paid by check by the homeowner upon hand delivery of the appeal form to your office. You may direct any information related to this appeal to my attention at tfrancois@briscoelaw.net or (916) 835-3966.

The reasons for this appeal are as follows:

Prejudicial Abuse of Discretion: Failure to Proceed in a Manner Required By Law

The Application was accompanied by three separate certified arborist reports finding that all three trees in question are high risk trees as defined by section 12.60.060, the removal of which is mandatory under that provision of City law. City Code section 12.40.010 requires the use of the International Society of Arborists (ISA) Hazard Tree Evaluation rating system. Under that system, trees' risks are rated on a scale from 3 to 12, with all trees rated 9 or above considered High Risk under City law, City Code § 12.40.010, and are to be removed, City Code §§ 12.20.040(a)(1), 12.60.060. Among the three arborist reports, all prepared by ISA member arborists, one report prepared in 2018 rated all three trees as a 9 on the hazard scale, and the two

prepared in December/January 2022/2023 rated all three trees as 10s on the hazard scale (one report rates one of the trees an 11).

The Denial does not contest any of these ratings. Instead, it erroneously states that the "trees in question do not meet the standard requirement for high risk or nuisance trees." Then the Denial (at page 2) uses a different assessment scale and concludes based on that scale that the trees should not be removed.

The City Arborist's failure to follow the ISA Hazard Tree scale, as required by Pacific Grove City Code sections 12.40.010 and 12.60.060, was a failure to proceed in a manner required by law, amounting to prejudicial abuse of discretion. As demonstrated in the Application, the approval of the Application was a ministerial duty on the part of the City staff. There was no discretion to deny it, since the City Code requires that it be approved and the trees in question be removed.

During a site inspection on January 19, 2023 (during which the City Arborist spent at most five minutes looking at the trees), the City Arborist and City Public Works Director told the homeowners the following two things on this topic: (1) that in their view they are not required to follow the City Code on the use of the ISA Tree Hazard Evaluation system, and (2) that if they did follow that system, they would be required to approve more tree removals than their personal preferences would allow for. Public Works Director Daniel Gho specifically said "We see tens and elevens every week all over town. If we allowed them all to be removed, there wouldn't be any trees left in PG." These two statements reinforce the conclusion that the City Arborist committed a prejudicial abuse of discretion by refusing to proceed in a manner required by law in approving the Application. Further, his statements at the site visit demonstrate that if the proper rule from the City Code were followed, he would have (albeit reluctantly) approved the Application.

Further evidence that the City Arborist failed to act in a manner required by law on the Application, by failing to follow the ISA Hazard Tree Evaluation system, can be found in the City's recent (December 29, 2022) approval of a tree removal permit for a protected tree at 524 Crocker Avenue. The application and approval for this tree removal are attached as Attachment 3. The arborist report supporting the removal application applies the ISA Hazard Tree Evaluation system, cites the relevant provision of the City Code, and states that the tree in question is high risk. The report does not include worksheets or other back up (other than photographs) and does not even provide the actual hazard rating number for the tree, just the conclusion that it is high

risk and should be removed per City Code. This application was approved almost immediately with no objection by the City to the application of the ISA Hazard Tree Evaluation system.

The Beautification and Natural Resources Commission should grant this appeal and issue the permit requested in the Application for 306 Crocker Avenue.

Prejudicial Abuse of Discretion: No Substantial Evidence to Deny the Application

The Denial does not directly disagree with the Hazard Tree Evaluation scores presented by the three arborist reports. It also does not offer any other competing score on that system. Since the only factual question involved is whether the trees are rated 9 or higher on the ISA Hazard Tree scale, the City Arborist's failure to rebut the ratings presented in the three arborist reports or propose any other number is prejudicial abuse of discretion in that the record lacks any substantial evidence that the trees in question, using the ISA Hazard Tree Evaluation system, are not all 9 or above and therefore require removal.

Nor is there any substantial evidence in the record for the City Arborist's conclusion that the trees are safe, healthy, and do not require removal. As related above, the Arborist only spent 5 minutes or less looking directly at the trees on January 19. Each of the two most recent arborist reports is based on approximately 2 hours examining the trees, and the 2018 report was based on sending a specialized climber to the top to examine and photograph the center of the tree trunks from the topping cuts. The Denial faults one of the arborist reports for being based on visual examination of the trees, and yet that is all the City Arborist did, for far less time than the any of the independent arborists.

The Denial also lacks any substantial evidence in the record to support the Arborist's conclusory statements about the mental state of the independent arborists or why they wrote what they wrote or came to the professional conclusions they came to.

The lack of substantial evidence is bolstered by the fact that the City approved the 524 Crocker application, described above, without requiring any ISA Hazard Tree score for the protected tree at that property, without having done a site inspection (so far as the record reflects) and without having tried to divine what that independent arborist's motives or thought processes were.

Further, the Denial is arbitrary and capricious for failing to disclose the rating methodology used by the City Arborist in a way that allows for adequate review or response by

the applicant. The Arborist's use of a methodology that is not disclosed in the City Code, is not explained in the Denial, and is not provided to the applicant in advance, is arbitrary and capricious and constitutes a prejudicial abuse of discretion in that it fails to proceed in a manner required by law.

The Commission should grant this appeal, approve the Application, and issue the removal permit for 306 Crocker Avenue.

Due Process Issues

The Application specifically states that while the homeowner understood the Application to be complete, if the Arborist determined that any information was missing, that he advise the homeowner so any missing information could be supplied. The Arborist made no request for additional information, and yet concluded in the Denial that information was missing from one of the arborist reports. The failure to afford the homeowner the opportunity specifically requested to supply any missing information was a prejudicial abuse of discretion in that it failed to afford due process and to proceed in a manner required by law.

The Denial also violates the homeowner's due process right because she was not afforded notice or an opportunity to respond to a proposed denial before the Arborist finalized it. Basic constitutional principles of due process require that an applicant be given a reasonable opportunity to respond to alleged defects in an application and the basis for any proposed denial of the application before it is final. This is particularly true where a reviewing body may give deference of any kind to the factual determinations embedded in the permit decision.

The Denial also violates the homeowner's right to have the Application considered on the same criteria as other applicants who were approved for removal, such as the 524 Crocker application which did not include worksheets or even a Hazard Rating Number.

The Denial also violates due process by failing to disclose the rating methodology used by the City Arborist in a way that allows for adequate review or response by the applicant. The Arborist's use of a methodology that is not disclosed in the City Code, is not explained in the Denial, and is not provided to the applicant in advance, constitutes a prejudicial abuse of discretion in that it fails to proceed in a manner required by law.

For all of the foregoing reasons, the Denial is a prejudicial abuse of discretion in that it is based on a failure to proceed in a manner required by law. The Commission should grant this appeal, approve the Application, and issue the removal permit for 306 Crocker Avenue.

First Amendment Issues

During the January 19, 2023, site visit by the City Arborist and the City Public Works Director, the homeowners reminded the Public Works Director that they intended to pursue their legal rights to obtain the tree removal permit. The Public Works Director responded "Don't threaten us." This statement is *prima facia* evidence that the Denial is at least partially motivated in retaliation against the homeowners for exercising their First Amendment rights to petition their city government and the courts for a redress of grievances.

It also speaks very poorly of the City's commitment to First Amendment principles generally. City staff have a constitutionally imposed obligation to consider permit applications on their merits, and not act adversely based on the applicants' exercise of their First Amendment rights. The Denial was a prejudicial abuse of discretion in that it is the result of City staff failing to proceed in a manner required by law.

Further, City Code section 12.10.020(l) finds that one basis for protecting trees in private areas is to "enhance the architectural character of a neighborhood, accent or soften the presence of structures, promote visual formality and aesthetic interest, and screen undesirable views." These interests, generally architectural and aesthetic, implicate the First Amendment and the homeowners' corresponding right as against the city to be free of the City's preferred aesthetic and architectural judgment. The Denial implements the City's preferred public aesthetic and architectural preferences and as applied to the homeowners' property, amounts to coerced speech in violation of the First Amendment.

For the foregoing reasons, the Denial is a prejudicial abuse of discretion in that it is based on a failure to proceed in a manner required by law. The Commission should grant this appeal, approve the Application, and issue the removal permit for 306 Crocker Avenue.

Takings Issues

The Denial prevents the homeowners from removing three trees that they own, located on their property. The age, condition, and size of the trees, their proximity to the home, and the gravity of harm that failure of any of the trees poses (including death, injury, and destruction of

property) are reasonable bases for the homeowners to prefer to remove their own trees. The City's insistence (implemented by the Denial) that the trees remain results in the City having taken an easement for the physical occupation of the homeowners' property with the three trees. The imposition of this easement without due process and without just compensation violates the California and United States Constitutions.

The City's insistence that the trees remain, in spite of three separate independent arborist reports classifying the trees as High Risk Trees which the City code treats as dangerous enough that even as protected trees they should be removed, results in a requirement that if they were to sell the home, the homeowners would have to disclose the arborist reports and the fact that the City has denied a removal permit for the trees. The likely impact of this disclosure is a substantial reduction in the market value of the property, which would serve as one measure of the amount of compensation due for the City's physical taking of the tree easement.

For the foregoing reasons, the Denial is a prejudicial abuse of discretion in that it is based on a failure to proceed in a manner required by law. The Commission should grant this appeal, approve the Application, and issue the removal permit for 306 Crocker Avenue.

Other Harms

The City's insistence that the trees remain also causes ongoing emotional distress to the homeowners, who reasonably fear the harms they would suffer if any of the trees fail. The risk posed by the trees has led them to relocate where they sleep within their own home, and on windy nights, to remove themselves at substantial personal cost to paid accommodations elsewhere. It is not too much to expect the City not to interfere with its residents' peaceful enjoyment of their own homes. The City Code reasonably balances the public interest in the value of trees with the danger that High Risk Trees pose by requiring (not just allowing) the removal of High Risk Trees. This is a common sense approach that accounts for the fact that in an urban setting one cannot simply allow old trees to die and fall over, but instead must manage the urban forest through the orderly removal and (where warranted) replacement of high risk trees with young and vigorous trees that renew the cycle.

Conclusion

Based on all of the foregoing, we ask that the Beautification and Natural Resources Commission approve this appeal and the Application and issue the removal permit for 306 Crocker Avenue.

Given the distress that the homeowners have experienced due to the risks posed by their own trees, we also ask if it is feasible for the Commission to expedite its consideration of this appeal. Again, please feel free to direct any questions regarding this appeal to me at tfrancois@briscoelaw.net or (916) 835-3966.

Sincerely,

BRISCOE IVESTER & BAZEL LLP

Tony Francois
Partner

TF:ajw

cc:

BRISCOE IVESTER & BAZEL LLP
235 MONTGOMERY STREET,
SUITE 935
SAN FRANCISCO CALIFORNIA 94104
(415) 402-2700

Tony Francois
(415) 402-2707
tfrancois@briscoelaw.net

April 7, 2023

By email

Mayor Peake
Members of the City Council
City of Pacific Grove
City Hall
300 Forest Avenue, 2nd Floor
Pacific Grove CA 93950
cityclerk@cityofpacificgrove.org

Subject: Appeal from City Arborist Denial of Tree Removal Permit
306 Crocker Avenue, Pacific Grove
City Code section 12.70.010

Dear Mayor Peake and members of the Pacific Grove City Council:

This letter supplements the January 31, 2023, appeal form and letter with attachments addressed to the City Clerk's office of the same date, on behalf of Christina Monson, the homeowner at 306 Crocker Avenue in Pacific Grove, from the City Arborist's January 22, 2023, denial of her application to remove three high risk trees at the property. This appeal to the City Council follows a hearing on the appeal at the Pacific Grove Beautification and Natural Resources Commission on March 21, 2023, at which the Commission failed to adopt a decision on the appeal by the necessary majority vote.

The reasons for this appeal are as follows:

Prejudicial Abuse of Discretion: Failure to Proceed in a Manner Required By Law

The Application was accompanied by three separate certified arborist reports finding that all three trees in question are high risk trees as defined by section 12.60.060, the removal of which is mandatory under that provision of City law. City Code section 12.40.010 requires the use of the International Society of Arborists (ISA) Hazard Tree Evaluation rating system. Under that system, trees' risks are rated on a scale from 3 to 12, with all trees rated 9 or above considered High Risk under City law, City Code § 12.40.010, and are to be removed, City Code §§ 12.20.040(a)(1), 12.60.060. Among the three arborist reports, all prepared by ISA member arborists, one report prepared in 2018 rated all three trees as a 9 on the hazard scale, and the two

prepared in December/January 2022/2023 rated all three trees as 10s on the hazard scale (one report rates one of the trees an 11).

The Denial does not contest any of these ratings. Instead, it erroneously states that the "trees in question do not meet the standard requirement for high risk or nuisance trees." Then the Denial (at page 2) uses a different assessment scale and concludes based on that scale that the trees should not be removed.

The City Arborist's failure to follow the ISA Hazard Tree scale, as required by Pacific Grove City Code sections 12.40.010 and 12.60.060, was a failure to proceed in a manner required by law, amounting to prejudicial abuse of discretion. As demonstrated in the Application, the approval of the Application was a ministerial duty on the part of the City staff. There was no discretion to deny it, since the City Code requires that it be approved and the trees in question be removed.

During a site inspection on January 19, 2023 (during which the City Arborist spent at most five minutes looking at the trees), the City Arborist and City Public Works Director told the homeowners the following two things on this topic: (1) that in their view they are not required to follow the City Code on the use of the ISA Tree Hazard Evaluation system, and (2) that if they did follow that system, they would be required to approve more tree removals than their personal preferences would allow for. Public Works Director Daniel Gho specifically said "We see tens and elevens every week all over town. If we allowed them all to be removed, there wouldn't be any trees left in PG." These two statements reinforce the conclusion that the City Arborist committed a prejudicial abuse of discretion by refusing to proceed in a manner required by law in approving the Application. Further, his statements at the site visit demonstrate that if the proper rule from the City Code were followed, he would have (albeit reluctantly) approved the Application.

Further evidence that the City Arborist failed to act in a manner required by law on the Application, by failing to follow the ISA Hazard Tree Evaluation system, can be found in the City's recent (December 29, 2022) approval of a tree removal permit for a protected tree at 524 Crocker Avenue. The application and approval for this tree removal are attached as Attachment 3 to our January 31, 2023, letter. The arborist report supporting the removal application applies the ISA Hazard Tree Evaluation system, cites the relevant provision of the City Code, and states that the tree in question is high risk. The report does not include worksheets or other back up (other than photographs) and does not even provide the actual hazard rating number for the tree, just the conclusion that it is high risk and should be removed per City Code. This application was

approved almost immediately with no objection by the City to the application of the ISA Hazard Tree Evaluation system.

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Nor is there any substantial evidence in the record for the City Arborist's conclusion that the trees are safe, healthy, and do not require removal. As related above, the Arborist only spent 5 minutes or less looking directly at the trees on January 19. Each of the two most recent arborist reports is based on approximately 2 hours examining the trees, and the 2018 report was based on sending a specialized climber to the top to examine and photograph the center of the tree trunks from the topping cuts. The Denial faults one of the arborist reports for being based on visual examination of the trees, and yet that is all the City Arborist did, for far less time than the any of the independent arborists.

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Further, City Code section 12.10.020(l) finds that one basis for protecting trees in private areas is to "enhance the architectural character of a neighborhood, accent or soften the presence of structures, promote visual formality and aesthetic interest, and screen undesirable views." These interests, generally architectural and aesthetic, implicate the First Amendment and the homeowners' corresponding right as against the city to be free of the City's preferred aesthetic and architectural judgment. The Denial implements the City's preferred public aesthetic and architectural preferences and as applied to the homeowners' property, amounts to coerced speech in violation of the First Amendment.

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Scope of Review on Appeal from City Arborist Decision

The City Council's review of the City Arborists decision should be based on the reasons stated in the Arborists Denial Letter. On February 8, 2023, we emailed City Public Works Director Daniel Gho inquiring about the scope of information on which the City staff would

present the appeal, specifically asking that "the staff presentation [be] limited to the information in the denial document, and that after the fact new information not be presented[.]" Mr. Gho responded by referring to the denial document and concluding "you are correct and no new information will be submitted." We object in advance to new information beyond the denial document being presented to the City Council to explain the City Arborist's denial of the removal permit, in particular to any testimony by the City Arborist once the record has been closed and to which Ms. Monson would have no opportunity to respond.

Conclusion

Based on all of the foregoing, we ask that the City Council approve this appeal and the Application and issue the removal permit for 306 Crocker Avenue.

Please feel free to direct any questions regarding this appeal to me at tfrancois@briscoelaw.net or (916) 835-3966.

Sincerely,

BRISCOE IVESTER & BAZEL LLP

Tony Francois
Partner

TF:ajw

cc:

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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: David Santos, Police Commander
MEETING DATE: April 19, 2023
SUBJECT: AB481 Military Equipment Use Annual Report
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION
Receive the report.

DISCUSSION
On September 30, 2021, Governor Newsom signed California Assembly Bill (AB) 481. AB 481 requires California law enforcement agencies to obtain approval of a Military Equipment Use Policy by their applicable governing body prior to taking certain actions related to the funding, acquisition, or use of military equipment as defined by the legislature.

The intention behind AB481 is to increase transparency, accountability, and oversight for acquisition and use of equipment. It provides safeguards to protect public's welfare, safety, civil rights and liberties.

The acquisition of military equipment and its deployment in our communities may impact the public's safety and welfare. The public has a right to know about any funding, acquisition, or use of military equipment by local government officials, as well as a right to participate in any government agency's decision to fund, acquire, or use such equipment. Decisions regarding whether and how military equipment is funded, acquired, or used should give strong consideration to the public's welfare, safety, civil rights, and civil liberties, and should be based on meaningful public input.

The Pacific Grove Police Department has a robust military equipment policy. The policy is available for the public to view on the department's website. (Reference Policy 706)

The Pacific Grove Police Department conducted a public meeting to gather input to be included in the annual report regarding the Military Equipment Policy on March 16, 2023. The meeting was held in the City Council Chambers at 6pm. The meeting was open to the public and was advertised on the police department's website, social media platforms, and the City of Pacific Grove website.

The meeting was open to the public and available both in person and virtually. One member of the public attended virtually. No members of the public attended in-person.

The Chief of Police or the authorized designee shall submit a military equipment report to the City

Council for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use (Government Code § 7072). The Chief of Police or the authorized designee shall also make each annual military equipment report publicly available on the department website for as long as the military equipment is available for use.

The report shall include the following information for the immediately preceding calendar year as required by Government Code § 7072 for each type of military equipment in department inventory.

1. A summary of how the military equipment was used and the purpose of its use.
2. A summary of any complaints or concerns received concerning the military equipment.
3. The results of any internal audits, any information about violations of the military equipment use policy, and any actions taken in response.
4. The total annual cost for each type of military equipment, including acquisition, personnel, training, transportation, maintenance, storage, upgrade, and other ongoing costs, and from what source funds will be provided for the military equipment in the calendar year following submission of the annual military equipment report.
5. The quantity possessed for each type of military equipment.
6. If the law enforcement agency intends to acquire additional military equipment in the next year, the quantity sought for each type of military equipment.

OPTIONS

Receive the report.

FINANCIAL IMPACT:

None

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

Attachments

2022 Military Equipment Use Annual Report

Military Use Equipment List

Military Use Annual Report Slide Presentation

PACIFIC GROVE POLICE DEPARTMENT

MEMORANDUM

DATE: April 6, 2023

TO: Chief Madalone

FROM: Commander Santos

RE: AB481 Military Equipment Annual Report 2022

BACKGROUND

On September 30, 2021, Governor Newsom signed California Assembly Bill (AB) 481. AB 481 requires California law enforcement agencies to obtain approval of a Military Equipment Use Policy by their applicable governing body prior to taking certain actions related to the funding, acquisition, or use of military equipment as defined by the legislature.

The intention behind AB481 is to increase transparency, accountability, and oversight for acquisition and use of equipment. It provides safeguards to protect public's welfare, safety, civil rights and liberties.

The Pacific Grove Police Department does not participate in the 1033 Program and has not obtained any military equipment from the military, nor does it possess any equipment that was designed for military use.

The acquisition of military equipment and its deployment in our communities may impact the public's safety and welfare. The public has a right to know about any funding, acquisition, or use of military equipment by local government officials, as well as a right to participate in any government agency's decision to fund, acquire, or use such equipment. Decisions regarding whether and how military equipment is funded, acquired, or used should give strong consideration to the public's welfare, safety, civil rights, and civil liberties, and should be based on meaningful public input.

The Pacific Grove Police Department has a robust military equipment policy. The policy is available for the public to view on the department's website. (Reference Policy 706)

SUMMARY OF USE

The Pacific Grove Police Department did not use any of the listed military use equipment during 2022.

COMMUNITY ENGAGEMENT

Pacific Grove Police Department policy states within 30 days of submitting and publicly releasing the annual report, the Department shall hold at least one well-publicized and conveniently located community engagement meeting, at which the department should discuss the report and respond to public questions regarding the funding, acquisition, or use of military equipment.

The Pacific Grove Police Department conducted a public meeting to gather input to be included in the annual report regarding the Military Equipment Policy on March 16, 2023. The meeting was held in the City Council Chambers at 6pm. The meeting was open to the public and was advertised on the police department's website and social media and the City of Pacific Grove website.

The meeting was available for those who wanted to attend in person and those who wanted to attend virtually. One member of the public attended virtually. No members of the public attended in-person.

Input was received from the one caller regarding reallocating funding to de-escalation training.

The meeting was recorded and is available on the department website.

ANALYSIS

Pacific Grove Police Department policy section 706.7 ANNUAL REPORT states:
The Chief of Police or the authorized designee shall submit a military equipment report to the City Council for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use (Government Code § 7072). The Chief of Police or the authorized designee shall also make each annual military equipment report publicly available on the department website for as long as the military equipment is available for use.

The report shall include the following information for the immediately preceding calendar year as required by Government Code § 7072 for each type of military equipment in department inventory.

1. A summary of how the military equipment was used and the purpose of its use.
2. A summary of any complaints or concerns received concerning the military equipment.
3. The results of any internal audits, any information about violations of the military equipment use policy, and any actions taken in response.
4. The total annual cost for each type of military equipment, including acquisition, personnel, training, transportation, maintenance, storage, upgrade, and other ongoing costs, and from what source funds will be provided for the military equipment in the calendar year following submission of the annual military equipment report.
5. The quantity possessed for each type of military equipment.

6. If the law enforcement agency intends to acquire additional military equipment in the next year, the quantity sought for each type of military equipment.

Department Responses:

1. A summary of how the military equipment was used and the purpose of its use.

The equipment was available to officers during the course of their daily activity. There were no direct uses of any of the listed equipment. The equipment was used during training.

2. A summary of any complaints or concerns received concerning the military equipment.

The department did not receive any complaints concerning military equipment in 2022.

3. The results of any internal audits, any information about violations of the military equipment use policy, and any actions taken in response.

A monthly audit/inventory is taken for ALL firearms owned by the Pacific Grove Police Department. There were no discrepancies during any of the audits. The audits include all rifles and less lethal launchers included in the military equipment use policy.

There were no violations of the military equipment use policy.

4. The total annual cost for each type of military equipment, including acquisition, personnel, training, transportation, maintenance, storage, upgrade, and other ongoing costs, and from what source funds will be provided for the military equipment in the calendar year following submission of the annual military equipment report.

Firearms: $23,500
Less Lethal: $3,500

Funding Source: All equipment was acquired through the department's equipment fund, all training was completed either on-duty or during overtime and funded through the department's general fund.

5. The quantity possessed for each type of military equipment.

See attached tables of military equipment.

6. If the law enforcement agency intends to acquire additional military equipment in the next year, the quantity sought for each type of military equipment.

The Pacific Grove Police Department has no current plans to acquire additional military equipment in the next year.

COORDINATION WITH OTHER JURISDICTIONS

Military equipment used by any member of this jurisdiction shall be approved for use and in accordance with this Department policy. Military equipment used by other jurisdictions that are providing aid to Pacific Grove Police Department shall comply with their respective military equipment use policies in rendering mutual aid.

The Pacific Grove Police Department is a participating member of the Monterey Peninsula Regional Special Response Unit (MPRSRU) in collaboration with the other law enforcement agencies on the Monterey Peninsula. The MPRSRU provides capabilities to address specific law enforcement issues, such as active shooter incidents, hostage situations, barricaded subject incidents, etc. The Pacific Grove Police Department also collaborates and works with the Monterey County Sheriff's and other local, state, and federal law enforcement agencies that may be needed to aid the Pacific Grove Police Department.

The Pacific Grove Police Department currently has one officer assigned to the Special Response Unit as a team member and one sergeant assigned as a tactical negotiator. While deployed with the MPRSRU, our members must follow all policies of the Pacific Grove Police Department.

COMPLIANCE

The Pacific Grove Police Department is committed to responding to complaints, concerns, and questions received in a timely manner. Members of the public wishing to make a complaint, ask a question or express a concern can do so by any of the following means:

1. Via email to: militaryequipment@cityofpacificgrove.org
2. Via phone call to: 831-648-3143
3. Via mail sent to: Pacific Grove Police Department 580 Pine Ave, Pacific Grove, CA 93950
4. Via in person by responding to the above address
5. Via completing a complaint form located on the website by clicking here or visiting https://www.cityofpacificgrove.org/our_city/departments/police/submit_employee_complaint_or_commendation.php.

Respectfully Submitted,

D. Santos

Commander David Santos

Less Lethal Weapon	
Type	40mm Launcher
Description	Penn Arms GL1 40mm launcher
Quantity	2
Capabilities	The Penn Arms GL 40mm launcher will launch a 40mm less lethal projectile approximately 130 feet
Expected lifespan	15 years
Manufacturer's description	A 40mm compact single-shot break-open frame launcher with a rifled barrel and folding stock. Features include: Double-action trigger, trigger lock push button and hammer lock safeties
Purpose and authorized uses	To compel an individual to cease his/her actions when such less lethal weapon presents a reasonable option. A verbal warning of the intended use of the device should precede its application.
Fiscal impact	$1500 (each)
Legal and procedural rules	Refer to policies 300, 301, 301.8-301.11
Required training	Sworn members utilizing the 40mm less lethal impact rounds are trained in their use by CA POST certified less lethal instructors.
Compliance mechanisms	Use is subject to the applicable policies (300.5, 300.5.1, 300.5.3, 301, 303.4).

Less Lethal Weapon	
Type	Less Lethal Shotgun
Description	Remington 870 Less Lethal Shotgun with Orange Stock and Fore-end denoting less lethal
Quantity	5
Capabilities	The Remington 870 Less Lethal Shotgun is used to deploy the less lethal 12-guauge Drag Stabilized Round up to a distance of 75 feet
Expected lifespan	25 years
Manufacturer's description	The Remington Model 870 Pump Shotgun is a reliable 12-gauge with double-action bars for smooth pump operation. A steel-lined/grooved fore-end provides a stronger grip, while the Flexitab feeding system provides positive and easier cycling. A less-lethal application shotgun is available with the addition of a blaze orange synthetic SpeedFeed stock and fore-end for the instant recognition required.
Purpose and authorized uses	To compel an individual to cease his/her actions when such munitions present a reasonable option. A verbal warning of the intended use of the device should precede its application.
Fiscal impact	$950 each
Legal and procedural rules	Refer to policies 300, 301, 301.8-301.11
Required training	Sworn members utilizing the Remington 870 less lethal shotguns are trained in their use by CA POST certified less lethal instructors.
Compliance mechanisms	Use is subject to the applicable policies (300.5, 300.5.1, 300.5.3, 301, 303.4).

Less Lethal Ammunition	
Type	Defense Technology Exact Impact 40mm kinetic energy projectiles
Description	40mm, foam-tipped kinetic energy fired from an agency-authorized 40mm launcher.
Quantity	38
Capabilities	Operational range 5-131 ft.
Expected lifespan	5 yrs.
Manufacturer's description	The eXact iMpact™ 40 mm Sponge Round is a point-of-aim, point-of-impact direct-fire round. This lightweight, high-speed projectile consisting of a plastic body and sponge nose that is spin stabilized via the incorporated rifling collar and the 40 mm launcher's rifled barrel. The round utilizes smokeless powder as the propellant, and, therefore, have velocities that are extremely consistent. Used for Crowd Control, Patrol, and Tactical Applications.
Purpose and authorized uses	To compel an individual to cease his/her actions when such munitions present a reasonable option. A verbal warning of the intended use of the device should precede its application.
Fiscal impact	Approximately $20 per projectile
Legal and procedural rules	Refer to policies 300, 301, 301.8-301.11
Required training	Sworn members utilizing the 40mm less lethal impact rounds are trained in their use by CA POST certified less lethal instructors.
Compliance mechanisms	Use is subject to the applicable policies (300.5, 300.5.1, 300.5.3, 301, 303.4).

Less Lethal Ammunition	
Type	Defense Technology/Safariland Drag Stabilized 12-Guage Less Lethal Round
Description	A less lethal 2.5-inch 12-gauge shotgun round firing a ballistic fiber bag filled with 40 grams of lead shot at a velocity of 270 feet per second (FPS).
Quantity	340
Capabilities	12-guauge Drag Stabilized Round has an effective range from 20 feet up to a distance of 75 feet
Expected lifespan	5 years
Manufacturer's description	The 12-Gauge Drag Stabilized™ Round is comprised of a translucent 12-Gauge shell loaded with a 40 gram, tear shaped bag made from a cotton and ballistic material blend and filled with #9 shot. This design utilizes four (4) stabilizing tails. The 12-Gauge Drag Stabilized™ Round utilizes smokeless powder as the propellant.
Purpose and authorized uses	To compel an individual to cease his/her actions when such munitions present a reasonable option. A verbal warning of the intended use of the device should precede its application.
Fiscal impact	Approximately $5 per round
Legal and procedural rules	Refer to policies 300, 301, 301.8-301.11
Required training	Sworn members utilizing the Remington 870 less lethal shotguns are trained in their use by CA POST certified less lethal instructors.
Compliance mechanisms	Use is subject to the applicable policies (300.5, 300.5.1, 300.5.3, 301, 303.4).

Lethal Weapon	
Type	Semi-Auto Patrol Rifle
Description	Daniel Defense DDM4V7, Semi-Auto rifle, black in color, with aluminum handguard, and adjustable stock.
Quantity	9
Capabilities	A rifle that fires an intermediate-power cartridge (.223/5.56) which is more powerful than a standard pistol.
Expected lifespan	10 years
Manufacturer's description	The DDM4 V7 AR15 style firearm features M-LOK attachment technology with the Daniel Defense MFR 15.0 rail. Built around a Cold Hammer Forged, 16-inch barrel, the V7 has a DD improved Flash Suppressor to reduce flash signature. The mid-length gas system provides smooth and reliable cycling under any condition and reduces both perceived recoil and wear on moving parts. With the M-LOK attachment points that run along 7 positions and an uninterrupted 1913 Picatinny rail on top, the V7 has plenty of room for the sights, optics, and accessories the user may require. The independently ambi GRIP-N-RIP Charging Handle accommodates left- and right-handed shooters. This rifle also comes with the ergonomic Daniel Defense Buttstock and Pistol Grip.
Purpose and authorized uses	The Daniel Defense DDM4V7 enables officers when in compliance with the PGPD's Use of Force Policy, to address short to long distance threats, or those threats who are heavily armed, armored or both. Further, in both short and long-distance deployments, they allow officers precision shot placement minimizing the risk to officers and innocent citizens. There are no known alternatives to these weapons that will provide the same level of distance and precision.
Fiscal impact	$1,310.00 (each)
Legal and procedural rules	Refer to policies 300, 300.4, 300.4.1, 300.4.2, 300.5.1, 300.5.2, 300.5.3, 300.11, 303
Required training	Sworn members utilizing the Daniel Defense DDM4V7 are trained is their use by CA POST certified firearms instructors.
Compliance mechanisms	Use is subject to the applicable policies (300.4, 300.9, 303.3.2, 303.5, 303.7, 303.8, 303.9)

Lethal Weapon	
Type	Semi-Auto Patrol Rifle
Description	Colt LE6920, Semi-Auto rifle, black in color, with plastic handguard, and adjustable stock.
Quantity	13
Capabilities	A rifle that fires an intermediate-power cartridge (.223/5.56) which is more powerful than a standard pistol.
Expected lifespan	10 years
Manufacturer's description	The Colt M4 Carbine is a Gas Operated Semi-Auto rifle, chambered in 223 Remington/5.56 NATO. The M4 Carbine features a 16.1" barrel and Reversible safety selector and has an overall expanded length of 35.5". The M4 Carbine utilizes a 4-position collapsible stock and A2 flash hider.
Purpose and authorized uses	The Colt M4 Carbine enables officers when in compliance with the PGPD's Use of Force Policy, to address short to long distance threats, or those threats who are heavily armed, armored or both. Further, in both short and long-distance deployments, they allow officers precision shot placement minimizing the risk to officers and innocent citizens. There are no known alternatives to these weapons that will provide the same level of distance and precision.
Fiscal impact	$1,100 (each)
Legal and procedural rules	Refer to policies 300, 300.4, 300.4.1, 300.4.2, 300.5.1, 300.5.2, 300.5.3, 300.11, 303
Required training	Sworn members utilizing the Colt M4 Carbine are trained is their use by CA POST certified firearms instructors.
Compliance mechanisms	Use is subject to the applicable policies (300.4, 300.9, 303.3.2, 303.5, 303.7, 303.8, 303.9)

Lethal Ammunition	
Type	Speer Gold Dot Duty Ammunition .223 Caliber 55 grain rifle round
Description	Speer Gold Dot features nickel plated brass cases and Boxer primers and is a non-corrosive round. The Gold Dot projectile goes through a process of joining the jacket and core one molecule at a time which eradicates the potential for the leading cause of bullet failure (jacket/core separation). This process will guarantee extraordinary weight retention through barriers as strong as auto-glass. Gold Dot rifle ammunition asserts remarkable accuracy with exact tolerances and unparalleled bullet uniformity.
Quantity	6,480
Capabilities	Operational range 0-300 yards
Expected lifespan	10 years
Manufacturer's description	SPEER LE® Gold Dot® Duty Rifle brings proven bullet technology to rifle platform. The Gold Dot® bullet was the first high performance, bonded-core bullet available in handgun ammunition, and has since set the bar for duty ammunition. The nation's number one law enforcement option is now available in rifle ammunition for agencies everywhere. These specially designed loads bring law enforcement rifle ammunition to the next level. Gold Dot rifle bullets are optimized to ensure expansion out of barrels down to 10" at a wide variety of velocities out to 200 yards. This kind of performance greatly increases the capabilities of duty rifles and gives law enforcement personnel a distinct advantage when it matters most. In addition, these new loads boast outstanding feeding in short, very short and standard-length AR platforms. Like their handgun counterparts, the Gold Dot rifle bullets are constructed using Gold Dot technology. The process of joining the jacket and core one molecule at a time eliminates the potential for the leading cause of bullet failure—jacket/core separation. It also ensures impressive weight retention through barriers as tough as auto-glass. In addition to being tough, Gold Dot rifle loads boast outstanding accuracy. Exact tolerances and unprecedented bullet uniformity of jacket thickness give Gold Dot rifle loads outstanding accuracy. In addition, these loads feature flash suppressed propellants and a muzzle velocity of up to 3000 fps. The versatility, reliability, and superior construction of the new Speer LE Gold Dot Duty Rifle loads allow law enforcement agencies to utilize this tested and proven bullet technology in duty rifles with complete confidence.
Purpose and authorized uses	To project a force against a selected target to have an effect and stop the threat when other reasonable options are not viable. A verbal warning should precede its application.
Fiscal impact	$294.00 per case of 500
Legal and procedural rules	Refer to policies 300, 300.4, 300.4.1, 300.5, 300.5.1, 300.5.3, 300.11, 303, 303.3
Required training	Sworn members utilizing Speer Gold Dot ammunition are trained in their use by CA POST certified instructors.
Compliance mechanisms	Use is subject to applicable policies (303.3, 303.3.2)

Lethal Ammunition	
Type	Winchester Target Ammunition 5.56 Caliber 55 grain rifle round
Description	Winchester Target Ammunition features brass cases and Boxer primers and is a non-corrosive round. This ammunition is loaded with a full metal jacket bullet which is known for its positive functioning and exceptional accuracy. On impact this bullet does not expand and is ideal for target shooting.
Quantity	2,600
Capabilities	0-300 yards
Expected lifespan	10 years
Manufacturer's description	Winchester "USA White Box" stands for consistent performance and outstanding value, offering high-quality ammunition to suit a wide range of shooter's needs by providing consistent accuracy, positive functioning, and no expansion.
Purpose and authorized uses	Practice
Fiscal impact	$500.00 per case of 1000
Legal and procedural rules	Refer to policies 300, 300.4, 300.4.1, 300.4.2, 300.5.1, 300.5.3, 300.11 303
Required training	Sworn members utilizing Winchester Target Ammunition are trained in their use by CA POST certified instructors.
Compliance mechanisms	Use is subject to applicable policies (303.3, 303.3.2)

Lethal Ammunition	
Type	Federal Target Ammunition .223 Caliber 55 grain rifle round
Description	Federal American Eagle Target Ammunition features brass cases and Boxer primers and is a non-corrosive round. This ammunition is loaded with a full metal jacket bullet which is known for its positive functioning and exceptional accuracy. On impact this bullet does not expand and is ideal for target shooting.
Quantity	4,000
Capabilities	0-300 yards
Expected lifespan	10 years
Manufacturer's description	American Eagle® rifle ammunition offers consistent, accurate performance at a price that's perfect for high-volume shooting. The loads feature quality bullets, reloadable brass cases and dependable primers. Ideal for target practice Accurate and reliable Consistent primers and brass
Purpose and authorized uses	Practice
Fiscal impact	$217.00 per case of 500
Legal and procedural rules	Refer to policies 300, 300.4, 300.4.1, 300.4.2, 300.5.1, 300.5.3, 300.11 303
Required training	Sworn members utilizing Federal Target Ammunition are trained in their use by CA POST certified instructors.
Compliance mechanisms	Use is subject to applicable policies (303.3, 303.3.2)

Lethal Ammunition	
Type	Winchester Ranger Frangible Ammunition .223 Caliber 55 grain rifle round
Description	Winchester Ranger Frangible Ammunition features brass cases and Boxer primers and is a non-corrosive round. This ammunition is loaded with lead-free-powdered metal projectiles. There is no jacket, plating or surface treatment on the projectiles, nothing but fine, low-energy dust particles remain after impact with hard surface targets and reducing ricochet and the target backsplash.
Quantity	480
Capabilities	0-300 yards
Expected lifespan	10 years
Manufacturer's description	This Winchester Ranger 223 Remington ammo features 55 grain centerfire frangible bullets. This Winchester Ranger centerfire Frangible gives military law enforcement individual a realistic, reduced hazard option for close quarters training and special purpose application. By including lead-free-powdered metal projectiles, Ranger Frangible centerfire ammunition delivers superior frangibility against hard targets and is lethal against soft targets. Since there is no jacket, plating or surface treatment on the projectiles, nothing but fine, low-energy dust particles remain after impact with hard surface targets and reducing ricochet and the target backsplash. With a muzzle velocity of 3150 feet per second and muzzle energy of 1435 foot pounds, making this Winchester Ranger 223 Remington ideal for target shooting.
Purpose and authorized uses	Practice
Fiscal impact	$21.50 per box of 20
Legal and procedural rules	Refer to policies 300, 300.4, 300.4.1, 300.4.2, 300.5.1, 300.5.3, 300.11 303
Required training	Sworn members utilizing Winchester Ranger Frangible Ammunition are trained in their use by CA POST certified instructors.
Compliance mechanisms	Use is subject to applicable policies (303.3, 303.3.2)

Lethal Ammunition	
Type	Federal BallistiClean Lead Free Frangible Ammunition 5.56 Caliber 45 grain rifle round
Description	Federal BallistiClean Frangible Ammunition features brass cases and Boxer primers and is a non-corrosive round. This ammunition is loaded with lead-free-powdered metal projectiles. There is no jacket, plating or surface treatment on the projectiles, nothing but fine, low-energy dust particles remain after impact with hard surface targets and reducing ricochet and the target backsplash.
Quantity	1,640
Capabilities	0-200 yards
Expected lifespan	10 years
Manufacturer's description	The BallistiClean RHT is the first lead-free training bullet to be accurate out to and past 200 yards. It also functions in various semi and full-auto guns. The entire load is lead-free, meaning it is ideal for indoor training. Law enforcement personnel can now train realistically and lead-free with this new BallistiClean RHT offering.
Purpose and authorized uses	Practice
Fiscal impact	$9.99 per box of 20
Legal and procedural rules	Refer to policies 300, 300.4, 300.4.1, 300.4.2, 300.5.1, 300.5.3, 300.11 303
Required training	Sworn members utilizing Winchester Target Ammunition are trained in their use by CA POST certified instructors.
Compliance mechanisms	Use is subject to applicable policies (303.3, 303.3.2)

AB 481

Military Equipment

City Council April 19, 2023

AB 481 Background

- September 30, 2021 – Governor Newsom signed AB 481
- Increase transparency, accountability, oversight for acquisition and use of equipment
- Provide safeguards to protect public's welfare, safety, civil rights and liberties

Annual Reporting

- Annual town hall meeting within 30 days of presenting the annual report to City Council.
- Community meeting March 16, 2023

Annual Report

1. A summary of:
   - How military equipment was used & its purpose.
   - Complaints or concerns related to military equipment and any actions taken in response.

2. The total annual cost for each type of military equipment, and how the funds were sourced.

3. The quantity possessed for each type of military equipment.

4. Intention to acquire additional military equipment in the next year, the quantity sought for each type of military equipment.

PGPD Military Equipment

- (2) 40mm Projectile Launchers
- (5) Less Lethal Shotguns
- (22) Department Issued Rifles

Monterey Peninsula Special Response Unit (SRU)

- PGPD receives and provides mutual aid to/from all area law enforcement agencies.
- Agencies are required by AB 481 to get approval from Governing Body for the equipment owned. <u>There is currently no SRU equipment owned or maintained by the City of Pacific Grove.</u>
- One member on SRU and one member on CNT

Questions?

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Joyce Halabi, Deputy Public Works Director

MEETING DATE: April 19, 2023

SUBJECT: FY21/22 CIP Lookback

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

RECOMMENDATION

Receive report on the Fiscal Year 21/22 Capital Improvement Plan (CIP).

DISCUSSION

Background

Before the start of each fiscal year, the City adopts an annual budget. There are two primary components to the City's annual budget: the Capital Improvement Plan (CIP) and the Operating Budget. Council Policy 400-6 defines a capital improvement or asset as buildings, machinery, or equipment, with an original cost in excess of $5,000 and a useful life of three years or more.

At the May 19, 2021, City Council meeting, staff presented, and Council approved the FY21/22 CIP which included 15 projects - 1 general fund project, 11 projects funded from various non-general fund sources (non-general fund projects) and 3 multi-funded projects derived from a combination of General Fund and Non-General Fund allocations. The CIP serves as a living document to drive the City's larger maintenance and asset management needs; as a result, it may require amendments and updates throughout the year to reflect changes that arise during implementation. The following table provides a chronology of subsequent FY21/22 CIP amendments approved by the City Council:

Date of Council Review	Overview of FY21/22 CIP Amendments
October 20, 2021	A budget adjustment was authorized to carry forward 12 projects from the FY20/21 CIP to the FY21/22 CIP: • 11 Non-General Fund Projects • 1 Multi-Funded Project

November 3, 2021	A budget adjustment was authorized to fund three (3) additional CIP projects harnessing ARPA funding: 1. Del Monte Blvd Storm Water Infrastructure Improvements 2. Caledonia Park Children's Picnic Area 3. Jewell Park Gazebo Repair & Maintenance
December 15, 2021	A budget adjustment was authorized to fund five (5) additional CIP projects harnessing ARPA funding: 1. George Washington Park Bleachers 2. George Washington Park Picnic Tables 3. George Washington Park Young Children's ADA Compliant Playground Equipment 4. Arnett Park Picnic Tables 5. El Marie Dyke Park and Arnett Park Decompsed Granite
June 1, 2022	A budget adjustment was authorized amending the budget; this included adding the PW Fire Repair Project (TRC21-02) to the CIP.

The amended FY21/22 CIP included 36 projects. Projects range from vital city facility repairs, road rehabilitation and maintenance activities, and pedestrian/safety improvements to commencing and/or continuing construction of large-scale, multiyear projects.

Throughout the fiscal year, staff worked diligently on executing the CIP. Successfully completing a project generally requires progression through the following project phases:

1. **Project Development Phase.** This starting phase for each new project requires staff to determine vital project details in anticipation of the RFP/bid phase. This often requires the development of specifications and/or construction drawings and plans.

2. **RFP/Bid Phase.** This phase requires solicitation and review of proposals/bids, as well as a selection of a consultant or contractor to provide the specific commodity or service within the parameters outlined in the Pacific Grove Municipal Code.

3. **Contract Phase.** The contract phase ensures the City has legally binding agreements with the entities performing work. This phase also requires City Council authorization of agreements over $40,000.

4. **Construction/Work in Progress.** This phase of the project often includes street closures and ground disturbance to install new infrastructure and/or repair existing infrastructure. CIP projects are not solely limited to traditional construction projects, the City has several essential projects that are more inconspicuous. Examples include interior improvements to city facilities and preparation of environmental documents or plan sets for multiyear infrastructure projects. In the latter scenario, the first year of funding is often designated solely for design or environmental document preparation, and subsequent years for construction.

Once a project successfully navigates through these phases it can be deemed complete. A project is

deemed completed when the scope of work has been executed and the project is considered finished. For a project to be deemed complete, the City inspects the final work and submits the necessary documentation to the City, County, and/or State if applicable.

In rare instances, during execution at any of the above noted steps, a project can be deemed infeasible. Infeasible projects are labelled as deferred or deferred indefinitely depending on the degree of infeasibility as described below.

- **Deferred.** This status applies to projects that were determined to be infeasible in the given fiscal year. Infeasibility can be determined by a variety of factors including time or budgetary constraints, conflicts, readiness, and additional information obtained during project development. Projects in the deferred category have the potential to return to future CIPs.
- **Deferred Indefinitely.** The status indicates the project has not been completed and has been deemed infeasible by staff. Infeasibility in this scenario is not contingent upon budgetary or time constraints, but rather due to general project impracticality. Projects in the deferred indefinitely category will not be recommended for funding by staff in any future CIP.

FY21/22 RECAP

In total the amended FY21/22 CIP is comprised of 36 projects. Of the 36 projects:

- 27 are complete
- 5 are in the Construction/Work in Progress Phase
    - This figure includes multi-year projects that were anticipated to span multiple fiscal years (ex: PW Fire Repair Project)
- 2 are in the Bids/RFP phase
    - This figure represents two projects that staff pursued supplemental grant funding as original project allocations were not sufficient. Funding has been awarded and RFPs are being developed for the projects
- 1 is in the Project Development Phase
- 1 is deferred

Attachment 1 projects a list of each of the projects, their current status, and additional information.

NOTABLE PROJECT HIGHLIGHTS

Notable project highlights include:

- Completion of the $2.8M Point Pinos Coastal Trail Project!
    - This primarily grant funded project addressed ~1 mile of coastline known as Point Pinos. Prior to the project, Point Pinos lacked formalized, safe & accessible amenities for its various users—including trails, parking, and coastal access points. This stretch also represented the only gap of California Coastal Trail between the Monterey and the PG coastlines. Informal narrow dirt paths & "social trails" weaved dangerously through non-uniform parking areas and sensitive dune habitat, while parked vehicles blocked views and dominated the scene. These informal "social trails" connected parking lots and provided informal shoreline access; in many cases they also exacerbated erosion and/or degraded native vegetation.
    - *This project was awarded a Transportation Excellence, Project of the Year Award from the Transportation Agency for Monterey County (TAMC)*
    - *This project was awarded the Transportation Project of the Year, Rural Cities and Communities by the American Public Works Association (APWA) Monterey Bay Chapter*

- Completion of the $4.4M Area of Special Biological Significance (ASBS) Wet-Dry Weather Stormwater Capture & Diversion Project
    - This grant funded project allowed for significant stormwater infrastructure improvements including: installation of 1,200 LF of storm water force main, 301 LF of gravity flow storm drain pipeline and 4 manholes, 2 diversion structures, one lift station, and a 60,510-gallon underground reservoir—virtually undetectable beneath the 7th hole of the golf course.
    - Awarded Project of the Year (Category: Environment) by the American Public Works Association (APWA) Monterey Bay Chapter
    - This project was also highlighted at the League of California Cities' Public Works Officers Institue Conference

- $1.3 Million of pavement maintenance and rehabilitation improvements, including:
    - Completion of over 185,000 SF of Pavement Rehabilitation on Ocean View Blvd.
    - Completion of over 631,000 SF of pavement maintenance via the Crack & Slurry Seal Project
    - Continued emphasis on road rehabilitation and maintenance over the past 5 years has resulted in an overall average Pavement Condition Index (PCI) rating of 60, an increase of 5 points since the original condition assessment in 2019

- Various vital City facility improvements including:
    - Repairs to the flooring in the Administrative Services Department Restrooms
    - Replacement to the deteriorated carpets in the Administrative Services Offices
    - Repair of the non-functional heater at the Youth Center
    - Police Department Server Room upgrades to protect vital IT infrastructure
    - Replacement of broken windows, and corresponding lead abatement activities, at the Pacific Grove Musuem of Natural History
    - Repair of the leaking and deteriorated roof, over the Bird Room, at the Pacific Grove Musuem of Natural History
    - Fire head sprinkler replacement at the Pacific Grove Museum of Natural History
    - Replacement of the deteriorated downspouts at City Hall
    - Replacement of corroded gutters at the Public Works Corporation Yard
    - Repair of the Library Roof
        - These roof deficiencies were identified during the Library Renewal Project and addressed via this stand-alone CIP project

- Recreational amenity improvements including:
    - Installation of a drinking fountain and bottle fill station at Lovers Point Park
    - Repainting and reroofing of the gazebo at Jewell Park
    - Installation of a total of 22 picnic tables at George Washington, Arnett and Jewell Parks
    - Installation of new bleachers at George Washington Park
    - Decomposed granite improvements at Arnett and George Washington Parks to assist with surface water drainage

- Significant progress on several multiyear, projects including:
    - Bid/RFP process, award of contract and commencement of construction for the PW Fire Repairs project
        - This includes permanent electrical infrastructure repairs and repairs to the administrative office/metal warehouse. To date, the admin office and metal warehouse repairs are 95% complete; permanent electrical infrastructure repairs are

well underway
- Development of an ADA compliance assessment and transition plan.
    - The draft plan is currently under internal review.
    - Development of the plan entailed a thorough review of all of the City's facilities and website for ADA compliance.
    - Ultimately, the plan will provide the City with an approach to addressing ADA compliance long-term via future CIPs.

Attachment 1 provides a list and status of all the FY21/22 CIP projects. Attachment 2 provides before and after photos.

On December 7, 2022, a budget adjustment was authorized to carry forward 15 projects from the FY21/22 CIP to the FY22/23 CIP (Ord. 22-021) to allow for project completion. These projects have still been reported on above and in the attached documents.

OPTIONS

N/A

FINANCIAL IMPACT:

There is no fiscal impact associated with receiving this report.

GOAL ALIGNMENT: Not Applicable.

Attachments

Attachment 1- Project Recap

Attachment 2-Before & After Photos

FY 21/22 CIP PROJECT RECAP								
Project Code	**Fund Name**	**Fund #**	**Account**	**Project Name**	**Current Status**	**Carried Over from FY20/21**	**Carried Over to FY22/23**	**NOTES**
CIP18-46	General Fund	63	6031	**Point Pinos Coastal Trail Project**	**COMPLETE**	X	X	***Awarded Transportation Excellence Project of the Year award from TAMC | Awarded Transportation Project of the Year, Small Cities - Rural Communities from the American Public Works Association (APWA) Monterey Bay Chapter*** This $2.8M, primarily grant funded, project addressed 0.8 mile of coastline known as Point Pinos. Prior to the project, Point Pinos lacked formalized, safe & accessible amenities for its various users—including trails, parking, and coastal access points. This stretch also represented the only gap of California Coastal Trail between Monterey and the PG coastlines. Informal narrow dirt paths & "social trails" weaved dangerously through non-uniform parking areas and sensitive dune habitat, while parked vehicles blocked views and dominated the scene. These informal "social trails" connected parking lots and provided informal shoreline access; in many cases they also exacerbated erosion and/or degraded native vegetation. This project allowed for vital safety, access, parking, and trail improvements. The scope of work included: construction a formal, ADA compliant, 5-foot wide, DG trail, construction of a resilient, modular cable boardwalk (designed to withstand wave runup/storm events), 2.5 acres of native plant restoration, formalized coastal parking, installation of 10 beach access points, and, construction various storm water improvements. The project locates the trail and parking areas outside the 30-year erosion setback line, except where constrained by the roadway at Crespi Pond. **Completed: December 2021.** Two-year plant monitoring phase underway through FY24/25.
CIP18-84	ASBS Grant	79	6026	**ASBS Storm Water Capture and Diversion Project**	**COMPLETE**	X		***Awarded Project of the Year (Category: Environment) by the American Public Works Association (APWA) Monterey Bay Chapter | Highlighted at the League of California Cities' Public Works Officers Institute Conference*** This $4.4 M grant funded project allowed for significant stormwater infrastructure improvements including: installation of 1,200 LF of storm water force main, 301 LF of gravity flow storm drain pipeline and 4 manholes, 2 diversion structures, one lift station, and a 60,510-gallon underground reservoir—virtually undetectable beneath the 7th hole of the golf course. This multi-year, multi-million dollar project spanned several fiscal years. Construction commenced in June 2020 and concluded in September 2021. **Completed: September 2021**
CIP20-13	Sewer	76	6051	**Main Sewer Line Imp (Ocean View w/Phase 4 Urban Diversion)**	**COMPLETE**	X	X	This project was engineered and put out to bid in conjunction with the ASBS Stormwater Capture and Diversion Project (CIP18-84). Construction documents and plan sets were finalized in FY20/21. The project was put out to bid in February 2020. A construction contract was authorized in May 2020 City Council meeting. Construction commenced in June 2020. Construction continued through FY20/21. **Completed: September 2021**
CIP20-14	Recreation Donation	25	6021	**Heater - Youth Center**	**COMPLETE**	X	X	Staff experience difficulty obtaining quotes within the project budget. Upon further investigation, it was determined that repairs could be made to two (2) of the heaters that service the building as a cost-effective method to address building heating. The project was carried forward and repairs were made in FY21/22. **Completed: November 2021**

FY 21/22 CIP PROJECT RECAP								
Project Code	**Fund Name**	**Fund #**	**Account**	**Project Name**	**Current Status**	**Carried Over from FY20/21**	**Carried Over to FY22/23**	**NOTES**
CIP20-17	Mc Indoo	92	6031	**Beach Access Steps**	**DEFFERED**	X		Due to COVID-19, the procurement of the metal step nosing, required for the repair, was significantly delayed. The materials were received in late FY19/20. The project was carried forward to FY20/21 CIP. In FY20/21, it was determined that additional funding was needed to facilitate the repairs. A budget adjustment was made to allocate additional funding. The project was carried forward to the FY21/22 CIP. In FY21/22, the project was deferred due to the simultaneous development of the ADA Transition Plan; Instead of repairing the existing steps as currently constructed, staff is awaiting recommendations developed from the ADA transition plan to provide insights into how to improve the existing infrastructure configuration and further enhance accessibility to the beach.
CIP20-19	Strong Disbursement	46	6021	**Electric Vehicle Charging**	**COMPLETE**	X		In August 2020, the City Council authorized an agreement for the design and installation of the EV charging stations and the donation of two EV fast chargers. A contract was executed in October 2021 and the development of plans/specifications commenced. In May 2021, design concluded and construction activities commenced. The project, and remaining balance, was carried forward to the FY21/22 CIP to allow for project completion. In FY21/22, manufacturing delays for vital electrical infrastructure (cabinets and switch gears) stalled construction. Construction concluded in April 2022. **Completed: April 2022 (FY21/22)**
CIP20-22	Civic Center	14	6021	**City Hall - Admin Services Flooring (Laminate & Bathrooms)**	**COMPLETE**	X		In FY19/20, the men's and women's restroom flooring was repainted and coated and the bathroom windows were tinted to allow for improved privacy. Additional exploration was needed to determine the root cause of the floor moisture and the best path forward for repairs. As a result the project was carried forward into the FY21/22 CIP. Ultimately, it was determined that the most viable option was for the laminated flooring to be covered with industrial grade carpet with a moisture barrier membrane to prevent water intrusion and minor building improvements to allow improved outdoor water flow. A contract was executed and repairs were made in FY21/22. **Completed: November 2021 (FY21/22)**
CIP20-25	Koo Estate	93	6042	**Downtown Iconic Cypress Tree Moon Lighting**	**COMPLETE**	X		In FY19/20, the initial light specifications were developed and a test light fixture was obtained to launch a pilot test for feedback. The project was deferred as a COVID-19 cost saving measure and the purchase/installation of lighting was funded in the FY20/21 CIP. In FY20/21, a pilot light was installed at the corner of Lighthouse Ave and Grand Ave. Staff performed two (2) surveys, in August 2020 and January 2021, to obtain feedback from the Economic Development Commission, Business Improvement District and City Council. Due to manufacturing delays, the remaining lights were not obtained until FY21/22. The project was carried forward to the FY21/22 CIP to allow for completion. Installation of the moonlighting was completed in February 2022 (FY21/22). **Completed: February 2022 (FY21/22)**

FY 21/22 CIP PROJECT RECAP								
Project Code	**Fund Name**	**Fund #**	**Account**	**Project Name**	**Current Status**	**Carried Over from FY20/21**	**Carried Over to FY22/23**	**NOTES**
CIP21-01	Measure X	17	6041	**FY 20/21 Street Rehab on Lower Lighthouse Ave & Funston Ave**	**COMPLETE**	X		In FY20/21 this vital street rehabilitation project was engineered, put out to bid, and a contract was awarded at the April 21, 2021 City Council meeting. Construction formally commenced in early May 2021. The project was carried forward to the FY21/22 CIP to allow for project completion. Project completion occurred in September 2021. The full scope of work completed for each road segment is noted below. <u>Lower Lighthouse Ave Scope of Work:</u> 70,500 SF of pavement reconstruction, 2,000 SF of 2" AC overlay, reconstruction of 14 curb ramps, installation of 4 catch basins and 1,410 LF of subdrain, reconstruction of 85 LF of curb and gutter, reconstruction of 3 manholes, 4 sewer spot repairs, and replacement of 310 LF of sewer line. <u>Funston Ave Scope of Work:</u> 41,000 SF of 2.5" AC overlay, 4,600 SF of pavement reconstruction, construction of 2 catch basins, and 6 sewer spot repairs. **Completed: September 2021 (FY21/22)**
	Sewer	76	6051					
CIP21-02	General Fund	63	6041	**FY 20/21 Crack and Slurry Seal**	**COMPLETE**	X		In FY20/21, the project was engineered, put out to bid, and a construction contract was authorized by the City Council on March 3, 2021. Construction commenced in April 2021 and concluded in May 2021. The scope of work for the project included the crack and slurry seal of 544,200 SF of roadway throughout the City, including 13 road segments and 9 City-owned parking lots, and application of new thermoplastic pavement markings/striping. Crack and Slurry sealing is a vital maintenance activity that helps preserve the City's roads against rapid deterioration and potholes due to inclement weather. This cost effective maintenance treatment helps ensure roads remain in good condition for years to come. **Completed: May 2021**
CIP21-05	Strong Disbursement	46	6021	**Park ADA Compliance Assessment and Transition Plan**	**CONSTRUCTION/ WORK IN PROGRESS**	X		This project aims to develop an Americans with Disabilities Act (ADA) compliance Assessment and Transition Plan for all City facilities. This plan will provide a comprehensive look at current condition of City facilities, provide guidance and an implementation timeline on needed ADA improvements. Consultants performed a thorough assessment of the City's facilities, parks, website and policies and developed a Draft Assessment and Transition Plan. The draft plan is currently under internal review.
CIP21-07	Strong Disbursement	46	6021	**Police Department Server Room Improvements**	**COMPLETE**	X		In FY20/21, Public Works and Police Department staff worked on project development to determine the best approach to improve the storage of the IT equipment in the PD server room in a cost effective manner. The project was carried over to the FY21/22 CIP to allow for implementation. Improvements, which included installation of a new AC unit and electrical wiring, were completed in February 2022 (FY21/22). **Completed: February 2022 (FY21/22)**

FY 21/22 CIP PROJECT RECAP								
Project Code	**Fund Name**	**Fund #**	**Account**	**Project Name**	**Current Status**	**Carried Over from FY20/21**	**Carried Over to FY22/23**	**NOTES**
CIP21-10	Mc Indoo	92	6031	**Drinking Fountain at Lover's Point Park**	**COMPLETE**			In FY20/21, project development was completed and a CDP permit was obtained in April 2021 from the Planning Commission to allow installation of the drinking fountain at Lovers Point. Quotes were obtained for installation and corresponding improvements, which included construction of a concrete pad, connection to the water line, and assembling/installing the drinking fountain unit. Project funding was not sufficient for the installation, purchase of the unit, and engineering. Grant funding from Sustainable Pacific Grove was obtained to allow for implementation. The project was carried forward to the FY21/22 CIP to allow for completion. The water fountain installation was completed in February 2022 (FY21/22). **Completed: February 2022**
CIP22-01	Measure X	17	6041	**FY21/22 Street Rehabilitation (OVB from 2nd to Carmel & OVB from 17th to Sea Palm)**	**COMPLETE**		X	This project entailed street rehabilitation on two segments of Ocean View Blvd (OVB): (1) OVB from 2nd St to Carmel Ave, and (2) OVB from 17th St to Sea Palm Ave. These road segments were identified based on the City's Pavement Management Program and in-field observations of existing conditions. These heavily trafficked road segments were in "poor" condition with a PCI rating ranging from 33-40. Rehabilitation of these segments vastly improved road conditions & allowed aging underground sewer infrastructure to be addressed prior to road treatments via the Sewer Fund. This project allowed for completion of: 182,000 SF of asphalt concrete (AC) overlay, 3,000 SF of pavement patching , Various stormwater improvements (including installation of 184 LF of storm water pipe, reconstruction of 5 catch basins, construction of 2 new catch basins, and 3 storm drain manhole access points), reconstruction of 300 SF of sidewalk and 140 LF of curb/gutter, reconstruction of 3 curb ramps, construction of 1 new curb ramp, thermoplastic pavement markings, replacement of 725 LF of sanitary sewer pipe, and rehabilitation of 8 manholes. **Completed: July 2022**
	RMRA (SB1)	47	6041					
	General Fund	63	6041					
	Sewer	76	6051					
CIP22-02	General Fund	63	6041	**FY21/22 Crack and Slurry Seal**	**COMPLETE**		X	The pavement network is managed by harnessing several pavement treatments. Pavement treatments range from full road reconstructions and overlays to maintenance treatments like crack and slurry seals. Each pavement treatment has an appropriate application. Crack and slurry seal treatments are a vital aspect of the city's pavement maintenance activities. These treatments are utilized to prevent rapid pavement deterioration and potholes due to inclement weather. The PMP was used to identify approximately 631,000 SF of street surface to be crack and slurry sealed at various locations throughout the City. **Completed: June 2022**
	Measure X	17	6041					
CIP22-03	Sewer	76	6051	**Phase 9 Sewer Improvements**	**PROJECT DEVELOPMENT**		X	This project will allow the City to make vital sewer infrastructure improvements. Segments of repair were identified based on videoing of sewer lines and maintenance logs. Locations to be addressed include: Railroad Way (between Jewell & Pico Avenues), Arena Avenue (between Sunset Dr & Asilomar Ave), Asilomar Dunes (Within the Sunset Dr ROW and within a 10-foot utility easement located on, 214 Asilomar Boulevard, located between Sunset Dr & Asilomar Ave), Bently Ave (between Short & Heacock), Cypress Ave (Laurel Ave & Short St), and intersection of 17 Mile Dr & Weldon Grove Pl. Segments of this project are located in sensitive dune habitat. As a result, an initial study/Mitigated Negative Declaration has been produced. The document is circling for public review for the month of April. This item is tentatively scheduled to go before the Planning Commission in May for a Coastal Development Permit. Following all the necessary approvals, the project will be put out to bid.

FY 21/22 CIP PROJECT RECAP								
Project Code	**Fund Name**	**Fund #**	**Account**	**Project Name**	**Current Status**	**Carried Over from FY20/21**	**Carried Over to FY22/23**	**NOTES**
CIP22-04	Museum Impvt	8	6021	**PG Museum Window Replacement & Lead Abatement**	**COMPLETE**		X	This project allowed for the replacement of 39 cracked and broken windows on the Grand Ave, Central Ave and Courtyard facing sides of the Pacific Grove Museum of Natural History. The replacement activities triggered lead abatement activities which was also an integral element of this project. **Completed: September 2023**
CIP22-05	Museum Impvt	8	6021	**PG Museum Fire Sprinkler & Head Replacement**	**COMPLETE**			This project entailed bringing the existing fire suppression system into compliance by replacing the old sprinkler heads and bringing them up to current standards. **Completed: October 2022**
CIP22-06	Museum Impvt	8	6021	**PG Museum Roof Repair**	**COMPLETE**		X	This project allowed for the repair of the existing roof directly above the Bird Room at the Pacific Grove Museum of Natural History. The roof had been leaking and was in dire need of replacement. The scope of work entailed: removal of the existing clay tile roof (~2,784 SF), salvaging the tiles for re-use, installation of a waterproof membrane over the entire roof deck, and reinstallation of the salvaged clay tiles. **Completed: March 2023**
CIP22-07	Chautauqua	26	6021	**Chautauqua Hall Repair (Spot Repair)**	**COMPLETE**			This project allowed for a spot repair to address a known leak at Chautauqua Hall. The project addressed a small segment of the roof directly above the boy scout hall. The scope of work entailed replacing the shingles around the HVAC unit bent, replacement of the pipe jacks, installation of new underlayment and shingles to match existing roof. The repair was completed and has held up well in recent storms. **Completed: January 2022**
CIP22-08	Strong Disbursement	46	6021	**City Hall Downspout Replacement**	**COMPLETE**			Deteriorated galvanized steel rain gutters and downspouts, on the court yard and laurel Ave side, of the building were replaced with aluminum downspouts/gutters to ensure proper channeling of water off the building to preserve the roof. **Completed: April 2022**
CIP22-09	Yount Disbursement Fund	41	6031	**George Washington Park Management Plan**	**CONSTRUCTION/ WORK IN PROGRESS**		X	Historically, conflicting opinions on management strategies from community stakeholders have not provided adequate direction to balance long term health and fire suppression of the natural areas. This plan was funded to allow for a set of recommendations to be developed by experts. These recommendations would be reviewed by community stakeholders, providing opportunities to build consensus on management strategies and a clear path forward. The draft GWP Forest Management Plan (FMP) was developed to meet the goals of reducing the risk of a destructive wildfire spreading in the park and to improve the overall forest health within the forested area of the Park. The FMP describes the management strategies the City can embark on, over the 5-year FMP timeframe, to reduce wildfire hazard to the homes surrounding the park and to restore healthy forest conditions to the interior of the Park. The FMP addresses the 17-acres of natural forested area (Zones 2, 3 & 4). The draft plan was made available for public review in September 2022. The item was reviewed by the BNRC in November 2022. The item is tentatively scheduled to be brought forth to the City Council in June 2022.

FY 21/22 CIP PROJECT RECAP								
Project Code	**Fund Name**	**Fund #**	**Account**	**Project Name**	**Current Status**	**Carried Over from FY20/21**	**Carried Over to FY22/23**	**NOTES**
CIP22-10	Koo Estate	93	6031	**Lover's Point Pier Repair**	**CONSTRUCTION/ WORK IN PROGRESS**		X	In December 2020, during winter storms the seaward tip of the Lovers Point Pier was severely damaged by wave runup and wave impact forces. A geotechnical and coastal engineering firm was consulted to provide repair recommendations. It was determined that because minimal information on the existing pier structure was available, additional exploration was needed prior to developing repair recommendations. The tip of the pier was closed to ensure safety and will remain closed until repairs can be made. On 12/15/21 the City Council authorized an agreement with GHD for development of a conditions assessment and interim repair solution. Project deliverables including the condition assessment, interim repair design and preliminary information on long-term options are under internal review and will be brought forth to the City Council in May 2023.
CIP22-11	Golf Course	77	6021	**HVAC Replacement Golf Course Clubhouse**	**COMPLETE**		X	The non-operable HVAC, which failed due to age, was replaced. **Completed: August 2022**
CIP22-12	General Fund	63	6054	**Del Monte Blvd Storm Water Improvements**	**CONSTRUCTION/ WORK IN PROGRESS**		X	This project allows for the replacement of failed stormwater infrastructure on Del Monte Blvd from Coral St to Esplanade St. These improvements will help ensure surface flow is properly channeled into the stormwater collection network protecting the bay and the Area of Special Biological Significance (ASBS). The scope of work includes: replacement of 390LF of failed stormwater pipe, installation of 60LF of new stormwater pipe, construction of 3 storm drain access point manholes, reconstruction of 1 catch basin, and construction of 2 new catch basins. A construction contract was awarded at the February 1, 2023 meeting. Construction commenced in March 2023 and is currently underway. It is anticipated construction activities will conclude in May 2023.
CIP22-13	Koo Estate	93	6031	**Replace Backstop - PG Municipal Ball Park**	**BIDS/RFPS**			Through the City's FY21/22 CIP, funding was approved for the replacement of the backstop at 17 Mile Drive Ball Field with a total allocated budget of $24,000. The existing backstop has significantly deteriorated and needs replacement. Projects bids received were well over the allocated budget and ranged from $77,000 - $95,000. The City began to pursue grant funding via the State of California's Per Capital Grant Program to bridge the funding shortfall and make necessary replacements to the heavily used recreation infrastructure. On May 18, 2022, the City Council approved a resolution authorizing the submission of two (2) Per Capita Grant Program Applications to the State of California's Department of Parks and Recreation. A grant agreement for $96,000 was awarded to the City. This paired with the original project allocations brings the total project allotment to $120,429. Staff is currently in the process of drafting an RFP for the backstop replacement.
	Mc Indoo	92	6031					

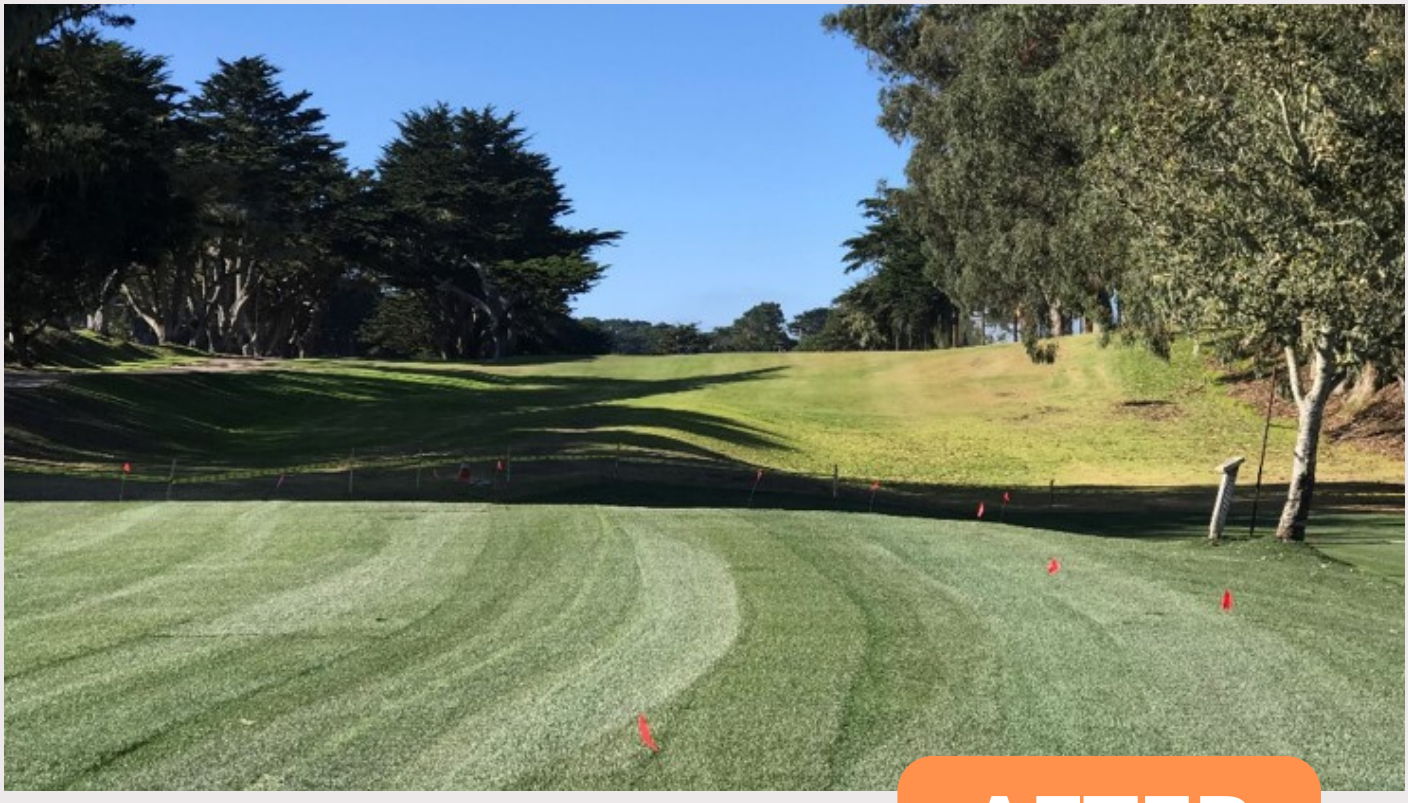
FY 21/22 CIP PROJECT RECAP								
Project Code	**Fund Name**	**Fund #**	**Account**	**Project Name**	**Current Status**	**Carried Over from FY20/21**	**Carried Over to FY22/23**	**NOTES**
CIP22-14	Yount Disbursement Fund	46	6021	**Gutter Replacement - PW Corp Yard**	**COMPLETE**			This project entailed replacing the gutter above the Mechanical Division bay at the Public Works Yard. The previous gutters had significantly rusted/deteriorated and were no longer adequately channeling rainwater. Replacement of the gutters protects the building structure and prevents a more costly and extensive roof repair project in the future. **Completed: March 2022**
CIP22-15	General Fund	63	6021	**Library Roof Repair**	**COMPLETE**			In FY20/21, the City completed a $2.5M, multi-year interior renovation of the Library. During the installation of the clerestory elements, deficiencies in the roof were identified. Deficiencies include cracked tiles and damage to the underlayment. It was vital that the roof deficiencies be promptly addressed to prevent water intrusion and protect the Community/City investment recently made to this beloved public asset. This project entailed demolition of the previous roof system, installation of a waterproof membrane and roofing materials, and replacement of cracked tiles at various locations. This was a cost-effective project as it will address roofing elements before they degrade further, preventing a more extensive and costly roof repair project in the future. **Completed: January 2021**
CIP22-17	General Fund	63	6031	**Caledonia Park Children's Playground Picnic Area Improvements**	**COMPLETE**		X	This project included the purchase and installation of 3 new picnic tables to replace existing rotting tables at Caledonia Park. **Completed: August 2022**
CIP22-18	General Fund	63	6031	**Jewell Park Gazebo Repair**	**COMPLETE**			The project allowed for reroofing, replacement of rotted wood, power washing, priming, and a coat of fresh paint at the Gazebo located at Jewell Park. **Completed: February 2022**
CIP22-19	General Fund	63	6031	**George Washington Ball Park Bleachers**	**COMPLETE**			This project included the purchase of new metal bleachers to replace the deteriorated bleachers at George Washington Park. Bleacher installation will occur at a later date, as PONY has proposed making improvements to the area prior to the new bleachers being installed. **Completed: May 2023**
CIP22-20	General Fund	63	6031	**GW Park Picnic Tables**	**COMPLETE**			10 new picnic tables were installed at George Washington Park replacing the old, deteriorated wood picnic tables. **Completed: September 2022**

FY 21/22 CIP PROJECT RECAP								
Project Code	**Fund Name**	**Fund #**	**Account**	**Project Name**	**Current Status**	**Carried Over from FY20/21**	**Carried Over to FY22/23**	**NOTES**
CIP22-21	General Fund	63	6031	**George Washington Park Children's Playground and ADA compliant playground**	**BIDS/RFPS**		X	At the December 15, 2021 meeting, the City Council allocated $25,000 of funding to allow for installation of ADA compliant playground equipment and equipment for young children (2-5 years old). Initial research revealed $25,000 was not sufficient to allow for purchase and installation of suitable equipment. City staff began to pursue grant funding via the California Department of Parks & Recreation's Per Capita Grant Program. On May 18, 2022, the City Council approved a resolution authorizing the submission of two (2) Per Capita Grant Program Applications to the State of California's Department of Parks and Recreation. A grant agreement for $81,952 was awarded to the City. This paired with the original project allocations brings the total project allotment to $106,952. An RFP was issued and closed in March 2022. The proposal submitted is currently being reviewed by Staff and will be brought forth to the Recreation Board at their May meeting.
CIP22-22	General Fund	63	6031	**Arnett Park Picnic Tables**	**COMPLETE**			3 new cedar wood picnic tables were installed at Arnett Park, replacing the old deteriorated wood tables. **Completed: August 2022**
CIP22-23	General Fund	63	6031	**Elmarie Dyke & Arnett Park Decomposed Granite**	**COMPLETE**			A 20ft section of broken 6" PVC stormwater pipe was replaced and a larger drain inlet was installed by in house crews to help channel surface water flow. DG was distributed throughout the park filling in crevasses and low spots to help divert and channel water to the new drain. **Completed: September 2022**
TRC21-02	General Fund	63	6021	**PW Fire Repair Project**	**CONSTRUCTION/ WORK IN PROGRESS**		X	The Public Works Fire Repair project is well underway. Award of contract for repairs to the admin office and metal warehouse were authorized at the January 19, 2022 City Council Meeting. A contract for the permanent electrical infrastructure repairs was authorized at the August 3, 2022 City Council Meeting. Repairs to the administrative office and metal warehouse are 95% complete. The electrical infrastructure replacement is well underway. Please note this project is reimbursable by the City's insurer.

ASBS WET-DRY WEATHER STORM WATER CAPTURE & REUSE PROJECT

BEFORE





AFTER

FY21/22 CIP RECAP

ASBS WET-DRY WEATHER STORM WATER CAPTURE & REUSE PROJECT





Construction









FY21/22 CIP RECAP

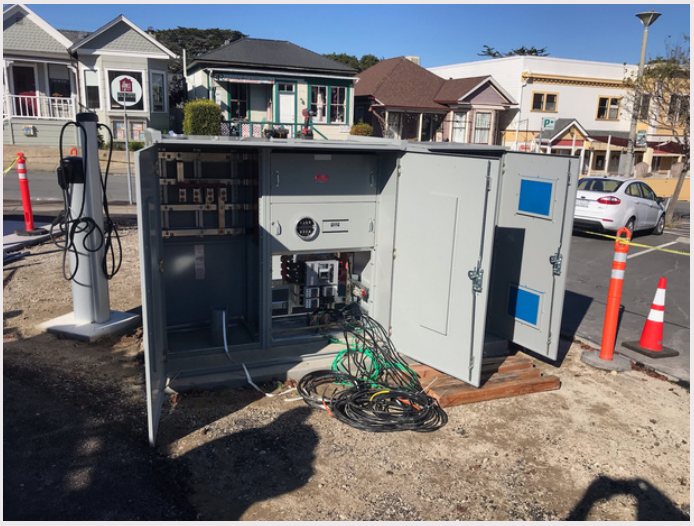
ELECTRICAL VEHICLE CHARGING STATION

BEFORE













AFTER

FY21/22 CIP RECAP

POINT PINOS COASTAL TRAIL

BEFORE



Modular cable boardwalk



AFTER

FY21/22 CIP RECAP

POINT PINOS COASTAL TRAIL

BEFORE



Path Improvements



AFTER

FY21/22 CIP RECAP

POINT PINOS COASTAL TRAIL

BEFORE



Parking & Path Improvements



AFTER

FY21/22 CIP RECAP

POINT PINOS COASTAL TRAIL

BEFORE



Safety & Path Improvements



AFTER

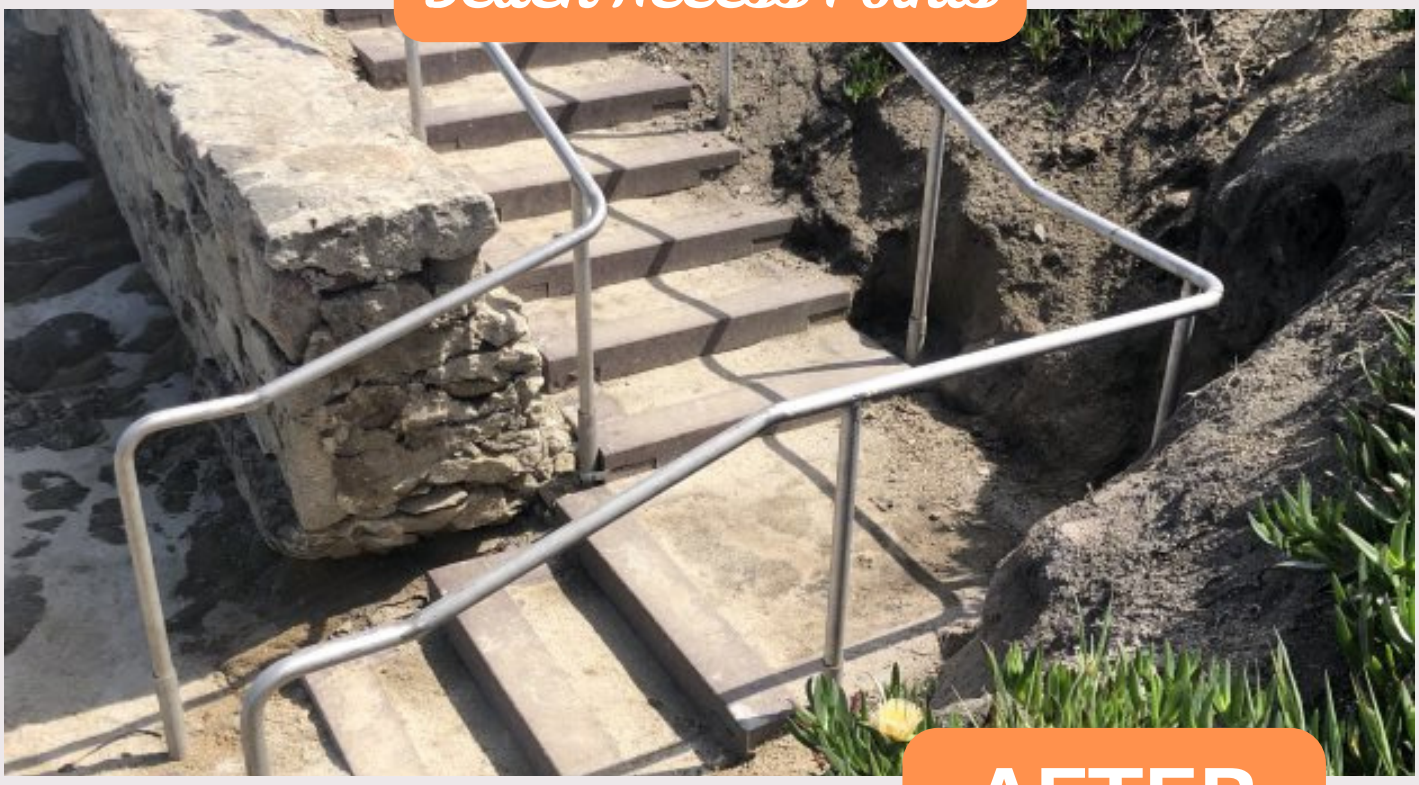
FY21/22 CIP RECAP

POINT PINOS COASTAL TRAIL

BEFORE



Beach Access Points



AFTER

FY21/22 CIP RECAP

POINT PINOS COASTAL TRAIL



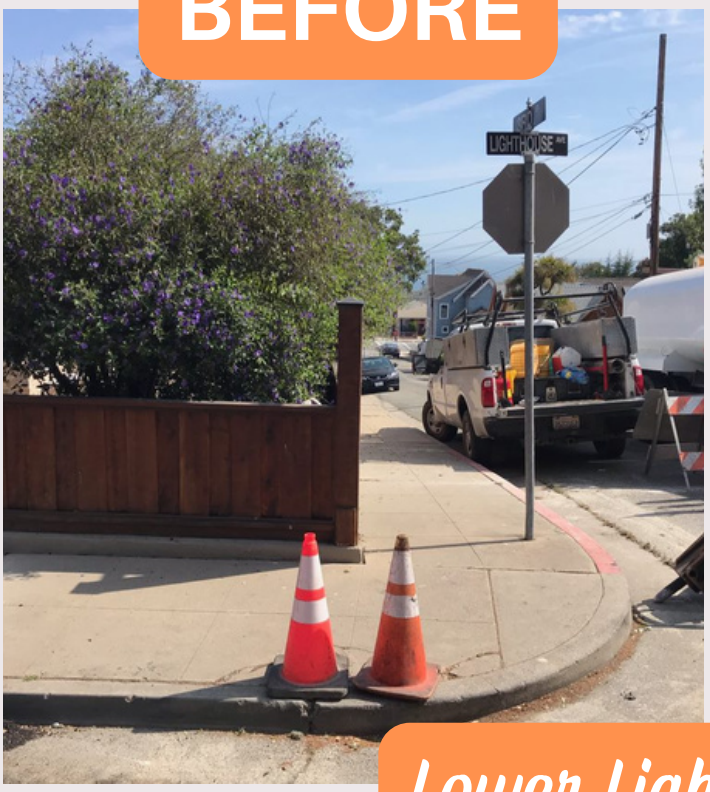
Resilient, modular cable boardwalk

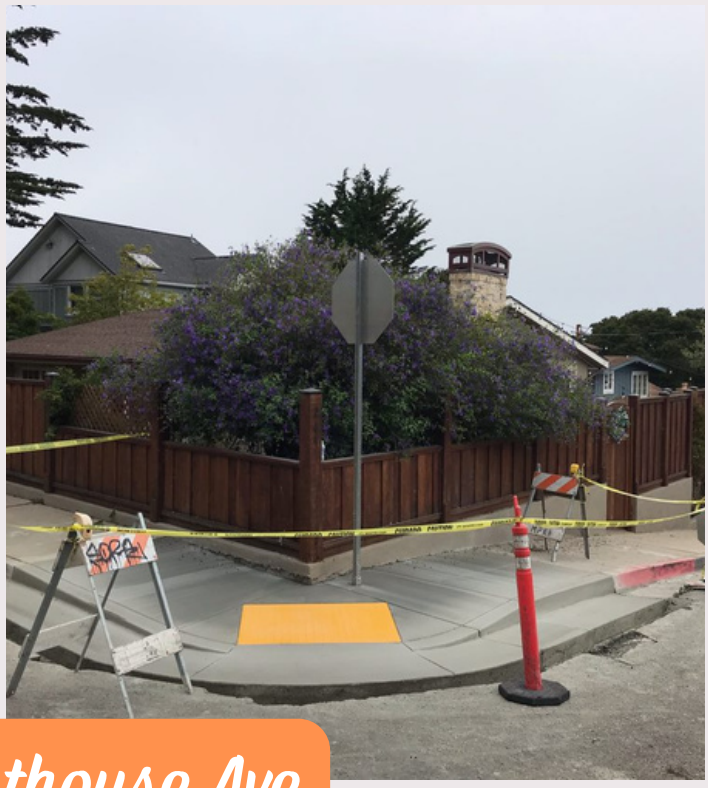


FY21/22 CIP RECAP

FY20/21 STREET REHABILITATION
LOWER LIGHTHOUSE AVE & FUNSTON AVE

BEFORE





Lower Lighthouse Ave





AFTER

FY21/22 CIP RECAP

FY20/21 STREET REHABILITATION
LOWER LIGHTHOUSE AVE & FUNSTON AVE

BEFORE



Lower Lighthouse Ave



AFTER

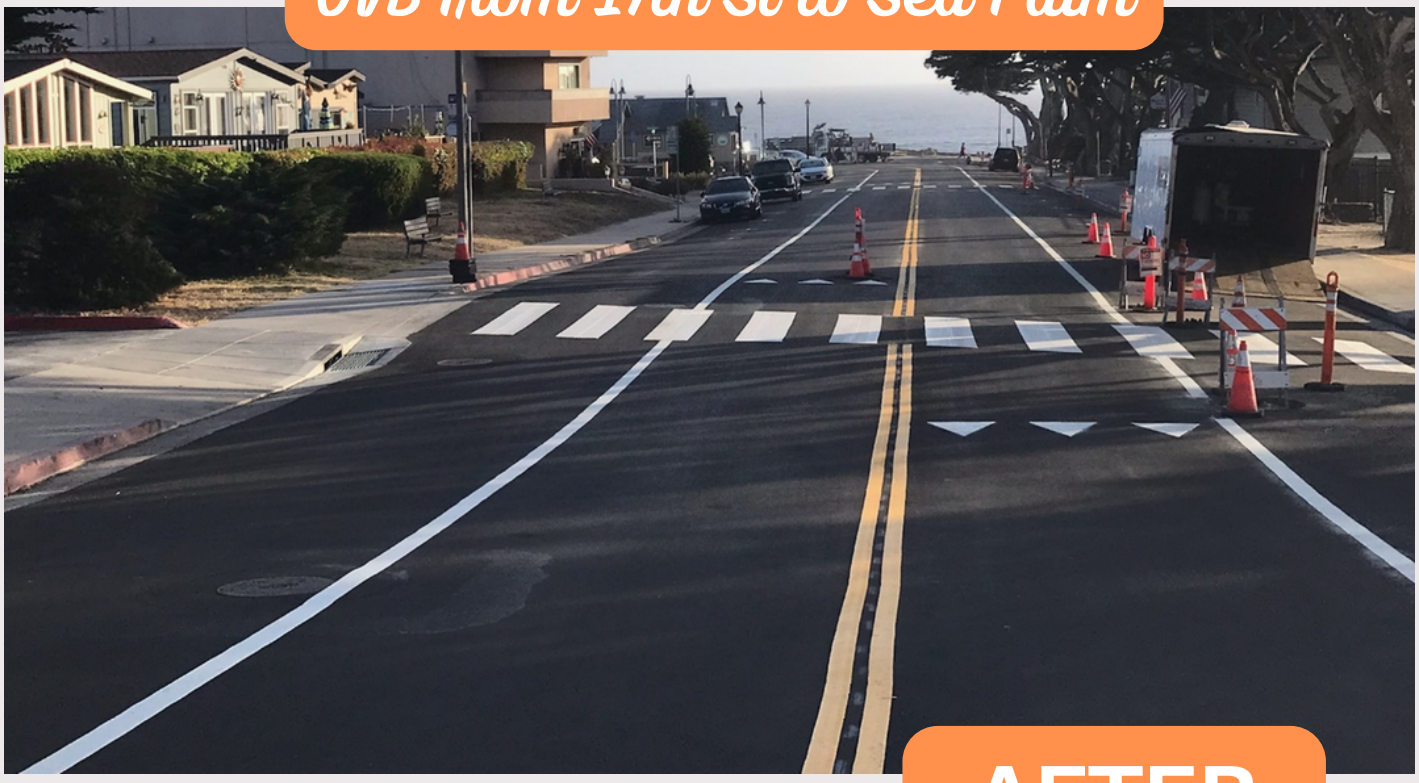
FY21/22 CIP RECAP

FY21/22 STREET REHABILITATION
OCEAN VIEW BLVD

BEFORE



OVB from 17th St to Sea Palm



AFTER

FY21/22 CIP RECAP

FY21/22 STREET REHABILITATION
OCEAN VIEW BLVD

BEFORE



OVB 2nd to Carmel



AFTER

FY21/22 CIP RECAP

FY21/22 STREET REHABILITATION
OCEAN VIEW BLVD



Road & Ped Improvements



AFTER

FY21/22 CIP RECAP

DRINKING FOUNTAIN
LOVERS POINT



New Water Fountain & Bottle Fill Station



NEW!

FY21/22 CIP RECAP

FY21/22 CRACK & SLURRY SEAL PROJECT









FY21/22 CIP RECAP

PG MUSEUM OF NATURAL HISTORY WINDOW REPLACEMENT & LEAD ABATMENT

BEFORE









AFTER

FY21/22 CIP RECAP

PG MUSEUM OF NATURAL HISTORY ROOF REPAIR

AFTER







BEFORE

FY21/22 CIP RECAP

JEWELL PARK GAZEBO REPAIR

BEFORE





AFTER

FY21/22 CIP RECAP

ARNETT PARK & GWP PICNIC TABLES

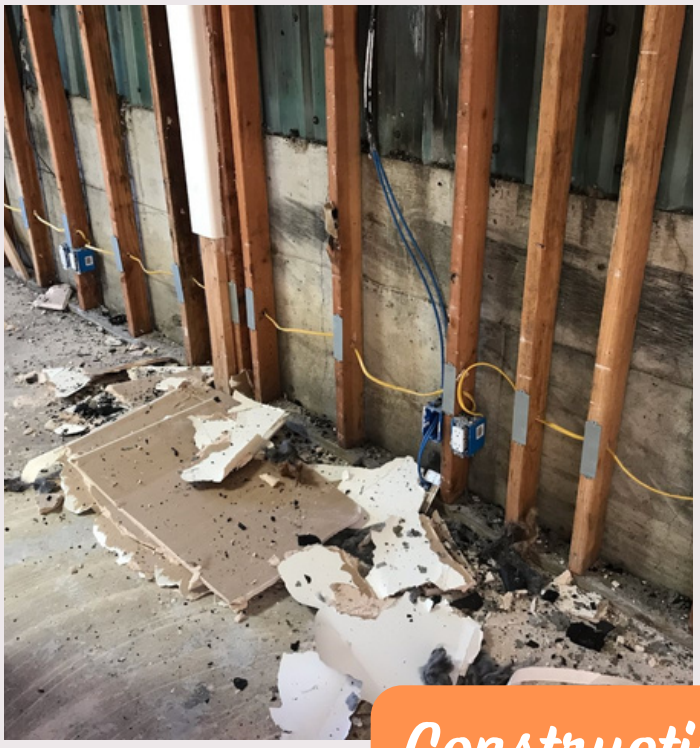




NEW!

FY21/22 CIP RECAP

PW FIRE REPAIR PROJECT





Construction Process





FY21/22 CIP RECAP

PW FIRE REPAIR PROJECT

BEFORE





AFTER

FY21/22 CIP RECAP

PW FIRE REPAIR PROJECT

BEFORE





AFTER

FY21/22 CIP RECAP

PW GUTTER REPLACEMENT PROJECT

BEFORE





AFTER

FY21/22 CIP RECAP

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

AGENDA REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Bill Peake, Mayor, Luke Coletti, Councilmember, Lori, McDonnell, Councilmember
MEETING DATE:	April 19, 2023
SUBJECT:	2023/2025 Council Goals and Workplan
CEQA:	Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION
Review and approve 2023/2025 Goals and Workplan shown in Attachments 1 and 2.

DISCUSSION
As per Council Goals Policy 000-26, Council engaged Renne Public Management Group (RPMG) to assist in developing FY 23/24 and 24/25 goals. On January 25, 2023 a meeting was held to create a draft list of Council goals. At that time a subcommittee was formed with Councilmembers McDonnell and Coletti and Mayor Peake to meet with City Manager Harvey and develop a refined list of goals, with milestones and responsibilities, for Council review and adoption.

Under RPMG guidance, City Council goals were to be developed in three parts: Community, Operational and Mandates. Community goals were developed by the subcommittee in coordination with the City Manager and RMPG using Council's input from the January 25 meeting. Operational and mandated goals were developed by City staff and RMPG and were later combined into a common set (operational goals).

As a result of subcommittee and staff efforts, the attached goals and workplan were developed. The City Council is responsible for providing oversight of all goals and associated workplans.

Attachment 1, Community goals, includes a workplan (milestones and responsibilities) accompanying each goal. Attachment 2 contains Operational goals for FY 23/24. Attachment 3 contains items discussed on January 25 but were not incorporated into the final goals, hence the 'parking lot' designation.

Attachment 4, a RPMG Goals Report, details the process we followed.

OPTIONS
N/A

FINANCIAL IMPACT:

There is no fiscal impact.

GOAL ALIGNMENT: Not Applicable.

Attachments

1 - Community Goals
2 - Operational Goals
3 - Parking Lot
4 - RPMG Goals Report

COMMUNITY GOALS & WORK PLAN 2023-25

PRIORITY AREA: Recreation Services

POLICY VALUE STATEMENT: Pacific Grove offers robust and accessible recreational and cultural activities for all ages.

NEW	DOTS	MANDATE	GOALS	MILESTONES FOR 2023	QUARTER OF COMPLETION (Fiscal Year)	LEAD DEPARTMENT
YES	4	NO	**Expand hours and services of the Youth Center.**	Submit comprehensive recreation plan to City Council for expanded services, activities and programs; receive Council input. *(Plan components include: recruitment strategy, proposed budget including additional FT and Seasonal PT employee hours, expanded hours of operation for all recreational facilities including the Lighthouse. Plan will also explain the delta between 2019 service offerings to what is proposed).*	Q4 FY22/23	Rec/PW/CMO/ASD
				Recruit and onboard additional Seasonal PTE (current and expanded summer 2023 programming).	Q4 FY22/23	Rec/PW/CMO
				Recruit and onboard additional FTE.	Q1 FY23/24	Rec/PW/CMO
				Complete implementation of comprehensive recreation plan (that includes expanding hours, activities and services for the community).	Q1 FY23/24	Rec/PW/CMO
YES	7 (6 + 1)	NO	**Expand or reinstate afterschool and recreational activities, including recreation and sports programs.**	Same milestones as above.	Q4 FY22/23	Rec/PW/CMO/ASD
YES	2	No	**Evaluate fees for use/rental of City facilities (e.g. Chautauqua Hall, etc.) to incentivize more use by the community.**	Assess facility/rental fees and submit new proposed fee schedule to the City Council for consideration.	Q1 FY23/24	ASD/Rec
				Implement new fee schedule.	Q1 FY23/24	ASD/Rec

QUARTER	Fiscal year
Q1	July-Aug-Sept
Q2	Oct-Nov-Dec
Q3	Jan-Feb-March
Q4	April-May-June

COMMUNITY GOALS & WORK PLAN 2023-25

PRIORITY AREA: Infrastructure

POLICY VALUE STATEMENT: Pacific Grove prioritizes capital needs and maintains community assets

NEW	DOTS	MANDATE	GOALS	MILESTONES FOR 2023	QUARTER OF COMPLETION (Fiscal Year)	LEAD DEPARTMENT
YES	3	NO	**Enhance the process, prioritization, scheduling and completion of CIP projects.**	Select consultant to recommend a new approach for Capital Improvement Program, including the development of asset management schedules, recommended funding and prioritization to address ongoing repair and replacement of City facilities, assets and infrastructure. Select a consultant to develop assest management schedules and recommended funding to address repair and replacement of City faiclities, assets and infrastructure as part of defining a new approach to CIP process.	Q1 FY23/24	PW/ASD/CMO
				Implement recommendations for the development and adoption of a new Capital Improvement Plan, effective July 1, 2024, including a new asset management program.	Q1 FY23/24	
YES	5 (2+3)	NO	**Complete Streets Policy: adopt a plan to implement the design of safe walking paths, sidewalks and bike lanes, including signage.**	Retain the services of a qualified firm to assess the City's multi-modal transportation network, including all associated transportation policies and the proposed general plan transportation element, and to draft a Complete Streets Policy and safe routes to school map - specific to the needs of the Pacific Grove community.	Q3 FY23/24	PW/CDD
				Develop and adopt a draft policy and safe routes to school map; shepherd through the Traffic Safety Commission for feedback and public review.	Q4 FY23/24	PW/CDD
				Incorporate policy elements for implementation as a part of subsequent CIP streets infrastructure improvements.	Q1 FY24/25	PW/CDD

QUARTER	Fiscal year
Q1	July-Aug-Sept
Q2	Oct-Nov-Dec
Q3	Jan-Feb-March
Q4	April-May-June

COMMUNITY GOALS & WORK PLAN 2023-25

PRIORITY AREA: Environmental Stewardship

POLICY VALUE STATEMENT: Pacific Grove implements environmentally sustainable practices that protect wildlife and the coastal community.

NEW	DOTS	MANDATE	GOALS	MILESTONES FOR 2023	QUARTER OF COMPLETION (Fiscal Year)	LEAD DEPARTMENT
YES	4	NO	**Initiate and Complete a Climate Action and Adaptation Plan.**	Receive recommendations from City Climate Action and Adaptation Plan Subcommittee to authorize funds for a consultant; present to BNRC and then City Council for review and additional input.	Q1 FY23/24	PW/CDD
				Present proposed Climate Action and Adaptation Plan to BNRC and then City Council for review and adoption.	Q3 FY23/24	PW/CDD
YES	2	NO	**Initiate and complete a Citywide Tree Improvement and Management Plan (e.g., planting in public areas, sustainable tree maintenance and removal strategies, review and replacement of non-native plants and species, etc.).**	Complete comprehensive Title 12 revisions; revisions focus on replanting compliance and tree appeal process; to be reviewed by the BNRC.	Q1 FY23/24	PW
				Complete comprehensive Title 12 revisions; revisions focus on replanting compliance and tree appeal process; to be reviewed City Council.	Q2 FY23/24	PW
				Plant and maintain (e.g., additional labor) 150 native trees on public property and public right-of-way.	Q4 FY23/24	PW
NO	4	NO	**Protect Wildlife and Habitat.**	Train CSOs in wildlife protection.	Q1 FY23/24	PD/CMO
				Draft and issue RFQ for Local Coastal Program (LCP) amendments.	Q4 FY22/23	CMO/CDD
				Review and rank RFQ responses; make recommendation for City Council to award contract.	Q1 FY23/24	CDD/CMO
				Release a public draft of LCP amendments for review and City Council adoption; submit to California Coastal Commission for LCP Amendment.	Q4 FY23/24	CDD/CMO
NO	2	NO	**Review, update and implement George Washington Park Master Plan.**	Hire a consultant to conduct biological assessment of GWP in order to update and recommend implementation measures of the GWP master plan.	Q4 FY22/23	PW
				Receive and review Monterey Fire Department's Community Wildfire Protection Plan for impact to GWP (harmonize and align).	Q1 FY23/24	MFD/PW
				Implement Council adopted policies for GWP Master Plan in alignment with approved City Council direction.	Q2 FY23/24	PW/MFD

QUARTER	Fiscal year
Q1	July-Aug-Sept
Q2	Oct-Nov-Dec
Q3	Jan-Feb-March
Q4	April-May-June

PRIORITY AREA: Affordable Housing

POLICY VALUE STATEMENT: Pacific Grove supports a diversity of affordable housing opportunities.

NEW	DOTS	MANDATE	GOALS	MILESTONES FOR 2023	QUARTER OF COMPLETION (Fiscal Year)	LEAD DEPARTMENT
YES	1	NO	**Explore and assess the grandfathering of existing non-conforming ADU's**	Review, audit and conduct field visits for prior second unit report.	Q2 FY23/24	CDD
				Present findings and staff recommendations to City Council for direction.	Q3 FY23/24	
NO	1	YES	**Complete Housing Element Update (MANDATED)**	Prepare and present draft 6th Cycle Housing Element to the Planning Commission, including DEIR (if necessary).	Q3 FY23/24	
				Submit draft 6th Cycle Housing Element to HCD for comments.	Q3 FY23/24	
				Integrate HCD revisions into draft 6th Cycle Housing Element.	Q3 FY23/24	
				Prepare and present draft 6th Cycle Housing Element to the City Council for final adoption and EIR certification (if necessary).	Q3 and Q4 FY23/24 and Q1 FY 24/25	
YES	1	YES	**Initiate a feasibility and site selection process for the design and construction of an affordable housing project**	Prepare 6th Cycle Housing Element draft with Rincon Consultants to deteremine an inventory of feasible development sites for affordable housing.	Q3 FY23/24	
				Determine outside developers' interest in sites selected in Housing Element to develop affordable housing.	Q4 FY23/24 and beyond	
				City Council review and consideration of preferred site, including selection of preferred market and/or non-profit developer.	Q4 FY23/24 and beyond	

QUARTER	Fiscal year
Q1	July-Aug-Sept
Q2	Oct-Nov-Dec
Q3	Jan-Feb-March
Q4	April-May-June

Operational Goals FY 23-24

Administrative Services Department (Includes Finance, Risk Management, IT and Cemetery)

- Implement the grant management policy and related forms, with the goal of developing a collaborative formal process with departments on recordkeeping and billing
- Expand electronic fund transfer (EFT) offerings for vendor payments
- Conduct a business license audit
- Evaluate costs and benefits associated with adding a receivables module to the City's financial software system
- Complete the Annual Comprehensive Financial Report (ACFR) and the annual budget document and receive the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting, Distinguished Budget Presentation, and the California Society of Municipal Finance Officers Operating Budget Excellence Awards*
- Receive unmodified or "clean" opinions on various mandated reports, including the Annual Comprehensive Financial Report (ACFR), Single Audit of Federal Grants Report, and the TAMC Measure X Compliance Report.*
- Create a City-wide online event calendar for employees to assist with identifying upcoming safety classes, Emergency Operation Center trainings, celebrations, and local events (accessible via City intranet)
- Update the Police Department's IT infrastructure and security to meet DOJ and CJIS security requirements.*
- Continue GIS Master Plan Implementation (Year 3/5 in Fiscal Year 23/24, implementation of public facing systems that will assist in viewing spatial data)
- Fully implement the Laserfiche Documents Management System
- Implement Inventory and Patch Management System
- Develop, implement, and conducting training on an Asbestos Management Plan*
- Develop an annual safety training calendar, which includes trainings for a complete year
- Conduct mock OSHA safety inspections with assistance from CJPIA
- Launch the Public Portal for the Cemetery website to provide genealogy information, as well as available site data
- Consider and evaluate options for leasing or facility rental use of the Little Chapel
- Consider consulting services to assess options for a Cemetery Master Plan or Cemetery Management Plan

*These initiatives reflect a combination of mandated, required or compliance-related activities that need to be implemented over the upcoming fiscal year.

Operational Goals FY 23-24

City Manager (includes City Clerk, Human Resources, Economic Development and Public Information)

- Work to further solidify and strengthen key stakeholder relationships with community organizations and institutions, partner agencies, regional organizations and State agencies through enhanced outreach, increased standing meetings and City advocacy
- Implement recommendations suggested within the Small Business Recovery Plan
- Review and revise offerings of PickPG.org economic development website
- Improve public information offerings through better posts, enhanced storytelling and increased City Department coordination
- Complete contracts online effort and define other records for record management system inclusion
- Implement Public Records Request Electronic and Boards & City Commissions database systems within Agenda Management System.*
- Increase participation in local and regional job fairs to expand recruitment efforts
- Introduce a marketing campaign to better attract job applicants
- Adopt a recruitment and retention policy
- Provide City-wide training on handling uncivil interactions and difficult situations
- Adopt a City employee policy promoting workplace civility and anti-bullying behavior

Community Development Department (Includes Planning, Building & Safety, Housing and Code Enforcement)

- Begin Focused General Plan Update by the start of FY 23/24*
- Finalize Housing Element and Submit to HCD with CEQA IS/MND*
- Working with the Historic Resources Commission, remove 60 properties from the HRI
- Streamline Title 23; allowing for more projects to be approved administratively to better assist the applicants in a timely manner.
- Update the Planning City website and the Water Credit City website for on-line application submission and payment.
- Enhance proactive code enforcement for parklets and multi-family housing

*These initiatives reflect a combination of mandated, required or compliance-related activities that need to be implemented over the upcoming fiscal year.

Operational Goals FY 23-24

- Maintain next day inspection requests.
- Update handout material in compliance with the new 2022 CA Codes.

Library Department

- Create poetry programs every month
- Resume Meet the Author events
- Increase teen participation
- Engage new community partners in the gallery series
- Increase Senior and school outreach through electric vehicle
- Highlight community partners (Museum, Asilomar) by sharing exhibits and resources, purchase display case

Police Department

- Draft Police Department-specific Recruitment & Retention and Employee Wellness Plans
- Expand transparency and community outreach efforts to include additional events and programs
- Address property and theft crimes by increasing education efforts, surveillance camera program and a reinstated Neighborhood Watch Program
- Increase community education regarding impacts of narcotic use through expanded information campaigns (including D.A.R.E.), and increased narcotic offense investigations/overdose calls for service
- Improve Traffic Safety by hosting pedestrian and bicycle safety workshops, partnering with Community Development, Public Works and CalTrans to further address roadway safety, and advancing proposals for a parking study

Public Works Department (Includes Recreation)

- Revamp Capital Improvement Program approach in accordance with City Council direction
- Receive final draft of comprehensive ADA audit, and develop recommendations for increased compliance*
- Work locally and regionally to reduce pollutants, both natural and manmade, from entering the bay*

*These initiatives reflect a combination of mandated, required or compliance-related activities that need to be implemented over the upcoming fiscal year.

Operational Goals FY 23-24

- Increase the City's Pavement Index rating
- Reduce the number of workplace injuries
- Cross training of staff between divisions and equipment
- Increase volunteer program awareness and participation
- Enhance recreation department programming
- Streamline the park and facility reservation process

*These initiatives reflect a combination of mandated, required or compliance-related activities that need to be implemented over the upcoming fiscal year.

COUNCIL GOALS PARKING LOT 2023-25

Value/Priority Area	Projects/Priorities
Environmental Stewardship	Update local coastal program
	Create & implement disaster/emergency response protocols (communications/outreach, CERT)
	Master Plan for Parks
Recreation Services	Reopen Lighthouse (5 days a week)
	Art & Music Events
	Sublease City building to a daycare center
	Open the public pool for more days per week
	Expand child care options
	Create a model similar to boys & girls club
Infrastructure	Assess trail restoration and storm damage to determine best options w/ climate change realities in mind
	Create map of safe routes to school
	Enhance/Beautify Downtown Landscape/Hardscape/Permable Surfaces
Affordable Housing	Implement Housing Element
Destination City	Identify stakeholders & partners (e.g., Chamber of Commerce)
Equity/DEI	Evaluate all projects and priorities through lens of Equity/DEI
IT	Update City Website
Finance	Update regarding CalPERS unfunded liabilities and OPEB
Administration/Governance	Collect and organize preexisting City policies and update Council re same

Moved from Goals by Subcommittee
Plan for the development of a Sports Center
Collaborate with School District (it's a strategy to achieve goals)
Start recruitment process for seasonal summer employee (a strategy to achieve goals)
Re-paint school crossings every year prior to start of school year (a maintenance standard, not a Council initiative)
Assessment of Citywide electrical distribution system (council direction to staff, not a goal)
Update the Conservation/Open Space Element(s) of the 1994 General Plan (combined with other goals)
Create Marketing Plan to Promote and Enhance Pacific Grove as a Tourism Destination (eg. partner with Chamber of Commerce, etc)
Enhance revenues for ATC and Kimpton hotel (hotels on holding pattern, waiting for developer or permits)

City of Pacific Grove – City Council Goal Setting

Final Report

Introduction

In accordance with Council Goals Policy 000-26, the City of Pacific Grove's newly seated City Council conducts a goal setting process to set priorities that respond to community needs and guide budgetary decisions for the coming two fiscal years. For its process, the City Council contracted with Renne Public Management Group (RPMG) to assist in goal setting and Work Plan development and facilitation. The City Council goal setting session was held on January 25 in the Council Chambers with Mayor Bill Peake presiding and facilitation led by RPMG staff Wendy Sommer and Jeff Becerra.

The focus of the current priority setting session was development of City Council-identified community goals. These Council goals, together with staff-developed operational and mandatory goals, collectively form a citywide Work Plan that covers Fiscal Years 23/24 and 24/25 and provides guidance for how resources should be allocated in the City's Operating and Capital Improvement Budgets.

The draft Work Plan, consisting of four priority areas, 12 goals and 33 associated milestones, is attached for City Council consideration, input and approval (Exhibit A). Staff, led by City Manager Ben Harvey, will use the adopted Work Plan to develop the FY 23/24 proposed budget, implement the milestones to completion, and regularly update the Council on Work Plan status.

Background and Priority Setting Summary

In advance of the priority setting session, Wendy Sommer met one-on-one with the City Manager, the Mayor, and City Council to better understand the goals and objectives for the City. Three areas of policy consensus emerged from these interviews:

- Enhanced Recreation
- Environmental Stewardship
- Infrastructure Maintenance

Ms. Sommer began the January 25 priority setting session by presenting her findings to the City Council, including an overview of what she heard from Councilmembers on the intent and objectives for the priority setting session. During the session, the City's adopted core values of Leadership, Inclusiveness, Integrity, Collaboration and Stewardship were provided as a point reference for goal setting. These core values serve as norms for how the City Council desires to work with the community, organization and other interested stakeholders for achieving the

City's goals and objectives. A number of Council members expressed a desire to achieve transparency and equity through city programs and questioned whether the City should have specific goals to achieve these objectives. The recommendation from RPMG is rather than have them as specific and measurable goals, the City Council and City Manager should regularly reference these core values when designing and implementing community programs, services and activities. In summary, the City's core values or norms should be well understood as foundational principles for serving the community, including throughout the implementation and monitoring of the City's Work Plan.

Ms. Sommer went over agreements, guidelines, roles and expectations for the meeting:

Engagement Agreements

- Be present.
- Listen with curiosity rather than judgment.
- Assume good intentions.
- Appreciate feedback.
- Recognize common interest and value different views.
- Support collaboration – collective wisdom.

Discussion Guidelines

- Limit discussion to high-level policies and initiatives, *not* day-to-day operations, *not* "how to's."
- Initiatives and activities presented are reflections of what came up during interviews - can be modified, added, or deleted.
- Don't worry about exact goal wording.

Roles and Expectations

- The City Council is responsible for establishing collective goals and providing staff with clear policy direction, while allowing staff to develop and carry out the Work Plan to achieve those goals.
- The City Manager and staff are accountable for developing a detailed work plan based on policy guidance, and recommending necessary resources.
- Members of the public are able to provide input on the city's goals.

Ms. Sommer then went through a detailed summary of specific goals that Councilmembers expressed during the one-on-one interviews. As a result of this review and subsequent discussion, the City Council agreed that Affordable Housing should also be added to the list of three policy consensus categories above. The City Council then engaged in a dot exercise, placing a limited number of dot "stickers" next to goals they wanted to be prioritized from the agreed-upon categories. This served the purpose of visually identifying areas that rose to the top for prioritization. Mr. Becerra then reviewed the results of the dot exercise to confirm the City Council's input in preparation for the Work Plan development.

At the conclusion of the priority setting session, the Council agreed to initiate the following:

- Identify a Council Subcommittee to finalize goal language.
- Allow staff to
    - Translate the Council's goals into actionable steps (utilizing the SMART goal model).
    - Identify major milestones and timelines.
    - Provide recommendations on budgetary resources and/or constraints (which will be identified as part of the City's regular budget development process).
- Have a proposed Work Plan presented by staff at a subsequent regular meeting for Council review and approval.

Goal Refinement and Work Plan Development

On February 1, 2023, the City Council voted unanimously to appoint a City Council Goals Ad hoc Subcommittee comprised of Mayor Peake and City Councilmembers Coletti and McDonnell to assist the City Council with finalizing the goal language and to work with the City Manager to identify appropriate milestones and timelines for completion.

Working collaboratively with the City Manager and RPMG staff Nelson Fialho and Wendy Sommer, the Subcommittee met three times in February and March to review and refine the goals. Items receiving "dots" at the January 25 meeting were individually discussed. Some items were deferred or removed from the final goals list and placed in the Parking Lot (Exhibit B), primarily because they were strategies to achieve goals. However, the City Council may decide to move a Parking Lot item back to the Work Plan, if desired.

Following refinement of the goals by the Subcommittee, the City Manager and staff developed the corresponding milestones, with guidance from RPMG. The milestones were meant to be high level, and prepared using SMART principles (specific, measurable, achievable, realistic, and time-bound), where applicable. The Subcommittee, with the assistance of the City Manager and RPMG, discussed and edited the milestones to ensure further clarity for the community and organization.

Separately, operational goals were prepared by each city department under the direction of the City Manager and attached as Exhibit C. The City Manager and staff will address these goals as part of the development of the annual budget. In addition, mandatory, required and/or compliance-related operational goals are appropriately footnoted for review and reference.

The proposed Work Plan contains four categories:

- Recreation Services
- Infrastructure
- Environmental Stewardship
- Affordable Housing

Within the priority areas, there are 12 goals and 33 milestones.

Action Item and Next Steps

The draft Work Plan, including the reference exhibits herein, are submitted to the City Council for review and approval. Upon City Council adoption, the City Manager will initiate implementation of the plan and seek funding for specific projects, programs and initiatives during the Fiscal Year 23/24 budget cycle. Following adoption of the Operating and Capital Improvement Budgets, RPMG recommends the City Manager present quarterly updates of the Work Plan at regularly scheduled City Council meetings.

Exhibits:

A. Proposed City Council Goals Work Plan 2023-24
B. List of Parking Lot Items
C. City Department Operational Goals 2023-24