NOTICE OF MEETING

CITY OF PACIFIC GROVE

CITY COUNCIL

CLOSED SESSION MEETING AGENDA

Wednesday, July 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).

PLEASE NOTE THE MEETING WILL PROCEED AS NORMAL EVEN IF THERE ARE TECHNICAL DIFFICULTIES ACCESSING ZOOM.
THE CITY WILL DO ITS BEST TO RESOLVE ANY TECHNICAL ISSUES AS QUICKLY AS POSSIBLE.

THE PUBLIC MAY ALSO VIEW THE MEETING ON PENINSULA CHANNEL 25.

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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

1. Written Closed Session Public Comment

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

ADJOURNMENT

NOTICE OF MEETING

CITY OF PACIFIC GROVE

CITY COUNCIL

AMENDED REGULAR MEETING AGENDA

Wednesday, July 5, 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).

PLEASE NOTE THE MEETING WILL PROCEED AS NORMAL EVEN IF THERE ARE TECHNICAL DIFFICULTIES ACCESSING ZOOM.
THE CITY WILL DO ITS BEST TO RESOLVE ANY TECHNICAL ISSUES AS QUICKLY AS POSSIBLE.

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MEETING INSTRUCTIONS

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

AMENDED AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE: Councilmember Coletti

1. **APPROVAL OF AGENDA**

2. **PRESENTATIONS**

   A. Mayor's Proclamation: Recognizing Dr. Ralph Porras **PAGE 11**
   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. Written General Public Comment
   Reference: Sandra Kandell, City Clerk
   Recommended Action: Receive written public comment, if applicable.
   CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

CONSENT AGENDA

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

5. APPROVAL OF CITY COUNCIL MEETING MINUTES

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

A. Minutes of the June 21, 2023 Special and Regular Meetings and the June 23, 2023 Special Closed Session Meeting **PAGE 14**
Reference: Sandra Kandell, City Clerk
Recommended Action: Approve minutes.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

6. RESOLUTIONS

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

7. ORDINANCES

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

A. Ordinance to Amend the City Salary Classification Schedule (POA) **PAGE 26**
Reference: Leticia Livian, Human Resources Director
Recommended Action: Hold a second reading and adopt an ordinance to amend the salary classification schedule to modify the salary range for Police Officer and Police Sergeant and approve the amendment.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

B. Ordinance Amending Chapter 2.04 of the Pacific Grove Municipal Code by adding Section 2.04.100 on Policy creation, amendment, or deletion by City Council Resolution **PAGE 30**
Reference: Brian A. Pierik, City Attorney
Recommended Action: Hold second reading and adopt an ordinance amending Chapter 2.04 of the Pacific Grove Municipal Code by adding Section 2.04.100 on Policy creation, amendment, or deletion by City Council Resolution.
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

9. **REPORTS – REQUIRING ACTION**

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

A. PW Temporary Trailer Ratification (PW Fire) **PAGE 34**

Reference: Joyce Halabi, Deputy Public Works Director

Recommended Action: Ratify the trailer rental with Williams Scotsman, Inc., by approving a resolution, for the Public Works Admin Office temporary trailer rental in the amount of $44,440 plus a 5% contingency, in accordance with Municipal Code Section 2.16.080, Bidding Procedures-Dispensation.

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

B. Professional Planning Services with Good City Company **PAGE 38**

Reference: Anastacia Wyatt, Community Development Director

Recommended Action: Authorize an agreement not to exceed $75,000 for professional contract planning services with Good City Company.

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

C. FY23/24 CIP Engineering Services ***Action required by July 5, 2023.*** **PAGE 101**

Reference: Joyce Halabi, Deputy Public Works Director

Recommended Action: Authorize an agreement with Neill Engineers Corp for FY23/24 Capital Improvement Plan engineering services in an amount not to exceed $545,871 plus a 15% contingency.

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

D. Tree Maintenance Service Agreement ***Action required by July 5, 2023.*** **PAGE 103**

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

Recommended Action: Authorize an agreement with Topes Tree Service Inc. to provide Tree Maintenance Services for trees in the public right-of-way and on City-owned properties and facilities in an amount not-to-exceed $220,000 per fiscal year, with the option to extend the agreement for 4 additional years

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

E. September 20 Meeting Cancellation **PAGE 105**

Reference: Bill Peake, Mayor

Recommended Action:

1. Cancel September 20, 2023 Council Meeting.
2. Other action as directed by City Council related to this subject.

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

F. Appointment to Recreation Board **PAGE 106**

Reference: Bill Peake, Mayor

Recommended Action: Approve appointment of A. Gamble to Recreation Board ending January 31, 2027.

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. Museum Board Minutes: May 10,August 9, November 8, 2022, and February 14, 2023

Reference: Joyce Halabi, Deputy Public Works Director **PAGE 108**

Recommended Action: Receive the minutes.

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

B. Planning Commission Meeting Minutes: April 13, 2023 **PAGE 121**

Reference: Aaron Cambell, Associate 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. Accessory Dwelling Unit (ADU) Ordinance Amendment **PAGE 127**

Reference: Anastacia Wyatt, Community Development Director

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 Municipal Code Section Chapter 23.80 Accessory Dwelling Units*** approving the proposed zoning text amendment; and

4. ***Direct the publication of the ordinance will be satisfied by publication of a summary approved by the City Attorney.***

CEQA: Statutory Exemption, CEQA Guidelines 15282(h) - Adoption Regarding Second Units in a Single or Multi Family Residential Zone

12. UNFINISHED AND ONGOING BUSINESS

A. Actuarial Analysis for the CalPERS Miscellaneous and Safety Plans ***This item was continued from the Council's June 21, 2023 meeting.*** **PAGE 153**

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

Recommended Action:

1. Receive the report and presentation
2. Alternatively, discuss and take other action related to this item

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

B. Purple Pipe Feasibility Study ***This item was continued from the Council's June 21, 2023 meeting.*** **PAGE 245**

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

Recommended Action:

1. Receive Report and Provide Direction.
2. Alternatively, discuss and take other action related to this item

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

C. Safety Improvements at 5-way intersection ***This item was continued from the Council's June 21, 2023 meeting.*** **PAGE 300**

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

Recommended Action:

1. Authorize the City to enter into an agreement with GHD for Phase I of the Congress, Cedar, and Sunset Intersection Safety Improvement Project in an amount not to exceed $797,574
2. Alternatively, discuss and take other action related to this item

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

D. Requests for Proposals for a Coastal Wildlife Protection Program **PAGE 328**

Reference: Dara Sanders, Contract Planner and Ben Harvey, City Manager

Recommended Action:

1. Approved the draft Requests for Proposals for finalization and publication.
2. Alternatively, discuss and take other action on this item.

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

E. Small Business Recovery Action Plan **PAGE 339**

Reference: Ben Harvey, City Manager

Recommended Action:

1. Receive the attached recommended implementation plan, and provide staff with direction for action items of interest.
2. Alternatively, discuss and take other action related to this item.

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

13. **NEW BUSINESS**

A. Energy Savings Assessment & Resiliency **PAGE 354**

Reference: Ben Harvey, City Manager

Recommended Action:

1. Adopt a Resolution Authorizing the City Manager to Direct Engie Services U.S. to Perform an Integrated Energy Savings Assessment of City-Owned Building for Potential Solar Photovoltaic System Implementation, and Grant Fund Sourcing.
2. Alternatively, discuss and take other action related to this item.

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

B. City Public Information and Community Engagement through Social Media **PAGE 357**

Reference: Ben Harvey, City Manager

Recommended Action:

1. Receive the report, and provide direction to City staff regarding the City Public Information and Community Engagement through Social Media effort.
2. Alternatively, discuss and take other action related to this item.

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

C. League of California Cities (LoCC) Annual Conference Voting Delegate and Alternate(s)

Reference: Sandra Kandell, City Clerk

Recommended Action: PAGE 368

1. Discuss, designate, and adopt by resolution a voting delegate and up two alternates to represent the City on policy matters at the League of California Cities (LoCC) Annual Conference on September 20-22.
2. Alternatively, discuss and take other action related to this item.

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

14. **FULL PRESENTATIONS**

15. **CLOSED SESSION**

ADJOURNMENT

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

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Bill Peake, Mayor

MEETING DATE: July 05, 2023

SUBJECT: Mayor's Proclamation: Recognizing Dr. Ralph Porras

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

RECOMMENDATION

Receive presentation.

Attachments

Proclamation Recognizing Ralph Porras

Mayor's Proclamation
Recognizing Dr. Ralph Porras
PGUSD Superintendent

WHEREAS, Ralph Porras has faithfully served the Pacific Grove Unified School District for 16 years, and

WHEREAS, Ralph Porras has received nearly every available Association of California School Administrators (ACSA) award such as Superintendent of the Year and served as the ACSA State President from 2017-2018, and

WHEREAS, Ralph Porras has helped secure much needed funding for school facilities and technology programs, and

WHEREAS, Ralph Porras successfully steered PGUSD through difficulties of a pandemic, and

WHEREAS, his first priority has been the students and his top priorities student engagement, success, and equality of access, and

WHEREAS, he has always strived to live up to the District's mission of building a positive, safe, and stimulating environment for all students, and

WHEREAS, the positive impact of his efforts will live on through the students for many years.

NOW, THEREFORE, I Bill Peake, Mayor of the City of Pacific Grove, congratulate Dr. Ralph Porras on his years of outstanding efforts and dedication to educating the youth of our community and wish him well as he embarks on new challenges for Monterey County.

Bill Peake

Bill Peake, Mayor

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Sandra Kandell, City Clerk/DEI Coordinator

MEETING DATE: July 05, 2023

SUBJECT: Written General Public Comment

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

RECOMMENDATION

Receive written 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: July 05, 2023

SUBJECT: Minutes of the June 21, 2023 Special and Regular Meetings and the June 23, 2023 Special Closed Session Meeting

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

RECOMMENDATION

Approve minutes.

Attachments

Draft Minutes 6-21-23

Draft Minutes 6-23-23

DRAFT MEETING MINUTES

CITY OF PACIFIC GROVE
CITY COUNCIL
CLOSED SESSION MEETING

Wednesday, June 21, 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

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

PUBLIC COMMENT ON CLOSED SESSION MATTERS
No public comment received.

A. Threat to Public Services of Facilities Government Code Section 54957
(Evaluation of Recommendations in Security Assessment Report)
Consultation with City Manager Ben Harvey, Administrative Services Director/Assistant City Manager Tori Hannah, Police Chief Cathy Madalone, and Security Site Assessment Consultant Dr. Steve Albrecht (via Zoom)

DRAFT MEETING MINUTES

CITY OF PACIFIC GROVE
CITY COUNCIL
REGULAR MEETING

Wednesday, June 21, 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

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 Beck led the pledge of allegiance.

1. **APPROVAL OF AGENDA**

Action: Council made the following recommendations: Agenda item 14A be moved and heard as 2A under 2. Presentations; Agenda item 12D be continued to the Council's July 5, 2023 meeting; and Agenda item 12G become the new agenda item 12D.

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

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. Monterey One Water Presentation re Monterey County Tax Bill and Future Wastewater Collection Fees ***During the Approval of Agenda, this item was moved up from Regular Agenda item 14A Full Presentations.***
Public comment received from Inge Lorentzen Daumer and Rebecca Lee.

Action: Council received the 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

Threat to Public Services of Facilities Government Code Section 54957
(Evaluation of Recommendations in Security Assessment Report)
Consultation with City Manager Ben Harvey, Administrative Services Director/Assistant City Manager Tori Hannah, Police Chief Cathy Madalone, and Security Site Assessment Consultant Dr. Steve Albrecht (via Zoom)

City Attorney Brian Pierik had nothing to report.

B. Council and staff made general announcements.

4. **GENERAL PUBLIC COMMENT**

General public comment received from Dan Miller, Rebecca Lee, Vince Tuminello, Mike Gibbs, Colleen Ingram, Jane Haines, Carol Marquart, Inge Lorentzen Daumer, Carmelita Garcia, Nadja Mark, and one unnamed speaker.

A. Written General Public Comment
Action: Received written general public comment if applicable.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

CONSENT AGENDA

Action: Consent Agenda item 8D was pulled and considered as Regular Agenda item 12D concurrent with the new 12D City Council Parklet Subcommittee Status Report (formerly 12G).

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

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 June 7, 2023 Special and Regular Meetings
Action: Approved minutes.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

6. **RESOLUTIONS**

7. **ORDINANCES**

8. **REPORTS – INFORMATION ONLY**

A. May 2023 Check Register
Action: Received the check register.

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

B. May 2023 Core Revenue Report
Action: Received the report.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

C. Independent Auditor's Letter Regarding Airbnb Transient Occupancy Tax Receipts that were Applicable to Fiscal Year 2021/22
Action: Received the Independent Auditor's letter.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

D. Letter from Economic Development Commission to City Council Recommending a "Status Quo" Approach to Existing Parklets ***This item was pulled and considered as 12D concurrent with the new Agenda item 12D City Council Parklet Subcommittee Status Report (formerly 12G).***
Reference: Aaron Hoops, Economic Development Commissioner
Recommended Action: Receive the report.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

E. Monterey Salinas Transit Board Minutes: May 8, 2023
Action: Received minutes.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

9. **REPORTS – REQUIRING ACTION**

A. School Resource Officer Program Agreement
Action: Entered into an agreement with the Pacific Grove Unified School District to provide a School Resource Officer during the 2023/2024 school year, to include reimbursement of $82,230.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

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

A. Architectural Review Board Regular and Special Meeting Minutes: May 9, 2023 and May 16, 2023
Action: Received the minutes.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

B. Diversity, Equity and Inclusion Meeting Minutes: May 8, 2023.
Action: Received the minutes.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

C. Historic Resources Committee Meeting Minutes: April 26, 2023 and May 24, 2023
Action: Received the minutes.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

REGULAR AGENDA

11. **PUBLIC HEARINGS**

A. First reading of an ordinance to amend the City Salary Classification Schedule (POA)
No public comment received.

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

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 modify the salary range for Police Officer and Police Sergeant and approve the amendment; and
4. Direct that a summary of a proposed ordinance be published as approved by the City Attorney.

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

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

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

B. Proposed Ordinance Amending Chapter 2.04 of the Pacific Grove Municipal Code by adding Section 2.04.100 on Policy creation, amendment, or deletion by City Council Resolution
Public comment received from Lisa Ciani.

Action: Upon motion by Mayor Pro Tem Smith and seconded by Councilmember Coletti, Council voted to

1. Request City Attorney to read the title of the Ordinance;
2. Motion to waive further reading;
3. Introduce and hold first reading of an Ordinance Amending Chapter 2.04 of the Pacific Grove Municipal Code by adding Section 2.04.100 on Policy creation, amendment, or deletion by City Council Resolution;
4. Find that this action does not constitute a "Project" under California Environmental Quality Act (CEQA) Guidelines Section 15378; and
5. Direct that a summary of a proposed ordinance be published as approved by the City Attorney.

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

AYES: Mayor Peake, Mayor Pro Tem Smith, Councilmembers Amelio, Beck,

Coletti, McDonnell, and Poduri.
NOES: None.
ABSENT: None.

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

C. Ordinance to Adopt the Fiscal Year 2023/24 Operating and Capital Improvement Budget; and Amend the Fiscal Year 2022/23 Operating and Capital Improvement Budget
No public comment received.

Action: Upon motion by Mayor Pro Tem Smith and seconded by Councilmember Coletti, Council voted to hold second reading, approve Ordinance No. 23-007 to adopt the Fiscal Year 23/24 Operating and Capital Improvement Budget, and amend the Fiscal Year 22/23 Operating and Capital Improvement Budget

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

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

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

12. **UNFINISHED AND ONGOING BUSINESS**

A. Lover's Point Pier Repair Project ***This item was continued from Council's May 17 and June 7, 2023 meetings.***
Public comment received from Dan Miller, Rebecca Lee, Tony Ciani, and Andrew Kubica.

Action: Council received the report, provided staff with direction on pursuing the interim repair design solution and the cost of developing a long-term solution.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

B. Council Policy Posting Contracts and Agreements Online ***This item was continued from Council's June 7, 2023 meeting.***
Public comment received from Lisa Ciani.

Action: Upon motion by Mayor Pro Tem Smith and seconded by Councilmember Coletti, Council voted to direct the City Attorney to return with a Council Resolution creating Posting Contracts and Agreements Online Policy 000-29.

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

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

ABSENT: None.

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

C. Arborist Services 1 Year Extension ***The item was continued from the Council's June 7, 2023 meeting.***
Public comment received from Rebecca Lee, Lisa Ciani, Michael Durant, Inge Lorentzen Daumer, Christine Walkingstick, Marsha and Cari Rotoli.

Action: Upon motion by Councilmember Amelio and seconded by Councilmember Poduri, Council voted to authorize a one-year extension agreement with Albert Weisfuss for Professional Arborist Services for FY23/24 in an amount not to exceed $100,000.

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

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

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

D. Actuarial Analysis for the CalPERS Miscellaneous and Safety Plans ***During the Approval of the Agenda, the item was continued to the City Council's July 5, 2023 meeting.***
Reference: Tori Hannah, Administrative Services Director / Assistant City Manager
Recommended Action:
1. Receive the report and presentation.
2. Alternatively, discuss and take other action related to this item.

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

D. Letter from Economic Development Commission to City Council Recommending a "Status Quo" Approach to Existing Parklets ***This item was pulled and considered as 12D concurrent with the new Agenda item 12D City Council Parklet Subcommittee Status Report (formerly 12G).***
Action: Council received the report.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

D. City Council Parklet Subcommittee Status Report and approval of the proposed curb extension and permanent parklet concept at the southwest corner of Lighthouse and Fountain
Public comment received from Dennis Murphy, Liz Jacobs, unnamed speaker, Steve Hulleen, Suzanne Riley, Jason Bradley, Julie Vivolo Davis, Jerry Register, Dan Miller, Mike Gibbs, Michael Durrant, Adam de Boor, Cari Rotoli, Nicolas, Wendi Giles, Dixie Lane, Marsha, and Inge Lorentzen Daumer.

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

1. Direct City staff to proceed with the design of the proposed curb extension and permanent parklet concept at the southwest corner of Lighthouse and Fountain.
2. Direct the City Traffic Engineer, City Attorney, and other City staff to prepare a report of relevant safety standards and compliance measures necessary for new and existing parklets. This will include a restriping plan for a) parking spaces adjacent to new and existing parklets, and b) the right-of-way.
3. Extend the term of the City Council Parklet Subcommittee to March 1, 2024.

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 Poduri.
ABSENT:	None.

Action: Upon motion by Mayor Pro Tem Smith and seconded by Councilmember Coletti, Council voted to adjourn and continue the remaining items to the Council's July 5, 2023 meeting.

E. Purple Pipe Feasibility Study
Reference: Daniel Gho, Public Works Director/Deputy City Manager
Recommended Action:

1. Receive Report and Provide Direction.
2. Alternatively, discuss and take other action related to this item

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

F. Safety Improvements at 5-way intersection
Reference: Daniel Gho, Public Works Director/Deputy City Manager
Recommended Action:

1. Authorize the City to enter into an agreement with GHD for Phase I of the Congress, Cedar, and Sunset Intersection Safety Improvement Project in an amount not to exceed $797,574.
2. Alternatively, discuss and take other related action to this item.

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

G. City Council Parklet Subcommittee Status Report and approval of the proposed curb extension and permanent parklet concept at the southwest corner of Lighthouse and Fountain ***During the Approval of the Agenda, this item was moved and heard as 12D.***
Reference: Debby Beck, Luke Coletti, and Lori McDonnell, Councilmembers
Recommended Action:

1. Direct City staff to proceed with the design of the proposed curb extension and permanent parklet concept at the southwest corner of Lighthouse and Fountain.
2. Direct the City Traffic Engineer, City Attorney, and other City staff to prepare a

report of relevant safety standards and compliance measures necessary for new and existing parklets. This will include a restriping plan for a) parking spaces adjacent to new and existing parklets, and b) the right-of-way.
3. Extend the term of the City Council Parklet Subcommittee to March 1, 2024.
4. Alternatively, discuss and take other action related to this item.

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

13. **NEW BUSINESS**

14. **FULL PRESENTATIONS**

A. Monterey One Water Presentation re Monterey County Tax Bill and Future Wastewater Collection Fees ***During the Approval of Agenda, this item was moved and heard as 2A under Presentations.***
Reference: Mike McCullough, Director of External Affairs
Recommended Action: Receive the presentation.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

15. **CLOSED SESSION**

ADJOURNMENT
Council adjourned the regular meeting at 10:21 p.m.

Respectfully Submitted,

Sandra Kandell
City Clerk

Approved by Mayor: _____Date_____

Attest by City Manager: _____Date_____

DRAFT MEETING MINUTES

CITY OF PACIFIC GROVE

CITY COUNCIL

SPECIAL CLOSED SESSION MEETING

Friday, June 23, 2023, 4:00 P.M.
Council Chamber – City Hall – 300 Forest Avenue, Pacific Grove, CA

APPEARING REMOTELY VIA ZOOM:
Councilmember Poduri
601 W. McKinley Avenue
Pomona, CA 91768

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

CALL TO ORDER
Mayor Peake called the meeting to order at 4:00 p.m. City Clerk Kandell conducted roll call with the following Council present in Chamber: Mayor Peake, Mayor Pro Tem Smith, Councilmembers Amelio, Beck, and McDonnell. Appearing via Zoom: Councilmember Poduri. Absent: Councilmember Coletti.

APPROVAL OF AGENDA

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

Motion carried 5-0-2, by the following roll call vote:

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

CLOSED SESSION

PUBLIC COMMENT ON CLOSED SESSION MATTERS
Public comment received from Mike Gibbs, Inge Lorentzen Daumer, and Dan Miller.

1. Written Public Comment

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

ADJOURNMENT
Council adjourned the regular meeting at 5:50 p.m. A report out will occur at the next Council meeting.

Respectfully Submitted,

Sandra Kandell
City Clerk

Approved by Mayor: _____Date_____

Attest by City Manager: _____Date_____

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

AGENDA REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Leticia Livian, Human Resources Director
MEETING DATE:	July 05, 2023
SUBJECT:	Ordinance to Amend the City Salary Classification Schedule (POA)
CEQA:	Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Hold a second reading and adopt an ordinance to amend the salary classification schedule to modify the salary range for Police Officer and Police Sergeant 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 June 29, 2023.

On August 27, 2022, the Council adopted Resolution 22-045 to authorize the city manager to execute all documents and to perform all other necessary City acts to implement the Memorandum of Understanding (MOU) between the City of Pacific Grove (City) and the Pacific Grove Police Officers Association (POA).

The MOU approved increases to the salary range for Police Officer and Police Sergeant for 2022 and 2023. The salary increases and the effective dates are listed below.

- 3% salary increase effective July 24, 2022; and
- 2% salary increase effective July 9, 2023.

The City salary classification schedule identifies the job classifications approved by Council (e.g., Police Officer) and the hourly rates of pay for each classification at each step authorized by the Personnel Rules. To implement a salary increase, the salary classification schedule must be amended to incorporate the salary increase for the effective dates outlined in the MOU between the City and the POA. The action proposed in this Agenda Report is to finalize the salary change for the second increase of 2% effective July 9, 2023.

Pursuant to Charter Article 25 and Pacific Grove Municipal Code (PGMC) Section 4.20.280, approval and amendment to the classification schedule must be adopted by the Council.

The requested changes are for Police Officer and Police Sergeant classifications only, all other classifications in the salary schedule remain the same. Click **here** to view the entire salary schedule.

City Of Pacific Grove
Proposed New Salary Schedule - POA Hourly Rate

	Classification	Step 1A	Step 2B	Step 3C	Step 4D	Step 5E	Step 6F	Step 7G
Current Hourly	Police Sergeant	52.48	55.11	57.86	60.76	63.80	66.19	68.67
New Hourly	Police Sergeant	53.53	56.21	59.02	61.97	65.07	67.51	70.04

	Classification	Step 1A	Step 2B	Step 3C	Step 4D	Step 5E	Step 6F	Step 7G
Current Hourly	**Police Officer**	**45.42**	**47.69**	**50.08**	**52.58**	**55.21**	**57.28**	**59.43**
New Hourly	**Police Officer**	**46.33**	**48.65**	**51.08**	**53.63**	**56.32**	**58.43**	**60.02**

OPTIONS
Provide alternative direction to staff.

FINANCIAL IMPACT:
The projected annual fiscal impact to the General Fund is $70,000 and is budgeted for the FY 23/24 for the 2% COLA.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Ordinance

ORDINANCE NO. 23-____

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE AMENDING THE CLASSIFICATION SCHEDULE FOR POLICE SERGEANT AND POLICE OFFICER

Findings

1. The City of Pacific Grove (City) entered into a Memorandum of Understanding (MOU) with the Pacific Grove Police Officer Association on August 27, 2022; and

2. The MOU is effective from July 1, 2022 through June 30, 2024; and

3. The MOU contains two salary adjustments; and

4. The first salary adjustment took effect on July 24, 2022; and

5. The second salary adjustment takes effect July 9, 2023; and

6. Modifications to the salary classification plan are for Police Officer and Police Sergeant Classifications only; and

7. Modifications to the salary classification plan must be amended for each described date; and

8. Amendment to the classification plan must be adopted by the City Council pursuant to Charter Article 25 and Pacific Grove Municipal Code (PGMC) Section 4.20.280; and

9. The City Council ratified the MOU and its implementation measures, including salary adjustment; and

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

Ordinance

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

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

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

City Of Pacific Grove

Proposed New Salary Schedule - POA Hourly Rate

Eff.	Classification	Step 1A	Step 2B	Step 3C	Step 4D	Step 5E	Step 6F	Step 7G
July 9, 2023	524-001 Police Sergeant	53.53	56.21	59.02	61.97	65.07	67.51	70.04
Eff.	**Classification**	**Step 1A**	**Step 2B**	**Step 3C**	**Step 4D**	**Step 5E**	**Step 6F**	**Step 7G**
July 9, 2023	516-001 Police Officer	46.33	48.65	51.08	53.63	56.32	58.43	60.02

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 July 9, 2023.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this_____day of_____, 2023, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

_____
BILL PEAKE, Mayor

ATTEST:

_____
SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

_____
BRIAN PIERNIK, City Attorney

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Brian A. Pierik, City Attorney
MEETING DATE:	July 05, 2023
SUBJECT:	Ordinance Amending Chapter 2.04 of the Pacific Grove Municipal Code by adding Section 2.04.100 on Policy creation, amendment, or deletion by City Council Resolution
CEQA:	Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Hold second reading and adopt an ordinance amending Chapter 2.04 of the Pacific Grove Municipal Code by adding Section 2.04.100 on Policy creation, amendment, or deletion by City Council Resolution.

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 June 29, 2023.

On May 17, 2023, the City Council voted to direct the City Attorney to draft an ordinance to amend Chapter 2.04 of the Pacific Grove Municipal Code codifying that Council policies shall be created, amended, or deleted only by Council Resolution.

Council Policies are available online and can be found here.

According to the May 17, 2023 Agenda Report:

1. Council policies are an important and integral part of city government.
2. Policies span a wide range of local government functions to establish important procedures and administrative actions.
3. Recent practice to create or amend Council policy has not been consistent, doing so either by resolution or motion (minute order).
4. Resolutions provide a permanent record that includes findings, Council votes, and is more readily located than minutes, thus strengthening the administrative record and ease of public access to the policy action.
5. The recommended action would require a Council Resolution to create, amend or delete a Council Policy.

Due to the above, the May 17, 2023 Agenda Report recommended that the City Council direct the City

Attorney to draft an Ordinance Amending Chapter 2.04 of the Pacific Grove Municipal Code by adding Section 2.04.100 on Policy creation, amendment, or deletion by City Council Resolution in the following manner:

2.04.100 Policy creation, amendment, or deletion.

Council policies shall be created, amended, or deleted only by Council Resolution.

OPTIONS
N/A

FINANCIAL IMPACT:
There is no fiscal impact.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Proposed Ordinance

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE AMENDING CHAPTER 2.04 OF THE PACIFIC GROVE MUNICIPAL CODE BY ADDING SECTION 2.04.100 ON POLICY CREATION, AMENDMENT, OR DELETION BY CITY COUNCIL RESOLUTION

FACTS

1. On May 17, 2023, the City Council voted to direct the City Attorney to draft an ordinance to amend Chapter 2.04 of the Pacific Grove Municipal Code codifying that Council policies shall be created, amended, or deleted only by Council Resolution.

2. Council policies are an important and integral part of city government.

3. Policies span a wide range of local government functions to establish important procedures and administrative actions.

4. Recent practice to create or amend Council policy has not been consistent, doing so either by resolution or motion (minute order).

5. Resolutions provide a permanent record that includes findings, Council votes, and is more readily located than minutes, thus strengthening the administrative record and ease of public access to the policy action.

6. For these reasons, the City Council directed the City Attorney to draft an Ordinance Amending Chapter 2.04 of the Pacific Grove Municipal Code by adding Section 2.04.100 on Policy creation, amendment, or deletion by City Council Resolution.

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 though set forth in fully within the body of this ordinance.

SECTION 2. Chapter 2.04 is hereby amended to add Section 2.04.110 to read as follows

2.04.100 Policy creation, amendment, or deletion. Council policies shall be created, amended, or deleted only by Council Resolution.

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. Severability. If any provision, section, paragraph, sentence, clause or phrase of this ordinance, or any part thereof, or the application thereof to any person or circumstance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance, or any part thereof, or its application to other persons or circumstances. The City Council hereby

declares that it would have passed and adopted each provision, section, paragraph, subparagraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, paragraphs, subparagraphs, sentences, clauses or phrases, or the application thereof to any person or circumstance, be declared invalid or unconstitutional.

Section 5. In accord with Article 15 of the City Charter, this ordinance shall become effective on the thirtieth (30th) day following its adoption.

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

AYES:
NOES:
ABSENT:

APPROVED:

_____
BILL PEAKE, Mayor

ATTEST:
DATED:_____

_____
SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

_____
BRIAN A. PIERIK, City Attorney

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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Joyce Halabi, Deputy Public Works Director

MEETING DATE: July 05, 2023

SUBJECT: PW Temporary Trailer Ratification (PW Fire)

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

RECOMMENDATION

Ratify the trailer rental with Williams Scotsman, Inc., by approving a resolution, for the Public Works Admin Office temporary trailer rental in the amount of $44,440 plus a 5% contingency, in accordance with Municipal Code Section 2.16.080, Bidding Procedures-Dispensation.

DISCUSSION

The City authorized a temporary trailer rental to house the Public Works Administrative office, following the fire at the corporation yard, in accordance with Municipal Code Section 2.16.080 Bidding Procedures-Dispensation when.

> *Purchase of supplies, services, materials and equipment shall be by quotation or bid procedures as set forth in this chapter. Such procedures may be dispensed with by the purchasing agent, in his or her sole discretion and judgment as to the best interest of the city, as follows:*
>
> *(a) When an emergency requires that an order be placed immediately with the nearest available source of supply.*
>
> *Provided, that even when procedures are dispensed with hereunder, council approval, by resolution, shall be required for purchases in excess of the maximum amount for which the purchasing agent is authorized, as specified in Article II of this chapter. [Ord. 14-005 § 2, 2014; Ord. 1405 N.S. § 2, 1984]*

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

Public Works acted immediately to deploy portable generators to power the yard and to obtain a temporary trailer to house administrative staff and necessary IT equipment to continue ongoing

operations. These actions were taken to ensure services for our residents, visitors, and business, would continue without disruption.

The temporary trailer was delivered in June 2021 and returned in June 2023. At the time the City entered into the rental agreement, it was unknown how long it would take for the office repairs and power restoration to occur. Due to several shipping delays for the metal warehouse materials, and permanent electrical infrastructure elements (such as panels), the duration of the trailer lease remained uncertain.

The office repairs and IT infrastructure were finalized to accommodate moving employees back into the main office in late May 2023; the trailer was subsequently picked up at the start of June 2023; the final rental invoicing has been received. A 5% contingency has been included to accommodate any potential additional charges related to the pickup and final inspection/closeout. In accordance with the Municipal Code, this item has returned for City Council ratification.

OPTIONS

Ratify the trailer rental. Authorization of the rental was executed in accordance with the Municipal Code Section 2.16.080 Bidding Procedures-Dispensation when (a) When an emergency requires that an order be placed immediately with the nearest available source of supply. In accordance with this section, the item has returned for formal ratification. The rental term is now complete and the costs will be reimbursed.

FINANCIAL IMPACT:

The temporary trailer rental for the Public Works Yard is reimbursed by the City's Insurance Company, California Joint Powers Insurance Authority (CJPIA). Staff has been in regular communication with CJPIA and obtained approvals for the trailer rental with William Scotsman.

CJPIA reimbursement requests have occurred quarterly. As a result, the majority of the trailer rental costs have already been reimbursed by CJPIA. Final reimbursement requests for the trailer will be requested upon processing of final invoicing.

FOCUSED PRIORITY AREA: Infrastructure

Attachments

Resolution

RESOLUTION NO. 23-____

RATIFY AN AGREEMENT FOR THE TEMPORARY TRAILER AT THE PUBLIC WORKS CORPORATION YARD

FINDINGS

1. The City of Pacific Grove owns the Public Works Yard located at 2100 Sunset Drive.

2. On June 5, 2021 a vehicle collision caused a significant fire at the Public Works Yard causing damage to the Public Works Administration Office and the electrical and IT equipment,

3. Per Municipal Code Section 2.16.080 Bidding Procedures-Dispensation when:

   (a) When an emergency requires that an order be placed immediately with the nearest available source of supply.

4. William Scotsman, Inc was contacted under emergency procedure to furnish a temporary trailer to house the Public Works Administration staff and IT equipment necessary for operations that were displaced following the fire damage

5. Funds for the temporary trailer are reimbursable through the City insurance authority.

6. This action is categorically exempt as defined under the California Environmental Quality Act (CEQA) under Class 1, Article 19, Section 15301(b). Existing facilities, this states that Class 1 includes maintenance of existing public facilities.

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

1. The Council determines that each of the Findings set forth above is true and correct, and by this reference incorporates those Findings as an integral part of this Resolution.
2. The Council authorizes the City to ratify the trailer rental with Williams Scotsman, Inc., by approving a resolution, for the Public Works Admin Office temporary trailer rental in the amount of $44,440 plus a 5% contingency.
3. This Resolution shall become effective immediate following passage and adoption thereof.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 5th of July 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

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Anastacia Wyatt, Community Development Director

MEETING DATE: July 05, 2023

SUBJECT: Professional Planning Services with Good City Company

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

RECOMMENDATION

Authorize an agreement not to exceed $75,000 for professional contract planning services with Good City Company.

DISCUSSION

Over the past several years, the Community Development Department (Department) has experienced several losses in planning staff. Due to the losses of higher level staff, the Department has underfilled current budgeted positions with lower level planning staff, including an Assistant, and Associate Planners. This leaves a need to train new staff and fill in senior level planning needs in the Department. In order to properly develop new staff and remain a functioning department, higher level assignments and special planning projects, wireless facilities review, coastal commission requirements, Ordinance updates, CEQA review, and training new staff is needed from specialized services offered through Good City Company.

Good City Company has been an integral part of the CDD Planning team since coming on board in late February 2023. Dara Sanders, the Good City Principal Planner, has assisted with the ADU Ordinance Update, Coastal Wildlife Protection RFP, wireless projects, training newly hired Assistant and Associate Planners, and helping CDD streamline services to the public. Dara has 17 years of current and long-range planning experience, including project management, general plan updates, authorizing zoning code amendments and design regulations, corridor planning, neighborhood planning, historic preservation, GIS analysis, customer support, and processing planning entitlement applications. She has experience in administering local coastal plan requirements and managing complex development, design review, wireless facilities, and subdivision applications.

The Good City contract was initiated with an initial budget of $39,000 from February 23, 2023-February 27, 2024. This contract was amended in scope on May 2, 2023 to limit the scope to Current Planning services that were needed. The contract was further amended on May 19 to increase the budget to $39,999 to ensure the Department could provide higher level planning services needed through the end of the Fiscal Year. Good City has conservatively provided excellent service while staying within the budget available to the end of the Fiscal Year. Good City attends weekly Department Agenda planning meetings to ensure projects get to hearings and support new staff with complex

questions and assignments.

The approval of this contract will provide continued business continuity, allow for continued smooth transition with new staff, and ensure adequate planning staff resources for projects.

OPTIONS

1. Take no action. Note: taking no action would result in the conclusion of Good City Company's contract services to the City and would result in an impact to CDD service delivery levels.
2. Provide alternative direction, such as authorizing a contract with Good City Company for a different amount and/or period of time.

FINANCIAL IMPACT:
For Fiscal Year 2023-2024, the proposed funding for this contract was originally budgeted at $30,000.

CDD is requesting additional appropriations from the General Fund for the additional $45,000.

FOCUSED PRIORITY AREA: Affordable Housing

Attachments

Good City Contract

CITY OF PACIFIC GROVE
PROFESSIONAL SERVICES AGREEMENT

This PROFESSIONAL SERVICE AGREEMENT ("PSA") FOR NON-CONSTRUCTION PROJECTS ("Agreement"), is made and effective as of July 1, 2023, between the City of Pacific Grove ("City"), a municipal corporation and Good City Company, a California Corporation ("CONSULTANT"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. TERM

   This Agreement shall commence on July 1, 2023 and shall remain and continue in effect until the tasks described herein are completed, but in no event later than June 30, 2024, unless sooner terminated pursuant to the provisions of this Agreement.

2. SCOPE OF WORK

   CONSULTANT shall perform the tasks and services ("Services") described and set forth in Exhibit A, Scope of Services, attached hereto and incorporated herein as though set forth in full. CONSULTANT shall complete the tasks according to the schedule of performance which is also set forth in Exhibit A. To the extent that Exhibit A is a proposal from CONSULTANT, such proposal is incorporated only for the description of the Scope of Services and no other terms and conditions from any such proposal shall apply to this Agreement unless specifically agreed to in writing.

3. PERFORMANCE

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

4. CITY MANAGEMENT

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

5. PAYMENT

   a. The City agrees to pay CONSULTANT monthly, in accordance with the payment rates and terms and the Payment Schedule as set forth in Exhibit B, attached hereto and incorporated

DRAFT

herein by this reference as though set forth in full, based upon actual time spent on the above tasks. This amount shall not exceed $75,000.00 for the total term of the Agreement unless additional payment is approved as provided in this Agreement.

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. CONSULTANT shall not be compensated for any Services rendered in connection with its performance of this Agreement that are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Manager or the City Council. CONSULTANT shall be compensated for any additional services in the amounts and in the manner as agreed to by City Manager and CONSULTANT at the time City's written authorization is given to CONSULTANT for the performance of said services.

d. CONSULTANT 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 the City disputes any of CONSULTANT's fees it shall give written notice to CONSULTANT within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. Any final payment under this Agreement shall be made within forty-five (45) days of receipt of an invoice therefore.

6. INSPECTION

City shall at all times have the right to inspect the work and materials. CONSULTANT 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 CONSULTANT 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. The City may at any time, for any reason, without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon CONSULTANT at least thirty (30) days prior written notice. Upon receipt of said notice, CONSULTANT shall immediately cease all Services under this Agreement, unless the notice provides otherwise. If the 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, the City shall pay to CONSULTANT the actual value of the Services performed up to the time of termination, provided that the Services performed are of value to the City. Upon termination of the Agreement pursuant to this Section, CONSULTANT will submit an invoice to the City pursuant to Section 6.

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8. DEFAULT OF CONSULTANT

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

b. If the City Manager or designee determines CONSULTANT is in default in the performance of any of the terms or conditions of this Agreement, they shall cause to be served upon CONSULTANT a written notice of the default. The CONSULTANT 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 CONSULTANT 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. CONSULTANT 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. CONSULTANT 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. CONSULTANT 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; shall permit City to make transcripts or copies therefrom 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 for a period of five (5) years after receipt of final payment.

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 CONSULTANT. With respect to computer files, CONSULTANT shall make available to City, at CONSULTANT's office and upon reasonable written request by City, the necessary computer software and hardware for purposes of accessing, compiling, transferring, copying and/or printing computer files. CONSULTANT hereby grants to City all right, title, and interest, including any copyright, in and to the documents, designs, drawings, maps, models, computer files, surveys, notes,

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and other documents prepared by CONSULTANT in the course of providing the Services under this Agreement.

10. RECORD AUDIT

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

11. INDEMNIFICATION AND DEFENSE

Indemnity

To the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless City and any and all of its officers, employees and agents ("Indemnified Parties") from and against any and all losses, liabilities, damages, costs and expenses, including legal counsel's fees and costs, caused in whole or in part by the negligent or wrongful act, error or omission of CONSULTANT, its officers, agents, employees or subconsultants (or any City or individual that CONSULTANT shall bear the legal liability thereof) in the performance of Services under this Agreement. CONSULTANT's duty to indemnify and hold harmless City shall not extend to the City's sole or active negligence.

Duty to defend

In the event City, its officers, employees, agents and/or volunteers are made a party to any action, lawsuit, or other adversarial proceeding arising from the performance of the Services encompassed by this Agreement, and upon demand by City, CONSULTANT shall defend City at CONSULTANT's cost or at City's option, to reimburse City for its costs of defense, including reasonable attorney's fees and costs incurred in the defense of such matters to the extent the matters arise from, relate to or are caused by CONSULTANT's negligent acts, errors or omissions. Payment by City is not a condition precedent to enforcement of this indemnity. In the event of any dispute between CONSULTANT and City, as to whether liability arises from the sole or active negligence of the City or its officers, employees, or agents, CONSULTANT will be obligated to pay for City's defense until such time as a final judgment has been entered adjudicating the City as solely or actively negligent. CONSULTANT will not be entitled in the absence of such a determination to any reimbursement of defense costs including but not limited to attorney's fees, expert fees and costs of litigation.

12. INSURANCE

CONSULTANT 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.

13. INDEPENDENT CONSULTANT

a. CONSULTANT is and shall at all times remain as to City a wholly independent consultant and/or independent contractor. The personnel performing the Services under this Agreement on behalf of CONSULTANT shall at all times be under

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CONSULTANT's exclusive direction and control. Neither City nor any of its officers, employees, or agents shall have control over the conduct of CONSULTANT or any of CONSULTANT's officers, employees, or agents, except as set forth in this Agreement. CONSULTANT 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 City. CONSULTANT 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 CONSULTANT in connection with the performance of this Agreement. Except for the fees paid to CONSULTANT as provided in the Agreement, City shall not pay salaries, wages, or other compensation to CONSULTANT for performing Services hereunder for City. City shall not be liable for compensation or indemnification to CONSULTANT for injury or sickness arising out of performing Services hereunder.

14. LEGAL RESPONSIBILITIES

CONSULTANT shall keep itself informed of State and Federal laws and regulations that in any manner affect those employed by it or in any way affect the performance of its Services pursuant to this Agreement. CONSULTANT 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 the CONSULTANT to comply with this Section.

15. UNDUE INFLUENCE

CONSULTANT declares and warrants that no undue influence or pressure was 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 arrangement, or financial inducement. No officer, employee or agent of City has or will receive compensation, directly or indirectly, from CONSULTANT, or from any officer, employee or agent of CONSULTANT, in connection with the award of this Agreement or any Services to be performed 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.

16. NO BENEFIT TO ARISE TO CITY OFFICERS AND EMPLOYEES

No officer, employee of City, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the Services performed 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.

17. RELEASE OF INFORMATION/CONFLICTS OF INTEREST

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

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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 CONSULTANT gives City notice of such court order or subpoena.

b. CONSULTANT shall promptly notify CITY should CONSULTANT, its officers, employees, agents, or subconsultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request ("Discovery"), court order, or subpoena from any person or party regarding this Agreement and the work performed there under or with respect to any project or property located within the City, unless City is a party to any lawsuit, arbitration, or administrative proceeding connected to such Discovery, or unless CONSULTANT is prohibited by law from informing City of such Discovery. City retains the right, but has no obligation, to represent CONSULTANT and/or be present at any deposition, hearing, or similar proceeding as allowed by law. Unless City is a party to the lawsuit, arbitration, or administrative proceeding and is adverse to CONSULTANT in such proceeding, CONSULTANT agrees to cooperate fully with City and to provide the opportunity to review any response to discovery requests provided by CONSULTANT. 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.

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

18. DISCRIMINATION

CONSULTANT agrees that in the performance of this Agreement, neither CONSULTANT nor any person acting on CONSULTANT's behalf shall discriminate against any person on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, genetic information, marital status, sexual orientation, sex, gender identity, gender expression, military or veteran status or age.

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, by first class mail, 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: Anastacia Wyatt

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City of Pacific Grove
300 Forest Avenue
Pacific Grove, CA 93950

To CONSULTANT: Aaron Aknin
Good City Company
601 Allerton Street, Suite 110
Redwood City, CA 94063-1952

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 service 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

CONSULTANT shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of CITY. Because of the personal nature of the Services to be rendered pursuant to this Agreement, only CONSULTANT shall perform the Services described in this Agreement. CONSULTANT may use assistants, under their direct supervision, to perform some of the Services under this Agreement.

22. LICENSES

At all times during the term of this Agreement, CONSULTANT shall have in full force and effect, all licenses required of it by law for the performance of the Services described in this Agreement. CONSULTANT shall obtain a valid City Business License and shall maintain said Business License for the term of this Agreement and any extensions.

23. GOVERNING LAW

City and CONSULTANT 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 federal district court with jurisdiction over City. CONSULTANT 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.

24. ENTIRE AGREEMENT

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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 and pertaining to the subject of this Agreement or with respect to the terms and conditions of this Agreement, 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. No amendment shall be valid unless in writing, executed by both parties.

25. DISPUTE RESOLUTION; ATTORNEY'S FEES

CONSULTANT shall continue to perform under this Agreement during any dispute. CONSULTANT 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.

26. WORK SCHEDULED/TIME OF COMPLETION

City and CONSULTANT agree that time is of the essence in this Agreement.

27. AUTHORITY TO EXECUTE THIS AGREEMENT

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

28. 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.

29. 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.

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

CITY OF PACIFIC GROVE	CONSULTANT
By:_____	By:_____
Anastacia Wyatt, Community Development Director	Aaron Aknin, Consultant
Date: _____	Date: _____
By: _____	By: _____
Bill Peake, Mayor	Tori Hannah, Administrative Services Director
Date: _____	Date: _____

Approved As To Form: _____
City Attorney

_____
Date

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

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EXHIBIT A

SCOPE OF SERVICES

Current Planning: Good City will process and review planning applications and permits, attend public hearings, represent the City at meetings with outside agencies, and respond to planning inquires.
Internal Meetings: Good City will coordinate and attend project-related meetings with applicants, City staff, and the public.
Public Meetings: Good City staff will assist with public noticing, prepare materials, write staff reports, prepare PowerPoint presentations, and present and answer questions at meetings, as well as coordinate other tasks as assigned.

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EXHIBIT B

PAYMENT SCHEDULE

The City agrees to pay Consultant monthly. This amount shall not exceed $75,000 for the total term of the Agreement unless additional payment is approved as provided in this Agreement.

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EXHIBIT C

INSURANCE REQUIREMENTS

Without limiting CONSULTANT's indemnification of City, and prior to commencement of Work, CONSULTANT shall obtain, provide and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to City.

General liability insurance. CONSULTANT 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. CONSULTANT 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 Consultant 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.

Professional liability (errors & omissions) insurance. CONSULTANT shall maintain professional liability insurance that covers the Services to be performed in connection with this Agreement, in the minimum amount of $1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and CONSULTANT agrees to maintain continuous coverage through a period no less than three (3) years after completion of the Services required by this Agreement.

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

CONSULTANT 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.

Umbrella or excess liability insurance. CONSULTANT 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.

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Other provisions or requirements

Proof of insurance. CONSULTANT 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. CONSULTANT 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 CONSULTANT, his agents, representatives, employees or subconsultants.

Primary/noncontributing. Coverage provided by CONSULTANT 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.

City'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 CONSULTANT or City will withhold amounts sufficient to pay premium from CONSULTANT 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 VI (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 CONSULTANT or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. CONSULTANT 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). CONSULTANT acknowledges and agrees that any actual or alleged failure on the part of the City to inform CONSULTANT of non-compliance with any requirement imposes no additional obligations on the City 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 Consultant maintains higher limits than the minimums shown

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above, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Notice of cancellation. Consultant 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, agents, and volunteers 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 Consultant'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. CONSULTANT agrees to ensure that its subconsultants, subcontractors, and any other party involved with the project who is brought onto or involved in the project by CONSULTANT, provide the same minimum insurance coverage and endorsements required of CONSULTANT. CONSULTANT 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. CONSULTANT agrees that upon request, all agreements with consultants, subcontractors, and others engaged in the project will be submitted to City for review.

City'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 CONSULTANT ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the CONSULTANT, the City and CONSULTANT may renegotiate CONSULTANT'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. CONSULTANT shall give City prompt and timely notice of claims made or suits instituted that arise out of or result from CONSULTANT's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. CONSULTANT 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.

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GOODCITY
COMPANY

STATEMENT OF QUALIFICATIONS









OUR BACKGROUND

Good City Company is a local government and land use consulting firm based in San Carlos, California, the “City of Good Living.” Initially founded in 1972 as Neal Martin & Associates, the company was re-established in 2019 as Good City Company (Good City). The company is a California Corporation owned and operated by Lisa Costa Sanders and Aaron Aknin, AICP.



Good City Company
1351 Laurel St
San Carlos, CA 94070
www.goodcityco.com



WHAT WE DO

Good City has a long track record of serving public and private sector clients. Our Northern California based history uniquely positions the company to provide technical services tailored to the local area. Our key services include local government staffing, current planning, policy planning, economic development, and building official staffing, as detailed below:

» **Specialized Community Development Department Services:** Site planning, project management (of long-planning range planning processes and development applications), staff report writing, design review, building permit review, Planning Commission facilitation, Code Enforcement Division Strategy documents, and other specialized project assistance.

» **Community Development Department Staffing:** In-house Planning, Building, Engineering, Housing, Code Enforcement, and front counter staffing. We can provide staffing on both a short and long-term basis.



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- **Policy Planning:** Creation and process facilitation of policy planning initiatives such as General Plans, Specific Plans, Master Plans, Downtown/Transit Corridor Plans, Transportation Demand Management Strategies, and Zoning Codes.

- **Economic Development Services:** Downtown and neighborhood economic development, economic revitalization strategies, small business assistance and incentives, business recruitment and expansion programs, improving the transparency and performance of economic development organizations, operational support for economic development organizations, research and analysis of economic development and revenue-generating opportunities, program management and implementation

- **Fee Adoption Management Services:** Prepare solicitations for fee preparations, calculate certain fees, draft staff reports and resolutions to assist the City in its cost-recovery efforts.

- **Building Official Services:** Provide building official responsibilities, technical support, and proactive client- and customer-focused oversight of building departments

- **Housing Strategy:** In addition to general policy planning work, Good City can assist cities in developing strategies to produce more housing for all income levels.

- **Policy Implementation:** Implementation and tracking of Long-Range Planning documents, such as General Plans, Housing Elements, Downtown Plan, and Specific Plans.

- **Permit Streamlining & Development Review:** Review and make recommendations related to optimizing the development and project review processes, that meet the needs of the City and

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applicant, and follow State legislation and other regulatory agencies.

» **Budgeting and Revenue Forecasting:** Coordinate, make recommendations for action and policies for developing, implementing, and monitoring operating, capital improvement, and other public agency budgets. Identify key economic trends, challenges, opportunities using City data for revenue projections.

» **State Law Compliance (E.G., SB 35):** Completion of required annual reports, "audits" of the zoning code to ensure SB35 compliance, and broader updates and information related to State level housing law and how it affects local entities.

» **"Special Project" Assistance:** Lead and manage projects for City/County Manager's Offices, Parks Departments, transportation agencies, and other public sector entities.

» **Interim Executive Level Assignments:** Provision of interim department/division head services, particularly related to Community Development Departments (Building/Planning) and City/County Manager's Offices.

» **Transportation Demand Management:** Transportation-related strategy, policy planning, and monitoring services.

» **California Environmental Quality Act (CEQA):** Complete initial reviews, categorical exemptions, negative declarations, and monitor projects consistent with CEQA.

» **Town Hall Meeting Facilitation:** Facilitate community meetings or open houses - whether they relate to a specific policy planning topic or broader community topics.

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OUR EXPERIENCE

Local Government Staffing, Current Planning, & Policy Planning

Good City has extensive experience in successfully guiding the development process in Northern California. Working with jurisdictions and private clients, Good City has provided the professional direction to assure that projects are completed successfully in a streamlined fashion with careful attention to both local and State requirements.

Policy and Strategy, and General Plan and Code Updates

» Brisbane: SB2 Objective Standards Code Updates
» Caltrain: Land Use Strategy and Rail Planning for Diridon Station

General Plan Revisions and Zoning Code Updates

» City of San Carlos
» Town of Atherton
» City of San Bruno



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Policy Planning & Strategy | City of San Carlos

» Specific Plans for the east and west sides of San Carlos
» Downtown Visioning project
» Railroad Land Use studies
» Affordable Housing Strategy

Community Involvement | Atherton

» Housing Element Update
» Zoning Code Update
» Library EIR
» Civic Center EIR

In-House Planning Consulting Services

» Atherton
» East Palo Alto
» Hillsborough
» Newark
» Pacifica
» Redwood City
» San Carlos
» San Bruno
» San Mateo

Economic Development

» Foster City
» County of San Mateo

Building Official Staffing

» Portola Valley

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Experience Examples

Within the Town of Atherton

- Zoning Ordinance Comprehensive Update
- 2010 and 2014 Housing Element Updates
- General counter assistance
- Zoning Code amendments
- Process Subdivision and Lot Line Adjustment applications
- Residential review (for large complex estates)
- Planning Commission staff support
- City Council staff support
- Management of City Council and Planning Commission staff reports
- Annexations
- Heritage Tree Removals
- Environmental Review
- Zoning Clearance reviews (business licenses)
- Staff support for the Environmental Programs Committee
- Stormwater inspection (NPDES C.3)
- Preparation of annual NPDES reporting and trash plan
- Comprehensive General Plan Update

For the City of East Palo Alto

- Current planning project management services for the Ravenswood/4Corners TOD Specific Plan.
- Review plans for compliance with the zoning code, specific plan and general plan, prepare staff reports, and respond to public inquiries.

For the City of Milpitas

- Planning project management services for a large complex new multi-family development.
- Manage the CEQA consultant and entitlement process, including

preparation of staff reports, resolutions, ordinance, conditions of approval, and presentation to the Planning Commission and City Council.

For the City of Portola Valley

» Project management of high-level, complex development projects, including environmental review, Ordinance amendments, State Density Bonus law, and other entitlements.
» CEQA management of both Environmental Impact Reports and Negative Declarations.
» Preparation and presentation of staff reports and presentations for the City Council, Planning Commission, and other advisory Committees/Commissions.
» Architectural Design Review
» Site Development Permits
» Map Modifications
» Annual WELO Reporting
» Sign Permits
» Virtual Counter Assistance

For the City of Pacifica

» Residential Review
» Coastal Development Permits
» Zoning Amendment
» Use Permits

Within the City of Redwood City

» Current planning services including responding to public inquiries, responding to questions at the counter, and reviewing planning applications.
» Review plans for compliance with the zoning code and general plan.
» Preparation of staff report and presentation to Planning Commission and City Council.

EXPERIENCE EXAMPLES

» Complex large project processing including large office campus projects complexes, residential developments, large and small in-fill single-family subdivisions, and school use permits.

Within the City of San Bruno

» Complex large project processing including large condominium complexes, residential developments, large and small in-fill single-family subdivisions, and home development, and commercial shopping mall renovation.
» Preparation of staff reports and recommendations on planning projects to the Planning Commission and City Council.
» Preparation of staff reports on public services/engineering projects to the City Council.
» Management of sustainability projects.
» Management of grant programs.
» Assistant Project Management for the San Bruno Grade Separation project.
» Manage and provide direction to staff on planning projects.

Within the City of San Carlos

» General Plan (and Climate Action Plan) Comprehensive Update
» Zoning Ordinance Comprehensive Update
» 2010, 2014, and 2022 (ongoing) Housing Element Update policy advisory and project management services
» Multi-tiered entitlement processing for large mixed-use projects, residential projects, and commercial projects
» Residential annexations
» Architectural Review for new single-family homes
» Subdivision Plan review and processing
» Conditional Use Permits for new businesses
» Zoning clearances
» Tree removal applications
» Massage Permit Applications
» Sign Permit Applications

EXPERIENCE EXAMPLES

- City Council report preparation and presentation
- Planning Commission Review Preparation (Staff Reports, Minutes, Packet assembly and distribution)
- Economic Development assistance
- Property acquisition for economic development
- City-owned property management including lease negotiation
- Housing Program administration
- Manage consultant preparation of EIRs
- Housing Strategy
- Downtown Streetscape Strategy and Project Management

For the County of San Mateo

- Advise County on economic development efforts
- Advise on an economic development strategy framework and related implementation for how the County will support small business recovery.
- Develop plan to strengthen business advocacy
- Identify sources of capital for small businesses (grant opportunities, loans, tax credits, etc.).
- Develop a staffing plan for the County to support small businesses including interdepartmental resources and coordination.
- Develop timeframes and resources required for implementation.
- Identify partners and stakeholders and level of involvement for each to achieve successful plan implementation.
- Prepare and present written and oral reports to the Board of Supervisors (and other committees/commissions)

Good City Company
1351 Laurel St
San Carlos, CA 94070
www.goodcityco.com



ORGANIZATION **PERSONNEL**

AARON AKNIN, AICP
Principal, Owner

LISA COSTA SANDERS
Principal, Owner

CAROL JOHNSON, AICP
Planning Director

LESLIE PARKS
Economic Development Director

RON LA FRANCE
Chief Building Official

KELLY BEGGS
Principal Planner/ Planning Manager

STEPHANIE DAVIS, AICP
Principal Planner

DARA SANDERS
Principal Planner

MARK SULLIVAN, AICP
Housing Manager

SANDY COUNCIL
Housing Program Consultant

ROBERT MCDONALD
Project Manager: Land Use Entitlements

CHRISTOPHER DACUMOS
Senior Planner/Project Manager

JACOB GARCIA
Senior Planner

NICHOLAS HAMILTON
Senior Planner

CHRISTOPHER NICHOLAS
Senior Planner

SABINA MORA
Senior Planner

RALPH ROBINSON
Associate Planner

ELIZA BAILEY
Assistant Planner

JAMIE BOURNE
Assistant Planner

DARA PHUNG
Marketing Specialist/ Graphic Designer



BILLING RATES

Good City prides itself on being a cost-effective solution for public sector agencies. Staff retains detailed timesheets and works efficiently to ensure the client is getting the best value for the services.

» **Principal**	$250/hour
» **Planning Director**	$225/hour
» **Principal Planner/Planning Manager**	$195/hour
» **Economic Development Director**	$225/hour
» **Chief Building Official**	$165/hour
» **Senior Planner/Project Manager**	$170/hour
» **Associate Planner**	$135/hour
» **Assistant Planner**	$120/hour
» **Planning Technician**	$95/hour
» **Marketing Specialist/Graphic Designer**	$95/hour
» **Administrative Assistant**	$80/hour

Subconsultant Contracts Direct Billing + 10% oversight fee

Rates subject to adjustment January 1st of each year (typically 3-5% increase)



Good City Company
1351 Laurel St
San Carlos, CA 94070
www.goodcityco.com

REFERENCES

CITY OF SAN CARLOS

Al Savay, Community Development Director

asavay@cityofsancarlos.org

650-802-4209

CITY OF SAN BRUNO

Pamela Wu, Director of Community and Economic Development

pwu@sanbruno.ca.gov

650-616-7039

CITY OF SOUTH SAN FRANCISCO

Mike Futrell, City Manager

mike.futrell@ssf.net

650-877-8500

REFERENCES

CITY OF NEWARK

Steven Turner, Community Development Director

sturner@newark.org

650-780-5934

CITY OF SAN MATEO

Christina Horrisberger, Community Development Director

chorrisberger@cityofsanmateo.org

650-522-7210

CITY OF EAST PALO ALTO

Patrick Heisinger, Assistant City Manager

pheisinger@cityofepa.org

650-853-3150

CITY OF FOSTER CITY

Jennifer Phan, Principal Management Analyst

jphan@fostercity.org

650-286-3223



EDUCATION

B.A., Urban Studies, San Francisco State University

M.A., Public Policy, Cal State Northridge

MEMBERSHIPS

American Institute of Certified Planners

American Planning Association

International City/ County Manager Association

AARON AKNIN, AICP

Principal, Owner

PROFESSIONAL EXPERIENCE

Aknin, AICP, is a Principal and Co-Owner of Good City Company. He has nearly two decades of Bay Area municipal experience, including serving in an executive capacity for several different Peninsula cities. He is a member of the American Institute of Certified Planners (AICP) and the American Planning Association. Aaron has frequently spoken at regional events, as well as served on panels at national conferences on topics related to development, downtown planning, transportation, parking, affordable housing, and related issues.

Most recently, Aaron was the Assistant City Manager and Community Development Director with the City of Redwood City. In this capacity, he oversaw a 70+ member department, which included the Planning, Housing, Engineering, Transportation, Front Counter Services, and Code Enforcement divisions. As the Assistant City Manager, he led key Citywide initiatives and also served as Interim City Manager in 2015.

Aaron was in Redwood City during a time of unprecedented growth and community involvement (2014-2019). During his half-decade with the City, the City reviewed and processed over 4,000 new housing units, as well as several million square feet of office space. In addition, Aaron oversaw the implementation of the Redwood City Downtown Precise Plan, including several key amendments to the plan. Aaron helped shape a first of its kind community benefits program (“Partnership Redwood City”), adoption of several key affordable housing initiatives including an inclusionary housing ordinance, an Airbnb affordable housing tax and renter protections, and the adoption the Citywide Transportation Plan.

Aaron was also deeply involved in economic development issues and served on the Redwood City Community Improvement Association (RCIA) Board. Aaron continues to serve on the RCIA Board and was recently appointed to the Chamber of Commerce Board of Directors. Finally, one of Aaron's key focuses in Redwood City was improving the process, both for residents participating in policy making, as well as applicants, business owners and developers who chose to invest in the City.

Prior to coming to Redwood City, Aaron was with the City of Palo Alto in 2012-2014. He served as both the Assistant and Interim Director of Planning and Community Environment. In this capacity, he led the Planning and Transportation Divisions within the City. Key projects included the formation of the first Downtown Residential Permit Program (RPP), leading the downtown development cap process, providing direction related to the Comprehensive Plan (General Plan), being the Planning Commission liaison, and overseeing several Stanford related developments.

During his time in Palo Alto, Aaron focused much of his efforts on transparency by increasing the amount of available (and understandable) public information and building a connection within the community.

Aaron "grew up" as a local government professional within the City of San Bruno. He began his career in San Bruno in 2002 as an Assistant Planner, and left in 2012, after spending the last 5 years as the Community Development Director. As Community Development Director, he was in charge of the Planning, Building, and the Code Enforcement divisions in the City. He also staffed the Planning Commission and managed their agendas.

During his time in San Bruno, the Shops at Tanforan mall was

renovated for the first time in generations, and over 1,500 residential units were constructed citywide. This included over 1,000 units at "The Crossing" (former Navy Base) which included 315 affordable units. During Aaron's tenure as Director, the first General Plan in 25 years was adopted, and the draft Transit Corridor Plan was released. Most importantly, Aaron served as the Plan Section Chief during the PG&E Pipeline Explosion and worked closely with property owners during the immediate aftermath and in the months and years following the disaster.

Aaron grew up in the Peninsula, spent much of his adult life in San Francisco, and moved back to San Carlos in 2012. He lives there with his wife Cindy, and two kids.



EDUCATION

B.S., City and Regional Planning, California Polytechnic State University
San Luis Obispo

MEMBERSHIPS

American Planning Association

LISA COSTA SANDERS

Principal, Owner

PROFESSIONAL EXPERIENCE

Ms. Costa Sanders has been with the firm since 1992. Her experience and specialties include interdepartmental project management, current, and long-range planning, solid waste and recycling management, budget preparation, and economic development and housing program implementation. She also has extensive experience in design review, California Environmental Quality Act (CEQA), Subdivision Map Act and worked on permit streamlining and permit tracking systems. Ms. Costa Sanders manages staff and processes large complex development projects.

Serving as Principal Planner for the City of San Carlos, Ms. Costa Sanders provides staff assistance for larger complex Planning and Economic Development projects. She was the Project Planner for the Wheeler Plaza Development and Landmark Hotel Development. She also assisted with property acquisition for economic development, managed city-owned properties including lease negotiations and managed the City's affordable housing programs. Ms. Costa Sanders also assists with General Plan and Zoning Code updates and amendments.

Ms. Costa Sanders also served as the Acting Assistant City Manager for the City of San Carlos. In that capacity, she prepared the Mayor's State of the City presentation, managed the City's annual Strategic Plan update, reviewed all City Council staff reports and attended several regional meetings on behalf of the City Manager's office.

As Town Planner for the Town of Atherton, Ms. Costa Sanders manages all current and long-range planning and presents projects

to the Planning Commission and City Council. Ms. Costa Sanders also prepares ordinance amendments, General Plan updates and amendments, works on annexations and subdivisions.

Ms. Costa Sanders is currently assisting the City of South San Francisco with its comprehensive General Plan update, preparation of the Environmental Impact Report and Zoning Code Update.

As Contract Principal Planner for the City of Redwood City, Ms. Costa Sanders managed larger complex development applications including the Harbor View Place development, Rocketship Charter School, multi-family development at 150 El Camino Real, mixed-use development at 557 E. Bayshore and 610 Walnut Street, Sandpiper School expansion and the City's new water tank project.

Previously as the Acting Planning Manager for the City of San Bruno, she was the project planner for the Tanforan Remodel Project, Crossing 350-unit housing development, Pacific Bay Vistas, 308 unit multi-family development, Merimont 70 new home development, Skycrest 24 new home development, and Cedar Mills 14 new home development. She also assisted the Public Services Director with preparing reports to the City Council, managing sustainability projects, managing grant programs and served as the Assistant Project Manager for the San Bruno Grade Separation project.



EDUCATION

B.S., Geology, Washington State University

MUP, Urban Planning with Certificate in Urban Design, University of Washington

MEMBERSHIPS

American Institute of Certified Planners

American Planning Association

International City/ County Managers Association

Urban Land Institute

CAROL JOHNSON, AICP

Planning Director

PROFESSIONAL EXPERIENCE

Carol Johnson is a dynamic and responsive urban planner, attuned to community needs, and adept at working with diverse groups in crafting policies, plans and implementation strategies in order to facilitate positive change. She has over 30 years of urban planning experience in both the public and private sectors, including serving as Planning Director for Multnomah County, Oregon; Santa Fe, New Mexico; Maricopa County, Arizona and Berkeley, California. She has also worked as a planner in various capacities for cities in the states of Arizona, California, Connecticut and Washington. Carol is a member of the American Institute of Certified Planners, the American Planning Association, the International City/County Managers Association and the Urban Land Institute.

Carol worked for the City of Berkeley as Planning Manager and Planning Director from 2014 to 2017. During her tenure, she oversaw the development review and approval of the first tall building in downtown Berkeley in almost 50 years. She also directed the development of the Adeline Corridor Specific Plan. At the City of Concord she also served as the Planning Manager, and was responsible for the Concord Downtown Plan, including obtaining assistance of a Technical Advisory Panel from the Urban Land Institute to test the economic feasibility of the plan recommendations. For the Concord Safe Routes to Transit Plan, she incorporated culturally specific workshops to engage the community most impacted by the lack of safe pedestrian infrastructure.

While in Phoenix, Carol managed the in-house effort that resulted

in the Downtown Phoenix Urban Form Code. It was a unique hybrid code incorporating concepts from form-based codes within the legal context of existing land use entitlements. The Urban Form Code served as the template for the Walkable Urban Code along the remainder of the light rail corridor. Carol also represented the City as a founding member of of the Sustainable Communities Working Group, a multi-agency/multi-sector organization that promoted the creation of equitable, affordable housing along the light rail corridor. She was one of four members responsible for obtaining a commitment for $20 million in loan funds from the Local Initiatives Support Corporation (LISC) and Raza Development Fund (RDF) to develop affordable and attainable housing and support services along the light rail corridor. Carol's final project with Phoenix was the development of a sustainability framework for the update of the Phoenix General Plan which also incorporated concepts of anticipatory governance.



EDUCATION

B.A., History, San Jose State University

M.A. History, San Jose State University

LESLIE PARKS

Economic Development Director

PROFESSIONAL EXPERIENCE

Leslie Parks has 30+ years' experience as a practitioner and consultant in the fields of economic development, redevelopment, and workforce development. She has developed and administered a diverse range of programs that include business retention and expansion initiatives, community benefits, training and job placement, affordable housing, and public/private partnerships.

She joins Good City Company as an economic development advisor supporting several cities on the Peninsula and in Silicon Valley. Specific programs and projects include development of a small business action plan, economic development strategies, marketing plans, retail strategies, and economic development programs and staffing.

Leslie served as Economic Development Coordinator for the City of Burlingame; Director of Downtown and Industrial Development for the San Jose Redevelopment Agency; and Director of Community Services for the City of San Carlos; and Director of Economic Development for the City of San Jose. She has also provided consulting services for the cities of Menlo Park, San Mateo, Vacaville, San Francisco, Santa Cruz, the counties of Santa Cruz and San Mateo as well as Bay Area real estate developers and brokerage firms.



EDUCATION

B.A. History, New York University

Master of City Planning, Urban Studies/Affairs, U.C. Berkeley

MARK SULLIVAN, AICP

Housing Manager

PROFESSIONAL EXPERIENCE

Mark is an urban planner with 25 years of experience in long-range and current planning with a focus on land use and housing policy. Mark retired from the public sector in 2018 after serving as planning, redevelopment and housing manager for the City of San Bruno for 17 years. Before that, Mark was an economist at Seifel Associates working on redevelopment and housing projects for many California communities.

Mark has significant experience preparing and implementing land use plans and housing regulations, analyzing the economics of housing projects, managing housing efforts (including monitoring of affordable units) and overseeing the entitlement and environmental review process of complex development projects.

Notable projects he has successfully completed include: adoption of land use plans including the Transit Corridors Specific Plan (promotes high-density mixed-use TOD) and passage of an associated ballot measure to increase building heights and density, several housing elements, general plan amendments, parking management plan, and downtown facade improvement program; adoption of housing-related regulations including inclusionary housing and housing impact fee ordinances, emergency shelter zoning, accessory dwelling unit ordinance, and; managed the approval of over 1,100 housing units, a 150-room hotel, and over 15,000 square feet of commercial space.

Mark believes strongly that smart growth principles can enhance social equity, environmental conservation, and healthy communities.

Mark is most interested in promoting land use solutions that can enable communities to adapt to the changing economic and demographic conditions currently facing the San Francisco Bay Area and balancing the needs of new worker households and families while preserving the quality of life of existing residents.



EDUCATION

B.S. Housing, Oregon State University

SANDY COUNCIL

Housing Services Consultant

PROFESSIONAL EXPERIENCE

Sandy Council has 35+ years of experience in program design, implementation, and administration of a wide range of housing and community development programs. This work has involved extensive collaboration with city councils and commissions, all municipal departments, legal counsel, consultants, developers and builders, and community based and neighborhood organizations. She has served on numerous committees and task forces and is a current board member of The Leslie Senior Communities, a provider of affordable senior housing in San Mateo County.

She has worked closely with both nonprofit and market rate housing developers supporting the construction of new affordable housing units, including drafting RFPs, selecting developer teams, negotiating of agreements and pricing of affordable units, and ongoing monitoring of rental and ownership units, especially in conjunction with local inclusionary and state density bonus legal requirements.

She is proficient in working with a number of municipal finance tools: administering federal Community Development Block Grant and Home programs, former redevelopment housing funds, local trust funds, and partnering with developers to obtain other local funds, Low Income Housing Tax Credits, and multiple State of California financing programs.

She also has considerable experience with housing policy development, assisting with the preparation of several Housing Elements, and assisting with implementation of housing related legislation.



EDUCATION

B.S., Physics, California Polytechnic State University, San Luis Obispo

M.A., Economic and Political Development, Urban and Social Policy, Columbia University

LICENSES & CERTIFICATIONS

ICC Certified Building Inspector – 1024819-B5

IAPMO Certified Plumbing Inspector – 097295

California General Contractors License #692093 (expired)

California Building Officials (expired)

RON LA FRANCE
Chief Building Official

PROFESSIONAL EXPERIENCE

Ron La France is a Chief Building Official with Good City Company working in Peninsula cities. Mr. La France has over 35 years in the construction industry and has spent the last 25 years working for and with local Building Divisions. He began his career as a carpenter and general contractor before making a career change to become a Senior Building Inspector for the City of Menlo Park. Mr. La France was promoted to Building Official in 2003 and Assistant Community Development Director/Building Official in 2014. Prior to joining Good City Company, he worked as the Northern California Regional Operations Director for SafeBuilt.

During his tenure with the City of Menlo Park, Mr. La France oversaw Building Division's operations, budgets, and the building permitting process for development projects. Additionally, he assisted with the City's General Plan and Housing Element updates, the development of Reach Codes, the updating Building Division fees and the resolution of code enforcement issues. He oversaw the construction of the Facebook campuses, the Menlo Gateway high rise hotel and office buildings, the Station 1300 Project and several new apartment complexes. With SafeBuilt, Mr. La France was deeply involved with the development of a proprietary permit software, conversion to all digital plan review and the completion of the Hard Rock Casino in Wheatland.

Mr. La France's broad experience allows him to understand all facets of the development process and enables him to work collaboratively with city departments and development applicants towards resolution of a wide range of complex construction issues.



EDUCATION

Landscape Architecture Certificate Program, University of California, Berkeley

B.S., City and Regional Planning, California Polytechnic State University, San Luis Obispo

M.P.A, Public Administration, Public Policy Analysis, San Francisco State University

ROBERT MCDONALD

Project Manager: Land Use Entitlements

PROFESSIONAL EXPERIENCE

Bob McDonald has had many roles working as a planner and project manager in the public sector. Starting as a planning technician with the County of San Mateo, Bob went on to become an assistant planner with the County of Solano, an associate planner with the City of San Mateo and later as a Senior/Long Range Planner with the City and County of San Francisco's Recreation and Parks Department. His local government experience includes:

- Project, environmental, landscape and architectural review of current planning projects
- Administrator for a parking and improvement district,
- Long range planner and administrator for an open space program and advisory board, and
- Project and land acquisitions manager for complex public/private land developments.

With the City and County of San Francisco's Recreation and Parks Department, Bob managed, coordinated and unified the development and entitlements for the DeYoung Museum, Music Concourse, Academy of Sciences and underground parking projects. He also worked on the environmental, landscape and architectural review for complex public works projects such as the Union Square and the Harding/Fleming Golf Course renovation at Lake Merced. He also played a primary role as the long-range planner and administrator for the Open Space Program and Advisory Board.

Mr. McDonald's strengths are working on complex development plans, assessing, and identifying architectural and environmental impacts, developing/administering mitigation and monitoring

programs, interdepartmental coordination of building permit review and obtaining final entitlements.

Mr. McDonald has served as a Design Review and Historic Preservation Commissioner and currently serves as a Planning Commissioner for the City of Sonoma.



EDUCATION

B.A., English, Davidson College, Cum Laude

Master of City and Regional Planning, Rutgers

KELLY BEGGS

Principal Planner/Planning Manager

PROFESSIONAL EXPERIENCE

Kelly Beggs has 10+ years of experience in land use planning, environmental planning, GIS analysis and public outreach/relations. Her experience in current planning includes reviewing projects ranging from large commercial developments, public recreation projects, and 1,000-unit multi-family developments to single-family homes for cities throughout the Bay Area. She has assisted jurisdictions with comprehensive zoning text amendments to implement specific plans, regulate short-term rentals, update parking regulations, and to set forth objective standards and accessory dwelling unit (ADU) regulations consistent with State law. She has a strong background in environmental planning and has contributed to and managed California Environmental Quality Act (CEQA) review for development, infrastructure, and energy projects throughout California.

Kelly's recent experience includes managing major projects for the cities of Burlingame, Brisbane, East Palo Alto, and San Bruno. She is currently assisting various cities in managing the entitlements review for a 1.5 million square-foot Life Science/office project, a 605-unit mixed-use project including a rezoning and General Plan amendment, and a 180,000 square foot commercial office project.

PROJECT EXPERIENCE HIGHLIGHTS

» 1300 Old Bayshore Highway Life Science/Office Project, Contract Planner, Burlingame, CA
» Woodland Park Euclid Improvements Mixed-Use Project, Contract Planner, East Palo Alto, CA
» University Circle Phase II Office Project, Contract Planner, East

Palo Alto, CA

- Objective Design and Development Standards, Contract Planner, Brisbane, CA
- Sierra Point Towers Life Science/Office Development, Contract Planner, Brisbane, CA
- Guadalupe Quarry Annexation and General Plan/Zoning Amendment Project, Brisbane, CA
- Short-term Rental Ordinance, Contract Planner, Burlingame, CA
- Comprehensive Zoning Code Update + Mixed-use Rezoning Project, Contract Planner, San Bruno, CA
- Parking Ordinance Update, Contract Planner, San Bruno, CA
- San Bruno Recreation and Aquatic Center, Contract Planner, San Bruno, CA
- Stratford School San Bruno Expansion, Contract Planner, San Bruno, CA
- 500 Kirkham Street, Entitlement Assistance, Oakland, CA
- Irvington BART Station Area Plan and EIR, Associate Planner, Fremont, CA



EDUCATION

B.S., Geography/Land Use, Oregon State University

MEMBERSHIPS

American Institute of Certified Planners

American Planning Association

STEPHANIE DAVIS, AICP

Principal Planner

PROFESSIONAL EXPERIENCE

Stephanie Davis has 20+ years of extensive project management experience. Her planning portfolio includes project management of high-level, multi-faceted commercial, multi-family, industrial, mixed-use and single-family residential development applications, wireless telecommunications, residential annexations, due diligence site analysis, Municipal Code Ordinances – both updates and new ordinances, Housing Element and General Plan updates, and other long-range planning studies.

Stephanie also has extensive experience with the California Environmental Quality Act (CEQA) from exemptions to Negative and Mitigated Declarations to Environmental Impact Reports. Her experience includes preparation, compliance, implementation, coordination, and management of outside environmental consultants and their technical sub-consultants.

She served as lead staff planner in the comprehensive preparation of General Plan, Climate Action Plan and Zoning Ordinance updates for several cities which involved extensive community outreach, active research, and plan preparation efforts in the development of policy direction, as well as coordination and management of third-party consultants.

Stephanie's breadth of experience carries over into the field of housing with direct work including the administration and implementation of housing programs, affordable housing and first-time homebuyer loan programs, Housing Element preparation, and a comprehensive update of an inclusionary housing Ordinance.

She is experienced in preparing comprehensive reports, planning studies, and presentation of materials to decision-making boards, commissions, and community members.

Stephanie has served as a Principal Planner for the Towns of Atherton, Portola Valley, City of San Carlos, and provided specific project management for the City of Millbrae, City of Menlo, County of San Mateo, City of Sunnyvale, Town of Woodside. As a Principal Planner, she has actively provided supervisory guidance and technical assistance to staff, served as the staff liaison to Planning Commissions, City Councils, and other appointed community committees and commissions, prepared process manuals and protocols for both internal staff and the public, and directly assisted in the preparation of annual Department work programs and fee study analysis.

For private clients, she has prepared due diligence site analyses and technical assistance in both the preparation of materials, and navigation of, development process through other jurisdictions. She is skilled in Geographical Information Systems (GIS), electronic mapping, and quantitative analysis.



EDUCATION

B.S., Architectural Studies, Minor in American History, University of Arkansas, Fay Jones School of Architecture

Master of Urban and Regional Planning, University of New Orleans, College of Urban and Planning Affairs

MEMBERSHIPS & CERTIFICATIONS

American Planning Association, National Chapter and Louisiana State Chapter

DARA SANDERS
Principal Planner

PROFESSIONAL EXPERIENCE

Dara Sanders has 16+ years experience in long-range planning, land use planning, GIS analysis, and community engagement in Arkansas, California, Louisiana, and Tennessee. She brings creative solutions specific to each project to ensure success, balances the needs of communities and applicants, and strives to help cities achieve their vision, goals, and regulations.

Dara's recent project responsibilities include contract planning for the cities of Brisbane, Belmont, and San Bruno and serving as project manager for updating the Scotts Valley Town Center Specific Plan.

She has managed interdisciplinary teams to produce corridor plans, neighborhood redevelopment master plans, and general plans. She implemented those plans through zoning amendments, authoring form-based zoning districts and design regulations, capital improvement plans, and private development requests. She led long-range planning projects in Nashville and also has the distinction of establishing the first planning department in a Nashville suburb during a time of its unprecedented growth.

Dara values building community relationships through the planning process, and she has successfully implemented tools and programs that have improved community trust, involvement, and buy-in.



EDUCATION

B.A., Social Welfare, Public Policy Minor, University of California, Berkeley

Master of Public Affairs, Certificate in Urban Policy and Planning, School of Public and International Affairs, Princeton University

CHRISTOPHER DACUMOS

Senior Planner/Project Manager

PROFESSIONAL EXPERIENCE

Chris Dacumos has 15+ years experience in government and has spent the past 7 years in community development. He was motivated to pursue a career in government to practice efficiency, community engagement, visioning, and sustainability. Chris joined Good City Company in 2020 focusing on planning and assisting with business operations and development. He is adept at working across departments with the ability to digest complex ideas or processes and build partnerships with different functional areas.

With Good City Company, Chris manages the development review process or assists in the management for large projects including residential and commercial development in cities along the Peninsula. Some of these projects include:

- 1.2 million square feet (sf) of office project
- Mixed-use development consisting of 800,000 of office, life-science, research development, and 95 units of housing
- 52-acre development including open space, parks, office, research and development, and housing
- 330,000 sf life science project
- 191 hotel room development

Chris coordinates the environmental review of a school district workforce housing project, reviews large office development plans, and minor modifications to wireless cellular facilities. In addition to his planning duties, he also assists public agencies with contracts, policy, process, staffing, budget analyses, fee studies or updates, recruitment, and general project management.
With Good City, Chris also assists in business operations including

human resources, developing proposals, and researching and implementing new technologies to improve operational efficiency.

Chris began as an aide to Congressman George Miller (retired) and then went on to graduate school where he studied public policy. After graduate school, he assisted with mangrove restoration in wetlands in the Philippines. Following this experience, he went on to work for the San Mateo County Transportation District (Samtrans, Caltrain, and the San Mateo County Transportation Authority), the Town of Hillsborough, and the City of Redwood City. With the City of Redwood City, Chris managed the Ferry Financial Feasibility Study and Cost-Benefit & Economic Impact Analyses. The effort involved coordination between the City, the Port of Redwood City, and the Water Emergency Transportation Authority.



JACOB GARCIA
Senior Planner

EDUCATION

B.S., Environmental Science, Technology and Policy, California State University, Monterey Bay

Masters in Urban Planning with a certificate in Real Estate Developement, San Jose State University

MEMBERSHIPS

American Planning Association

SPUR

PROFESSIONAL EXPERIENCE

Jacob Garcia is an Associate Planner with a background in land use planning, natural resource planning and Geographic Information Systems (GIS). Mr. Garcia has been with Good City Company since 2019 and provides contract planning services to the City of San Carlos, City of Pacifica, and the Town of Portola Valley.

Jacob currently manages development projects throughout the entitlement process. As such his duties include current planning assistance, reviews design and Zoning conformance review, and preparing and presenting staff reports before various design review boards, planning commissions and city councils. He assists jurisdictions with zoning amendments and policy research and implementation. He takes pride in providing excellent customer service and serving as a liaison to community groups and residents on behalf of cities and their various committees.

Jacob also has experience supporting the management of sustainability programs, staffing cities' environmental committees, and facilitating wet weather construction site inspections and annual stormwater reporting. Before joining Good City, Jacob worked for multiple public and private land management agencies providing natural resource and conservation planning services such as public outreach, data collection, data analysis, and research.

Highlights of his past work include:

» Monitoring and identifying surface water impacts for the Forest Service in Northern California,
» Drafting watershed management and monitoring plans for the

Bureau of Land Management in Southeast Utah,

» Monitoring urban wildlife corridors in San Diego County, and

» Creating geospatial databases to inventory future mitigation efforts.



EDUCATION

B.A., Architecture, UC Berkeley

M.I.A., Economic and Political Development, Urban and Social Policy, Columbia University

NICK HAMILTON
Senior Planner

PROFESSIONAL EXPERIENCE

Nick Hamilton is an urban development and policy professional bringing 15+ years of experience in leading plan development and launching programs to advance equity, sustainability, and shared prosperity in communities across the U.S. and internationally.

Recent long-range planning experience includes General Plan and Housing Element updates, and municipal code updates to further Objective Design and Development Standards. Recent current planning experience includes coordinating local jurisdiction review of the redevelopment of former school sites into housing, high density Transit Oriented Development (TOD) projects, and associated CEQA (California Environmental Quality Act) environmental reviews. He has also lent his expertise in community engagement and outreach to several initiatives for the cities of Brisbane, San Mateo, and San Bruno.

Nick brings a long track record establishing collaborative community revitalization initiatives in communities across the U.S. through his previous work for the Lincoln Institute of Land Policy, and as Director of Urban Policy at Columbia University's The American Assembly. His architectural, urban design, and planning expertise was cultivated during his time at Davis Brody Bond, a nationally recognized architectural firm headquartered in New York. Projects there included multiple overseas diplomatic facilities for the US Department of State, Columbia University Northwest Corner Building, and the Lenox Terrace Apartments superblock infill project.

Nick is active in professional and civic organizations and has spoken

at myriad conferences including the American Planning Association Advocacy and Policy Conference (2019) and has participated in the Urban Land Institute's National Advisory Services Panel in Pittsburgh (2016). He currently serves on the boards of the Consortium for Sustainable Urbanization, which fosters solutions-oriented discourse between UN Habitat and US-based architectural and development organizations and professionals, and the Berkeley Student Cooperative Alumni Association. He was included as a Next City Vanguard in 2013.



EDUCATION

B.S., Graphic Communication with a concentration in Archicitectural Design, North Carolina A&T State University

M.U.R.P., Urban and Regional Planning, Virginia Commonwealth University

CHRISTOPHER NICHOLAS, MURP

Senior Planner

PROFESSIONAL EXPERIENCE

Christopher Nicholas has 10+ years of experience working land use and transportation policy planning, project management, and transportation demand management. He began his career as a Housing & Community Development intern in Prince George County, Virginia working on long range plans, zoning, and policy research. Following graduate school, Christopher joined Crater Planning District Commission (CPDC) in Petersburg, Virginia where he worked on transportation plans, regional plans, policies, National Environmental Policy Act (NEPA) Studies, bicycle/pedestrian plans, public participation planning and project management.

Prior to joining Good City, Christopher solved complex transportation issues around vehicle miles traveled, California Environmental Quality Act, climate change involving development projects and the State Highway System for Caltrans. During his time at Caltrans, he was a guest speaker at the American Planning Association's National Conference in San Francisco, partook in a 10-month rotation program involving the Overall Work Program, MPO/RTPA Sustainable Transportation Planning Grant and reviewing local development projects' impacts on the State Highway System. He also served as acting Branch Chief at Caltrans, managing a statewide staff of over 80 people and with a budget of over $7 million.

Mr. Nicholas grew up in Vallejo and spent 12 years on the East Coast between school and jobs. In his free time, Christopher enjoys traveling with his fiancée and daughter, working out, reading, and exploring new places.



EDUCATION

B.A., History, University of Texas

M.S., Community and Regional Planning, University of Texas

M.S., Public Affairs, Lyndon B. Johnson School of Public Affairs, University of Texas

MEMBERSHIPS & CERTIFICATIONS

International Economic Development Council

Certified Economic Developer

Bilingual in English & Spanish

SABINA MORA

Senior Planner

PROFESSIONAL EXPERIENCE

Sabina Mora serves as a Senior Economic Development Planner and Senior Planner. Sabina has spent the last 12 years working for state, regional, and municipal agencies in communities across New York, Texas, and California. Her areas of focus are planning, economic development planning, small business assistance programs, business expansion and attraction programs, and downtown and neighborhood development strategies.

Sabina provides economic development and small business services for the City of South San Francisco, the City of Foster City and San Mateo County. She is also working with the City of South San Francisco and the City of San Bruno on their Housing Elements, specifically focusing on meeting fair housing requirements, and analyzing housing opportunity sites from a fair housing perspective. Sabina is also assisting the City of San Mateo General Plan Update team with conducting targeted outreach and public engagement.

In the past, Sabina worked as an Economic Development Specialist for the City of Mountain View, Senior Planner for the City of Austin, Senior Economic Development Specialist for the City of Albany's (New York) Capitalize Albany – an economic development corporation, Project Manager for the State of New York's economic development agency (Empire State Development), and Economic Development Specialist for the City of Binghamton (New York).

Sabina was born in Argentina, immigrating to the US as a child and lived in five different states growing up. She has lived in Mountain View with her family since 2019.



EDUCATION

B.A., Geography, University of Richmond

Advanced Certificate in Transportation & Land Use Planning, San Jose State University

Master of Urban Planning, San Jose State University

RALPH ROBINSON

Associate Planner

PROFESSIONAL EXPERIENCE

Ralph Robinson joined Good City in 2021. As Associate Planner, he works extensively with local communities on conformance with state requirements related to their Housing Elements, Senate Bill 9 regarding residential developments, Accessory Dwelling Units, and other associated issues. Additionally, he manages public meetings, reviews development applications, and serves as a valuable resource and first point of contact for the public. He has experience in Atherton, Portola Valley, San Carlos, and Alameda.

While earning his master's in urban planning at San Jose State University, he worked with two professors through the Mineta Transportation Institute to advance original research on local solutions for transportation financing and issues of walkability and sustainability in the Bay Area. He also worked with CommUniverCity managing the creation of a robust assessment of a historically underserved Eastside San José community.

For his efforts as a student, he was recognized with an (American Planning Association) Outstanding Planning Student Award and his project was recognized with both a 2020 San Francisco Bay Area Planning and Urban Research Association (SPUR) Impact Award and an Award of Excellence by the APA (American Planning Association) California Chapter Northern Section.

Prior to his master's program, Ralph was Vice President of Research, Strategy & Content with ZEITGUIDE, a coaching and consultation firm targeted to chief-level executives. He has also worked as a classroom teacher, tutor and in volunteer capacities with young

students.

Ralph is a Massachusetts native whose principal focus is rethinking land use policies to make our communities livable for everyone, and capable of providing the economic, educational, mental, physical, and social benefits we all require.



EDUCATION

B.A, Geography, Urban Environment, Transportation, and Land-Use Planning, San Francisco State University

M.A., Geography, San Francisco State University

ELIZA BAILEY
Assistant Planner

PROFESSIONAL EXPERIENCE

Eliza Bailey joins Good City as an Assistant Planner helping with current and advance planning projects. Eliza earned her master's degree in geography and has spent over 11 years in high volume guest-facing roles and is eager to combine her years of facilities and operations, and project management experience. Her planning interests include housing, climate change mitigation, environmental justice, and food justice.

Eliza has completed numerous research studies on various geographical topics examining how land-use planning, transportation, water resources, food resources, climate, race and ethnicity, and gender affect housing choices.

Key research projects include:

» Personal Narratives: Discovering San Francisco's Changing Spaces for Queer Women – an oral history of the lived experiences of 20 participants and how the city's changing urban and economic landscape pushed most of them out of San Francisco.
» Qualitative analysis of San Francisco's Hunters Point Shipyard Development project, its community impact, and how the developers dealt with a lengthy toxic waste cleanup process.
» The filling of Islais Creek, San Francisco from 1890 to 1930 – what once was a flowing river through multiple San Francisco neighborhoods now runs through an enclosed system under the street.

Outside of work, Eliza enjoys playing softball, trivia, and traveling.



EDUCATION

B.A, Environmental Analysis and Design, Urban and Regional Planning Minor, University of California, Irvine

JAMIE BOURNE
Assistant Planner

PROFESSIONAL EXPERIENCE

Jamie is an urban planning professional with over eight years combined experience in Current Planning, Watershed Management, and Affordable Housing programming. She joins Good City Company as an Assistant Planner providing front counter services, zoning verifications, plan reviews, drafting of staff reports, and presentations to Planning Commissions. Additionally, she is a resource for National Pollutant Discharge Elimination System compliance. Currently, Jamie is a contract Planner for the City of San Carlos and Town of Portola Valley, and assists as a deputy project manager for the City of San Leandro

Jamie previously worked in Watershed Management for Fuscoe Best Management Practice compliance, assisted in preparing complex environmental reports, and served as lead consultant for the City of Yorba Linda stormwater management and water quality programs.

Jamie also previously operated a General Contracting business and professional organizing company that specialized in remodels, move management, and general residential organizing services.

During college, Jamie interned for the California Coastal Commission Enforcement Division, City of Newport Beach Building Department, and Comprehensive Housing Services specializing in affordable housing services.

Outside of work, Jamie loves hiking, yoga, backpacking, snowboarding, and gardening.



EDUCATION

B.S., Real Estate Development, University of Southern California

B.A., Music, University of Southern California

DARA PHUNG

Marketing Specialist/Graphic Designer

PROFESSIONAL EXPERIENCE

Dara Phung is a Marketing Specialist and Graphic Designer with Good City Company. Her experience includes preparing a range of external marketing communications, developing social media content, editing videos, and producing custom graphics.

Dara is adept at working with clients to strengthen community engagement efforts through design. Recently, Dara created a bilingual word search activity and coloring page for the City of San Mateo's annual Eggstravaganza event as part of the City's Housing Element outreach. The flyer featured housing- and San Mateo-related terms in English and Spanish surrounded by illustrations of various housing types to foster meaningful conversations between City staff and family members about the housing element.

In 2021, Dara worked for Good City Company as a Planning Technician. She was placed with the City of San Carlos, where she provided counter service for current planning inquiries, reviewed design and working drawings for zoning conformance, and prepared and presented staff reports before committees. Dara previously interned for the City of Brisbane, where she supported Planning staff on projects including the Objective Design and Development Standards project, the Affordable Housing Strategic Plan, and the Housing Element Cycle 6 Update.

Dara obtained her Bachelor's in Real Estate Development and Bachelor's in Music from the University of Southern California, where she took courses in urban planning and received the Lewis Mumford Award for Most Outstanding Essay in Planning History.

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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Joyce Halabi, Deputy Public Works Director

MEETING DATE: July 05, 2023

SUBJECT: FY23/24 CIP Engineering Services ***Action required by July 5, 2023.***

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

RECOMMENDATION

Authorize an agreement with Neill Engineers Corp for FY23/24 Capital Improvement Plan engineering services in an amount not to exceed $545,871 plus a 15% contingency.

DISCUSSION

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

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

In addition to the existing executed professional services agreement that allows for administrative engineering functions, staff is recommending entering into an agreement to authorize specific project-based engineering services related to the FY 2023/24 CIP in an amount not to exceed $545,871 plus a 15% contingency. This contract will allow the progression of the following CIP projects:

- FY23/24 Street Rehabilitation
- FY23/24 Crack and Slurry Seal
- Street Rehabilitation on David Avenue
- Phase 9 Sewer Improvements
- David Avenue Sidewalks
- Priority Storm Drain Improvements on Syida
- Safety Improvements at Robert Down Elementary School
- Design of Sidewalk Extensions for Outside Dining Uses

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

If approved, the City’s standard professional service agreement (reviewed and approved by the City Attorney, Risk Management and the California Joint Powers Insurance Authority) will be prepared for the Mayor’s signature per the standard contracting process.

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

OPTIONS

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

FINANCIAL IMPACT:

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

FOCUSED PRIORITY AREA: Infrastructure

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

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

MEETING DATE: July 05, 2023

SUBJECT: Tree Maintenance Service Agreement ***Action required by July 5, 2023.***

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

RECOMMENDATION

Authorize an agreement with Topes Tree Service Inc. to provide Tree Maintenance Services for trees in the public right-of-way and on City-owned properties and facilities in an amount not-to-exceed $220,000 per fiscal year, with the option to extend the agreement for 4 additional years

DISCUSSION

The City's Tree Services contractor plays a vital role in ensuring the care of the City's trees by proper maintenance of all trees within the public right-of-way or on City facilities. This work includes standard, priority, and emergency pruning and tree removal. Other tree maintenance work may include, but is not limited to tree planting, staking installation, maintenance or removal, pest control and fertilization.

Solidifying an agreement for tree maintenance services will assist our staff in this rigorous task of the tree maintenance in accordance with the Pacific Grove Municipal Code Title 12, Trees and the Urban Forest and the City's Urban Forestry Standards. The contractor will establish a level of tree maintenance that will present an attractive and desirable landscape and streetscape. The contractor will also assist staff on emergency tree work to remove and secure any hazardous tree(s) or render the tree-related conditions safe for the public.

In 2018, the City Council authorized an agreement with Topes Tree Service Inc. to provide Tree Maintenance Services for trees in the public right-of-way and on City-owned properties and facilities in an amount not-to-exceed $200,000 per fiscal year, with the option to extend the agreement for 4 additional years. The last extension available on this agreement was harnessed for FY22/23 Services. As a result, the City distributed a Request for Proposal (RFP) for tree maintenance services on May 25, 2023.

On June 15, 2023, the RFP period closed. The City received two proposals:

Name of Firm	Total Daily Rate Bid Amount*
Topes Tree Service	$7,760
West Coast Arborist	$10,968

*total daily rate bid amount includes all labor and equipment required to trim, remove trees and haul away wood/debris. The daily rate does not reflect the actual cost to remove trees or perform trimming. We use this number for proposal purposes and award of bid.

Topes Tree Service has been qualified as the lowest responsible bidder. Topes Tree Service is a full-service tree care company that specializes in residential and commercial tree work. In addition to successfully completing work for the City, Topes Tree Service Inc. has successfully performed work for a variety of other local agencies including the Pebble Beach Company, Monterey County Public Works, and the City of Carmel. If approved, the City's standard maintenance service agreement (reviewed and approved by the City Attorney, Risk Management and the California Joint Powers Insurance Authority) will be prepared for the Mayor's signature per the standard contracting process.

OPTIONS

1. Take no action.
2. Propose modifications.

FINANCIAL IMPACT:

$220,000 has been budgeted in the FY23/24 Operating Budget to allow for this annual Tree Maintenance Services agreement.

This amount is sufficient to accommodate the anticipated needed tree work in the public right-of-way and on city-owned properties/facilities.

FOCUSED PRIORITY AREA: Environmental Stewardship

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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Bill Peake, Mayor
MEETING DATE: July 05, 2023
SUBJECT: September 20 Meeting Cancellation
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

1. Cancel September 20, 2023 Council Meeting.
2. Other action as directed by City Council related to this subject.

DISCUSSION

Council meeting dates are **here**. This calendar was approved by Council on December 7, 2022.

A quorum will likely not be present on September 20, 2023 due to attendance at the CalCities Annual Conference in Sacramento September 20-22.

Let's plan ahead and cancel this meeting. Note that Charter Article 13 specifies "Council may cancel one of those meetings, as circumstances may require, by five (5) affirmative votes". A replacement meeting can be scheduled later if needed.

OPTIONS

N/A

FINANCIAL IMPACT:

Minimal additional cost to reschedule Council meeting if needed.

GOAL ALIGNMENT: Not Applicable.

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Bill Peake, Mayor

MEETING DATE: July 05, 2023

SUBJECT: Appointment to Recreation Board

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

RECOMMENDATION

Approve appointment of A. Gamble to Recreation Board ending January 31, 2027.

DISCUSSION

The appointment of A. Gamble fills a vacancy on the Recreation Board.

City committees play a vital role in city government and provide opportunities for residents to become engaged in civic activities and work to improve local governance. We are very fortunate to have many highly qualified and talented residents willing to serve on City committees.

The term for Recreation Board members is 4 years as this is a Charter committee.

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

OPTIONS

N/A

FINANCIAL IMPACT:

There is no fiscal impact.

GOAL ALIGNMENT: Not Applicable.

Attachments

Redacted Application

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

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

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

RECEIVED
CITY MANAGER'S OFFICE
2022 DEC -9 P 3:33
CITY OF PACIFIC GROVE

Name: Ashley Gamble

Street Address: REDACTED

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

Residence Telephone Number:	**Work Telephone Number:**	**E-Mail Address:**
REDACTED		REDACTED

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

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

I'm a life long Pacific Grove enthusiast. I grew up in Pacific Grove attending the Community Center Preschool, Forest Grove, Pacific Grove Middle School and Pacific Grove High School. I went on to UC San Diego and graduated with a BA in Communications. I worked for Rudolph and Sletten (the engineering and construction company that engineered and built the Monterey Bay Aquarium) doing business development and event planning. From there I became a communications manager and graphic designer for a boutique web development and graphic design company specializing in work for nonprofits. I currently work part-time in the real estate asset management field.

Though I moved away from Pacific Grove as a very young adult to attend UC San Diego, in 2010 I returned to Pacific Grove with my husband, Ben Blakely (who also grew up in Pacific Grove). We are raising two young sons who play in Pacific Grove parks, baseball fields, etc and go to Pacific Grove schools.

I'm interested in joining the Recreation Board to serve the people of Pacific Grove. Pacific Grove has so many wonderful resources and programs that I have personally benefited from. I look forward to giving back to the City by serving on the Recreation Board.

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

Signature of Applicant:	**Date:**
A. Gamble	December 9, 2022

FOR CITY USE ONLY

Appointed to: _____

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

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

Date Certification of Appreciation Awarded:

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Joyce Halabi, Deputy Director Public Works

MEETING DATE: July 05, 2023

SUBJECT: Museum Board Minutes: May 10,August 9, November 8, 2022, and February 14, 2023

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

RECOMMENDATION

Receive the minutes.

Attachments

May 10, 2022 Minutes

August 9, 2022 Minutes

November 8, 2022 Minutes

February 14, 2023 Minutes

ACTION MINUTES

CITY OF PACIFIC GROVE

MUSEUM BOARD

REGULAR MEETING

Tuesday, May 10, 2022 at 5:00 p.m.

Meeting held through ZOOM.com teleconferencing due to COVID-19

1. CALL TO ORDER

Present: Chair Lisa Max, Secretary Broeck Oder, and Board Members Calvin Tom, Donna Foote, and Dana Allen-Greil; also present, Museum Executive Director Carla Bitter, Pacific Grove Deputy Director of Public Works Joyce Halabi, Pacific Grove Volunteer Program Director Amy Colony, and City Council Liaison Joe Amelio. Chair Max called the meeting to order at 5:03 p.m.

2. APPROVAL OF AGENDA

Board member Calvin Tom moved approval of the agenda, member Donna Foote seconded the motion, and the agenda was unanimously approved.

3. COMMISSION AND STAFF ANNOUNCEMENTS

Deputy Director of Public Works Joyce Halabi reported there were no announcements in this realm.

4. COUNCIL LIAISON ANNOUNCEMENTS

Council Liaison Joe Amelio had no announcements, but noted the May 11 City Council meeting would see consideration for continuing the outdoors dining arrangements established during the Covid crisis. Mr. Amelio also noted the City is considering offering an apology to Asian-Americans, and to Chinese-Americans in particular, for historical episodes of disregard for the rights of these fellow members of the Pacific Grove community, past and present.

5. GENERAL PUBLIC COMMENT

Chair Max reported citizens were on-line to offer comments at the meeting. Mr. Randy Sabado noted that May is Asian-Pacific Islanders Month. Mr. Sabado also thanked the Museum for its help with the Walk of Remembrance, noting that his late wife loved the Museum, so he wanted to convey thanks and compliments for what the Museum does as a whole and for specifically being historically aware of the Asian and Pacific Islander communities in Pacific Grove. Mr. Michael Ipson also spoke, noting that he and others were also working for the Walk of Remembrance and spoke of how wonderfully helpful and supportive the Museum staff has been. Chair Max noted some comments had been received by email and reported that one person noted some overlap of this Board's last meeting and that of another city board. Chris Patton emailed that people would like to see more field guides and variety thereof at the Museum and reminded all that these materials should also be made available at the Lighthouse.

6. APPROVAL OF MINUTES

Approval of the Minutes of the February 8, 2022 meeting of the Board brought a correction to the spelling of Dana Allen-Greil's name, which was noted. Approval for the amended Minutes for February 8, 2022 was moved, seconded, and unanimously approved.

7. REGULAR AGENDA

A. Museum Director's Monthly Reports: Museum Director Carla Bitter acknowledged the many citizens working on the Walk of Remembrance, expressing appreciation for their efforts. In terms of public attendance at the Museum, Director Bitter noted the previous quarter saw some decline due to the Covid resurgence in January and February, 2022. March attendance, however, was "great." Director Bitter also noted that the Watershed Guardian Program in teamwork with Salinas schools has been a big success and is an especially important way to educate students and entire families. Other projects are in the works, and Director Bitter will report on them as they occur. There were no questions or comments on the Director's report. Dr. Bitter noted that the next report on the Monarch Joint Venture will come at the October meeting of this board. Generally speaking, there is abundant interest in many things going on at the Museum, which was well-received by the members of the Board. Director Bitter noted in response to a question that membership in the Museum is currently just under 400, but the "Adopt-a-Bird" folks are "considered members," which brings the total to a more accurate count of

somewhere between 700-800 members.

B. Deputy Director of Public Works Report

Deputy Director of Public Works Joyce Halabi reported on the Point Pinos Lighthouse, noting outdoor only tours are available only on Saturdays and Sundays from 1:00 PM to 3:00 PM. Each tour accommodates 10 people and requires about 30-40 minutes. The limited space inside the Lighthouse prevents interior tours due to COVID concerns and Deputy Director Halabi noted the limit on interior tours is anticipated to remain in place in June. There is hope the operational hours of the Lighthouse can be expanded on Saturdays, and the reports from docents are very positive. There were no public comments.

C. Museum Performance Metrics

Director Bitter reported that 295 adults took part in the Hardcore Natural History lectures and other courses the Museum offered such as "California Naturalists," as well as others. The Museum had 13,000+ visitors in the first quarter as well as 14,000+ Monarch butterflies that visited the Monarch Sanctuary. It is the hope of all at the Museum that the current year will yield 50,000 Monarchs. Director Bitter noted the impending twentieth anniversary of the Limpets Program and has hopes of expanding it, as over 20,000 hours of volunteer time were recorded over the last year. In summation, Director Bitter noted one of the Museum's main goals is to try to have "something for everyone," which seems to be working as she noted the *Monterey Herald* and *Carmel Pine Cone* surveys both acclaimed it "Best Museum" via votes of their readerships. Chair Max called for any comments or questions from the public, but there were none. Member Foote inquired about Covid considerations for the sold-out summer camp programs at the Museum, and Director Bitter noted that fifth (5^{th}) graders and under would be wearing masks.

D. Subcommittee to establish Museum Board goals

Chair Max and Member Allen-Greil reported being well into the research aspect; they have met with a number of people, but would like to postpone an official report until the August, 2022 meeting. Vice Chair Tom noted an important aspect is to ensure the alignment of the subcommittee's work with the Museum's strategic plan. Member Allen-Greil thanked Chair Max and Deputy Director Halabi for their support. There was no public comment.

E. Title 1 School field trips to the Lighthouse and Museum

Discussions among concerned groups are on-going, and the Board would like to

receive additional information. Questions regarding costs and the role the Museum Board can play arose and will be kept in mind. Some questions have been referred to Deputy Director Halabi for research; it will also be important for the Museum Board. The Board voted unanimously to continue research and discussion in this realm.

F. In-person Board Meetings

Chair Max asked the members if the Museum Board should resume having in-person meetings at the City Council chamber. There was no public comment on the topic but Member Allen-Greil expressed preference for continuing the virtual meetings. Mayor Peake, having joined the meeting via Zoom noted that this is just an opinion poll at this time, nothing binding is contemplated in the moment. Chair Max proposed an informal "straw poll" on the questions of returning to in-person meetings, and the result was affirmative votes from Chair Max, Vice Chair Tom, Secretary Oder, and Member Foote; Member Allen-Greil cast a negative vote.

The meeting adjourned at 6:14 PM (1814 hours).

The next regular meeting is Tuesday, August 9, 2022, at 5:00 PM

MUSEUM BOARD

REGULAR MEETING
Tuesday, August 9, 2022 at 5:00 p.m.
Meeting held through ZOOM.com teleconferencing due to COVID-19 considerations.

1. CALL TO ORDER
Present: Chair Lisa Max, Vice Chair Calvin Tom, Secretary Broeck Oder, and Board Members Donna Foote and Dana Allen-Greil; City Council Liaison Council Member Joe Amelio; Executive Director Carla Bitter; Deputy Director of Public Works Joyce Halabi; and Volunteer Program Coordinator Amy Colony.

2. APPROVAL OF AGENDA
Vice Chair Tom noted that for Regular Agenda item 7A there were no Director's Monthly Reports for April, May, and June 2022. Museum Director Bitter said that a technical issue, soon to be resolved, was the source of the problem. Chair Max proposed to move Agenda item "G" up the list to follow Agenda item B. These changes and agenda as remaining approved by consensus.

3. COMMISSION AND STAFF ANNOUNCEMENTS/COMMENTS
Deputy Director of Public Works Halabi reported there were no announcements to be made.

4. CITY COUNCIL LIAISON ANNOUNCEMENTS
City Council Member Amelio reported that at the August 3 meeting of the City Council consent items were approved relating to electrical work proposed by Public Works relating to electric vehicle charging stations in the parking lot areas near the Grove Market as well as a review of fines for violators. Member Amelio also reported the funding proposal for the Home Key endeavor was denied by a 6-1 vote.

5. GENERAL PUBLIC COMMENT
There were no general public comments.

6. APPROVAL OF MINUTES
The Museum Board Minutes for May 10, 2022 were unanimously approved with a correction to Item 7D to show Deputy Public Works Director Halabi's last name as "Halabi," not "Halaby"

7. REGULAR AGENDA

A. Museum Director's Monthly Reports
Director Bitter highlighted that in the previous three months, approximately 22,000 guests visited the Museum, of whom 55% came from outside Monterey County. Museum membership averaged 386 per month, with 5 businesses as members as well. Director Bitter noted "Dinosaur Days" success, as with the events/displays related to the Chinese Exclusion Act of 1882 and the annual "Walk of Remembrance." In relation to development and engagement, the Museum received approximately $114,000.00 from private donations; $65,910.00 from the City, and

$2,400 from the Kiwanis. In Museum programs, 220 children became "Naturalists" through the Nature Exchange and 19 adults became "Climate Interpreters." In the post-COVID period, the Museum's outreach is growing again, with 53 individuals becoming "Junior Naturalists" and 13 becoming "Teen Interns." The Museum's digital media drawing power is up 220%, and the Museum received approximately 25,000 web visits. The Museum continues to expand resources online, adding 1,546 images to the database and making 168 new items visible online. There were no public comments.

B. Public Works Deputy Director's Update on the Point Pinos Lighthouse
Public Works Deputy Director Halabi reported the interior spaces and the gift shop at the Lighthouse re-opened to post-COVID visitors on July 24, with Saturday hours (11:00 AM to 3:00 PM), as well as Sunday hours (1:00 PM to 3:00 PM). Board Member Donna Foote noted the visitors have been numerous, and more docents are needed; Deputy Director Halabi concurred, noting concerted efforts are already working to train and deploy additional docents. She also noted that more stories of the Lighthouse have been posted online. Deputy Director Halabi also noted the Pacific Grove Chamber of Commerce has helped promote the Lighthouse as a site to visit, so the City is endeavoring significantly to attract and train folks to be volunteers at the Lighthouse. Chair Max requested Director Bitter to parallel the City's effort with a "push" in a Museum newsletter, and Dr. Bitter heartily concurred. There was no public comment.

C. Update from Subcommittee to Establish Museum Board Goals
(This item, on agenda as Item "G," was moved up the agenda per request of member Dana Allen-Greil with the unanimous concurrence of the other Museum Board members.) Subcommittee members Allen-Greil and Max met with Deputy Director of Public Works Halabi and Museum Director Bitter and presented the following items for Board consideration.
1. The Museum Board should visit the Museum each year as a group task.
2. A key goal for 2023 should be careful, consistent monitoring of vibrations at the Museum caused by construction work across the street from the Museum.
3. In the 2023-2025 time frame, a key focus must be on the Museum's renewal of accreditation.

The subcommittee also recommended that the Museum Board should work to align the Museum's facility emergency plan with the larger city emergency plan; help with collections issues and property, and work on clear procedures for requests for funding for research. Additional areas of focus should be a representative on the Standards and Practices Committee and more interface between the Museum Board and the Museum Foundation Board. There was no public comment on any of the above items. Vice Chair Tom suggested the Board should seek a legal review to ensure clarity on what a representative to the Standards and Practices Committee should/could do. Chair Max noted clarity would be necessary, but is definitely attainable. There was no public comment

D. (formerly "C") Museum Audited Financials. Director Bitter reported the Museum received a "clean bill of health" in this realm. There was no public comment.
E. (formerly "D") Museum Business and Fund Development. Director Bitter reported that the Museum is "on cycle" for this year, with the number of partners and work with the city both on the rise. The Museum is working diligently to be an "employer of choice," improving benefits, limiting turnovers, expanding audiences and diversity, and working to keep more employees for longer periods of time. Director Bitter noted that in the current year some 60% of the Museum

employees are in their first year of employment at the Museum, and it would be a step forward to get that percentage down in the coming years. Director Bitter also noted it would be helpful for the Museum to have a representative on the Foundation Board. There was no public comment.

F. (formerly "E") Regarding the Exhibits Plan, Director Bitter enumerated finishing the lighting system, removing the "makeshift" entrance, creating exterior improvements with plants, etc., with the goal of being as multi-purpose for citizens as possible while also being a top-rank museum. This includes further work on the Children's Garden. There was no public comment.

G. (formerly "F") On the Orca specimen tooth loan research request, Deputy Director Halabi noted this is approved, thus reinforcing the Museum's dedication to aiding in serious research. The Museum Board voted unanimously to approve the request as well, supporting the role the Museum should play in serious scientific research. There was no public comment.

H. (as originally) The update on Title I School Field Trips to the Lighthouse program noted the program has been working well for both the schools and the Museum, and the Museum is able to assist with aid up to $600.00 where necessary. The requests for trips and possible aid will come through the City. Director Bitter noted the Museum can partner on Title I School Visits to the Museum as well as the Lighthouse. These worthwhile trips are a further reason to enlist more citizens to become docents at the Lighthouse. There was no public comment.

8. NEXT MEETING

Tuesday, November 8, 2022, at 5:00 pm.

9. ADJOURNMENT

The meeting officially adjourned at 6:29 PM.

MUSEUM BOARD MINUTES

REGULAR MEETING
Tuesday, November 8, 2022 at 5:00 p.m.
Meeting held through ZOOM.com teleconferencing due to COVID-19 considerations.

1. CALL TO ORDER
Present: Chair Lisa Max, Vice Chair Calvin Tom, and Board Members Donna Foote and Dana Allen-Greil; Executive Director Carla Bitter; Collections & Research Manager Nate King; Deputy Director of Public Works Joyce Halabi; and Volunteer Program Coordinator Amy Colony.

Not present: Secretary Broeck Oder and City Council Member Joe Amelio (liaison).

2. APPROVAL OF AGENDA
The agenda was approved with no changes.

3. COMMISSION AND STAFF ANNOUNCEMENTS/COMMENTS
Deputy Director of Public Works Halabi reported there were no new announcements. Chair Max announced that she will no longer be on the Board when her term ends 1/31/2023. The February meeting will be chaired by Vice-Chair Tom. Annual Board elections will be held at the February 14, 2023 meeting.

4. CITY COUNCIL LIAISON ANNOUNCEMENTS
None

5. GENERAL PUBLIC COMMENT
None: both verbal and written.

6. APPROVAL OF MINUTES
The Museum Board Minutes for August 9, 2022 were unanimously approved by those present.

7. REGULAR AGENDA

A. Museum Director's Monthly Reports for Q1
Highlights included the following:

1) Total Attendance of 5,014 with Science Saturdays the busiest day of the month
2) Development & Engagement with unrestricted foundation donations from Packard ($100k) and the Shelby Cullom Davis Charitable Fund ($300k)
3) Education & Outreach saw the Nature Exchange breaking 1,000 participants and the Monarchs public interest is driving Community Science and media attention
4) Online Audiences are holding steady with people searching for monarchs and opt-in newsletter has 4,687 participants
5) Infrastructure Projects include a new Safety Committee formation and IIPP (Injury, Illness, & Prevention Program). The Strategic Fore-sighting project will kick off in 2023.

B. Public Works Deputy Director's Update on the Point Pinos Lighthouse

Deputy Director Halabi reported the online and in-person visitation metrics. An effort is being made to recruit more docents so that the Lighthouse hours can be expanded. Deputy Director Halabi noted as a fyi that the Light House Visitation statistics cannot be compared apples to apples since pandemic numbers were counted as those that enter the ground versus post-pandemic they are counted when they pay the admission to enter inside the Lighthouse. A 2nd cashier has been hired.

C. Collections Care Report

Nate King, Collections and Research Manager reported the museum collection activity metrics. Highlights of the report included collection displays support for First Friday events and an agreement with STEI to display items from the Pat Antonio Fossil Collection. Prep work in support of the upcoming Wonder Exhibit is in progress.

D. PG Museum Facilities Management Plan

Deputy Director Halabi Director reported on the following projects:

1) Mezzanine Upgrades- funded for FY22/23
2) Basement/Collection Area Moisture Control- funded for FY22/23
3) History Roof Repair- need more funds to be approved by City Council
4) Fire Suppression Head Replacement- completed February 2022
5) Lead paint in Windows and Window Replacement- completed October 2022

Discussion followed on what are the current mitigation strategies for water leaks and what actions can be taken during emergencies.

E. 2023 Museum Board Planning Calendar

Chair Max presented the Planning calendar and Director Bitter agreed that the dates were doable. Discussion proceeded on how to incorporate the sub-committee's recommendations on a yearly site visit. Chair Max thought it would be a special agenda item and asked for guidance from Deputy Director Halabi. She agreed that it would be a special meeting and that it could be noted on the Planning Calendar.

Board members present approved unanimously the Planning Calendar with a placeholder for adding details for a site visit.

F. Hybrid Museum Board Meetings

A formal vote was taken on staying virtual or going in person/hybrid for future meetings. The board members present voted unanimously to approve in-person/hybrid meeting.

8. NEXT MEETING

Tuesday, February 14, 2023, at 5:00 pm.

9. ADJOURNMENT

The meeting officially adjourned at 6:02 PM.

MUSEUM BOARD

REGULAR MEETING
Tuesday, February 14 2023 at 5:00 p.m.
THIS MEETING WAS HELD IN PERSON AND VIRTUALLY (HYBRID).

1. CALL TO ORDER
Present: Vice Chair Calvin Tom, and Board Members Donna Foote and David Messman; Executive Director Carla Bitter; Deputy Director of Public Works Joyce Halabi, Volunteer Program Coordinator Amy Colony and Mayor Bill Peake

Not present: Dana Allen-Greil and City Council Member Joe Amelio (liaison). One Board position vacant.

2. APPROVAL OF AGENDA
The agenda was approved with no changes.

3. COMMISSION AND STAFF ANNOUNCEMENTS/COMMENTS
Deputy Director of Public Works Halabi reported there were no staff announcements.

4. CITY COUNCIL LIAISON ANNOUNCEMENTS
None

5. GENERAL PUBLIC COMMENT
A public comment on technical difficulties hearing the meeting. No written comments.

6. APPROVAL OF MINUTES
A. The Museum Board Minutes for November 8 2022 were unanimously approved

7. REGULAR AGENDA

A. City Board Officer Elections
1) Calvin Tom was elected Chair unanimously
2) David Messman was elected Vice Chair unanimously
3) No Secretary was appointed. Defer appointment till May 9th board meeting.

B. AB 2449- Teleconference Rules for Attendance at Meetings of Legislative Bodies
Deputy Public Works Director Halabi updated the Museum Board on the City's new meeting requirements that take effect as of March 2023. "Essentially, AB 2449 requires that starting in March 2023, the City Council and all City advisory boards must resume in-person hybrid meetings (allowing the public to participate either in person or virtually), with City Council Members and/or Board Members only being able to participate virtually when an in-person quorum of the board is present, and with 'just cause' or an 'emergency circumstance'."

C. Museum Executive Director's Q2 Monthly Reports

Executive Director reported the following highlights:

1) Total attendance of 7,921 which included 3,499 visitors and 2,956 field trip participants
2) Development and Engagement with $151K restricted grants and $149K MCGives obtained
3) Online audiences of 16k for social media and 41K website visits
4) Infrastructure projects underway include new IT system, January Bird Room Roof replacement, and Wonder exhibit installation
5) Education and Outreach with Nature Exchange created 73 new naturalists and Outreach hit a record high 448 participants across 11 offsite events

D. Public Works Deputy Director's Update on the Pt. Pinos Lighthouse

Deputy Director Halabi reported the following:

1) As of Sunday, February 5th, Sunday hours were expanded from 1pm - 3pm to 11am - 3pm. This matches Saturday hours
2) Lighthouse is now 168 years old
3) The city is actively recruiting docents and looking at expanding hours with more volunteers
4) At Q&A, a board member inquired as to the number of days that the Lighthouse was open prior to the pandemic and if the goal was to get back to that baseline. Deputy Director of Public Works stated that prior to the pandemic the Lighthouse was open 5 days/week and the goal was to get back to 5 days/week. There would have to be the volunteer capacity in order to do it.

E. Museum Board Chair Annual Report 2023

Chair Tom presented the Annual Report for the 2022 calendar year with the following highlights:

1) The Board recommended funding the museum's mezzanine upgrade
2) The Board recommended funding the Point Pinos Lighthouse Roof Repair Projects
3) The Board formed a subcommittee to formulate goals and the subcommittee recommended the following:
    a. The Museum Board should visit the Museum each year as a group task
    b. The Museum Board should visit the Lighthouse each year as a group task
    c. A Board member should be appointed to the Museum's Standards and Practices Committee
    d. Closely monitor the vibrations at the Museum caused by upcoming construction work

F. Selecting City Museum Board liaison to the Museum Foundation Board's Standards and Practices Committee

No selection made. Defer selection to May 9th Board meeting was unanimous.

G. FY23/24 Capital Improvement Program Board Recommendations

1) Unanimously recommended the following
    a. Replace carpet/flooring for 2025/26 accreditation (old carpet installed in 1983)
    b. Water fountain (water bottle filling ability)
    c. Increase Lighthouse re-roofing budget

8. NEXT MEETING

Tuesday, May 9, 2023, at 5:00 pm

9. ADJOURNMENT

The meeting adjourned at 5:52 pm

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Aaron Campbell, Associate Planner

MEETING DATE: July 05, 2023

SUBJECT: Planning Commission Meeting Minutes: April 13, 2023

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

RECOMMENDATION

Receive the minutes.

Attachments

PC Minutes

CITY OF PACIFIC GROVE

PLANNING COMMISSION

MEETING MINUTES

Thursday, April 13, 2023, 6:00 P.M.
Council Chamber – City Hall – 300 Forest Avenue, Pacific Grove, CA

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

1. **CALL TO ORDER & ROLL CALL –** Chair Lilley called the meeting to order at 6:00 pm.
   Members Present: Davison, Fredrickson, Kubica, Lilley, Murphy, Nodzenski, and Sawyer
   Member(s) Absent: None

2. **APPROVAL OF AGENDA**
   Chair Lilley asked if any Commissioners wanted to make any changes to the agenda.

   Commissioner Sawyer made a motion, seconded by Commissioner Kubica, to approve the agenda as presented. The Commission voted unanimously to approve the motion. (7-0)

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

   A. Vice Chair Murphy announced that he attended a community meeting about forming an arts district in the city. The meeting was well-attended and those present expressed enthusiasm for an arts district. There will be a follow up meeting in June. This apparently grass-roots effort was perhaps started by the Economic Development Commission, the Chamber of Commerce, Pacific Grove Arts Center, and others.

   B. Chair Lilley reminded the Commissioners that the Chair is responsible for setting the meeting agendas and to let him know if any of the Commissioners would like him to add an item that pertains to the jurisdiction of the Planning Commission to the agenda. He then announced that an updated copy of the workplan is provided in the Consent Agenda and that it is his intention to have an updated workplan in the agenda every month. He also announced that he attended the City Council meeting on March 22nd with Commissioner Sawyer for two items of import to the Planning Commission. The first was the Parklets matter. He announced that on March 9th, the Planning Commission voted to renew the Parklet Program subcommittee, and on March 20th Commissioner Sawyer and Chair Lilley sent a letter to the City Council providing comments on the Parklet Program. At the City Council meeting on March 22nd, he presented comments regarding the Commission's recommendation that the Parklets be kept but with common sense safety and public health proposals and staff inconsistencies. The Council voted to establish a subcommittee to review recommendations on the Parklet Program. For the second item, he announced that he spoke as a private citizen regarding the change of

housing consultants.

C. Staff liaison Sidor introduced new Assistant Planner Garrett McCown.

4. **COUNCIL LIAISON ANNOUNCEMENTS** – None

5. **GENERAL PUBLIC COMMENT**

A. Public Comment
Reference: Joseph Sidor, Contract Planner
Recommended Action: Receive public comment, if applicable.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

The following individuals submitted written public correspondence:

- Councilmember Coletti on March 13, regarding an AMBAG 2023 Public Participation Plan survey.
- Anastacia Wyatt on March 15, regarding questions about the Baird and Driskell contract, including a notice of termination letter from Assistant City Attorney Rubens dated March 3.
- Councilmember Coletti on March 17, regarding 2022 California housing legislation highlights.
- Lisa Ciani on March 17, regarding Parklet Program revisions.
- Inge Lorentzen Daumer on March 17, regarding the Parklet Program.
- Lisa Ciani on March 19, regarding Parklet Program revisions.
- Lisa Ciani on March 22, regarding lack of Planning Commission review of the Summer Lights event.
- Peggy Gibbs on March 23, regarding sharing parklet plans from Los Gatos which show drainage grates and set up, including 4 photos and an example architectural plan for a parklet.
- Tony Ciani on April 4, regarding the 1352 Lighthouse Avenue Phase I Historical Assessment RFQ.
- Jane Haines on April 10, regarding the Baird and Driskell contract and public records request, including exhibits.
- Councilmember Coletti on April 11, regarding the State of California suing Huntington Beach for failing to adopt a Housing Plan.
- Tony Ciani on April 13, regarding Hometown and Small Town grants.

Chair Lilley and Staff Liaison Sidor summarized the written correspondence received.

The following individuals provided verbal public comment at the meeting: Jane Haines, Inge Lorentzen Daumer, and Lisa Ciani.

CONSENT AGENDA

6. REPORTS FOR INFORMATION ONLY

A. Planning Commission 2023 Workplan
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 the revised 2023 Workplan.
Reference: Joseph Sidor, Contract Planner

7. REPORTS REQUIRING ACTION

A. Minutes of the March 9, 2023, Planning Commission Regular Meeting
Reference: Joseph Sidor, Contract Planner
Recommended Action: Approve the Minutes of the March 9, 2023, Planning Commission Regular Meeting.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

Commissioner Sawyer pulled Item 7A from the Consent Agenda, and the Chair moved this item to 10B. See Item 10B below.

On a motion by Commissioner Fredrickson, seconded by Vice Chair Murphy, the consent agenda was unanimously approved as amended on a roll call vote. (7-0)

REGULAR AGENDA

8. **PUBLIC HEARINGS**

A. Architectural Permit (AP) and Use Permit (UP) 22-0295 for 236 Cypress Avenue
From: Alec Barton, AICP, Contract Planner
Zoning District/General Plan Designation: R-1 / MDR (12.1 du/ac)
Coastal Zone: No
Historic Resources Inventory: Yes
CEQA: Categorical Exemption, CEQA Guidelines 15331, Historical Resources Restoration/Rehabilitation
Recommended Action: Approve Architectural Permit and Use Permit AP-UP 22-0295 subject to the recommended findings, conditions of approval, and Class 1 (Existing Facilities) and Class 31 (Historic Resource Rehabilitation/Restoration) CEQA exemptions.
Reference: Alec Barton, AICP, Contract Planner

Chair Lilley introduced the item. After receiving an oral report from Contract Planner Barton, and testimony from the applicant (Hunter Eldridge, project architect) and owner (Sam Israelit), Chair Lilley opened the public hearing and the following individual provided public comment: Lisa Ciani. Chair Lilley closed the public comment portion of the meeting and returned the item to the Commission for deliberation.

After discussion, Commissioner Fredrickson made a motion, seconded by Vice Chair Murphy, to approve the project and add a condition of approval to address on-site parking and future tree removal. Commissioner Sawyer recommended a friendly amendment to amend the motion to correct the permit findings to remove a reference to a garage and to require arborist review of tree protection measures. Chair Lilley recommended a friendly amendment to correct the lot size in Fact No. 4 in the

permit. Both Commissioners Fredrickson and Murphy accepted these friendly amendments. On a roll call vote, the motion as amended was approved. (7-0)

9. **CONTINUED AND ONGOING BUSINESS**

A. Housing Element and General Plan Updates
From: Anastacia Wyatt, Community Development Director
Zoning District/General Plan Designation: N/A
Coastal Zone: N/A
Historic Resources Inventory: N/A
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378
Recommended Action: Receive an oral report on the Housing Element and General Plan updates.
Reference: Anastacia Wyatt, Community Development Director

After comments from CDD Housing Manager Kroeger, Chair Lilley opened the public hearing and no individuals provided public comment. Chair Lilley then closed the public comment portion of the meeting and returned the item to the Commission for discussion. No further action taken.

B. Parklet Program Subcommittee
From: Claudia Sawyer, Planning Commissioner
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 activities of the Parkelt Program Subcommittee.
Reference: Claudia Sawyer, Planning Commissioner

Commissioner Sawyer provided an oral report. Chair Lilley opened the public hearing and no individuals provided public comment. Chair Lilley then closed the public comment portion of the meeting and returned the item to the Commission for discussion. No further action taken.

10. **NEW BUSINESS**

A. Create a Subcommittee or Subcommittees of the Planning Commission to address the Housing Element and General Plan Updates
From: Steven Lilley, Chair
Zoning District/General Plan Designation: N/A
Coastal Zone: N/A
Historic Resources Inventory: N/A
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378
Recommended Action: Create a new Housing Element and General Plan Subcommittee or separate subcommittees, appoint members, and establish the charter of the subcommittee(s).
Reference: Steven Lilley, Chair

Chair Lilley introduced the item and provided an oral report. Chair Lilley opened the public hearing and no individuals provided public comment. Chair Lilley then closed the public comment portion of the meeting and returned the item to the Commission for discussion. No further action taken.

B. Minutes of the March 9, 2023, Planning Commission Regular Meeting
Reference: Joseph Sidor, Contract Planner
Recommended Action: Approve the Minutes of the March 9, 2023, Planning Commission Regular Meeting.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

Commissioner Sawyer pulled Item 7A from the Consent Agenda, and the Chair moved this item to 10B on the agenda. Chair Lilley introduced the item. Commissioner Sawyer recommended the following changes to the draft minutes of March 9th: 1) deletion of "…by April 1, 2023" from Item 3, Commission and Staff Announcements; 2) the addition of information denoting the written correspondence received to Item 5, General Public Comment; 3) the addition of a reference to the termination of the Baird + Driscoll contract under Item 9A, Housing and General Plan Updates; and 4) under Item 9B, the deletion of "No further action taken." and the addition of a reference to staff submittal of the Planning Commission's recommended projects to Public Works.

Chair Lilley opened the public hearing and the following individuals provided public comment: Lisa Ciani and Inge Lorentzen Daumer. Chair Lilley then closed the public comment portion of the meeting and returned the item to the Commission for discussion.

On a motion by Chair Lilley, seconded by Commissioner Sawyer, the minutes of the March 9th regular meeting were approved as amended on a roll call vote. (6-0-1; Fredrickson voted "Present" because of his absence from the March 9th meeting.)

11. **PRESENTATIONS**

A. Brown Act Presentation
Reference: Gregory Rubens
Recommended Action: Receive a presentation on the applicable requirements of the Brown Act.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

Assistant City Attorney Greg Rubens provided an oral and slide presentation of Brown Act requirements.

12. **NEXT MEETING –** May 11, 2023

13. **ADJOURNMENT –** By order of the Chair, the meeting was adjourned at 8:18 pm.

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

AGENDA REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Dara Sanders, Contract Planner; Anastacia Wyatt, Community Development Director
MEETING DATE:	July 05, 2023
SUBJECT:	Accessory Dwelling Unit (ADU) Ordinance Amendment
CEQA:	Statutory Exemption, CEQA Guidelines 15282(h) - Adoption Regarding Second Units in a Single or Multi Family Residential Zone

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 Municipal Code Section Chapter 23.80 Accessory Dwelling Units*** approving the proposed zoning text amendment; and
4. ***Direct the publication of the ordinance will be satisfied by publication of a summary approved by the City Attorney.***

DISCUSSION

In 2017, The California State Legislature created a statewide regulatory framework for Accessory Dwelling Units (ADUs), which prompted local jurisdictions to adopt changes to the regulations and processes at the local level. The City of Pacific Grove subsequently amended its zoning code to integrate the State's ADU regulations. The Legislature adopted changes to the statewide regulations in 2022 related to the planning and permitting of ADUs, including AB 2221 and SB 897.

As a result of these statewide updates, the City's current ADU ordinance is out of compliance with State law. While the City currently applies the State's requirements for ADUs, the inconsistencies between the State's requirements and the City's requirements create confusion, especially for private property owners interested in constructing an ADU. City staff have prepared a zoning text amendment (ZTA) to the City's ADU ordinance to align with State law.

State Regulatory Changes for ADUs

These laws are AB 2221 and SB 897, and they took effect on January 1, 2023. The changes made in the new legislation are summarized below.

ADU Height. Local agencies must allow ADUs taller than 16 feet in certain circumstances. An 18-foot detached ADU must be allowed if the structure is within ½ mile of a major transit stop or high-quality transit corridor, or if the property has an existing multifamily, multi-story dwelling. For consistency in application, staff is recommending that the 18-foot height limit be applied to detached ADUs citywide.

A 25-foot ADU must be allowed if the ADU is attached to the primary dwelling, unless the allowed height limit for the primary dwelling is lower than 25 feet. Currently, all zoning districts in the City permitting residential units allow a primary residence to be at least 25 feet in height.

Front Setback. Front setbacks now fall under statewide exemption as a zoning requirement that cannot be enforced if they prevent an ADU of at least 800 square feet from being built. In these situations, ADUs are permitted to be located in the front setback of a residential property.
Procedure. If an ADU application is denied, the City is now required to provide the applicant with a "full set of comments" listing the specific items that are "defective or deficient." These comments must also describe "how the application can be remedied" by the applicant. In other words, the City is obligated to present the applicant with the information needed and options available to obtain approval for their ADU project.

Another new State requirement pertains to demolition permits associated with the construction or conversion of a structure to an ADU. Some local jurisdictions have required a two-step process for ADU projects requiring a demolition permit. For example, any required demolition permit must be first reviewed and approved before a property owner can obtain a building permit for constructing a new dwelling. The application of a two-step process is no longer permitted in any jurisdiction, and the City is required by State law to process, review, and act on a demolition application and an ADU application concurrently.

Lastly, cities cannot deny an application to create an ADU solely because corrections are needed to address nonconforming zoning conditions, building code violations, or unpermitted structures elsewhere on the property that do not present a threat to public health and safety and are not affected by the construction of the ADU. This does not insulate the property owner from having to come into compliance where other projects unrelated to an ADU application are concerned.

Objective Standards. The Legislature has now inserted an express definition into the ADU law: An "objective" standard is a standard that involves "no personal or subjective judgment by a public official" and that is "uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the development applicant or proponent and the public official prior to submittal."

Proposed ADU Zoning Text Amendment
Staff has prepared several zoning text amendments (ZTA) that are intended primarily to align local ADU regulations with the State's regulations. Minor amendments are also proposed to resolve previous wording and scrivener's errors, as well as those intended to better organize ADU requirements. Staff's markups to the ADU ordinance are shown in Attachment A with deletions shown in strike through (~~text~~) and additions or changes shown in bolded, underlined, italics (***text***). A summary and explanation of each proposed ZTA is provided in the chart below.

Code Section	Amendment Summary	Purpose/Reason
23.80.030 "Definitions		
Accessory Dwelling Unit	Update the definition to strike provision requirements (eating, cooking, sanitation, etc.) and reference Manufactured Home definition	This amendment to the definition of ADU is necessary to align with State law.

Objective Standards	Add a definition for “objective standards”	Because only objective standards can regulate the placement and design of ADUs, staff recommends including the State’s definition of objective standards.
Permitting Agency	Add a definition for “permitting agency”	This amendment would adopt the State’s definition of permitting agency for clarity.
Attached	Add a definition for “attached”	We currently do not define what conditions constitute an attached dwelling or structure. This would provide direct to Planning and Building staff for determining which ADU regulations (attached vs. detached) apply to a proposal.
23.80.040 “Approvals”		
(a) Ministerial Approval	Strike (a)(2)(C) related limitations on expansions of existing ADUs	This expansion limitation on an ADU created within an existing accessory structure violates State law.
	Add a new subsection (a)(3)(C) related to the height of an attached ADU on a single-family lot	This new section references another section within the ADU ordinance, which reflects the State’s ADU height regulations.
	Amend (a)(4)(A) to require a 4-ft side and rear setback	This amendment requires a greater setback that is aligned with State law.
	Amend (a)(4)(C) to reference height limitations listed in 23.80.060	This new section references another section within the ADU ordinance, which reflects the State’s ADU height regulations.
	Amend (a)(6) related to applicability to include proposed multi-family dwellings	This amendment specifies applicability to both existing and proposed multifamily developments that include ADUs.
	Amend (a)(6)(A) to require a 4-foot side and rear setback	This amendment requires a greater setback that is aligned with State law.
	Add new subsections allowing ADUs in the front setback.	State law now permits an ADU to encroach into a front setback if there is insufficient area at the side or rear of a home to construct an ADU of up to 800 square feet.

	Add a new subsection (B) prohibiting the requirement to modify an existing nonconforming structure as a condition of approval for an ADU, and reorder subsequent sections	This section clarifies and codifies State law prohibiting conditions of approval for ministerial ADU projects on properties containing nonconforming buildings.
	Add a new subsection (C) to reference height limitations listed in 23.80.060	This new section references another section within the ADU ordinance, which reflects the State's ADU height regulations.
(b) Process and Timing	Add a new subsection (3) to adopt a procedural requirement for ADU and JADU applications denied by the City	In accordance with new State law, this section requires that, when denying an application, staff provide a full set of written comments to include a list of application deficiencies and ways to remedy the deficiencies.
	Add a new subsection (4) clarifying the procedural requirements for ADU and JADU applications requiring demolition of a detached garage	In accordance with State law, this new procedure requires that the City review an ADU application and associated demolition permit application concurrently instead of sequentially.
	Add a new subsection (5) exempting garage demolition (associated with the above subsection) from written notice and placard requirements.	In accordance with State law, this new procedure prohibits a requirement for notice of a demolition application associated with the construction of an ADU, unless the property is located with an architecturally or historically significant historic district.
23.80.050 "General ADU and JADU requirements"		
	Clarify in subsection (b) that the construction of an ADU cannot require installation of a fire sprinkler system in an existing primary dwelling (the main house)	In accordance with State law, this section limits the City from requiring that the main house on the property with a proposed ADU be retrofitted to install sprinklers. This does not restrict the City from requiring the ADU to install a sprinkler system when building code requires it.
	Amend the existing requirement in subsection (e) to reference a "wastewater treatment system"	The current requirement references a "water treatment system", which is not the appropriate term for sewer-related capture and treatment. This was likely a

		scrivener's error.
	Strike "or JADU" from subsection (f)	This would require that only ADUs are required to have a separate address from the main dwelling(s) on the property.
23.80.060 "Specific ADU and JADU requirements"		
(a) Size	Amend (a)(1) to specify distinct maximum floor areas for detached ADUs and attached ADUs	This amendment aligns the City's requirements with State law, and it specifies a maximum square footage for a detached ADU (1,200 sq.ft.) and for an attached ADU (no more than 50% of the existing home).
(b) Height	Strike and replace (1) and (2) to establish distinct height limitations for attached and detached ADUs and limit them to 2 stories.	This amendment aligns the City's requirements with State law pertaining to ADU height.
(d) Parking	Amend (3) to specify that off-street parking is not required for a JADU	This amendment aligns the City's requirements with State law.
(e) Architectural Requirements	Strike (e) pertaining to architectural requirements	The State requires that all standards pertaining to the design of an ADU or a JADU must meet the State's definition for objective standards. This subsection for "architectural requirements" does not meet the State's definition and is not enforceable. Staff recommends striking this section until objective standards can be prepared, vetted, and adopted. Additional discussion is provided under "Objective Standards" of this staff report.
(f) Historical Protections	Strike the subsection pertaining to Historical Protections.	The State requires that all standards pertaining to the design and placement of an ADU or a JADU, including those pertaining to historic protections and compatibility, must meet the State's definition for objective standards. The City does not have objective historic standards at this time that can be enforced through historic review. Staff recommends striking this

		section until objective standards can be prepared, vetted, and adopted. Additional discussion is provided under "Objective Standards" of this staff report.
(g) Tree Removal and Pruning	Strike subsections (1)-(3)	Pursuant to State law, these are not enforceable, as it is not an objective standard and tree preservation cannot impede or impact the placement or size of an ADU or JADU.
23.80.070 "Fees and charges"		
(b) Utility Fees	Break the applicable utility fees into subsection (1) and (2), and reword the prohibition of a connection fee or capacity charge for clarity.	This is a non-substantive amendment that reorganizes the utility fees section.
23.80.080 "Nonconforming ADUs and discretionary approval.		

Objective Standards
Staff recommends striking language pertaining to architectural review and historic review at this time only because the City of Pacific Grove does not have architectural review or historic protections that meet the State's definition for "objective standards". Because the architectural review and historic protections provisions of the existing ADU ordinance do not meet the State's definition of "objective standards", these sections as they are currently written are not enforceable. The City will not lose oversight over the design of ADUs by striking these sections, and retaining these sections in the updated ADU ordinance would not allow for enforcement at the staff- or committee/commission-level; instead, retaining these sections could render the City's local ordinance null and void for non-compliance.

The City also has an obligation to comply with state law and to prepare and submit a compliant housing element. Pacific Grove has been meeting our previous Regional Housing Needs Allocation (RHNA) through ADU construction, and we anticipate that ADU construction will be included in the updated Housing Element (currently being drafted) as a means of meeting our current RHNA. As a result, staff is concerned that adopting a non-compliant ADU ordinance could impact the State's certification of Pacific Grove's updated Housing Element, which could result in undesirable consequences and penalties including (builders remedy, ineligibility for State grants, etc.).

Staff recognizes and supports the importance of design and historic integrity to the community and to achieving the City's goals and policies. We also recognize the importance of reducing risk to the City through compliance with State law. Staff is in the process of securing a consultant to prepare State-compliant objective design and development standards for residential development in Pacific Grove, including ADUs. The drafting of these standards will include a robust public input process for community stakeholders to participate in identifying the design and development priorities for residential development.

PLANNING COMMISSION RECOMMENDATION
The Planning Commission considered these amendments to the City's ADU Ordinance during their regularly scheduled meeting on May 11, 2023, and voted unanimously to forward the proposal to the

City Council with a recommendation for approval.

Prior to voting on the item, the Planning Commission discussed the following topics:

Coastal Zone. Commissioners asked how this ordinance would impact accessory dwelling units in the Coastal Zone. Staff has attached a memo from John Ainsworth, Executive Director of the California Coastal Commission (CCC), regarding implementation of new ADU laws in the coastal zone. To summarize this memo, local governments must still abide by the requirements of their Local Coastal Programs (LCP) with regard to coastal resource protection, and the CCC recommends that local jurisdictions update their LPCs with Junior ADU and ADU provisions to align with State law. Because the City may amend its LCP only three time per year, staff recommends that the City initiate comprehensive updates to the LCP once objective design standards for ADUs are adopted.

Tree protection and preservation. Because the current subjective provisions with regard to tree preservation and pruning are proposed to be stricken from the current ADU ordinance, the Planning Commission requested that tree protection be considered for inclusion in objective standards and that staff encourage these activities to continue when processing ADU applications.

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

OPTIONS
The City Council's options include the following:

1. Approve the Planning Commission's recommendation to approve these amendments to the Accessory Dwelling Unit ordinance.
2. Approve the Accessory Dwelling Unit ordinance with changes; or
3. Continue the item to a later date.

FINANCIAL IMPACT:
Amending the ADU ordinance will not have an impact on the General Fund.

FOCUSED PRIORITY AREA: Affordable Housing

Attachments

ADU Draft Ordinance
Coastal Commission ADU Memo

Chapter 23.80
ACCESSORY DWELLING UNITS

23.80.010 Purpose and intent.
23.80.020 Effect of nonconforming.
23.80.030 Definitions.
23.80.040 Approvals.
23.80.050 General ADU and JADU requirements.
23.80.060 Specific ADU and JADU requirements.
23.80.070 Fees and charges.
23.80.080 Nonconforming ADUs and discretionary approval.

23.80.010 Purpose and intent.

The purpose of this chapter is to allow and regulate accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs) in compliance with California Government Code Sections 65852.2 and 65852.22, as may be amended.

23.80.020 Effect of nonconforming.

An ADU or JADU that conforms to the standards in this chapter will not be:

(a) Deemed to be inconsistent with the city's general plan and zoning designation for the lot on which the ADU or JADU is located.

(b) Deemed to exceed the allowable density for the lot on which the ADU or JADU is located.

(c) Considered in the application of any local ordinance, policy, or program to limit residential growth.

(d) Required to correct a nonconforming zoning condition, as defined in PGMC 23.80.030. This does not prevent the city from enforcing compliance with applicable building standards in accordance with Health and Safety Code Section 17980.12.

23.80.030 Definitions.

As used in this chapter, terms are defined as follows:

(a) "Accessory Dwelling Unit" or "ADU" means an attached or a detached residential dwelling unit that provides complete independent living facilities ~~and permanent provisions for living, sleeping, eating, cooking, sanitation, and connection to utilities~~ for one or more persons and is located on a lot with a proposed or existing primary residence or multi-family residences and may include the following:

(1) Detached: the unit is separated from the primary structure or structures.

(2) Attached: the unit is attached to the primary structure.

(3) Converted Existing Space: space (e.g. bedroom, attached garage, storage area, or an accessory structure) on the lot of primary residence(s) that is

converted into an independent living unit.

(4) Junior Accessory Dwelling Unit (JADU): A specific type of conversion of existing space that is contained entirely within an existing or proposed single-family residence.

(5) Manufactured Home, ***as defined in Section 18007 of the Health and Safety Code.***

(6) Efficiency Unit.

(b) "Accessory structure" means a building or structure that is incidental to that of the main building on the same lot.

(c) ***"Attached" means a building which has at least part of a wall in common with another building, or which is connected to another building by a roof.***

(d) "Complete independent living facilities" means permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated.

(e) "Efficiency Unit" means a unit that includes each of the following:

(1) Compliance with Section 17958.1 Health & Safety Code, as may be amended.

(2) A food preparation counter or counters that are adequate for the unit. ~~and~~

(3) Food storage cabinets that are adequate for the unit.

(f) "Junior accessory dwelling unit" or "JADU" means a residential unit that:

(1) Is no more than 500 square feet in size.

(2) Is contained entirely within an existing or proposed single-family structure.

(3) Includes its own separate sanitation facilities or shares sanitation facilities with the existing or proposed single-family structure. ~~and~~

(4) Includes an efficiency unit, as defined in this chapter.

(g) "Living area" means the interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any accessory structure.

(h) "Manufactured Home" means a unit as defined by Section 18007 of the California Health and Safety Code, as may be amended.

(i) "Ministerial approval" means approval related to a building permit that does

not require discretionary action or a hearing.

(j) "Nonconforming zoning condition" means a physical improvement on a property that does not conform with current zoning standards.

(k) "Objective standards" means standards that involve no personal or subjective judgment by a public official and are uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the development applicant or proponent and the public official prior to submittal.

(l) "Passageway" means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the ADU or JADU.

(m) "Permitting agency" means any entity that is involved in the review of a permit for an ADU or JADU and for which there is no substitute, including, but not limited to, applicable planning departments, building departments, utilities, and special districts.

(n) "Proposed dwelling" means a dwelling that is the subject of a permit application and that meets the requirements for permitting.

(o) "Public transit" means a fixed-route (bus stop or other transit stop) transportation that charges set fees, runs on fixed routes, and is available to the public.

(p) "Tandem parking" means two or more automobiles are parked on a driveway or in any other location on a lot, lined up behind one another.

23.80.040 Approvals

The following approvals apply to ADUs and JADUs under this section:

(a) Ministerial Approval. An ADU or JADU which complies with each of the general requirements in PGMC 23.80.050 is allowed with a building permit and shall not require discretionary planning approval. The ADU/JADU project shall be reviewed in a ministerial and administrative manner, limited to only considering the project's compliance with the applicable objective standards.

(1) One ADU and one JADU on a lot with a proposed or existing single-family dwelling.

(2) Converted on a Single-family Lot:

(A) Created within the existing space of an accessory structure.

(B) Has side and rear setbacks sufficient for fire and safety, as dictated by applicable building codes.

~~(C) An ADU created within an existing accessory structure may expand an additional 150 sq. ft. if expansion is limited to accommodating ingress~~

~~and egress only.~~

(3) Attached ADU on Single-Family Lot:

(A) Shall not exceed 50% of the square footage of proposed or existing building, or 1,000 sq. ft., whichever is greater.

(B) Setbacks same as (2)(B) above.

(C) May be located at the front of the lot or in the front setback if sufficient area for an ADU up to 800 square feet does not exist at the rear or side of the primary dwelling unit.

(D) The height limitation as provided in PGMC 23.80.060.

(4) Detached on Single-Family Lot.

(A) The side and rear yard setbacks are at least three feet.

(B) ***May be located at the front of the lot or in the front setback if sufficient area for an ADU up to 800 square feet does not exist at the rear or side of the primary dwelling unit.***

(C) The total maximum floor area is up to 1,200 square feet. ~~And~~

(D) The ~~peak height above grade is 16 feet or less.~~ ***height limitation as provided in PGMC 23.80.060.***

(5) Converted on Multifamily Lot. Multiple ADUs within portions of existing multifamily dwelling structures that are not used as livable space, including but not limited to storage rooms, boiler rooms, passageways, attics, basements, or garages, if each converted ADU complies with state building standards for dwellings. At least one converted ADU is allowed within an existing multifamily dwelling, or up to 25 percent of the existing multifamily dwelling units may each have a converted ADU under this subsection.

(6) Detached on Multi-family Lot. No more than two detached ADUs on a lot that has an existing ***or proposed*** multifamily dwelling if each detached ADU satisfies the following limitations:

(A) The side and rear yard setbacks are at least three feet. ~~(corner and exterior setbacks for the zoning district apply); and~~

(B) If the existing multifamily dwelling has a rear or side setback of less than three feet, the City shall not require any modification of the existing multifamily dwelling as a condition of approving the

application to construct an ADU.

(C) May be located at the front of the lot or in the front setback if sufficient area for an ADU up to 800 square feet does not exist at the rear or side of the primary dwelling unit.

(D) The height limitation as provided in PGMC 23.80.060.

(E) The total floor area is 1,200 square feet or smaller.

(7) Junior Accessory Dwelling Unit (JADU):

(A) Constructed entirely within an existing or proposed single-family structure.

(B) Includes its own separate sanitation facilities or shares sanitation facilities with the existing or proposed single-family structure.

(C) Includes an efficiency unit as defined in this chapter.

(b) Process and Timing.

(1) An ADU or JADU permit is considered and approved ministerially, without discretionary review or a hearing, if it meets the minimum standards above.

(2) The City must act on an application to create an ADU or JADU within 60 days from the date that the City receives a completed application, unless either:

(A) The applicant requests a delay, in which case the 60-day time period is tolled for the period of the requested delay. ~~or~~

(B) In the case of a JADU and the application to create a JADU is submitted with a permit application to create a new single-family dwelling on the lot, the City may delay acting on the permit application for the JADU until the City acts on the permit application to create the new single-family dwelling, but the application to create the JADU will be considered ministerially without discretionary review or a hearing.

(3) If an application for an ADU or JADU is denied, the City shall, within the time period previously described, return in writing a full set of comments to the applicant with a list of items that are defective or deficient and a description of how the application can be remedied by the applicant.

(4) A demolition permit for a detached garage that is to be replaced with an ADU must be reviewed with the application for the ADU and issued at the same time.

(5) The applicant shall not be otherwise required to provide written notice or post a placard for the demolition of a detached garage that is to be replaced with an ADU, unless the property is located within an architecturally and historically significant historic district.

23.80.050 General ADU and JADU requirements

The following requirements apply to all ADUs and JADUs that are approved under PGMC 23.80.040(a):

(a) Zoning. An ADU or JADU subject only to a building permit under PGMC 23.80.040(a) may be created on a lot in any zone that allows residential uses.

(b) Fire Sprinklers. Fire sprinklers are required in an ADU if sprinklers are required in the primary residence. ***The construction of the ADU shall not trigger a requirement for fire sprinklers to be installed in the existing primary dwelling.***

(c) Rental Term. An ADU or JADU may be rented under the following conditions:

(1) No ADU or JADU may be rented for a term less than 30 days, and

(2) JADU – owner must reside in either the primary residence or the JADU per Government Code 65852.22, Subd. (a)(2), as may be amended.

(d) No Separate Conveyance. No ADU or JADU may be sold or otherwise conveyed separately from the lot and the primary dwelling (in the case of a single-family lot) or from the lot and all of the dwellings (in the case of a multifamily lot) unless allowed by Gov. Code, § 65852.26 (Qualified nonprofit corporation conveyance).

(e) Septic System. If the ADU or JADU will connect to an on-site ***waste***water-treatment system, the owner must include with the application a percolation test completed within the last five years or, if the percolation test has been recertified, within the last 10 years.

(f) Each ADU ~~or JADU~~ shall have a separate address from the single or multi- family dwelling on the property.

(g) Each ADU or JADU shall have a separate exterior access independent of the existing or proposed single or multi-family dwelling.

23.80.060 Specific ADU and JADU requirements.

(a) Size.

(1) The total maximum floor area ***for a detached ADU*** may be up to 1,200 square

feet. ***The total floor area of an attached ADU shall not exceed 50 percent of the existing primary dwelling.***

(2) The minimum size is 150 square feet to include efficiency unit.

(3) A JADU shall not exceed 500 square feet.

(b) Height.

~~(1) A single-story, attached or detached ADU may not exceed 16 feet in height above grade, measured to the peak of the structure.~~

~~(2) A second story or two-story attached ADU addition may be permitted subject to an architectural permit and may not exceed the height of the zoning district.~~

(1) ***A detached ADU on a lot within one-half mile walking distance of a major transit stop or high-quality transit corridor may be up to 18 feet in height, with an allowance of an additional two feet to accommodate a roof pitch aligned with the primary dwelling.***

(2) ***A detached ADU on a lot with an existing or proposed dwelling may be up to 18 feet in height.***

(3) An attached ADU may be up to 25 feet in height or two stories, whichever is less.

(c) Passageway. No passageway, as defined in PGMC 23.80.030, is required for an ADU.

(d) Parking.

(1) Generally. Off-street parking is not required for an ADU located within one-half mile walking distance of public transit. If a property is not within one-half mile walking distance to a transit stop, one off-street parking space shall be provided and may be located in setback areas or as tandem parking, as defined in PGMC 23.80.030.

(2) ~~No Replacement.~~ When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an ADU or converted to an ADU, those off-street parking spaces are not required to be replaced.

(3) No off-street parking is required for a JADU.

~~(e) Architectural Requirements.~~

~~(1) Where the development of an ADU includes exterior alterations, additions, or construction of new structure, the ADU may, where feasible, incorporate the~~

~~same or similar architectural features, building materials, including window style and materials, and roof slopes as the main dwelling unit or dwellings located on the subject property.~~

~~*(f)* Historical Protections. Historic review shall be required for properties listed on the California Register of Historic Resources.~~

(g) Tree Removal and Pruning. Tree permits for the removal and/or pruning of permit trees shall be required per PGMC Title 12, but shall in no way prohibit the development of a minimum 1,200 sq. ft. ADU.

~~(1) Applicants are encouraged to locate and design ADU and/or JADU additions so that the retention of native trees (Gowen cypress, Coast live oak, Monterey cypress, Shore pine, Torrey pine, and Monterey pine) can be accommodated whenever possible.~~

~~(2) All trees in or within 100 yards of designated Monarch sanctuaries. (Pruning and removal of trees within the Monarch sanctuaries is prohibited between October 1 and May 1).~~

~~(3) A Coastal Development Permit (CDP) may be required for tree removal in the Coastal zone.~~

23.80.070 Fees and charges.

(a) Impact Fees.

(1) No impact fee is required for an ADU or JADU that is less than 750 square feet in size.

(2) Any impact fee that is required for an ADU that is 750 square feet or larger in size must be charged proportionately in relation to the square footage of the primary dwelling unit (e.g., the floor area of the primary dwelling, divided by the floor area of the ADU, times the typical fee amount charged for a new dwelling). "Impact fee" here does not include any connection fee or capacity charge for water or sewer service.

(b) Utility Fees.

(1) Converted ADUs and JADUs on a single-family lot, created under PGMC 23.80.040(a)(1), are not required to have a new or separate utility connection directly between the ADU or JADU and the utility.

(2) ~~Nor is a~~ ***A*** connection fee or capacity charge ***is not*** required unless the ADU or JADU is constructed with a new single-family ~~home~~ ***dwelling.***

23.80.080 Nonconforming ADUs and discretionary approval.

Any proposed ADU or JADU that does not conform to the objective standards set forth in this chapter may be allowed by the city with a use permit, in accordance with the other provisions of this title.

The local agency shall not deny an application for a permit to create an ADU due to the correction of nonconforming zoning conditions, building code violations, or unpermitted structures that do not present a threat to public health and safety and are not affected by the construction of the ADU.

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To: Planning Directors of Coastal Cities and Counties
From: John Ainsworth, Executive Director, California Coastal Commission
Date: January 21, 2022

RE: Updates Regarding the Implementation of New ADU Laws

I. Introduction

California's ongoing housing crisis continues to exacerbate housing inequity and affordability, especially in the coastal zone. To address this critical issue, the state Legislature has enacted a number of laws in the last several years that are designed to reduce barriers to providing housing and to encourage construction of additional housing units in appropriate locations. To this end, the 2019 legislative session resulted in a series of changes to state housing laws that facilitate the development of Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs), which can help provide additional housing units that can be more affordable than other forms of market rate housing. Importantly, the changes did not modify existing provisions of state housing law that explicitly recognize that local governments must still abide by the requirements of the Coastal Act, and by extension, Local Coastal Programs (LCPs). Thus, provisions on coastal resource protection must be incorporated into the planning and development process, and into updated LCP J/ADU requirements, when considering J/ADUs in the coastal zone.

The Coastal Commission strongly encourages local governments to update their LCPs with J/ADU provisions in a manner that harmonizes the State's housing laws with the Coastal Act. Doing so would protect the State's coastal resources while also reducing barriers to constructing J/ADUs and helping to promote more affordable coastal housing.

The Coastal Commission has previously circulated three memos to assist local governments with understanding how to carry out their Coastal Act obligations while also implementing state requirements regarding the regulation of J/ADUs. These memos have raised some questions for local governments, including the manner in which they are to be understood together. In order to address this issue, and to reflect lessons learned regarding J/ADU regulation in the coastal zone in the past few years, this updated memo supersedes and replaces these prior memos. This updated memo also elaborates on the changes to state housing laws that went into effect on January 1, 2020 and provides further information to help local governments harmonize these laws with the Coastal Act. This memo will briefly discuss the authority that the Coastal Act grants the Commission and local governments over housing in the coastal zone, new legislation regarding J/ADUs, how local governments can streamline J/ADU applications under the Coastal Act, and some key issues that should be considered when LCP amendments for J/ADU

provisions are undertaken. This memo is intended to provide general guidance for local governments with fully certified LCPs. The Coastal Commission is responsible for Coastal Act review of J/ADUs in most areas that are not subject to a fully certified LCP. Local governments that have questions about specific circumstances not addressed in this memo should contact the appropriate district office of the Commission.

II. Coastal Act Authority Regarding Housing in the Coastal Zone

The Coastal Act has a variety of provisions directly related to housing. Relevant here, the Coastal Act does not negate local government compliance with state and federal law "with respect to providing low- and moderate-income housing, replacement housing, relocation benefits, or any other obligation related to housing imposed by existing law or any other law hereafter enacted." (Pub. Res. Code § 30007.) The Coastal Act also requires the Coastal Commission to encourage housing opportunities for low- and moderate-income households (Pub. Res. Code § 30604(f)) but states that "[n]o local coastal program shall be required to include housing policies and programs. (Pub. Res. Code § 30500.1.) Finally, new residential development must be "located within, contiguous with, or in close proximity to, existing developed areas able to accommodate it" or in other areas where development will not have significant adverse effects on coastal resources. (Pub. Res. Code § 30250.)

While the Commission does not currently have the explicit authority to provide or protect affordable housing in the coastal zone, the Commission has continued to preserve existing density and affordable housing whenever possible, including by supporting and encouraging the creation of J/ADUs. The creation of new J/ADUs in existing residential areas is one of many strategies that aims to increase the housing stock, including creating additional housing units of a type and size that can be more affordable than other forms of housing in the coastal zone, in a way that may be able to avoid significant adverse impacts on coastal resources.

III. Overview of New Legislation

As of January 1, 2020, AB 68, AB 587, AB 881, AB 670, AB 671, and SB 13 collectively updated existing Government Code Sections 65852.2 and 65852.22 concerning local government review and approval of J/ADUs, and as of January 1, 2021, AB 3182 further updated the same laws, with the goal of increasing statewide availability of smaller, and potentially more affordable, housing units. Importantly, some of the changes affect local governments in the coastal zone and are summarized below.

- Local governments continue to have the discretion to adopt J/ADU provisions that are consistent with state law, and they may include specific requirements for protecting coastal resources and addressing issues such as design guidelines and protection of historic structures.

- Outside of an LCP context, existing or new J/ADU provisions that do not meet the requirements of the new legislation are null and void and will be substituted with the

provisions of Section 65852.2(a) until the local government comes into compliance with new provisions. (Gov. Code § 65852.2(a)(4).) However, existing J/ADU provisions contained in certified LCPs are not superseded by Government Code Section 65852.2 and continue to apply to Coastal Development Permit (CDP) applications for J/ADUs until the LCP is modified. Coastal jurisdictions without any J/ADU provisions or with existing J/ADU provisions that were adopted prior to January 1, 2020 are encouraged to update their LCPs to comply with the State's new laws. Such new or updated LCP provisions need to ensure that new J/ADUs will protect coastal resources in the manner required by the Coastal Act and LCP, including, for example, by ensuring that new J/ADUs are not constructed in locations where they would require the construction of shoreline protective devices, in environmentally sensitive habitat areas and wetlands, or in areas where the J/ADU's structural stability may be compromised by bluff erosion, flooding, or wave uprush over the structure's lifetime.

- A major change to Section 65852.2 is that the California Department of Housing and Community Development (HCD) now has an oversight role to ensure that local J/ADU provisions are consistent with state law. If a local government adopts an ordinance that HCD deems to be non-compliant with state law, HCD can notify the Office of the Attorney General. (Gov. Code § 65852.2(h)(3).) To ensure a smooth process, local governments should submit their draft J/ADU provisions to HCD and Coastal Commission staff to review for housing law and Coastal Act consistency before they are adopted locally and should continue to foster a three-way dialogue regarding any potential issues identified. Additionally, Coastal Commission and HCD staff meet regularly to discuss and resolve any issues that arise in the development of J/ADU provisions in the coastal zone. The Commission continues to prioritize J/ADU LCP amendments, and some may qualify for streamlined review as minor or de minimis amendments. (Pub. Res. Code § 30514(d); 14 Cal. Code Regs. § 13554.)

- In non-coastal zone areas, local governments are required to provide rapid, ministerial approval or disapproval of applications for permits to create J/ADUs, regardless of whether the local government has adopted updated J/ADU provisions. (Gov. Code § 65852.2(a)(3).) In the coastal zone, CDPs are still necessary in most cases to comply with LCP requirements (see below); however, a local public hearing is not required, and local governments are encouraged to streamline J/ADU processes as much as feasible.

Other recent legislative changes clarify that local J/ADU provisions may not require a minimum lot size; owner occupancy of an ADU (though if there is an ADU and a JADU, one of them must be owner-occupied); fire sprinklers if such sprinklers are not required in the primary dwelling; a maximum square footage of less than 850 square feet for an ADU (or 1,000 square feet if the ADU contains more than one bedroom); and in some cases, off-street parking. Section 65852.2(a) lists additional mandates for local governments that choose to adopt a J/ADU

ordinance, all of which set the "maximum standards that local agencies shall use to evaluate a proposed [ADU] on a lot that includes a proposed or existing single-family dwelling." (Gov. Code § 65852.2(a)(6).) As indicated above, in specific cases coastal resource considerations may negate some such requirements, but only when tied to a coastal resource impact that would not be allowed under the Coastal Act and/or the LCP. In recent LCP amendments, these types of considerations have most often arisen in terms of the off-street parking provisions (see below).

IV. General Guidance for Reviewing J/ADU Applications

The following section lays out the general permitting pathway in which local governments can process J/ADU applications in a manner that is consistent with Coastal Act requirements and LCP provisions.

1) Check prior CDP history for the site.

Determine whether a CDP or other form of Coastal Act/LCP authorization was previously issued for development of the site and whether that CDP and/or authorization limits, or requires a CDP or CDP amendment for, changes to the approved development or for future development or uses of the site. The applicant should contact the appropriate Coastal Commission district office if a Commission-issued CDP and/or authorization affects the applicant's ability to apply for a J/ADU.

2) Determine whether the proposed J/ADU constitutes "development."

As defined by the Coastal Act, development refers to both "the placement or erection of any solid material or structure" on land as well as any "change[s] in the density or intensity of use of land[.]" (Pub. Res. Code § 30106.) Most J/ADUs constitute development if they include, for example, new construction of a detached ADU, new construction of an attached J/ADU, or conversion of an existing, uninhabitable, attached or detached space to a J/ADU (such as a garage, storage area, basement, or mechanical room). The construction of new structures constitutes the "placement or erection of solid material," and the conversion of existing, uninhabitable space would generally constitute a "change in the density or intensity of use." Therefore, these activities would generally constitute development in the coastal zone that requires a CDP or other authorization. (Pub. Res. Code § 30600.)

Unlike new construction, the conversion of an existing, legally established habitable space to a J/ADU within an existing residence, without removal or replacement of major structural components (e.g., roofs, exterior walls, foundations, etc.), and which does not change the intensity of use of the structure, may not constitute development within the definition in the Coastal Act. An example of a repurposed, habitable space that may not constitute new development (and thus does not require Coastal Act or LCP authorization) is the conversion of an existing bedroom within a primary structure.

Previously circulated Commission J/ADU memos (being superseded and replaced by this memo) indicated that construction or conversion of a J/ADU contained within or directly attached to an existing single-family residence (SFR) may qualify as development that was exempt from the requirement to obtain a CDP. Specifically, the Coastal Act and the Commission's implementing regulations identify certain improvements to existing SFRs that are allowed to be exempted from CDP requirements (Pub. Res. Code § 30610(a); 14 Cal. Code Regs § 13250.) Although the Commission has previously certified some LCP amendments that permitted certain exemptions for such ADU development, in a recent action, the Commission reevaluated its position and found that "the creation of a self-contained living unit, in the form of an ADU, is not an 'improvement' to an existing SFR. Rather, it is the creation of a new residence. This is true regardless of whether the new ADU is attached to the existing SFR or is in a detached structure on the same property." [1] On this basis, and based on the finding that a variety of types of J/ADUs—including both attached and detached J/ADUs—could have coastal resource impacts that make exemptions inappropriate, it rejected the local government's proposed exemptions for certain J/ADUs. Local governments considering updating LCP J/ADU provisions should consider the Commission's recent stance regarding exemptions for ADUs and may work with Commission staff to determine the best way to proceed on this issue.

3) If the proposed J/ADU constitutes development, determine whether a CDP waiver or other type of expedited processing is appropriate.

If a local government's LCP includes a waiver provision, and the proposed J/ADU meets the criteria for a CDP waiver, the local government may issue a CDP waiver for the proposed J/ADU. The Commission has generally allowed a CDP waiver for proposed J/ADUs if the Executive Director determines that the proposed development is de minimis (i.e., it is development that has no potential for any individual or cumulative adverse effect on coastal resources and is consistent with all Chapter 3 policies of the Coastal Act). Such a finding can typically be made when the proposed J/ADU project has been sited, designed, and limited in such a way as to ensure any potential impacts to coastal resources are avoided (such as through habitat and/or hazards setbacks, provision of adequate off-street parking to ensure that public access to the coast is not impacted, etc.). (*See* Pub. Res. Code § 30624.7.) Projects that qualify for a CDP waiver typically allow for a reduced evaluation framework and streamlined approval.

Most, if not all, LCPs with CDP waiver provisions do not allow for waivers in areas where local CDP decisions are appealable to the Coastal Commission. There have been a variety of reasons for this in the past, including that the Commission's regulations require that local governments hold a public hearing for all applications for appealable development (14 Cal. Code Regs § 13566), and also that development in such areas tends to raise more coastal resource concerns and that waivers may therefore not be appropriate. However, under the state's J/ADU provisions, public hearings are not required for qualifying development.

[1] See Coastal Commission staff report, pp. 16-17 (Commission acted on this item on December 17, 2021).

Because of this, the above-described public hearing issue would not be a concern, so it could be appropriate for LCPs to allow CDP waivers in both appealable and non-appealable areas at least related to this criterion. Local governments should consult with Commission staff should they consider proposing CDP waiver provisions in their LCP. Any LCP amendment applications that propose to allow waivers in appealable areas should ensure that there are appropriate procedures for notifying the public and the Commission regarding approvals of individual, appealable waivers (such as Final Local Action Notices) so that the proper appeal period can be set, and any appeals received are properly considered.

The Coastal Act also provides for other streamlined processing for certain types of development, including for minor development. (Pub. Res. Code § 30624.9.) In certain cases, categories of development can also be excluded from CDP requirements if certain criteria are met (see box). In any case, local governments without such CDP waiver and other processing and streamlining tools are encouraged to work with Commission staff to amend their LCP to include such measures.

Coastal Act section 30610(e) allows certain categories of development that are specified in Commission-approved Categorical Exclusion (Cat Ex) Orders to be excluded from CDP requirements, provided that the category of development has no potential for any significant adverse effect, either individually or cumulatively, on coastal resources. (See also 14 Cal. Code Regs §§ 13240 et seq.)

Cat Ex Orders apply to specific types of development within identified geographical locations. For example, the Commission may approve a Categorical Exclusion for J/ADUs that would normally require a CDP (i.e., it is defined as development) because that specific development type in that specific geographic area can be demonstrated to not result in individual and/or cumulative coastal resource impacts. Cat Ex Orders are prohibited from applying to: tide and submerged lands; beaches; lots immediately adjacent to the inland extent of any beach; lots immediately adjacent of the mean high tide line of the sea where there is no beach; and public trust lands.

Cat Ex Orders provide another potential means of streamlining J/ADU consideration, and interested local governments should consult with Commission staff if they intend to propose such an Order. Cat Ex Orders are processed separately from LCP amendments, require a 2/3 vote of the Commission to be approved, and are typically subject to conditions. Once approved, the local government is responsible for reviewing development that might be subject to the Cat Ex Order and is typically required to report any exclusions applied pursuant to the Order to the Commission for review by the Executive Director and for an appeal period before they can become effective. It is important to note that while Cat Ex Orders can be a powerful tool if approved, the Commission must be able to conclude that the specific category of development in a specific geographic area has no potential for any significant adverse coastal resources impacts in order to approve one. Thus, the local government pursuing a Cat Ex Order must provide supporting documentation and evidence that can conclusively show that to be the case.

4) If a full CDP is required, review CDP application for consistency with certified LCP requirements.

If a proposed J/ADU constitutes development and cannot be processed as a waiver or similar expedited Coastal Act approval authorized in the certified LCP, it requires a CDP. The CDP must be consistent with the requirements of the certified LCP and, where applicable, the public access and recreation policies of the Coastal Act. The local government must then provide the required public notice for any CDP applications for J/ADUs and process the application pursuant to LCP requirements, but should process it within the time limits contained in the ADU law, if feasible. However, local governments are not required to hold a public hearing on CDPs for ADUs. (Gov. Code § 65852.2(l).) Once the local government has issued a decision, it must send the required final local action notice to the appropriate district office of the Commission. If the CDP is appealable, a local government action to approve a CDP for the ADU may be appealed to the Coastal Commission. (Pub. Res. Code § 30603.)

V. Key Considerations

Per Government Code Section 65852.2, subd. (l), known as the Coastal Act Savings Clause, the State's new ADU requirements shall not be "construed to supersede or in any way alter or lessen the effect or application of the California Coastal Act of 1976." There are a number of key issues that local governments should account for in order to ensure their LCP J/ADU provisions are consistent with the requirements in the Coastal Act. This section addresses some of the key issues that the Commission has dealt with recently, including public coastal access parking requirements and protection of sensitive habitats and visual qualities. Local governments are encouraged to contact their local Coastal Commission district office for further assistance.

Protection of public recreational access in relation to parking requirements

Government Code Section 65852.2 requirements regarding parking for J/ADUs are as follows:

a. One parking space is required per unit or per bedroom, whichever is less. The parking space can be a tandem space in an existing driveway.

b. When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an ADU, no replacement parking space(s) are required.

However, Section 65852.2 further stipulates that the parking requirements listed above do not apply to ADUs constructed:

a. Within ½ mile walking distance of public transportation stops/routes;

b. Within a historic district;

c. Within a primary residence or accessory structure;

d. When on-street parking permits are required but not offered to the occupant of the ADU;

e. And where a car-share vehicle is located within one block of the ADU.

Thus, the Government Code limits the circumstances when a local government can require a J/ADU project to address its parking needs onsite. This is a departure from most local government parking requirements which often explicitly specify the number of off-street parking spaces that must be provided onsite in any particular development, including residential development. The potential outcome is that private residential J/ADU parking needs can be shifted onto adjacent public streets. At the same time, the Coastal Act contains objectives and policies designed to protect and provide for maximum coastal access opportunities, which includes maintaining sufficient public coastal parking, including as implemented through LCP off-street parking provisions. The addition of J/ADUs may interfere with coastal public street parking availability if, for example, a garage is converted to a J/ADU and parking is not replaced onsite, in addition to the J/ADU parking demand itself. The Commission has often found that when private residential parking needs are not accommodated onsite, it can lead to increased use of on-street parking to address such needs, thereby reducing the availability of on-street parking to the general public. This may adversely affect public coastal access if it occurs in high visitor-serving areas and/or areas with significant public recreational access opportunities, and where on-street parking is heavily used. The result will be that the general public could be displaced from on-street parking by J/ADU parking needs, which may violate the Coastal Act's requirements to protect, provide, and maximize public coastal access and recreational opportunities. In many impacted coastal neighborhoods, development patterns over the years have not adequately accounted for off-street parking needs, and adding J/ADU parking to the mix will only exacerbate such public parking difficulties. Additionally, because general on-street parking is typically free or lower cost compared to other public parking facilities, J/ADU construction may also interfere with maintaining lower cost coastal access for all.

In order to avoid conflicts regarding parking requirements for J/ADUs as they may impact public access, local governments are encouraged to work with Commission staff to identify or map specific neighborhoods and locations where there is high visitor demand for public on-street parking needed for coastal access and to specify parking requirements for each such area that harmonizes Government Code requirements with the Coastal Act (and any applicable LCP policies). These maps can denote areas that supply important coastal public parking and access opportunities, and require that J/ADU development in these areas ensure that private residential parking needs are accommodated off-street. Importantly, such upfront LCP mapping and provisions allow the local government to address impacts to public access and parking supply without the need for a protracted, or even necessarily a discretionary, decision. The Commission has previously found that local governments may include specific off-street parking requirements for J/ADUs constructed in these locations and may also require maintenance of all off-street parking for the primary residence (see examples below). However, harmonizing the distinct priorities between the Coastal Act's protection of public coastal access and the J/ADU provisions on parking requirements will require a case-by-case consideration of the specific circumstances of each jurisdiction.

Protection of sensitive habitats and visual qualities; avoidance of hazards

While most J/ADU projects take place within established residential neighborhoods where potential coastal resource impacts are fairly limited, there can be cases where such projects may affect significant coastal resources, such as sensitive habitats and shorelines and beaches. As a general rule, LCPs include many provisions protecting such resources, and it is important that proposed J/ADU provisions are not structured to undo any such LCP protections that already apply. J/ADUs may need to be reviewed for specific siting and design standards, particularly in visually sensitive areas (such as the immediate shoreline, between the first public road and the sea, near LCP-designated scenic areas, etc.). Similarly, where sensitive habitat may be present, J/ADUs must be reviewed for impacts to such habitat, including with respect to fuel modification for defensible space. Additionally, local governments should include provisions for J/ADUs constructed in areas vulnerable to sea level rise and other coastal hazards which ensure not only that these structures will meet all LCP requirements for new development to be safe from such hazards, but that also addresses the need for future sea level rise adaptations (including future accommodation or removal, risk disclosure conditions on the J/ADU, and any other risk-related issues dealt with in the LCP).

VI. Examples of Recently Updated ADU Provisions in Certified LCPs

A number of local jurisdictions have recently updated their LCPs to include new J/ADU provisions. Coastal Commission staff reports are linked below, which summarize specific issues that arose between Coastal Act requirements and the new J/ADU provisions as well as the necessary changes that were made in order to harmonize each jurisdiction's LCP with the State's housing laws. The suggested modifications shown in the staff reports were all approved by the Coastal Commission.

City of Santa Cruz (approved May 2021). This LCP amendment included clarifying language to address which provisions of the new state housing laws applied to ADUs in the coastal zone of the City of Santa Cruz as well as ensuring that the coastal resource protection provisions of the City's current LCP are maintained. The amendment also addressed specific off-street parking requirements for ADUs sited near significant coastal visitor destinations. The City of Santa Cruz adopted the Commission's modifications in August 2021.

City of Pacifica (approved June 2021). This LCP amendment revised the City's Implementation Plan to incorporate J/ADU provisions that are in line with the updated state housing laws, including streamlined procedures for J/ADU review and permitting processing, providing J/ADU development standards, and crafting tailored modifications to address specific public access parking needs in key visitor destination areas. The City of Pacifica adopted the Commission's modifications in August 2021.

County of San Mateo (approved July 2021). This LCP amendment incorporated more specific ADU regulations relating to size limits, maximum number of J/ADUs permitted per lot, streamlined review and process of J/ADU permits, and parking availability in areas that are

significant coastal visitor destinations. The County of San Mateo adopted the Commission's modifications in September 2021.

City of Encinitas (approved August 2021). The Coastal Commission approved revisions to the City of Encinitas' Implementation Plan that updated existing definitions for ADUs and JADUs and clarified development standards for accessory units, including standards for size, height, and setbacks.

City of Santa Barbara (approved December 2021). The Coastal Commission approved Commission staff's revision of the City of Santa Barbara's LCP amendment submittal addressing updated ADU provisions to be consistent with state housing laws. The amendment revised J/ADU terms and definitions, building standards, parking requirements, and permitting review and processing procedures. The staff report included modifications that address the CDP exemption issue (discussed above).

This document was developed using federal financial assistance provided by the Coastal Zone Management Act, as amended, under award NA20NOS4190101, administered by the Office for Coastal Management, National Oceanic and Atmospheric Administration, U.S. Department of Commerce. The statements, findings, conclusions, and recommendations are those of the author and do not necessarily reflect the views of the National Oceanic and Atmospheric Administration or the U.S. Department of Commerce.

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

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

MEETING DATE: July 05, 2023

SUBJECT: Actuarial Analysis for the CalPERS Miscellaneous and Safety Plans ***This item was continued from the Council's June 21, 2023 meeting.***

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

RECOMMENDATION

1. Receive the report and presentation
2. Alternatively, discuss and take other action related to this item

DISCUSSION

The City Council requested an actuarial study on the CalPERS Miscellaneous and Safety Plans. The actuarial study includes reference to the following topics, as wells as additional information:

- Overview of the increase in the Unfunded Accrued Liability (UAL) following the issuance of pension obligation bonds
- A regional comparison of CalPERS pension information
- Analysis of the impact of pay increases on the UAL and the City's unfunded liability payment
- Options to reduce the City's unfunded liability or smooth the City's annual pension payments through the use of a Section 115 Trust

The attached actuarial report contains in-depth technical information. A Summary Memo has been provided to assist in reviewing the data. Doug Pryor, Senior Consulting Actuary, ASA, EA, MAAA, from Foster and Foster (previously Bartel Associates), will provide a presentation of the results and will be available for questions at the Council Meeting.

OPTIONS

1. Receive report

FINANCIAL IMPACT:

There is no fiscal impact associated with receiving this report.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Consultant PPT
Actuarial Report_Summary Memo
Actuarial Analysis Report

CITY OF PACIFIC GROVE
CALPERS MISCELLANEOUS & SAFETY PLANS

FOSTER & FOSTER
ACTUARIES AND CONSULTANTS

CalPERS Analysis – 6/30/21 Valuation

Doug Pryor, ASA, EA, MAAA
Bianca Lin, FSA, EA, MAAA
Wai Man Yam
Foster & Foster, Inc.

June 21, 2023

HOW WE GOT HERE – DEMOGRAPHIC

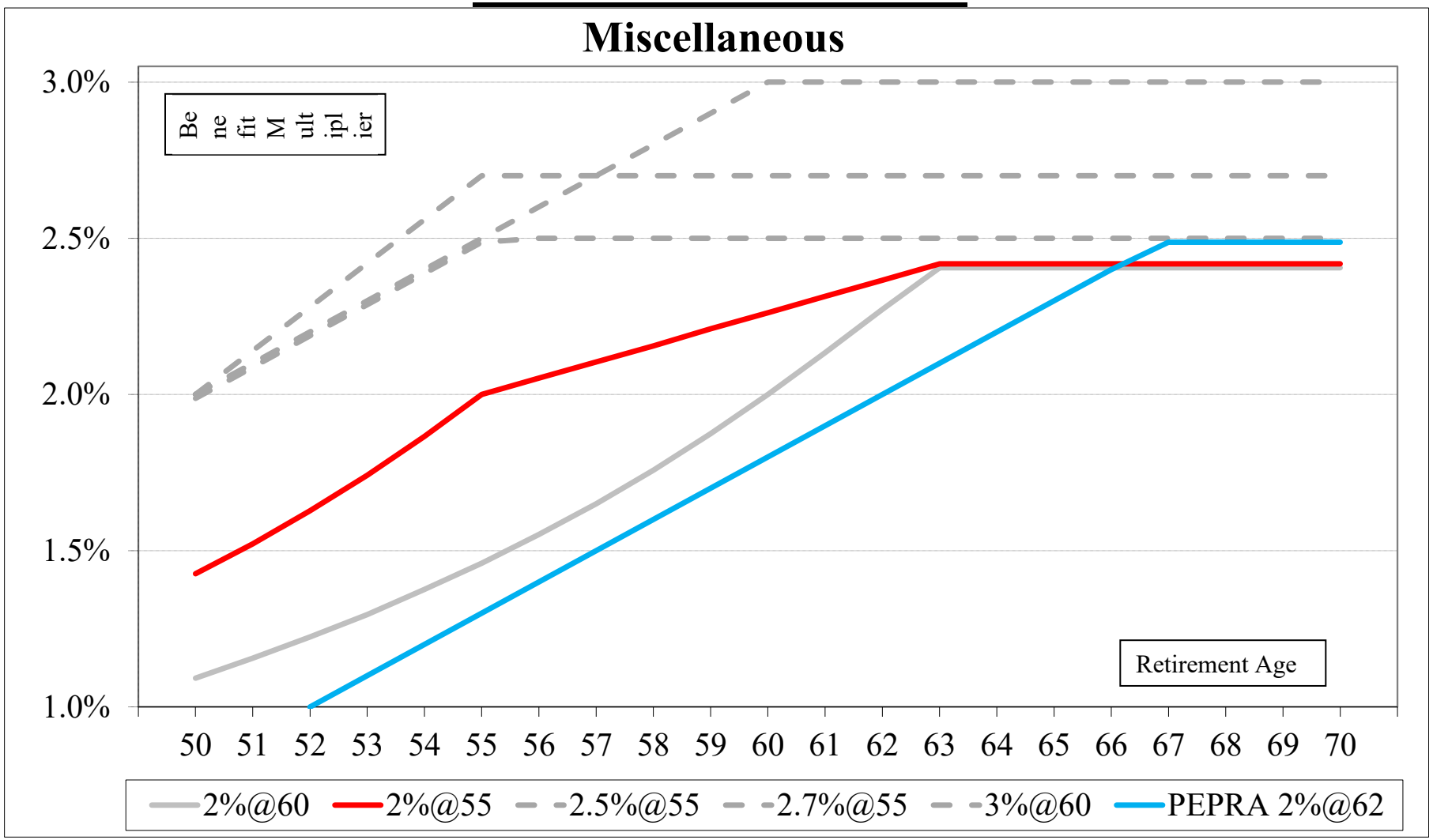
- At CalPERS, Enhanced Benefits implemented using all (future & prior) service
- Typically not negotiated with cost sharing
- City of Pacific Grove (Miscellaneous is not Enhanced Benefit):

	Tier 1	PEPRA
Miscellaneous	2%@55 FAE1	2%@62 FAE3
Safety	3%@50 FAE1	2.7%@57 FAE3

  - Benefit = Percentage x (years City service) x FAE
    - FAE1 is highest one year (typically final) average earnings
    - FAE3 is highest three years (typically final three) average earnings
- PEPRA tier implemented for new employees hired after 1/1/13
  - Employee pays half of total normal cost
  - 2023 Compensation limit
    - Social Security participants: $146,042
    - Non-Social Security participants: $175,250

HOW WE GOT HERE – DEMOGRAPHIC

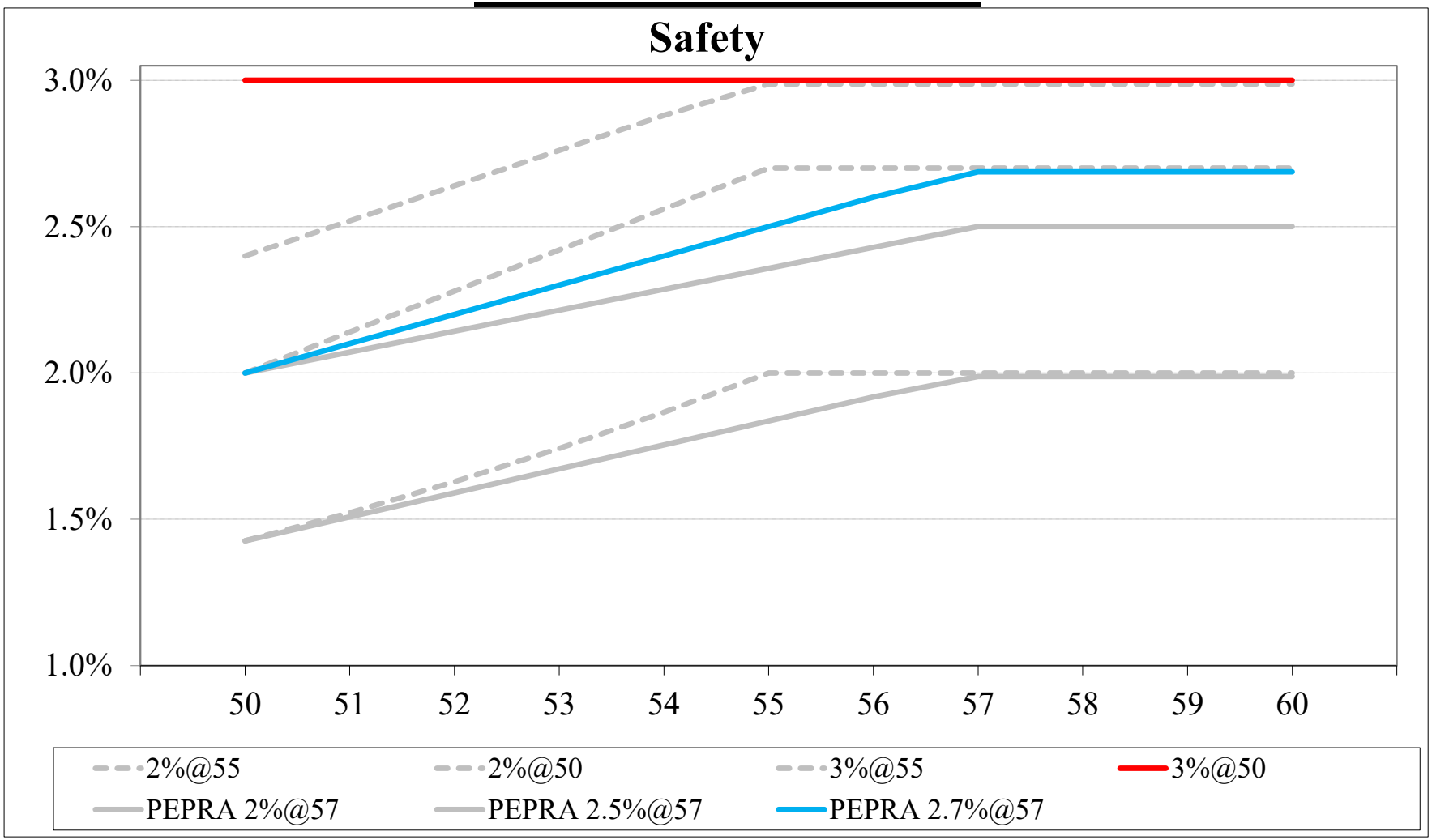
CalPERS Benefit Formulas[1]



[1] City formulas shown in colored lines

HOW WE GOT HERE – DEMOGRAPHIC

CalPERS Benefit Formulas[2]



[2] City formulas shown in colored lines

PLAN FUNDED STATUS - MISCELLANEOUS

City CalPERS Assets and Actuarial Liability ($Millions)[9]



[9] Projected 2022 assets reflects -7.5% CalPERS investment return for 2021/22.

PLAN FUNDED STATUS - SAFETY

City CalPERS Assets and Actuarial Liability ($Millions)[18]



[18] Projected 2022 assets reflects -7.5% CalPERS investment return for 2021/22.

POB ANALYSIS

- POB issued in 2006 to pay off Side Funds
- Total amount of $19.4 Million
- Debt service payments end in fiscal year 2022/23 for Miscellaneous and 2028/29 for Safety
- Miscellaneous/Safety allocation same as in 2017 study
- Remaining payments (in $ millions), payments made July 31:

	Miscellaneous	Safety	Total
2022/23	$0.986	$1.359	$2.345
2023/24	-	1.405	1.405
:	:	:	:
2028/29	-	1.650	1.650

- Bond payment schedule has increasing interest rates
  - 0.49% initial year, increasing to 298% in final year
  - Equivalent to approximate 6.7% overall fixed rate.

Estimated POB Gain/(Loss) at 6/30/22[3]

(Amounts in $Millions)

A.	CalPERS Investment Earnings[4]	$16.566
B.	POB Interest Payments[5]	(16.698)
C.	Cost of Issuance	(0.457)
D.	**Net [(A) + (B) + (C)]**	(0.589)

[3] Net dollars saved without reflecting timing of savings.

[4] Accumulated earnings since issuance based on actual CalPERS investment return for each year. Earnings include impact of Risk Pool allocation change 6/30/13.

[5] Interest payments based on overall 6.62% fixed rate cost of borrowing.

Significant Changes Since June 30, 2006

- Methodology Change (June 30, 2013):
  - Actuarial Value of Assets to Market Value of assets
  - Risk pool allocation: payroll to liability
- Discount rate changes:
  - June 30, 2011 7.75% to 7.50%
  - June 30, 2016 7.50% to 7.38%
  - June 30, 2017 7.38% to 7.25%
  - June 30, 2018 7.25% to 7.00%
  - June 30, 2021 7.00% to 6.80%
- Investment returns (06/07 to 21/22):
  - Actual market value returns
    - 5.82% return before reflecting 6/30/13 risk pool method change
    - 6.66% return after reflecting 6/30/13 risk pool method change
  - 7.36% assumed

Estimated 6/30/22 UAL Sources

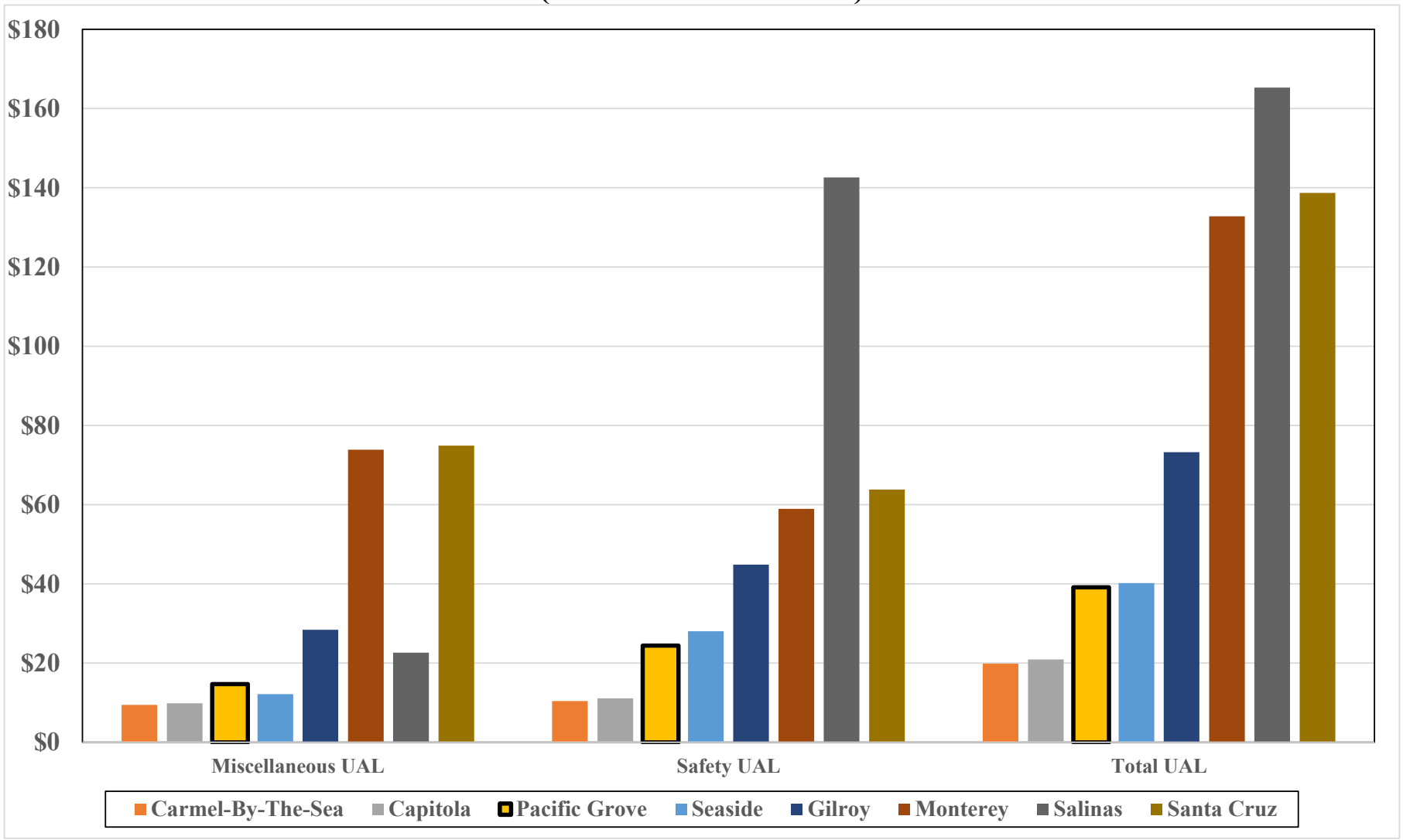
(Amounts in $Millions)

Source	Miscellaneous	Safety	Total
■ Side Fund	$ -	$ -	$ -
■ Share of Pre 2013 Pool UAL[6]	4.4	8.2	12.6
■ Methods & Assumptions[7]	7.7	11.1	18.7
■ Investment (Gain)/Loss[8]	9.4	12.9	22.3
■ Non Investment (Gain)/Loss	(0.4)	(0.1)	(0.5)
■ Total	21.1	32.0	53.1

6 Estimated $9.7 million UAL due to risk pool allocation change from payroll to liability allocation.
7 Primarily (approximately $14 million) due to discount rate change from 7.75% when risk pool paid off, to 6.8% currently.
8 Includes changes from Actuarial Value of Assets to Market value of assets in 2013 including investment gains/(losses) before 6/30/13.

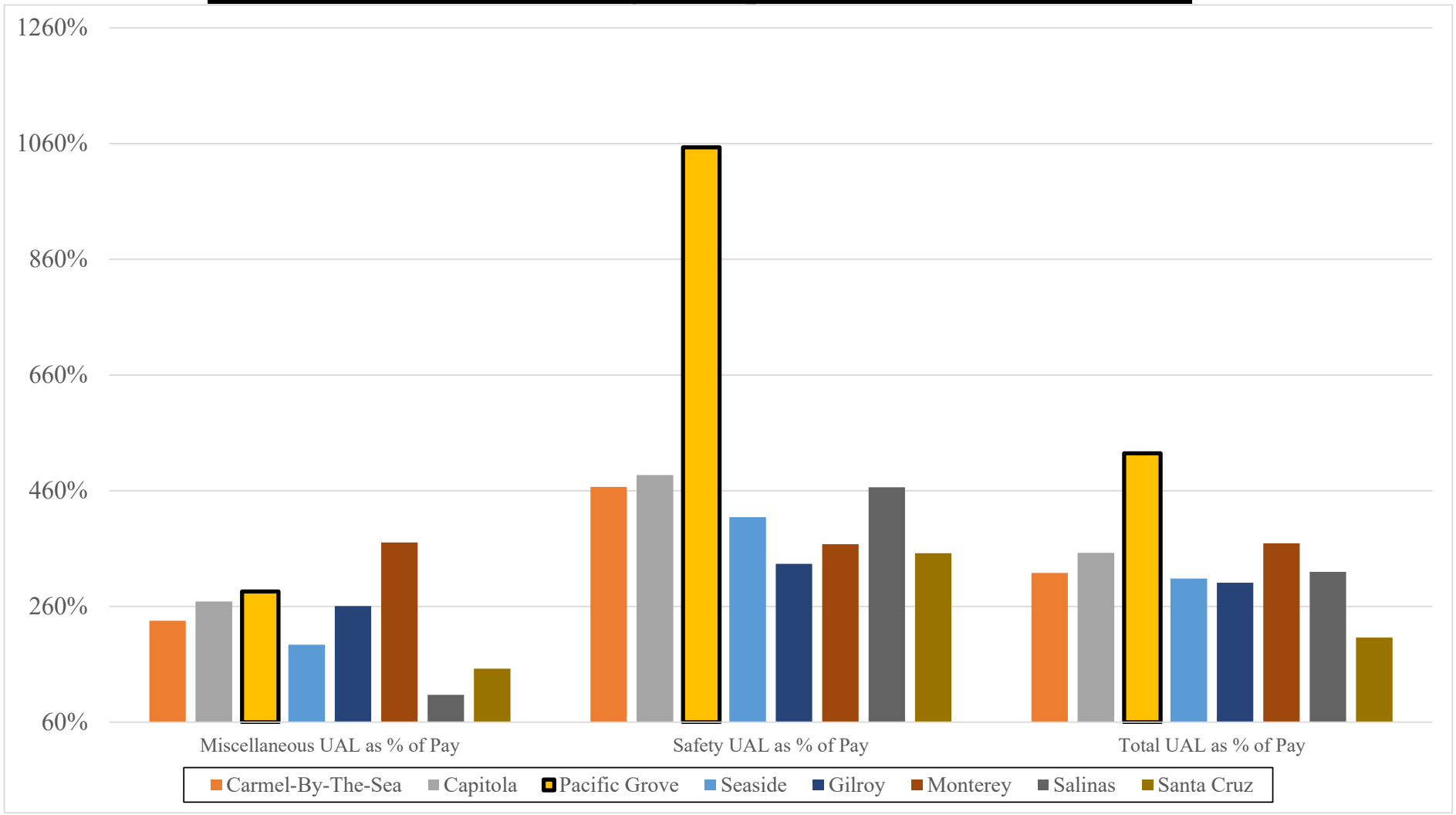
6/30/21 UAL Comparison with Other Cities

(Amounts in $Millions)

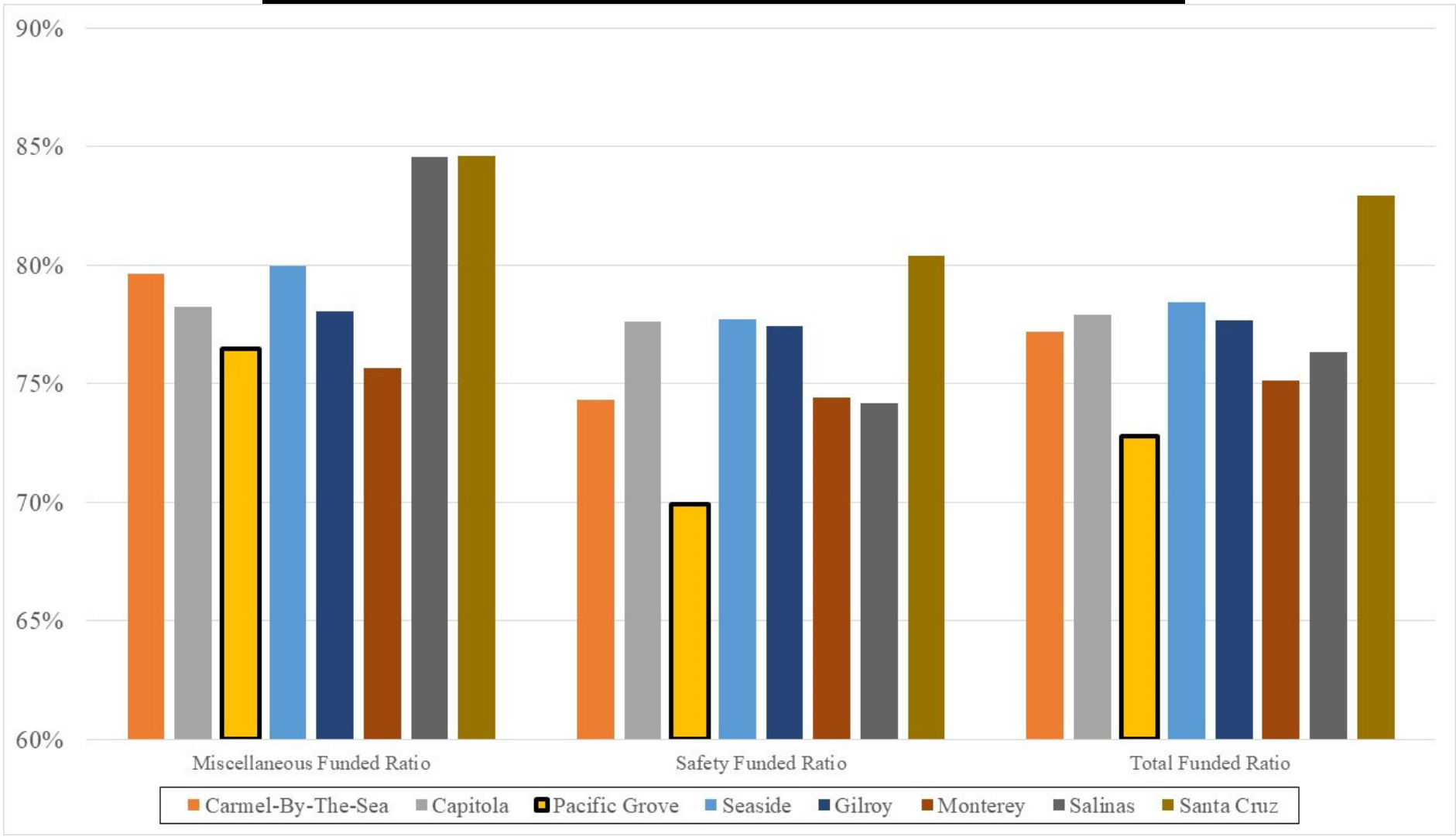


UAL ANALYSIS AND COMPARISON

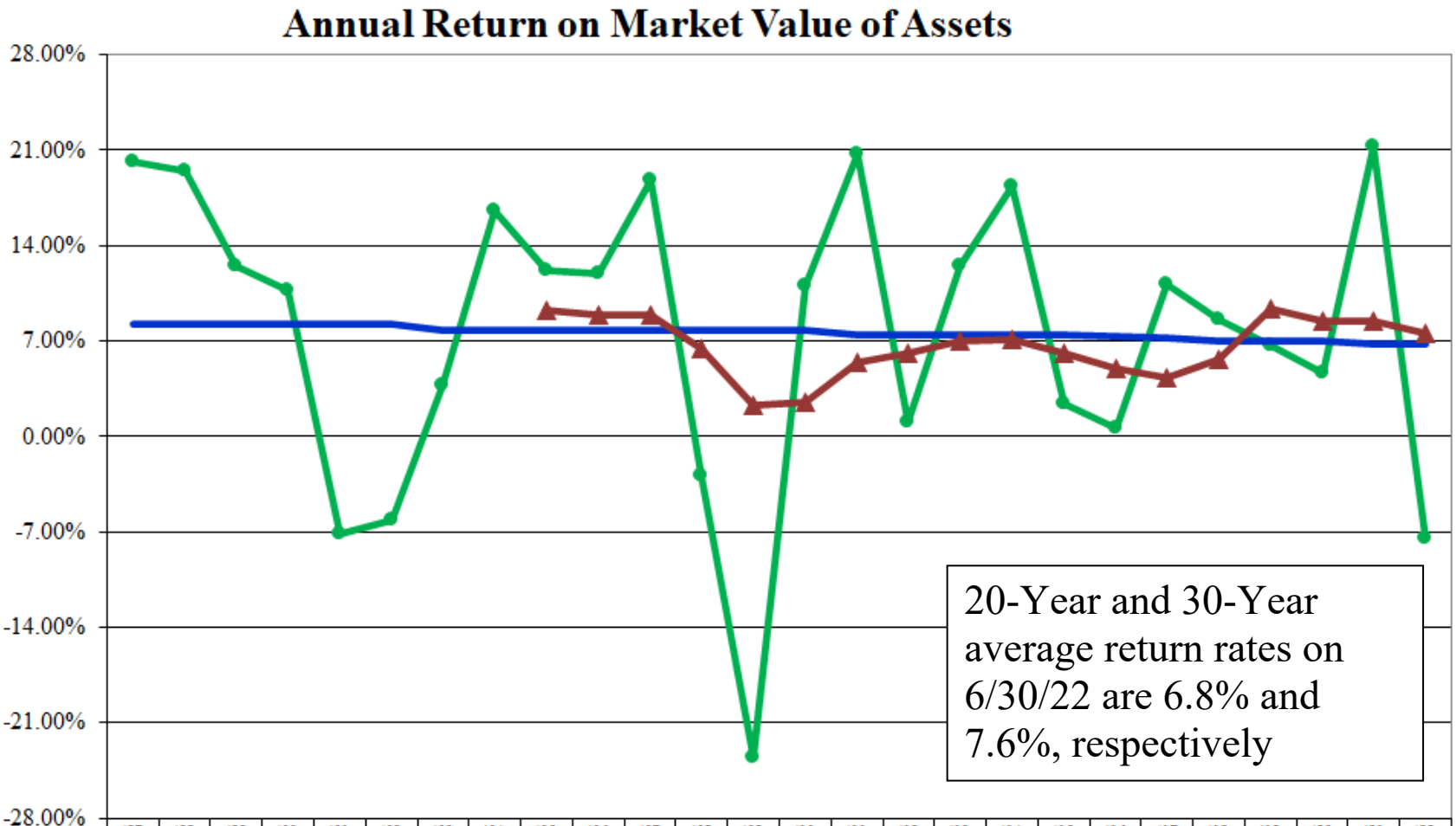
6/30/21 UAL as % of Pay Comparison with Other Cities



6/30/21 Funded Ratio Comparison with Other Cities



How We Got Here – Investment Return



	'97	'98	'99	'00	'01	'02	'03	'04	'05	'06	'07	'08	'09	'10	'11	'12	'13	'14	'15	'16	'17	'18	'19	'20	'21	'22
Rate of Return	20.1%	19.5%	12.5%	10.7%	-7.1%	-6.1%	3.7%	16.6%	12.2%	11.9%	18.8%	-2.9%	-23.6%	11.1%	20.7%	1.0%	12.5%	18.4%	2.4%	0.6%	11.2%	8.6%	6.70%	4.70%	21.30%	-7.50%
Discount Rate	8.25%	8.25%	8.25%	8.25%	8.25%	8.25%	7.75%	7.75%	7.75%	7.75%	7.75%	7.75%	7.75%	7.75%	7.50%	7.50%	7.50%	7.50%	7.50%	7.375%	7.25%	7.00%	7.00%	7.00%	6.80%	6.80%
10-Year Rolling Average									9.3%	9.0%	8.9%	6.4%	2.3%	2.6%	5.4%	6.1%	7.0%	7.1%	6.1%	5.0%	4.3%	5.7%	9.3%	8.5%	8.5%	7.6%

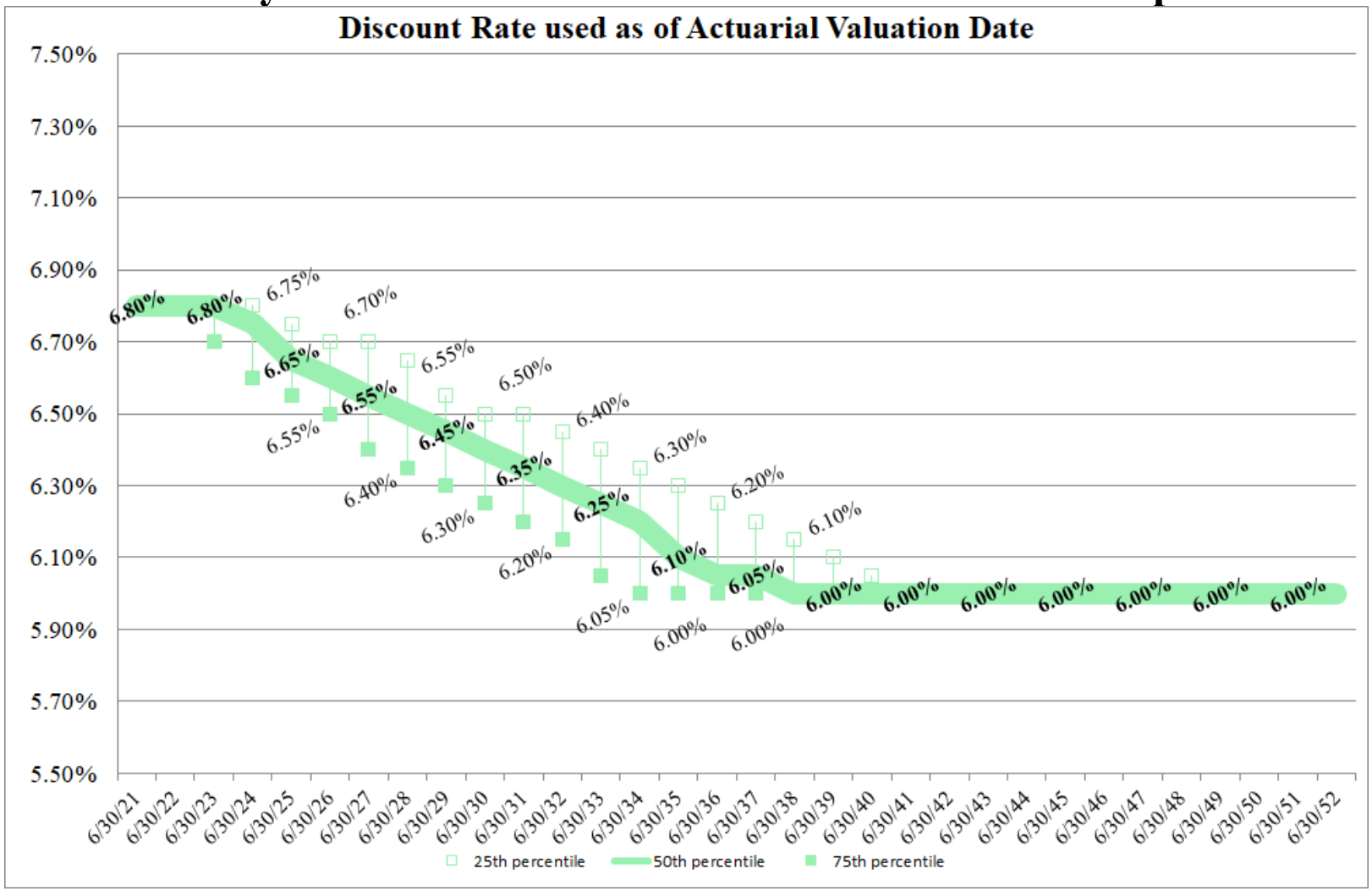
Returns (after 2001) are gross returns, unreduced for administrative expenses, from CalPERS valuation reports, when available. Discount rate based on expected returns net of administrative expenses.

CalPERS Changes

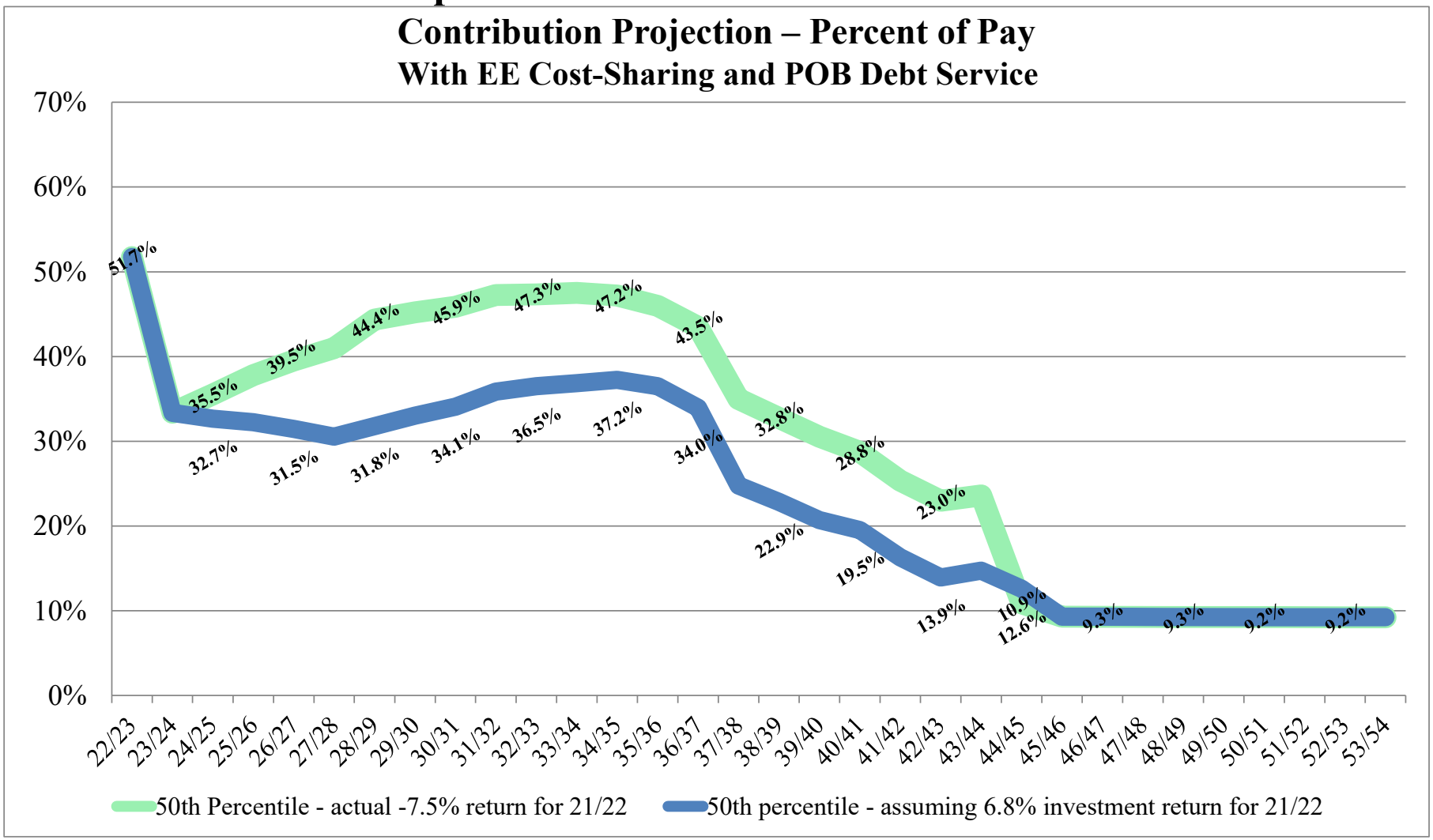
- Risk Mitigation Strategy
  - Move to more conservative investments over time to reduce volatility
    - Only when investment return is better than expected
    - Lower discount rate in concert
    - Essentially use ≈50% of investment gains to pay for cost increases
  - Likely get to 6.0% discount rate over 20+ years
    - Risk mitigation suspended from 6/30/16 to 6/30/18 valuation
    - Did not trigger for 6/30/19 or 6/30/20 valuations
  - First trigger for 6/30/21 valuation – 6.8% discount rate

Risk Mitigation Strategy

Likely Future Discount Rate/Investment Return Impact

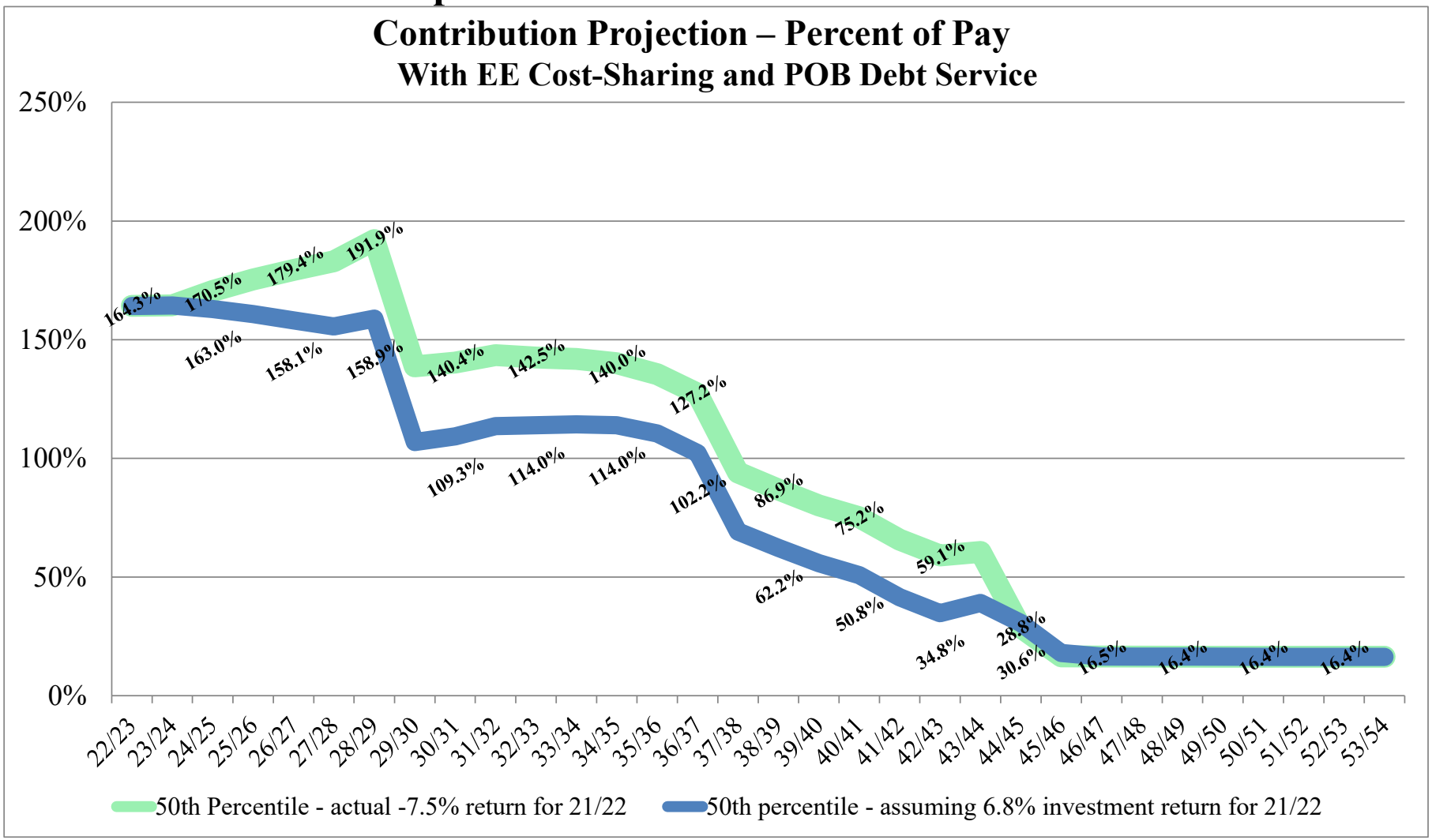


Impact of 21/22 Investment Return

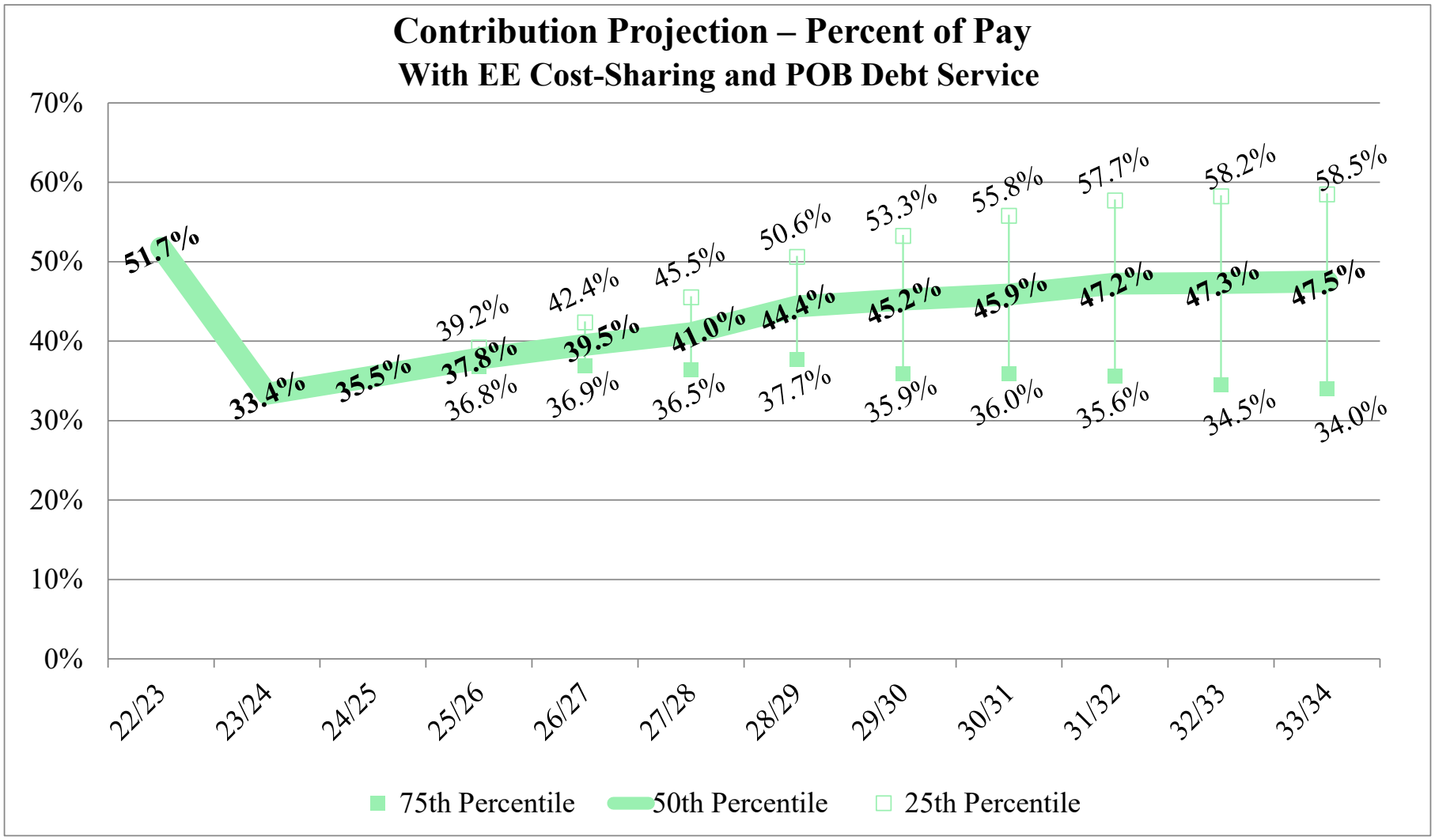


CONTRIBUTION PROJECTIONS - SAFETY

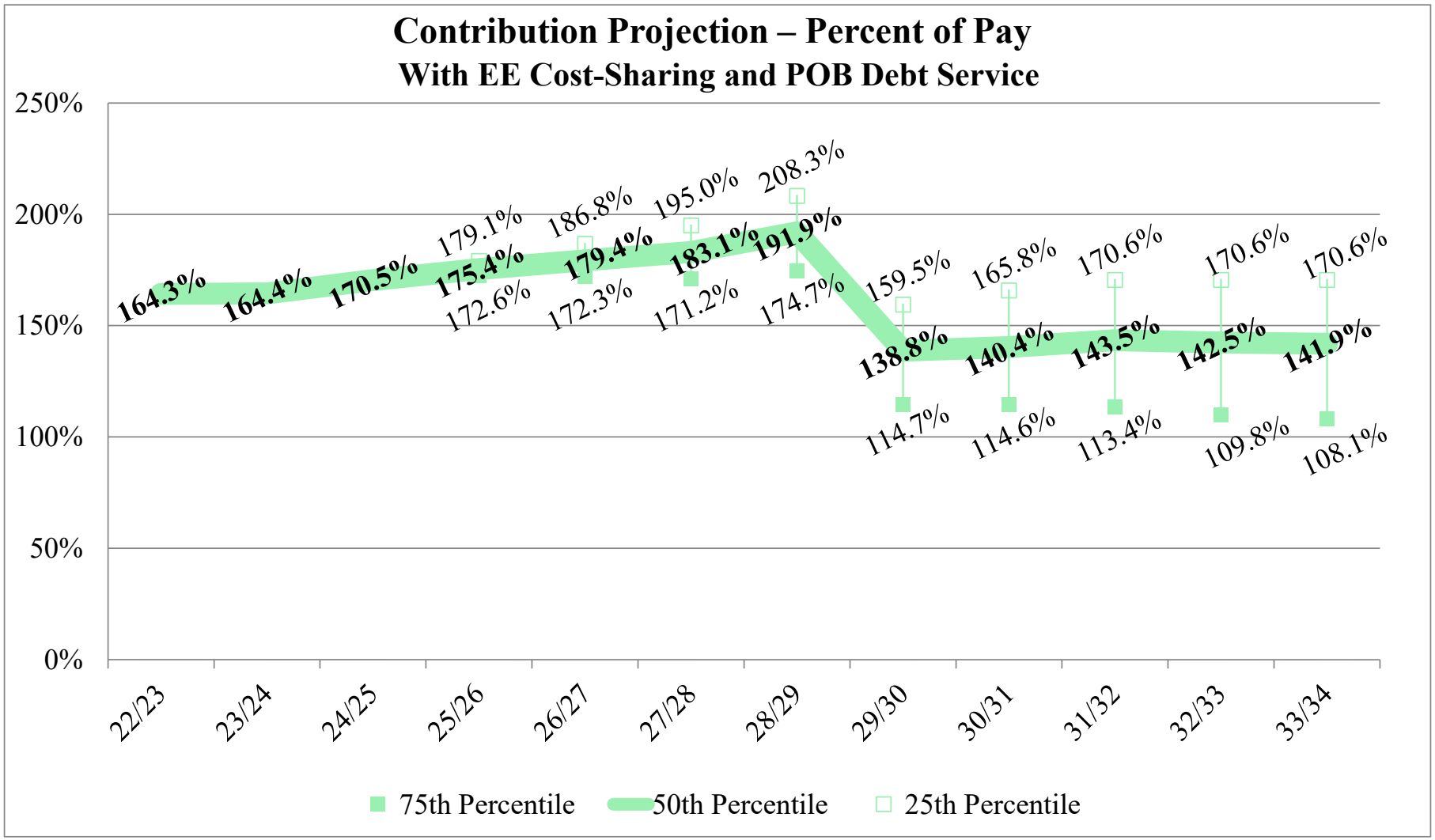
Impact of 21/22 Investment Return



CONTRIBUTION PROJECTIONS - MISCELLANEOUS



CONTRIBUTION PROJECTIONS - SAFETY



PAY INCREASE ANALYSIS - MISCELLANEOUS

- Methodology
  - Assumes increases are addition to CalPERS Salary increase assumption
  - Assumes there is a permanent long term payroll impact
  - In reality, impact may wear away over time
- 3% COLA Increase at 7/1/22
  - 6/30/23 UAL increase: $426,000
  - 2025/26 UAL payment increase : $43,700[16]
- 2% COLA Increase at 7/1/23
  - 6/30/24 UAL increase: $290,000
  - 2026/27 UAL payment increase : $29,800
- Normal Cost
  - No change to Normal Cost %
  - Dollar amount increase from higher payroll

[16] Level dollar amortization over 20 years

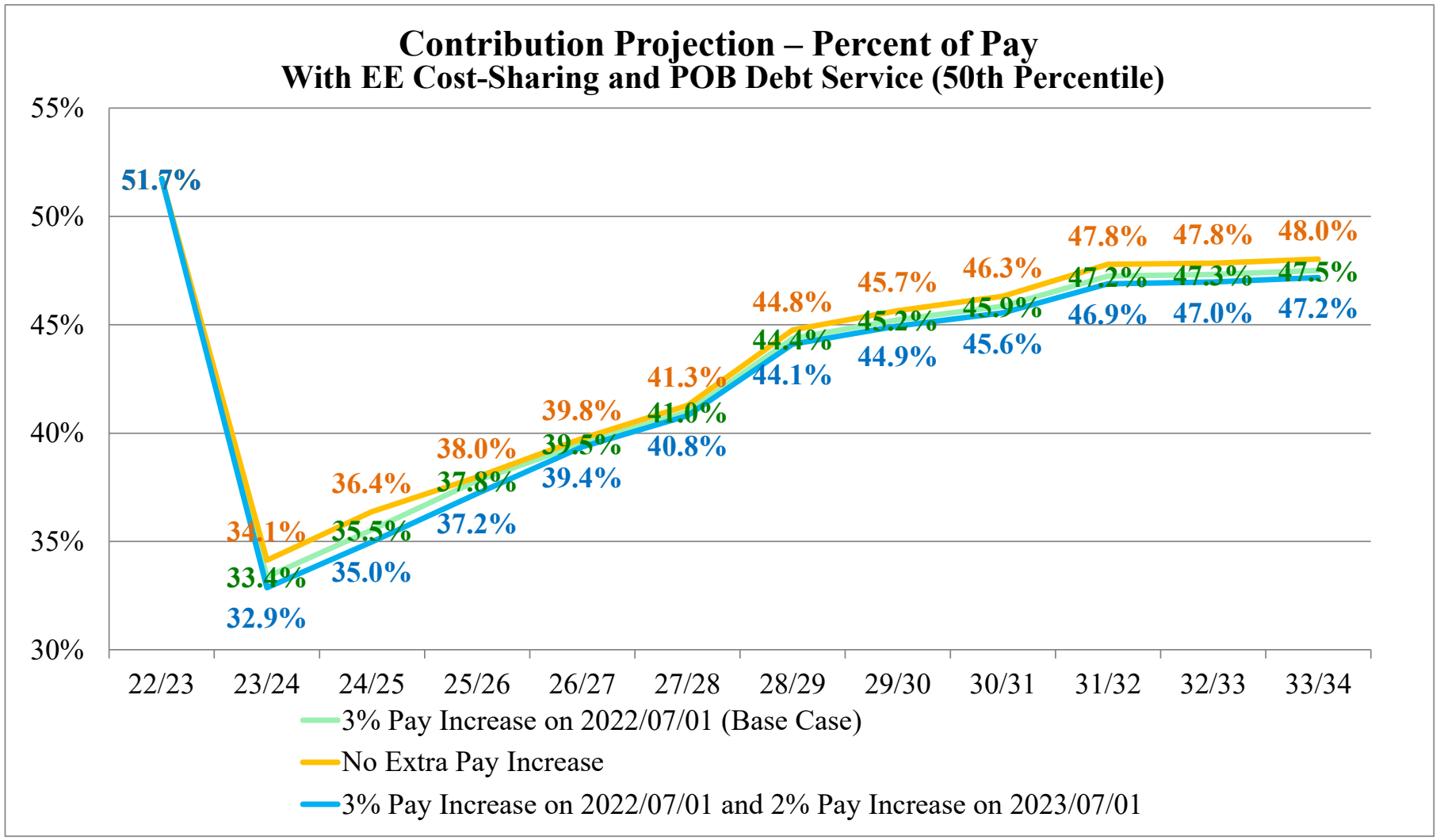
PAY INCREASE ANALYSIS - MISCELLANEOUS

Projected Payroll

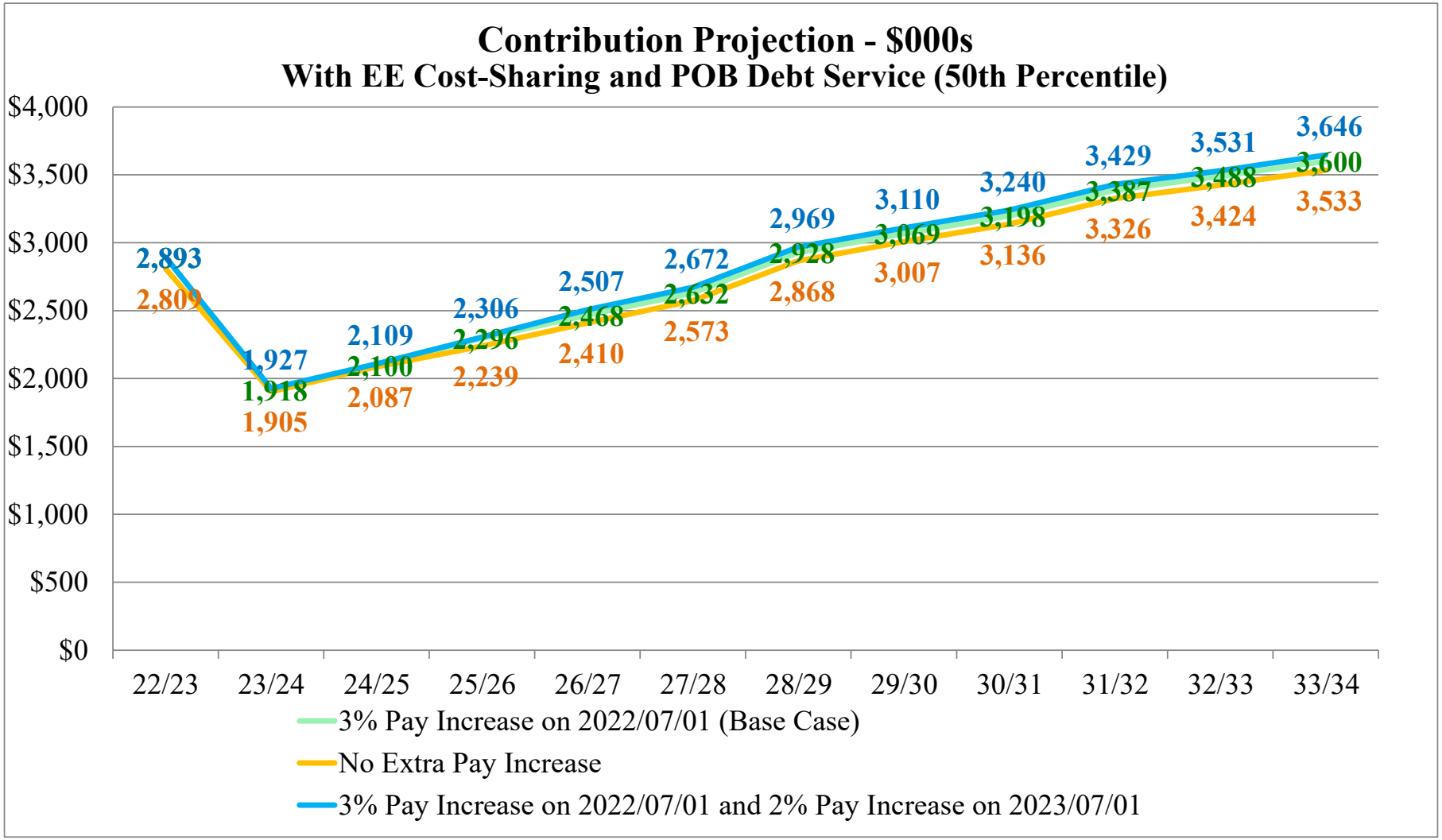
	2022/23	2023/24	2024/25	2025/26	2026/27+
Without Pay Increase[17]	$ 5,429	$ 5,581	$ 5,737	$ 5,897	2.8% annual increases
3% Increase at 7/1/22	5,591	5,748	5,909	6,074	
3% Increase at 7/1/22 & 2% Increase at 7/1/23	5,591	5,863	6,027	6,196	

[17] Projected payroll from CalPERS 6/30/21 reports

PAY INCREASE ANALYSIS - MISCELLANEOUS



PAY INCREASE ANALYSIS - MISCELLANEOUS



PAY INCREASE ANALYSIS - SAFETY

- Methodology
  - Assumes increases are addition to CalPERS Salary increase assumption
  - Assumes there is a permanent long term payroll impact
  - In reality, impact may wear away over time
- 3% COLA Increase at 7/1/22
  - 6/30/23 UAL increase: $224,000
  - 2025/26 UAL payment increase : : $23,000[25]
- 2% COLA Increase at 7/1/23
  - 6/30/24 UAL increase: $151,000
  - 2026/27 UAL payment increase : $15,500
- Normal Cost
  - No change to Normal Cost %
  - Dollar amount increase from higher payroll

[25] Level dollar amortization over 20 years

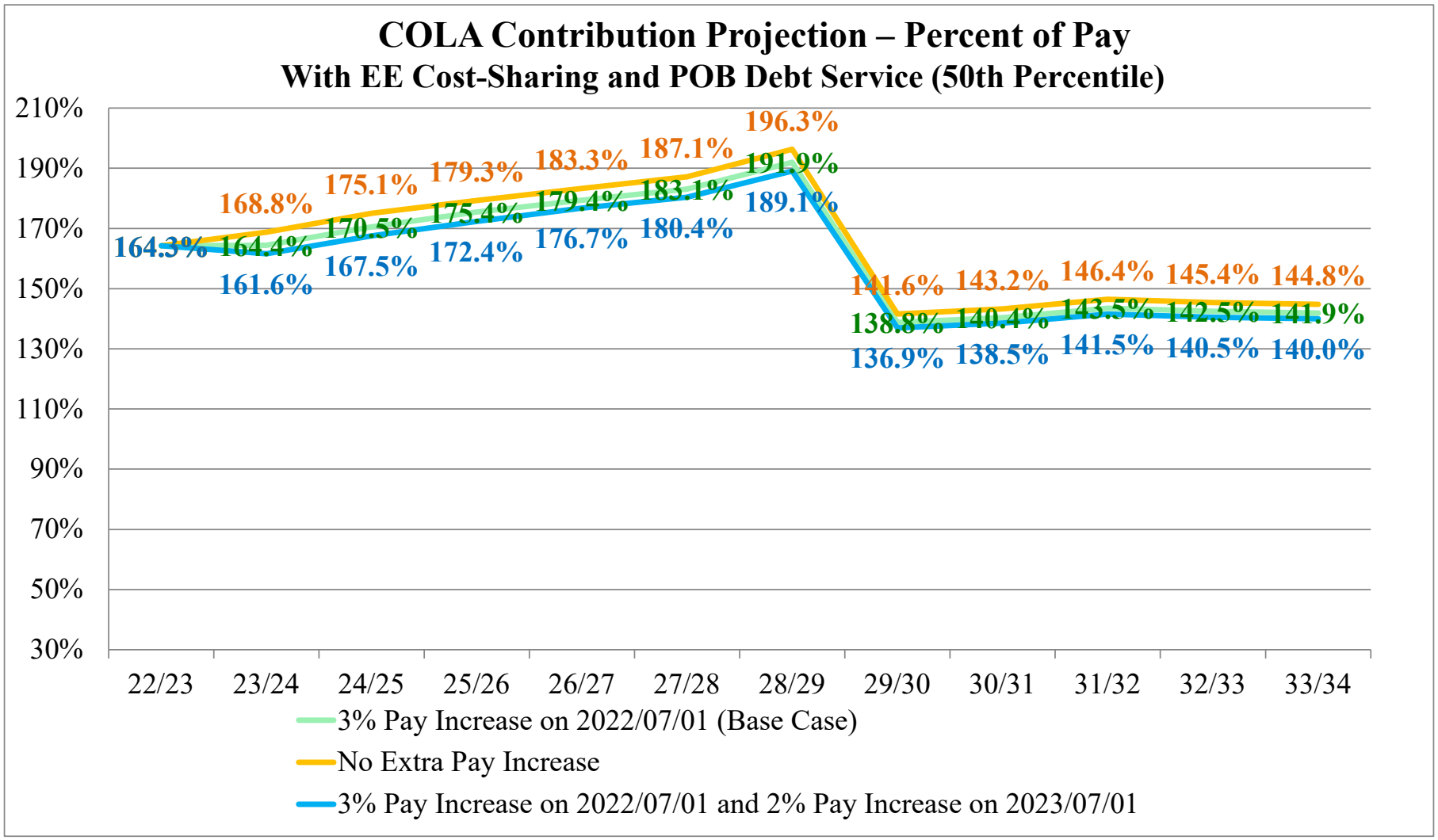
PAY INCREASE ANALYSIS - SAFETY

Projected Payroll

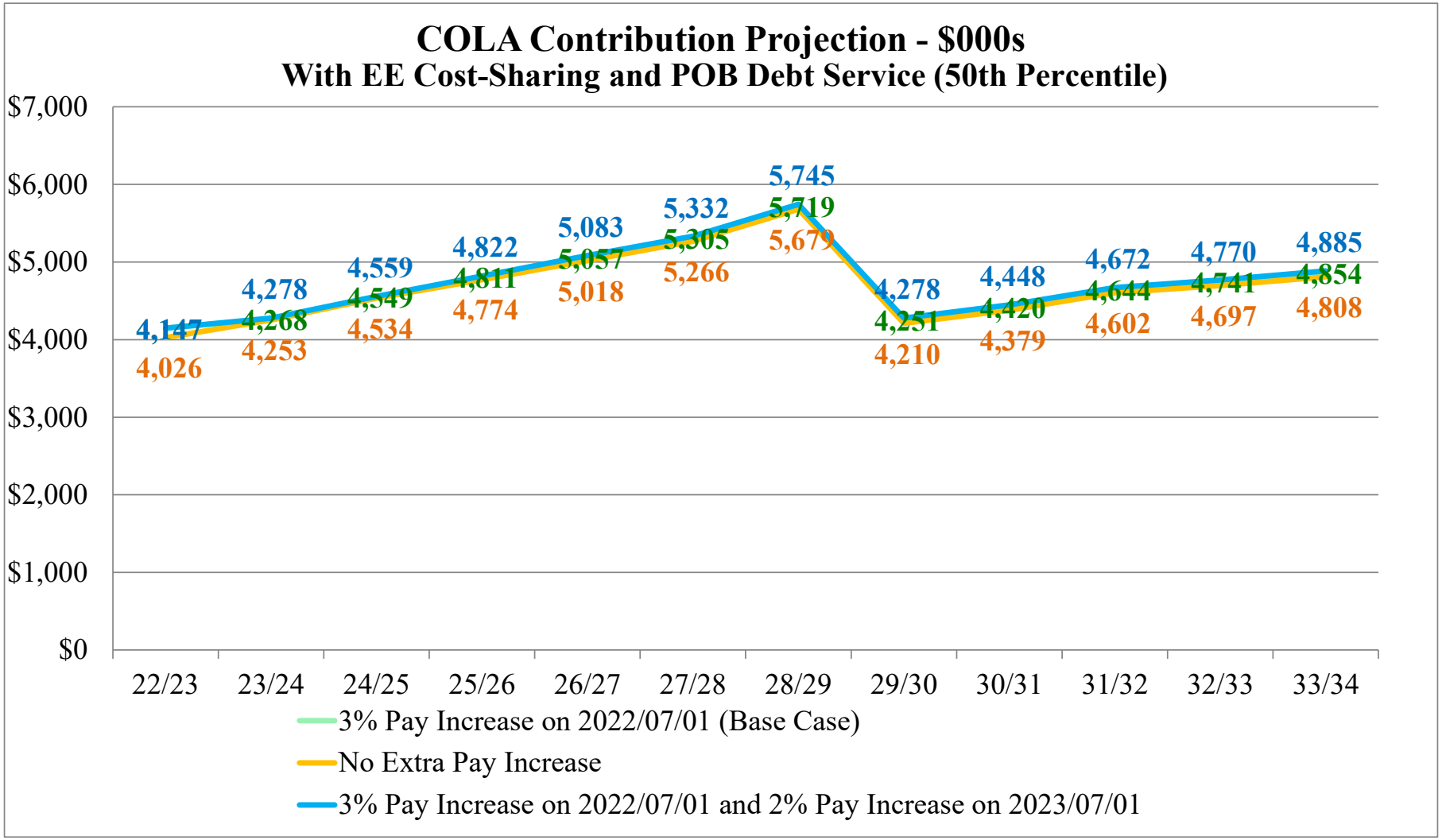
	2022/23	2023/24	2024/25	2025/26	2026/27+
Without Pay Increase[26]	$ 2,451	$ 2,520	$ 2,590	$ 2,663	2.8% annual increases
3% Increase at 7/1/22	2,524	2,595	2,668	2,743	
3% Increase at 7/1/22 & 2% Increase at 7/1/23	2,524	2,647	2,721	2,797	

[26] Projected payroll from CalPERS 6/30/21 reports

PAY INCREASE ANALYSIS - SAFETY



PAY INCREASE ANALYSIS - SAFETY



IRREVOCABLE SUPPLEMENTAL (§115) PENSION TRUST

- Can only be used to:
  - Reimburse City for CalPERS contributions
  - Make payments directly to CalPERS
- Investments significantly less restricted than City investment funds
  - Fiduciary rules govern Trust investments
  - Usually, designed for long term returns
- Assets don't count for GASB accounting
  - Are considered Employer assets
- Over 100 trusts established, mostly since 2015
  - Trust providers: PARS, PFM, Keenan
  - California Employers' Pension Prefunding Trust (CEPPT) effective July 2019
    - Strategy 1: 48% stocks / 52% bonds
    - Strategy 2: 22% stocks / 78% bonds

IRREVOCABLE SUPPLEMENTAL (§115) PENSION TRUST

- More flexibility than paying CalPERS directly
  - City decides if and when and how much money to put into Trust
  - City decides if and when and how much to withdraw to pay CalPERS or reimburse Agency
- Funding strategies typically focus on
  - Reducing the unfunded liability
    - ☐ Fund enough to make total CalPERS UAL = 0
    - ☐ Make PEPRA required payments from Trust when overfunded
  - Stabilizing contribution rates
    - ☐ Mitigate expected contribution rates to better manage budget
  - Combination
    - ☐ Use funds for rate stabilization/budget predictability
    - ☐ Target increasing fund balance to pay off UAL sooner

Supplemental Trust vs. CalPERS

Supplemental Trust	CalPERS
● Flexible	● Locked In
● Likely lower long-term return	● Likely higher long-term return
● Investment strategy choice	● No investment choice
● Does not reduce net pension liability for GASB reporting	● Reduces net pension liability for GASB reporting
● More visible	● More restricted

Illustration
Supplemental Trust Assumptions

	Miscellaneous	Safety
Contributions		
● Initial Contribution at 6/30/23	$200,000	$300,000
● Additional Contributions[28] (2023/24 to 2026/27)	2.5% of Payroll	4.0% of Payroll
Trust Earnings	5.0%	5.0%

[28] For 2023/24 this is approximately $144,000 for Miscellaneous and $104,000 for Safety.

Illustration
Projected Contribution Targets/Savings

	Miscellaneous	Safety
Target		
● City's Target Contribution Rate	44.4%	135.7%
● 1st Year of Trust Withdrawals	2028/29	2029/30
● Last Year of Trust Withdrawals	2035/36	2034/35
Savings		
● Total	$405,000	$360,000
● Present Value of Savings (3% discount rate)	147,000	128,000

Illustration - Miscellaneous

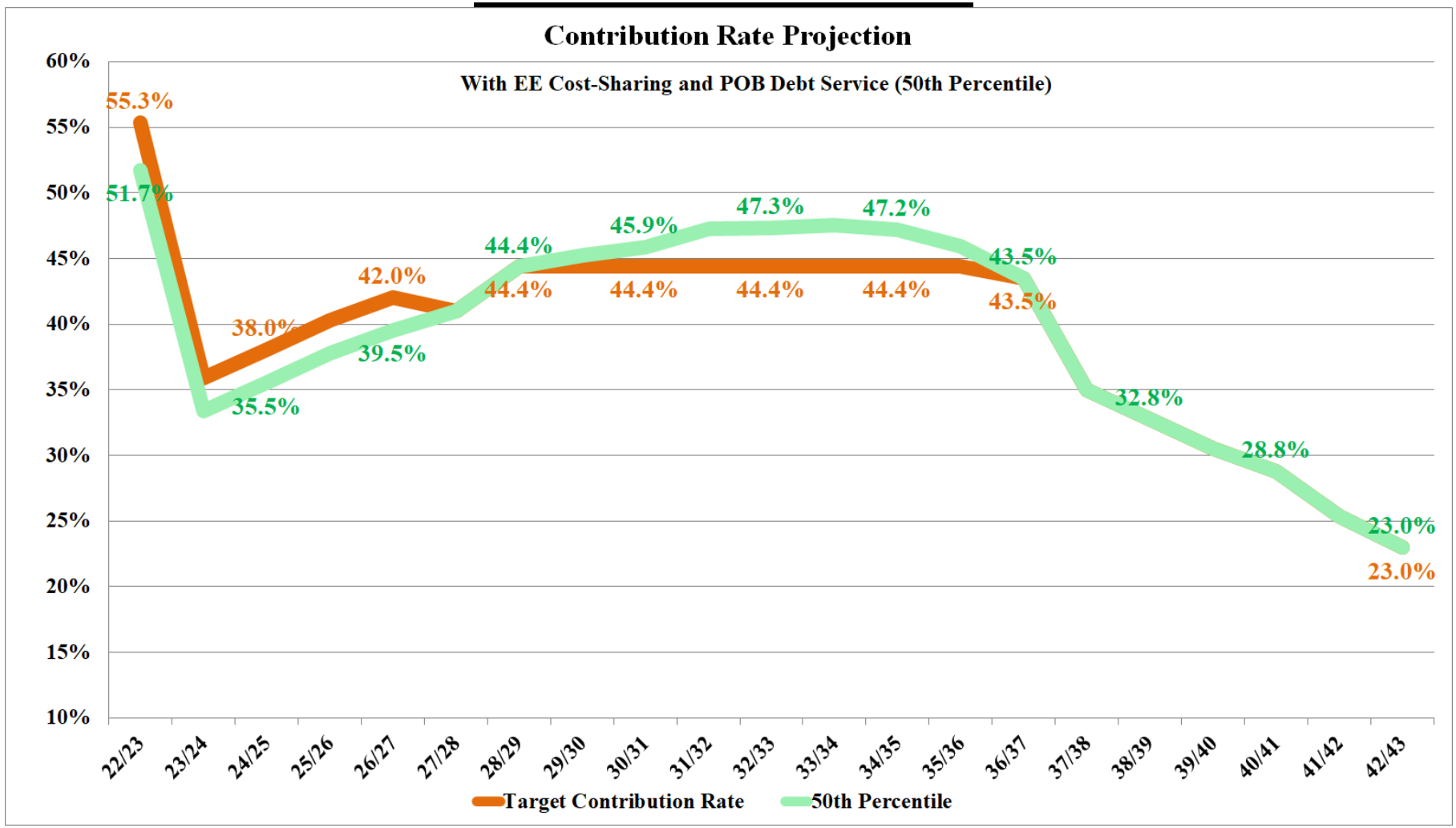
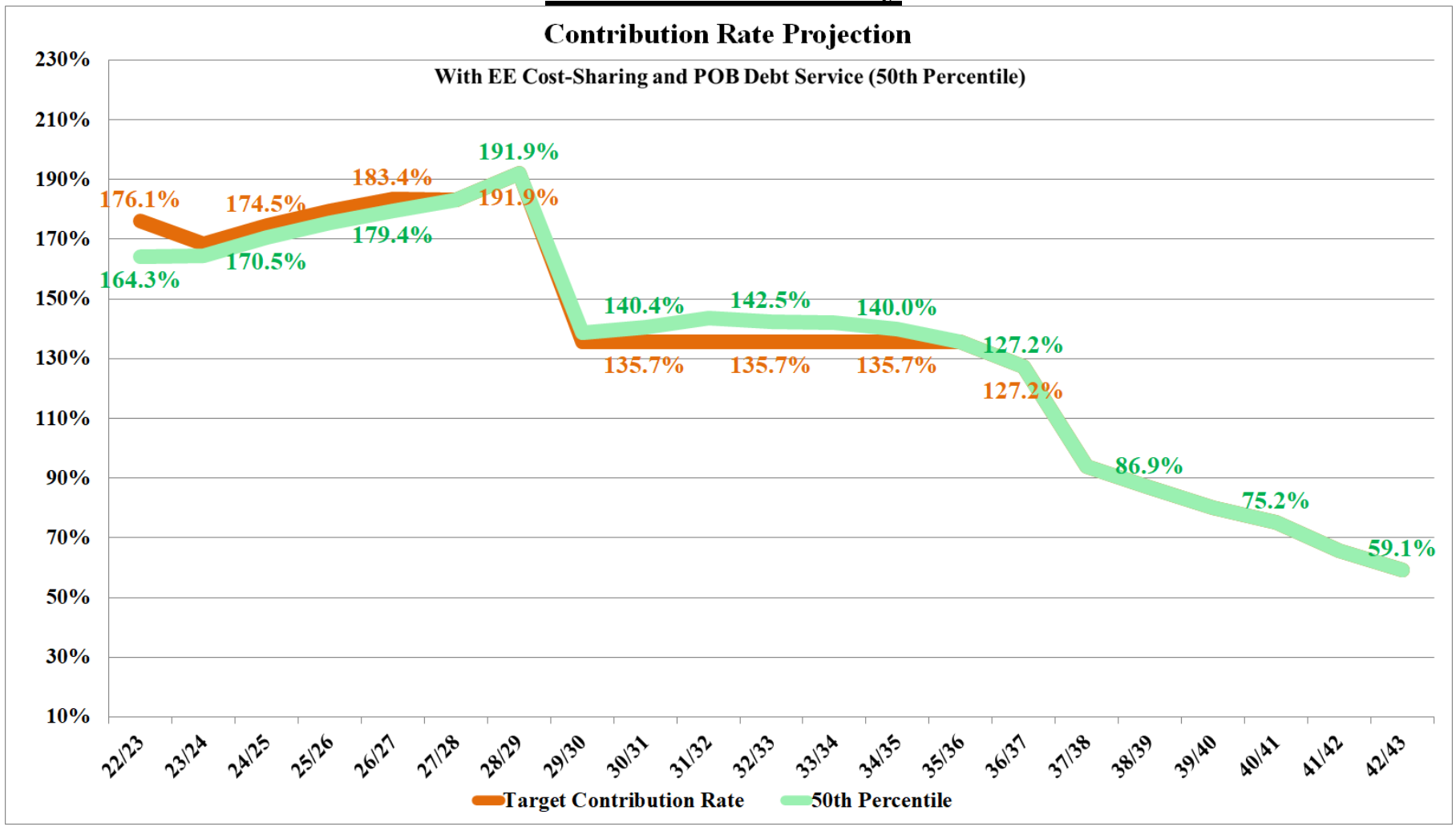


Illustration - Safety



FOSTER & FOSTER
ACTUARIES AND CONSULTANTS

Memorandum
July 12, 2023

To: Tori Hannah
Administrative Services Director / Assistant City Manager
City of Pacific Grove

From: Doug Pryor
Senior Consulting Actuary
Foster & Foster

Re: **City of Pacific Grove**
CalPERS Actuarial Analysis

The City engaged Foster & Foster (formerly Bartel Associates) to analyze the following issues with respect to the City's CalPERS Safety and Miscellaneous employee retirement plans:

- Why the City has an Unfunded Accrued Liability (UAL) after the City issued Pension Obligation Bonds (POB's) in 2006 to pay off the UAL at that time.
- Comparison of the City's UAL with other local cities.
- Cost impact of the 3% COLA provided for Safety and Miscellaneous at the beginning of 2022/23.
- Cost impact of a potential 2% COLA for Safety and Miscellaneous effective July 1, 2023.
- Expected future required CalPERS contributions and how a Section 115 Supplemental Trust can be used by the City for rate stabilization.

Following is a summary of the full report on these issues contained in the Council packet.

Changes in the Unfunded Liability Following the Pension Obligation Bond

The City issued a $19.4 million POB in 2006 to pay off the Miscellaneous and Safety Plan CalPERS unfunded liabilities. We estimate the unfunded liability for these plans has grown to approximately $53.1 million as of June 30, 2022. Pages 17 and 18 summarize the primary reasons and associated dollar amounts of the increase including:

- CalPERS changed their methodology in 2013 for how costs were allocated within the risk pool. This changed allocated costs from a payroll basis to liability basis. Due to the City having eliminated fire services (but not the fire liability for retirees), the City had a disproportionately low payroll allocation.
- Decrease in the discount rate over time, from 7.75% in 2006, to 6.8% currently. Note that the lower the discount rate, which represents the long term expected return on assets, the higher the liability.
- Investment returns below what was assumed, after including the impact of the asset allocation to the City when CalPERS methodology changed in 2013.

Comparative Information with Other Cities

Comparative data related to other cities within the region are provided on pages 19-21. A comparison on the UAL to salaries is a common benchmark. The City's Safety UAL as a percentage of payroll on page 20 is significantly greater than other cities. This is primarily the result of the City contracting out fire services and retaining the original liability. The City's UAL is now based on comparing the police salaries to the City's UAL which includes the liability for both for police officers and the original firefighters. On page 21, the City's funded ratio (ratio of assets to Actuarial Accrued Liability) as compared to other cities may be lower based on additional plan contributions by other entities and/or second pension tiers that were added.

Impact of Cost of Living Adjustments (COLA)

The impact of the July 1, 2022 3% COLA and potential July 1, 2023 2% COLA for Miscellaneous Employees, along with the related assumptions and projection charts are on pages 47-52 of the report. This same information for Safety employees can be found on pages 77-82. The calculations include that Miscellaneous (2%@60 employees) and Safety (3%@50 employees) continue to contribute 5% and 3%, respectively, to the City's share of costs. The analysis treats the COLA's as permanent long term increases to pay. It should be considered that, over the long term, a larger payroll increase now may result in lower payroll increases in the future. To the extent COLA's given today will result in lower COLA's in the future, the calculated cost increases will be mitigated.

There are 2 components to the City CalPERS contributions: Normal Cost (the value of benefits earned by active employees during the year), and UAL payments:

- Normal Cost
  The City's normal cost percentage will not change, however the dollar amount will increase due to the higher payroll. The Normal Cost increase for 2023/24 is approximately $45,000 (total for Miscellaneous and Safety). Unlike the UAL payments summarized below, the increase in Normal Cost payments will take effect immediately upon the payroll increase and are expected to be ongoing indefinitely.

- UAL
  The City will first see an increase in the UAL in the June 30 actuarial valuation following the COLA, which is estimated as follows (total cost of the 2 COLA's would be the sum of the 2 rows):

Scenario	UAL Increase Calculated	Miscellaneous	Safety	Total
3% COLA Increase 7/1/2022	June 30, 2023	$426,000	$224,000	$650,000
2% COLA Increase 7/1/2023	June 30, 2024	$290,000	$151,000	$441,000

  City payments on the UAL increase will commence 2 years after the valuation in which the increase is reflected, with payments spread over 20 years. Following are the estimated payments (total cost of the 2 COLA's would be the sum of the 2 rows):

Scenario	UAL Payment Years	Annual Payment		
		Miscellaneous	Safety	Total
3% COLA Increase 7/1/2022	2025/26 through 2044/45	$43,700	$23,000	$66,700
2% COLA Increase 7/1/2023	2026/27 through 2045/46	$29,800	$15,500	$45,000

Projections and Use of Section 115 Trust

As mentioned above, the estimated June 30, 2022 unfunded liability is approximately $53.1 million for the combined Miscellaneous and Safety Plans. While contributions that CalPERS will require from the City in the future are expected to pay off this unfunded liability, it will likely mean increasing contributions over approximately the next 10 years.

Projected contributions as a percentage of payroll, are show on page 37 for Miscellaneous and page 67 for Safety. The projections are, in part, based on our Foster & Foster investment volatility model to provide likely ranges of future contributions:

- Page 37 shows Miscellaneous contributions (thick green line in the middle) are expected to increase from approximately 36.6% of payroll this year, to 48.6% of payroll in 2033/34. The vertical lines above and below each year provide a range of future contributions in each year due to investment volatility, with the range covering where contributions likely will be ½ of the time. So, for example, in 2033/34, half of the time the contribution will likely be between 35.2% and 59.6% of payroll.

- Page 67 shows Safety contributions (thick green line in the middle) are expected to increase from approximately 111.9% of payroll this year, to 142.7% of payroll in 2033/34. The vertical lines above and below each year provide a range of future contributions in each year due to investment volatility, with the range covering where contributions likely will be ½ of the time. So, for example, in 2033/34, half of the time the contribution will likely be between 108.9% and 171.4% of payroll.

Contributions after including POB debt service and offset for employee cost sharing agreements are on page 41 for Miscellaneous and page 71 for Safety.

To address the unfunded liability, the City could make additional contributions to CalPERS, or deposit funds in an irrevocable IRS Section 115 Supplemental Trust. Once money is deposited in the Supplemental Trust, it can only be used to transfer to CalPERS, or to reimburse the City for CalPERS contribution made. There are a number of service providers (e.g. PARS and CalPERS) who have pre-set Supplemental Trust accounts available to agencies.

One key advantage to setting up a Supplemental Trust over sending additional funds to CalPERS is that the City can use Supplemental Trust funds to help offset future CalPERS contribution increases. This will assist the City in smoothing annual future pension costs. A comparison of advantages and disadvantage of each approach can be found on page 92.

A specific illustration of how the Supplemental Trust can be used to smooth future pension costs can be found on pages 93-100. This analysis assumes a $500,000 one-time deposit to a Supplemental Trust, followed by additional percentage (2.5% for Miscellaneous and 4.0% for Safety) of payroll contributions over a four-year period (2023/24 through 2026/27). Pages 95 (Miscellaneous) and 98 (Safety) show how the Supplemental trust can be used to smooth out the expected CalPERS contribution peaks expected in future years.

For Miscellaneous, the green represents expected future contributions required to CalPERS (the contribution in 2022/23 also includes the final POB debt service payment) without the Supplemental Trust, and the orange line represents total City contributions with the Supplemental Trust. There are 3 phases:

1) In years through 2026/27, the full CalPERS contribution is made by the City with additional amounts contributed to the Supplemental Trust. This moves the total City cost up from the green line to the orange line.
2) In years 2028/29 through 2035/36, money is withdrawn from the trust. The City pays CalPERS 44.4% of payroll, with any additional amounts above this being paid by the Supplemental Trust. This moves the total City cost down from the green line to the orange line.
3) After 2035/36, the trust is depleted and full CalPERS contributions are once again paid by the City

Overall, the Supplemental Trust in this example enables the City to limit total pension contributions to be not more than 44.4% of payroll (after final POB debt service payment is made in 2022/23).

A similar contribution structure can be seen for Safety on page 98, but with the final POB payment in 2028/29, the initial year contributions are much higher than the ultimate peak contribution of 135.7% of payroll.

CITY OF PACIFIC GROVE
CALPERS MISCELLANEOUS & SAFETY PLANS

FOSTER & FOSTER
ACTUARIES AND CONSULTANTS

CalPERS Analysis – 6/30/21 Valuation
Preliminary Results

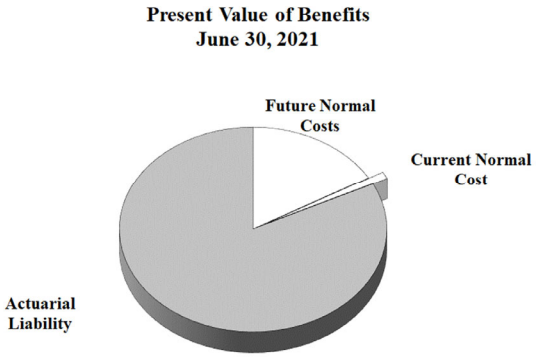
Doug Pryor, ASA, EA, MAAA
Bianca Lin, FSA, EA, MAAA
Wai Man Yam
Foster & Foster, Inc.

June 9, 2023

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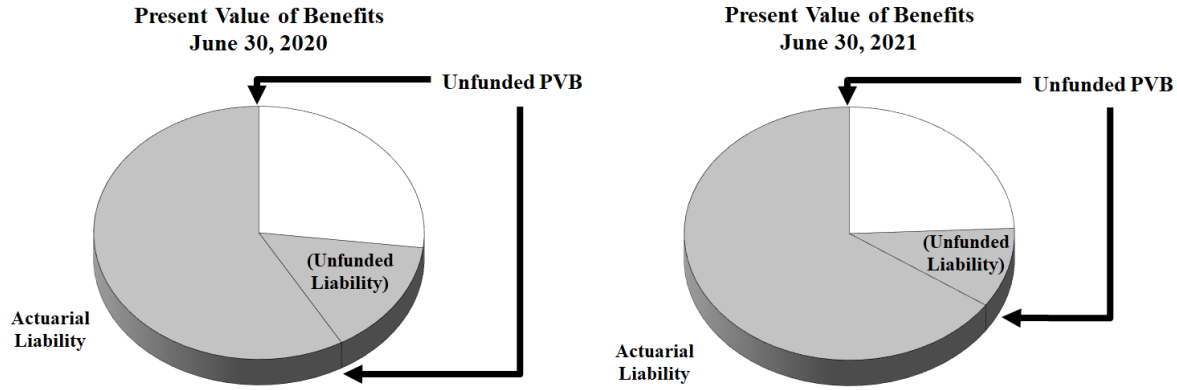
DEFINITIONS



- **PVB - Present Value of all Projected Benefits:**
  - The value now of amounts due to be paid in the future
  - Discounted value (at valuation date - 6/30/21), of all future expected benefit payments based on various (actuarial) assumptions

- **Current Normal Cost (NC):**
  - Portion of PVB allocated to (or "earned" during) current year
  - Value of employee and employer current service benefit
- **Actuarial Accrued Liability (AAL):**
  - Discounted value (at valuation date) of benefits earned through valuation date [value of past service benefit]
  - Portion of PVB "earned" at measurement

DEFINITIONS

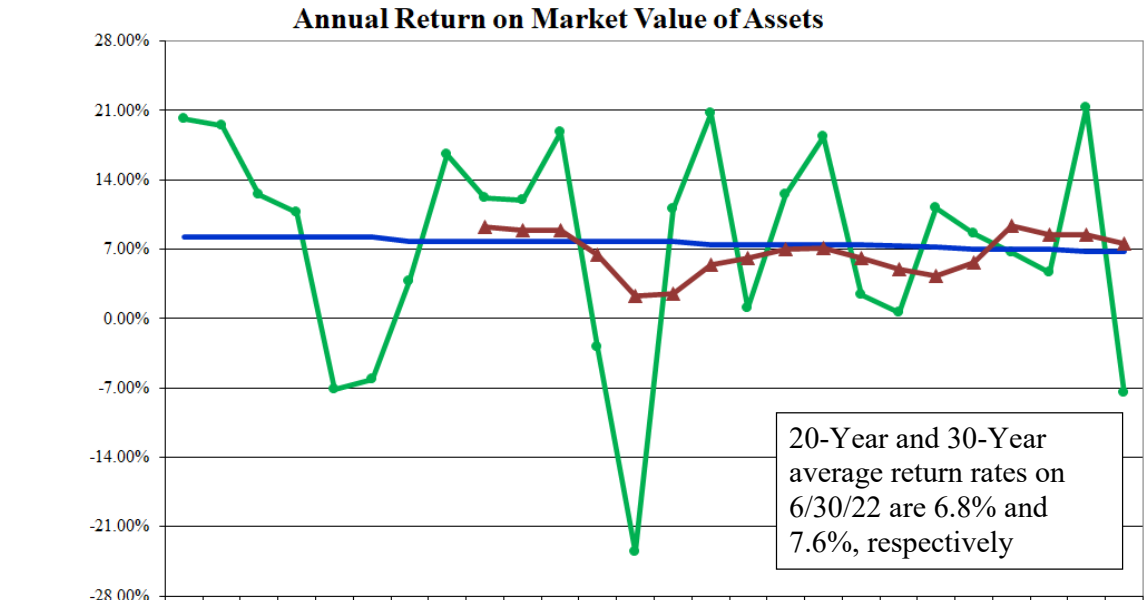


- **Target-** Have money in the bank to cover Actuarial Liability (past service)
- **Unfunded Liability (UAAL or UAL) -** Money short of target <u>at valuation date</u>
  - If all actuarial assumptions were always exactly met, then the plan assets would always equal AAL
  - Any difference is the unfunded (or overfunded) AAL
  - Every year, the actuary calculates the difference between the expected UAAL and Actual UAAL. This is a new layer or amortization base
  - Each new layer gets amortized (paid off) over a period of time as part of the contribution [rate]

How We Got Here

- Investment Losses
- CalPERS Contribution Policy
- Enhanced Benefits
- Demographics

How We Got Here – Investment Return



	'97	'98	'99	'00	'01	'02	'03	'04	'05	'06	'07	'08	'09	'10	'11	'12	'13	'14	'15	'16	'17	'18	'19	'20	'21	'22
Rate of Return	20.1%	19.5%	12.5%	10.7%	-7.1%	-6.1%	3.7%	16.6%	12.2%	11.9%	18.8%	-2.9%	-23.6%	11.1%	20.7%	1.0%	12.5%	18.4%	2.4%	0.6%	11.2%	8.6%	6.70%	4.70%	21.30%	-7.50%
Discount Rate	8.25%	8.25%	8.25%	8.25%	8.25%	8.25%	7.75%	7.75%	7.75%	7.75%	7.75%	7.75%	7.75%	7.75%	7.50%	7.50%	7.50%	7.50%	7.50%	7.375%	7.25%	7.00%	7.00%	7.00%	6.80%	6.80%
10-Year Rolling Average									9.3%	9.0%	8.9%	6.4%	2.3%	2.6%	5.4%	6.1%	7.0%	7.1%	6.1%	5.0%	4.3%	5.7%	9.3%	8.5%	8.5%	7.6%

Returns (after 2001) are gross returns, unreduced for administrative expenses, from CalPERS valuation reports, when available. Discount rate based on expected returns net of administrative expenses.

How We Got Here – Old Contribution Policy

- Effective with 2003 valuations:
  - Slow (15 year) recognition of investment losses into funded status
  - Rolling 30 year amortization of all (primarily investment) losses

- Designed to:
  - First smooth rates and
  - Second pay off UAL

- Mitigated contribution volatility

How We Got Here – Demographic

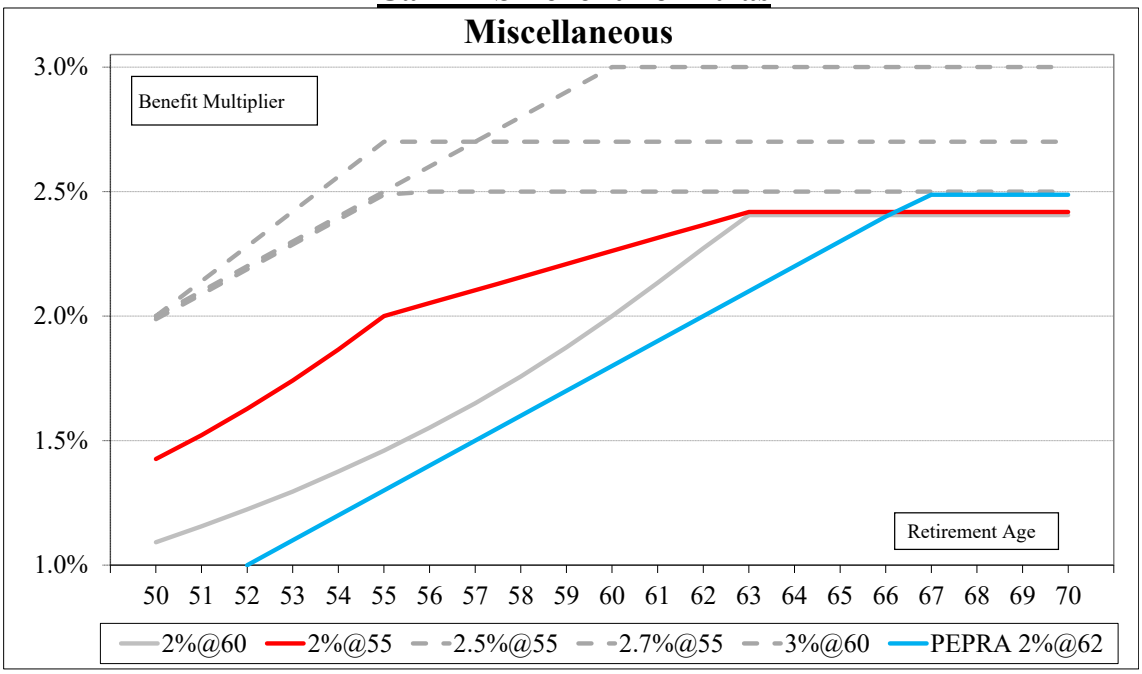
- At CalPERS, Enhanced Benefits implemented using all (future & prior) service
- Typically not negotiated with cost sharing
- City of Pacific Grove (Miscellaneous is not Enhanced Benefit):

	Tier 1	PEPRA
Miscellaneous	2%@55 FAE1	2%@62 FAE3
Safety	3%@50 FAE1	2.7%@57 FAE3

  - Benefit = Percentage x (years City service) x FAE
    - FAE1 is highest one year (typically final) average earnings
    - FAE3 is highest three years (typically final three) average earnings
- PEPRA tier implemented for new employees hired after 1/1/13
  - Employee pays half of total normal cost
  - 2023 Compensation limit
    - Social Security participants: $146,042
    - Non-Social Security participants: $175,250

How We Got Here – Demographic

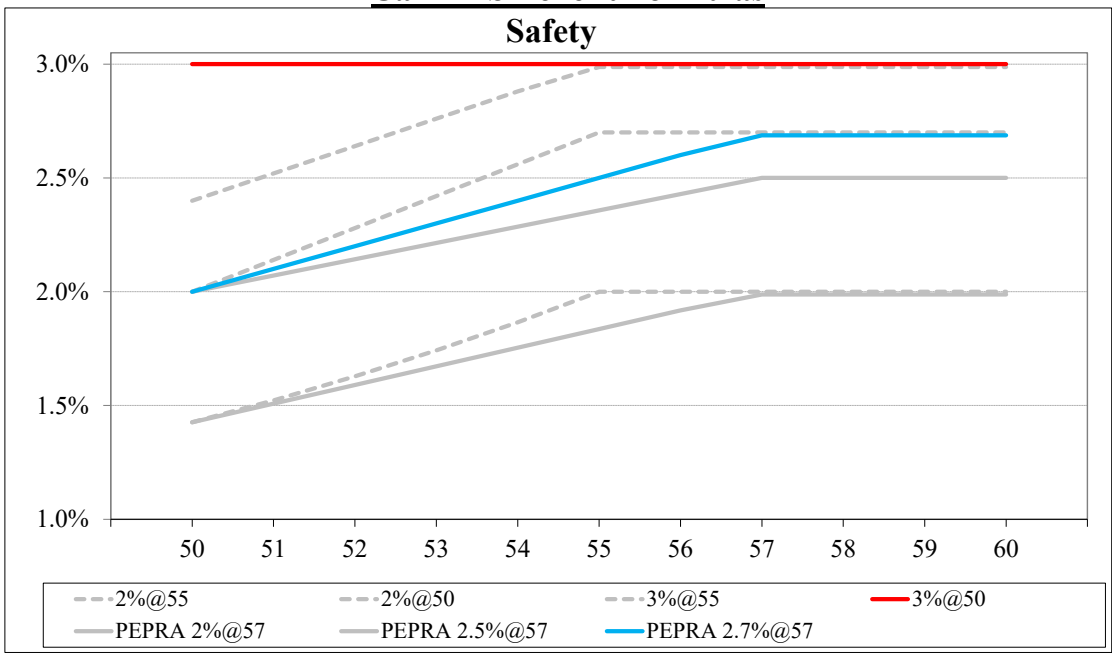
CalPERS Benefit Formulas[1]



[1] City formulas shown in colored lines

How We Got Here – Demographic

CalPERS Benefit Formulas[2]



[2] City formulas shown in colored lines

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How We Got Here – Demographic

- Around the State
  - Large retiree liability compared to actives
    - State average: 59% for Miscellaneous, 67% for Safety
  - Declining active population and increasing number of retirees
  - Higher percentage of retiree liability increases contribution volatility

- City of Pacific Grove percentage of liability belonging to retirees:
  - Miscellaneous 71%
  - Safety 86%

CalPERS Changes

- April 2013: CalPERS adopted new contribution policy
  - No asset smoothing or rolling amortization
- February 2018: New amortization policy for 2021/22 contributions
  - Fixed dollar (level) 20-year amortization rather than % pay (escalating)
  - 5-year ramp up (not down) for investment gains and losses
- CalPERS Board changed the discount rate to 7%, still phasing in to rates:

	Rate	Initial Impact	Full Impact
6/30/16 valuation	7.375%	18/19	22/23
6/30/17 valuation	7.25%	19/20	23/24
6/30/18 valuation	7.00%	20/21	24/25

- In the November 2021 meeting, CalPERS Board adopted new
  - Discount rate and investment allocation
    - Discount rate: 6.8% for 6/30/2021. UAL impact matches investment gain amortization (5-year ramp-up)
    - Asset allocation has higher investment risk than current portfolio
  - Experience study (Demographic assumptions)

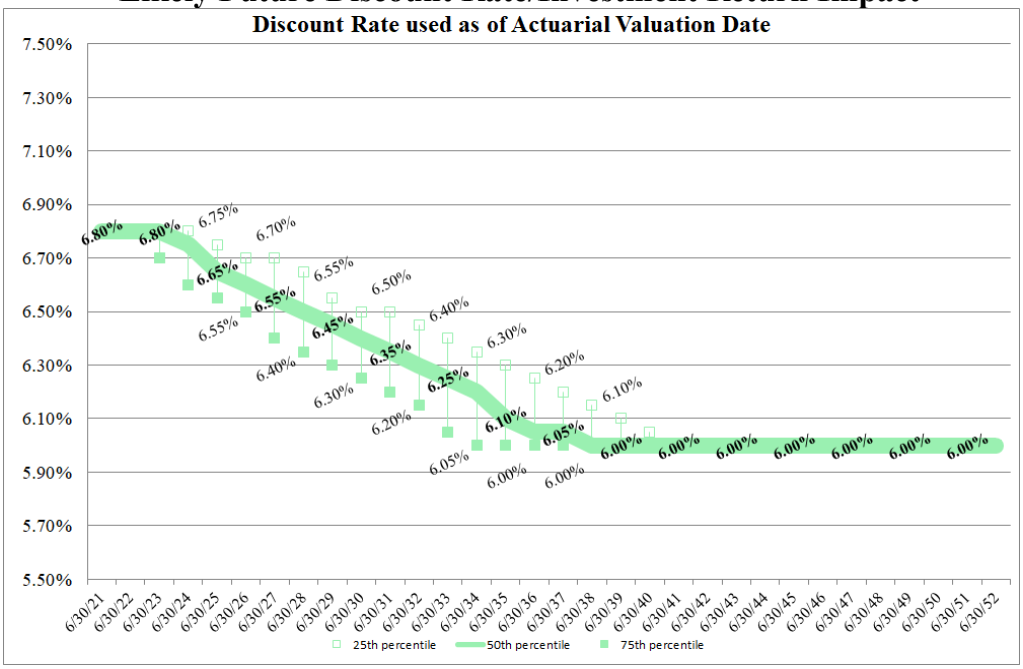
CalPERS Changes

- Risk Mitigation Strategy
  - Move to more conservative investments over time to reduce volatility
    - ☐ Only when investment return is better than expected
    - ☐ Lower discount rate in concert
    - ☐ Essentially use ≈50% of investment gains to pay for cost increases
  - Likely get to 6.0% discount rate over 20+ years
    - ☐ Risk mitigation suspended from 6/30/16 to 6/30/18 valuation
    - ☐ Did not trigger for 6/30/19 or 6/30/20 valuations
  - First trigger for 6/30/21 valuation – 6.8% discount rate

CalPERS Changes

Risk Mitigation Strategy

Likely Future Discount Rate/Investment Return Impact



POB ANALYSIS

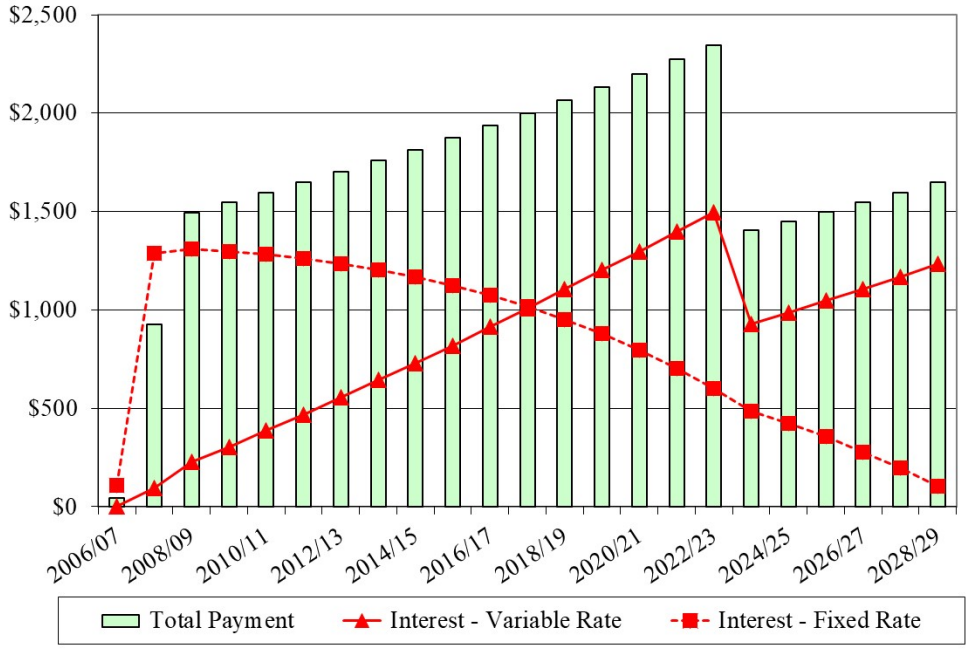
- POB issued in 2006 to pay off Side Funds
- Total amount of $19.4 Million
- Debt service payments end in fiscal year 2022/23 for Miscellaneous and 2028/29 for Safety
- Miscellaneous/Safety allocation same as in 2017 study
- Remaining payments (in $ millions), payments made July 31:

	Miscellaneous	Safety	Total
2022/23	$0.986	$1.359	$2.345
2023/24	-	1.405	1.405
:	:	:	:
2028/29	-	1.650	1.650

- Bond payment schedule has increasing interest rates
  - 0.49% initial year, increasing to 298% in final year
  - Equivalent to approximate 6.7% overall fixed rate.

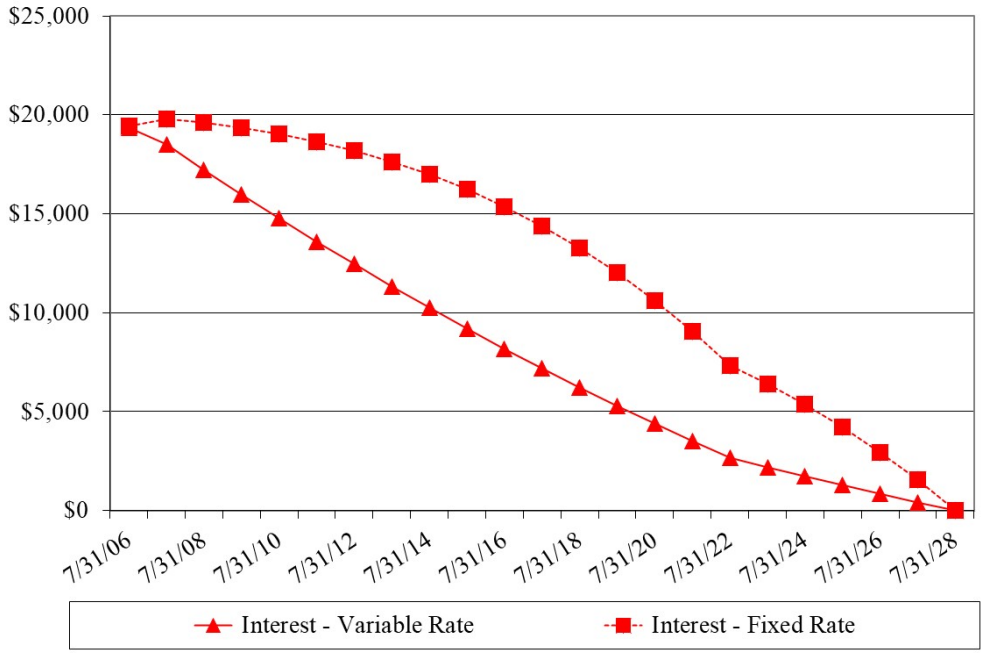
POB ANALYSIS

POB Debt Service
(Amounts in $000's)



POB ANALYSIS

POB Balance
(Amounts in $000's)



POB ANALYSIS

Estimated POB Gain/(Loss) at 6/30/22[3]
(Amounts in $Millions)

A.	CalPERS Investment Earnings[4]	$16.566
B.	POB Interest Payments[5]	(16.698)
C.	Cost of Issuance	(0.457)
D.	**Net [(A) + (B) + (C)]**	(0.589)

[3] Net dollars saved without reflecting timing of savings.
[4] Accumulated earnings since issuance based on actual CalPERS investment return for each year. Earnings include impact of Risk Pool allocation change 6/30/13.
[5] Interest payments based on overall 6.62% fixed rate cost of borrowing.

Significant Changes Since June 30, 2006

- Methodology Change (June 30, 2013):
  - Actuarial Value of Assets to Market Value of assets
  - Risk pool allocation: payroll to liability
- Discount rate changes:
  - June 30, 2011 7.75% to 7.50%
  - June 30, 2016 7.50% to 7.38%
  - June 30, 2017 7.38% to 7.25%
  - June 30, 2018 7.25% to 7.00%
  - June 30, 2021 7.00% to 6.80%
- Investment returns (06/07 to 21/22):
  - Actual market value returns
    - ➢ 5.82% return before reflecting 6/30/13 risk pool method change
    - ➢ 6.66% return after reflecting 6/30/13 risk pool method change
  - 7.36% assumed

UAL ANALYSIS AND COMPARISON

Estimated 6/30/22 UAL Sources

(Amounts in $Millions)

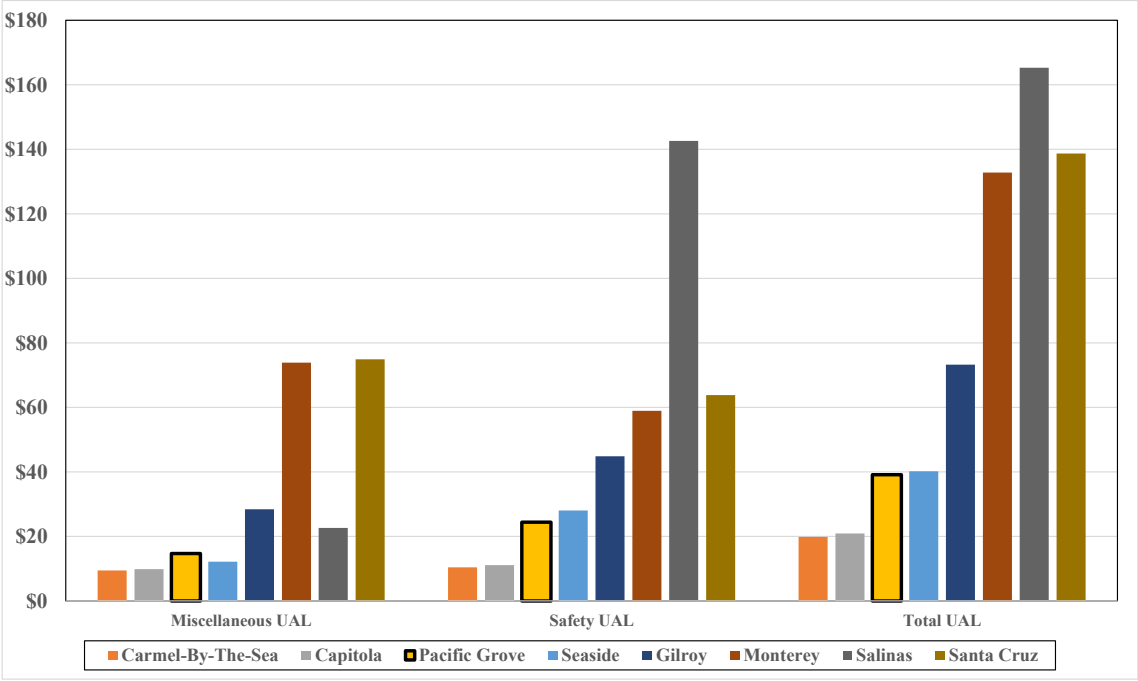
Source	Miscellaneous	Safety	Total
■ Side Fund	$ -	$ -	$ -
■ Share of Pre 2013 Pool UAL[6]	4.4	8.2	12.6
■ Methods & Assumptions[7]	7.7	11.1	18.7
■ Investment (Gain)/Loss[8]	9.4	12.9	22.3
■ Non Investment (Gain)/Loss	(0.4)	(0.1)	(0.5)
■ Total	21.1	32.0	53.1

[6] Estimated $9.7 million UAL due to risk pool allocation change from payroll to liability allocation.
[7] Primarily (approximately $14 million) due to discount rate change from 7.75% when risk pool paid off, to 6.8% currently.
[8] Includes changes from Actuarial Value of Assets to Market value of assets in 2013 including investment gains/(losses) before 6/30/13.

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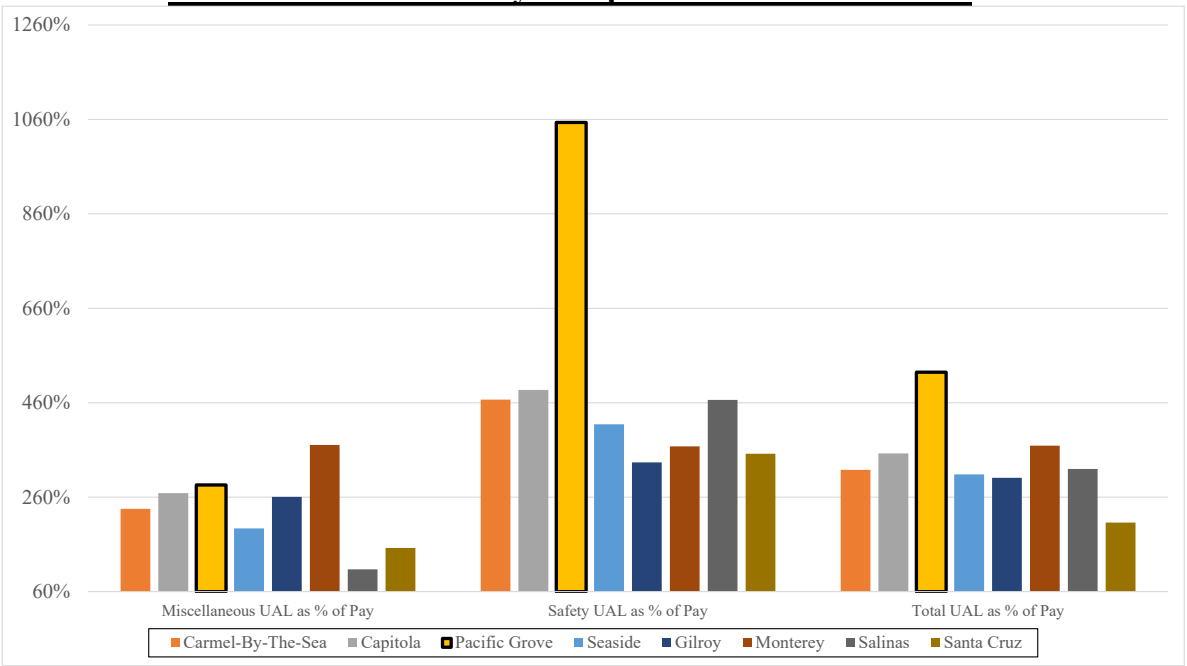
6/30/21 UAL Comparison with Other Cities

(Amounts in $Millions)



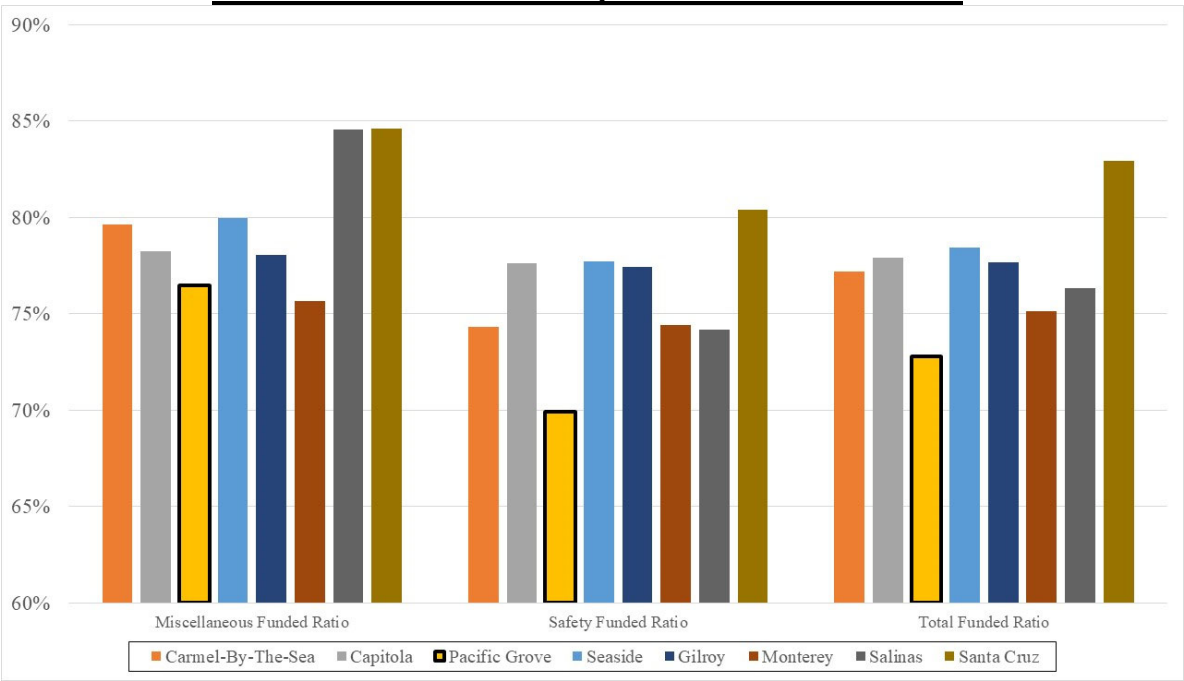
UAL ANALYSIS AND COMPARISON

6/30/21 UAL as % of Pay Comparison with Other Cities



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6/30/21 Funded Ratio Comparison with Other Cities



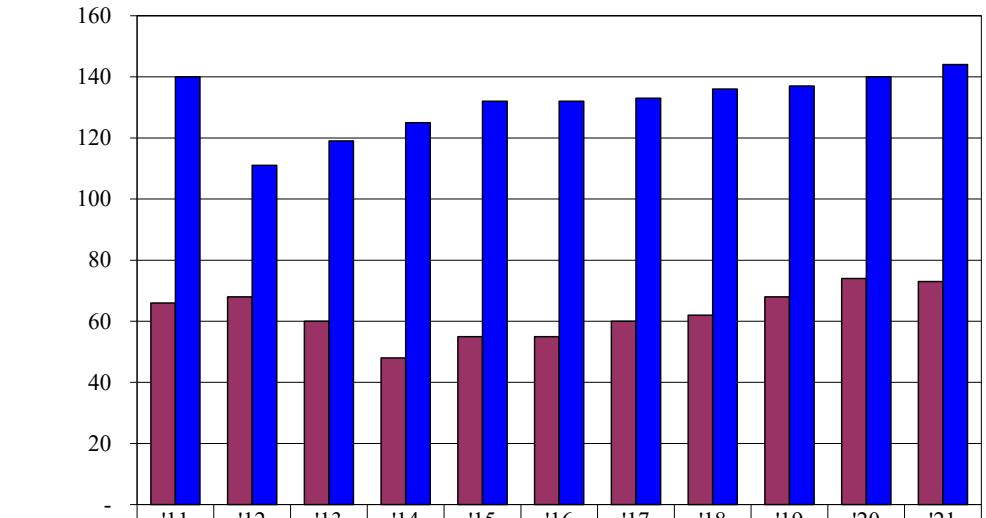
UAL ANALYSIS AND COMPARISON

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SUMMARY OF DEMOGRAPHIC INFORMATION - MISCELLANEOUS

	2011	2016	2020	2021
Actives				
■ Counts	66	55	74	73
■ Average PERSable Wages	$ 64,800	$ 68,300	$ 73,100	$ 70,400
■ Total PERSable Wages	4.3	3.8	5.4	5.1
Inactive Members				
■ Counts				
• Transferred	28	28	35	30
• Separated	33	49	51	58
• Receiving Payments	140	132	140	144

SUMMARY OF DEMOGRAPHIC INFORMATION - MISCELLANEOUS



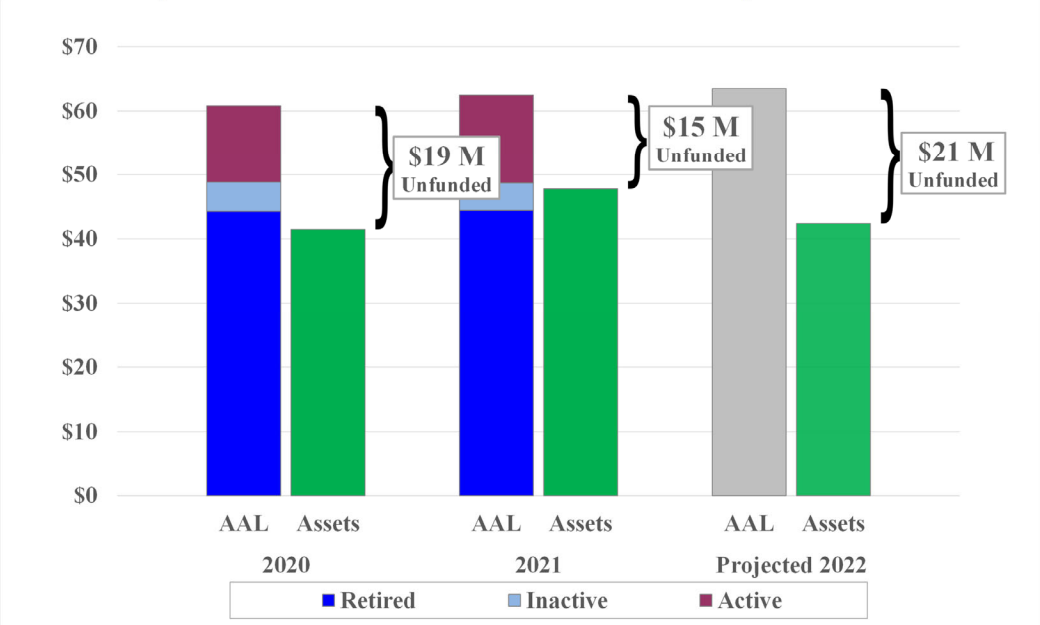
	'11	'12	'13	'14	'15	'16	'17	'18	'19	'20	'21
■ Actives	66	68	60	48	55	55	60	62	68	74	73
■ Receiving Payments	140	111	119	125	132	132	133	136	137	140	144

PLAN FUNDED STATUS - MISCELLANEOUS

	June 30, 2020	June 30, 2021
■ **Actuarial Accrued Liability**		
● Active	$12,000,000	$13,900,000
● Retiree	44,300,000	44,400,000
● Inactive	4,500,000	4,200,000
● Total	60,800,000	62,500,000
■ **Assets**	41,500,000	47,800,000
■ **Unfunded Liability**	19,300,000	14,700,000
■ **Funded Ratio**	68.2%	76.5%
■ **Average funded ratio for CalPERS Public Agency Miscellaneous Plans**	72.3%	83.7%

PLAN FUNDED STATUS - MISCELLANEOUS

City CalPERS Assets and Actuarial Liability ($Millions)[9]



[9] Projected 2022 assets reflects -7.5% CalPERS investment return for 2021/22.

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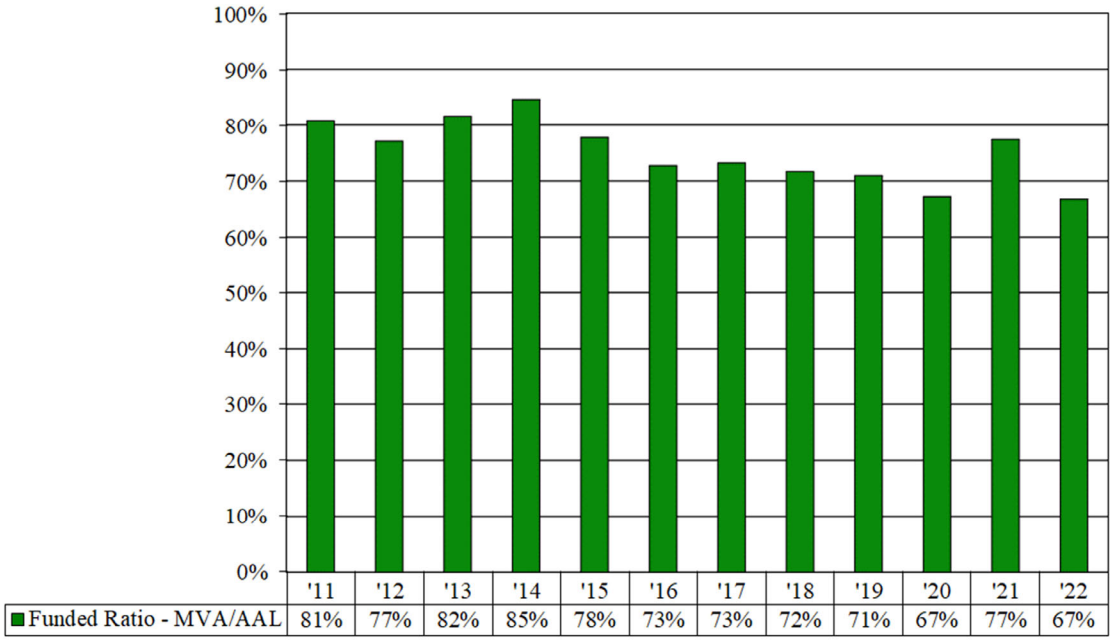
PLAN FUNDED STATUS - MISCELLANEOUS

Discount Rate Sensitivity
June 30, 2021

	Discount Rate		
	6.80%	6.30%[10]	5.80%
AAL	$62,500,000	$66,000,000	$69,400,000
Assets	47,800,000	47,800,000	47,800,000
Unfunded Liability	14,700,000	18,200,000	21,600,000
Funded Ratio	76.5%	72.4%	68.9%

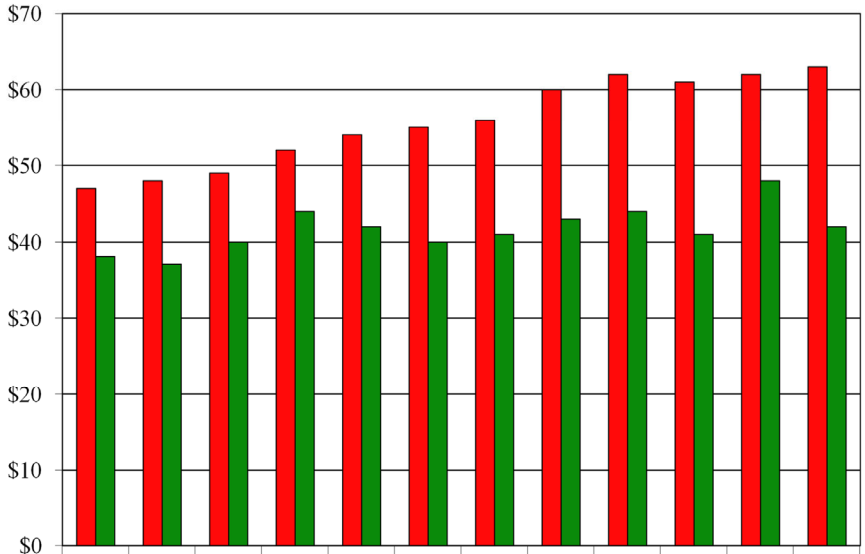
[10] Estimated by Foster & Foster.

FUNDED RATIO - MISCELLANEOUS



6/30/22 funded status estimated

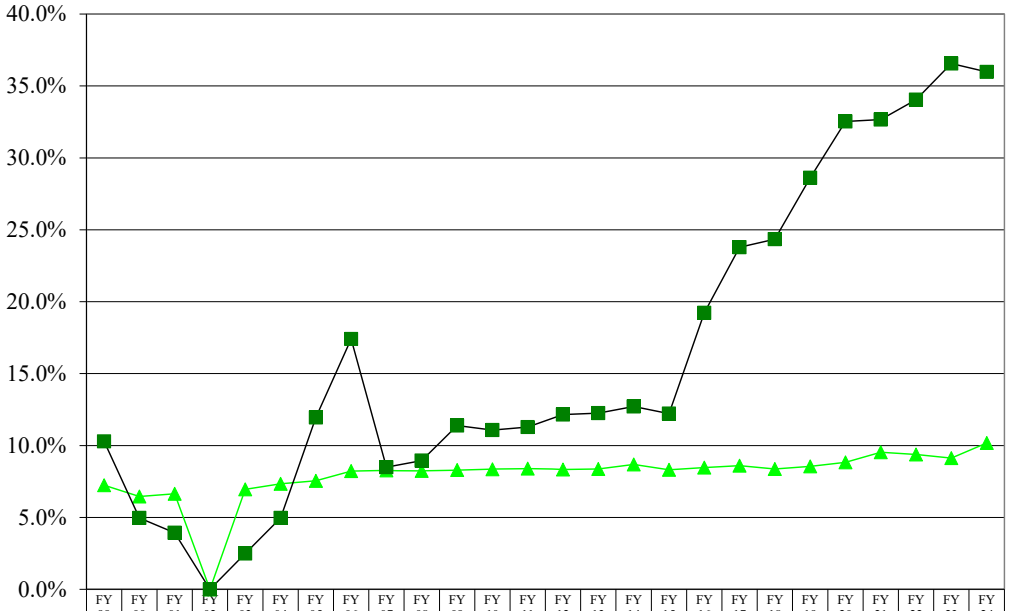
FUNDED STATUS (MILLIONS) - MISCELLANEOUS



	'11	'12	'13	'14	'15	'16	'17	'18	'19	'20	'21	'22
Actuarial Liability	47	48	49	52	54	55	56	60	62	61	62	63
Market Asset Value	38	37	40	44	42	40	41	43	44	41	48	42

6/30/22 funded status estimated

CONTRIBUTION RATES - MISCELLANEOUS



	FY 99	FY 00	FY 01	FY 02	FY 03	FY 04	FY 05	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
ER Normal Cost	7.2%	6.5%	6.6%	0	6.9%	7.3%	7.5%	8.2%	8.3%	8.2%	8.3%	8.4%	8.4%	8.3%	8.4%	8.7%	8.3%	8.5%	8.6%	8.4%	8.6%	8.8%	9.5%	9.4%	9.1%	10.2%
Total ER Cont Rate	10.3%	5.0%	3.9%	0	2.5%	5.0%	11.9%	17.4%	8.5%	9.0%	11.4%	11.1%	11.3%	12.1%	12.3%	12.7%	12.2%	19.2%	23.8%	24.3%	28.6%	32.5%	32.7%	34.0%	36.6%	36.0%

FY02 contribution rates are missing

CONTRIBUTION RATES - MISCELLANEOUS

	6/30/21 Valuation 2023/2024 Contribution Rates		
	Total[11]	**Tier 1 2%@55**	**PEPRA 2%@62**
■ Base Total Normal Cost	17.2%	18.8%	15.4%
■ Class 1 Benefits			
● Final One Year Compensation	0.3%	0.6%	-
● Total Normal Cost	17.5%	19.4%	15.4%
■ Formula's Expected EE Contr. Rate	7.3%	6.9%	7.8%
■ ER Normal Cost	10.2%	12.5%	7.7%
■ Amortization Payment	25.8%	49.4%	-
■ Amortization of Side Fund	-	-	-
■ **Total ER Contribution**	**36.0%**	**61.9%**	**7.7%**
■ Employee counts	73	31	42
■ Employee payroll (in 000's)	$ 5,748	$ 3,002	$ 2,746
■ **Total ER Contribution $ (in 000's)**	**$ 2,068**	**$ 1,857**	**$ 211**

[11] Weighting of total contribution based on projected classic and PEPRA payrolls. Different from slide 22. Contribution rate has been adjusted based on projected FY23/24 payroll reflecting 3% pay increase at 7/1/22.

CONTRIBUTION RATES - MISCELLANEOUS

	6/30/20 2022/2023[12]	6/30/21 2023/2024
■ Total Normal Cost	16.0%	17.5%
■ Employee Normal Cost	6.8%	7.3%
■ Employer Normal Cost	9.1%	10.2%
■ Amortization Payments	27.4%	25.8%[13]
■ Total Employer Contribution Rate	36.6%	36.0%
■ 2022/23 Employer Contribution Rate		36.6%
● 6/30/17 Discount Rate & Inflation (5th Year)		0.4%
● 6/30/18 Discount Rate change (4th Year)		0.6%
● 6/30/21 Demog. Assumption change (1st year, no ramp)		0.9%
● 6/30/21 Risk Mitigation (Normal Cost change)		0.5%
● Other (Gains)/Losses mainly net investment gain		-2.9%
■ 2023/24 Employer Contribution Rate		36.0%

[12] Different from slide 22. Contribution rate has been adjusted based on projected FY22/23 payroll reflecting 3% pay increase at 7/1/22.

[13] Equivalent to 10.7% of UAL. One year, 6.8% interest on the UAL is 16.4% of payroll. 2023/24 amortization payment exceeds interest on the UAL, so there is no "negative amortization."

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CONTRIBUTION PROJECTIONS - MISCELLANEOUS

- Investment returns:
  - June 30, 2022 (7.5%)[14]
  - Future returns based on stochastic analysis using 1,000 trials
  - Single year returns[15] with current investment mix, no risk mitigation:

	Percentile		
	25th	50th	75th
First 10 years	**-1.8%**	**6.0%**	**14.7%**
After 10 years	**-0.7%**	**7.5%**	**16.4%**

  - Assumes investment returns will generally be lower over the next 10 years and higher beyond that.
- Discount Rate decreases due to Risk Mitigation policy – Ultimate rate 6.0%
- No Other: Gains/Losses, Method/Assumption Changes, Benefit Improvements
- Different from CalPERS projection
- Impact of Risk Mitigation Policy:
  - Net impact of investment gain and discount rate change amortized over 20 years with 5 year ramp up
  - Same amortization method for all future years

[14] Gross return based on June 30, 2022 CalPERS Annual Financial Comprehensive Report issued in November 2022.
[15] Nth percentile means N percentage of our trials result in returns lower than the indicated rates.

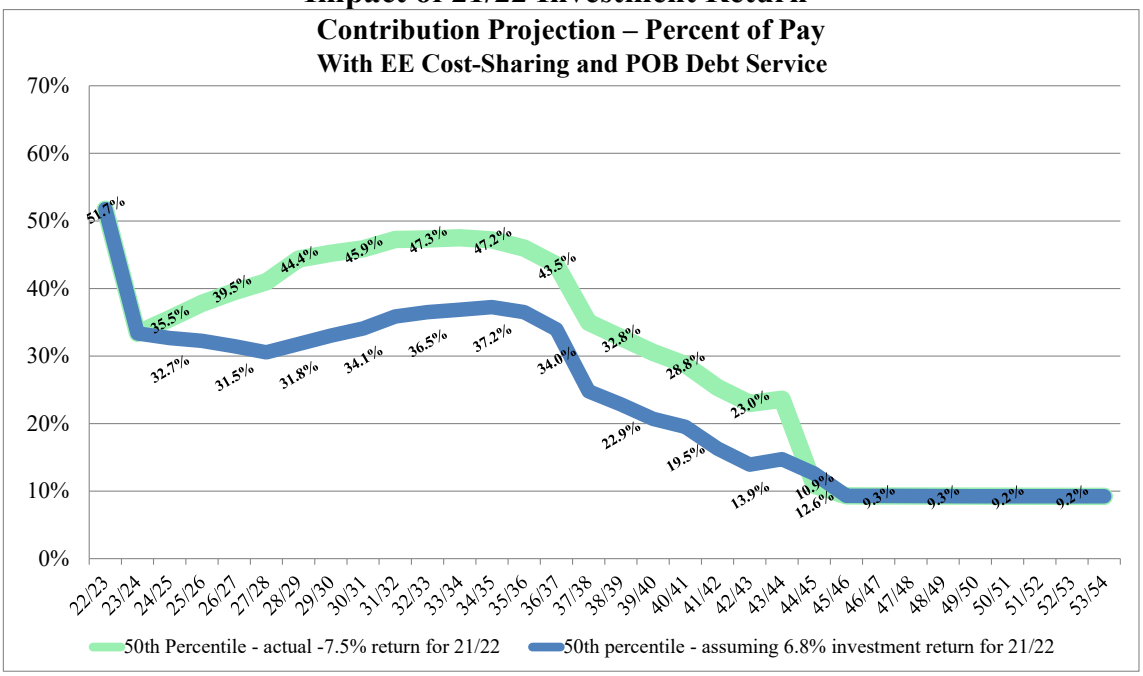
CONTRIBUTION PROJECTIONS - MISCELLANEOUS

- New hire assumptions:
  - All new hires assumed PEPRA members and none are Classic members
- 6/30/21 employee distribution:

Benefit Tier	Count	%	20/21 Payroll	%
2%@60 FAE1	31	42.5%	$2,682,454	52.2%
2%@62 FAE3 (PEPRA)	42	57.5%	$2,454,391	47.8%

- Employee Cost sharing: 5% for classic members
- Projection includes City additional 3% pay increase @ 7/1/22, in addition to CalPERS salary assumption

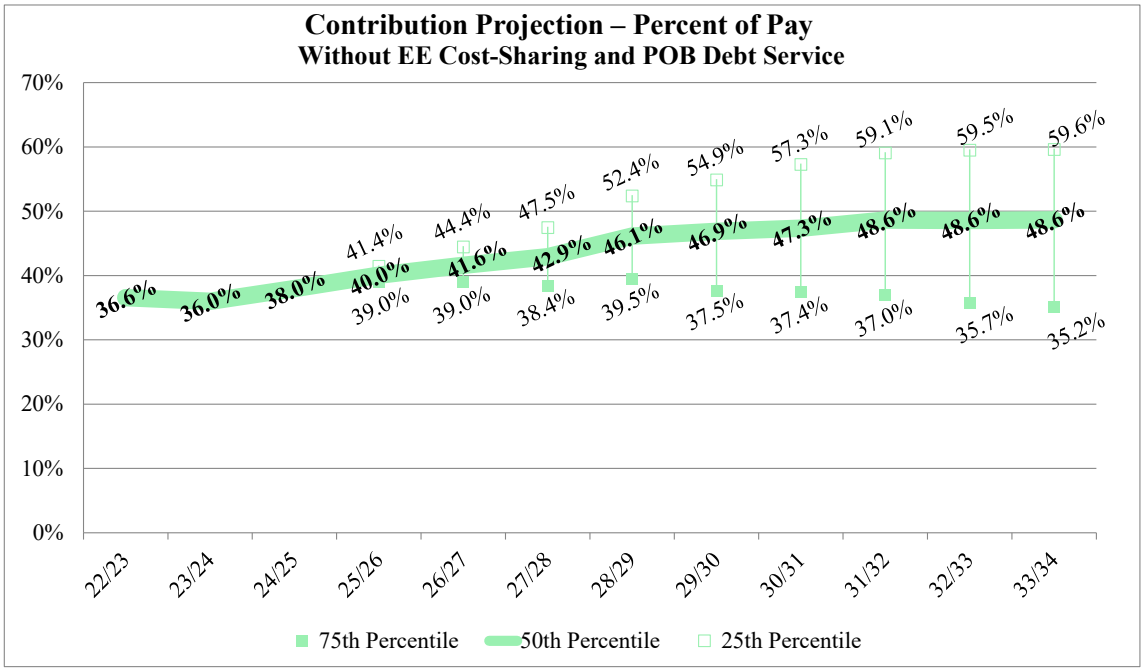
Impact of 21/22 Investment Return



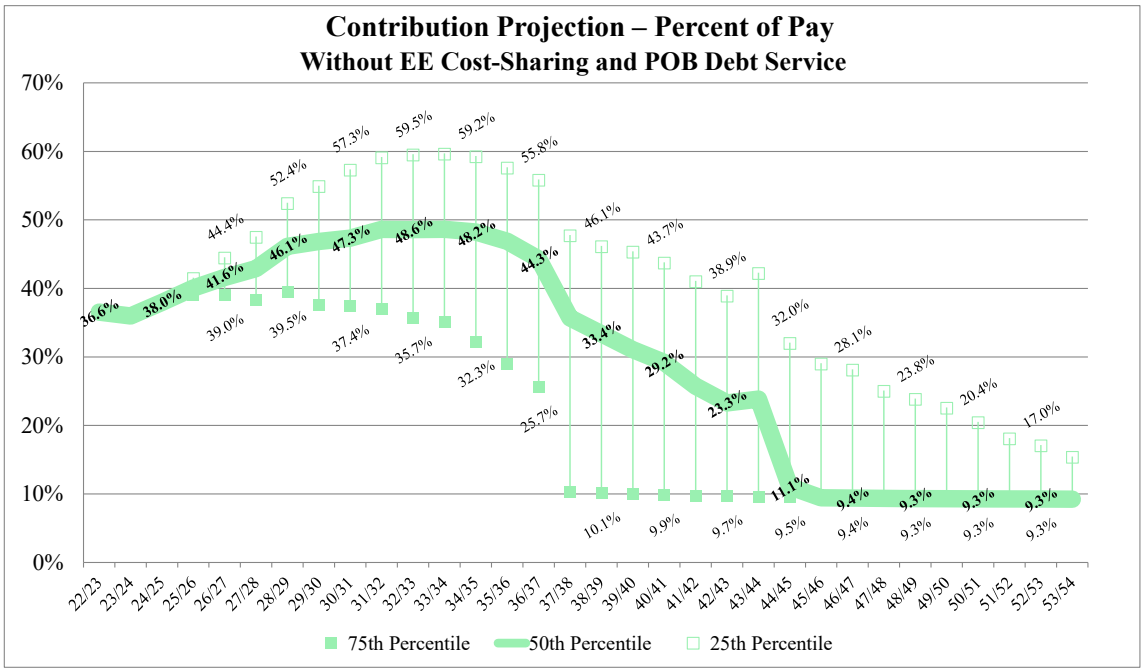
CONTRIBUTION PROJECTIONS - MISCELLANEOUS

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CONTRIBUTION PROJECTIONS - MISCELLANEOUS

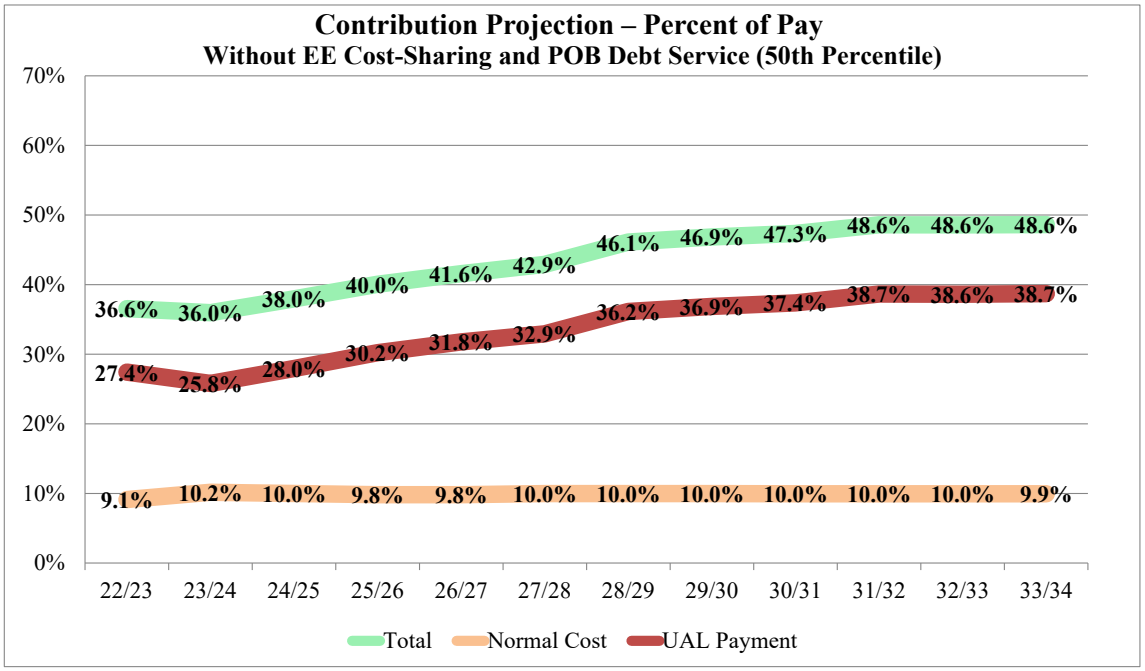


CONTRIBUTION PROJECTIONS - MISCELLANEOUS

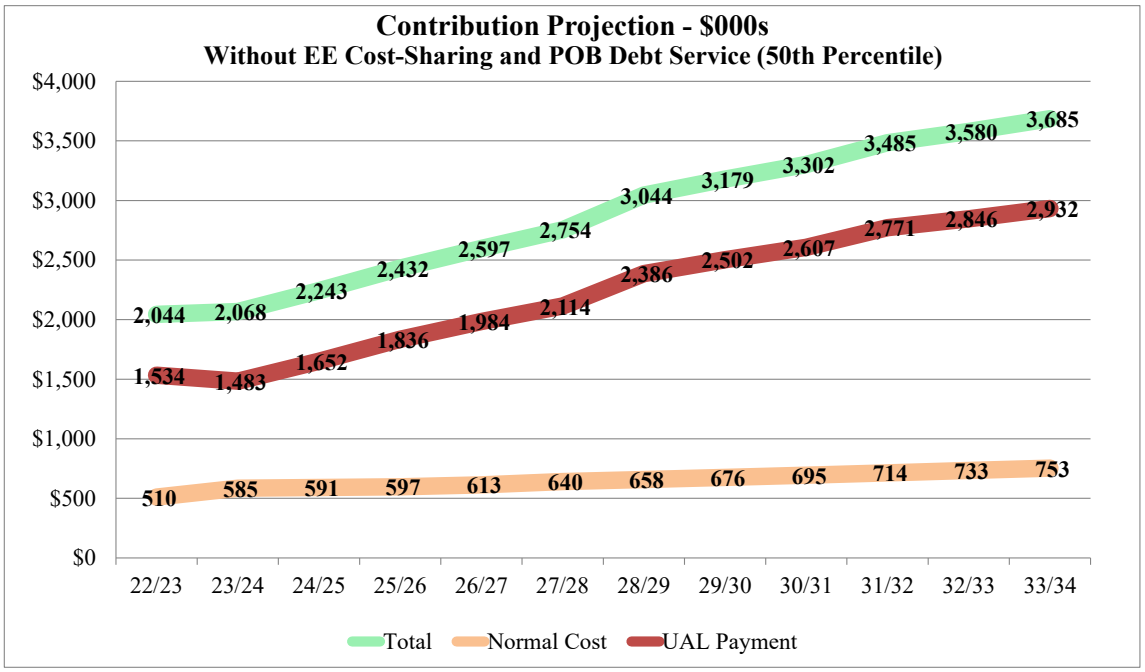


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CONTRIBUTION PROJECTIONS - MISCELLANEOUS

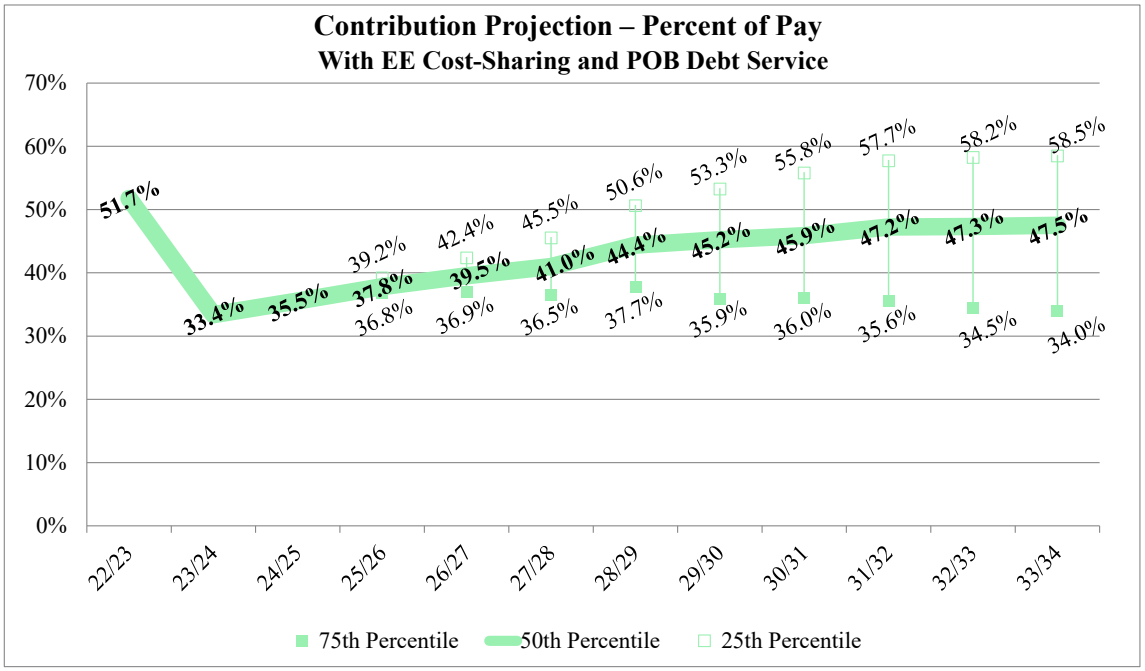


CONTRIBUTION PROJECTIONS - MISCELLANEOUS

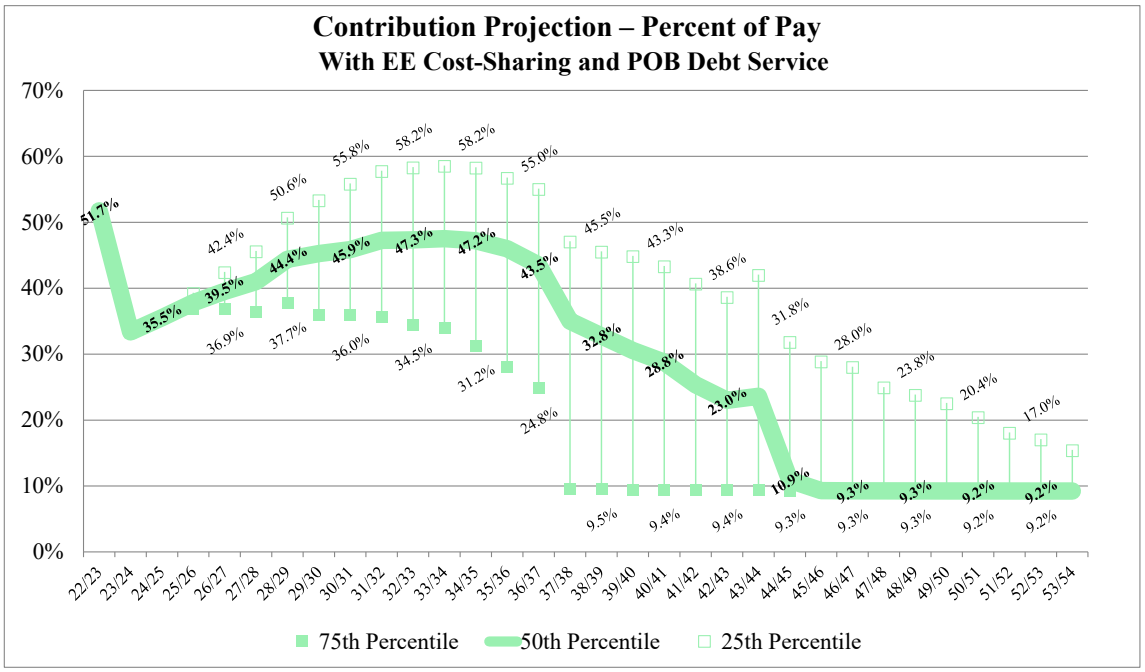


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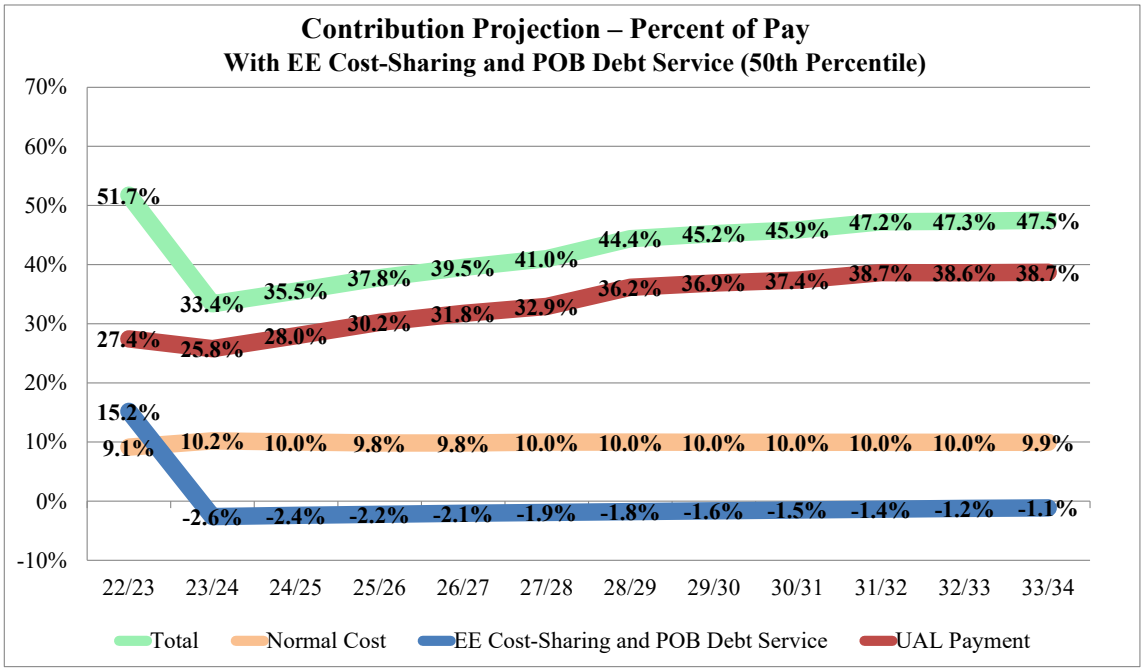
CONTRIBUTION PROJECTIONS - MISCELLANEOUS



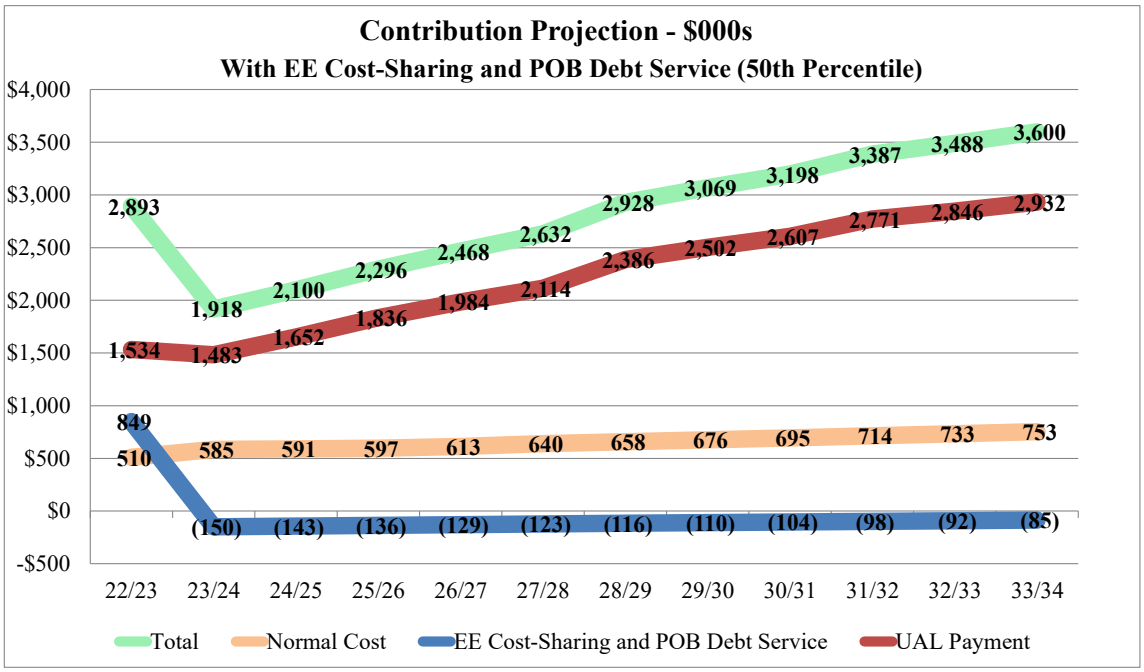
CONTRIBUTION PROJECTIONS - MISCELLANEOUS

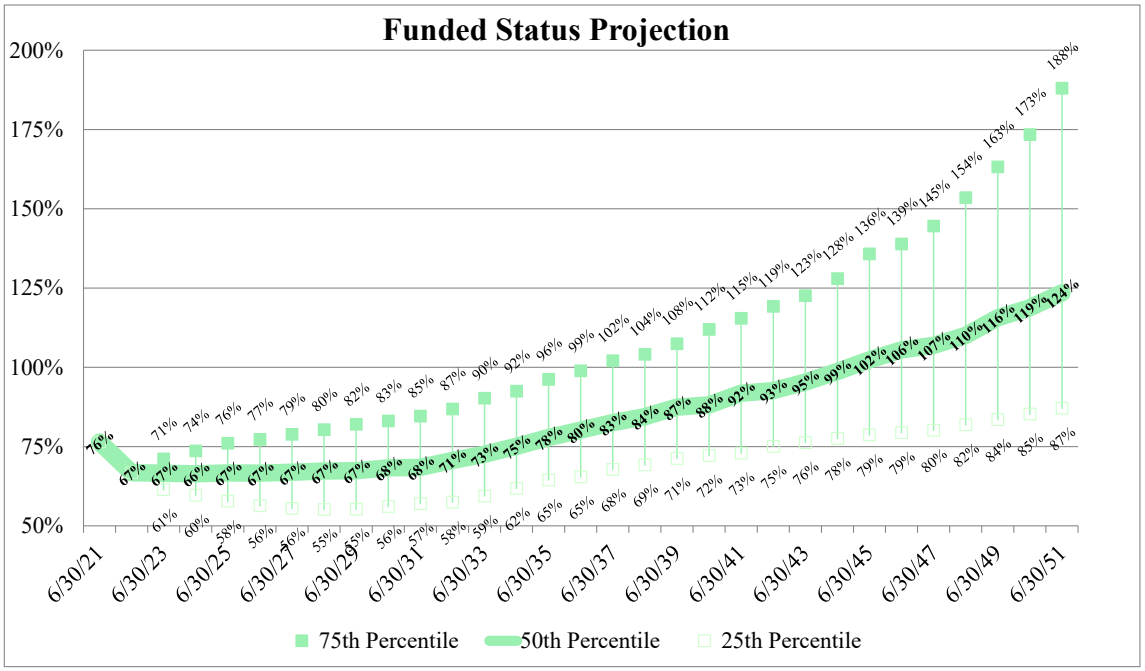


CONTRIBUTION PROJECTIONS - MISCELLANEOUS



CONTRIBUTION PROJECTIONS - MISCELLANEOUS





FUNDED STATUS - MISCELLANEOUS

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PAY INCREASE ANALYSIS - MISCELLANEOUS

- Methodology
  - Assumes increases are addition to CalPERS Salary increase assumption
  - Assumes there is a permanent long term payroll impact
  - In reality, impact may wear away over time
- 3% COLA Increase at 7/1/22
  - 6/30/23 UAL increase: $426,000
  - 2025/26 UAL payment increase : $43,700[16]
- 2% COLA Increase at 7/1/23
  - 6/30/24 UAL increase: $290,000
  - 2026/27 UAL payment increase : $29,800
- Normal Cost
  - No change to Normal Cost %
  - Dollar amount increase from higher payroll

[16] Level dollar amortization over 20 years

PAY INCREASE ANALYSIS - MISCELLANEOUS

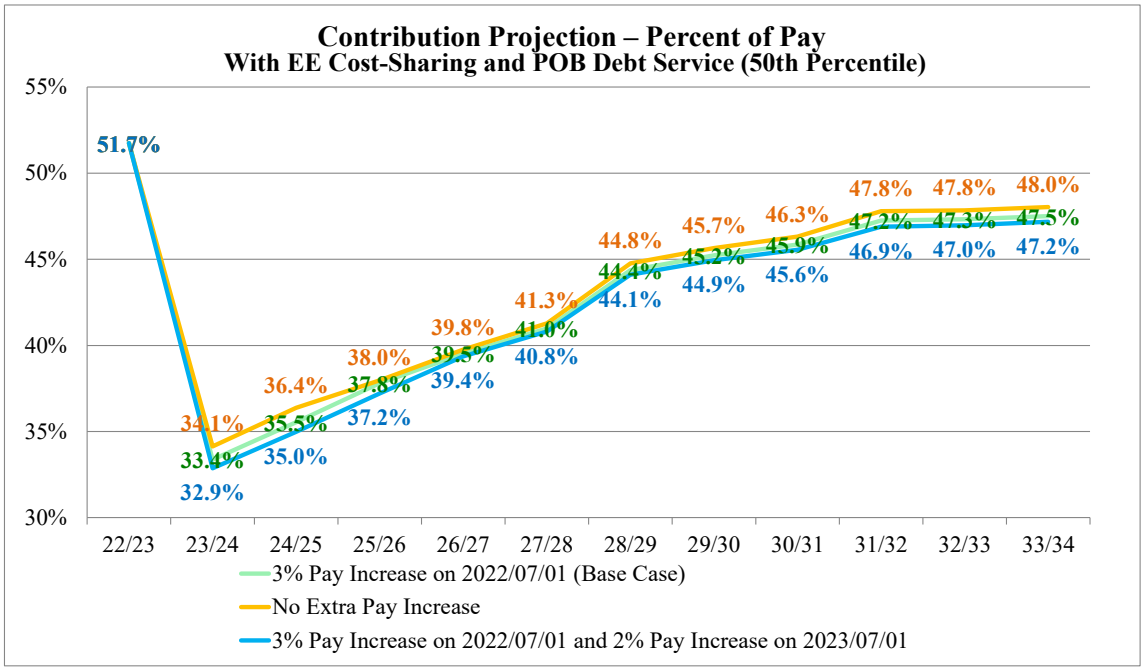
Projected Payroll

	2022/23	2023/24	2024/25	2025/26	2026/27+
Without Pay Increase[17]	$ 5,429	$ 5,581	$ 5,737	$ 5,897	2.8% annual increases
3% Increase at 7/1/22	5,591	5,748	5,909	6,074	
3% Increase at 7/1/22 & 2% Increase at 7/1/23	5,591	5,863	6,027	6,196	

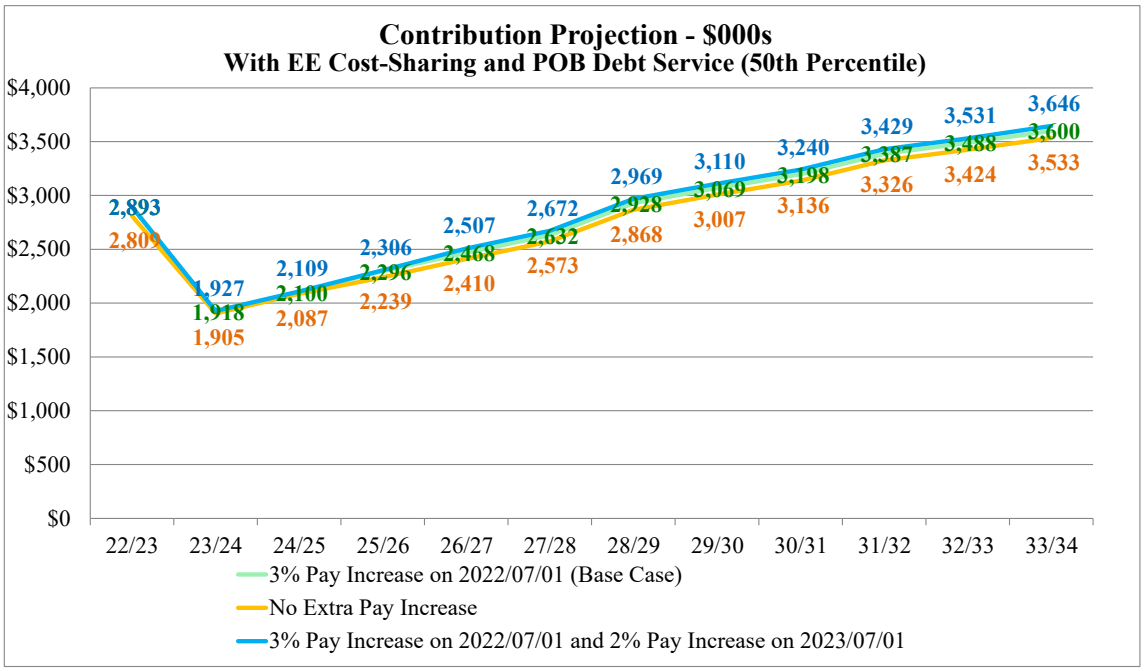
[17] Projected payroll from CalPERS 6/30/21 reports

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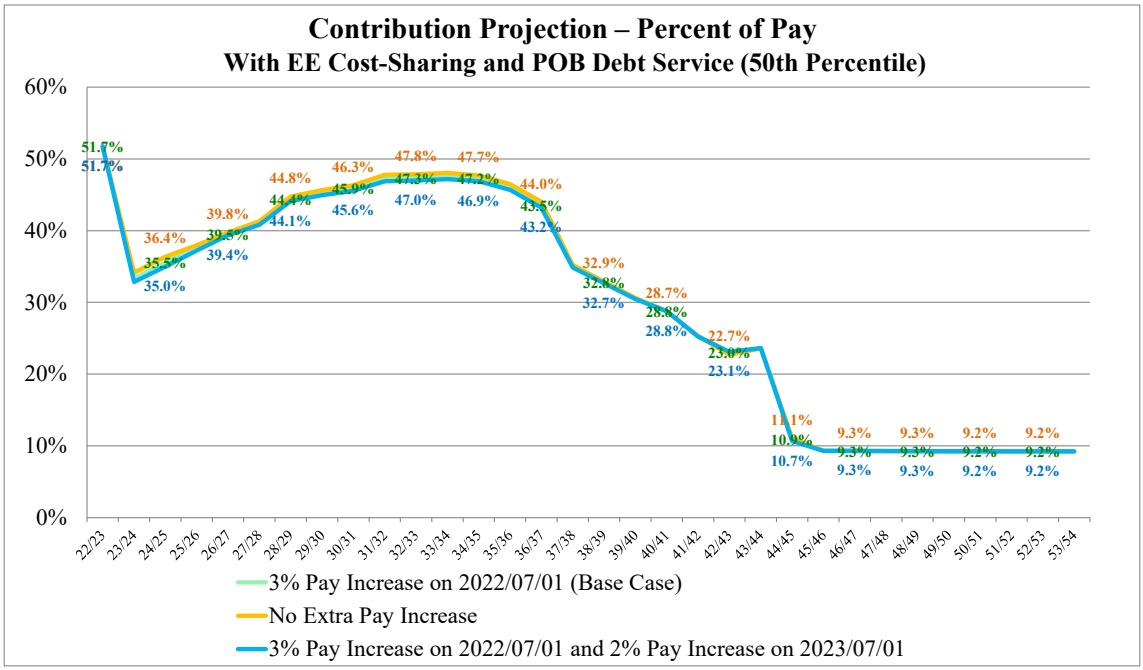
PAY INCREASE ANALYSIS - MISCELLANEOUS



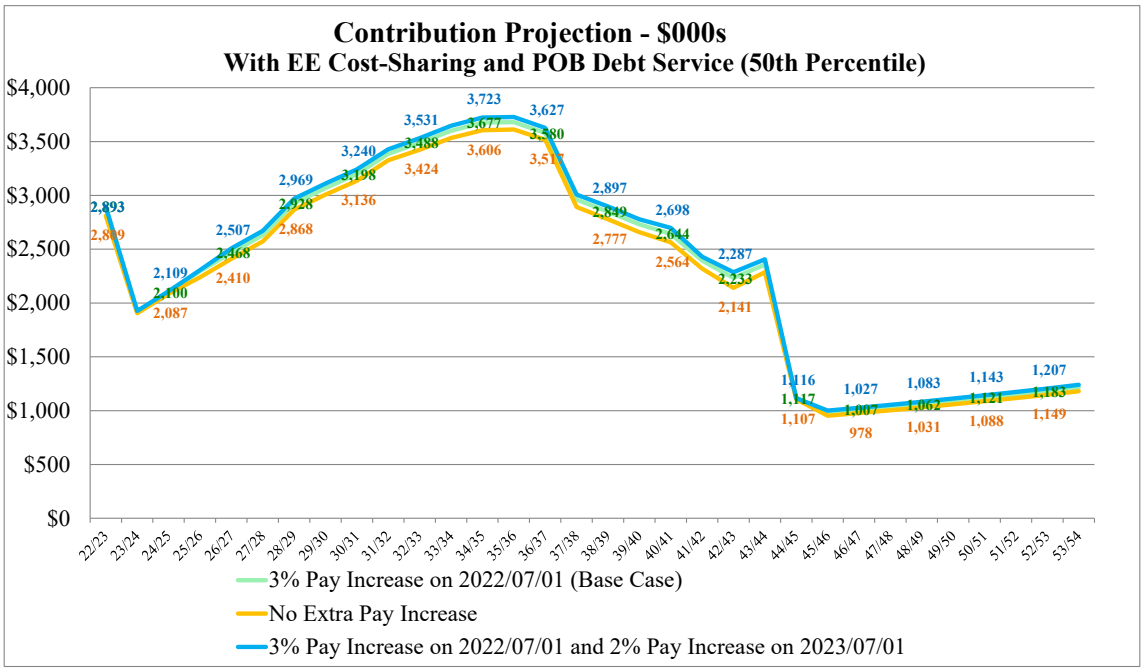
PAY INCREASE ANALYSIS - MISCELLANEOUS



PAY INCREASE ANALYSIS - MISCELLANEOUS



PAY INCREASE ANALYSIS - MISCELLANEOUS

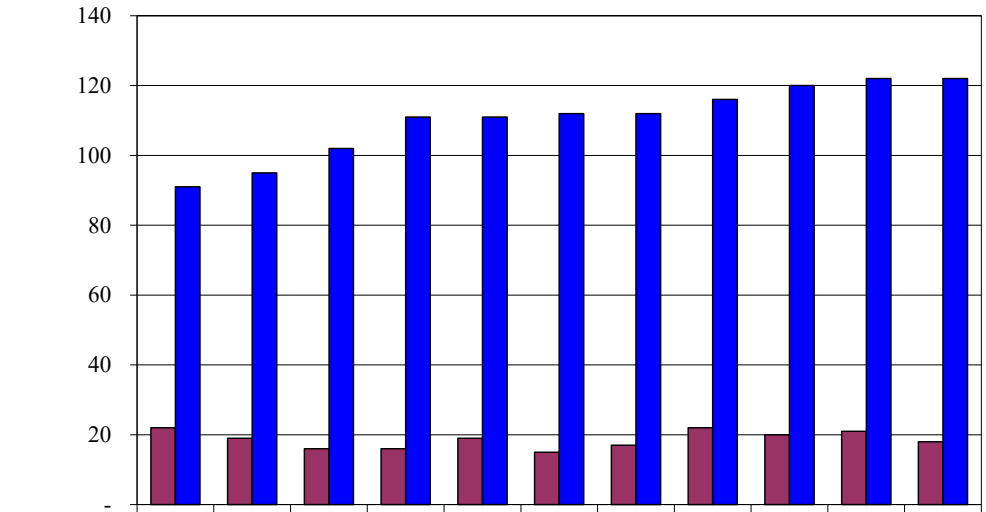


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SUMMARY OF DEMOGRAPHIC INFORMATION - SAFETY

	2011	2016	2020	2021
Actives				
■ Counts	22	15	21	18
■ Average PERSable Wages	$ 106,800	$ 106,400	$ 129,400	$ 128,800
■ Total PERSable Wages	2.3	1.6	2.7	2.3
Inactive Members				
■ Counts				
• Transferred	43	32	21	20
• Separated	8	9	10	12
• Receiving Payments	91	112	122	122

SUMMARY OF DEMOGRAPHIC INFORMATION - SAFETY



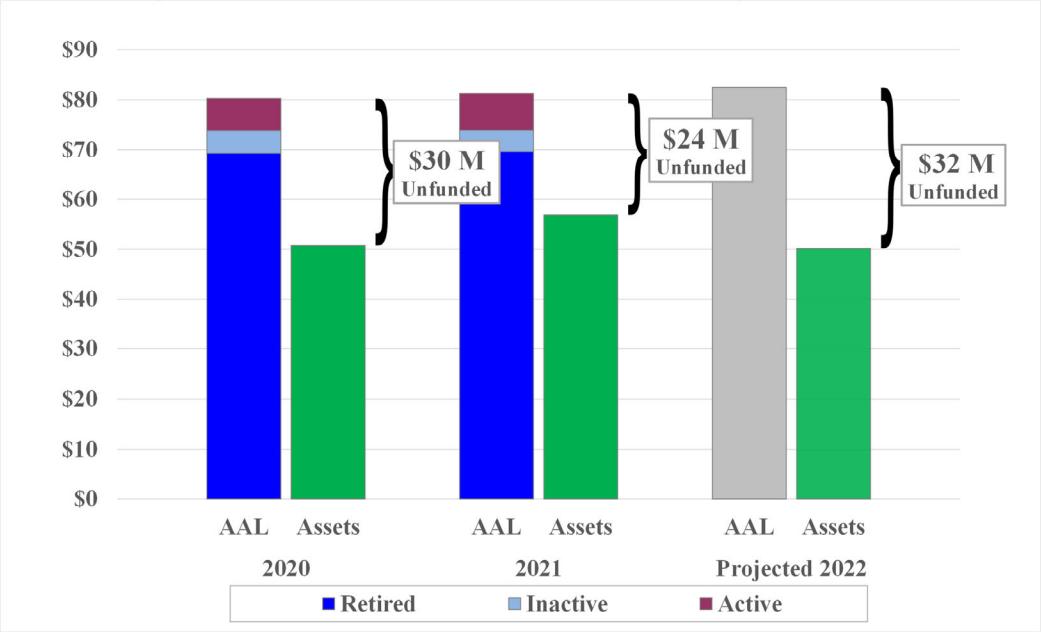
	'11	'12	'13	'14	'15	'16	'17	'18	'19	'20	'21
■ Actives	22	19	16	16	19	15	17	22	20	21	18
■ Receiving Payments	91	95	102	111	111	112	112	116	120	122	122

PLAN FUNDED STATUS - SAFETY

	June 30, 2020	June 30, 2021
■ **Actuarial Accrued Liability**		
● Active	$6,400,000	$7,300,000
● Retiree	69,300,000	69,700,000
● Inactive	4,600,000	4,300,000
● Total	80,300,000	81,300,000
■ **Assets**	50,700,000	56,800,000
■ **Unfunded Liability**	29,600,000	24,500,000
■ **Funded Ratio**	63.2%	69.9%
■ **Average funded ratio for CalPERS Public Agency Safety Plans**	69.2%	80.9%

PLAN FUNDED STATUS - SAFETY

City CalPERS Assets and Actuarial Liability ($Millions)[18]



[18] Projected 2022 assets reflects -7.5% CalPERS investment return for 2021/22.

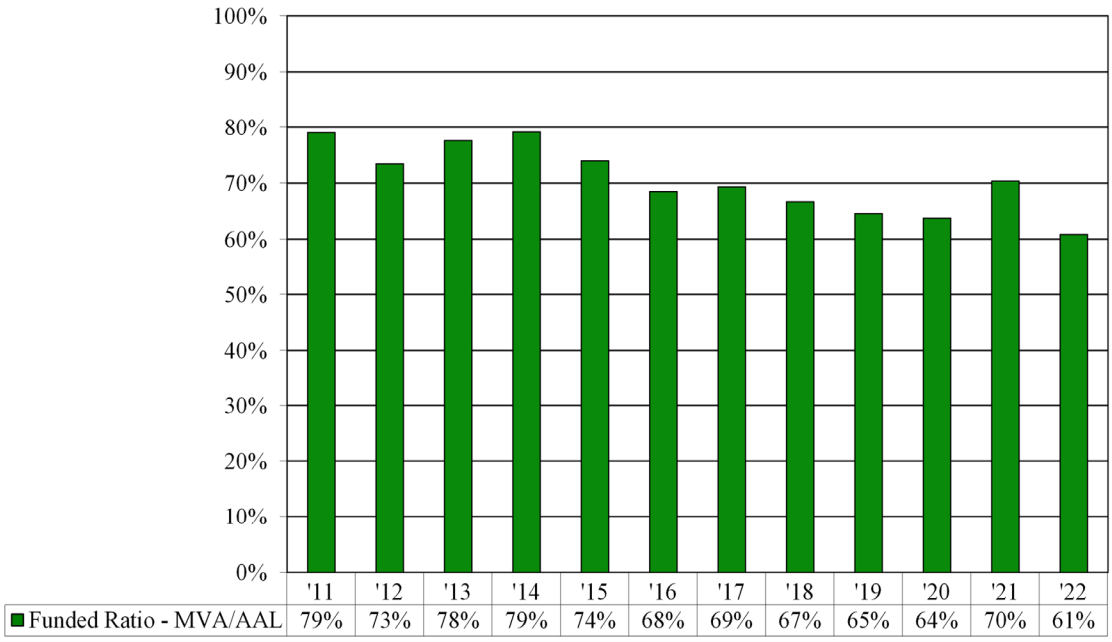
PLAN FUNDED STATUS - SAFETY

Discount Rate Sensitivity
June 30, 2021

	Discount Rate		
	6.80%	**6.30%**[19]	**5.80%**
AAL	$81,300,000	$86,300,000	$91,300,000
Assets	56,800,000	56,800,000	56,800,000
Unfunded Liability	24,500,000	29,500,000	34,500,000
Funded Ratio	69.9%	65.8%	62.2%

[19] Estimated by Foster & Foster.

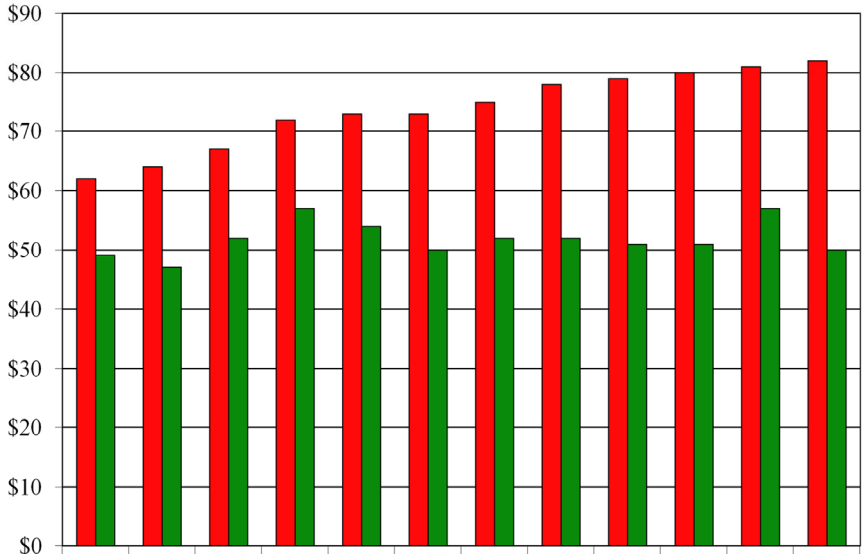
FUNDED RATIO - SAFETY



	'11	'12	'13	'14	'15	'16	'17	'18	'19	'20	'21	'22
Funded Ratio - MVA/AAL	79%	73%	78%	79%	74%	68%	69%	67%	65%	64%	70%	61%

6/30/22 funded status estimated

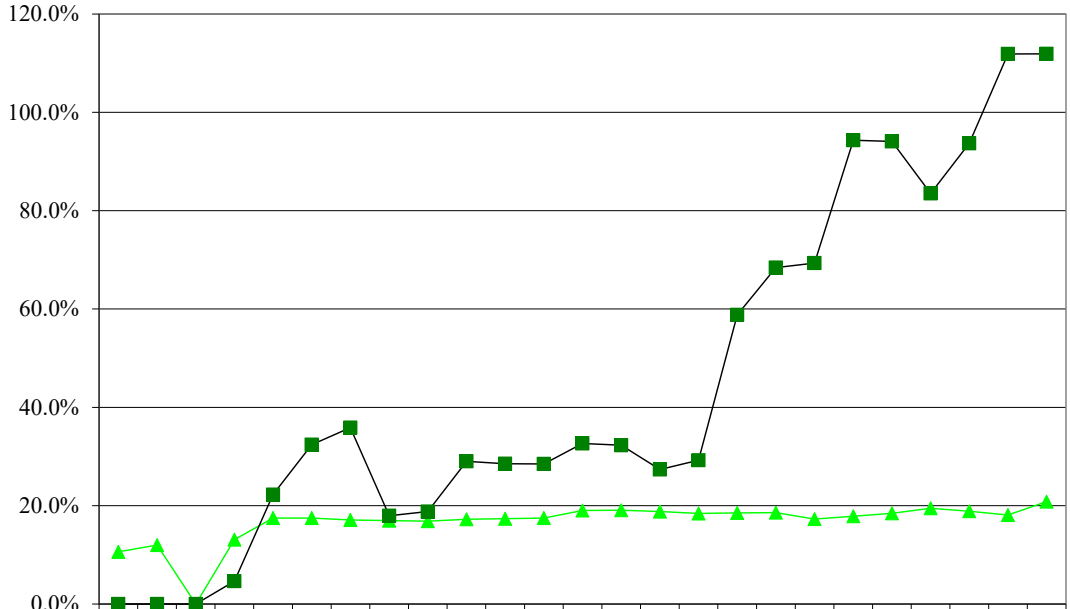
FUNDED STATUS (MILLIONS) - SAFETY



	'11	'12	'13	'14	'15	'16	'17	'18	'19	'20	'21	'22
Actuarial Liability	62	64	67	72	73	73	75	78	79	80	81	82
Market Asset Value	49	47	52	57	54	50	52	52	51	51	57	50

6/30/22 funded status estimated

CONTRIBUTION RATES - SAFETY



	FY 00	FY 01	FY 02	FY 03	FY 04	FY 05	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
ER Normal Cost	10.6%	12.0%	0	13.1%	17.5%	17.5%	17.1%	17.0%	16.8%	17.2%	17.3%	17.5%	19.0%	19.1%	18.8%	18.4%	18.5%	18.6%	17.3%	17.8%	18.4%	19.5%	18.9%	18.1%	20.8%
Total ER Cont Rate	0.0%	0.0%	0	4.7%	22.3%	32.4%	35.9%	17.9%	18.8%	29.0%	28.5%	28.5%	32.6%	32.3%	27.4%	29.2%	58.8%	68.4%	69.4%	94.3%	94.1%	83.5%	93.7%	111.9%	111.9%

FY02 contribution rates are missing

CONTRIBUTION RATES - SAFETY

	6/30/21 Valuation 2023/2024 Contribution Rates		
	Total[20]	**Tier 1 2%@55**	**PEPRA 2%@62**
■ Base Total Normal Cost	31.2%	34.6%	27.3%
■ Class 1 Benefits			
● Final One Year Compensation	0.8%	1.5%	-
● Total Normal Cost	32.0%	36.1%	27.3%
■ Formula's Expected EE Contr. Rate	11.2%	9.0%	13.8%
■ ER Normal Cost	20.8%	27.1%	13.5%
■ Amortization Payment	91.1%	168.7%	0.8%
■ Amortization of Side Fund	-	-	-
■ **Total ER Contribution**	**111.9%**	**195.8%**	**14.4%**
■ Employee counts	18	9	9
■ Employee payroll (in 000's)	$ 2,595	$ 1,395	$ 1,200
■ **Total ER Contribution $ (in 000's)**	**$ 2,904**	**$ 2,732**	**$ 172**

[20] Weighting of total contribution based on projected classic and PEPRA payrolls. Different from slide 22. Contribution rate has been adjusted based on projected FY23/24 payroll reflecting 3% pay increase at 7/1/22.

CONTRIBUTION RATES - SAFETY

	6/30/20 2022/2023[21]	6/30/21 2023/2024
■ Total Normal Cost	29.1%	32.0%
■ Employee Normal Cost	11.1%	11.2%
■ Employer Normal Cost	18.1%	20.8%
■ Amortization Payments	93.8%	91.1%[22]
■ Total Employer Contribution Rate	111.9%	111.9%
■ 2022/23 Employer Contribution Rate		111.9%
● 6/30/17 Discount Rate & Inflation (5th Year)		1.2%
● 6/30/18 Discount Rate change (4th Year)		1.8%
● 6/30/21 Demog. Assumption change (1st year, no ramp)		3.1%
● 6/30/21 Risk Mitigation (Normal Cost change)		1.4%
● Other (Gains)/Losses mainly net investment gain		-7.5%
■ 2023/24 Employer Contribution Rate		111.9%

[21] Different from slide 50. Contribution rate has been adjusted based on actual FY22/23 payroll.

[22] Equivalent to 10.2% of UAL. One year, 6.8% interest on the UAL is 60.8% of payroll. 2023/24 amortization payment exceeds interest on the UAL, so there is no "negative amortization."

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CONTRIBUTION PROJECTIONS - SAFETY

- Investment returns:
  - June 30, 2022 (7.5%)[23]
  - Future returns based on stochastic analysis using 1,000 trials
  - Single year returns[24] with current investment mix, no risk mitigation:

	Percentile		
	25th	50th	75th
First 10 years	**-1.8%**	**6.0%**	**14.7%**
After 10 years	**-0.7%**	**7.5%**	**16.4%**

  - Assumes investment returns will generally be lower over the next 10 years and higher beyond that.
- Discount Rate decreases due to Risk Mitigation policy – Ultimate rate 6.0%
- No Other: Gains/Losses, Method/Assumption Changes, Benefit Improvements
- Different from CalPERS projection
- Impact of Risk Mitigation Policy:
  - Net impact of investment gain and discount rate change amortized over 20 years with 5 year ramp up
  - Same amortization method for all future years

[23] Gross return based on June 30, 2022 CalPERS Annual Financial Comprehensive Report issued in November 2022.
[24] Nth percentile means N percentage of our trials result in returns lower than the indicated rates.

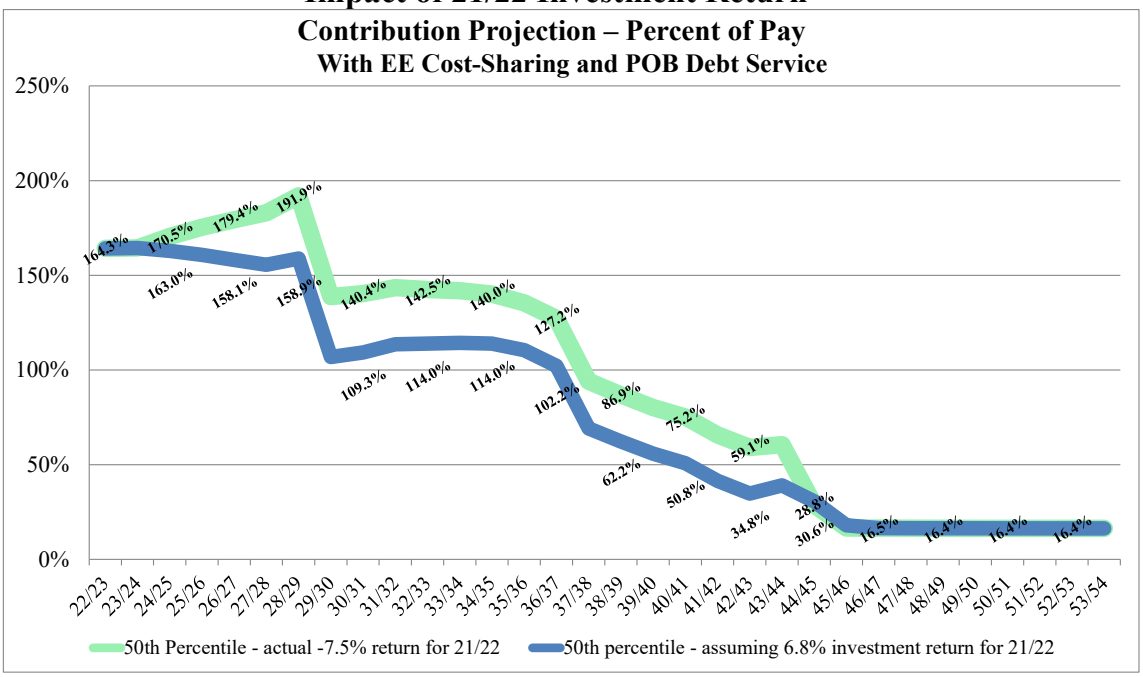
CONTRIBUTION PROJECTIONS - SAFETY

- New hire assumptions:
  - All new hires assumed PEPRA members and none are Classic members
- 6/30/21 employee distribution:

Benefit Tier	Count	%	20/21 Payroll	%
3%@50 FAE1	9	50.0%	$1,246,805	53.8%
2.7%@57 FAE3 (PEPRA)	9	50.0%	1,072,468	46.2%

- Employee Cost sharing: 3% for classic members
- Projection includes City additional 3% pay increase @ 7/1/22, in addition to CalPERS salary assumption

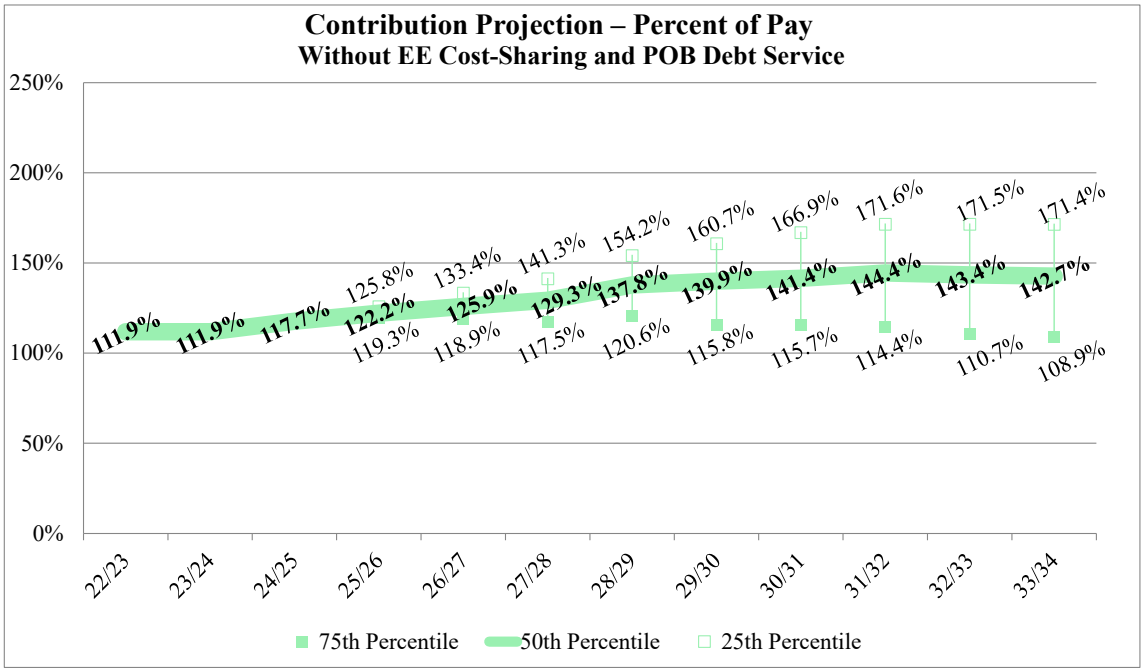
Impact of 21/22 Investment Return



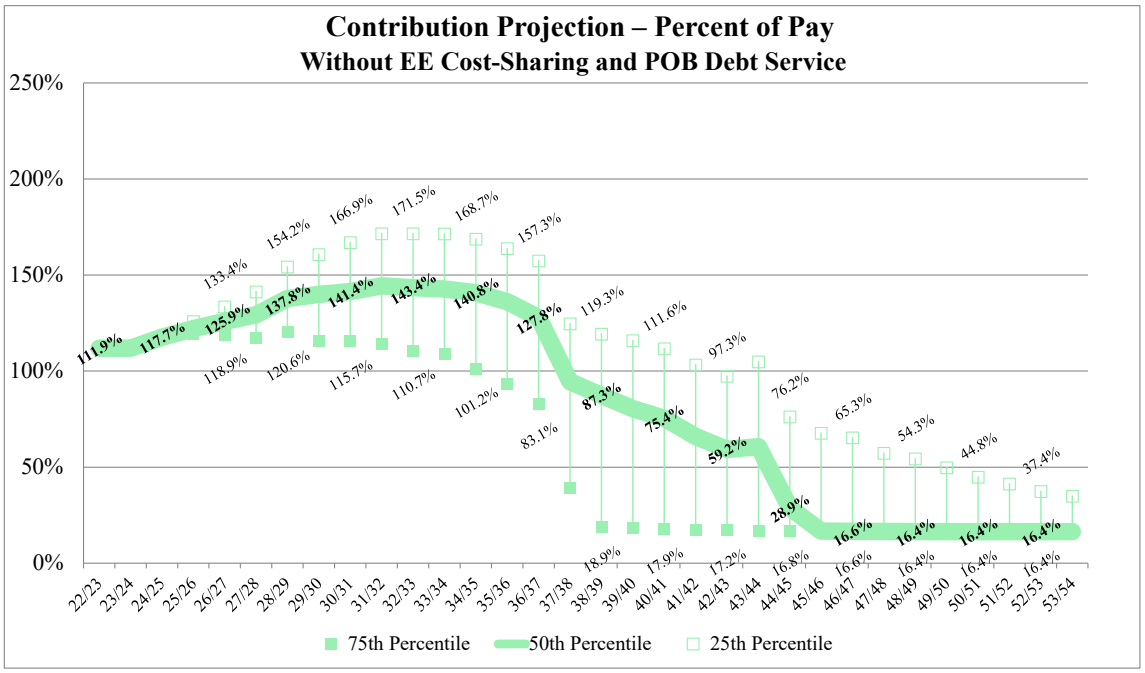
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CONTRIBUTION PROJECTIONS - SAFETY

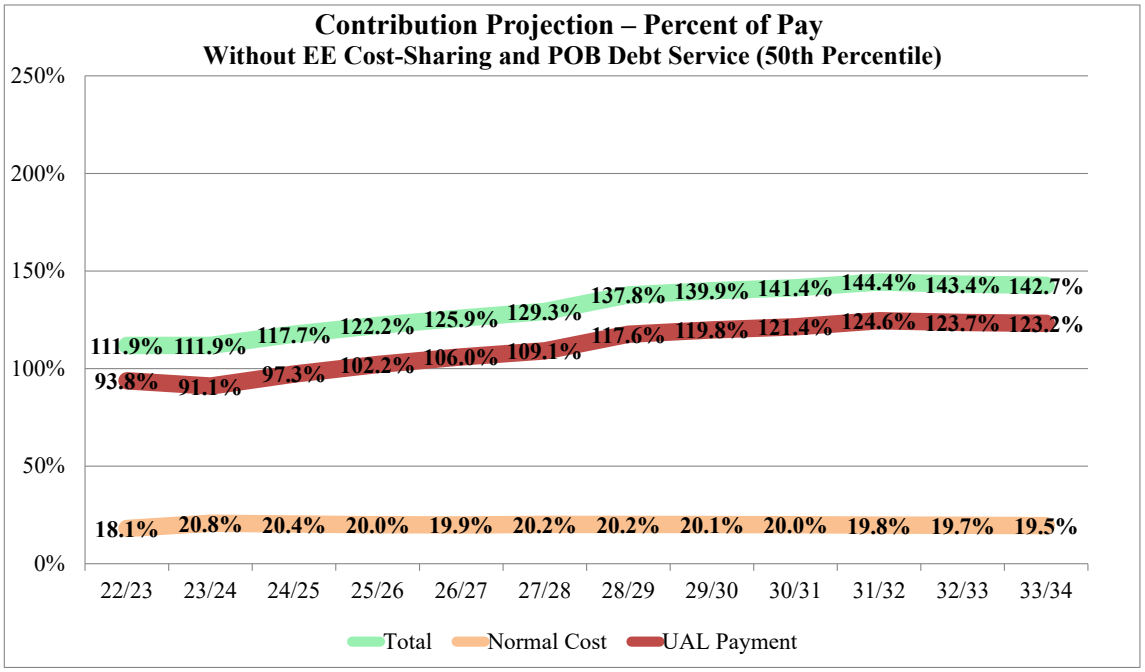


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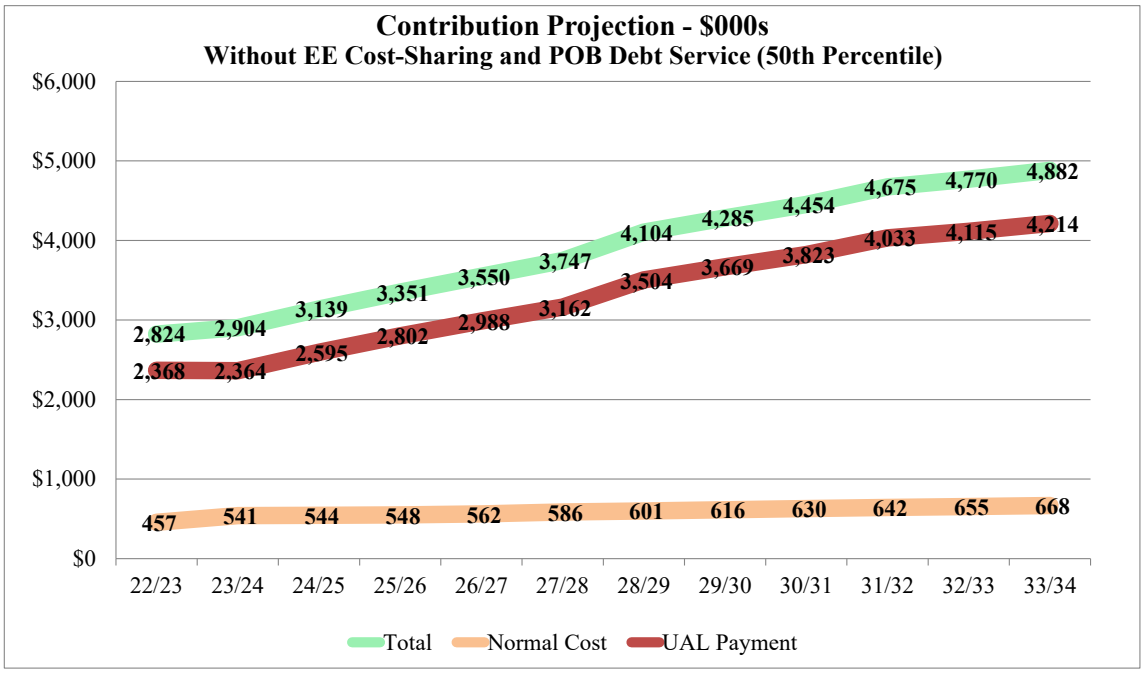


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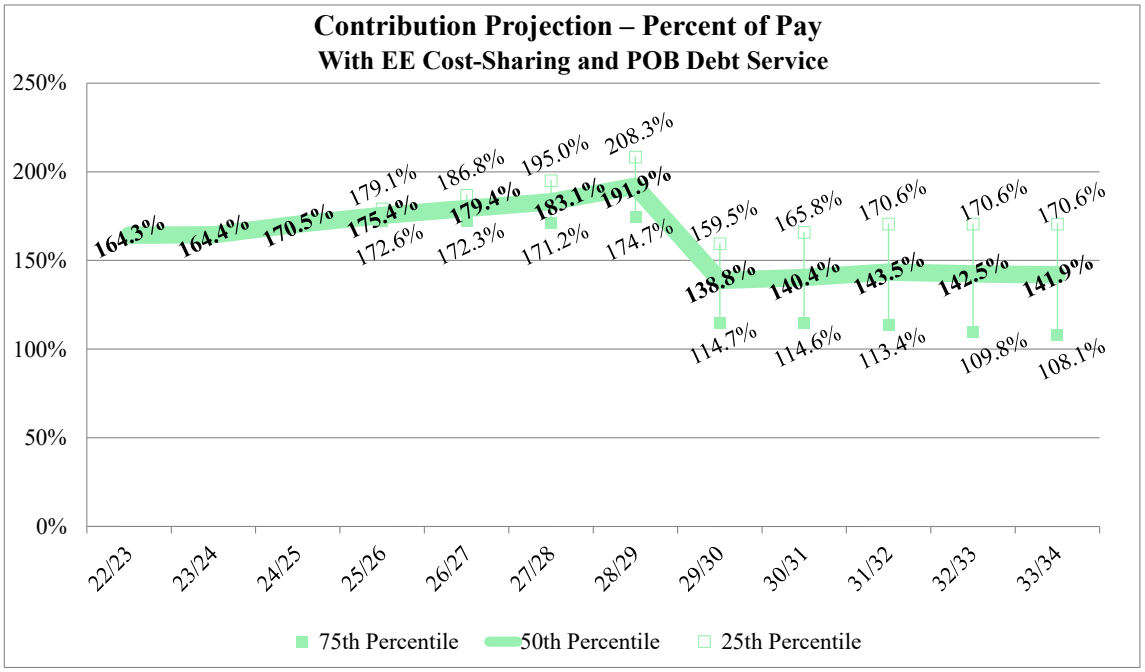
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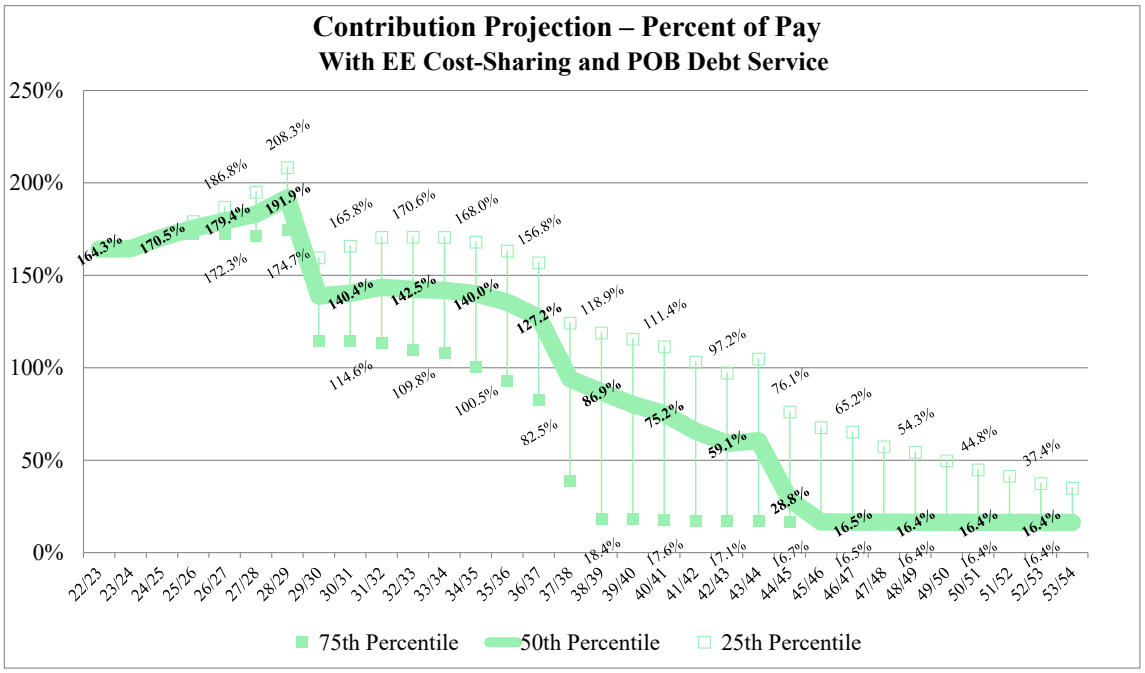
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CONTRIBUTION PROJECTIONS - SAFETY

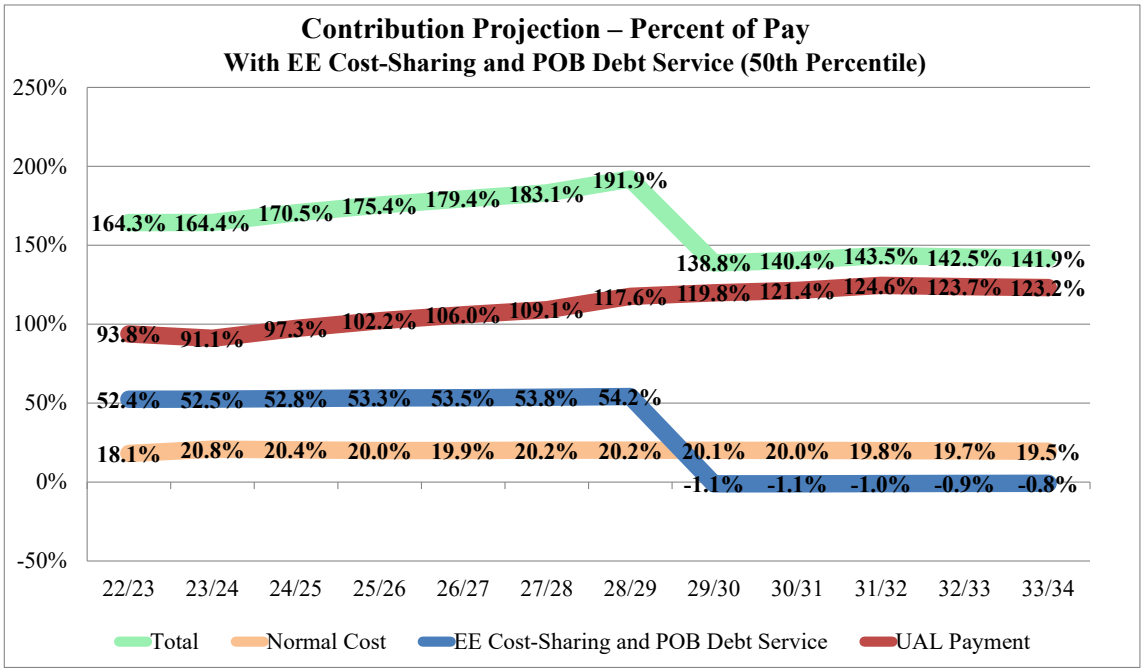


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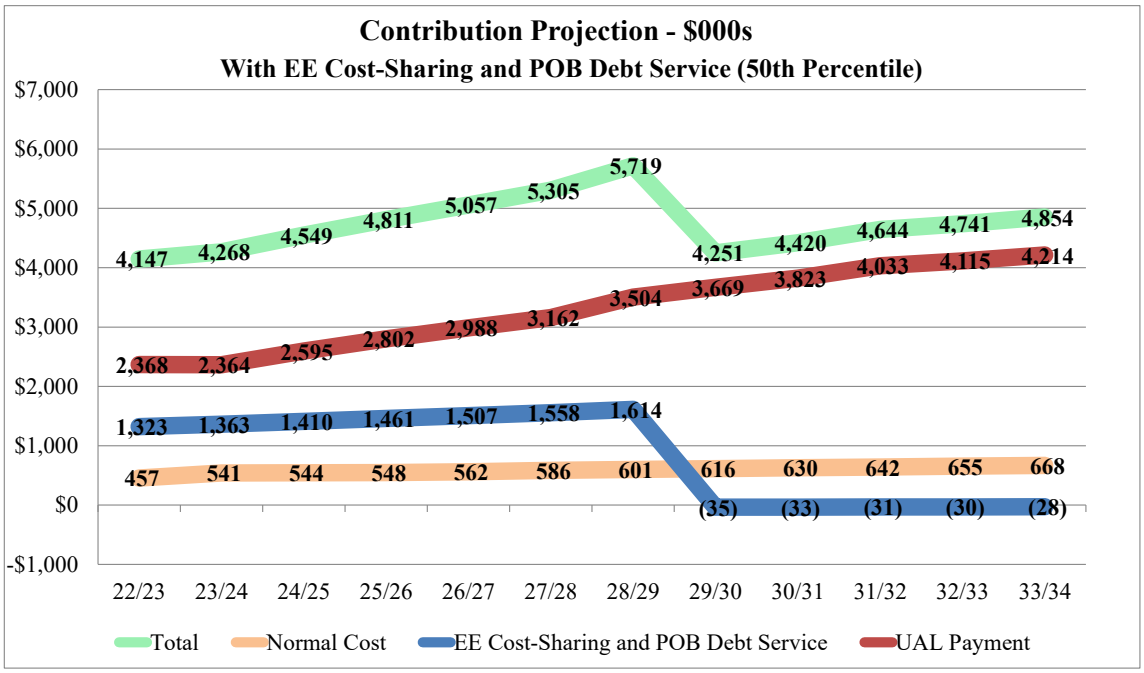


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CONTRIBUTION PROJECTIONS - SAFETY

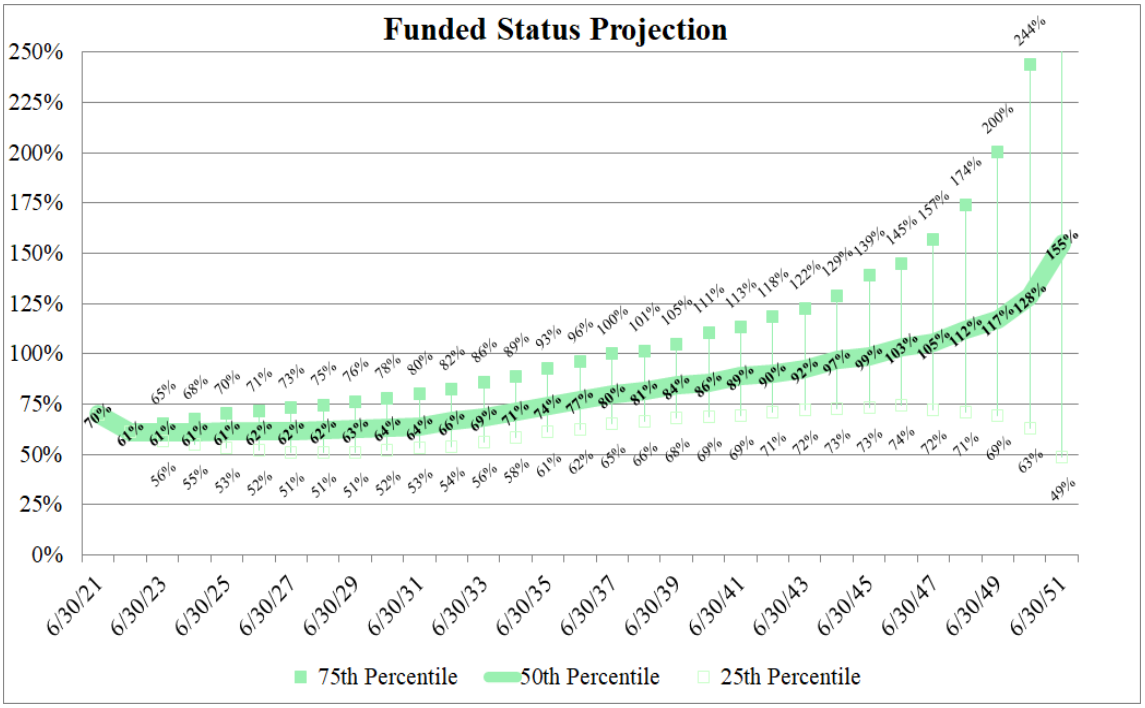


CONTRIBUTION PROJECTIONS - SAFETY



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FUNDED STATUS - SAFETY



FUNDED STATUS - SAFETY

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PAY INCREASE ANALYSIS - SAFETY

- Methodology
  - Assumes increases are addition to CalPERS Salary increase assumption
  - Assumes there is a permanent long term payroll impact
  - In reality, impact may wear away over time
- 3% COLA Increase at 7/1/22
  - 6/30/23 UAL increase: $224,000
  - 2025/26 UAL payment increase : : $23,000[25]
- 2% COLA Increase at 7/1/23
  - 6/30/24 UAL increase: $151,000
  - 2026/27 UAL payment increase : $15,500
- Normal Cost
  - No change to Normal Cost %
  - Dollar amount increase from higher payroll

[25] Level dollar amortization over 20 years

PAY INCREASE ANALYSIS - SAFETY

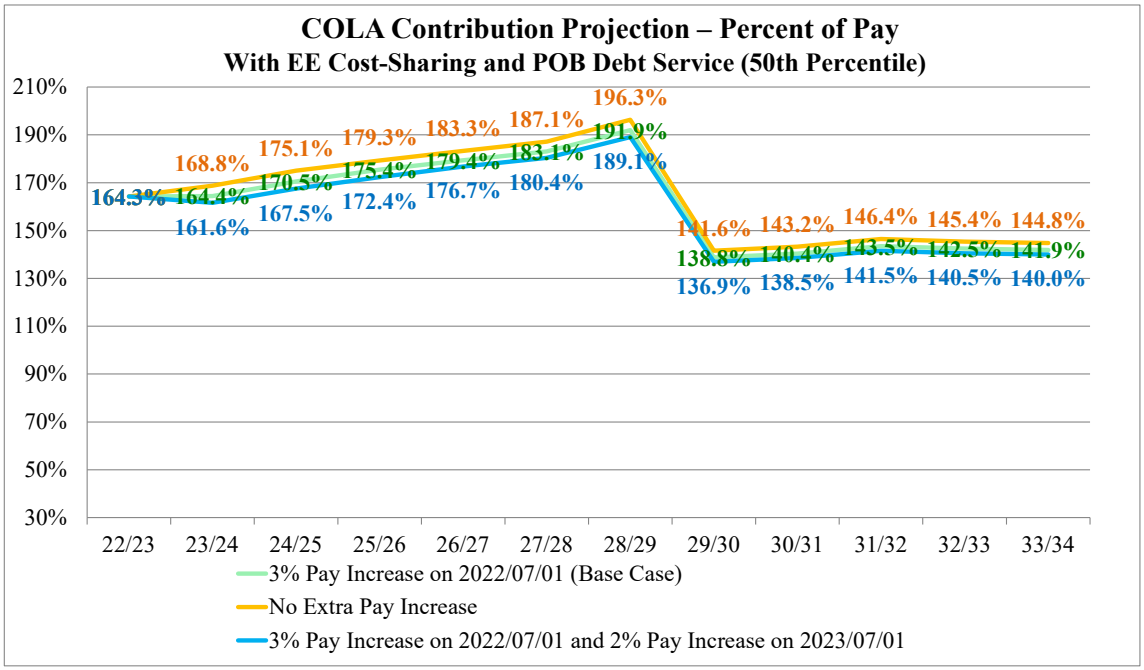
Projected Payroll

	2022/23	2023/24	2024/25	2025/26	2026/27+
Without Pay Increase[26]	$ 2,451	$ 2,520	$ 2,590	$ 2,663	2.8% annual increases
3% Increase at 7/1/22	2,524	2,595	2,668	2,743	
3% Increase at 7/1/22 & 2% Increase at 7/1/23	2,524	2,647	2,721	2,797	

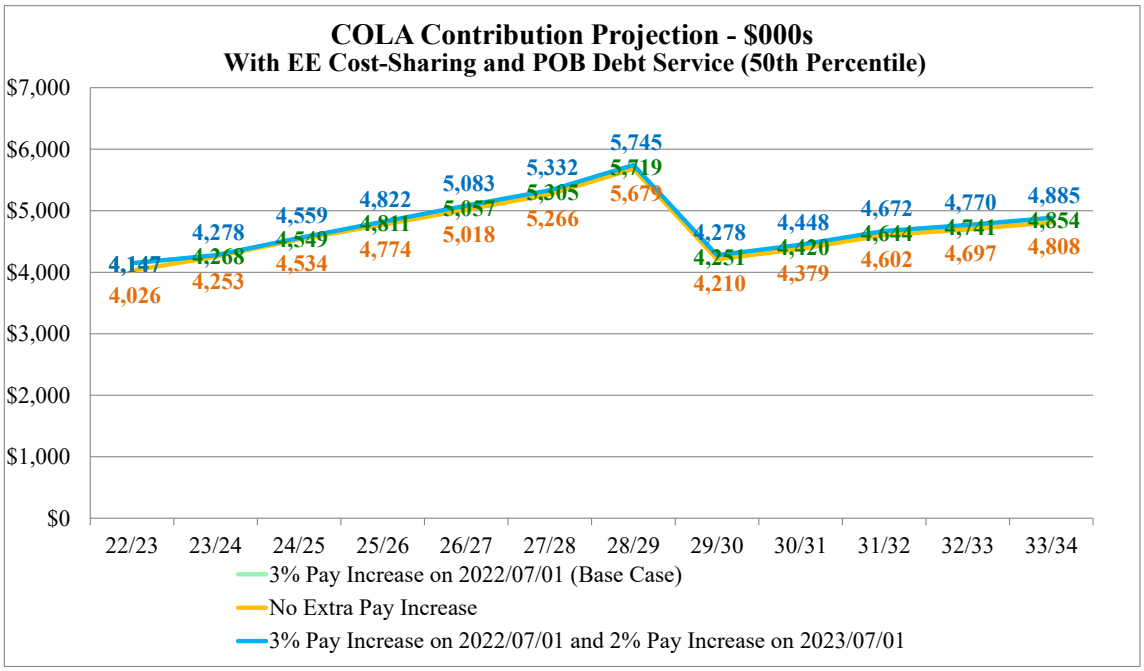
[26] Projected payroll from CalPERS 6/30/21 reports

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PAY INCREASE ANALYSIS - SAFETY

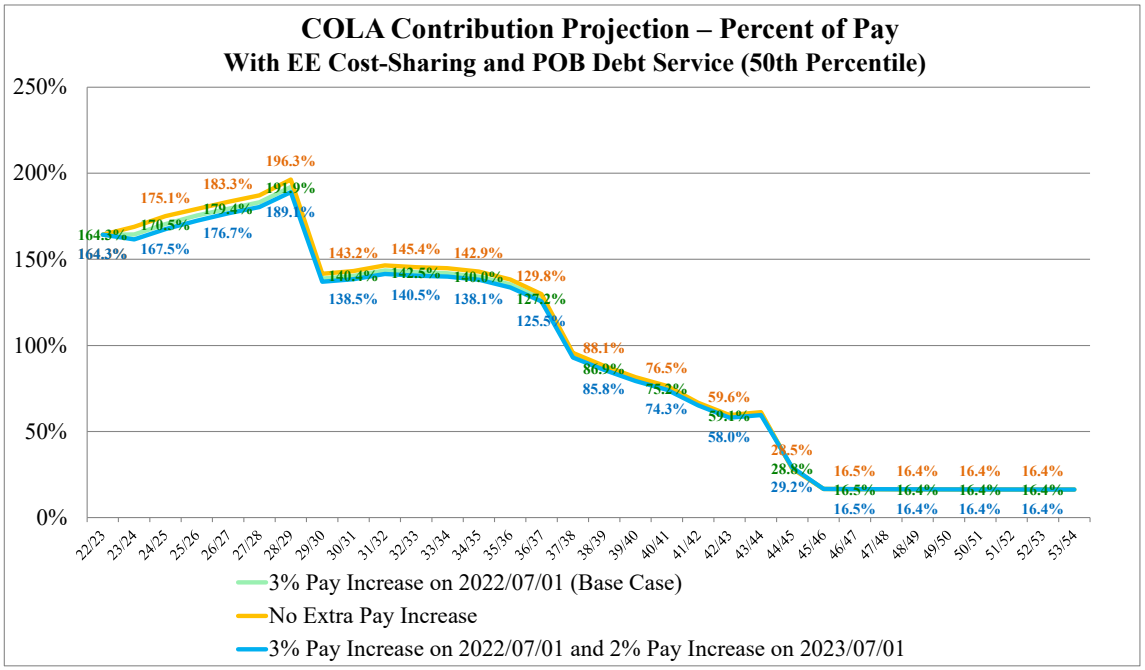


PAY INCREASE ANALYSIS - SAFETY

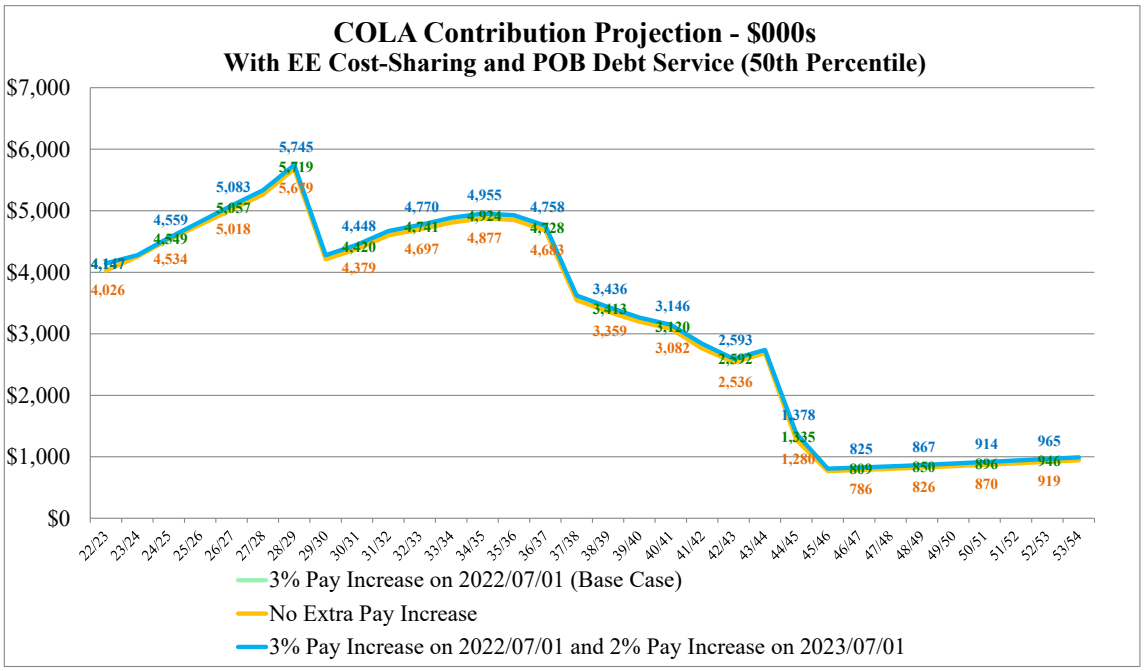


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PAY INCREASE ANALYSIS - SAFETY



PAY INCREASE ANALYSIS - SAFETY



Funded Status Summary on June 30, 2021

(Amounts in $Millions)

	Miscellaneous	Safety	Total
■ **AAL**	$ 62.5	$ 81.3	143.8
■ **Assets**	47.8	56.8	104.6
■ **Unfunded AAL**	14.7	24.5	39.2
■ **Funded Ratio**	76.5%	69.9%	72.7%

Projected Funded Status Summary on June 30, 2022[27]

(Amounts in $Millions)

	Miscellaneous	Safety	Total
■ **AAL**	$ 63.5	$ 82.2	$ 145.7
■ **Assets**	42.4	50.2	92.6
■ **Unfunded AAL**	21.1	32.0	53.1
■ **Funded Ratio**	66.8%	61.1%	63.6%

[27] Projected 2022 assets reflects -7.5% CalPERS investment return for 2021/22.

COMBINED MISCELLANEOUS AND SAFETY

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LEAVING CALPERS

- Participation in CalPERS is governed by State law and CalPERS rules
- The following are considered "withdrawing" from CalPERS:
  - Exclude new hires from CalPERS & giving them a different pension
  - Stop accruing benefits for current employees
- "Withdrawal" from CalPERS:
  - Treated as plan termination
  - Liability increased for conservative investments
  - Liability increased for future demographic fluctuations
  - Liability must be funded immediately by withdrawing agency
  - Otherwise, retiree benefits are cut

LEAVING CALPERS

CalPERS Termination Estimates on June 30, 2021 (Amounts in Millions)

Discount Rate	Ongoing Plan 6.80%	Termination Basis 1.00%	Termination Basis 2.25%
Miscellaneous			
Actuarial Accrued Liability	$ 62.5	$ 127.6	$ 109.5
Assets	47.8	47.8	47.8
Unfunded AAL (UAAL)	14.7	79.8	61.7
Funded Ratio	76.5%	37.4%	43.6%
Safety			
Actuarial Accrued Liability	$ 81.3	$ 181.5	$ 152.3
Assets	56.8	56.8	56.8
Unfunded AAL (UAAL)	24.5	124.7	95.5
Funded Ratio	69.9%	31.3%	37.3%

PEPRA Cost Sharing

- Target of 50% of total normal cost paid by all employees
- *PEPRA members* must pay greater of 50% of total normal cost or bargained amount if higher
- Employer cannot pay any part of *PEPRA member* required employee contributions
- Employer may impose current employees pay 50% of total normal cost (limited to 8% of pay for Miscellaneous and 12% for Safety) if not agreed through collective bargaining
- Miscellaneous Plan 2023/24:

	Classic Members Tier 1 2%@55 FAE1	New Members PEPRA 2%@62 FAE3
Employer Normal Cost	12.5%	7.68%
Member Normal Cost	6.9%	7.75%
Total Normal Cost	19.4%	15.43%
50% Target	9.7%	7.72%

PEPRA Cost Sharing

- Safety Plan 2023/24:

	Classic Members Tier 1 3%@50 FAE1	New Members PEPRA 2.7%@57 FAE3
Employer Normal Cost	27.1%	13.54%
Member Normal Cost	9.0%	13.75%
Total Normal Cost	36.1%	27.29%
50% Target	18.1%	13.65%

- PEPRA Member Contributions:

Group	2022/23		2023/24			
	Total NC (Basis)	Member Rate	Total Normal Cost	Change	Member Rate	Method
Miscellaneous	13.74%	6.75%	15.43%	**1.7%**	**7.75%**	PEPRA Members
Safety	26.04%	13.00%	27.29%	**1.2%**	**13.75%**	PEPRA Members

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IRREVOCABLE SUPPLEMENTAL (§115) PENSION TRUST

- Can only be used to:
  - Reimburse City for CalPERS contributions
  - Make payments directly to CalPERS
- Investments significantly less restricted than City investment funds
  - Fiduciary rules govern Trust investments
  - Usually, designed for long term returns
- Assets don't count for GASB accounting
  - Are considered Employer assets
- Over 100 trusts established, mostly since 2015
  - Trust providers: PARS, PFM, Keenan
  - California Employers' Pension Prefunding Trust (CEPPT) effective July 2019
    - Strategy 1: 48% stocks / 52% bonds
    - Strategy 2: 22% stocks / 78% bonds

IRREVOCABLE SUPPLEMENTAL (§115) PENSION TRUST

- More flexibility than paying CalPERS directly
  - City decides if and when and how much money to put into Trust
  - City decides if and when and how much to withdraw to pay CalPERS or reimburse Agency
- Funding strategies typically focus on
  - Reducing the unfunded liability
    - Fund enough to make total CalPERS UAL = 0
    - Make PEPRA required payments from Trust when overfunded
  - Stabilizing contribution rates
    - Mitigate expected contribution rates to better manage budget
  - Combination
    - Use funds for rate stabilization/budget predictability
    - Target increasing fund balance to pay off UAL sooner

IRREVOCABLE SUPPLEMENTAL (§115) PENSION TRUST

- Consider:
  - How much can you put into Trust?
    - ☐ Initial seed money?
    - ☐ Additional amounts in future years?
  - When do you take money out?
    - ☐ Target budget rate?
    - ☐ Year target budget rate kicks in?
    - ☐ Before or after CalPERS rate exceeds budgeted rate?

IRREVOCABLE SUPPLEMENTAL (§115) PENSION TRUST

Supplemental Trust vs. CalPERS

Supplemental Trust	CalPERS
● Flexible	● Locked In
● Likely lower long-term return	● Likely higher long-term return
● Investment strategy choice	● No investment choice
● Does not reduce net pension liability for GASB reporting	● Reduces net pension liability for GASB reporting
● More visible	● More restricted

Illustration
Supplemental Trust Assumptions

	Miscellaneous	Safety
Contributions		
● Initial Contribution at 6/30/23	$200,000	$300,000
● Additional Contributions[28] (2023/24 to 2026/27)	2.5% of Payroll	4.0% of Payroll
Trust Earnings	5.0%	5.0%

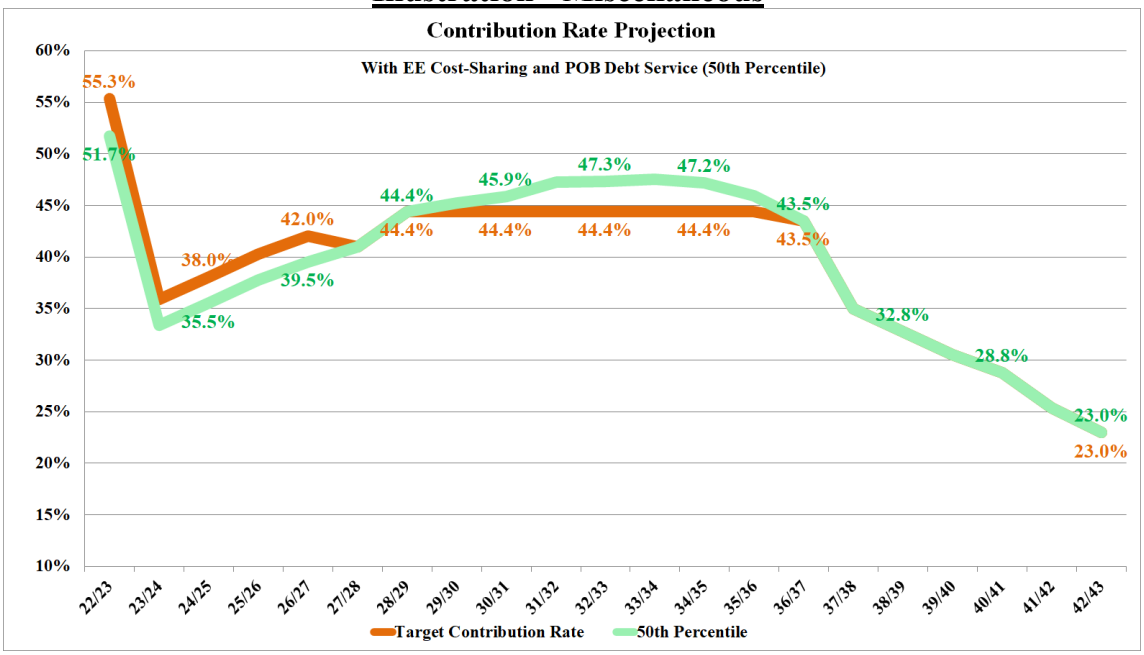
[28] For 2023/24 this is approximately $144,000 for Miscellaneous and $104,000 for Safety.

IRREVOCABLE SUPPLEMENTAL (§115) PENSION TRUST

Illustration
Projected Contribution Targets/Savings

	Miscellaneous	Safety
Target		
● City's Target Contribution Rate	44.4%	135.7%
● 1st Year of Trust Withdrawals	2028/29	2029/30
● Last Year of Trust Withdrawals	2035/36	2034/35
Savings		
● Total	$405,000	$360,000
● Present Value of Savings (3% discount rate)	147,000	128,000

Illustration - Miscellaneous



IRREVOCABLE SUPPLEMENTAL (§115) PENSION TRUST

Illustration - Miscellaneous

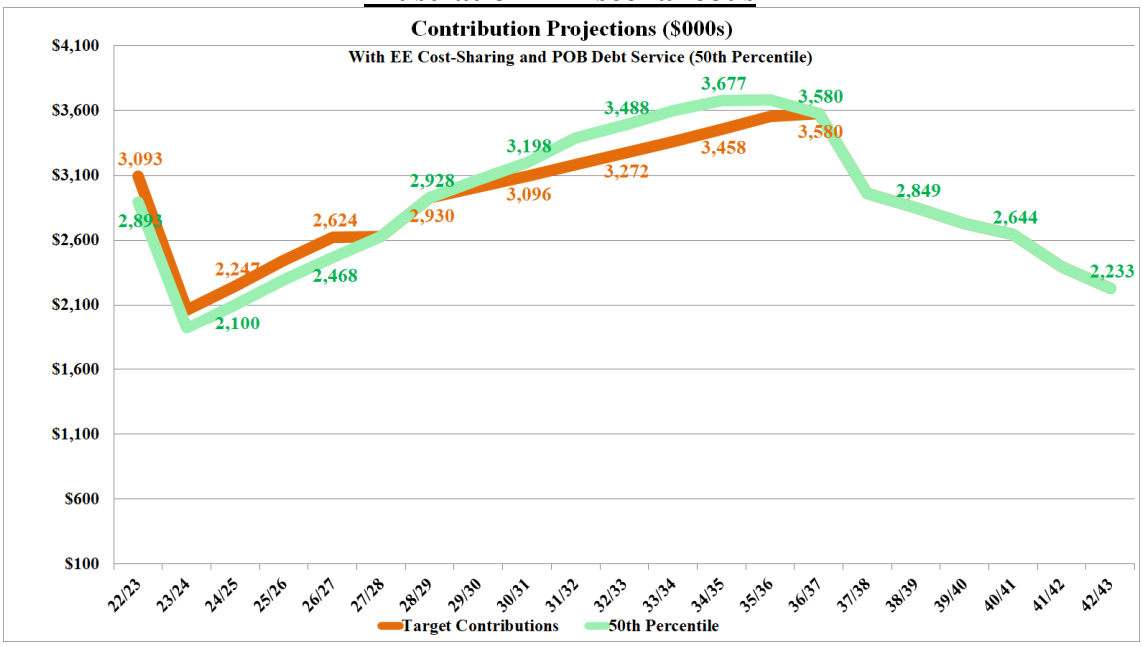
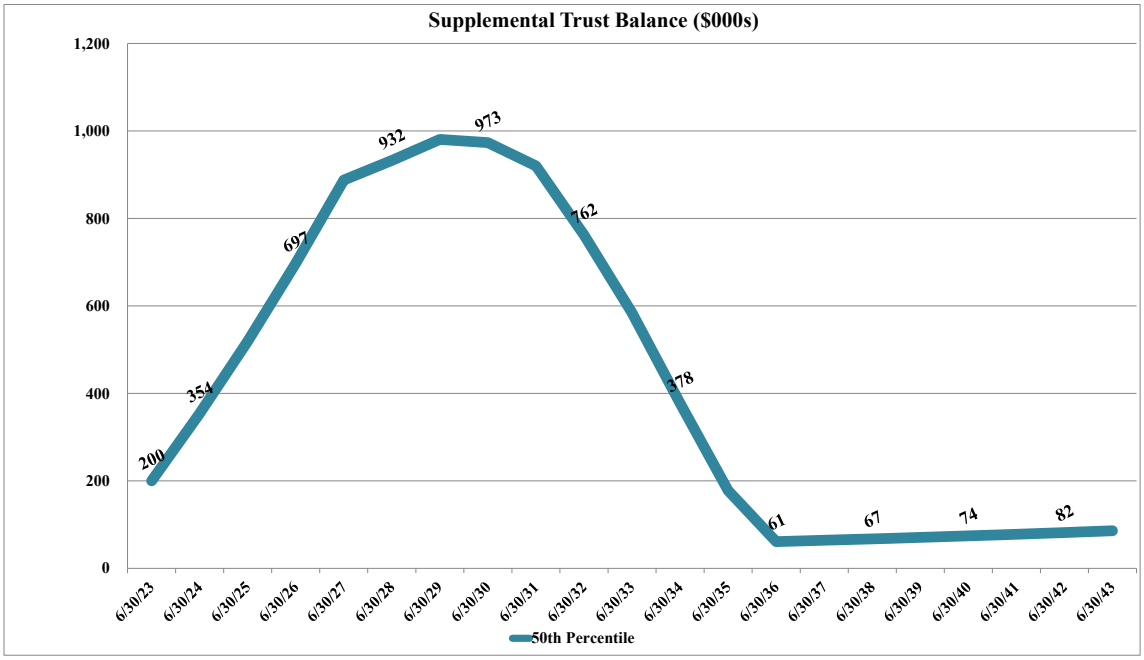
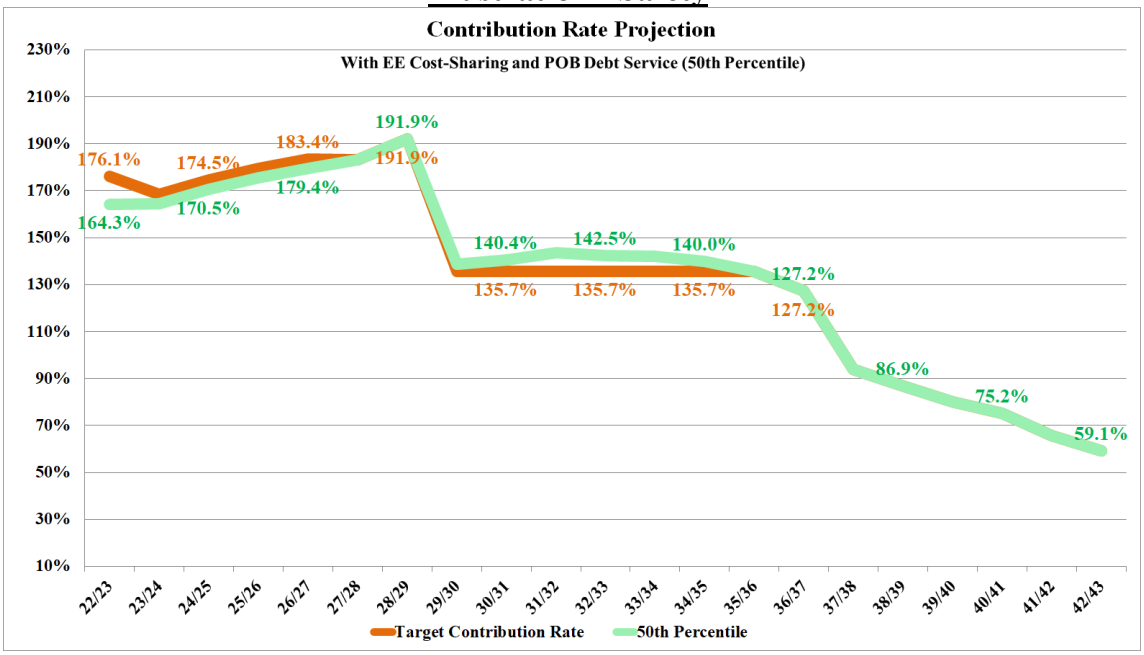


Illustration - Miscellaneous



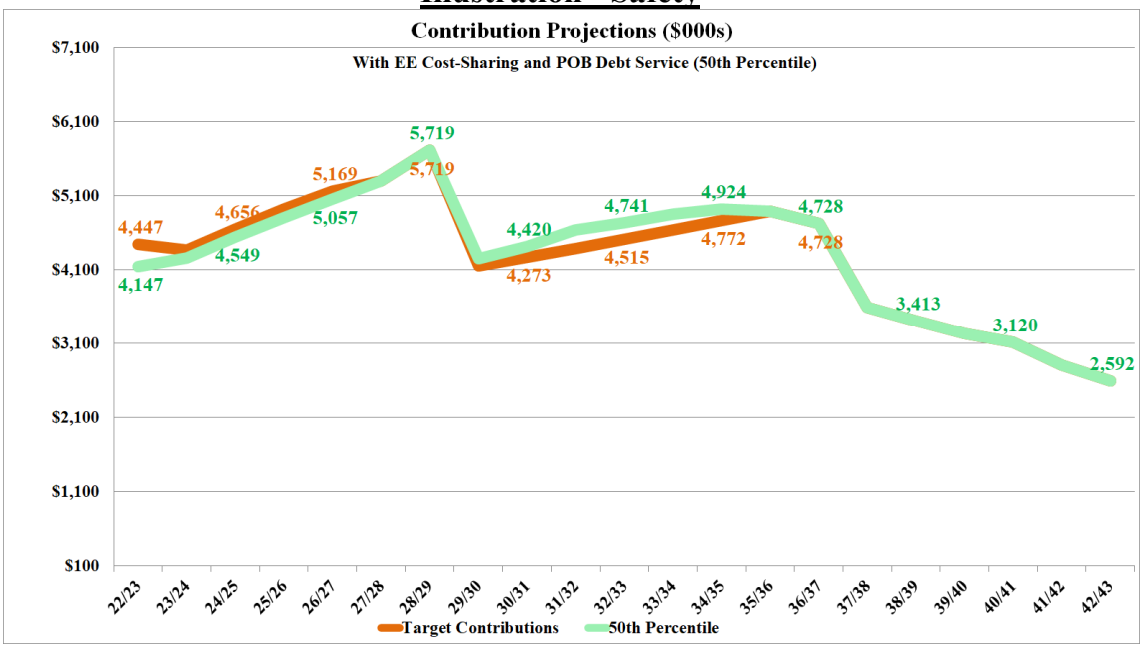
IRREVOCABLE SUPPLEMENTAL (§115) PENSION TRUST

Illustration - Safety



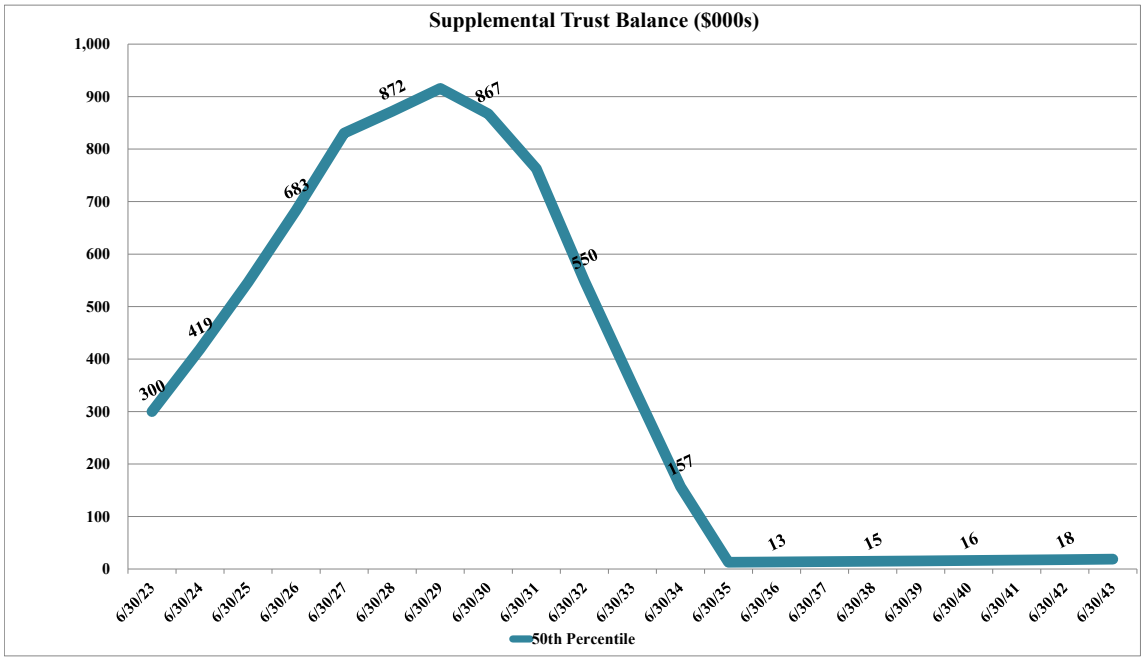
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Illustration - Safety



IRREVOCABLE SUPPLEMENTAL (§115) PENSION TRUST

Illustration - Safety



ACTUARIAL CERTIFICATION

This report presents analysis of the City of Pacific Grove 's CalPERS pension plans. The purpose of this report is to provide the City:

- Historical perspective on the plan investment returns, assets, funded status and contributions.
- Projections of likely future contributions and the impact of investment volatility

The calculations and projections in this report are based on information contained in the City's June 30, 2021 and earlier CalPERS actuarial valuation reports. We reviewed this information for reasonableness, but do not make any representation on the accuracy of the CalPERS reports.

Future investment returns and volatility are based on Foster & Foster Capital Market model which results in long term returns summarized on pages 25 and 55.

Future results may differ from our projections due to differences in actual experience as well as changes in plan provisions, CalPERS actuarial assumptions or methodology. Other than variations in investment return, this study does not analyze these.

To the best of our knowledge, this report is complete and accurate and has been conducted using generally accepted actuarial principles and practices. As members of the American Academy of Actuaries meeting the Academy Qualification Standards, we certify the actuarial results and opinions herein.

Respectfully submitted,

DRAFT

Doug Pryor, ASA, EA, MAAA
Foster & Foster, Inc.
DRAFT

DRAFT

Bianca Lin, FSA, EA, MAAA
Foster & Foster, Inc.
DRAFT

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

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

MEETING DATE: July 05, 2023

SUBJECT: Purple Pipe Feasibility Study ***This item was continued from the Council's June 21, 2023 meeting.***

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

RECOMMENDATION

1. Receive Report and Provide Direction.
2. Alternatively, discuss and take other action related to this item.

DISCUSSION

The City of Pacific Grove (City) constructed the Pacific Grove Local Water Project (LWP) and completed construction in 2017. The primary purpose of the project was to produce and distribute high quality recycled water to replace potable water, previously used for irrigation purposes. The LWP consisted of the construction of a sewer diversion structure, a 0.25 million gallons per day satellite recycled water treatment plant, pump station, force main pipeline, approximately 0.50 miles (2,800 linear feet (LF)) of 8-inch pipeline to convey recycled water to existing irrigation systems, connections to two public restrooms for toilet flushing, and onsite retrofits required for the use of recycled water. The project can serve up to 125 acre-feet per year of recycled water primarily to the Pacific Grove Golf Links, Point Pinos Lighthouse and El Carmelo Cemetery. The predominant use of recycled water is for landscape irrigation.

Historically, the LWP has not maximized its production, producing less than 125-acre feet annually. Not reaching the LWP capacity, has granted the potential for expansion of our distribution system of recycled water, though there are constraints and cost associated with expansion.

Through the City's FY22/23 Capital Improvement Program (CIP), the City Council requested that Public Works investigate and prepare a report to determine the potential feasibility of expanding the LWP to areas that are available for irrigation. The attached technical memorandum (Attachment 1) investigates the feasibility of extending recycled water supply to Perkins Park, Lover's Point, and Caledonia Parks from the LWP.

The technical memo (memo) evaluates the availability of the recycled water demand to expand to the three parks, construction costs associated with expansion to the parks, and wastewater flows that serve the LWP.

Recycled Water Demand for Expansion:
The three parks under evaluation for recycled water to be used for irrigation purposes are Caledonia, Lovers Point and Perkins Parks. These parks are located near the eastern end of the front nine holes of the Pacific Grove Golf Course where two potential connection points for the park expansion could occur (near the 7th and 6th tees of the golf course). The chart below shows the average historic water use for the parks. These figures illustrate that the annual irrigation use is minimal.

Location/Park	Annual Average in gallons	Annual Average in Acre Feet
Caledonia	387,762	1.19
Lovers Point	713,613	2.19
Perkins Park	498,552**	1.53

* Average for years between 2016-2022
** Calculation is for 4 of the 5 meters at the park. The 5th meter has minimal use.

Construction Cost for Expansion:
Over the last few years construction cost have escalated quickly. To install a delivery pipeline costs would range between $140 -$250 per linear foot, depending on location (green space vs. Roadway)

Location/Park	Total length of Pipe	Total Installation Cost
Caledonia	700 LF	$229,000
Lovers Point	1,480 LF	$594,000
Perkins Park	2,555	$666,000

*Includes design, engineering, permitting, pipeline installation and connections points.

For comparison, installing and delivering recycled water to all 3 parks would cost about $16,000 per acre foot. Current costs for the use and delivery of potable water at the parks is approximately $7,500 per acre-foot, significantly more cost-effective.

Wastewater Flows:
The LWP was designed and constructed to produce up to 125 Acre Feet of recycled water annually. The LWP operator has reported that during the early morning hours (1 AM to 6 AM) the flow in the sewer does not appear to be sufficient to maintain operation of the LWP at its design capacity. The City conducted flow testing in our main sewer trunk line where the sewer water is diverted for treatment. 2022 flow testing has determined that there is 10% more flow in the line compared to testing that was conducted in 2016, but flow between 2 am and 6 am is less than the minimum inflow required to produce during these hours. This is resulting in the plant not maximizing production and barley being able to produce enough recycled water for the current users, the golf course and cemetery.

Ultimately, the current plant inflow (which is the raw wastewater received to the plant) is not sufficient to produce reclaimed water to these additional three parks.

Takeaways and Recommendation

- Usage of potable water is not substantially high at these locations
- Cost of installation and delivery of reclaimed/non-potable water is significantly more costly than the current use of potable water
- The LWP does not currently have enough inflow to allow expansion to these three sites
- Although the use of reclaimed water provides environmental benefits, the plant produced enough inflow to support these additional locations; even if the inflow was at a rate to support expansion, the return on investment would not be actualized for over 30 years

Staff recommends not proceeding with the expansion of reclaimed water delivery from the LWP to the three above mentioned parks.

OPTIONS

Provide alternative direction.

FINANCIAL IMPACT:

There is no fiscal impact by receiving this report.

FOCUSED PRIORITY AREA: Infrastructure

Attachments

Staff PPT

Feasibility Study

Purple Pipe Feasibility Study



City Council
City of Pacific Grove

Background

- PGLWP began producing in reclaimed irrigation water in 2017
- Plant can produce up to 125 Acre Feet per year
- Current customers are golf course, cemetery, lighthouse and truck fill
- Plant historically has not reached production capacity



Expansion of LWP

- CIP project to expand to nearby parks
- Staff proceeded with a feasibility study to determine available sewer flow and potential cost to expand services; Removing from potable to reclaimed
- Three nearby parks:
  - Caledonia
  - Lovers Point
  - Perkins Park

Water Demand

Location/Park	Annual Average in Gallons*	Annual Average in Acre Feet*
Caledonia	387,762	1.19
Lovers Point	713,613	2.19
Perkins Park	498,552**	1.53**

*** Average for years between 2016-2022**
**** 4 of the 5 meters calculated. The 5th meter has minimal use**

Cost to Expand

Location/Park	Total Length of Pipeline	Total Installation Cost*
Caledonia	700 LF	$229,000
Lovers Point	1,480 LF	$594,000
Perkins Park	2,555	$666,000

- Construction cost range between $140-$250 per linear foot
- Acre foot of delivered water would cost $16,000
- Potable currently at $7,500


GOLF COURSE
CONNECTION
LOCATION
A
TEE
B
C
CALEDONIA PARK
LOVERS POINT PARK



From Lovers Point

Connection at Golf Course and go down Sea Palm



Takeaways and Recommendations

- Usage of potable water is not substantially high at these locations
- Cost of installation and delivery of reclaimed/non-potable water is significantly more costly than the current use of potable water
- The LWP does not currently have enough inflow to allow expansion to these three sites
- Although the use of reclaimed water provides environmental benefits, the plant produced enough inflow to support these additional locations; even if the inflow was at a rate to support expansion, the return on investment would not be actualized for over 30 years

Questions?

City Council
City of Pacific Grove

Executive Summary

Residents and members of the City Council have requested that the Public Works Department investigate and prepare this report. The purpose of this report is to determine the potential feasibility of expanding the Recycled Water (RW) land areas that are available for irrigation. This Technical Memorandum investigates the feasibility extending RW supply to Perkins, Lover's Point and Caledonia parks from the Local Water Project (Water Reclamation Plant (WRP)). The background and purpose of this memorandum is discussed in Section 1. Section 2 provides the water demand history of each park. Seven years of water use data at the parks was examined.

The production of recycled water at the Local Water Project was examined to determine operational changes required for its expansion. Expansion of the irrigation system beyond the golf course requires that the Water Reclamation Plant produce an adequate supply of RW. The WRP operator has reported that during the early morning hours (1 AM to 6 AM) the flow in the sewer does not appear to have sufficient flow to maintain operation of the WRP at its design capacity. This report further recommends that the WRP be reviewed to determine the range of it's flow capacity. In order to increase the daily production of reclaimed water and most importantly reduce the reliance on reclaimed water, ensuring that we are utilizing the plant's potential for treating low flows and peaking the capacity during high flow periods will be vital for ensuring that the maximum potential for reclaiming water is reached and the plant's downtime is minimized during the early morning hours.

The three wastewater flow studies and recommendations for a future flow study are provided in Section 3. An evaluation of wastewater believed to be passing through the WRP diversion structure was conducted. Flow not pumped to the WRP was monitored downstream of the diversion in the Asilomar Blvd sewer entering at MH 980. The flow balance at the diversion structure conducted during November 2022 was inconclusive. The overall flow has increased by 10% in comparison to the flow in 2016. However, the flow patterns have changed in terms of hourly values, total average daily flows, and the ratios of the minimum and maximum to the average.

Section 4 includes an analysis of piping alternatives for delivering RW to the three parks and the estimated costs for installation of the recycled water delivery pipelines and connection to the existing irrigation systems. The proposed pipeline to serve Lover's Point would be 4-inch diameter, and the pipeline to Caledonia Park would be 3-inch. With Perkins Park being 1.2 miles long it was determined that the minimal water requirements in the farthest western portion of the park would not justify costs of a RW pipeline. Two alternative RW pipeline alignments were developed to serve the remainder of the parks.

The cost estimate in Section 4 provides six different combinations of parks and pipeline alternative configurations. Most of the pipeline segments would be constructed in the parks. Sections 5 and 6 provide a brief overview of the environmental and permitting requirements of the proposed expansion. Section 7 provides the Recommendations for the expansion based on this investigation of its feasibility. Appendix A provides additional financial review of the proposed project alternatives.

To obtain enough water for the expansion of the WRP, further investigations and adjustment will be required. It is recommended that sewer flow be measured during the July or August period when the irrigation demands are at a maximum and the WRP is operating at its maximum capacity.

1.0 PURPOSE STATEMENT

The purpose of this project is to determine if conversion from potable to recycled water for irrigation purposes can be feasibly constructed for the Caledonia, Lovers Point and Perkins Parks. The source of water would be the Local Water Project Facility that provides recycled water to the Golf Course, Point Pinos Light House and the Cemetery. The parks and Golf Course distribution connection point are shown on Figure 1-1. Pacific Grove constructed its Local Water Project to convert an independent, sustainable and drought resistant irrigation water supply of its golf course and cemetery from potable to recycled water. That project was developed in part to evidence the City's commitment to potable water savings.

The City of Pacific Grove is committed to the development and operation of the Local Water Project. For many years, the City envisioned the development of a recycled water supply for the irrigation of its Municipal Golf Links, El Carmelo Cemetery and other public landscaping. In addition, the City has developed facilities to capture first flush storm water from its storm drains for the protection of discharges to the environment. The City is committed to the management and use of water from storm water, and dry weather water supplies as a precursor to development of new water supplies.

This commitment to developing recycled water is formally documented in the City's General Plan, Local Coastal Plan, and in the resolutions of several City Councils. The vision for the proposed project has been supported by the citizens of the City and has been refined in studies and engineering investigations. This commitment demonstrates the City's dedication to the conservation of its valuable potable water

resources, the recognition of the regional importance for water conservation, and the desire to ensure safe and economical municipal operations.



Figure 1-1 Recycled Water Expansion Locations

The City's General Plan articulates as policy its goal to "*Endeavor to ensure an adequate water supply for the City's future needs*". The City's General Plan Conservation Element notes that "*recent studies have concluded that residents of Pacific Grove cannot assume a complacent attitude toward the water resources of the area,*" and recommends that the feasibility of the use of recycled water for various uses (including irrigation of various public properties such as the Municipal Golf Course) be pursued by the City and other appropriate jurisdictions.

City residents and members of the City Council have requested that the Public Works Department investigate and prepare a report on this potential expansion of the recycled water expansion project. Conversion from potable to recycled water for irrigation might have a potentially significant cost savings and would be consistent to the resource conservation ethic and practice throughout the Monterey Peninsula by the logical expansion and growth of the recycled water service area. Already, the City has expanded its recycled water distribution area to replace potable with recycled water at the Point Pinos

Lighthouse grounds. The further expansion of the City's recycled water (RW) distribution system would serve as an additional model for the system growth and expansion.

A market Study for recycled water demand was prepared as a part of the City's Facility Plan Report for the local Water Project (June 2014). Many additional recycled water use locations were identified.

2.0 RECYCLED WATER DEMAND

Cal Am provided seven years of potable water user data for the Caledonia, Lovers Point and Perkins Park. The potable meters supply drinking fountains, bathrooms, and irrigation systems. The water use is reported in gallons for each billing period. No information exists on the daily water demands. Irrigation demand is estimated as the historical total potable water use assuming that the potable drinking water fountains and bathroom demands are small in comparison to the irrigation requirement. In this Technical Memorandum (TM), "monthly water use" is the amount of water used during the reported billing period and not a calendar month.

The City has identified the following three parks that are being considered to convert from potable supply to recycled water supply:

- Caledonia Park
- Lovers Point Park
- Perkins Parks

The monthly water use at Caledonia Park from 2016 through 2022 is tabulated in Table 2-1 and graphically presented as Figure 2-1. The graphs of historical water use illustrate the monthly water variations identifies the peak months that affect the required hydraulic capacities of the transmission piping. Similar data for the Lover's Point and Perkins Parks are presented in Figures 2-2 and 2-3 and Tables 2-2 and 2-3.

Perkins Park irrigation system supplies potable water through five water meters (Figure 2-4). Table 2-3 (Total Monthly Historical) Flow is based on providing recycled water to four of the five existing meter locations. The farthest west meter, located at 1051 Ocean View Boulevard, averaged irrigation demand of only 0.013 AFY which averages less than 12 gallons per day. This low water demand does not justify conversion to recycled water at this far west location (identified as Meter E in Figure 2-4).

Table 2-1 Caledonia Park Historical Water Use (gallons/month unless otherwise noted)

Month	2016	2017	2018	2019	2020	2021	2022
January	3,366	3,740	3,291	4,000	3,400	3,500	3,600
February	4,413	3,216	5,310	3,900	3,400	4,100	4,500
March	4,413	3,814	19,896	3,700	17,400	4,900	32,400
April	5,385	5,759	4,862	5,900	5,100	24,900	35,700
May	21,542	18,700	8,751	15,000	18,800	131,900	32,300
June	59,840	52,285	35,604	51,300	79,700	97,300	46,800
July	62,906	59,914	45,104	45,100	113,400	90,600	57,500
August	56,848	42,411	73,528	49,500	118,000	58,900	33,230
September	55,800	29,172	67,602	46,800	115,900	5,600	33,230
October	48,246	26,105	47,600	41,900	66,900	37,600	33,230
November	7,106	27,227	17,500	48,700	68,200	16,000	200
December	4,936	4,936	4,800	23,100	20,900	5,000	--
Total -gal/yr	336,817	279,296	335,866	340,919	633,120	482,321	314,712
Total - AFY	1.03	0.86	1.03	1.05	1.94	1.48	0.97

Average Annual Use = 1.19 AFY for the period 2016 - 2022

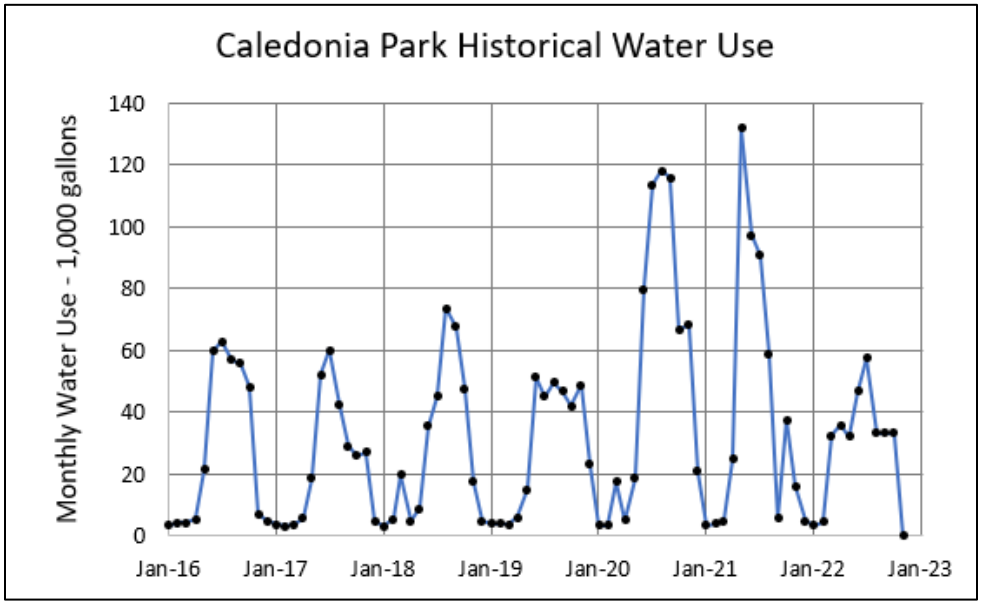


Figure 2-1 Caledonia Park Historical Water Use

Table 2-2 Lovers Point Park Historical Water Use

Month	2016	2017	2018	2019	2020	2021	2022
January	74	74	0	0	0	23,600	0
February	0	0	13,688	0	0	100	0
March	74	0	33,884	0	34,600	0	76,000
April	12,940	0	0	0	6,100	58,900	106,500
May	69,863	58,343	131,274	70,100	32,900	138,200	58,300
June	87,067	170,544	142,718	43,700	93,600	132,800	129,900
July	112,424	167,178	87,665	130,400	78,100	118,700	135,700
August	81,980	144,588	147,150	147,200	144,200	61,500	101,300
September	121,026	88,638	147,150	113,800	75,000	129,300	101,300
October	120,128	56,324	56,400	67,100	44,400	86,900	101,300
November	0	74,500	86,400	43,600	36,500	18,400	200
December	0	0	0	0	29,500	100	--
Total -gal/yr	607,592	762,206	848,347	617,919	576,920	770,521	812,522
Total - AFY	1.86	2.34	2.60	1.90	1.77	2.36	2.49

Average Annual Use = 2.19 AFY for the period 2016 - 2022

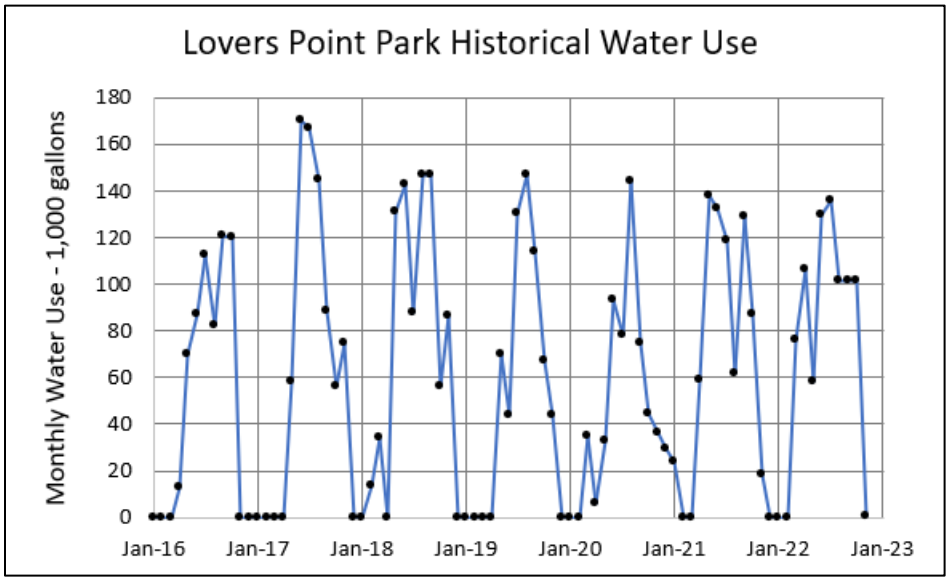


Figure 2-2 Lovers Point Park Historical Water Use

Table 2-3 Total Monthly Historical Flow – Perkins Park Meters A, B, C, and D a/

Month	2016	2017	2018	2019	2020	2021	2022
January	0	0	149	0	15,824	4,800	0
February	111	0	0	0	11,100	0	10,627
March	0	0	0	0	12,297	0	57,345
April	0	0	0	6,974	0	23,603	69,194
May	0	0	0	113,967	38,834	71,579	50,914
June	0	0	43,084	81,600	88,831	90,935	59,824
July	27,973	0	56,794	95,427	124,015	87,262	62,516
August	48,693	28,011	58,725	167,983	130,520	53,910	72,825
September	74,051	19,747	49,022	180,351	146,912	64,848	95,264
October	40,839	39,418	72,656	180,862	157,794	65,912	28,462
November	0	25,879	9,190	130,324	120,108	9,600	112
December	0	523	4,421	51,936	42,818	74	--
Total -gal/yr	193,682	115,595	296,058	1,011,443	891,073	474,544	509,105
Total - AFY	0.59	0.35	0.91	3.10	2.73	1.46	1.56

a/ See Figure 2-4 for Meter locations.

Average Annual Use = 1.53 AFY for the period 2016 - 2022

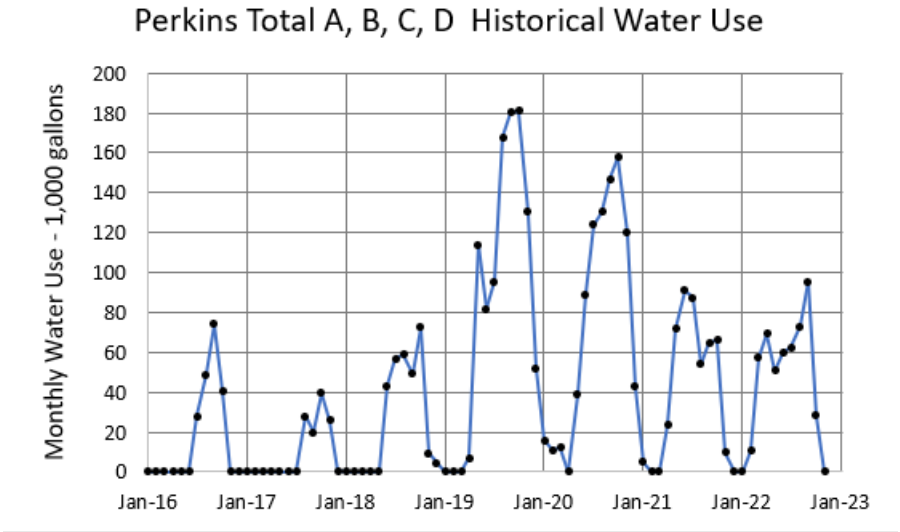


Figure 2-3 Perkins Park Historical Water Use



Figure 2-4 Perkins Park Water Meter Locations

The average and maximum monthly demands are presented in Table 2-4 for the three parks. The reclamation treatment system should have the capacity to supply all the irrigation water required during the maximum irrigation periods.

Table 2-4 Average and Maximum Monthly Demands

Location	Average Annual Water Use – AFY [b/]	Maximum Water Demand – gallons/month [a/]	Average Daily Flow During Peak Month gallons/day
Caledonia Park	1.19	132,000	4,400
Lovers Point Park	2.19	170,000	5,667
Perkins Park	1.53	180,000	6,000

[a/] Based on maximum month demand in Figures 2-1, 2-2, and 2-3

[b/] Average for period 2016 – 2022

3.0 RECYCLED WATER SUFFICIENCY

During the last few years of the operation of the Wastewater Reclamation Plant (WRP), there are periods when the plant does not provide sufficient recycled water to meet the irrigation demands for the Golf Course. Potable water is purchased to make up the deficiency in supply. Expansion of the irrigation system beyond the golf course requires that the WRP produce an adequate supply of recycled water. The WRP operator has reported that during the early morning hours (1 AM to 6 AM) the flow in the sewer does not have sufficient wastewater volume to maintain operation of the plant at its design capacity. The objectives for this section are to:

- summarize the flow rates in the sewer relative to the required WRP inflow,
- review current diversion structure flow monitoring and compare with historical flow rates, and
- summarize recent potable water use to make up WRP deficiencies.

3.1 Availability of Wastewater Flow into the Diversion Manhole

A diversion structure located adjacent to Manhole 801A (MH 801A) intercepts wastewater in the Asilomar Blvd sewer and pumps it to the WRP.

Three wastewater flow monitoring studies of the sewers supplying the diversion structure that provides wastewater to the WRP were conducted:

i) Manhole 803 by Wallace Group, 2/2/2013 – 4/10/2013 (flow monitoring - Utility Systems, Science and Software)[1] ,

ii) Manhole 801 by PERC, 2/19/2016 – 3/3/2016 (flow monitoring - Infrastructure Engineering Corporation), and

iii) Manholes 801 and 980 at Shell and Asilomar, 2022.

[a/] *Source: Sewer Collection System Master Plan 2014 May 2014 by Wallace Group*

The diversion location and the manholes where the studies were conducted are provided on Figure 3-1. The 2022, third round monitored flows upstream (MH 801) and downstream MH 980) of the diversion structure. The average, peak and minimum flow rates are summarized in Table 3-1 for the three rounds of flow monitoring near the diversion location.

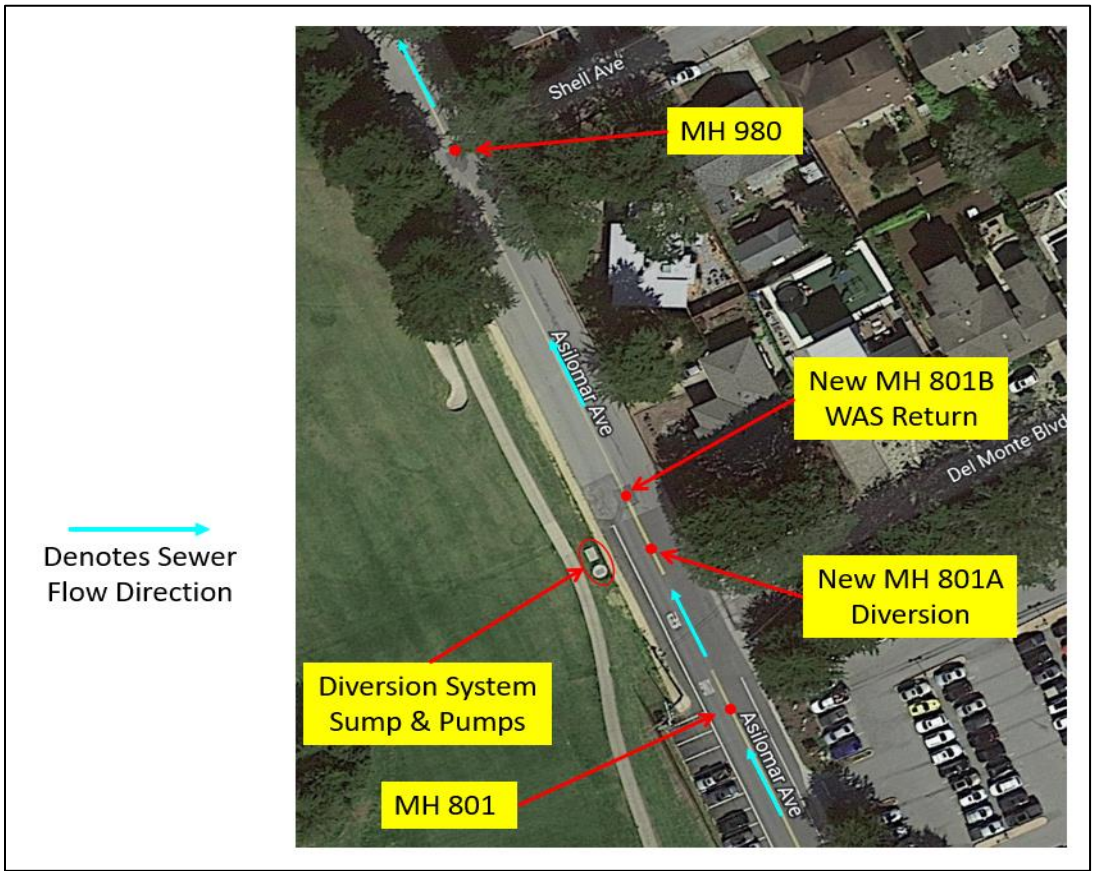


Figure 3-1 Monitoring Manhole Locations

[1] *Source: Sewer Collection System Master Plan 2014 May 2014 by Wallace Group*

Table 3-1 Summary of the Three Rounds of Flow Monitoring

Round of Flow Monitoring	Round 1	Round 2	Round 3	
Manhole Location	MH 803	MH 801	MH 801	MH 980
Year Monitored	2013	2016	2022	2022
Monitoring Period	2/2 – 4/10/2013	2/19 – 3/3/16	11/18 – 12/2/22	11/18 – 12/2/22
Average Daily Flow - gpd	606,500	610,000	671,000	448,000
Base WW Flow – gpd	491,300			
Infiltration - gpd	115,200			
Maximum Flow – gpd	1,065,000	1,470,000	1,013,000	825,000
Minimum Flow - gpd	173,000	247,000	226,000	160,000
Instantaneous Minimum - gpd		247,000	130,000	0
Future Average Daily Flow – gpd	694,800	- -	- -	- -

The lack of adequate wastewater flow to the WRP is unknown and may be due to low sewer flow rates or bypass of flows around the diversion. The 2022 flow monitoring (Round 3) was conducted in late November after a dry period without rainfall which increases the potential for infiltration. The adequacy of the available wastewater flow during the design was addressed in the 2016 Basis of Design Report (BODR) for the City of Pacific Grove's Local Water Project. (Pacific Advanced Civil Engineering, Inc.). Page 3 of the BODR states:

> *The average daily flow during the study was 0.61 MGD. The flow exhibited a diurnal pattern, with a minimum flow of 0.25 MGD and a maximum flow of 1.47 MGD.*
>
> *The flow data -- -- shows that there is sufficient flow in the sewer to provide the Design Flow of 0.25 MGD without significant equalization volume. There was only one instance when flow in the sewer dipped below the Design Flow, and it was only slightly under at 0.247 MGD. The ability of the plant to operate at Maximum Design Flow to supplement periods below the average daily flow and the effluent storage volume will allow the plant to produce Design Flow based on a processing time of 24 hours.*

Figure 3-2 from the 2016 BODR illustrates the average weekday and weekend flows observed during the monitoring period of 2/19/16 to 3/3/16. The note "Minimum Flow without Infiltration" has been added to the original hydrograph to highlight the potential impact of infiltration. The loss of infiltration during the dry season would reduce the amount of flow available to below the amount required for producing the 0.25 MGD WRP capacity.

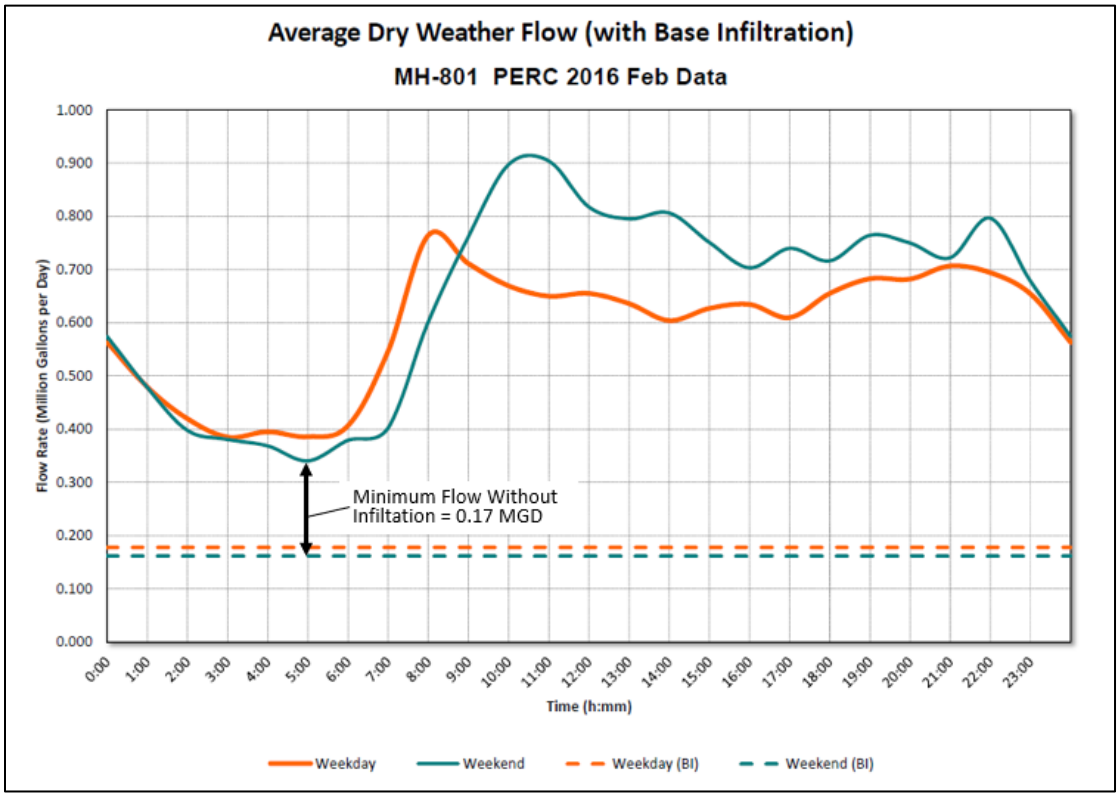


Figure 3-2 Manhole 801 Flow rate February 2016

Figure 3-3 presents the average daily flows measured in November 2022. Note that these are the flows for each 15-minute period averaged over 4-weekend days and 10 weekdays. These are averages and for each period meaning that there will be some values greater and some greater lower than the graphed values.

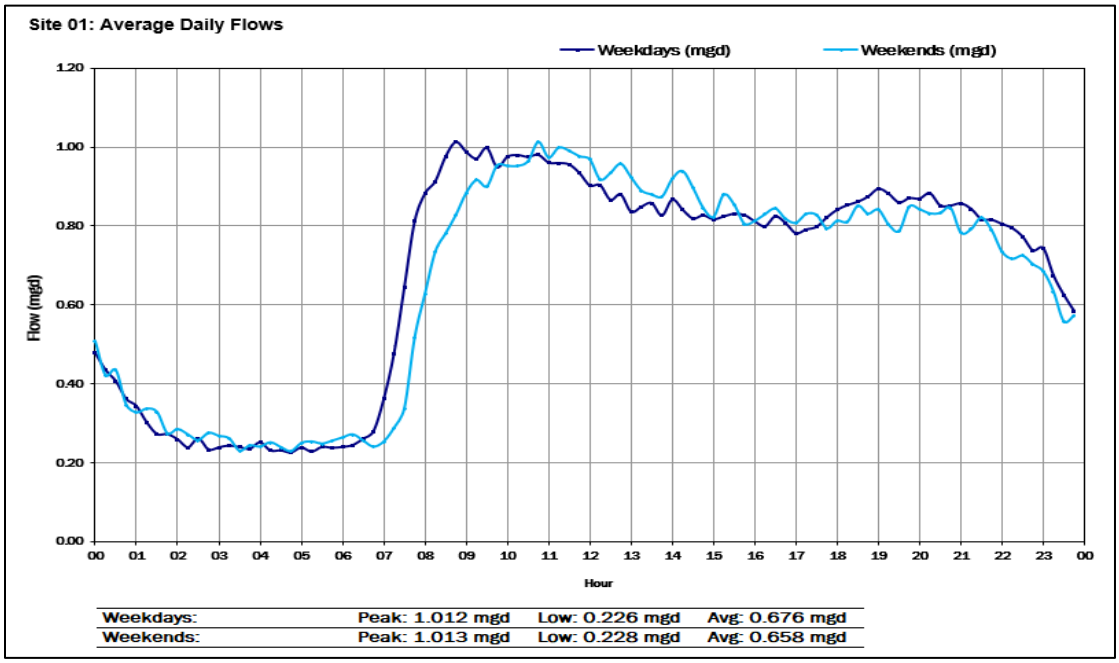


Figure 3- 3 Manhole 801 Flow Rate: November 2022

Figure 3-4 compares the 2016 and 2022 weekday averages. The overall average weekly flow increased from 0.610 MGD in 2016 to 0.671 MGD in 2022 representing a 10% increase. The flow patterns differ significantly in terms of hourly values, total average daily flows, and the ratios of the minimum and maximum to the average.

The minimum flows for 2022 are less than required to produce 0.25 MGD of recycled water. The recycled product water produced by the MBR process used at the WRP is about 94 to 96% of the plant inflow. In addition, a small portion of the recycled water is used for plant housekeeping. Overall, this equates to a requirement of of 0. 27 to 0.28 MGD of inflow for production of the 0.25 MGD design capacity of the RWP.

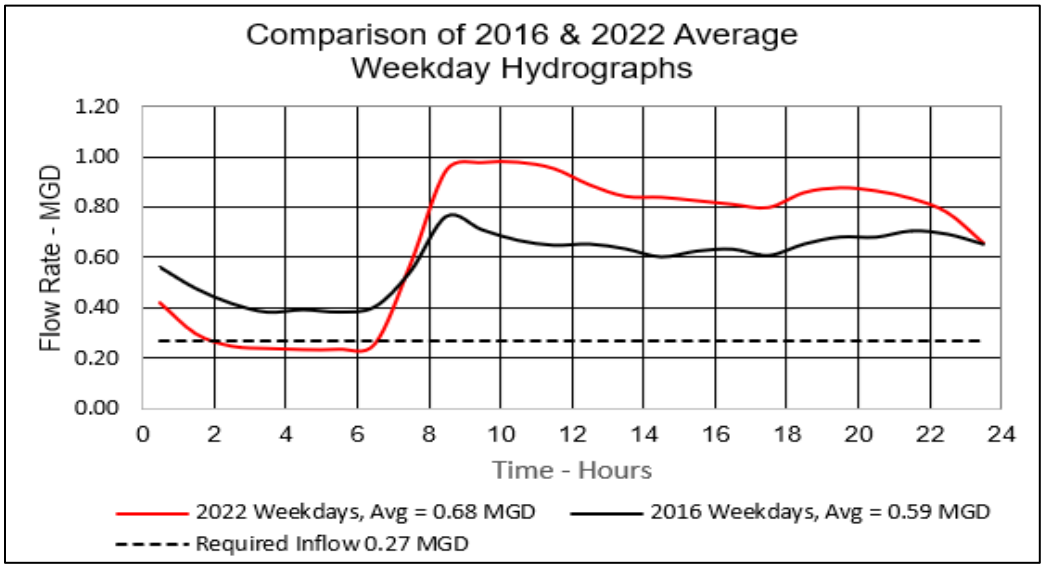


Figure 3-4 Comparison of 2016 and 2022 Weekday Hydrographs

Figures 3-5 and 3-6 compare the hydrographs for weekends and the overall week, respectively.

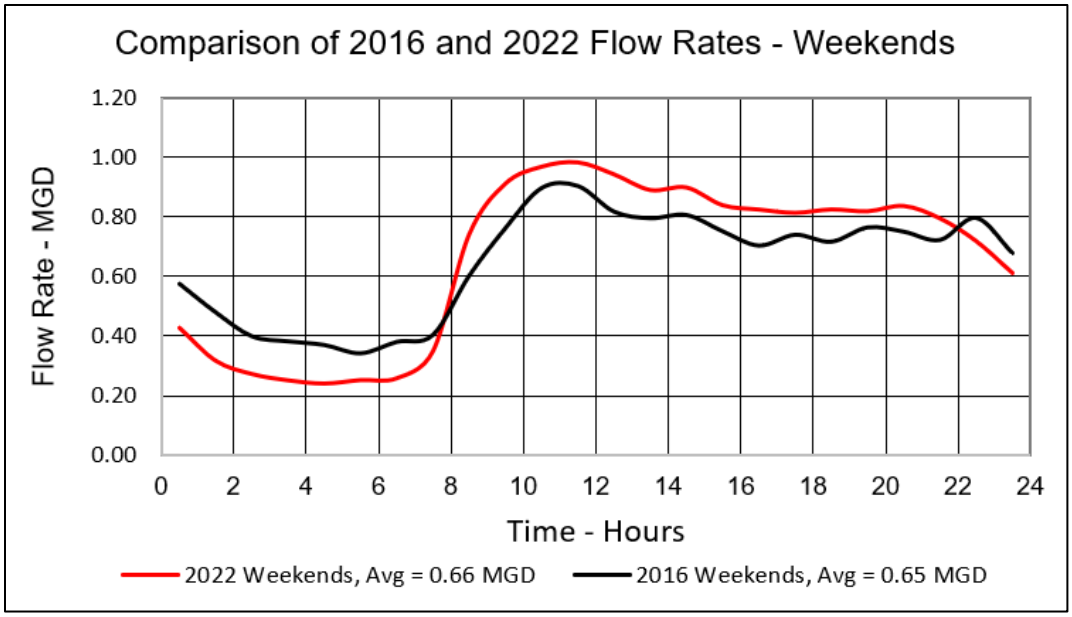


Figure 3-5 Comparison of 2016 and 2022 Weekend Hydrographs

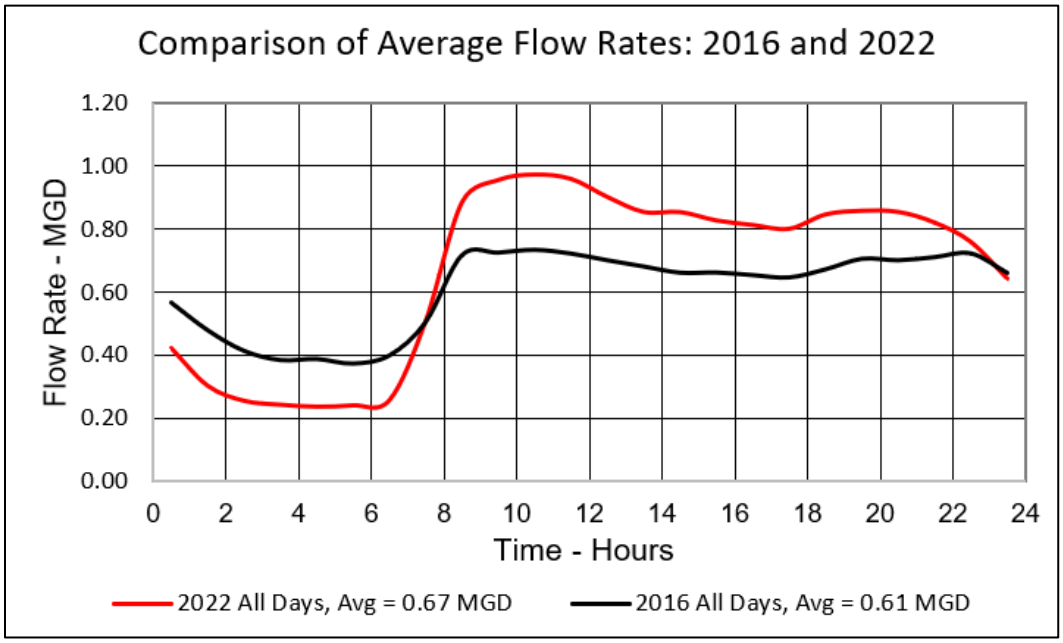


Figure 3-6 Comparison of 2016 and 2022 Overall Week Average Hydrographs

Of particular concern are the flows less than the minimum required for operation of the WRP at its design flow rate. Figure 3-7 illustrates that 20% of the time during the 2022 monitoring event, the diversion structure inflows at MH 801 were less than the required 0.27 MGD (dotted red line). The flow distribution is based on the 1,360 flow measurements taken between 11/18/2022 and 12/2/2022.

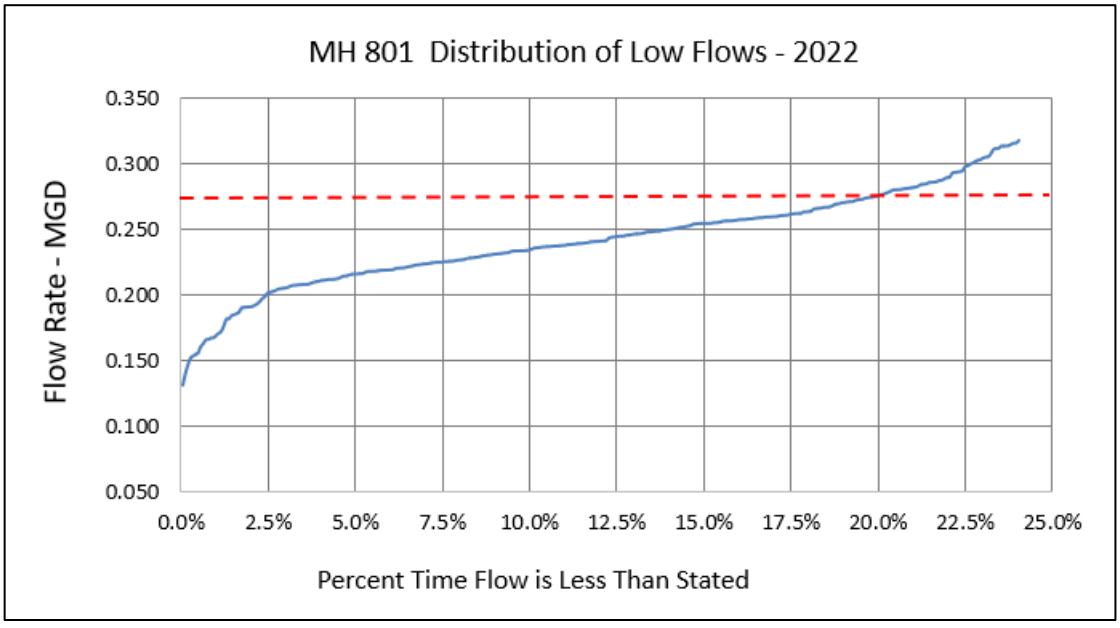


Figure 3-7 Distribution of Diversion Structure Inflow Rates (11/18/2022 – 12/2/2022)

While there has been a 10% increase in overall average flows during the monitoring periods, the decrease in the minimum flows to less than required for production of 0.25 MGD recycled water is the primary concern. The flow increase is consistent with the 15% projected future flow increase presented in the May 2014 Sewer Collection System Master Plan prepared by the Wallace Group.

The WRP is programmed to produce 0.25 MGD constantly over 24-hours and the system will automatically shut down if there is insufficient feedwater.

The causes of the differences in the hydrographs for 2016 and 2017 have not been identified. A reduction in infiltration during the 2022 monitoring relative to the February 2016 monitoring would explain the lower 2022 minimum flow rates. However, with decreased infiltration, one would not expect the total flow to increase without a significant increase in wastewater generation (population increase, new commercial establishments, etc.).

Availability of Flow in Asilomar Sewer

3.1.1Conclusion on Available Flow

- Assuming that 2022 MH 801 flow rates are valid, the total flow has increased by approximately 10% since the 2013 and 2016 measurements.
- The 2022 flow appears to have less infiltration (minimum flow relative to average).
- The lower 2022 minimum flow occurring between 2 and 6 AM is frequently less than the minimum inflow required for the WRP to produce its 0.25 MGD design capacity.

3.1.2 Recommendations

It is recommended that the sewer flow should be measured during the July or August period when the irrigation demands are maximum and the WRP is operating at its maximum capacity. This flow study should be part of the diversion structure evaluation recommended in the next section.

3-2 Diversion Structure Performance

A second objective of the 2022 flow monitoring is to obtain information on the effectiveness of the diversion structure. If all the wastewater flowing through MH 801 cannot be captured and pumped to the WRP, then the plant downtime will be greater than indicated in Figure 3-7. In order to evaluate the passing of wastewater through the diversion structure, the flow not pumped to the WRP was monitored at MH 980. The flow meter downstream of the diversion was in the Asilomar Blvd sewer entering MH 980. The hydrographs for the average weekdays and average weekend days monitored at the inflow to MH 980 in 2022 are illustrated in Figure 3-8.

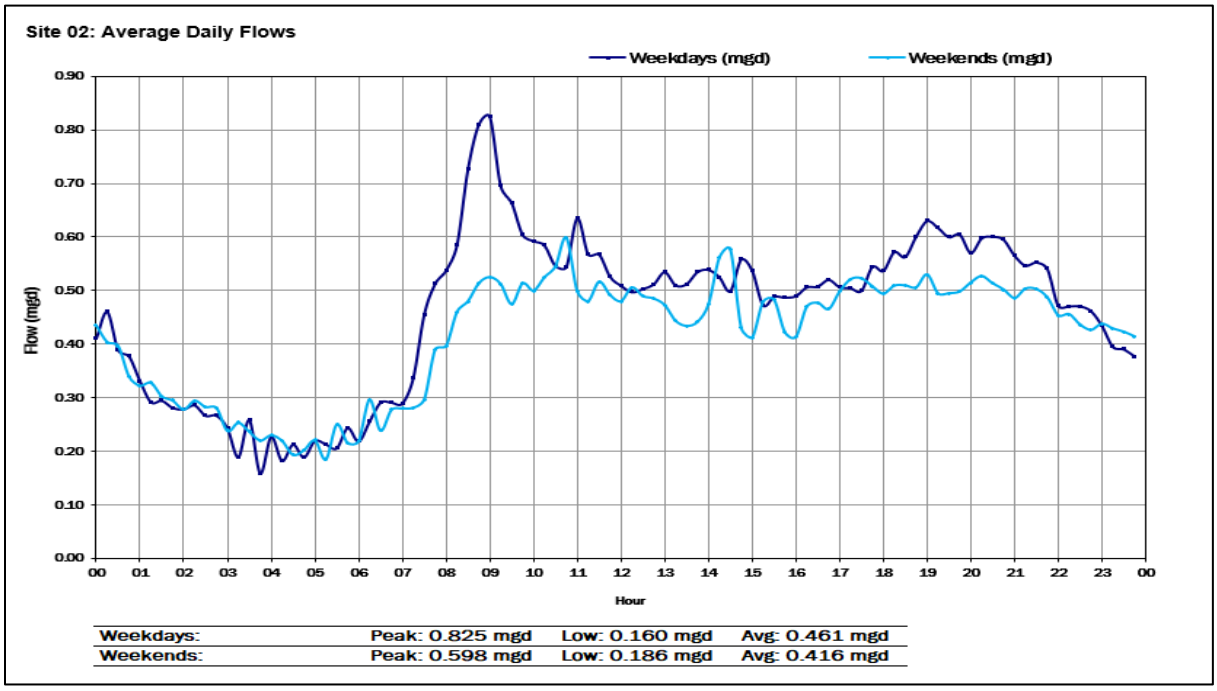


Figure 3-8 2022 Wastewater Flows into Manhole 980 Downstream of Diversion Manhole

The daily flows in MH 801 and MH 980 are compared in Figures 3-9a and 3-9b for the first and second weeks of the monitoring. The flow differences between the MH 801 and MH 980 are an indication of the amount of wastewater diverted to the WRP. The vertical time lines on the graphs are at midnight or the zero hour of the indicated day of the week. Typically, the “blue” and “red” lines in Figures 3-9 and b coincide between 2 and 5 am indicating that the WRP in not in operation and that all MH 801 flow bypasses the diversion and enters MH 980. The flow of WRP wastewater (WAS) back into the sewer system occurs between MH 801 and MH 980 and contributes to the flows monitored at MH 980. The impacts of the WRP wastewater have not been quantified.

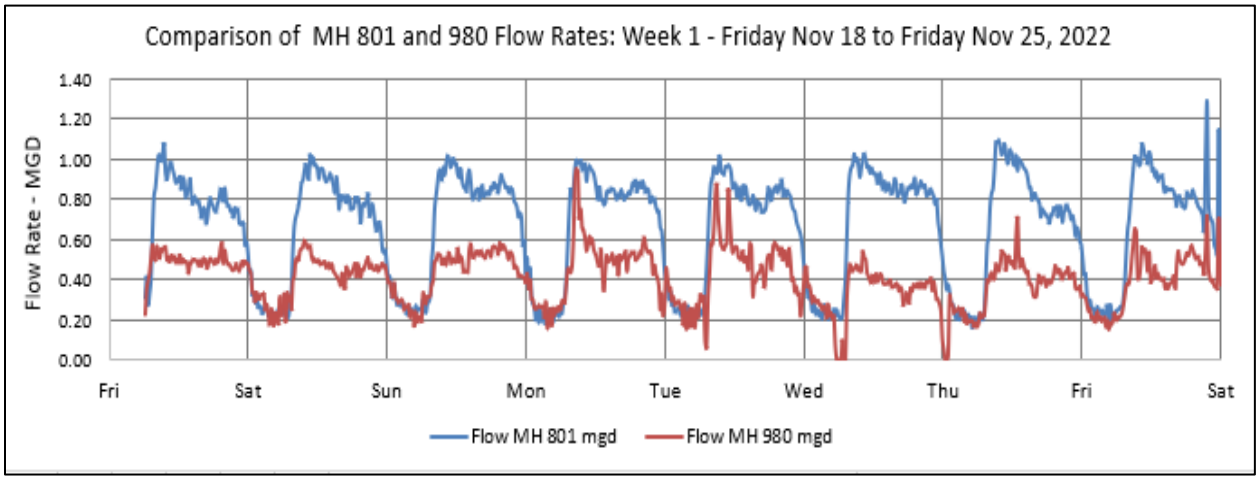


Figure 3-9a Comparison of Flows Upstream and Downstream of the Diversion (Week 1)

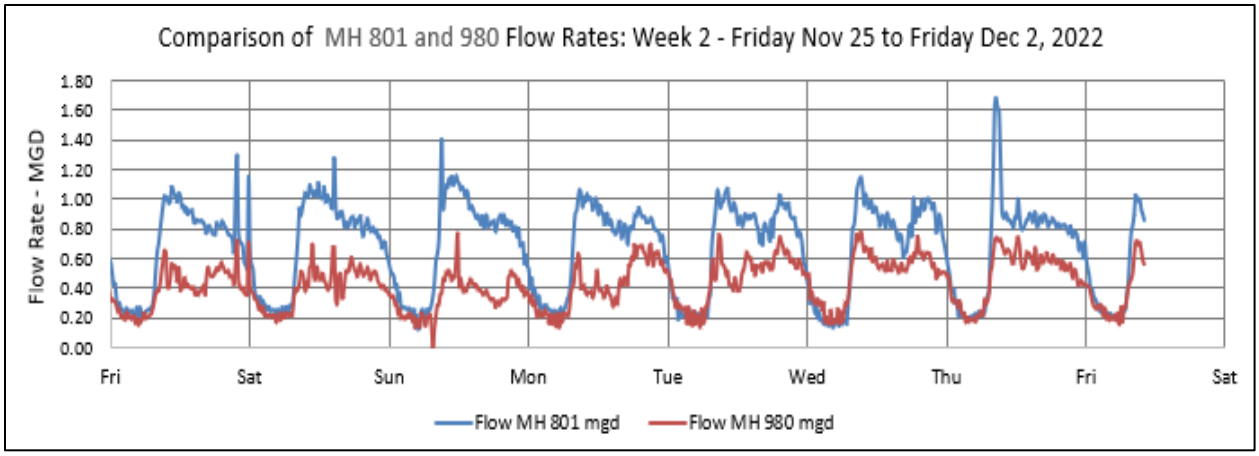


Figure 3-9b Comparison of Flows Upstream and Downstream of the Diversion (Week 2)

The MH 801 peak of 1.65 MGD on Thursday December 1, 2022 (Week 2) for reflects a 0.48 rainfall event. There was no rain for several months prior to the flow monitoring.

To evaluate the diversion structure performance, the differences in the MH 801 and MH 980 flow rates were compared with the metered flow into the WRP. The daily influent flows to the WRP are reported in the Operator's Daily Round reports provided to Bowman as Excel files. The daily manhole flows and WRF inflows are summarized for the flow monitoring period in Table 3-2. Slight differences will be due to a difference in reporting periods for the data. The daily manhole flows are for the 24-hour period midnight to midnight while the WRF inflow is for the 24-hour period 7:30 AM to 7:29 AM.

Table 3-2 Water Balance

Date	MH 801 Inflow MGD A	MH 980 Inflow MGD B	Flow Difference: MH 801 minus MH 980 - MGD C	Plant Inflow Meter MGD D	Unexplained Flow Difference MGD E
11/18/22	0.781	0.490	0.292	0.0385	0.253
11/19/22	0.642	0.412	0.230	0.0677	0.162
11/20/22	0.675	0.435	0.241	0.0388	0.202
11/21/22	0.673	0.452	0.221	0.1113	0.110
11/22/22	0.658	0.433	0.225	0.1039	0.121
11/23/22	0.687	0.335	0.352	0.123	0.229
11/24/22	0.655	0.357	0.298	0.0477	0.250
11/25/22	0.672	0.390	0.281	0.0492	0.232
11/26/22	0.697	0.402	0.295	0.0487	0.246
11/27/22	0.699	0.341	0.358	0.0908	0.267
11/28/22	0.686	0.411	0.275	0.0483	0.226
11/29/22	0.682	0.468	0.214	0.0392	0.175
11/30/22	0.672	0.491	0.182	0.0002	0.181
12/1/22	0.702	0.488	0.214	0.0001	0.214
Totals MG	9.58	5.91	3.68	0.81	2.87

The flow between MH 801 and MH 980 do not appear to balance. It was assumed that the outflows from MH 801 would equal the Alisomar inflow to MH 980 (Column B) plus the inflow to the WRF (column D). The total of MH 980 plus WRP Inflow during the monitoring period is 3.69 MG + 0.81 MG = 4.50 MG. The inflow to MH 801 is 9.58 MG. There is an unexplained difference of 5.05 MG (9.58 MG minus 4.50 MG).

3.2.1 Diversion Structure Performance

Findings/Conclusions: The flow balance at the diversion structure measured between November 18 and December 2, 2022 was inconclusive. There appears to have been a problem with one of the flow meters in either MH 801 or MH 980. Given that the 2022 flow data at MH 801 is generally consistent with the February 2016 flow measurements, it appears that total flows are sufficient for expansion of the reclaimed water irrigation system if the WRP can be modified to treat the variable inflow.

Recommendations:

- Given that it has been reported the available flows at the diversion are insufficient to operate the WRP at its design capacity, it is recommended that the flow balance study of the diversion structure be repeated during the high irrigation season. The WRF is operating at its maximum capacity during the July – August period. The information is needed to determine if the existing WRP can operate 24-hours per day.
- The flow study should focus on the period between 2 AM and 6 AM when sewer flows are at their minimum.
- Prior to flow monitoring, the flows in and out of the Diversion MH 801A should be observed during high and low flow periods. At the same time, the flows into MH 980 should be observed to confirm that the diversion is functioning. If the plant is operating around the clock, there should be zero or minimum flow into MH 980 between 2 and 6 AM.
- During flow studies, a recorder should be installed on the diversion pump flow meter to record the flow rates. The total daily flow used in the analysis reported herein will not allow detailed analysis of the sewer flow data.
- The time of day and flow rates of WAS discharges to the sewer should be recorded as the WAS enters the Asilomar sewer between the Diversion manhole (801A) and the downstream MH 980.
- The flow study should be coordinated with the WRP operations staff and hourly production data be made available.

3.3 Potable Water Addition to Recycled Water System

At times, the WRP does not produce enough recycled water to meet the irrigation water demand and potable water is used to supplement the irrigation supply. This section provides limited historical information on the quantity and season of potable water supplemental use. An analysis of the reasons for inadequate WRP recycled water production is outside the scope of this project. Including supplemental potable water into the analysis emphasizes the importance of increasing WRP reclaimed water production should be considered before expanding the reclaimed water irrigation system.

Figure 3-10 illustrates the July 2022 simple water balance the WRP's recycled water storage and delivery system. During this period over 25% of the distributed recycled water was potable. The information is based on the Monthly Asset Management Report prepared by PERC, the operator of the facility. It is noted that July used the largest supplemental volume of potable water in 2022 as illustrated in Figure 3-11. The 2022 daily potable water use is illustrated in Figure 3-12.

Figure 3-10 Water Balance July 2022

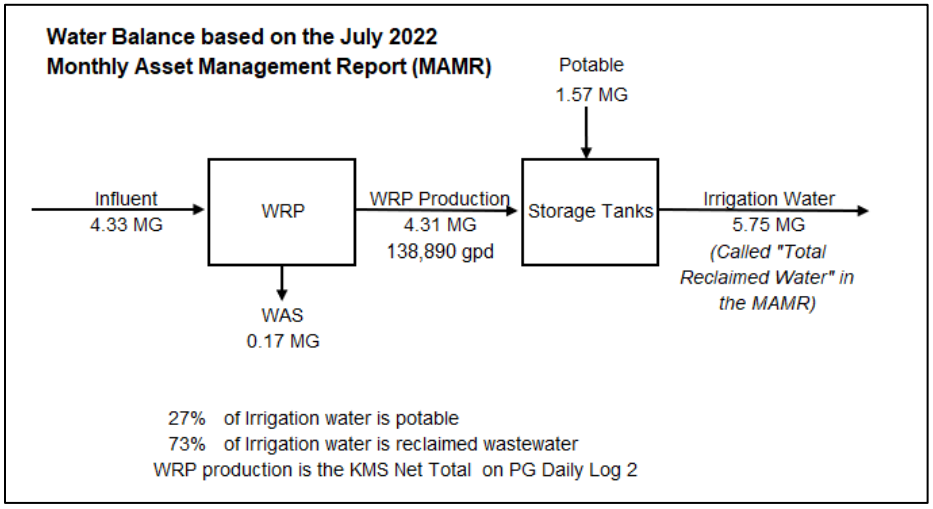
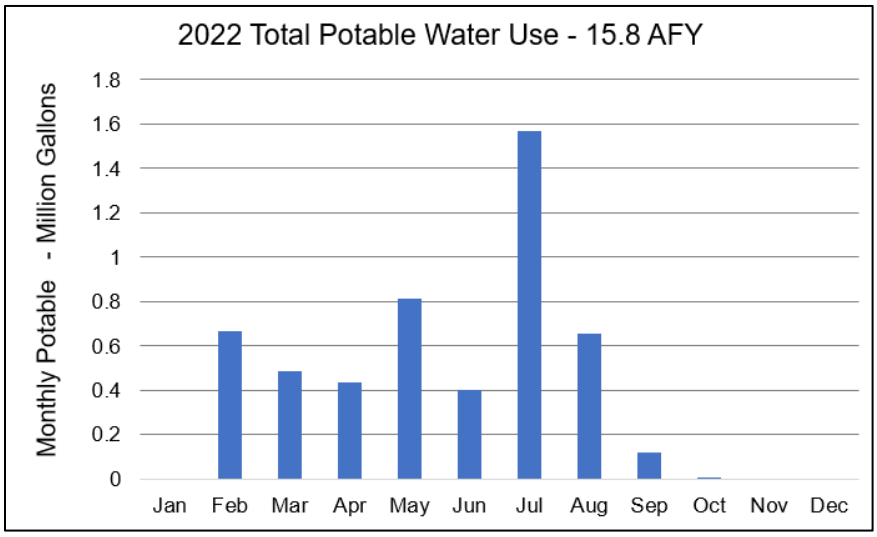
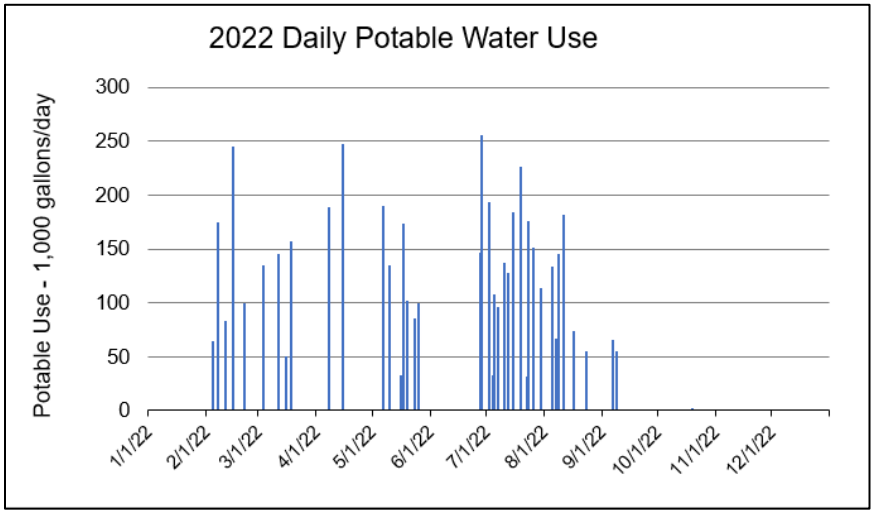


Figure 3-11 Monthly Supplemental Potable Water Use 2022



The 2022 daily potable water addition to the WRP product to operating storage is illustrated in Figure 3-12. The potable water additions during February and March may have been due to WRP maintenance or inability to produce adequate supply of reclaimed water.

Figure 3-12 Daily Supplemental Potable Water Use 2022



Similar historical supplemental potable use for 2019 is illustrated in Figures 3-13 and 3-14. As can be seen in these figures, significant purchases of potable water have occurred even in the early spring before peak irrigation water demands would be experienced.

Figure 3-13 Monthly Supplemental Potable Water Use 2019

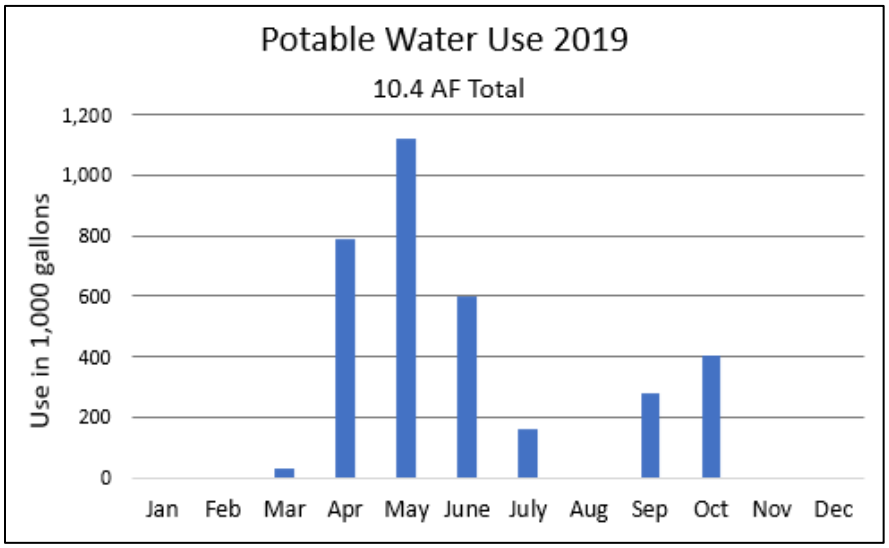
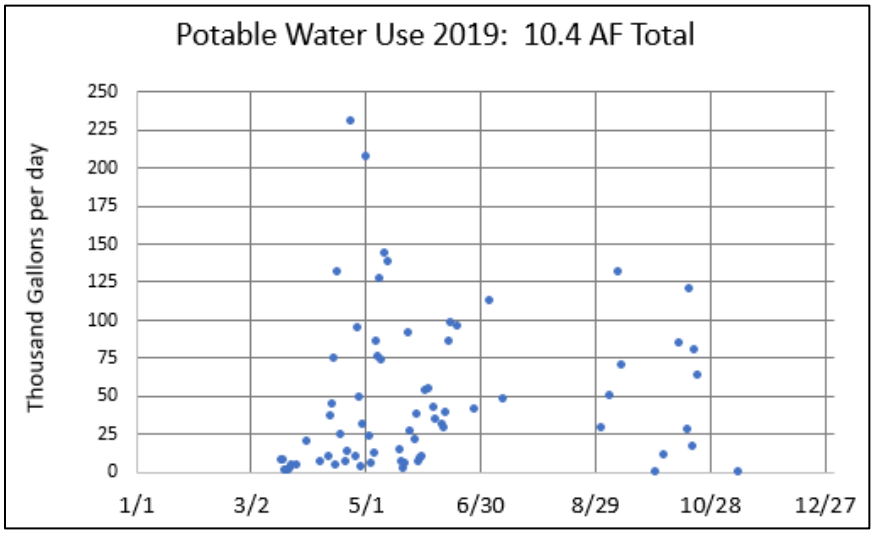


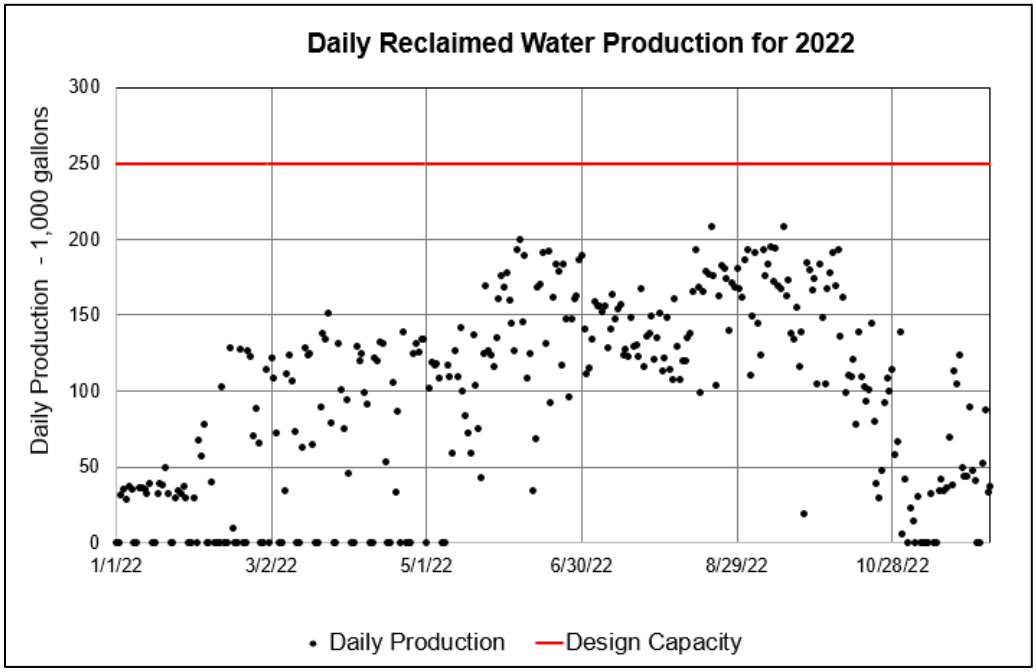
Figure 3-14 Daily Supplemental Potable Water Use 2019



From the 2016 Flow Monitoring Report

Figure 3-15 summarized the daily recycled water production based on the MBR net filtrate flow meters. This is a more accurate indicator of plant performance than the “effluent meter” which measures the flow pumped out of the storage tanks. The “effluent meter” includes the potable water added to the recycled water tanks to meet the irrigation demands. This figure illustrates that the reclaimed water production for 2022 is well below its capacity of 240,000 gallons per day. There were also many days where the plant had zero production or very low production. Finding ways operate at low flow conditions and increasing the peak flow capacity during high flow periods would likely result in higher production and less purchasing of potable water.

Figure 3-15 Daily Recycled Water Production



In 2022, The total recycled water delivered to the golf course, cemetery, lighthouse, and truck fill station was 114.5 AF. This value includes 15.8 AF of potable water. This is consistent with the net flow measured for the MBR membranes of 103.0 AF. The difference between the MBR membrane production plus the potable (103.0 +15.8 = 118.8 AF) and the total recycled (114.5 AF) is recycled water used for maintenance of the treatment plant and differences in meter accuracy.

3.3.1 Possible Actions to Increase Recycled Water Production

The following provides information on possible actions the City may want to consider to minimize supplementing WRP production with potable water to meet current and future irrigation demands:

1. If there is insufficient sewage flow during early morning periods, determine if the plant can be programmed to operate both trains when there is adequate influent flow and then only operate a single train when the influent flow is limited. This could maximize recycled water production, by meeting the design capacity of the WRP.
2. Determine how much of the WRP membrane flows can be modulated from low flow production to high peak production. The feasibility of the current membrane system programming may need to be determined. The ability to have a more robust operating range will result in additional production of reclaimed water and result in a likely reduction on the reliance of using potable water for irrigation.

3. Determine if the current control system programming for the influent pumping system is maximized.
4. If the production rate of the WRF can be modulated, can additional membranes be installed in the "spare" positions in the membrane racks? The original design of the WRP was for having a capacity of 0.30 MGD (Table 2-1 from the PERC 2016 Basis of Design Report. Footnote 2 indicates that the membrane system has significant flexibility, even without the addition of additional membrane modules.) Determine if the capacity of the biological reactors limit the overall plant capacity.
5. Evaluate inflow equalization as an alternative to varying the production rates.

4.0 Distribution System Facilities and Locations (Pumping and Pipelines)

In this section, the piping alternatives are identified for delivering RW to the three parks shown in Figure 1-1. Conceptual level pipeline lengths are provided for development of AACE International CLASS 4 Cost Estimates. Class 4 estimates are generally prepared using limited information with engineering typically at the 1% to 15% level. They are typically prepared for a variety of purposes including but not limited to strategic planning, project screening, alternative analysis, determination of feasibility, concept evaluation, and preliminary budget approval. Typically, accuracy for Class 4 estimates ranges from -15% to-30% on the low side and +20% to +50% on the high side.

The results developed and presented herein are for the purposes of concept evaluation, project screening, initial determination of project feasibility, and preliminary budget definition. Minimum field evaluations have been performed and no geotechnical and soil investigations will need to be conducted as a part of the project development.

The recycled water systems for the three parks are described in sections 4.2 and 4.3. The estimated preliminary cost for installation of the RW delivery pipelines and connection to the existing irrigation systems are presented in section 4.4.

4.1 Sources of Recycled Water

The three parks under evaluation for recycled water irrigation are located near the eastern end of the front nine holes of the Pacific Grove Golf Course. The front nine holes have an existing recycled water distribution system fed by a backbone loop of 6-inch and 4-inch diameter pipelines. Park irrigation recycled water (RW) would be taken from connections with the existing Golf Course irrigation system to minimize delivery costs. Two potential connection points for the park RW are near the 6th Tee and the 4th green.

The irrigation schedules for the golf course and the parks will require coordination given the limited hydraulic capacity of the existing golf course irrigation system. Development of a coordinated schedule is beyond the scope of the analysis presented herein.

4.2 Recycled Water Pipeline Sizing

The delivery design flow rate depends on the number of days per week that the parks are irrigated and the duration of the irrigation period. Using the average daily irrigation requirement during the peak demand month as presented in Table 2-4, the instantaneous or design irrigation flow rate in gallons per minute (gpm) for the Caledonia maximum month average flow of 4,400 gpd irrigated for 3 days per week and 3 hours per day as follows:

Flow Rate (gpm) = (Max Monthly 4,400 GPD) $x \frac{7\ d/w}{3\ d/w}\ x\ \frac{24\ h/d}{3\ h/d}\ x\ \frac{day}{1440\ min}$ = 57 gpm

Table 2-5 presents irrigation flow rates for a range of irrigation schedules for the Caledonia Park. Using this criteria, viable diameters for the transmission pipes supplying recycled water for Caledonia Park irrigation are identified in Table 2-6. As an example, if a 3-inch diameter transmission pipeline supplies Caledonia Park, the irrigation system during the maximum month could be irrigated 3 days per week for a minimum of 2 hours/day. If the park is irrigated only 2-days per week, the minimum period of 3-hours per day. The park operations staff can select the irrigation frequency and duration within these limits.

Based on the data presented in Table 2-6, it is recommended that the pipe supplying recycled water to Caledonia Park be 3-inch diameter or larger. If a one hour per day maximum irrigation period is required, a 4-inch diameter is recommended.

Table 2-5 Caledonia Park – Irrigation System Rates based on 4,500 gpd (average max month)

Irrigation Schedule		Total Flow Rates [a/]		Flow Velocity	
Days/week Irrigated	Hours Irrigated/day	gallons per minute	Cubic feet per sec	3-inch Pipeline fps	4-inch Pipeline fps
3	1	175	0.39	7.9	4.5
3	2	88	0.19	4.0	2.2
3	3	58	0.13	2.6	1.5
3	4	44	0.10	2.0	1.1
2	1	263	0.58	11.9	6.7
2	2	131	0.29	6.0	3.4
2	3	88	0.19	4.0	2.2
2	4	66	0.15	3.0	1.7

a/ This is the total flow rate to the park while the system is irrigated

Table 2-6 Viable Irrigation Schedules for Caledonia Park

Irrigation Schedule		Viability a/	
Days/week Irrigated	Hours Irrigated/ day	3-inch Pipeline	4-inch Pipeline
3	1		Viable
3	2	Viable	Viable
3	3	Viable	Viable
3	4	Viable	Viable
2	1		
2	2		Viable
2	3	Viable	Viable
2	4	Viable	Viable

[a/] Viability is based on pipeline velocities less than 5.5 feet per second.

Tables 2-7 and 2-8 provide viable irrigation schedules for Lover's Point Park and Perkins Park. Irrigation schedules should be coordinated with the irrigation schedules of the Golf Course and Cemetery given the available capacity of the irrigation pumping system at the Reclamation Plant site. Development of this schedule is outside the scope of this current study.

Table 2-7 Viable Irrigation Schedules for Lovers Point Park

Irrigation Schedule		Viability [a/]	
Days/week Irrigated	Hours Irrigated/day	3-inch Pipeline	4-inch Pipeline
3	1		
3	2	Viable	Viable
3	3	Viable	Viable
3	4	Viable	Viable
2	1		
2	2		Viable
2	3	Viable	Viable
2	4	Viable	Viable

[a/] Viable is based on pipeline velocities less than 5.5 feet per second

Table 2-8 Viable Irrigation Schedules for Perkins Park (A, B, C, D)

Irrigation Schedule		Viability	
Days/week Irrigated	Hours Irrigated/ day	3-inch Pipeline	4-inch Pipeline
3	1		
3	2	Viable	Viable
3	3	Viable	Viable
3	4	Viable	Viable
2	1		
2	2		Viable
2	3	Viable	Viable
2	4	Viable	Viable

a/ Viable is based on pipeline velocities less than 5.5 feet per second

4.3 Caledonia and Lover's Point Parks

Caledonia Park is the closest to the Golf Course connection point as illustrated in Figure 4-1. In terms of alternative systems, it is possible to limit the expansion only to Caledonia Park (System 1), only to Lover's Point Park (System 2), or to serve both parks (System 3). The pipeline routing minimizes construction in the streets which has a higher cost than construction in either the parks or the Golf Course. Cost estimates for these three systems are presented in Section 4-4.

Recycled water production and use in California are governed by SWRCB Division of Drinking Water (DDW) regulations and guidelines. Title 22, Division 4, Chapter 3 and Title 17, Division 1, Chapter 5 of the California Code of Regulations (CCR) serve as the sources for regulations relating to recycled water production and use. Current regulations, including Title 22 and Title 17, are compiled by the DDW, in the publication California Health Laws Related to Recycled Water "The Purple Book" updated in 2009. RW pipelines would be constructed in accordance with the CCR. RW piping must have minimum separation from potable water pipelines.

RW would be connected to the parks' existing irrigation systems. The existing connections to the downstream side of the existing water meters would be physically removed to eliminate the possibility of cross connections between the potable and RW systems. Provisions would be installed to maintain potable supply to the drinking fountains and restrooms. Cross-connection testing after construction

would be conducted in accordance with the CCR. The costs to meet the CCR requirements are included in the Section 4.4 estimates.

The proposed pipeline serving Lover's Point would be 4-inch diameter, and the pipeline to Caledonia Park would be 3-inch. The irrigation demands and the basis of the pipe sizing are presented in Section 3.

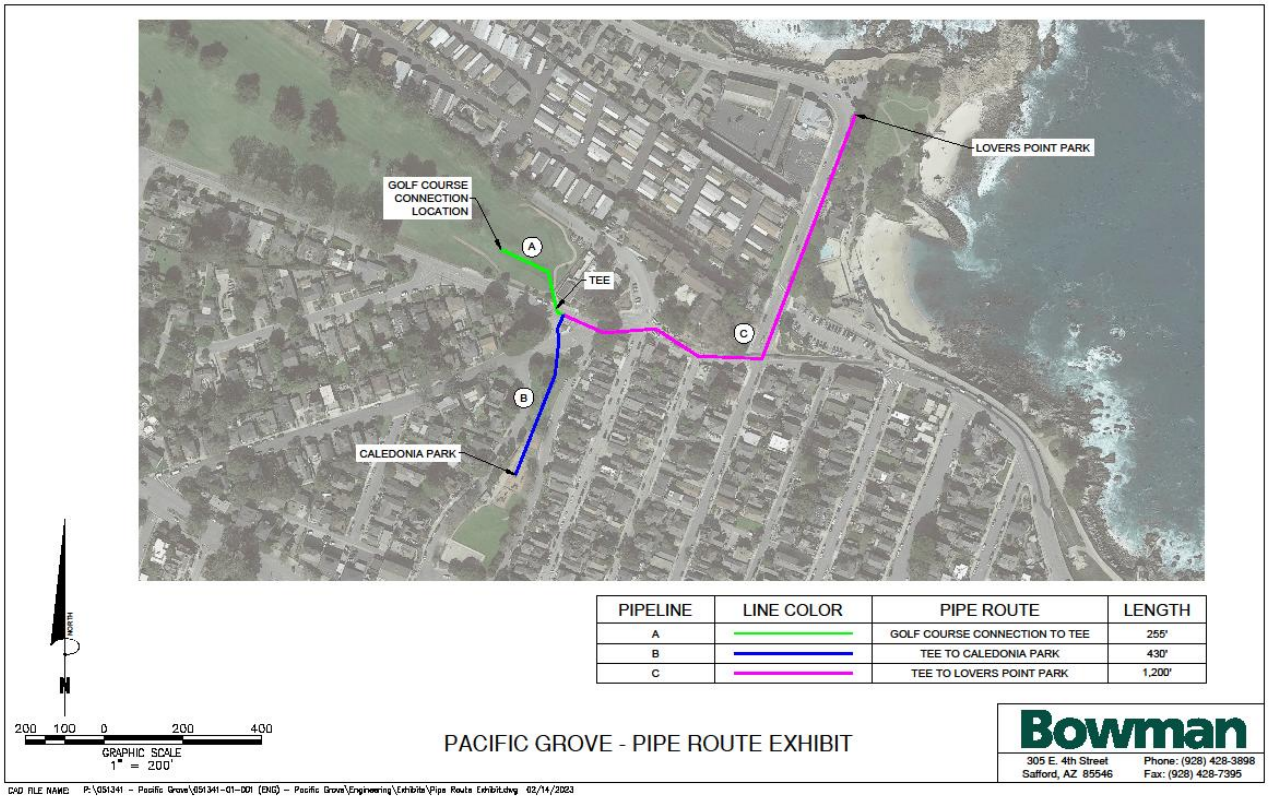


Figure 4-1 Recycled Water Distribution System Serving Caledonia and Lover's Point Parks

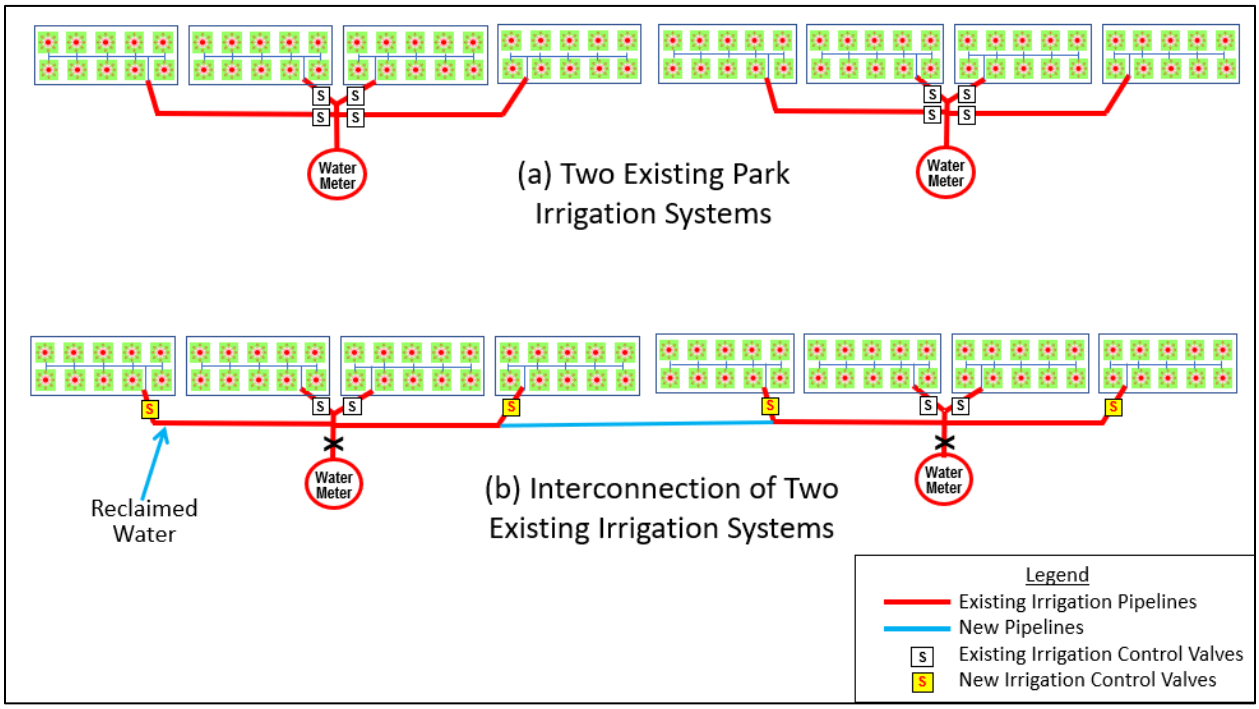
4.4 Perkins Park

Perkins Park is a linear 1.2-mile-long beachfront park along Ocean View Boulevard between Lover's Point Park and the tip of Point Pinos. Approximately 0.8 miles of the park is presently irrigated via five water meters illustrated in Figure 2-4. The western most meter (Meter E) reported an average water use of less the 4,500 gallons per year (average of 7 years, 2016-2022). This relatively small water use does not justify installation of a recycled water system. The systems evaluated would deliver RW to Perkin Meters A through D serving the eastern portions of the park.

Figure 4-3 illustrates a conceptual approach to integrate components of existing irrigation systems into a RW delivery piping system. The upper sketch (a) illustrates two potable water meters supplying

irrigation systems, each with four separate watering zones fed through conventional irrigation solenoid valves. In the lower sketch, the two irrigation systems are interconnected using portions of the existing piping along with sections of new pipelines. The integration minimizes construction of new pipelines. Solenoid valves for several of the watering zones are relocated. In addition, a recycled water source is connected to the modified system and cables are installed between the relocated solenoids and the existing controllers. This concept is used in the two alternatives for serving Perkins Park with RW. The new pipelines integrated into the existing irrigation systems are estimated to have 3-inch diameters. Field investigations of the existing irrigation systems will be required to determine the feasibility of conceptual approach for interconnecting the four irrigation systems to eliminate construction of a new RW supply pipeline for the length of Perkins Park.

Figure 4-3 Conceptual Approach



Two alternatives are defined for delivering RW to Perkins Park. Alternative A provides recycled water via Lover's Point Park as illustrated in Figure 4-4. Sections of the pipe are constructed in pavement and are labeled P1 (shown as dotted red lines). Most of the pipelines are located in the park using the concepts presented in Figure 4-3 and are designated as P2 and shown as dashed white lines. For the P2 pipelines integrated with the existing irrigation systems, the costs for construction are based on 50% of the lengths illustrated in Figure 4-4. Supply of recycled water from Lover's Point Park assumes that either System 2 or 3 as identified in Section 4-2 is constructed. The pipelines between Lover's Point and Meter A is 4-inch diameter.

Perkins Park Alternative B, illustrated in Figure 4-5, connects to the Golf Course irrigation system near the 4th hole in the vicinity of Del Monte Boulevard. This alternative does not require serving Lover's Point Park with recycled water.



Figure 4-4: Perkins Park Alternative A



Figure 4-5: Perkins Park Alternative B

4.5 Costs of Alternative Systems

The Class 4 cost estimates for the systems described above are presented in Table 4-1. The bases of a Class 4 estimate are summarized in Table 4-2. The pipes are 3-inch and 4-inch diameter and unit costs for street construction and park/golf course construction are $250/foot and $140/foot, respectively.

Table 4-1 System Costs

Parameter	1 Caledonia Park	2 Lovers Point Only	3 Caledonia & Lovers Point Parks	4 Perkins Park o/ Alternative A (via Lovers Point)	5 Perkins Park Alternative B (via Del Monte)	6 All Three Parks with Perkins via Lover's Point
Connection to GC Irrigation System	$5,000	$5,000	$5,000	n/a	$5,000	$5,000
Pipelines						
Pipelines in Parks and GC	See Note c/	See Note e/	See Note g/	See Note i/	See Note l/	
Length feet	555	445	785	1780	1355	
Cost per foot	$140	$140	$140	$85	$85	
Cost	$77,700	$62,300	$109,900	$151,300	$115,175	$261,200
Pipelines in Streets	See Note d/	See Note f/	See Note h/	See Note j/	See Note m/	
Length feet	145	1035	1155	775	1420	
Cost per foot	$250	$250	$250	$250	$250	
Cost	$36,250	$258,750	$288,750	$193,750	$355,000	$482,500
				See Note k/		See Note k/
Adjustments				$5,500		$5,500
Connection to Park Irrigation System	$7,500	$7,500	$15,000	$15,000	$15,000	$30,000
Title 22 Backflow Testing	$5,000	$5,000	$10,000	$15,000	$15,000	$25,000
A) Construction Cost – total above	$131,000	$339,000	$429,000	$381,000	$505,000	$809,000
B) Engineering - Design & Construction 20% of A)	$26,000	$68,000	$86,000	$76,000	$101,000	$162,000
C) Permits, Legal, Environmental 20% of A	$26,000	$68,000	$86,000	$76,000	$101,000	$162,000
D) Subtotal (A+B+C)	$183,000	$475,000	$601,000	$533,000	$707,000	$1,133,000
E) Contingency 25% of E	$46,000	$119,000	$150,000	$133,000	$177,000	$283,000
F) Estimated Total Cost (D+E)	$229,000	$594,000	$751,000	$666,000	$884,000	$1,416,000

Notes:

a/ Costs are based on unit costs of $250 per foot for 3-inch and 4-inch diameter pipelines located in streets.
Pipelines through Parks and the golf Course have a unit cost of $140 per foor for 3-inch and 4-inch diameters.
b/ Pipelines connecting the existing irrigation systems in Perkins Park are based on 50% of park unit cost ($70) and the total lengths of the park plus $15 per foot for irrigation system components (cables and cotrollers).
c/ Pipe length total = 555 ft = pipe section A = 225 ft plus section C = 330 ft; reference dwr 5k1
d/ Pipe length total = 145 ft = pipe section B = 120 ft plus section L = 25 ft; reference dwr 5k1
e/ Pipe length total = 455 ft = pipe section A = 225 ft plus section K = 230 ft; reference dwr 5k1
f/ Pipe length total = 145 ft = E@ 50 ft + F@130 ft + G@125 ft + H@175 ft + J @ 430 ft + L@25 ft; reference dwr 5k2
g/ Pipe length total = 785 ft = A@225 ft + C@330 ft from reference dwr 5k1 + K@230 ft from ref 5k2
h/ Pipe length total = 1155 ft = E@150 ft + F@130 ft + G@125 ft + H@175 ft + J@430 ft + L@25 ft; ref dwr 5k2 + B@120 ft ref 5k1
i/ Pipe length total = 1780 ft = P2@100 ft ref 5k3 + 1050 ft ref 5k5 +630 ft ref 5k6
j/ Pipe length total = 775 ft = P1@400 ft ref 5k3 + 375 ft ref 5k7
k/ The 1780 feet of park pipeline above is costed at $85/ft since it is irrigation system modification. 100 ft are in Lover's Point Park at $140 per foot. The difference in cost (100 ft x $55/ft) is added immediately below.
l/ Pipe length total = 1680 ft = 1050 ft ref 5k5 + 630 ft ref 5k6
m/ Pipe length total = 1420 ft = P1 @1420 ft ref 5k4
n/ System 6 = System 3 + System 4
o/ Perkins Park Alternative A requires that water be available via System 2 or 3.

Table 4-2 Cost Estimate Qualifications

1	The cost estimate does not include an escalation allowance from the indicated pricing level to the unknown NTP.
2	Market Assumption: Desirable local project which is expected to attract competition and reasonable offers.
3	Owners are urged to budget towards the high range value pending the 60% design cost estimate.
4	The final contract drawings, specifications and bid schedule, specifically any addendums to contractors, were not available at time of the cost estimate's development
5	Cost estimate does not contain any allowances for owner required items or for force account work or police oversight
6	Cost estimate is not based on quoted costs for materials or equipment.
7	Preliminary construction schedule not provided; estimate assumes 1 month of pre-construction and a 2-3 months of field duration
8	Wage decision = TBD
9	Undefined environmental mitigations/landscaping and slope stability items are excluded
10	Unknown permitting, agency or Home Owners HOA mitigations are excluded
11	Work areas assumed to be available from 7am to 7pm M-F without constraint to the contractor
12	Pricing basis is Q4 2022
13	Assumed contracting strategy: conventional design/bid/build
14	Cost estimate assumes that all easements will be available and does not provide an allowance if shown easements are not available at time of construction
15	This OPCC is classified as a Class 4 cost estimate per AACE guidelines. Stated accuracy range = -30% to + 50%
16	Pricing assumes competitive market conditions at time of tender (+3 bidders/trade).

17	Special outside agency inspections not included.

5 CEQA Scoping

A discretionary Coastal Zone Development permit would be needed for the distribution pipeline installation for the parks that are location in the Coastal Zone. Since the parks are in the Coastal zone and will be new installation and ground disturbance it does not seem likely that the project would qualify and a Categorical Exemption to CEQA. Biological and cultural, surveys and hazardous material review of the construction footprint would confirm if an Exemption would be adequate for addressing CEQA. There would need to be a determination of the approach to construction to determine the need for a traffic control plan. If additional CEQA analysis is required, impacts would be temporary in nature the project would likely require an Initial Study/Mitigated Negative Declaration (IS/MND).

6 Regulatory Review and Requirements

Since the project would be reducing the use of potable water and supporting areas for public access in the coastal zone it should not be an issue to the California Coastal Commission that this project is approved by the City. It will not reduce coastal access permanently and any disruption to public access would be temporary during pipe installation. The pipeline option that would distributing recycled water between Perkins Park and Lover's Point would be primarily in the parks to interconnect with the existing irrigation systems. Caledonia Park distribution pipelines would also include an alignment through the park

7 Conclusions and Recommendations

7.1 Conclusions

7.1.1 Wastewater Flow

Review of the wastewater flow monitoring events concluded that the overall average weekly flow increased from 0.610 MGD in 2016 to 0.671 MGD in 2022, a 10% increase (shown on Figure 3-4). This flow increase is consistent with the 15% projected future flow increase presented in the May 2014 Sewer Collection System Master Plan prepared by the Wallace Group.

The flow patterns differ significantly in terms of hourly values, total average daily flows, and the ratios of the minimum and maximum (peaking factor) to the average. While the 2022 total wastewater flow averaged 0.67 MGD during the flow monitoring period, there appears to be less infiltration and the minimum flows are less than required to operate the WRP at it design capacity 24-hours per day.

7.1.2 Diversion

Figure 3-7 illustrates that 20% of the time during the 2022 monitoring event, the diversion structure inflows at MH 801 were less than the required 0.27 MGD. The lower than required minimum flow occurs between 2 and 6 AM and is consistent with flow observations made by the Operator.

A flow balance was conducted during November 18 to December 2, 2022 to determine if the diversion structure was capturing all available wastewater flow. The flow balance was inconclusive. There appears to have been an issue with one of the flow meters in either MH 801 or MH 980. The flow data at MH 801 is generally consistent with the February 2016 flow measurements and the 2022 monitoring at MH 980 is suspect.

7.1.3 Recycled Water Production

Review of recycled water production and capability concluded that during the last few years of the operation of the Wastewater Reclamation Plant (WRP), there are periods when the plant does not provide sufficient recycled water to meet the irrigation demands for the Golf Course and potable water is purchased to make up the deficiency. In July 2022, over 25% of the distributed recycled water was potable due to a mechanical problem with the plant. July 2022 has the largest documented supplemental use of potable water.

7.2 Preliminary Cost Estimates

There are several options for recycled water expansion:

- limit the expansion of reclaim water use only to Caledonia Park (System 1),
- expand only to Lover's Point Park (System 2), or
- serve both parks (System 3).

Perkins Park is irrigated by 5 water meters shown in Figure 4-2. The western most meter (Meter E) reported an average water use of less the 4,500 gallons per year (average of 7 years, 2016-2022). This relatively small water use by Meter E does not justify installation of a recycled water system. Two alternatives are provided for distribution pipelines to Perkins Park.

Recycled water for park irrigation would be taken from connections with the existing Golf Course irrigation system to minimize costs. Two potential connection points for the park recycled water are near the 6th Tee and the 4th Hole.

Table 7-1 provides the cost comparison by Alternative. The pipes are 3-inch and 4-inch diameter and unit costs for street construction and park/golf course construction are $250/foot and $140/foot, respectively. Conceptual level pipeline lengths were used for development of AACE International CLASS 4 Cost Estimates. Class 4 estimates are prepared using limited information with engineering typically at the 10% to 20% level.

For comparison, potable water for park irrigation costs between $7,000 and $7,500 per AF (2022).

Table 7-1 Summary of Cost by Alternatives

System	1 Caledonia Park	2 Lovers Point Only	3 Caledonia & Lovers Point Parks	4 Perkins Park[a/] Alternative A (via Lovers Pt)	5 Perkins Park Alternative B (via Del Monte)	6 All Three Parks with Perkins via Lover's Park
Estimated Total Cost	$230,000	$590,000	$750,000	$670,000	$880,000	$1,420,000
Project Life - years	30	30	30	30	30	30
Annual Cost for Construction	$7,700	$19,700	$25,000	$22,300	$29,300	$47,300
AFY	1.39	2.55	3.94	1.84	1.84	5.78
Annual Capital cost per AFY	$5,540	$7,725	$6,345	$12,120	$15,924	$8,183
O&M per AF (from Business Plan)[b/]	$7,820	$7,820	$7,820	$7,820	$7,820	$7,820
Total Capital and O&M $/AF	$13,359	$15,545	$14,165	$19,939	$23,744	$16,003

a/ System 4 – Perkins Park water is via Lover's Point. Alternative A requires concurrent construction of System 2 or 3

b/ Pacific Grove Local Water Project Business Plan. Prepared by Daniel Gho and Tori Hannah on July 21, 2021.

7.3 Recommendations

7.3.1 Future Flow Monitoring

- Prior to flow monitoring, the flows in and out of the Diversion MH 801A should be observed during high and low flow periods. At the same time, the flows into MH 980 should be observed to confirm that the diversion is functioning. If the plant is operating around the clock, there should be zero or minimum flow into MH 980 between 2 and 6 AM.
- The flow study should focus on the period between 2 and 6 AM when sewer flows are near minimum.
- The sewer flow should be measured during the July or August period when the irrigation demands are maximum and the WRP is operating at its maximum capacity. This flow study should be part of the diversion structure evaluation recommendations.

7.3.2 Diversion Structure Evaluation

Given that it has been reported the available flows at the diversion are insufficient to operate the WRP at its design capacity, it is recommended that the flow balance study of the diversion structure be repeated during the high irrigation season. The WRF is operating at its maximum capacity from July through August. The flow data at the diversion is needed to determine if the existing WRP can operate 24-hours per day. During flow studies, a recorder should be installed on the diversion pump flow meter to record the flow rates.

7.3.3 Recycled Water Production

- The flow study should be coordinated with the WRP operations staff and hourly production data be made available.

- The time of day and flow rates of WAS discharges to the sewer should be recorded as the WAS enters the Asilomar sewer between the Diversion manhole (801A) and the downstream MH 980.
- If there is insufficient sewage flow during early morning periods, determine if the plant can be programmed to operate both trains when there is adequate influent flow and then only operate a single train when the influent flow is limited. This could maximize recycled water production, but at less than the 0.25 MGD design capacity.
- Determine how much of the WRP membrane flows can be modulated? Is this feasible with the current membrane system programming? Determine if the current control system programming for the influent pumping system is maximized.
- Determine if the capacity of the biological reactors limit the overall plant capacity.
- Evaluate inflow equalization as an alternative to varying the production rates.

7.3.4 Recycled Water Distribution

If the City determines the expansion of the recycled water distribution system is economically feasible, the following design elements should be considered. Based on the data presented in Table 2-6, it is recommended that the pipe supplying recycled water to Caledonia Park be 3-inch diameter or larger. If a one hour per day maximum irrigation period is required, a 4-inch diameter is recommended. The proposed pipeline serving Lover's Point would be 4-inch diameter. The new pipelines integrated into the existing irrigation systems for Perkins Park are estimated to have 3-inch diameters. The recommended pipeline routing minimizes construction in the streets which has a higher cost than construction in either the parks or the Golf Course.

If the City determines to proceed with construction of facilities delivering recycled water to the parks under consideration here within, a geotechnical and utility investigations should be conducted to refine the conceptual designs and cost estimates. Modifications to the Perkins Park irrigation systems into recycled water conveyance systems requires further analysis of the existing systems. The accuracy of the system as-build drawings needs to be verified.

Irrigation schedules for the parks need to be coordinated with the irrigation schedules of the Golf Course and Cemetery given the available capacity of the irrigation pumping system at the Reclamation Plant site.

Due to low irrigation demand and the distance from the proposed irrigation system, its recommended that the section of Perkins Park irrigated by water meter E (Figure 2-4) not be included in the recycled water expansion.

Appendix A: Financial Review

Expansion of the existing golf course recycled water system to close proximity parks is an economic decision. In Section 4, the capital costs for providing recycled water to three parks is developed. An Excel based model is used to determine the total costs of providing recycled water for the six systems described in Section 4.

Table A-1 presents the unit costs of recycled water per acre-foot (AF) which allows comparison with current costs of potable water. Factors that affect the recycled water unit costs are a) capital cost, b) amortization rate, c) life of the system, d) annual irrigation requirements, and e) recycled water production costs. In Table A-1, it is assumed that additional labor costs for maintenance of park irrigation systems will not increase over current costs using potable water. It is also assumed that the costs for producing recycled water at the Wastewater Reclamation Plant is current unit cost of $7,820 per acre foot. Irrigation of the three parks is estimated to require 5.8 AF for the average year. This represents an increase of 5% over the 2022 recycled water use of 114.4 AF.

Given that the peak irrigation seasons coincide for the parks and the golf course, availability of recycled water during the July – October could limit recycled water irrigation of the parks.

The State of California as a grant program to assist cities with construction costs for recycled water systems. If the City of Pacific Grove can obtain such grants, the net construction and total water costs can be reduced. For example, Table A-2 assumes that 30% of the construction costs are offset with grants.

Table A-1 Costs of Providing Recycled Water to Parks in Proximity of the Golf Course

System	1 Caledonia Park	2 Lovers Point Only	3 Caledonia & Lovers Point Parks	4 Perkins Park[a/] Alternative A (via Lovers Point)	5 Perkins Park Alternative B (via Del Monte)	6 All Three Parks with Perkins via Lover's Point
Estimated Total Cost	$230,000	$590,000	$750,000	$670,000	$880,000	$1,420,000
Project Life - years	30	30	30	30	30	30
Annual Cost for Construction	$7,700	$19,700	$25,000	$22,300	$29,300	$47,300
AFY	1.39	2.55	3.94	1.84	1.84	5.78
Annual Capital cost per AFY	$5,540	$7,725	$6,345	$12,120	$15,924	$8,183
O&M per AF (from Business Plan)	$7,820	$7,820	$7,820	$7,820	$7,820	$7,820
Total Capital and O&M $/AF	$13,359	$15,545	$14,165	$19,939	$23,744	$16,003

[a/] System 4 - Perkins Park water is via Lover's Point. Alternative A requires concurrent construction of System 2 or 3

Table A-2 Costs of Providing Recycled Water to Parks with 30% Grant Funding of Construction

System	1 Caledonia Park	2 Lovers Point Only	3 Caledonia & Lovers Point Parks	4 Perkins Park[a/] Alternative A (via Lovers Point)	5 Perkins Park Alternative B (via Del Monte)	6 All Three Parks with Perkins via Lover's Point
Estimated Total Cost	$230,000	$590,000	$750,000	$670,000	$880,000	$1,420,000
Grant for Facilities	$69,000	$177,000	$225,000	$201,000	$264,000	$426,000
Cost After Grants	$161,000	$413,000	$525,000	$469,000	$616,000	$994,000
Project Life - years	30	30	30	30	30	30
Annual Capital Cost	$5,400	$13,800	$17,500	$15,600	$20,500	$33,100
IrrigationWater - AFY	1.39	2.55	3.94	1.84	1.84	5.78
Annual Capital cost per AFY	$3,885	$5,412	$4,442	$8,478	$11,141	$5,727
O&M per AF (from Business Plan)	$7,820	$7,820	$7,820	$7,820	$7,820	$7,820
Total Capital and O&M $/AF	$11,705	$13,232	$12,262	$16,298	$18,961	$13,547

[a/] System 4 - Perkins Park water is via Lover's Point. Alternative A requires concurrent construction of System 2 or 3

A parametric analysis was conducted to illustrate the effects of possible grants, interest rates and amortization period (pipeline useful life) on the costs of providing recycled water to the parks Analyses listed in Table A-3). The results of the parametric analysis is presented in Figures A-1 through A-6.

Table A-3 Parametric Analyses Conducted

Figure	System	Cost Components	Amortization Period	Interest Rate	Grant Funding
Fig. 7-5	3: Caledonia & Lover's Pt	Capital Only	30 years	0 to 6%	0 to 50%
Fig. 7-6	3: Caledonia & Lover's Pt	Capital + O&M	30 years	0 to 6%	0 to 50%
Fig. 7-7	6: Caledonia, Lover's & Perkins	Capital Only	30 years	0 to 6%	0 to 50%
Fig. 7-8	6: Caledonia, Lover's & Perkins	Capital + O&M	30 years	0 to 6%	0 to 50%

The economic results will enable the City to evaluate the alternatives and determine a plan of action. The City can also use the financial model to evaluate additional scenarios.

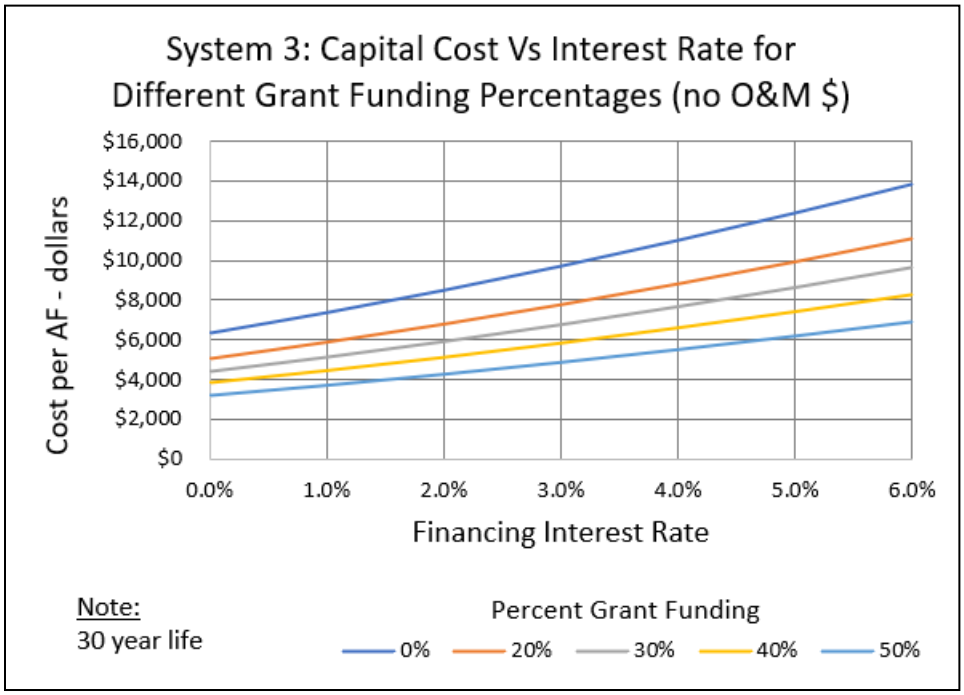


Figure A-1 Caledonia + Lover's Point Parks: Capital Costs, 30 Yr Amortization without O&M

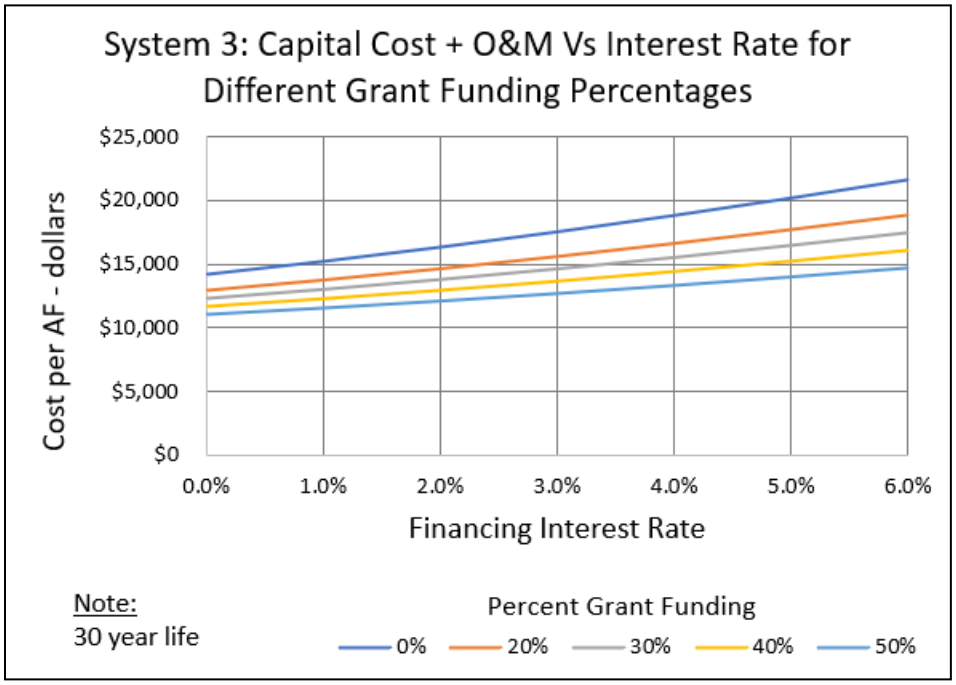


Figure A-2 Caledonia + Lover's Point Parks: Capital + O&M, 30 Yr- Amortization

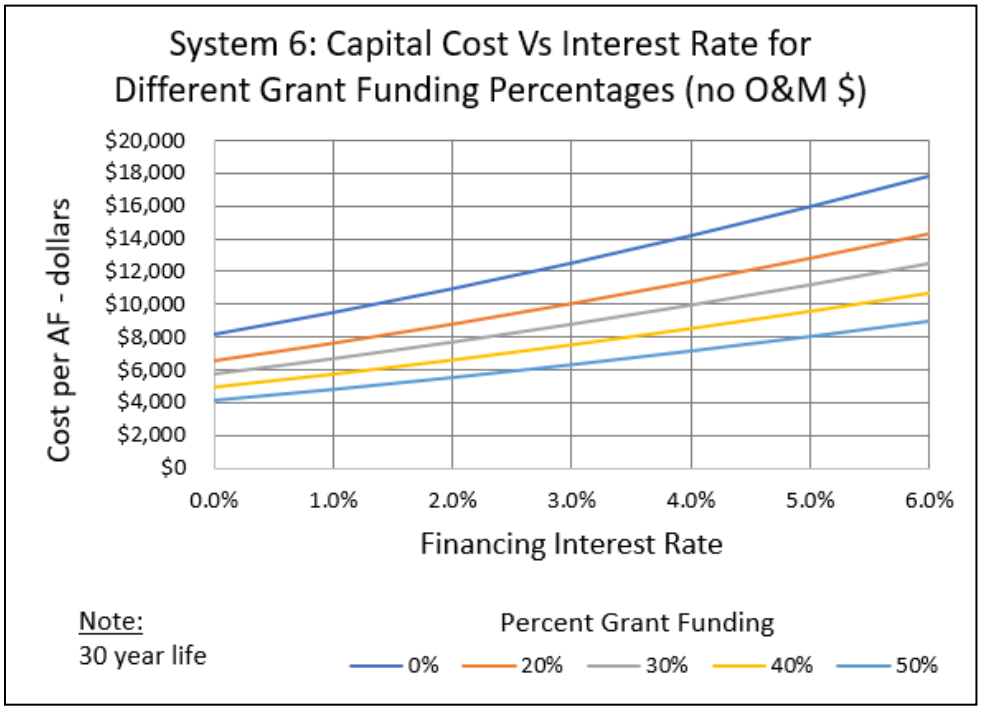


Figure A-3 Perkins, Caledonia + Lover's Point Parks: Capital Costs Only: 30 Yr Amortization without O&M

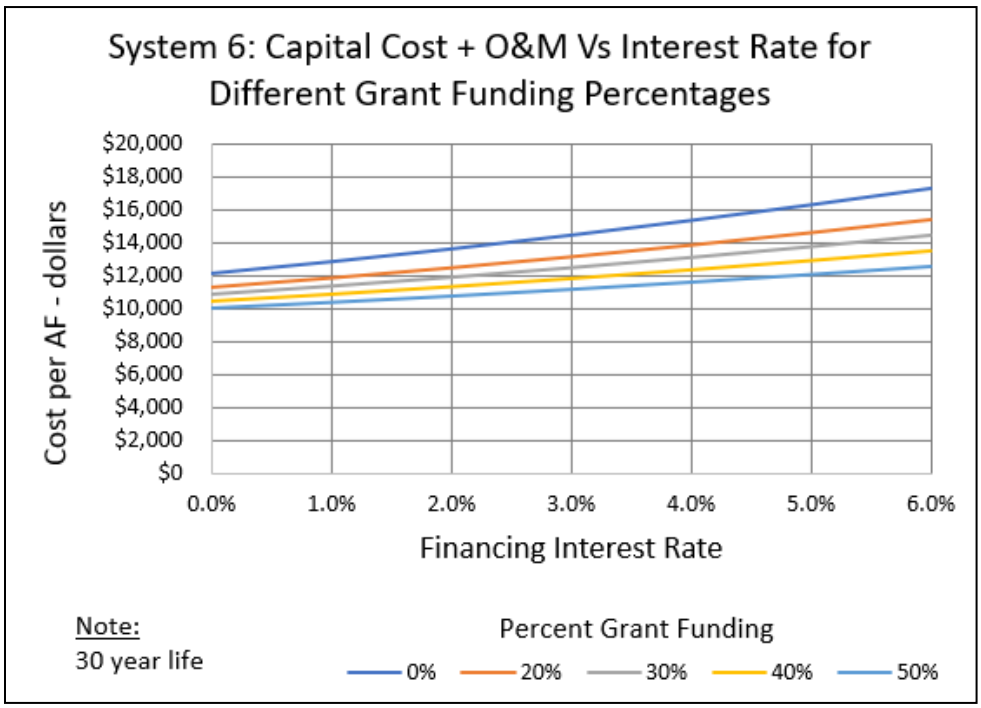


Figure A-4 Perkins, Caledonia + Lover's Point Parks: Capital + O&M, 30 Yr Amortization

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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

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

MEETING DATE: July 05, 2023

SUBJECT: Safety Improvements at 5-way intersection ***This item was continued from the Council's June 21, 2023 meeting.***

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

RECOMMENDATION

1. Authorize the City to enter into an agreement with GHD for Phase I of the Congress, Cedar, and Sunset Intersection Safety Improvement Project in an amount not to exceed $797,574
2. Alternatively, discuss and take other action related to this item

DISCUSSION

Background

In 2016, the Transportation Agency for Monterey County (TAMC), in partnership with the City of Pacific Grove (City) and California Department of Transportation (Caltrans), conducted a study of the State Route 68 Corridor (SR68) segment located in Pacific Grove City bounds, the Pacific Grove Hwy 68 Corridor Study.

https://www.tamcmonterey.org/pacific-grove-hwy-68-corridor-study

The intent of the study was to identify improvements that would provide safer access for all modes of travel. The study identifies several areas along the State Route corridor, which is managed by Caltrans and within the City boundary, that are ripe for safety improvements. However, the City has focused on the implementation of complete street improvements to the five-legged intersection of Sunset Drive, Congress Avenue and Cedar Street. This intersection has been selected as it is adjacent to two schools, is heavily trafficked, and has historically been an area of interest for improvement by the community and TAMC.

On November 8, 2016, TAMC placed the Transportation Safety & Investment Plan (Measure X) on the ballot, the measure was approved with 67.7% approval from Monterey County voters. The measure, through retail transactions and use tax of three-eighths of one percent (3/8%) is anticipated to generate an estimated $20 million annually for 30 years. The revenue from the sales tax measure is used for transportation safety and mobility projects in Monterey County. 40% of the revenue is allocated to Regional Projects via the Regional Safety Mobility and Walkability Program; TAMC has identified and allocated funding for specific projects across the county; one of the projects identified includes

improvements to the SR68 Corridor within the Pacific Grove bounds. A total of $5 Million has been allocated.

As part of the FY22/23 Capital Improvement Plan (CIP), the multi-year Cedar St, Sunset Dr & Congress Ave Intersection Improvements Project was approved by the City Council; $1M was allocated from the Measure X Regional Safety Mobility and Walkability Program to the initial phase of the project.

On October 19, 2022, Council approved a formal Measure X funding agreement with TAMC for an amount not to exceed $1,000,000, of the larger $5M bucket, to the initial phase and kick off the project.

Selecting a Consultant

This project is a multi-year, multi-million-dollar endeavor. Ultimately, the goal is to construct safety and multi-modal improvements at the Congress Ave, Sunset Dr, & Cedar St, 5-way intersection within Caltrans jurisdiction. Prior to reaching the construction phase, the City must take several steps to successfully design and permit the project.

The immediate first step is that the City must retain a firm with the knowledge and expertise to identify and design safety improvements on SR 68 West with particular attention to bicycle and pedestrian access to Forest Grove Elementary School and Pacific Grove High School along with the intersections of Sunset Drive/Congress Avenue/ Cedar Street, Sunset Drive/19th Street, and Sunset Drive/Forest Avenue.

In order to find this firm, the City released a Request for Qualifications (RFQ) in January of 2023 for the Intersection Project Study Report, Environmental Impact Review and Concept Design for Congress, Sunset, Cedar Intersection Multi-Modal Safety Improvements. The RFQ period closed on February 23, 2023. The City received two statements of qualifications (SOQ) for the project from:

1. Kimley Horn, and
2. GHD

City staff reviewed both statements and held panel interviews with both firms. Following this process, GHD was selected as the preferred consultant. Since the 5-way intersection is within Caltrans jurisdiction, the selected consultant must have vast experience working with Caltrans on similar projects. Navigating the permitting process and ultimately gaining approval to construct safety improvements at an intersection within a State Highway will take time, has numerous steps, and will require tremendous outreach and studies to obtain all the necessary permits. GHD has the team to accomplish these goals and has developed a preliminary work plan to guide the project (Attachment 1).

Following the interviews, GHD worked with the City to prepare a scope and fee schedule associated with the scope of services (Attachment 2).

Scope of Work & Approach

Successful execution of this project will require adhering to the Caltrans project process and entails the 4 phases noted below:

Phase 1: Project Initiation Document (PID)
Phase 2: Project Approval and Environmental Document (PA&ED)
Phase 3: Plans, Specifications, and Estimates (PS&E), and

Phase 4: Construction

Due to the lengthy Caltrans process noted above, costs, and timing, the project agreement will be phased. The requested agreement is in an amount not to exceed $797,574. This will allow for the City to complete Phase 1, PID. The PID process is intricate and lengthy process; it is anticipated to span a 12-month period. More information on the PID phase is provided below. More information on all project phases is included in Attachment 1.

Phase 1 – PID

Caltrans Project Development Procedures Manual states that projects shall be adequately scoped prior to approval. The basis for scope, cost, and schedule shall be documented in a PID for all major projects on the State Highway System. To adequately prepare the PID, the City must complete the following:

- Alternatives Analysis
    - Data collection, review, and analysis
    - Purpose and Need Statement
    - Public outreach
    - Alternatives development
    - Intersection Safety and Operational Analysis Process (ISOAP)/ Traffic Engineering Performance Assessment (TEPA)
- Preparation of PID
    - Stormwater Data Report (SWDR), Preliminary Environmental Analysis Report (PEAR), Right of Way Data Sheets (RWDS)
    - Design Standards Risk Assessment
    - Preliminary cost estimate
    - Draft & Final Project Study Report (PSR)- Project Development Support (PDS)
- Finalize Study Limits
    - Right-of-way and topo surveys
    - Project description
    - Design optimization/Geometric approval

There is potential for savings in Phase 1, the PID following the alternatives analysis. If no alternatives are identified and a single project type is determined, then the City may be able to proceed with the single design and portions of the PID process may be eliminated resulting in cost savings. This cannot be determined until the City enters the first phase of the project and completed the alternatives development process.

As noted above, The total for Phase 1 (request for this evening) is $797,574.

Phase 2 – PA&ED

Once Phase 1 of the project is complete, and a recommended treatment is determined, the City can proceed to Phase 2. Phase 2 consist of project approval and environmental documents (PA&ED). To support the PA&ED stages the following will need to be completed:

- Technical Studies
    - Traffic, Biology, Cultural, SWDR, Noise, Air Quality, Land Use, Visual, Hazardous Material, Geotechnical
- Preliminary Engineering/Project Report
    - 30% Plans, Specifications & Estimates (PS&E)
    - Draft and Final Project Report
- Environmental Document

- Permitting
- Public outreach
- Admin draft, Draft, & Final Environmental Document
- Permitting, including Coastal Commission & RWQCB

Total for Phase 2: Estimated at $1.1 Million

Phase 3 – PS&E

Upon completion Phase 2, the City will then enter the third and final planning/permitting phase, which is PS&E and construction support. Phase 3 consists of:

- Right of Way Support
  - Identification/minimization of impacts
  - Appraisals, Plats & Legals, and Acquisition support
  - Right of Way Certification
- Plans, Specifications, & Estimate
  - 60%, 90%, and 100% PS&E
  - Utilities: positive identification, coordination, potential
  - Relocation support, and certification
  - Constructability review
- Bid Support
  - Bid package, respond to bidder inquiries, attend pre-bid meeting, compile bid results
- Construction oversite
  - Engineering support during construction
  - Post-construction traffic report

Total for Phase 3: Estimated at $1.3 Million

Phase 4 – Construction

The final project phase is the construction phase. The cost of construction is largely dependent on the alternative selected. If a roundabout is the selected improvement, high level construction estimates are around $7M.

TOTAL PROJECT HIGH LEVEL OVERVIEW:

This is a multi-year, multi-million-dollar effort that will need to be executed in phases.

Tonight's request is to authorize an agreement with GHD in an amount not to exceed $797,574. This will allow the City to embark on the initial phase of the project, the PID phase (Phase 1).
It is anticipated that Phases 1 – 3 will equate to a total of $3.2M. Construction costs will vary depending on the improvements selected for the intersection. If the desired alternative is a roundabout, the total project cost (planning, environmental and construction) may equate to $10M. Alternative intersection safety measures may be recommended which would yield lower planning, design, engineering and construction costs.

Initial Agreement & Subsequent Amendments

If approved, the City's standard agreement (reviewed and approved by the City Attorney, Risk Management and the California Joint Powers Insurance Authority) will be prepared for the Mayor's signature per the standard contracting process.

As the City nears completion of Phase 1, Staff will work with the consultant to create a clear scope of services for the subsequent phase. This will be brought forth to council for consideration. If approved, an amendment to the original agreement will be executed.

OPTIONS

1. Do not approve an agreement contract with GHD. This will essentially stop the project and no evaluation of the intersection will occur.
2. Provide alternative direction

FINANCIAL IMPACT:

$5,000,000 has been earmarked by the Transportation Agency for Monterey County (TAMC) for the Pacific Grove State Route 68 corridor, derived from Measure X Regional Safety Mobility and Walkability Program allocation. The City entered into a funding agreement with TAMC in November of 2022 allocating $1,000,000 towards the intersection project. This allocation is sufficient to fund this agreement to execute Phase 1, PID.

The grant revenues and expenditures to support this contract have been included in the Fiscal Year 23/24 Proposed Budget.

As stated above, the total project cost cannot yet to be determined, primarily because a specific project approach has yet to be determined. If a roundabout is constructed, total cost could be upwards of $10 million. If a roundabout is determined to be the best intersection control, then the city will have to seek grant funding to fund the remaining project balance.

FOCUSED PRIORITY AREA: Infrastructure

Attachments

Staff PPT

Work Plan

Scope and Fee

Safety Improvements
5-Way Intersection



City Council
City of Pacific Grove

Background

- In 2016 City and TAMC conducted a study of Hwy 68 (CalTrans Jurisdiction)
- Intent was to identify safety improvements of corridor
- City hosted workshops in conjunction with Smart Growth America to discuss intersection
- Intersection is ripe for improvements with 2 schools nearby
- City entered into a funding agreement with TAMC for Measure X funding that is earmarked for Hwy 68 through PG
- Initial agreement is for 1 million

Selection of Consultant

- Request for Qualification released in January of 2023
- February of 2023 City received 2 proposals and conducted interviews
- GHD was selected as the preferred consultant
  - GHD has vast experience working with CalTrans
- GHD provided the City with a scope and fee that will be used to guide the project

Scope and Approach

- Phase 1: Project Initiation Document (PID)
- Phase 2: Project Approval and Environmental Document (PA&ED)
- Phase 3: Plans, Specifications, and Estimates (PS&E)
- Phase 4: Construction

Phase 1
Project Initiation Document

Alternative Analysis

- Data Collection
- Purpose and need
- Outreach
- Alternatives
- Intersection safety and performance

Preparation of PID

- Stormwater Data, Enviro Analysis, ROW
- Design Standards Risk Assessment
- Preliminary Cost Estimate
- Draft and final project study report

Finalize Study Limits

- ROW and Topo Surveys
- Project Description
- Design optimization

Phase 2
Project Approval and Environmental Document

Technical Studies	Preliminary Engineering	Environmental Documents
• Traffic • Biology • Cultural • Storm water • Noise • Air Quality • Land use, Haz mat • Geotechnical	• 30% Plans • Draft and Final Project reports	• Permitting • Public Outreach • Administrative Draft • Final Draft • Permitting

Phase 3
Plans, Specifications and Estimates

Right of Way Support

- Identify/ Minimize Impacts
- Appraisals and acquisition support
- Right of Way Certificates

Plans, Specs and Estimates

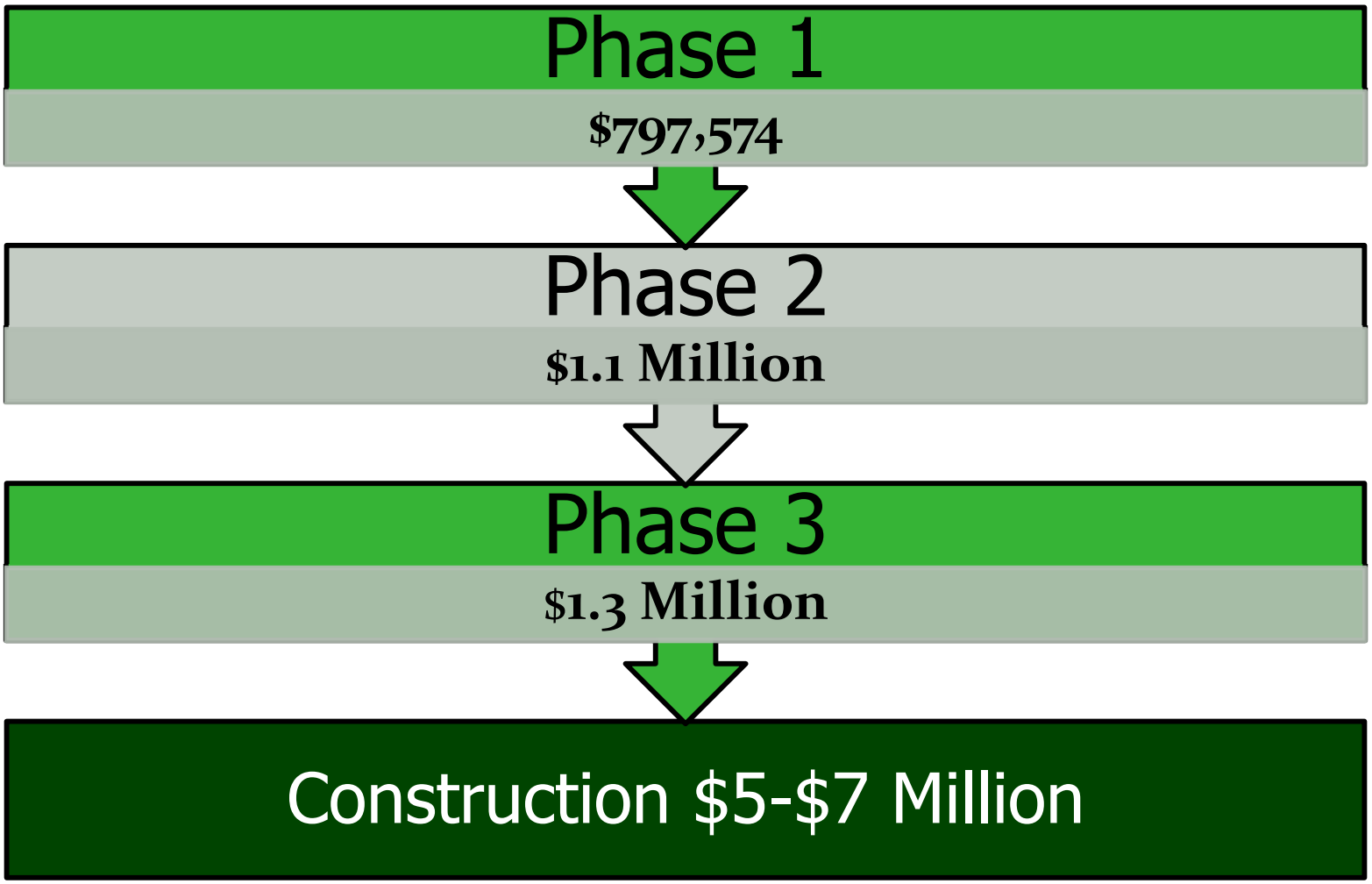
- 60%,90% and 100%
- Utilities ID
- Relocation support
- Construction review

Bid Support and Construction Oversite

- Bid Package
- Bidder inquires
- Compile results

- Construction oversite
- Support during construction
- Post construction reports

Phases
Cost Estimates



Process

- Multi Year, multi million-dollar effort that will need to be executed in phases
- Phase 1 will identify the project and steps for future phases
- Upon nearing completion of first phase, scope will be identified for phase 2
- Subsequent phase will be brought forth with scope and costing for Council approval
- City has $5 million earmarked for project through Measure X
- Depending on intersection analysis, grant funding will need to be sought after

Recommendation

- Authorize the City to enter into an agreement with GHD for Phase I of the Congress, Cedar, and Sunset Intersection Safety Improvement Project in an amount not to exceed $797,574
- Alternatively, discuss and take other action related to this item

Questions?

City Council
City of Pacific Grove

Work Plan

key to getting to a single build alternative

Standard Process

PID 12 months

PA&ED 12 months

PS&E 18 months

Construction 24 months

Project Management / Stakeholder Coordination

- Alternatives Analysis
- Preparation of PID
- Finalize Study Limits
- Technical Studies
- Prelim. Engineering/ Project Report
- Environmental Document/ Permitting
- Right of Way Support
- Plans, Specifications, & Estimate
- Bid Support
- Construction Support

Alternatives Analysis - 4 months

- Data collection, review, and analysis
- Purpose and Need statement
- Public outreach
- Alternatives development
- ISOAP/TEPA

Preparation of PID - 8 months*

- SWDR, PEAR, RWDS
- Design Standards Risk Assessment
- Preliminary cost estimate
- Draft & Final PSR-PDS

Finalize Study Limits - 2 months

- Right-of-way and topo surveys
- Project description
- Design optimization/Geometric approval

Technical Studies - 8 months

- Traffic, Biology, Cultural, SWDR, Noise, Air Quality, Land Use, Visual, Hazardous Material, Geotechnical

Prelim. Engineering/Project Report - 12 months

- 30% PS&E (incl. utility coordination)
- Draft & Final Project Report

Environmental Document - 8 months / Permitting - 12 months

- Public outreach
- Admin draft, Draft, & Final Environmental Document
- Permitting, including Coastal Commission & RWQCB

Right of Way Support - 18 months

- Identification/minimization of impacts
- Appraisals, Plats & Legals, and Acquisition support
- Right of Way Certification

Plans, Specifications, & Estimate - 18 months

- 60%, 90%, and 100% PS&E
- Utilities: positive identification, coordination, potential relocation support, and certification
- Constructability review

Bid Support - 4 months

- Bid package, respond to bidder inquiries, attend pre-bid meeting, compile bid results

Construction Support - 20 months

- Engineering support during construction
- Post construction traffic report

*Potential to streamline this phase if only one alternative is accepted by Caltrans following the Alternative Analysis Phase

City of Pacific Grove
Congress, Sunset, Cedar Intersection Multi-Modal Safety Improvements

REVISED Scope of Work

The following scope of work was prepared by GHD to identify the services that will be provided to the City of Pacific Grove to move the SR 68 for Congress, Sunset, Cedar Intersection Multi-Modal Safety Improvements through the Alternatives Analysis and Caltrans Project Initiation Document (PID) phase. GHD is ready to provide the necessary assistance from the critical first steps (pre-PID/Alternatives Analysis) right through to the approved scoping document, with the intent of supporting the City to get to a single build alternative. For this project, at this time and for the purpose of this initial scope of work, it is expected that the required scoping document will be a Project Study Report – Project Development Support (PSR-PDS).

The scope of services was developed with the following goals in mind:

– Deliver a project that meets current and future operational requirements.
– Develop a geometrically-approvable preferred alternative(s), with the intent of getting to a single alternative.
– Recognize active transportation, complete streets and equity are important transportation components for the project's design.
– Build public and agency consensus around preferred alternative(s).
– Efficiently manage the preparation of PSR-PDS supporting documents for the City's and Caltrans' approval.
– Implement an effective quality process that covers all work performed by the project team.

Future phases for PA/ED and PS&E will be negotiated with the City once the PID phase is completed and a scope of the Build Alternative is better known.

Task 1 – Project Management

GHD will provide project management; coordination with and between project team members, coordination with the City of Pacific Grove project manager; and coordination with the Project Development Team (PDT).

1.1 – Project Management and Coordination

GHD will perform the following duties:

– Supervise, coordinate and monitor procedures for preparation of the Alternative Analysis, Project Study Report /Project Development Support (PSR/PDS), and other supporting studies consistent with and in conformance to the guidelines published in Caltrans "Project Development Procedures Manual" (PDPM).
– Coordinate and monitor deliverables by sub consultants in accordance with this work plan.
– Coordinate project reviews by the Project Development Team (PDT).
– General correspondence, monthly progress reports, invoicing, and project schedule updates.

1.2 – Quality Management Plan

GHD will prepare a draft quality management plan (QMP) consistent with the plan outline and format provided in Caltrans PDPM. The draft QMP will be provided to the City and Caltrans for review and comment. Upon approval of the QMP, GHD will be responsible for maintaining the QMP and monitoring project deliverables for conformance with the QMP throughout the length of this project. The QMP establishes a process to ensure:

- Personnel responsible for assuring quality are independent of those having direct responsibility for the work being performed.
- Review comments and recommended changes are properly addressed and/or resolved.
- Project documents, correspondence, and memoranda are appropriately distributed.
- Document control is established and maintained for proper storage and handling of project materials, providing only the current versions for use by the Project Team.
- Discipline/Task Managers perform and/or certify required inter- and intra-disciplinary Quality Control (QC) and Quality Assurance (QA) reviews are completed prior to deliverable submittals.
- Project Manager approves the distribution of all deliverables and certifies that QMP requirements have been satisfactorily performed.
- Work products conform to nomenclature and formatting requirements and are free of typographical and syntax errors.
- Project activities are accomplished in accordance with appropriate design criteria, industry standards, and federal, state, and other regulatory requirements.

1.3 – Project Meetings

GHD's Project Manager and select team members will organize and attend the following virtual (unless otherwise noted) meetings:

- Project kick-off meeting held in-person with GHD and City staff.
- Project Development Team (PDT) meetings with the City, Caltrans, and other agency/stakeholder staff, which will be scheduled to be conducted once per month, for no more than 12 meetings.
- Bi-weekly 30-minute check in meetings with City staff (scope assumes no mor than 24 meetings)
- Field walk with GHD Project Manager, Project Engineer, City and Caltrans staff.

To facilitate these meetings, GHD will coordinate, schedule, and lead meetings. Prepare PDT meeting records and project schedule updates. GHD will coordinate the first or kick-off PDT meeting to initiate the PID project phase. Sub-consultants will attend based on their level of involvement at any time during the project, the scope of which is included in their overall tasks below.

1.4 - Community Outreach and Presentations

Public Information Open House (1)

GHD will provide assistance as needed with an open house to be held as the Alternative Analysis approaches completion, prior to the preparation of the Draft PSR-PDS. The project's Purpose and Need will be presented, and the alternatives being considered displayed in a manner that will allow the public to ask questions and comment on the proposed alternatives. The input received will be presented in the study's Draft PSR-PDS as public comments.

If the City desires an additional open house during the course of this study, a separate scope of work and fee estimate to provide GHD assistance will be submitted to the City for prior approval.

Project Presentations (2) <<For minimized fee purposes, assume approximately $5,000 per meeting for preparation (including powerpoint), coordination, and attendance>>

GHD will be available to support the City in making two (2) presentations to the Pacific Grove City Council. One is anticipated at the end of the Alternative Analysis phase, and another is anticipated after the Draft PSR-PDS is completed.

1.5 – Stakeholder Outreach << For minimized fee purposes, assume approximately $2,000 per meeting for preparation, coordination, and attendance>>

Stakeholder Outreach

GHD recommends these meetings be held one-on-one or in small groups of stakeholders with similar interests in-person. At least one (1) meeting should be held with each property owner affected by the project. The purpose and timing of the meeting(s) is to listen to their concerns and provide time for the design team to respond with potential solutions prior to the second project presentation.

At this time, it is anticipated that up to twenty (20) property owner meetings will be required with Stakeholders.

Task 2 – Data Collection and Base Mapping

2.1 – Data Collection

The types of information collected could include (but not be limited to) GIS data, as built plans, utility maps, record improvement drawings and reports and existing data including City/and Caltrans collision data, right-of-way information, records maps, title information, utility information, etc.

2.2 – Preliminary Survey/Base Mapping

The following services will be provided by Whitson.

Control and Aerial Mapping

– Research existing State Plane control and benchmark control.
– Set local ground control and aerial control panels, as shown in the attached Aerial Mapping Exhibit.
– Obtain aerial mapping for the mapping area shown on the attached Survey Exhibit. Mapping will be at a scale of 1” =20’ with a one-foot contour interval.

Utility Mapping

– Obtain system maps of public utilities from utility owners. Underground utilities will be plotted based on visible features and system maps (ASCE-38 Quality Level C).
– Perform a field check of visible utility structures.
– Perform a supplemental field survey to locate sewer and storm drain structures, including invert elevations. Locate utility structures not identified in the aerial survey.

Boundary Mapping

– Review record maps and lay out record boundary.
– Perform a limited field survey to recover monuments of record to corroborate the record boundary layout.
– Develop a boundary base map showing record rights-of-way within the subject project area. Please note: This will not constitute a boundary survey.

Task 3 – Alternatives Analysis

3.1 – Develop Project Purpose and Need

The “No Build” transportation conditions (existing and future) identified and evaluated within the ICE Step 1 report will primarily be used to draft the initial purpose and need statement. This information will be supplemented as needed with current Caltrans and SWITR collision data. The purpose and need statement will be incrementally reviewed and refined by the project development team members. The final Purpose and Need statement will then be prepared upon resolution of all provided comments.

3.2 – Conduct ICE Evaluation and Traffic Engineering Performance Assessment (TEPA)

GHD will perform the traffic analysis for the project utilizing the latest demand model and obtain new counts for the corridor and both the Congress and Forest intersections. The existing information shall be summarized in an existing conditions memo for review/approval by the City and Caltrans and only a Draft and Final version are assumed. The calibrated model will be summarized in a Forecasting Memo for review/approval by Caltrans and only a Draft and Final version are assumed.

Once forecasting and existing conditions are approved, GHD will prepare a Draft Intersection Control Evaluation (ICE) – Note that this will probably morph into the Intersection Safety and Operational Analysis Process (ISOAP) once that has been formalized, potentially in fall 2023, however, an ICE has been scoped for the purpose of this project, but should be a similar level of effort as long as the style of evaluation stays the same once we begin compiling. Preliminary alternative layouts showing both the recommended signal and roundabout layouts, including approach roadway geometrics, will be prepared and provided within the Draft ICE. The Draft ICE shall also include all supporting capacity calculations and corresponding truck/bus turns. Upon review of the Draft ICE by the City and Caltrans and resolution of all comments, GHD will then prepare a Final ICE for approval. The following services represent the work that will be provided to prepare and process the ICE evaluations. In addition, sufficient information and data will be provided through both ICE evaluation as to prepare the Design Scoping Index, Preliminary Traffic Engineering Assessment and Division of Engineering Services Scoping Index scoping tools.

Traffic and Performance Analysis Findings

Design Checks/Optimization. Geometrics and operations associated with the signal and roundabout alternatives developed as part of Task 3.3 will be optimized. For each roundabout alternative the following design checks will be performed:

– Fast Paths
– View Angles
– Truck Turns
– Pedestrian/Bike Facilities
– Potential Project Phasing

VISSIM/Sim-Traffic Simulations. Micro-Simulation for both the roundabout and traffic signal alternatives will be evaluated under this task to ascertain queuing impacts from one location would not impact operations at the adjacent intersections. For the traffic signal alternative Sim-Traffic will be utilized to perform the queuing analysis and for the roundabout alternative, VISSIM will be utilized.

Deviations from Design Standards. Possible deviations from Caltrans Design Standards for all alternatives will be identified. Possible design exceptions will be noted under this task. This task does not, however, include preparation of fact sheets.

Cost Analysis

Mobility Costs. The mobility costs (vehicle operating costs) and environmental costs will be estimated for both the alternatives using the cost module available in SIDRA. The vehicle operating cost parameters will be obtained from Life-Cycle Benefit-Cost Analysis Economic Parameters published by Caltrans.

Collision Costs. Costs associated with each crash type will be quantified using the expected crash reduction (CMF) for the intersection type and the number of accidents obtained within the preliminary safety analysis section. Transportation Planning Division of Caltrans provides the costs associated with accident types in Life-Cycle Benefit-Cost Analysis Economic Parameter. This information will be utilized to determine collision costs.

Environmental and Other Costs. Environmental costs will be computed for both the alternatives using the cost module available in SIDRA and other costs including operations and maintenance, landscape maintenance and pavement rehabilitation will be estimated based on input from City and Caltrans.

Life-Cycle/Investment Analysis Findings.

Opinion of Probable Cost. Cost estimates consistent with Caltrans requirements (eleven-page cost estimates) will be prepared under this task for the alternatives and include information obtained from Task 3.4 regarding right of way.

Service Life (Estimated Number of Years). To the extent feasible, FHWA suggests that it is a good practice to phase roundabout design to achieve improved safety. Based on the phasing for each alternative as appropriate, the expected service life will be identified for each alternative.

Life Cycle Cost Analysis – Benefit/Cost Index. A cost benefit index for each alternative will be estimated based on the cost estimates and various benefits estimated in the Traffic and Performance Analysis Findings.

Future Investment Needed to Extend Life. Costs will be estimated for each of the alternatives for interim and ultimate phases. This will enable estimating the future investment needed to extend the project life from an interim to the ultimate project phase. This information will provide the City with an idea of funding and phasing strategy for constructing the interim and ultimate design.

Prepare Draft and Final Study.

A draft report will be prepared consistent with the guidelines identified in the TOPD policy guidelines for review and comment by the City, Caltrans and other reviewing agencies. The study will include a comparison of the performance of each alternative based on previously agreed to Measures of Effectiveness. Provided comments will be responded to via a response to comment memorandum and/or update to the ICE study as appropriate.

GHD will then prepare a Draft TEPA utilizing the information described above, including the ICE, to document the existing and future traffic conditions and recommended roundabout and roadway geometry for the Project improvements to provide efficient traffic operations. Note that this will be a more robust document than is typical of a TEPA so as to support the conclusions required to ultimately end up with a single build alternative. Thus, this TEPA will end up being a mini–Draft Traffic Operations Analysis Report (TOAR), therefore limiting the potential rework during PA/ED for traffic documentation. Upon review of the Draft TEPA by the City and Caltrans and resolution of all comments, GHD will then prepare a Final TEPA for approval. For the basis of this proposal, this project is assumed to be non VMT inducing, and no additional documentation or analysis will be required.

3.3 – Alternatives Development

Alternatives (up to three total) will be designed and evaluated based on impacts to right of way, utilities, and Caltrans facilities. The Alternatives will be compared to determine which should be included in the final PSR-PDS. Alternatives will be scoped for probable construction costs, potential environmental impacts, and compatibility with the City's complete streets master planning. Alternatives under consideration will be reviewed by the City and Caltrans.

3.4 – Right of Way Data Sheet

In support of the Alternatives Analysis and for ultimate inclusion in the PSR-PDS, a right-of-way cost estimate and Caltrans Data Sheets are to be prepared by a qualified real estate consultant. Monument will evaluate the potential right-of-way requirements, affected parcels and associated capital costs related to each alignment alternative under consideration for the proposed interchange modernization project. As such, the following Scope of Work itemizes the tasks and deliverables that will be performed by Monument.

- Take an inventory of the affected properties for each selected option.
- Using public Assessor's Roll information, investigate the ownership, lot size, and building size of each affected property.
- Visually inspect each property (exterior street view) and evaluate effects of proposed acquisition. List all businesses on each property and the approximate space they occupy.
- Sort each property into product types to determine the universe of real estate data sets to research and create valuation data sets for each product type.
- Prepare an estimate of the probable cost of each full property acquisition or the cost of each partial acquisition (plus damages) using the data sets created and utilizing our various real estate value data bases.
- Prepare an estimate of the probable relocation assistance exposure for each residential or non-residential occupant located on each property.
- Prepare an estimate of the immoveable fixtures and equipment associated with each business property.
- Prepare an estimate of the total probable loss of business goodwill attributable to each operating business.
- Prepare an estimate of the inspection and demolition costs associated with delivering each cleared site.
- Prepare an estimate of the total services and incidental costs associated with each real estate acquisition program (appraisals, acquisition and relocation agents, title/escrow, and legal services).
- Ascertain the estimated cost for potential utility relocations from the design engineer and/or utility coordinator (preparing a cost estimate for utility relocations is excluded from Monument's scope of work).

The scope of work will be performed and delivered in the form of a report containing a description of the project areas studied, a summary of total probable costs of the study area itemized by major component and will include detailed spreadsheets showing how the summary sheets were calculated. The spreadsheets contain a parcel-by-parcel breakdown of all probable costs.

In the event that the acquisition program is to be phased or determined to be implemented at a future date, formulized spreadsheets will be created which apply the appropriate cost escalation factors to reflect the projected schedule.

The final cost information determined from the accumulation of data will then be transferred into the appropriate format for application to the Right of Way Data Sheets, or other format required by the project.

Task 4 – PSR-PDS Document

4.1 – Preliminary Environmental Analysis Report (PEAR)

Rincon will prepare a Preliminary Environmental Analysis Report (PEAR). Rincon will utilize the most recent PEAR template provided by Caltrans and coordinate with Caltrans District 5 Environmental staff on the latest procedures they are using in the development of PEARs. The purpose of this PEAR is to clearly outline and estimate the scope, schedule, and cost for completing the environmental process for the project (PA&ED) and identify the anticipated environmental commitments from the project. More specifically, the

PEAR will identify those aspects of the preliminary designs of the project that may have a potential significant effect on the environment based on information known to date. The PEAR will identify the type of future studies and evaluations which must be performed and the required environmental document that would be required to meet all California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) requirements. This work effort will include the following tasks.

Coordination and Meetings

The Rincon project manager and technical staff will review existing and available information pertaining to the project area, including information on file with the City and Caltrans that relates to the project area and design information available and developed during the project. This task assumes coordination with Caltrans District 5 staff for the purpose of obtaining information and ensuring an approved format is used for the PEAR document. This task also includes general project management support.

Analysis

Rincon will conduct windshield surveys and provide a qualitative description of potential environmental resources and issues that could affect selection of the recommended alternative, including the types of permits that may be required. This will include the following analysis:

– Land Use/Growth/Socioeconomic/Community Impacts. Describe the general setting of the study area, the types and number of structures, and parcels affected by the project. Discuss potential issues related to the relocation of utilities.
– Farmlands/Timberlands. Describe that there are no agricultural land uses or timberland near the project area.
– Visual/Aesthetic Resources. Identify scenic resources and any adverse visual impacts that may be introduced by the project.
– Cultural Resources. A Rincon cultural resources specialist will conduct a background records search and literature review at the regional Information Center of the California Historical Resources Information System (CHRIS). The records search and literature review will include the proposed project area as well as a 1-mile buffer around the area. Rincon will also contact the California Native American Heritage Commission to request a search of their Sacred Lands File database and a list of local Native American representatives that may have knowledge of resources, including potential tribal cultural resources within the study area. The report will identify whether the project area has been previously surveyed for cultural resources and discuss possible effects that the project might have on recorded resources within or adjacent to the project area, including any potential cultural resource issues that might affect the alternatives, cost, or viability of the project. The report will also identify cultural resources studies that may be necessary for the project, such as an Archaeological Survey Report or Historical Resources Evaluation Report.
– Hydrology and Floodplain/Water Quality and Storm Water Runoff. Describe the hydrology and floodplain setting and identify water bodies that might be affected by the project. Describe discharge conditions that could affect the project design, scheduling, or construction techniques, discuss any agency coordination and permits, and map the locations of any constraints, including FEMA floodplains, that should be considered during preliminary design on the provided base map.
– Geology, Soils, Seismic and Topography. Conduct a background document review of the project area and geologic mapping to identify potential geologic concerns including earthquakes, the suitability of soils to support the proposed development (e.g., shrink/swell, poor drainage, etc.), and the erosion potential across the project site.
– Paleontology. A Rincon paleontologist will conduct a background document review of the project area to identify potential paleontological sensitivity of the project area.
– Hazardous Waste/Materials. Conduct a search of on-line hazardous materials records and assess the potential for the project to release hazardous waste or materials.
– Air Quality. Describe existing air quality conditions in the project area, the air quality attainment status, and whether the proposed project is included in the Metropolitan Transportation Plan/Sustainable Communities Strategy.

- Noise and Vibration. Qualitatively assess the potential for noise impacts on noise-sensitive uses, including Pacific Grove High School and nearby residents.
- Energy and Climate Change. Rincon will provide a qualitative discussion of project climate change effects based on regional planning strategies and the project's effect on greenhouse production. The MTP/SCS and/or specific project traffic studies will be reviewed for information on the reduction of vehicle miles traveled and improved traffic flow for the area.
- Biological Environment. A Rincon biologist will review existing information and conduct a reconnaissance survey of the project area to identify potential resource issues, including sensitive species habitat. Project issues related to removal of vegetation, including potential impacts on nesting birds, will be described as applicable. The PEAR will identify specific studies or focused surveys needed, any timing issues for conducting the surveys, and any required permits, agreements, or approvals that will be necessary to comply with local, state, and federal regulations. The effect of any potential mitigation on the project scope, cost, or schedule will be identified.
- Cumulative Impacts. Consider potential impacts resulting from other projects known or projected to occur within the vicinity of the project within the foreseeable future. A recommendation will be provided as to whether a cumulative impact analysis is needed for a particular resource in the subsequent environmental document phase.
- Section 4(f) Issues. The Department of Transportation Act governs federally funded or authorized transportation projects that require the use of publicly owned land of a public park, recreation area, or wildlife and waterfowl refuge of national, State, or local significance, or land of an historic site of national, State, or local significance. "Recreational areas" include "formal and informal facilities, including after-school public use of school playgrounds and recreational facilities." The project may require modifications to the Pacific Grove High School property at the southeast corner of Congress Avenue and Sunset Drive, immediately adjacent to the football field and track facility. As such, Section 4(f) may apply. The PEAR will identify any potential 4(f) lands in the study area and, if present, the type of "use" (fee title, temporary, or "constructive" use) that would likely occur with project implementation; the type of 4(f) compliance that would be needed (individual 4(f) evaluation, programmatic 4(f) evaluation, or temporary occupancy approval); and any other circumstances that have the potential to affect the viability or schedule of the project. Any areas of potential impact will be described.

Draft PEAR Preparation

Rincon will prepare a draft and final PEAR to present the results of the environmental analysis, including identification of possible mitigation requirements. The report will follow the latest Caltrans PEAR template, including (but not limited to) a project description, purpose and need, anticipated environmental approval and anticipated environmental commitments, and PEAR technical summaries. The draft PEAR will be submitted electronically to the City to distribute to the PDT for review and return for comments.

Final PEAR Preparation

Based on the comments received on the draft PEAR, changes will be incorporated, and a revised PEAR will be distributed. This scope of work assumes that one round of consolidated comments from the PDT will be received. After receiving what are anticipated to be minor comments on the revised PEAR, Rincon will prepare a final (electronic copy) PEAR for inclusion in the PSR.

4.2 – Stormwater Data Report (SWDR) (Short Form)

A storm water data report (SWDR) will be prepared commiserate with the level of information and detail required for a PSR-PDS as identified in Caltrans PDPM for approval by Caltrans. The evaluation will focus on determining if there will be any significant impacts to the project alternatives, right of way needs, or project costs due to the need to incorporate treatment best management practices (BMPs) for compliance with stormwater requirements. The Evaluation Documentation Form provided in Appendix E of Caltrans Storm Water Quality Handbooks: Project Planning and Design Guide will be used to document the need to

incorporate treatment BMPs for this project. The SWDR will summarize the stormwater quality issues and planning decisions made regarding how the project will comply with the Caltrans NPDES permit.

4.3 – Additional PSR-PDS Attachments

Risk Register

GHD will identify risks, probabilities, severities, impacted functions and ownership. GHD will provide information to Caltrans for Caltrans to complete their internal risk register.

Complete Streets Decision Document (CSDD)

GHD will provide a CSDD using the most current template provided by Caltrans.

Vehicle Miles Travelled Decision Document (VMTDD)

GHD will provide a VMTDD using the most current template provided by Caltrans.

Division of Engineering Services Scoping Document

Structures work, as defined by Caltrans, is not anticipated and preparation of this scoping document is not included in the scope.

Traffic Management Plan Data Sheet

GHD will provide a TMP Data Sheet using the most current template provided by Caltrans.

Design Scoping Index

The design scoping index serves as a discussion document for the PDT to assist with identification of appropriate design principles and standards. GHD will prepare the scoping index in conjunction with referencing Caltrans DIB 78 design checklist. The scoping index will be reviewed and accepted by the PDT.

Transportation Planning Scoping Information Sheet

GHD will be responsible for preparing the Transportation Planning Scoping Information Sheet per guidance provided in the PDPM, specifically Article 4. GHD will work with the PDT, especially Caltrans Transportation Planning representative, to ensure that the Initial PID Information is provided within the information sheet. GHD will also be responsible for providing the concluding information or Final PID Information that will complete the information sheet as the study approaches conclusion.

Develop Schedule

A schedule for delivery of major milestones of the PA&ED phase and the anticipated funding year for construction will be developed for inclusion in the PSR-PDS.

4.4 – PSR-PDS Submittals

Attachment Documents

As described above, GHD will prepare the required attachments for the PSR-PDS. It is assumed a draft version of each attachment will be provided to the City and Caltrans for concurrent review. The comments received will be addressed and the report/document will be resubmitted. It is assumed no more than two rounds of comments will be provided prior to signature/approval.

Administrative Draft PSR-PDS (ADPSR-PDS)

GHD will prepare the ADPSR-PDS for initial review by the PDT and will include draft products for the majority of the above items. This report will utilize data, conclusions and recommendations identified in the various scoping tools, studies, reports, data sheets and engineering designs completed within this Scope of Work. The document will be distributed in PDF format and distributed as required by City or Caltrans.

Comments received on the ADPSR-PDS will be addressed in writing and incorporated, as appropriate, into the second draft.

Draft PSR-PDS

Based on comments provided by the City and the PDT on the ADPSR-PSR, identified issues or concerns will be addressed in a response to comments memorandum. The ADPSR-PDS will then be updated to reflect changes resulting from the comments and the Draft PSR-PDS will be published for review by the PDT, district-wide Caltrans, and any stakeholders identified by the City. The scope assumes Caltrans will conduct the required safety and constructability reviews as an extension of a PDT meeting during this review phase. The document will be distributed in PDF format. Comments received on the draft PSR-PDS will be addressed in writing and incorporated, as appropriate, into the final signature-ready PSR-PDS.

Final PSR-PDS

GHD will prepare the signature-ready document for approval by the City and Caltrans. The signature-ready document will be routed as requested by the City and Caltrans. Upon final approval, GHD will provide an assembled final PDF. The approved report will be distributed via email and ground mail as requested by the City and Caltrans.

Assumptions

- A Cooperative Agreement will be completed by the City with Caltrans and minimal support required from GHD.
- Concurrent City and Caltrans reviews will be completed for all submittals.
- Unless stated specifically otherwise, all reviews and processing time on all submittals is assumed to be 6 weeks. If agency processing exceeds this estimate, additional budget may be required.
- Unless stated specifically otherwise, all reports will be limited to one draft and one final version.
- Assessor's parcel maps, as-built drawings from current and former property owners, and any draft improvement plans showing the subject property, stationing, and project limits will be provided by the City/Caltrans/TAMC.
- Only one rendering is provided in this scope of the preferred Build Alternative in support of Public and Stakeholder Outreach.
- Surface and grading work will not begin until PS&E.
- Life Cycle Cost Analysis, pavement overlay, deflection testing, or pavement smoothness studies are not included in this scope.
- Geotechnical and Materials work will not begin until PS&E.
- Utility records to be imported are in 2-dimensional format only. No 3-dimensional drawings or pipe networks are to be prepared.
- Utility relocation design is not included and will be completed by the utility owner.
- Long Form SWDR is required once project moves into PS&E.
- Project will utilize published State Plane NAD 83 horizontal control and NAVD 1988 vertical control.
- Underground utility location, including utility potholing will not begin until PS&E.
- Right of Way Engineering, including preparation of Acquisition Plats or Appraisal Maps; Filing of Record of Survey for monumentation or resetting missing property corners; Preparation of Plats and Legal Descriptions; Staking or Layout of proposed improvements will not begin until PS&E.

City of Pacific Grove
Congress, Sunset, Cedar Intersection Multi-Modal Safety Improvements
GHD Draft Fee for PID Phase

		GHD																	Monument		Rincon		Whitson		PROJECT TOTALS	
		Jay Walter	Heather Anderson	Ron Boyle	Kamesh Vedula	Lindsey Van Parys	Matt Wargula										GHD Total Hours	GHD Total Cost	Monument Total Hours	Monument Total Cost	Rincon Total Hours	Rincon Total Cost	Whitson Total Hours	Whitson Total Cost	Total Project Hours	Total Project Cost
Task Description (Assumes 12 month schedule)		Principal-In-Charge	Project Manager	Roundabout Design	Traffic QA/QC	QA/QC & Public Outreach	Asst PM	Const Manager	Tech Director 1	Tech Director 2	Senior Prof 1	Senior Prof 2	Prof 1	Design Tech 2	Prof 2	Project Coord										
		$ 315	$ 315	$ 375	$ 350	$ 350	$ 315	$ 295	$ 290	$ 265	$ 240	$ 220	$ 210	$ 205	$ 180	$ 131										
Task 1	**Project Management**																								***692***	***$ 177,268***
1.1	Project Management and Coordination	12	24				20									60	116	$ 25,500	-	$ -	-	$ -	-	$ -	116	*$ 25,500*
1.2	Quality Management Plan	4	8			12					24						48	$ 13,740	-	$ -	-	$ -	-	$ -	48	*$ 13,740*
1.3	Project Meetings	4	56		18	22	48			4		12	12		12	8	196	$ 57,448	-	$ -	-	$ -	-	$ -	196	*$ 57,448*
1.4	Community Outreach and Presentations	4	20		6	18	8			6		20	52		28		162	$ 40,430	-	$ -	-	$ -	-	$ -	162	*$ 40,430*
1.5	Stakeholder Outreach		24				24			6		28	48		40		170	$ 40,150	-	$ -	-	$ -	-	$ -	170	*$ 40,150*
Task 2	**Data Collection and Base Mapping**																								***225***	***$ 48,335***
2.1	Data Collection		2				4					4	12	24			46	$ 10,210	-	$ -	-	$ -	-	$ -	46	*$ 10,210*
2.2	Preliminary Survey/Base Mapping		2				4						8	16	40		70	$ 14,050	-	$ -	-	$ -	109	$ 24,075	179	*$ 38,125*
Task 3	**Alternatives Analysis**																								***1,494***	***$ 345,725***
3.1	Develop Project Purpose and Need		4				4					8					16	$ 4,280	-	$ -	-	$ -	-	$ -	16	*$ 4,280*
3.2	Conduct ICE Evaluation and TEPA																-	$ -	-	$ -	-	$ -	-	$ -	-	*$ -*
3.2A	Conduct ICE Evaluation	1	12	24	80	2	12				64	180	320	60	100		855	$198,035	-	$ -	-	$ -	-	$ -	855	*$ 198,035*
3.2B	TEPA (Mini TOAR)	1	4		30	2	4				16	60	80	20	20		237	$ 55,575	-	$ -	-	$ -	-	$ -	237	*$ 55,575*
3.3	Alternatives Development	2	12	40		4	24	20		8	16	20	24	40	80		290	$ 72,270	-	$ -	-	$ -	-	$ -	290	*$ 72,270*
3.4	Right of Way Data Sheet		4				4								40		48	$ 9,720	48	$ 5,845	-	$ -	-	$ -	96	*$ 15,565*
Task 4	**PSR-PDS Document**																								***833***	***$ 192,468***
4.1	Preliminary Environmental Analysis Report (PEAR)	2	4			2	4			12					12		36	$ 9,190	-	$ -	117	$ 23,848	-	$ -	153	*$ 33,038*
4.2	Stormwater Data Report (SWDR) (Short Form)		4			2	8		24			40			80		158	$ 34,640	-	$ -	-	$ -	-	$ -	158	*$ 34,640*
4.3	Additional PSR-PDS Attachments		16			8	24					80		80	40		248	$ 56,600	-	$ -	-	$ -	-	$ -	248	*$ 56,600*
4.4	PSR-PDS Submittals	2	24		4	16	40		8	20	16	100			24	20	274	$ 68,190	-	$ -	-	$ -	-	$ -	274	*$ 68,190*
	Total Hours	**32**	**220**	**64**	**138**	**88**	**232**	**20**	**32**	**56**	**136**	**552**	**556**	**240**	**516**	**88**	**2970**	**$ 710,028**	**48**	**$ 5,845**	**117**	**$ 23,848**	**109**	**$ 24,075**	**3,244**	**$ 763,796**
	Direct Cost (Printing of Materials, Reports)																	**$ 7,500**		**$ -**		**$ -**		**$ -**		**$ 7,500**
	Travel/Lodging, Counts, Aerial, and Enviro Analysis Direct Costs																	**$ 15,000**		**$ 700**		**$ 1,200**		**$ 9,378**		**$ 26,278**
	Total	**10,080**	**69,300**	**24,000**	**48,300**	**30,800**	**73,080**	**5,900**	**9,280**	**14,840**	**32,640**	**121,440**	**116,760**	**49,200**	**92,880**	**11,528**		**732,528**		**6,545**		**25,048**		**33,453**		
		$	**$**	**$**	**$**	**$**	**$**	**$**	**$**	**$**	**$**	**$**	**$**	**$**	**$**	**$**		**$**		**$**		**$**		**$**		**$ 797,574**

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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Dara Sanders, Contract Planner and Ben Harvey, City Manager

MEETING DATE: July 05, 2023

SUBJECT: Requests for Proposals for a Coastal Wildlife Protection Program

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

RECOMMENDATION

1. Approve the draft Requests for Proposals for finalization and publication.
2. Alternatively, discuss and take other action on this item.

DISCUSSION

BACKGROUND

In 2018, a Coastal Wildlife Protection Advisory Committee (CWPAC) was formed to advise the City Manager's Office and the City Council on coastal wildlife protection needs and opportunities in Pacific Grove. The committee collaborated with the Beautification and Natural Resources Commission (BNRC), as well as local agencies and organizations, to identify needs and opportunities to protect coastal wildlife and their habitats and to prepare programmatic and regulatory recommendations to implement these needs and opportunities.

The CWPAC and BNRC presented their recommendations to the City Council on November 3, 2021, and a City Council subcommittee was formed to further consider those recommendations and prepare recommended actions to ensure the CWPAC and BNRC recommendations are properly implemented. These recommendations include amendments to the City's Local Coastal Program and the use of Community Service Officers to provide wildlife protection and code enforcement services citywide.

On December 21, 2022, the City Council considered the subcommittee's recommended actions for protecting coastal wildlife and habitats, and the City Council voted to approve those recommended actions.

DISCUSSION

Staff has reviewed the CWPAC's report and the City Council's direction. In response to the CWPAC and BNRC recommendations and the City Council's goals for citywide wildlife protection, staff recommends publishing a Request for Proposals (RFP) for local coastal program amendments and a RFP for establishing a Wildlife Protection Program, which would include educational program framework and the preparation of a consolidated ordinance of wildlife protection regulations and measures outside of the City's coastal zone.

Staff's recommendation to prepare RFPs rather than Requests for Qualifications (RFQ) is strategic for financial and timing purposes. RFPs allow the City Council to vet the qualifications of a consultant, their approach to fulfilling the City's project needs, and the cost associated with their proposed approach. Moving forward with RFQs for these efforts leaves unknowns associated with cost and approach, which could result in additional time spent in contract, approach, and deliverables negotiations after a consultant is selected.

The City Council also directed staff on December 21, 2023, to prepare a report on the use of Community Services Officers (CSOs) for enforcement and enforcement activities associated with wildlife protection in Pacific Grove. Staff has interviewed cities and agencies with wildlife protection programs and their use of officers to inform staff's report to the City Council on the needs and use of CSOs for this purpose. We received an account of the typical day-to-day activities associated with seasonal enforcement needs and the lessons learned through decades of enforcement, including public education tools that achieve better results than enforcement or punitive approaches.

Through these interviews, we learned that the successful implementation of activities for this position requires education, experience, and training that is distinctly different from a typical CSO; therefore, staff recommends including this report and the preparation of a corresponding job description as a deliverable for the RFP for establishing a city-wide Wildlife Protection Program.

Request for Proposals for Local Coastal Program Amendments
Staff has attached a draft RFP seeking qualified individuals or firms to prepare local coastal program amendments that have been specifically identified in the City Council's action. This draft RFP provides a summary of the CWPAC's key recommendations for coastal wildlife protection to serve as a guide for responders in preparation of their proposals that may also include unidentified amendments that would further protect coastal wildlife and their habitats.

Proposals are also required to include a community outreach component and to account for management of the City's adoption process and the California Coastal Commission certification process. Requiring this administrative support will ensure that these amendments are prepared, adopted, and certified in a timely manner with minimal impact to City staff's ability to support our customers and daily City operations.

Request for Proposals for a City-wide Wildlife Protection Program
The CWPAC report identified the need for a consolidated ordinance of wildlife protection regulations outside of the coastal zone, and the City Council's subcommittee identified protection of wildlife and habitats as a citywide concern. Because of these identified needs and concerns, staff has prepared a companion RFP seeking qualified individuals or firms with an understanding of citywide wildlife and habitat protection regulations, programs, and public education. The intent of this companion project is to prepare a consolidated ordinance and to implement the programmatic and staffing recommendations of the BNRC, CWPAC, and the City Council's subcommittee.

Proposals are also required to include a community outreach component to include coordination with the BNRC, community and environmental stakeholders, and the general public. Moving forward with securing the services of a consultant will ensure that these priorities are advanced through the development of a program with tested implementation measures and metrics in a timely manner with minimal impact to City staff's ability to support our customers and daily City operations.

NEXT STEPS
RFP Publication

Both draft RFPs contain only proposal-specific information at this time. Should the City Council accept staff's draft RFPs, we will include the general and legal language that accompany RFPs issued by the City of Pacific Grove. Once finalized, staff will post the RFPs to the City's website and post them on other relevant websites to promote awareness of these efforts.

ADDITIONAL FOCUSED PRIORITY AREA
City Asset Stewardship

OPTIONS
The City Council's options include the following:

1. Authorize City staff to publish both RFPs as written or with modifications;
2. Authorize City staff to publish the RFP for Local Coastal Programs only as written or with modifications; or
3. Defer action on these RFPs to a later date.

FINANCIAL IMPACT:
The fiscal impact of these activities is unknown at this time. Staff has prepared RFPs that require proposals to include detailed information about the costs of the proposed scope of work. The City has over $700,000 in unprogrammed funds that could be used to advance this City Council goal. Once staff has received responses, staff will be prepared to provide a more detailed analysis related to fiscal impact for the City Council's consideration.

FOCUSED PRIORITY AREA: Environmental Stewardship

Attachments

1 Request for Proposals for Local Coastal Program Amendments

2 Request for Proposals for a Wildlife Protection Program and Consolidated Ordinance

Request for Proposals
Local Coastal Program Amendments

The City of Pacific Grove, California, seeks the services of a professional consultant to prepare an amendment to the Pacific Grove Local Coastal Program (LCP). The scope of these amendments will include policies, regulations, and other implementation measures related to coastal wildlife and habitat protection from sea level rise and coastal development and the necessary environmental analysis required by the Coastal Commission to support the LCP amendment.

BACKGROUND

Pacific Grove is a coastal community sharing borders with the Monterey Bay, City of Monterey, Pacific Ocean, and the Del Monte Forest. Pacific Grove values its shoreline as an irreplaceable sensitive resource area, and its preservation as a natural living shoreline is a matter of public importance.

In March of 2020, the California Coastal Commission certified the City's Local Coastal Program (LCP) and approved several amendments in 2021. The primary objectives of the Pacific Grove LCP are to protect and maintain the City's unique natural setting and character and to promote orderly development. As such, the LCP is a dynamic plan that must be amended from time to time to align with the City's needs to protect sensitive natural resources and balance the impact of development, human activity, and the preservation of its living shoreline.

In 2019, the City assembled a temporary Coastal Wildlife Protection Advisory Committee, made up of local coastal resource and wildlife experts, to identify threats to important coastal wildlife. The Committee prepared a report for the City Council's consideration of recommendations intended to strengthen policies and requirements for coastal wildlife protection, including several LCP amendments identified as essential to coastal wildlife protection. A summary of the committee's recommendations are as follows:

- Decrease human disturbance by reducing access to rocky outcrops and sensitive wildlife breeding areas, both year-round or seasonally, especially in the "Areas of Special Interest" (see Attachment A).

- Remove problematic non-native plans in coastal areas and replace them with native plans, essentially extending the restored Asilomar State Beach dunes and rocky shore habitat north and northeast along the Pacific Grove shoreline.

- For coastal development, use soft engineering alternatives (beach nourishment, dune restoration, and etc.) described in the 2012 Evaluation of Erosion Mitigation Alternatives for Southern Monterey Bay instead of hard engineering approaches (seawalls and riprap) where practicable.

- Replace lost coastal wildlife habitat through habitat restoration with the goal of no net loss of habitat.

- Move major infrastructure (roads, sewer lines, utilities) farther inland from City shorelines in a managed retreat from sea level rise.

- Consolidate the various City regulations related to wildlife and natural habitat protection and prepare additional protective measures to complete one comprehensive ordinance.

- Support existing coastal interpretive programs and community science programs and/or implement additional stewardship and docent programs that foster public understanding and commitment for conservation measures that preserve the City's native coastal wildlife.

- Establish and fund a conservation officer and/or dedicated wildlife commission for planning, promoting, executing, and monitoring progress of City strategies for preserving and optimizing the unique coastal wildlife and associated habitats that characterize the City's shoreline.

The City has published a separate but companion RFP seeking qualified individuals or firms with an understanding of citywide wildlife and habitat protection regulations, programs, and public education. This companion project will implement the programmatic and staffing recommendations of the City's Beautification and Natural Resources Commission and Coastal Wildlife Protection Advisory Committee regarding wildlife and habitat protection. It is expected that the wildlife and habitat protection program to be created through the companion RFP will include applicable enforcement and public education activities for coastal wildlife and habitat protection in the coastal zone.

SCOPE OF SERVICES

The City of Pacific Grove seeks a qualified individual or firm with an understanding of coastal development regulations and local coastal program amendments for approval by the California Coastal Commission. This project will include the following services:

1) Project management and coordination, including coordinating with the California Coastal Commission and the consultant selected to develop a city-wide wildlife and habitat protection program;
2) Identification of impact topics to be addressed in the LCP;
3) Preparation of draft amendments to the City's LCP;
4) Community outreach and input;
5) Preparation of final amendments to the City's LCP;
6) Management of the City LCP amendment approval process and California Coastal Commission certification process, including preparing staff reports, presentations, and associated correspondence;
7) Maintenance of an administrative record of all research performed, correspondence (written, verbal, and electronic), project notes, meeting notes, and other documentation; and
8) Staff training on amendment implementation.

The required work products expected and the number of copies of each required by the City are as follows:

Work Product	Number of copies
Final Scope of Work	1 Word + 1 PDF
Draft LCP Amendments	1 Word + 1 PDF
Public Outreach Plan	1 Word + 1 PDF
Final LCP Amendments	1 Word + 1 PDF
Administrative Record	Electronic/scanned Files

PRELIMINARY WORK PROGRAM

A preliminary work plan has been developed for this RFP to assist in the preparation of a more complete proposal that addresses the Coastal Wildlife Protection Advisory Committee's report (Attachment A). Proposals must include this information at a minimum, and proposers may include additional recommendations in their approach to the work that would mitigate threats to coastal wildlife and the implement the recommendations of the Coastal Wildlife Protection Advisory Committee. At this time, it is expected that the following issues will be addressed in the LCP amendment:

Implementation Plan. Expand implementing actions to carry out the Coastal Wildlife Protection Advisory Committee's goals, policies, and recommendations pertaining to coastal wildlife protection. Update existing and prepare new graphics, maps, and exhibits as appropriate.

Natural Systems and Resource Management. Develop strategies to minimize and mitigate coastal bluff erosion and sea level rise. Update existing and prepare new graphics, maps, and exhibits as appropriate.

Water and Marine Resources. Add specificity with respect to buffer zones, ecological integrity, restoration of natural systems, and protection of marine and aquatic resources. Update existing and prepare new graphics, maps, and exhibits as appropriate.

Scenic Resources. Update to show additional scenic areas identified by the Coastal Wildlife Protection Advisory Committee. Update existing and prepare new graphics, maps, and exhibits as appropriate.

Biological Resources and Environmentally Sensitive Habitat Areas. Amend to address habitat and biological sensitivity and develop policies to guide the City in protecting Pacific Grove's biodiversity. Update existing and prepare new graphics, maps, and exhibits as appropriate.

Built Environment. Require visual access to coastal and scenic resources. Update existing and prepare new graphics, maps, and exhibits as appropriate.

Shoreline Management Plan. Develop and apply for California Coastal Commission approval of a shoreline management plan that implements Land Use Plan policies HAZ-6, INF-24, and PRA-4.e.

Miscellaneous. Develop recommendations and policies to respond to the following coastal wildlife disturbances or hazards:

- Light pollution and bird strikes
- Pond and creek water quality
- Black oyster catcher protection protocol
- Other measures that advance the Coastal Wildlife Protection Advisory Committee's recommendations

PROPOSAL SUBMITTAL REQUIREMENTS

All proposals shall include the following minimum information:

Cover letter. Indicate interest in and commitment to performing the above services for the City of Pacific Grove. Include contact information (physical address, phone number, and email address) for the primary person responsible for the proposal and serving as the primary contact for the City on correspondence

and communications. The cover letter should also summarize the key points of the consulting firm's interests and qualifications.

Relevant Experience. List projects completed by the consultant relevant to the scope of services contained herein that have been completed in the last seven (7) years. Discuss the firm's experience to best perform these services for the project, and provide at least one sample of similar work in electronic format prepared by the consultant or staff assigned.

Project Approach, Scope of Work, Timeline, and Deliverables. Describe the strategy for achieving the goals and deliverables of the project. Include a detailed scope of work, noting applicable deliverables identified in the RFP Preliminary Work Plan. Outline the proposed approach to services contemplated, including a general timeline demonstrating successful completion of the services.

Estimated Fee and Budget. Provide a fee schedule with the hourly billing rates for each proposed team member and a budget estimate. Include all direct and indirect costs and transportation fees. The budget estimate shall be organized and broken down by each task outlined in the scope of work.

Attachments

Local Coastal Program
Land Use Plan and Implementing Ordinances dated January 15, 2020
Temporary Coastal Wildlife Protection Advisory Committee (CWPAC) Report
CWPAC Proposed Local Coastal Program Amendments to Implement

Request for Proposals
Coastal Wildlife Protection Policies, Regulations, and Program

The City of Pacific Grove, California, seeks the services of a professional consultant to:

1) Prepare a consolidated Wildlife and Natural Habitat Protection Ordinance to include the City's Municipal Code; and

2) Develop a framework for a Wildlife Protection Program to include a protection plan, program development phasing, measurable benchmarks, monitoring, enforcement, staffing, and public education activities.

BACKGROUND

Pacific Grove is a coastal community sharing borders with the Monterey Bay, City of Monterey, Pacific Ocean, and the Del Monte Forest. Pacific Grove values its shoreline as an irreplaceable sensitive resource area, and its preservation as a natural living shoreline is a matter of public importance.

In March of 2020, the California Coastal Commission certified the City's Local Coastal Program (LCP) and approved several amendments in 2021. The primary objectives of the Pacific Grove LCP are to protect and maintain the City's unique natural setting and character and to promote orderly development. As such, the LCP is just one of many tools the City's needs to protect sensitive natural resources and balance the impact of development, human activity, and the preservation of its living shoreline.

In 2019, the City assembled a temporary Coastal Wildlife Protection Advisory Committee, made up of local coastal resource and wildlife experts, to identify threats to important coastal wildlife. This temporary Committee collaborated with the City's Beautification and Natural Resources Commission to prepare a report (Attachment A) for the City Council's consideration of recommendations intended to strengthen policies and requirements for wildlife protection with an emphasis on coastal wildlife and habitat protection. A summary of the committee's recommendations are as follows:

- Decrease human disturbance by reducing access to rocky outcrops and sensitive wildlife breeding areas, both year-round or seasonally, especially in "Areas of Special Interest".

- Remove problematic non-native plans in coastal areas and replace them with native plans, essentially extending the restored Asilomar State Beach dunes and rocky shore habitat north and northeast along the Pacific Grove shoreline.

- For coastal development, use soft engineering alternatives (beach nourishment, dune restoration, and etc.) described in the 2012 Evaluation of Erosion Mitigation Alternatives for Southern Monterey Bay instead of hard engineering approaches (seawalls and riprap) where practicable.

- Replace lost coastal wildlife habitat through habitat restoration with the goal of no net loss of habitat.

- Move major infrastructure (roads, sewer lines, utilities) farther inland from City shorelines in a managed retreat from sea level rise.

- Consolidate the various City regulations related to wildlife and natural habitat protection and prepare additional protective measures to complete one comprehensive ordinance.

- Support existing coastal interpretive programs and community science programs and/or implement additional stewardship and docent programs that foster public understanding and commitment for conservation measures that preserve the City's native coastal wildlife.

- Establish and fund a conservation officer and/or dedicated wildlife commission for planning, promoting, executing, and monitoring progress of City strategies for preserving and optimizing the unique coastal wildlife and associated habitats that characterize the City's shoreline.

The City has published a separate but related RFP seeking qualified individuals or firms with an understanding of coastal development regulations to prepare local coastal program amendments. These amendments will implement the Coastal Wildlife Protection Advisory Committee's report and recommendations regarding disturbances and hazards to coastal wildlife and habitats in the City's coastal zone. It is expected that this program will include applicable enforcement and public education activities for coastal wildlife and habitat protection in the coastal zone.

SCOPE OF SERVICES

The City of Pacific Grove seeks a qualified individual or firm with an understanding of wildlife and habitat protection regulations, programs, and public education. This project will include the following services:

1) Project management and coordination, including with the Beautification and Natural Resources Commission, Coastal Wildlife Protection Advisory Committee, and the consultant selected to prepare the local coastal program amendments;
2) Identification of all existing city, county, and state wildlife protection regulations;
3) Preparation of a draft program and draft consolidated wildlife protection ordinance outside of the coastal zone;
4) Preparation of a comprehensive report describing the use of Community Service Officers to provide wildlife protection, code enforcement services, and public educational services throughout the entire city, as well as the desirable education and experience of well-qualified individuals to fulfill these duties;
5) Community outreach to include coordination with the City's Beautification and Natural Resources Commission, community and environmental stakeholders, and the general public;
6) Preparation of a final program and consolidated wildlife protection ordinance outside of the coastal zone;
7) Management of the program and consolidated ordinance approval process, including preparing staff reports, presentations, and associated correspondence;
8) Maintenance of an administrative record of all research performed, correspondence (written, verbal, and electronic), project notes, meeting notes, and other documentation; and
9) Staff training on the program and ordinance requirements.

The required work products expected and the number of copies of each required by the City are as follows:

Work Product	Number of copies
Final Scope of Work	1 Word + 1 PDF
Draft program and ordinance	1 Word + 1 PDF
Public Outreach Plan	1 Word + 1 PDF
Final program and ordinance	1 Word + 1 PDF
Administrative Record	Electronic/scanned Files

PRELIMINARY WORK PROGRAM

A preliminary work plan has been developed for this RFP to assist in the preparation of a more complete proposal that addresses the Coastal Wildlife Protection Advisory Committee's report (Attachment A). Proposals must include this information at a minimum, and proposers may include additional recommendations in their approach to the work that would mitigate threats to wildlife city-wide and implement the recommendations of the Beautification and Natural Resources Commission and Coastal Wildlife Protection Advisory Committee. At this time, it is expected that the following issues will be addressed in the development of a consolidated ordinance and a wildlife protection program with particular emphasis on activities in the coastal zone:

Ongoing Disturbance of Wildlife. Develop policies, regulations, and appropriate enforcement measures (including documentation and penalties) to mitigate adverse impacts to wildlife caused by a variety of human impacts, including feeding wildlife, drone/aircraft activities, domestic pets, beachgoers, watercraft, noise, and unlawful resource extraction.

Pollution. Develop policies, regulations, and appropriate enforcement measures (including documentation and penalties) to protect wildlife from threats related to pollution, including food waste, cigarettes, plastic, domestic pet waste, and city infrastructure systems.

Protection of Species. Develop policies, regulations, and appropriate enforcement measures (including documentation and penalties) to protect plant and animal species under frequent or constant threat by development, foot traffic, non-native plant species, and other threatening activities.

Problematic Species. Develop policies, regulations, and a removal workplan framework to mitigate impacts of non-native plants and nuisance wildlife. Regulations are expected to include a prohibited planting list for private property.

Areas of Special Interest. Develop policies, regulations, and appropriate enforcement measures (including documentation and penalties) tailored to the specific habitat protection needs of six areas of special interest – Hopkins Marine Station, Lover's Point, Point Pinos, the Great Tidepool, Asilomar North, and Asilomar South.

Protection Plan. Develop a wildlife protection program that establishes appropriate processes and procedures for measuring program success, monitoring and enforcing activities (such as a citation appeal process), updates to the City's wildlife protection regulations, and staffing needs for program implementation and enforcement.

Program Staffing. Develop a report identifying the education, experience, and skillset necessary to implement and enforce wildlife protection throughout the entire City, including the coastal zone. This

report should consider the limited staff resources and budget constraints of the City. Ideally, staffing would include the use of Community Service Officers to for implementation and enforcement in the short-term with an opportunity to create a position dedicated solely to this Program.

Public Education and Outreach. Identify appropriate public education needs, approaches, and methods to promote awareness of human impacts to Pacific Grove's wildlife and habitat diversity and protection needs. Approaches and methods could include signage, interactive exhibits, classroom and library education, volunteer opportunities, etc.

PROPOSAL SUBMITTAL REQUIREMENTS

All proposals shall include the following minimum information:

Cover letter. Indicate interest in and commitment to performing the above services for the City of Pacific Grove. Include contact information (physical address, phone number, and email address) for the primary person responsible for the proposal and serving as the primary contact for the City on correspondence and communications. The cover letter should also summarize the key points of the consulting firm's interests and qualifications.

Relevant Experience. List projects completed by the consultant relevant to the scope of services contained herein that have been completed in the last seven (7) years. Discuss the firm's experience to best perform these services for the project, and provide at least one sample of similar work in electronic format prepared by the consultant or staff assigned.

Project Approach, Scope of Work, Timeline, and Deliverables. Describe the strategy for achieving the goals and deliverables of the project. Include a detailed scope of work, noting applicable deliverables identified in the RFP Preliminary Work Plan. Outline the proposed approach to services contemplated, including a general timeline demonstrating successful completion of the services.

Estimated Fee and Budget. Provide a fee schedule with the hourly billing rates for each proposed team member and a budget estimate. Include all direct and indirect costs and transportation fees. The budget estimate shall be organized and broken down by each task outlined in the scope of work.

Attachments

Temporary Coastal Wildlife Protection Advisory Committee (CWPAC) Report
CWPAC Proposed Local Coastal Program Amendments to Implement
Local Coastal Program
Land Use Plan and Implementing Ordinances dated January 15, 2020

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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Ben Harvey, City Manager

MEETING DATE: July 05, 2023

SUBJECT: Small Business Recovery Action Plan

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

RECOMMENDATION

1. Receive the attached recommended implementation plan, and provide staff with direction for action items of interest.
2. Alternatively, discuss and take other action related to this item.

DISCUSSION

At the City Council Meeting on December 7, 2022, staff was directed to provide additional details pertaining to the Small Business Recovery Action Plan (SBRAP) recommendations, including cost and timeline for implementation. Staff prepared a plan for implementation with the additional components and brought it to the Economic Development Commission (EDC) at its May 11, 2023 meeting. The EDC approved the recommendations, except for the Shop Local Digital Gift Card Program. The resulting comprehensively revised implementation plan is attached for the City Council's review, and direction for any action items of interest.

The City Manager, The Pacific Grove Chamber of Commerce and HdL feel that the Shop Local Digital Gift Card Program deserves an audience in front of the City Council. Accordingly, the Shop Local Digital Gift Card Program will be brought separately for City Council consideration at the July 19, 2023 meeting.

The implementation plan included with this report outlines the SBRAP's recommended action items along with several recommendations made by the City Council in December 2022. The implementation plan includes the following:

1. Recommended action items
2. Recommendation status (complete, in progress, or not started) & timeline (1-time event, monthly, quarterly, or ongoing)
3. Start date / budget or fiscal year (If the item has not yet begun, start date and budget or fiscal year are anticipated)
4. Funds required
5. Action item lead(s) (including City staff, Chamber of Commerce, Economic Development Commission, and HdL Companies)

6. Additional notes and descriptions of the recommended action item

Staff asks that the City Council review the attached EDC-revised implementation plan and associated funding requirements and direct staff to proceed with action items of interest. Alternatively, the City Council could discuss the attached implementation plan and direct staff to take action on matters related to this item.

OPTIONS

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

FINANCIAL IMPACT:

There is no financial impact in receiving the report; should the City Council to proceed with action items of interest, corresponding funds required for each action item is listed within the implementation plan attachment to this agenda report.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

SBRAP Implementation Items

Small Business Recovery Action Plan

Pacific Grove Small Business Recovery Action Plan – Implementation Items

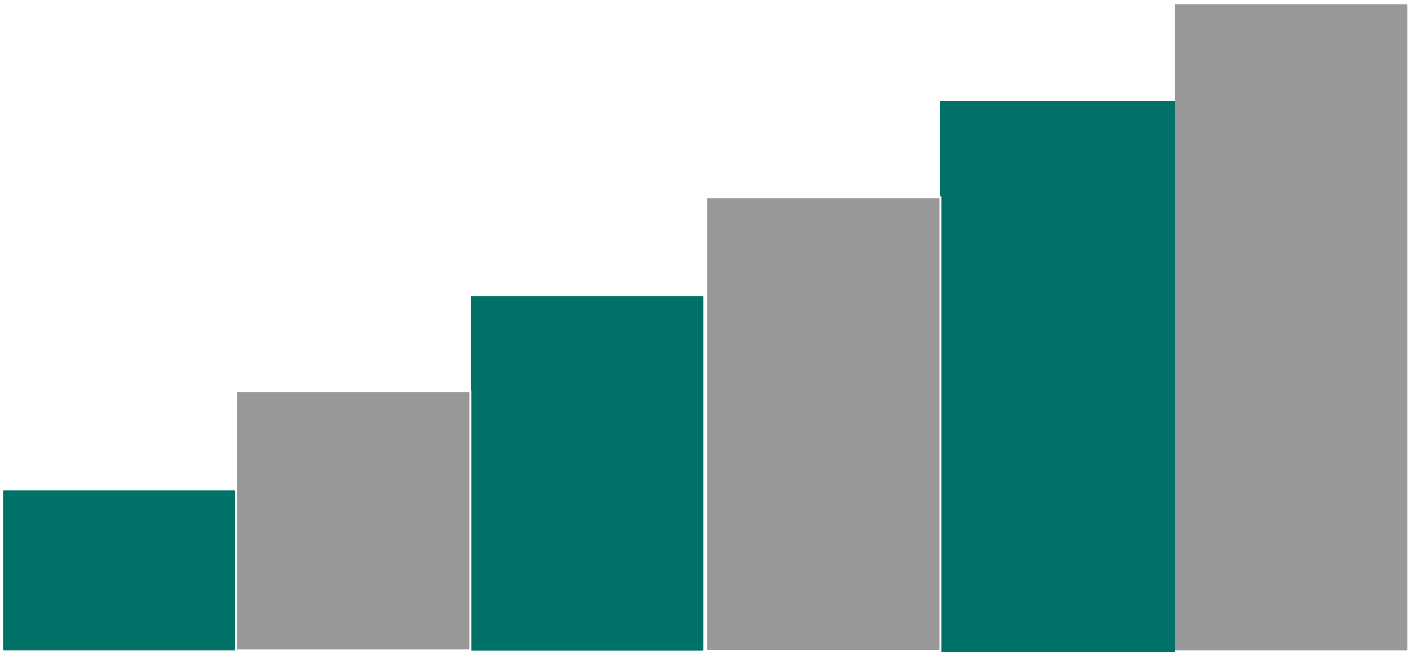
Action Item	Status & timeline	Start date / Budget year	Funds required	Lead(s)	Notes / Description
1. Establish one-day/ week Economic Development Coordinator	Complete Ongoing	7/1/2022 FY 22-2023	$0	Laurel	Laurel O'Halloran was designated as the ED Coordinator in late 2022 and dedicates Wednesdays to this work. Review at end of FY 2023 to determine need to expand the position.
2. Monthly business spotlight at EDC meetings	In progress Monthly	10/1/2022 FY 22-2023	$0	Chamber, City, EDC	Chamber of Commerce has been inviting businesses to join the monthly EDC meetings as part of a Business Spotlight Program. This program helps the EDC understand successes and challenges for local businesses. Reports on the monthly spotlights will be given to the City Council in the form of the EDC Meeting Minutes as part of the consent agenda.
3. Launch Economic Development webpage (www.PickPG.org)	Complete Ongoing	11/1/2022 FY 22-2023	$5,000 (already spent)	Nikita, EDC, Chamber	Website launched in 2022 and will be continuously monitored and updated by the City and Chamber (available property listing). The website will serve as a resource center for existing and potential businesses. EDC budgeted for marketing site.
4. Move EDC costs into one City Department (Economic Development)	Complete	3/1/2023 FY 22-2023	$0	Ben	Request by City Council – a distinct line item for Economic Development related costs was created for the City Budget
5. Hold quarterly broker luncheons	In progress Quarterly	3/30/2023 FY 22-2023	$750	Ben & Laurel, HdL	Q1-2023 luncheon was held 3/31/2023. 14 people joined, including 7 real estate professionals (3 of which are brokers), 1 economic development professional from California State University of Monterey Bay, 3 council members, 2 EDC members, the Chamber president, as well as Ben & Laurel. Luncheons will be planned quarterly based on availability of local brokers. Council Members will be included (3 per meeting) on a rotating schedule.
6. Quarterly Economic Development reports Council	Not Started Quarterly	Q1-2024 FY 23-2024	$0	Ben, Laurel, HdL	Starting Q1-24, the City Manager will do a quarterly Economic Development update to Council.
7. Initiate a business visitation program	Not started Monthly or bi-monthly	Q1-2024 FY 23-2024	$0	Ben & Laurel, Chamber, EDC	Schedule 1-2 business visits per-month or bi-monthly, rotating the focus each month. Introduce city staff to business owners, get ahead of any issues, talk about success / challenges. Potential to set up a request page on PickPG.org for businesses to request a visit.

Pacific Grove Small Business Recovery Action Plan – Implementation Items

Action Item	Status & timeline	Start date / Budget year	Funds required	Lead(s)	Notes / Description
8. Create restaurant event series	Not started 1 event per year	Q2-2024 FY 23-2024	-	Ben & Laurel, HdL, local restaurants, Chamber	HdL is going to bring a restaurant series or restaurant week concept to the EDC in Summer 2024 for consideration. The last restaurant week occurred in June 2019. Additional research is needed on potential funds required. A future restaurant series could be bundled with a shop local digital gift card program promotion, explained below.
9. Launch a shop local digital gift card program (Yiftee) with a Buy-One-Get-One (BOGO) free component	Not started Ongoing	Q1-2024 FY 23-2024	$30,000	Ben & Laurel, HdL, Chamber	Concept review agenda report scheduled for City Council review 7/19/23.
10. Continue the Parklet program	In progress Ongoing	FY 22-2023	$0	City Council Subcommittee	At 6/21/2021 Council Meeting, the City Council continued the City Council subcommittee allocated funding for infrastructure improvement and requested initiation of design engineering effort.
11. Continue Storefront & Parklet Façade Improvement Program	In progress 1 event per year	FY 23-2024	$25,000	Laurel, Planning Commission	Continue to provide 5 or more up to $5,000 grants per year, consider increasing program amount to offer more grants or more money for same amount of grantees. Parklets are now included in façade improvement grant program.
12. Create a music series event	Not started 1 per year	Q2-2024 FY 2023-24	$15,000	Ben & Laurel, Chamber, KRML	Concept review agenda report forthcoming to EDC.
13. Explore vacant storefront activation program & continue researching RFI	In progress Ongoing	FY 2023-24	$0	HdL, City, EDC	HdL and City continuing to search for angel tenant to support master lease for maker's space.
14. Design new shop Pacific Grove street pole banners	Not started	Q2-2024 FY 23-2024	$25,000	Chamber, Ben & Laurel, HdL	HdL to complete additional research to take recommendation to EDC, then Council. The City has 69 total banner poles (4 missing the horizontal brackets to hold the poles). The City has a calendar for placement on Lighthouse, but there are poles on Central, Forest, and David not included in this. Sunset has no banner poles. The Chamber has worked with Mary Trucksis for banners, 12/2022 fabric banners pricing up 50%. Design banners in preparation for 2024 release. Banners to last for 6-10 years. $25K would cover banner costs, installation, and broken bracket repair

Pacific Grove Small Business Recovery Action Plan – Implementation Items

Action Item	Status & timeline	Start date / Budget year	Funds required	Lead(s)	Notes / Description
15. Monterey trolley to Downtown Pacific Grove	*Additional research required. Ben & Laurel to lead. Council Member Colletti to bring concept review agenda report in Q1-2024.*				
16. Capital Improvement Projects for downtown PG	*Additional research and estimates for downtown infrastructure repairs and improvements. Consider sidewalks, tree wells. Ben, Laurel, & HdL to research.*				



Development Driven by Data

City of Pacific Grove, CA
Small Business Recovery Action Plan

ECONSolutions by HdL
120 S. State College Blvd., Ste 200
Brea, CA 92821
www.hdlcompanies.com
www.ECONSolutionsbyHdL.com

HdL ECONSolutions

OBECTIVE

HdL Companies prepared this Small Business Recovery Action Plan (SBRAP) to provide an understanding of how the COVID-19 Pandemic impacted Pacific Grove's local businesses, and how Pacific Grove can assist and guide local small businesses in their recovery. In 2020, the HdL ECONSolutions Division of HdL Companies drafted an Economic Recovery Action Plan (ERAP) in response to the COVID-19 Pandemic, which provided recommendations to help the local economy near the start of the Pandemic. Since the preparation of the 2020 ERAP, there have been several different strands of COVID-19, vaccines were made available to most of the public, and cities have been attempting to adapt to a "new normal." Because of these changes over the last few years, the SBRAP examines data from pre-pandemic through current day, Pacific Grove's fiscal year 2022, ending June 30, 2022, and it gives an overview of the impacts that Pacific Grove and the Monterey County region have experienced during this time period. HdL also recommends a variety of realistic and achievable action items to help Pacific Grove's small businesses recover from short and long-term impacts experienced from the COVID-19 Pandemic.

CITY OF PACIFIC GROVE

The City of Pacific Grove's population is 15,256, which makes up 3.5% of the total population of Monterey County. Pacific Grove has a lower daytime population than nighttime, at 13,535, indicating that a portion of residents work outside of the city limits. There are 7,155 households, with an average household income of $121,517. Pacific Grove's average household income is 18% higher than the Monterey County household income. The average age of Pacific Grove residents is 46.1, and about 56% of residents have a college degree or above.

Pacific Grove's Business Community

In addition to understanding local demographics and market analytics, the existing makeup of a local business community can help identify opportunities and challenges present in a community. The City of Pacific Grove hosts a diverse business community with small, locally owned retail stores, markets, and restaurants, as well as professional services such as real estate, legal/attorneys, accountants, and management consulting. There are also a number of well-known retail employers, such as Lucky, Subway, Trader Joe's, Safeway, Rite Aid and Domino's Pizza.

Sources: datausa, city-data.com, census.gov, City of Pacific Grove, scag.ca.gov, Zillow.com, redfin.com INSIGHT Market Analytics

Pacific Grove has a few popular and successful shopping areas including a wide variety of retailers and restaurants in Downtown Pacific Grove (located on Lighthouse Avenue) and Fairway Shopping Center (located on Forest Avenue). These centers provide a nice variety of retailers that are authentic to the city, allowing for consumers to obtain exclusive goods and exceptional services.

Another successful and prominent business feature within Pacific Grove is the many bed and breakfast inns that are available to individuals who wish to vacation within the beautiful community. Considering many of these establishments are historic Victorian Style Homes, with many within walking distance of both the Downtown and Ocean View Boulevard, customers are receiving an unforgettable lodging experience.



Downtown Pacific Grove



American Tin Cannery

The American Tin Cannery was once a lively shopping center with a variety of retail stores for residents and visitors to see, though many of the stores have closed over the last several years. In 2021, a developer proposed a significant redevelopment project, referred to as the American Tin Cannery hotel project. This proposed project would redevelop the nearly 6-acre American Tin Cannery shopping center into a 225-room, two-wing, four-star hotel. The space would include 20,000 square feet of retail, a restaurant, and lounge and meeting spaces. In January 2022, the project was approved by the Pacific Grove City Council with a 6-1 vote, however, the California Coastal Commission halted the project due to an appeal by two of the commissioners. As of September 2022, there has not been a date released for the consideration of the appeal of the American Tin Cannery hotel project, and therefore the timeline for the project is unknown at this time.



Fairway Shopping Center

THE COVID-19 PANDEMIC

The COVID-19 Pandemic will have broad and long-lasting impacts, as it accelerated and amplified many existing trends and conditions. On March 11, 2020, the World Health Organization declared COVID-19 a Pandemic. California State Governor Gavin Newsom's Executive Order N-33-20 (Stay-at-Home Order) was issued about a week later on March 19, 2020, requiring all Californians to stay home or at their place of residence, except for certain workers who were deemed essential. COVID-19 has caused significant and direct impact to nearly every aspect of people's lives, including the physical, social, and economic well-being of California cities, residents, and especially businesses. During most of 2020 and throughout 2021, impacts of the Pandemic and the necessary shelter in place orders included severely limited economic and social activities, surging unemployment claims, declines in revenue from sales tax, transit occupancy (hotel) tax, and other local government revenues. Between the COVID-19 Pandemic and the aforementioned actions taken by local, state, and federal officials to protect health and promote safety, there has been dramatic shifts in social and lifestyle perspectives.

As of late September 2022, 11.23 million COVID-19 cases have been confirmed and reported in the State of California with a death toll of over 95,000. Monterey County had over 114,000 confirmed cases and 783 fatalities. As of Spring 2021, COVID-19 vaccinations were made available. By September 2022, nearly 85% of California residents have received at least one vaccine shot, and 74% have been fully vaccinated and many have received booster shots. The vaccinations are said to significantly decrease adverse reactions to COVID-19, yet almost 26% of California residents have yet to be fully vaccinated. To analyze the impact that COVID-19 has had on the local Pacific Grove economy, the following examines unemployment rate and job losses, housing stock and prices, as well as changes in general consumer activities. *Source: https://covid19.ca.gov/*

Unemployment Rate, Housing Prices, and Consumer Price Index

There are approximately 4,300 jobs situated in the City of Pacific Grove. As of August 2022, the Pacific Grove unemployment was at 4.9%, which is nearly one-third the rate in August 2021 (7.1%) and almost half of the rate in August 2020 (9.4), indicating that employment rates are doing much better than the first two years of the COVID-19 Pandemic. The home index values rose 19% from July 2021 to July 2022, and the average median home price listing from January to August 2022 is around $1.4 million. The Pacific Division (Alaska, California, Hawaii, Oregon, and Washington) Consumer Price Index (CPI) increased by 7.6% from August 2021 to August 2022. The CPI is a measure of the average change in prices over time in a fixed market basket of goods and services, and an increase reflects price inflation.

Sources: scag.ca.gov, Zillow.com, redfin.com INSIGHT Market Analytics

Business Impacts

Due to a variety of reasons, many businesses experienced continued or periodic closures into 2022 after the necessary 2020-2021 closures for health and safety. Businesses throughout California saw a drop in sales of products and services that may have lasting impacts. Sales tax revenues have mostly gone back up to pre-pandemic numbers in 2022 throughout California, but that is not a clear indicator of how well small businesses are recovering.

Common economic influences across tax generating groups, outside of the necessary stay at home orders, include the shift to online-shopping, supply chain disruptions, manufacturing slowdowns and employment/labor shortages. Additionally, local businesses have been impacted by higher labor and raw material costs along with inflationary pressures that drive taxable goods prices upward. Small, locally owned businesses were some of the hardest hit businesses, particularly restaurants and retailers, by the aforementioned economic influences. A large number of small, independently owned businesses are not back to pre-pandemic cash flow and required revenue margins.

SALES TAX REVENUE

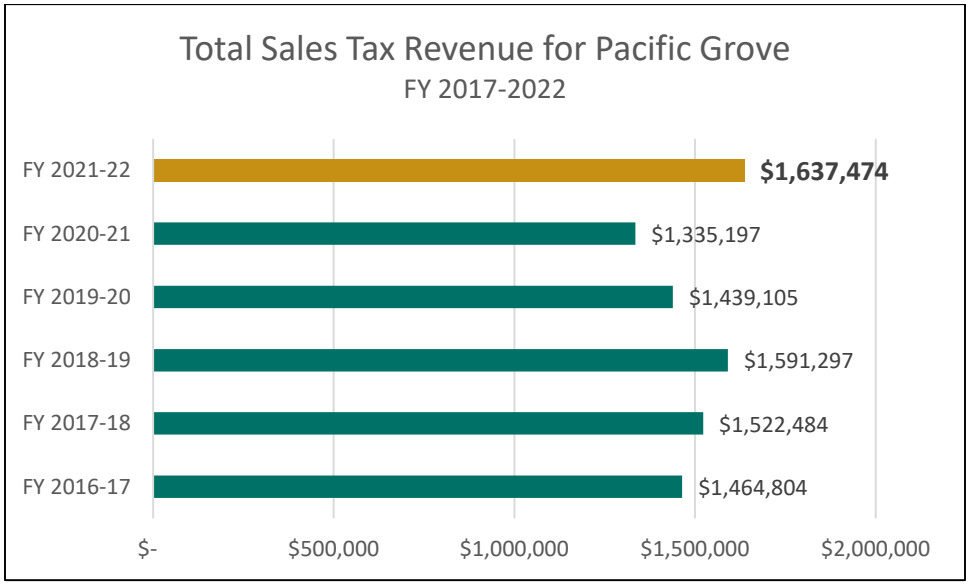
HdL is a leading sales tax consultant in the State of California (including for Pacific Grove), and we are continually tracking trends that will affect sales tax revenue for the nearly 400 local governments that we serve. In January 2022, HdL Companies released their 2021 Consensus Forecast for California Sales Tax Trends and Economic Drivers, examining sales tax for seven major industry groups. The change in consumer activity and the “new normal” that were exacerbated by COVID-19 had a negative impact on sales tax revenue for California cities in 2020 and 2021. However, by the end of early 2022, there was an increase in sales tax throughout the State of California.

In June 2022, HdL released a consensus forecast using quarter 1-2022 sales tax data. Notably, taxable sales continue to expand in 2022, despite high inflation, rising interest rates, and lower consumer sentiment. High percentage increases also continue to reflect the rebound effect as the State of California recovers from the COVID-19 Pandemic. Statewide, ongoing COVID-19 Pandemic impacts such as supply chain disruptions, manufacturing slowdowns and employment shortages had, and continue to have, a significant effect on sales tax revenue. Consumer trends have also impacted sales tax revenue due to the aforementioned COVID-19 impacts, a shift in lifestyle perspectives, and growing opportunity for online merchandise.

City of Pacific Grove Sales Tax Revenues

The City of Pacific Grove's Fiscal Year (FY) 2021-22 Sales Tax Revenue increased 22.6% from FY 2020-21 ($1.6 and $1.3 million, respectively). Pacific Grove did experience decreases in sales tax revenues during the Pandemic, with a 7.2% decrease in sales tax revenue for FY 2020-21 compared to 2019-20, and a nearly 10% decrease in sales tax revenues from FY 2018-19 to 2019-20.

The decreases experienced during the COVID-19 Pandemic were likely due to the impacts of the temporary and permanent business closures and lack of business and leisure travel that occurred in 2020 and 2021, along with supply chain and manufacturing disruptions and employment/labor shortages. The FY 2021-22 total sales tax revenues were 3% higher than pre-pandemic revenues in FY 2018-19. Overall, there was a 12% increase in sales tax revenues from FYs 2017 to 2022.



Major Sales Tax Producing Industry Groups

The total sales tax revenue for FY 2021-22 (excluding State and County Pools) was $1.6 million. The top five of seven major sales tax producing industry groups in Pacific Grove include:

1. Restaurants and Hotels: $565,807
2. Building and Construction: $393,504
3. Food and Drug: $253,702
4. General Consumer Goods: $198,231
5. Fuel and Service Station: $161,580

1. Restaurants & Hotels: $565,807

Restaurants & Hotels make up the biggest percentage of Pacific Grove's sales tax revenue, at 34.6%. For this category, Pacific Grove experienced a 50% increase in sales tax revenues by the end of FY 2022, after seeing a 23% decrease from 2020 to 2021. Some restaurants saw an increase in revenues from 2020 to 2021 ranging from 5% to over 50%, while others continued to see a decrease. Higher rates of business and tourist travel will keep the growth rate high for 2021-2022.

Quick service and casual dining establishments are the dominant tax-producing segments within the general restaurant industry, which likely won't change in the near future. In Pacific Grove, casual dining, fine dining, and quick service restaurants, and fast-casual restaurant locations make up 31.8% of all sales tax revenues. Of the top 25 sales tax producing businesses listed below, 11 fall within a restaurant business type category.

2. Building & Construction: $393,504

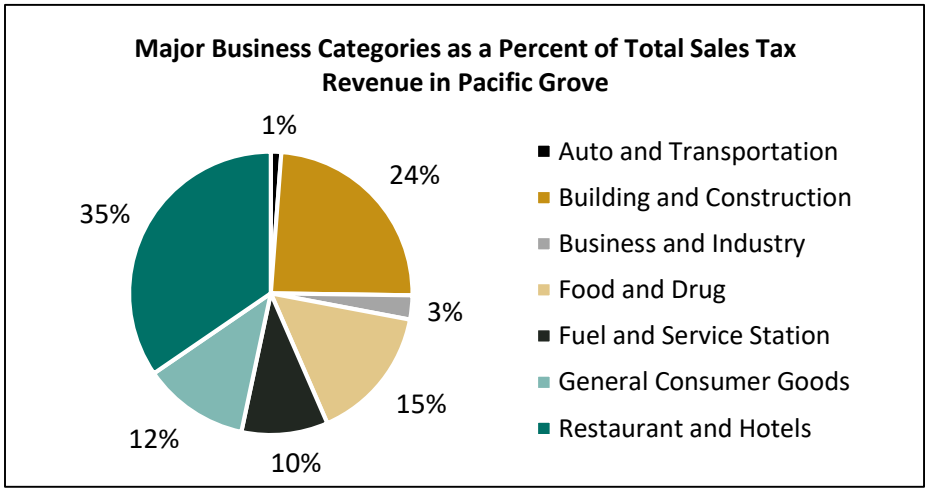
Building & Construction is the second largest sales tax producer in Pacific Grove, making up 24% of total sales tax revenues. By end of 2022, Building & Construction sales tax revenues increased by 16% from 2021. Sales tax revenue from Building & Construction was seemingly only slightly affected by the COVID-19 Pandemic as there was just a 2% decrease from 2019 to 2020 and then sales tax revenues for the industry category increased by 10% from FY 2020 to 2021. This could likely be related to several larger construction projects, such as the condo building at 520-522 Lighthouse Ave. Building & Construction tax revenues are forecasted to flatten across the State in in in late 2022 followed by moderate growth thereafter.

3. Food & Drug: $253,702

The Food & Drug industry makes up 16% of Pacific Grove's sales tax revenue; revenues for Pacific Grove have stayed relatively consistent in Pacific Grove, though the 2022 revenues were only a few $100 greater than revenues in 2021. Statewide, the Food & Drug category has shown modest improvement since 2020, around a 1% increase. Consumers are moving towards shopping for groceries and medicine with apps, changing the way that sales tax is distributed. This trend is projected to continue, thus investment in digitized solutions, low cost delivery options, and inventory optimization could help merchants maintain the bottom line and offset price pressures.

4. General Consumer Goods: $198,231

Retailers were negatively impacted during 2020, leading to a decrease in General Consumer Goods sales tax revenue. Pacific Grove experienced a 6.8% decrease in revenue from general consumer goods from 2020 to 2021. HdL estimates a nearly 12% increase in revenues in FY 2022 as tax revenues showed an increase in late 2021. However, as consumer behavior and technology shift more to e-commerce, the outlook for place of sale transactions Statewide should be subdued. The cost of taxable goods is expected to rise faster than sales, and tax receipts could revert to the conventional growth rate of 1-2%.



5. Fuel & Service Stations: $161,580

Fuel & Service Station sales tax revenues increased by 30% from 2021 to 2022, as prices and demand for fuel has significantly increased with an increase in business and leisure travel. California gas prices reached a high $6.30 in June 2022, though prices have since gone down statewide by about $1. Pacific Grove's Fuel & Service Station revenues decreased by less than 1% in FY 2021. Short-term gains are projected as more people are travelling for work and pleasure. This is anticipated to be followed by long-term annual escalations of 2%.

6&7. Business & Industry and Auto & Transportation

The Business & Industry and Auto & Transportation groups make up only a small portion of the total sales tax revenue for Pacific Grove. The Business & Industry makes up only 2.7% of overall sales tax revenue for Pacific Grove, and Auto & Transportation makes up 1.2%. There was a 48% increase from FY 2021 to 2022 for Business & Industry, but only a 1.3% increase for Auto & Transportation. Auto & Transportation tax revenues do not greatly impact Pacific Grove as this category makes up a small percentage of total tax revenues. The Business & Industry category in Pacific Grove had the largest decrease in sales tax revenue of 27.4% for FY 2021 versus 2020 as the state was, and continues to, struggle with Pandemic-related challenges like raw material and qualified worker shortages. Fulfillment centers heavily influenced growth through online sales and the continued shift of taxes from countywide pools to agencies with these in-state facilities.

Top 25 Sales Tax Producing Businesses
(listed in alphabetical order)

- Ace Hardware
- Asilomar Conference Center
- Beach House at Lovers Point
- Fandango
- Fishwife
- Forest Hill Shell
- Grill at Point Pinos
- Hayward Lumber
- Home Lighter
- Il Vecchio
- International Cuisine
- Julia's Vegan & Vegetarian Restaurant
- Lucky
- Mum's Place
- One Stop Chevron Gas & Food Mart
- P G 89 Smog & Auto Repair
- Pacific Grove Shell
- Passionfish
- Peppers Mexicali Café
- Rite Aid
- Safeway
- Trader Joe's
- Visions Design Center
- Vivolos Chowder House
- Wild Fish Restaurant

The FY 2022 top 100 sales tax producers in Pacific Grove, representing 94.36% of all sales tax producers, increased by 26% from FY 2020-21. The following businesses make up the top 25 sales tax producing businesses in Pacific Grove, which represents about 62% of total sales tax revenues. The top 25 businesses fall into the top five major sales tax producing industry groups, including:

- Restaurant & Hotels (12): Casual dining, fine dining, food delivery/catering
- Building & Construction (3): Building materials, plumbing/electrical supplies, contractors
- Food & Drug (5): Grocery stores, drug stores
- General Consumer Goods (1): Home furnishings
- Fuel & Service Station (4): Service stations

PACIFIC GROVE LOCAL RECAP

Pacific Grove City staff and Chamber of Commerce representatives have spoken with a variety of businesses over the past 2 ½ years and many have echoed the sentiments heard throughout the State of California regarding challenges and opportunities experienced as a consequence of the COVID-19 Pandemic. Business owners in Pacific Grove are seeing the effects of supply chain disruption through delays of shipping goods; timeframes of delivery are not back to normal, causing disruptions to local businesses' abilities to operate as they normally would. Additionally, costs have risen exponentially for products. While sales tax numbers are getting back to pre-pandemic levels, the high cost of doing work is hurting businesses. Some local businesses are continuing to experience staffing issues. For example, some are experiencing a lack of good staffing. Some are having issues with staff shortages; scheduling staff is unpredictable and if one staff person calls in, it is challenging to cover shifts effectively. Additionally, it has been a challenge to recruit and fill qualified management positions. Specifically, candidates chosen for management positions from outside of the area decide not to take a job due to housing prices and availability, making recruitment difficult. There were several local attempts to hold virtual job fairs, but there was little attendance and participation.

While businesses are certainly experiencing hardships, there were a few actions that the City and the Chamber of Commerce took in the last year or so that were helpful to local businesses. The City implemented a Façade Improvement Grant Program in which businesses could apply for up to a $5,000 reimbursement to make improvements to their storefront. There were two phases of the program and funds were drained rapidly as businesses jumped at the opportunity for financial assistance to make improvements to their buildings. The city also streamlined a parklet program during the Pandemic in order to help restaurants expand their outdoor dining. Lastly, now that the COVID-19 Economic Injury Disaster Loan (EIDL) and Paycheck Protection Program (PPP) loans are finished, Employee Retention Tax Credits (ERTC) are stepping up to help businesses financially. The Chamber is working with their partners at the Monterey County Business Council (MCBC) on identifying Pacific Grove businesses that would be good candidates for these funds.

RECOMMENDATIONS FOR SMALL BUSINESS RECOVERY

Cities must proactively work with their small businesses to successfully assist local businesses to recover from the significant challenges they have encountered as a consequence of the COVID-19 Pandemic. The following are realistic and achievable recommendations for Pacific Grove to consider in helping their business communities to recover in the short and long-term.

1. **Establish a 1-day/week Economic Development Coordinator.** This has already been completed within the FY 2022-23 budget. The City Planner has been designated as the Economic Development Coordinator and began holding "Business Wednesdays" each week in August 2022. This position will focus their time on "all things business" that day and reserve the planning functions for the other days of the week. To gauge effectiveness of the 1-day/week Economic Development Coordinator, we recommend tracking time spent on the economic development related projects and at the end of the first year evaluating if more time is needed or the 1-day is still sufficient.
2. **Launch a dedicated Economic Development webpage** (URL: PickPG.org), in partnership with the Pacific Grove Chamber, and with input from the Economic Development Commission, to launch by end of 2022. The website should be continuously monitored and updated with relevant information to help existing businesses thrive and to seamlessly invite potential businesses into the community.

3. **Continue the City's Façade Improvement Program.** The Economic Development Commission should budget money for the Façade Improvement Program annually and continue to monitor the program guidelines to keep it as successful as it has been and more.

4. **Continue the City's successful Parklet Program.** The city streamlined permits for the Parklet Program due to the need to allow for additional outdoor seating at restaurants. It's recommended that city staff bring updated standards to the City Council for approval by end of 2022.

5. **Create a music series event for 2023** in partnership with the Chamber of Commerce. Some of the more successful downtowns in the State of California host events, such as music, that bring residents and visitors into the community. This works especially well when local businesses can be involved in the planning to maximize the visibility for businesses.

6. **Create a restaurant event series for 2023** in partnership with the Chamber of Commerce and local restaurants. This could be in the form of two or three seasonal restaurant week events, or a wine or beer walk. There was an active Pacific Grove Restaurant Week website and Facebook Page, but neither have been updated since 2019 and 2021, respectively. It appears that the last restaurant week was in 2019, more than a year before the Pandemic. Now that restaurants are able to stay open, and many Pacific Grove restaurants have expanded outdoor dining options, this would be a low-effort way to support and promote local restaurants in Pacific Grove.

7. **Create a Shop Local program, including a Digital Gift Card program with Yiftee** to assist small independently owned local businesses. Yiftee worked with more than 100 of California local governments to build a Digital Gift Card program to encourage people to shop at small, locally owned businesses. Many local governments are using American Rescue Plan Act funds to add bonus programs. This has proven to be extremely successful, though not required to create the program.

8. **Design Shop Pacific Grove banners to be installed in Downtown Pacific Grove and the Fairway Shopping Center** on Forest Avenue. This is a popular and effective placemaking effort that helps create a sense of place in a city or a specific commercial district. The moderate California climate helps with the longevity of the banners, as well, making it so they only need to be changed out every few years or so.

9. **Initiate a Business Visitation Program** to have the City Manager, Economic Development Coordinate/City Planner, and Chamber of Commerce CEO and Chairperson of the Economic Development Commission visit two businesses a month to discuss business challenges and opportunities. A Business Visitation Program would help the City stay up to date on challenges and opportunities that local businesses are actually facing. Ideally this would be a meeting at the various businesses throughout the City, however one positive that came out of the COVID-19 Pandemic is the ease of virtual meetings to encourage the continuation of the monthly meetings with business owners and managers.







10. **Hold regular Broker Luncheons** for City Staff, the Chamber of Commerce, and an Economic Development Commission representative to meet quarterly with local commercial real estate brokers and property owners. Similar to the goal of the Business Visitation Program, a quarterly Broker Luncheon would help the city and Chamber of Commerce stay up to date on challenges and opportunities that local brokers, property owners and managers, and real estate professionals are dealing with. These meetings also serve as a unique opportunity for city staff and Chamber representatives to update the groups on projects and programs that may be related to their work.

11. **Continue to explore vacant storefront activation programs**, including the creation of a Makers Space or Craftsman Collective in a vacant storefront in Downtown Pacific Grove. Use the information gathered from the *Request for Information from Small Businesses, Artists, Makers, Entrepreneurs & Commercial Property Owners/Leaseholders Interested in a "Makers Space" or "Craftsman Collective"* released in August 2022 to help inform the process. However, since there were limited responses mainly coming from potential small businesses, we recommend doing additional outreach to private leaseholders/developers to gauge interest in type of program.



TRANSFORMING NEXT STEPS INTO ACTION ITEMS

Businesses throughout the State of California have been greatly impacted by the COVID-19 Pandemic, and the City of Pacific Grove's business community is no exception. While sales tax revenues are rising above pre-pandemic revenues, that is not the only indicator of a healthy local economy. The recommendations above are meant to be realistic and achievable, with proper planning and implementation, in helping the small, locally owned business community recover from the effects of the COVID-19 Pandemic. While all of the recommendations should be considered, the list should be prioritized to identify steps that the City can take in transforming some of the recommendations into action items within the near to short term (6-months to 1-year).

Timeline	Recommended Action Items
November 2022	• Launch dedicated Economic Development webpage (URL: PickPG.org)
December 2022	• Staff to bring Parklet Program standards to City Council for review and consideration • Plan and prepare for 2023 quarterly Broker Luncheon events
January 2023	• Draft and submit plan for a Music and Restaurant Event series in 2023 or 2024 • Budget and design the installation of banners in Downtown PG and Fairway Shopping Center
February 2023	• Establish a schedule for Business Visitation Program to be started immediately
March 2023	• Host Quarter-1 2023 Broker Luncheon event
June 2023	• Host Quarter-2 2023 Broker Luncheon event
July 2023	• Begin evaluation of 1-day/week Economic Development Coordinator position, including time spent on economic development projects, to determine if more time is needed
September 2023	• Host Quarter-3 2023 Broker Luncheon event
December 2023	• Host Quarter-4 2023 Broker Luncheon event • Evaluate programs and consider expanding in 2024

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Chaps Poduri, Councilmember

MEETING DATE: July 05, 2023

SUBJECT: Energy Savings Assessment & Resiliency

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

RECOMMENDATION

1. Adopt a Resolution Authorizing the City Manager to Direct Engie Services U.S. to Perform an Integrated Energy Savings Assessment of City-Owned Building for Potential Solar Photovoltaic System Implementation, and Grant Fund Sourcing.
2. Alternatively, discuss and take other action related to this item.

DISCUSSION

Massive power outages have affected residents over the course of the past few months. This has underscored the need for alternative and resilient energy sources.

Council goals align with environmental stewardship and climate action and adaptation is a primary goal of the present council.

Engie's business model is the development and implementation of turn-key energy savings projects. The utility savings generated from the project is used to offset the cost of the project while providing realized savings. Engie performs the grant funding research and sourcing, development, design, construction, and performance guarantee of energy projects.

Engie had previously performed an assessment for the City in 2015. This agenda item is to restart the 2015 conversations, take into considerations new forms of renewable sources and storage needs that are in the market today and develop a plan for the future thereby addressing community, council and environmental needs.

The energy assessments are performed with no cost to the City. Following the assessment, the Council can evaluate whether the City wishes to retain Engie for future services.

OPTIONS

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

FINANCIAL IMPACT:

There is no financial impact in adopting a resolution with Engie Services U.S. to proceed with a no-cost energy and facilities assessment of all City-owned facilities.

GOAL ALIGNMENT: Infrastructure

Attachments

Engie Services Resolution

RESOLUTION NO. 23-xxxx

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE AUTHORIZING THE CITY MANAGER TO DIRECT ENGIE SERVICES U.S. TO PERFORM AN INTEGRATED ENERGY SAVINGS ASSESSMENT OF CITY-OWNED BUILDINGS FOR POTENTIAL SOLAR PHOTOVOLTAIC SYSTEM IMPLEMENTATION, AND GRANT FUND SOURCING

WHEREAS, the City Council of the City of Pacific Grove desires to become more energy sustainable through the reduction of costs of meeting the energy needs of its building facilities; and

WHEREAS, ENGIE Services U.S. is an energy services and solutions company with the technical and management capabilities and experience to perform an integrated energy assessment and to identify energy conservation solar photovoltaic measures; and

WHEREAS, City desires ENGIE Services U.S. to perform an energy savings assessment on city-owned facilities, and to deliver recommendations identifying electrical energy improvements for potential installation at these building facilities as well as perform the grant sourcing which may be used to offset the cost of such projects;

WHEREAS, the primary purpose of the energy savings assessment and the recommendations is to provide an engineering and economic basis for the potential implementation of energy-saving solar photovoltaics identified in the recommendations; and

WHEREAS, based on the outcome of the energy savings assessment, at a near-future City Council meeting staff may bring forth for City Council's consideration a recommendation to proceed with an energy savings project agreement with ENGIE Services U.S for the implementation of such energy-saving measures.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Pacific Grove authorizes the City Manager to direct ENGIE Services U.S. to perform an integrated energy savings assessment of City-owned building facilities for potential solar photovoltaic system implementation, and grant fund sourcing.

I HEREBY CERTIFY that the foregoing resolution was introduced and passed at a regular meeting of the City Council of the City of Pacific Grove, held on the 5th day of July 2023 by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

Sandra Kandell, City Clerk

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Ben Harvey, City Manager

MEETING DATE: July 05, 2023

SUBJECT: City Public Information and Community Engagement through Social Media

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

RECOMMENDATION

1. Receive the report, and provide direction to City staff regarding the City Public Information and Community Engagement through Social Media effort.
2. Alternatively, discuss and take other action related to this item.

DISCUSSION

What is City public information and community engagement through social media?

- City public information is community and municipal news, public safety updates, clarification, data, records and documents related to City services, programs and offerings provided to the public. The City strives to engage the community through social media to generate awareness, interest and involvement in a transparent and accessible manner. Social media is used as one of the primary platforms to accomplish this sharing of information and engagement of the community.
- Examples of City public information and community engagement through social media for 2023 are attached to this agenda report.

Why is the use of social media for public information and community engagement important to the City of Pacific Grove?

- Public Information through social media allows for direct engagement with the public. Information is pushed out through social media channels such as Facebook and Instagram directly into public feeds that are available via smartphone, tablet and/or personal computer.
- Using social media for public formation provides the City of Pacific Grove with the capability for real-time dissemination of information. In times of emergency, or unfolding/updating situations, information and updates may be posted instantly, providing immediate public updates. It does not require printing, posting or refreshing a website or email inbox.
- City social media channels create forums allowing the City to receive feedback. The public is able to enter comments and ask questions about information that is published. The City is able to immediately view these comments and questions and reply (if appropriate), add to the information that is posted, or modify the message accordingly.
- The City of Pacific Grove's public information is presented alongside other important sources

when posted on social media. The Federal Government, State Government, Monterey County, regional special districts, etc. all post public information on social media.

- The public may easily share information obtained on social media; messages are more easily spread to a greater audience.
- Social media posts may be as finite or infinite as desired; graphics, videos, images, charts, graphs, etc. are easily shared to better illustrate information, advise of a problem or situation or offer a demonstration of a solution. "Deep dives" for additional information on a topic are easily handled through an accompanying URL.
- Social media public information posts allow for flexibility and adaptability; messages may be quickly modified to respond to an updated circumstance.
- One of the City Council's Core Values is Collaboration. The City Council pledges to promote transparent engagement with citizens and stakeholders and expect our managers and consultants to understand the needs and values of our community.
- A little under half (48%) of U.S. adults say they get news from social media “often” or “sometimes”. **Pew Research**
- More than eight-in-ten U.S. adults (86%) say they get news from a smartphone, computer or tablet “often” or “sometimes”, including 60% who say they do so often. Americans turn to radio and print publications for news far less frequently, with half saying they turn to radio at least sometimes (16% do so often), and about a third (32%) saying the same of print (10% get news from print publications often). Reference: **Pew Research**

How does the City currently manage its public information and community engagement effort through social media?

- From February - June 30, 2023, the City was under contract with Tripepi Smith to manage all aspects of public information and community engagement through social media. Prior to that, the City relied upon the part-time oversight of its public information and community engagement effort through social media via the efforts of the former Police Administrative Services Manager/Public Information Officer.
- As of the date that this report is presented to the City Council, the City no longer is under contract with Tripepi Smith. The only public information and community engagement through social media is through occasional de-centralized efforts from the Police, Library and Recreation departments/functions as their respective staff and workload allows for items specifically germane to those City departments/functions (Police, Library and Recreation information, services and program offerings).

What options does the City have to manage its social media effort going forward, and what are the anticipated timelines and costs?

- Contracting with a firm or individual: This option would allow for subject matter expertise, knowledge of industry best practices, bandwidth for quick turn-around for updates, and robust monitoring. It would also allow the City to avail itself of graphic design services, public information expertise and relevant experience from other local governments. The expense of contracting with an individual or firm for this function is estimated to be approximately $70,000 - $100,000/annually. The anticipated timeline for selecting this option and implementing a solution could be as short as 30 days (it will require City Council action).
- Hiring a full-time employee: This option would allow for a dedicated City employee to oversee the function. There would be some limitations to monitoring and updates (based upon the employee's work schedule), and the City would incur an additional full-time head count expense (salaried employee with full benefits). This would require the hiring of a Management Analyst classification (or higher); an estimate for the annual cost including benefits would be approximately $150,000. The anticipated timeline for selecting this option and implementing a solution will require approximately 90-120 days, allowing for City Council authorization of a position, recruitment, interview, selection, background and onboarding processes.

- Hiring a part-time employee: This option would allow for limited functional oversight, monitoring and updating. This would require the hiring of a 20-hour/week Management Analyst (non-benefitted); an estimate for the annual cost would be approximately $50,000. The anticipated timeline for selecting this option and implementing a solution will require approximately 90-120 days, allowing for City Council authorization of a position, recruitment, interview, selection, background and onboarding processes. This option presents concerns as to the availability of qualified candidates (in other words, the City may not be able to fill this role with a part-time position).
- Taking no action: This option would leave the City with limited public information and community engagement through social media, with occasional updates only coming from the Police, Library and Recreation functions as staffing and workload allows, for items that are germane to their specific functions only.

OPTIONS

1. Direct City staff to return with a professional services agreement for Tripepi Smith for public information and community engagement through social media.
2. Direct City staff to launch a request for proposal (RFP) effort for public information and community engagement through social media, and return to City Council with a recommendation.
3. Direct City staff to propose the addition of a full-time or part-time City staff member to oversee the City's public information and community engagement through social media effort.
4. Propose alternate direction.
5. Take no action.

FINANCIAL IMPACT:

There is no financial impact in receiving the report and providing City staff with direction to return for potential future City Council consideration and action.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

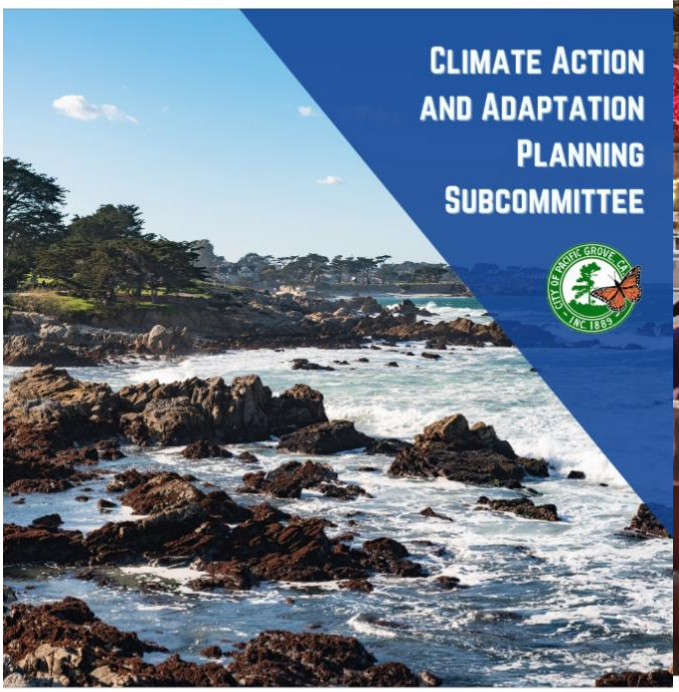
City Public Information and Community Engagement through Social Media Examples 2023

City of Pacific Grove
Published by Sprout Social · June 16 at 10:47 AM ·

On May 18, the City of Pacific Grove's Climate Action and Adaptation Planning Subcommittee met for the first time.

This committee is composed of selected Councilmembers and Commissioners of the Beautification and Natural Resources Commission who will work together with a consultant to create a Climate Action and Adaptation Plan (CAAP), which will provide a roadmap for how the City will reduce greenhouse gas emissions for the impacts of climate change on public health, infrastructure, ecosystems, equity, and public spaces in the community by the required target goals dates.

Stay tuned for more information on the City's upcoming CAAP by visiting: https://bit.ly/3NrlowZ



See insights and ads | Boost post

10 | 3 comments 3 shares

City of Pacific Grove
Published by Sprout Social · 3d ·

#SmallBusinessSaturday Pacific Grove's Commercial Districts have a diverse array of retailers and restaurants that are authentic to the City, offering a unique experience for residents and visitors, and allowing for consumers to obtain exclusive goods and exceptional services.

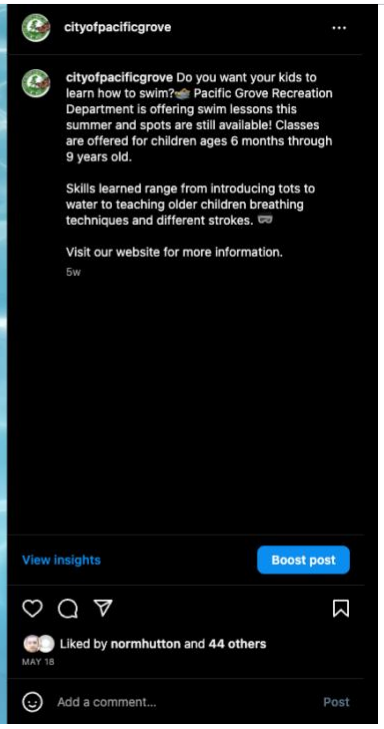
Visit any of the Commercial Districts in Pacific Grove today and support our local businesses!



See insights and ads | Boost post

18 | 4 comments 2 shares

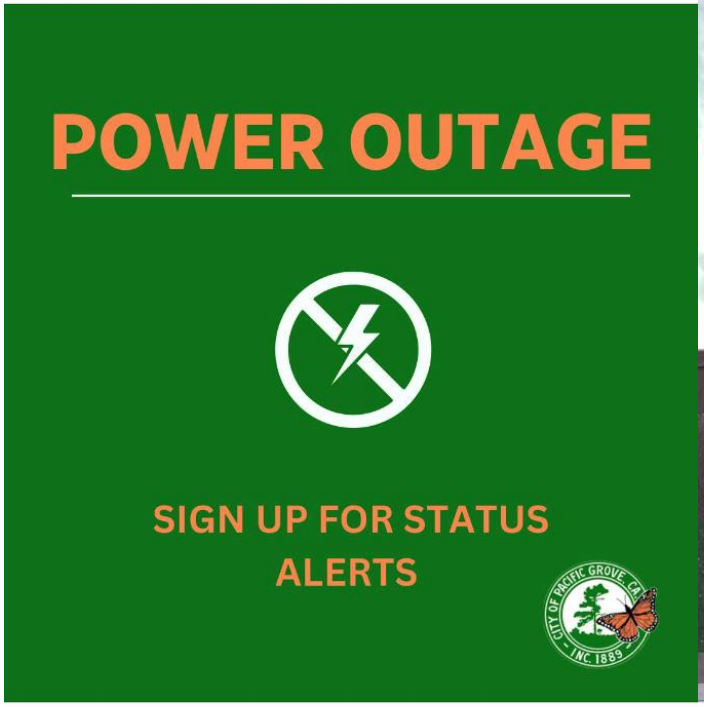




City of Pacific Grove
Published by Sprout Social · June 1 at 8:56 AM ·

#PowerOutage The City has been advised by PG&E of a transmission-level power outage, impacting three substations in the area. There is currently about 57k customers in the greater region without power.

For more information and to sign up for status alerts, visit:
https://pgalerts.alerts.pge.com/outagecenter



See insights and ads Boost post

4 1 share

City of Pacific Grove
Published by Sprout Social · May 10 ·

Join us for a soft opening of Pacific Grove's Youth Center that will serve the After School Program for middle schools in Pacific Grove!

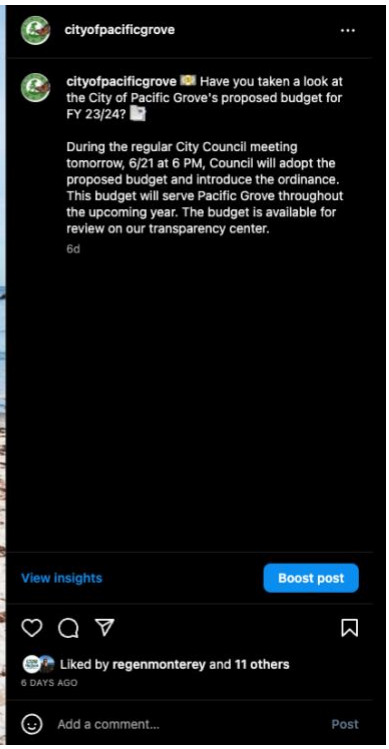
We are celebrating the opening today, 5/10, and tomorrow, 5/11, from 3-5 p.m. and pizza and drinks will be provided. We hope to see you there!

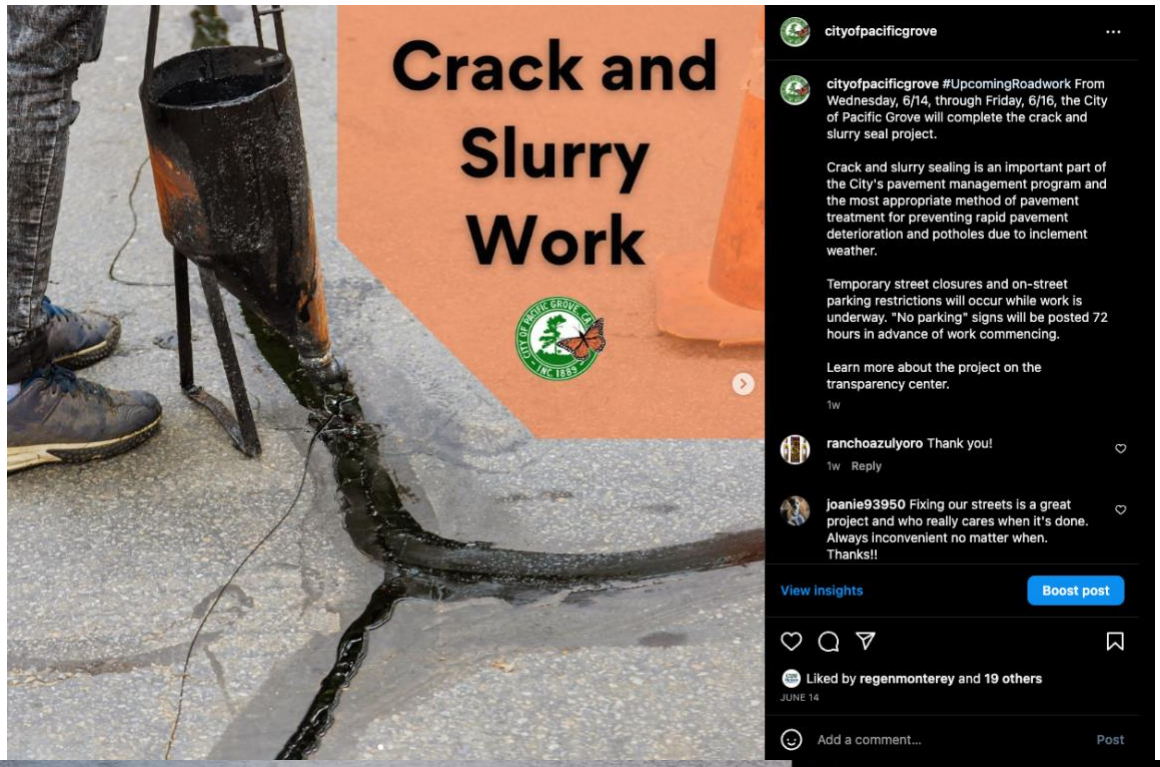


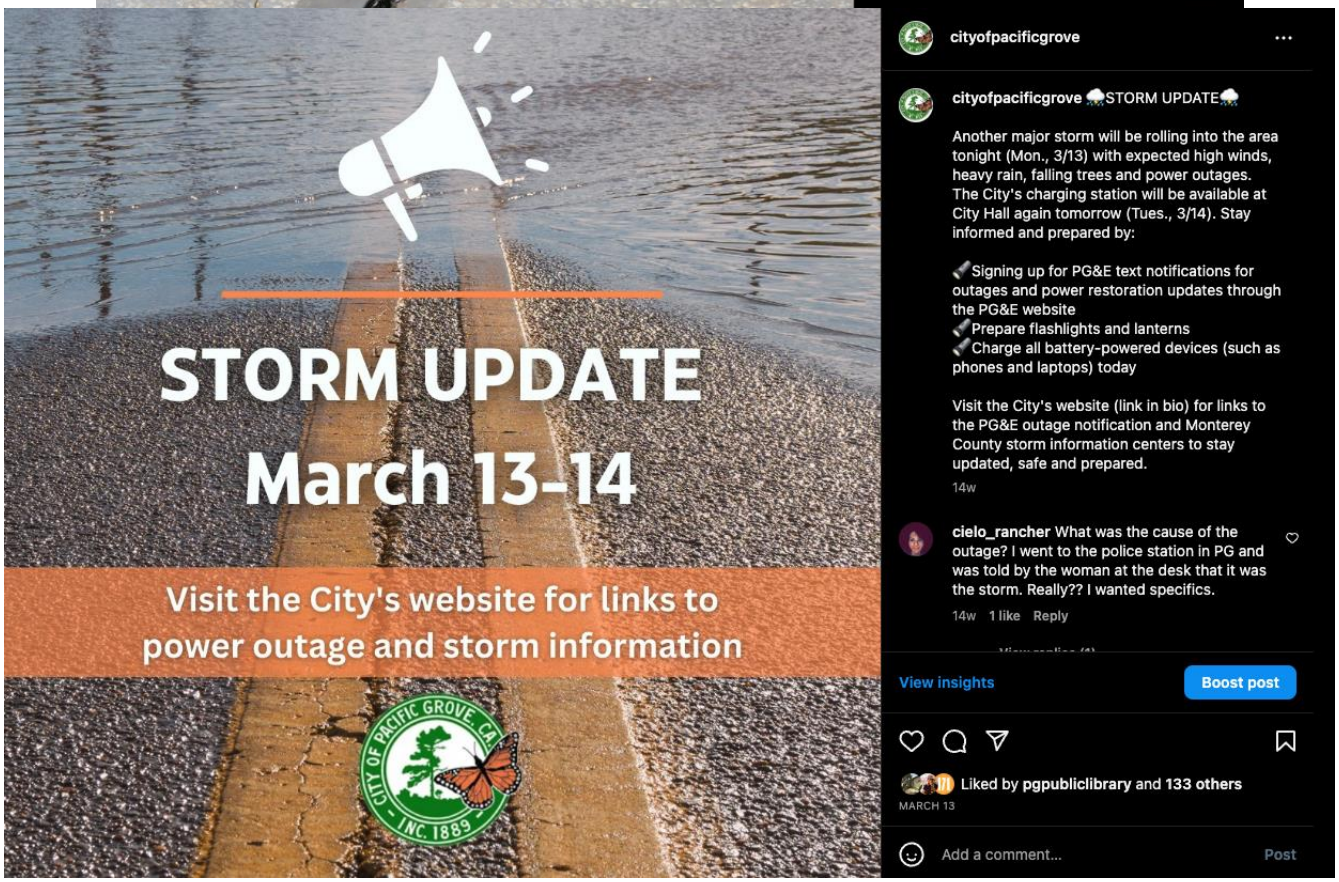
See insights and ads Boost post

46 6 comments 17 shares

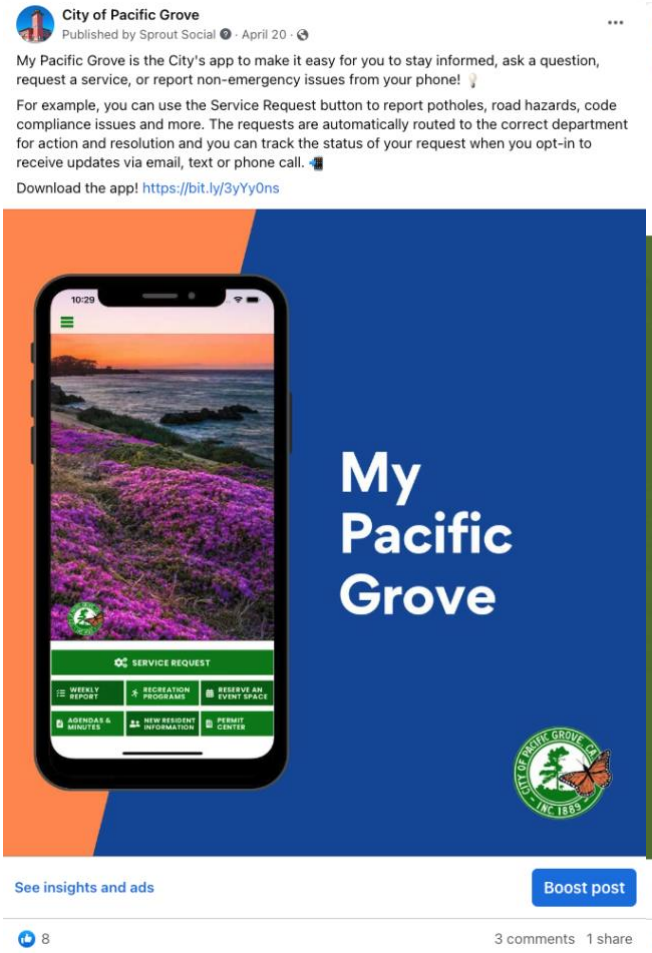




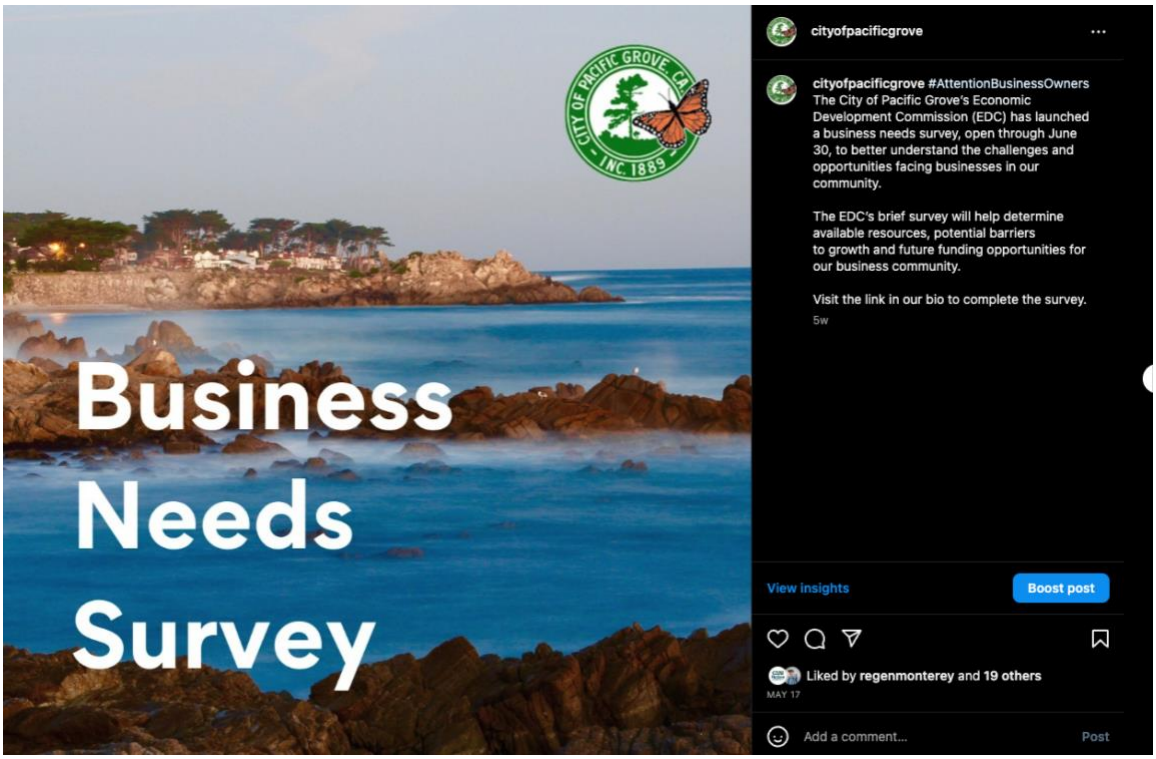

Crack and Slurry Work
cityofpacificgrove
cityofpacificgrove #UpcomingRoadwork From Wednesday, 6/14, through Friday, 6/16, the City of Pacific Grove will complete the crack and slurry seal project.
Crack and slurry sealing is an important part of the City's pavement management program and the most appropriate method of pavement treatment for preventing rapid pavement deterioration and potholes due to inclement weather.
Temporary street closures and on-street parking restrictions will occur while work is underway. "No parking" signs will be posted 72 hours in advance of work commencing.
Learn more about the project on the transparency center.
1w
ranchoazulyoro Thank you!
1w Reply
joanie93950 Fixing our streets is a great project and who really cares when it's done. Always inconvenient no matter when. Thanks!!
View insights
Boost post
Liked by regenmonterey and 19 others
JUNE 14
Add a comment...
Post


STORM UPDATE
March 13-14
Visit the City's website for links to power outage and storm information
CITY OF PACIFIC GROVE, CA INC. 1889
cityofpacificgrove
cityofpacificgrove ⛈STORM UPDATE⛈
Another major storm will be rolling into the area tonight (Mon., 3/13) with expected high winds, heavy rain, falling trees and power outages. The City's charging station will be available at City Hall again tomorrow (Tues., 3/14). Stay informed and prepared by:
🔨Signing up for PG&E text notifications for outages and power restoration updates through the PG&E website
🔨Prepare flashlights and lanterns
🔨Charge all battery-powered devices (such as phones and laptops) today
Visit the City's website (link in bio) for links to the PG&E outage notification and Monterey County storm information centers to stay updated, safe and prepared.
14w
cielo_rancher What was the cause of the outage? I went to the police station in PG and was told by the woman at the desk that it was the storm. Really?? I wanted specifics.
14w 1 like Reply
View insights
Boost post
Liked by pgpublicliblary and 133 others
MARCH 13
Add a comment...
Post


CITY COUNCIL GOALS
Recreation Services
Environmental Stewardship
Infrastructure
Affordable Housing
cityofpacificgrove
cityofpacificgrove After a General Election, the newly constituted City Council sets goals and strategies for their term together (until the following General Election). These objectives build the foundation for the annual budget and City staff creates a corresponding work plan to measure progress and provide a "scorecard" of the effort.
The proposed City Council goals, set for review and approval at the 4/19/23 City Council meeting, include:
Recreation Services
Infrastructure
Environmental Stewardship
Affordable Housing
Once the proposed City Council goals are approved, you may visit PG's Transparency Center to learn more about the goals, and their status.
9w
ranchoazulyoro We'd appreciate their adding resolution of the constant electrical issues.
9w Reply
View insights
Boost post
Liked by regenmonterey and 22 others
APRIL 18
Add a comment...
Post


City of Pacific Grove
Published by Sprout Social · April 20 ·
My Pacific Grove is the City's app to make it easy for you to stay informed, ask a question, request a service, or report non-emergency issues from your phone!
For example, you can use the Service Request button to report potholes, road hazards, code compliance issues and more. The requests are automatically routed to the correct department for action and resolution and you can track the status of your request when you opt-in to receive updates via email, text or phone call.
Download the app! https://bit.ly/3yYy0ns
My Pacific Grove
SERVICE REQUEST
WEEKLY REPORT
RECREATION PROGRAMS
RESERVE AN EVENT SPACE
AGENDAS & MINUTES
NEW RESIDENT INFORMATION
PERMIT CENTER
See insights and ads
Boost post
8
3 comments 1 share


City of Pacific Grove
Published by Sprout Social · April 27 ·
#LighthouseUpdate Starting this Friday, 4/28, you can visit Point Pinos Lighthouse on Friday, Saturday, and Sunday! The new hours will expand to include:
Fridays from 1 p.m. to 3 p.m.
Saturdays from 11 a.m. to 3 p.m.
Sundays from 11 a.m. to 3 p.m.
Come visit our historical lighthouse and share the history of Pacific Grove with your friends and family.
See more information about the Lighthouse: https://bit.ly/3KWIc5w
Expanded Lighthouse Hours
Fridays, Saturdays, Sundays
See insights and ads
Boost post
12
3 shares


Business
Needs
Survey
cityofpacificgrove
cityofpacificgrove #AttentionBusinessOwners
The City of Pacific Grove's Economic Development Commission (EDC) has launched a business needs survey, open through June 30, to better understand the challenges and opportunities facing businesses in our community.
The EDC's brief survey will help determine available resources, potential barriers to growth and future funding opportunities for our business community.
Visit the link in our bio to complete the survey.
5w
View insights
Boost post
Liked by regenmonterey and 19 others
MAY 17
Add a comment...
Post

City of Pacific Grove
Published by Sprout Social · May 24 ·

The City of Pacific Grove's Community Development Department would like to extend a warm welcome to Aaron Campbell! Aaron has joined the City as an Associate Planner.

Aaron comes to PG's team from the City of Carmel-by-the-Sea and has valuable career experience to contribute to Pacific Grove.

We are excited to see what his time on our team brings!

Interested in joining our team? Apply for jobs with the City of Pacific Grove here: https://bit.ly/3Orff55



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18

City of Pacific Grove
Published by Sprout Social · June 7 at 10:48 AM ·

#ConstructionNotice The City's Street Rehabilitation Project has begun! This project addresses the aging road infrastructure network on segments of 13th Street, 15th Street, and 16th Street.

Crews have begun work on 16th Street at Pine Avenue and will move to 15th Street between Lighthouse Ave and Ocean View Blvd.

Notices and "No Parking" signs will be posted in advance of construction in each area and residents should expect temporary, partial closures and/or detours during construction.

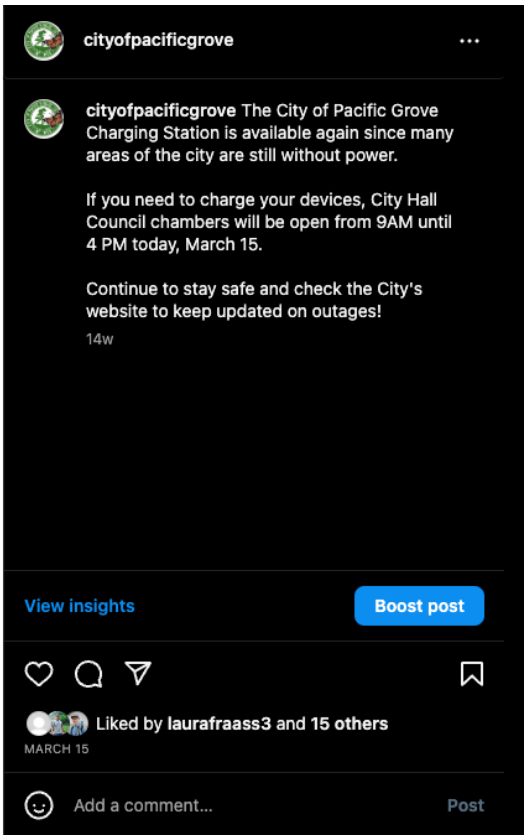
View construction updates here: https://bit.ly/3NdprNw



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6





City of Pacific Grove
Published by Sprout Social · May 1 ·

Thank you to the 120+ Pacific Grove volunteers who attended the 2023 Volunteer Appreciation Lunch and Awards Ceremony. Together, we celebrated the amazing contributions of the 200+ volunteers who have contributed their time and efforts to improving our community over the last year. 🎉

The Volunteer of the Year award went to Angela Goncalves, who interns and volunteers for the City's Community Development Department. The Volunteer with the Most Hours award went to Susan Pierzalowski, who logged in approximately 180 hours this year picking up trash throughout the city. 💪

Thank you to all who take the time to give back to our community!



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22 1 comment 1 share

City of Pacific Grove
Published by Cameron Grimm · May 3 ·

Tonight's (May 3) City Council meeting has been canceled due to a firewall component failure resulting in the inability to connect to the internet late this afternoon.

The closed session and regular meeting have been rescheduled to next Wednesday, May 10.

To view the agenda, visit https://www.cityofpacificgrove.org/.../agendas___minutes.php



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1



cityofpacificgrove

cityofpacificgrove In an effort to enhance public safety for Pacific Grove residents, City Council authorized the installation of 12 Flock Security Cameras throughout the City. The motion-activated cameras include automated license plate reader and image capture technology.

Automated License Plate Readers (ALPRs) enhance criminal investigations by providing officers with data on vehicles entering and leaving the City of Pacific Grove. This information will alert law enforcement to stolen or wanted

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MARCH 8

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DIVERSITY, EQUITY AND INCLUSION TASK FORCE MEETING
APRIL 10
6 P.M.
cityofpacificgrove
cityofpacificgrove Edited:
The City's Diversity, Equity and Inclusion (DEI) Task Force is meeting for a study session tonight, April 10 at 6 p.m.
Residents are encouraged to join us at City Hall for a general study session on the topics of Diversity, Equity, Inclusion, Racial Justice and Healing.
No action will be taken by the DEI Task Force at tonight's meeting, as it is a study session only. A prior post incorrectly stated that there would be discussion regarding hiring a DEI consultant, which will not take place as part of tonight's study session. Our apologies for any confusion that this may have caused.
A link to the agenda can be found in our bio.
Edited · 11w
toms4noil Sure glad I don't live anywhere
View insights
Boost post
Liked by peninsulapots and 80 others
APRIL 10
Add a comment...
Post


Thank You
Pacific Grove
Public Works Crew
cityofpacificgrove
cityofpacificgrove Our Public Works crews work hard—especially these past few weeks—to deliver critical services to our community. The City of Pacific Grove would like to give a huge thank you to to our crews; in the most recent storm event, they collected over 260 yards of debris, which is over 52 dump truck loads!
With the recent storm events, PW can be spotted performing storm cleanup activities such as:
Collecting downed tree limbs and debris
View insights
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140 likes
MARCH 27
Add a comment...
Post

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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Sandra Kandell, City Clerk

MEETING DATE: July 05, 2023

SUBJECT: League of California Cities (LoCC) Annual Conference Voting Delegate and Alternate(s)

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

RECOMMENDATION

1. Discuss, designate, and adopt by resolution a voting delegate and up two alternates to represent the City on policy matters at the League of California Cities (LoCC) Annual Conference on September 20-22.
2. Alternatively, discuss and take other action related to this item.

DISCUSSION

At its June 7, 2023 meeting, Council adopted by resolution City Council Policy **000-29** setting forth an annual process for selecting a voting delegate and up to two alternates to attend the LoCC Annual Conference, participate in the business meeting, and vote on behalf of the City.

The League of California Cities will hold its 2023 Annual Conference from September 20-22, in Sacramento, California. During the conference business meeting, the authorized delegate from the City may represent the City's interests to vote on and approve League policy. The delegate shall attend the conference to represent and vote on behalf of the City of Pacific Grove. If the selected voting delegate cannot attend, the designated alternate may exercise voting authority.

The League requires each city seeking to vote on matters to authorize by resolution its Mayor or other elected officials to formally represent the city, participate in the business meeting, and vote on behalf of the city.

Cal Cities membership considers and acts on resolutions that establish Cal Cities policy. Policy issues are determined annually by the League Board in late summer at which time staff will return to Council for direction to the voting delegate/alternate(s).

OPTIONS

N/A

FINANCIAL IMPACT:

Funding for City Council conference attendance and travel was allocated for within the adopted Fiscal Year 23-24 budget.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

1 2023 Voting Delegate Packet

2 Proposed Resolution

LEAGUE OF CALIFORNIA CITIES

Council Action Advised by August 28, 2023

DATE: Wednesday, June 21, 2023

TO: Mayors, Council Members, City Clerks, and City Managers

RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference and Expo, Sept. 20-22, 2023, Sacramento SAFE Credit Union Convention Center

Every year, the League of California Cities convenes a member-driven General Assembly at the Cal Cities Annual Conference and Expo. The General Assembly is an important opportunity where city officials can directly participate in the development of Cal Cities policy.

Taking place on Sept. 22, the General Assembly is comprised of voting delegates appointed by each member city; every city has one voting delegate. Your appointed voting delegate plays an important role during the General Assembly by representing your city and voting on resolutions.

To cast a vote during the General Assembly, your city must designate a voting delegate and up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity. Voting delegates may either be an elected or appointed official.

Please complete the attached voting delegate form and email it to Cal Cities office no later than Monday, August 28.

New this year, we will host a pre-conference information session for voting delegates to explain their role. Submitting your voting delegate form by the deadline will allow us time to establish voting delegate/alternate records prior to the conference and provide pre-conference communications with voting delegates.

Please view Cal Cities' event and meeting policy in advance of the conference.

Action by Council Required. Consistent with Cal Cities bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council.

Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.

Conference Registration Required. The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration is open on the Cal Cities website.

For a city to cast a vote, one voter must be present at the General Assembly and in possession of the voting delegate card and voting tool. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the voting delegate desk. This will enable them to receive the special sticker on their name badges that will admit the voting delegate into the voting area during the General Assembly.

Transferring Voting Card to Non-Designated Individuals Not Allowed. The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the General Assembly, they may *not* transfer the voting card to another city official.

Seating Protocol during General Assembly. At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.

The voting delegate desk, located in the conference registration area of the SAFE Credit Union Convention Center in Sacramento, will be open at the following times: Wednesday, Sept. 20, 8:00 a.m.- 6:00 p.m. and Thursday, Sept. 21, 7:30 a.m.- 4:00 p.m. On Friday, Sept. 22, the voting delegate desk will be open at the General Assembly, starting at 7:30 a.m., but will be closed during roll calls and voting.

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

Once again, thank you for completing the voting delegate and alternate form and returning it to Cal Cities office by Monday, Aug. 28. If you have questions, please contact Zach Seals at zseals@calcities.org.

Attachments:

- General Assembly Voting Guidelines
- Voting Delegate/Alternate Form
- Information Sheet: Cal Cities Resolutions and the General Assembly

LEAGUE OF CALIFORNIA CITIES

General Assembly Voting Guidelines

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to Cal Cities policy.

2. **Designating a City Voting Representative.** Prior to the Cal Cities Annual Conference and Expo, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the voting delegate form provided to the Cal Cities Credentials Committee.

3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the voting delegate desk in the conference registration area. Voting delegates and alternates must sign in at the voting delegate desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the General Assembly.

4. **Signing Initiated Resolution Petitions**. Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the credentials committee at the voting delegate desk, may sign petitions to initiate a resolution.

5. **Voting.** To cast the city's vote, a city official must have in their possession the city's voting card and voting tool; and be registered with the credentials committee. The voting card may be transferred freely between the voting delegate and alternates but may not be transferred to another city official who is neither a voting delegate nor alternate.

6. **Voting Area at General Assembly.** At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.

7. **Resolving Disputes**. In case of dispute, the credentials committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the General Assembly.

LEAGUE OF CALIFORNIA CITIES

CITY: _____

2023 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM

Please complete this form and return it to Cal Cities office by Monday, August 28, 2023. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

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

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

1. VOTING DELEGATE

Name: _____ Email: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

Email: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

Email: _____

ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES OR

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

Name: _____ Email: _____

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

Please complete and email this form to votingdelegates@calcities.org by Monday, August 28, 2023.

How it works: Cal Cities Resolutions and the General Assembly

Developing League of California Cities policy is a dynamic process that engages a wide range of members to ensure that we are representing California cities with one voice. These policies directly guide Cal Cities advocacy to promote local decision-making, and lobby against statewide policy that erodes local control.

The resolutions process and General Assembly is one way that city officials can directly participate in the development of Cal Cities policy. If a resolution is approved at the General Assembly, it becomes official Cal Cities policy. Here's how Resolutions and the General Assembly works.

Prior to the Annual Conference and Expo

General Resolutions

Sixty days before the Annual Conference and Expo, Cal Cities members may submit policy proposals on issues of importance to cities. The resolution must have the concurrence of at least five additional member cities or individual members.

Policy Committees

The Cal Cities President assigns general resolutions to policy committees where members review, debate, and recommend positions for each policy proposal. Recommendations are forwarded to the Resolutions Committee.

During the Annual Conference and Expo

Petitioned Resolutions

The petitioned resolution is an alternate method to introduce policy proposals during the annual conference. The petition must be signed by voting delegates from 10% of member cities, and submitted to the Cal Cities President at least 24 hours before the beginning of the General Assembly.

Resolutions Committee

The Resolutions Committee considers all resolutions. General Resolutions approved[1] by either a policy committee or the Resolutions Committee are next considered by the General Assembly. General resolutions not approved, or referred for further study by both a policy committee and the Resolutions Committee do not go the General Assembly. All Petitioned Resolutions are considered by the General Assembly, unless disqualified.[2]

General Assembly

During the General Assembly, voting delegates debate and consider general and petitioned resolutions forwarded by the Resolutions Committee. Potential Cal Cities bylaws amendments are also considered at this meeting.

What's new in 2023?

- Voting delegates will receive increased communications to prepare them for their role during the General Assembly.
- The General Assembly will take place earlier to allow more time for debate and discussion.
- Improvements to the General Assembly process will make it easier for voting delegates to discuss and debate resolutions.

Who's who

Cal Cities policy development is a member-informed process, grounded in the voices and experiences of city officials throughout the state.

The **Resolutions Committee** includes representatives from each Cal Cities diversity caucus, regional division, municipal department, policy committee, as well as individuals appointed by the Cal Cities president.

Voting delegates are appointed by each member city; every city has one voting delegate.

The **General Assembly** is a meeting of the collective body of all voting delegates — one from every member city.

Seven **Policy Committees** meet throughout the year to review and recommend positions to take on bills and regulatory proposals. Policy committees include members from each Cal Cities diversity caucus, regional division, municipal department, as well as individuals appointed by the Cal Cities president.

[1] The Resolution Committee can amend a general resolution prior to sending it to the General Assembly.
[2] Petitioned Resolutions may be disqualified by the Resolutions Committee according to Cal Cities Bylaws Article VI. Sec. 5(f).

For more information visit www.calcities.org/general-assembly

RESOLUTION NO. 23-XXX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE APPOINTING A VOTING DELEGATE AND ALTERNATE TO THE LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE

FINDINGS

1. The City of Pacific Grove is a full voting member of the League of California Cities (League);

2. The League takes positions on matters affecting cities throughout the state, including but not restricted to sponsoring legislation, taking joint positions on pending legislation, the placing voters' initiatives on the ballot;

3. The Board of Directors of the League of California Cities places matters for the cities' collective consideration on the agenda for the business meeting at the League's annual conference;

4. The League requires each city seeking to vote on those matters to authorize by resolution its Mayor or other elected officials to formally represent the city, participate in the business meeting, and vote on behalf of the city;

5. This resolution is in accordance with, and does not conflict with, existing City laws and regulations and applicable Government Code provisions, and

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

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

1. The City 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 City of Pacific Grove hereby appoints _____ as voting delegate with _____ and _____ as alternate voting delegates to the League of California Cities annual conference in Sacramento, California.

3. The City of Pacific Grove City Clerk, or designee, is authorized to inform the League of the above appointments.

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

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 7th day of July, 2023, by the following vote:

AYES:
NOES:
ABSENT:

APPROVED:

_____
BILL PEAKE, Mayor

ATTEST:
DATED:_____

_____
SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

_____
BRIAN A. PIERIK, City Attorney