



NOTICE OF MEETING

CITY OF PACIFIC GROVE

CITY COUNCIL

REGULAR MEETING AGENDA

Wednesday, October 18, 2023, 6:00 P.M.

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

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

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

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

**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.

JOIN THE ZOOM WEBINAR TO PARTICIPATE LIVE AT:

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

To participate telephonically, call any number below:

888 788 0099 US (Toll-free)

877 853 5247 US (Toll-free)

669 900 9128

669 219 2599

Webinar ID: 209 579 290#

If prompted to enter a participant ID, press #.

Help Line 831-648-3128

MEETING INSTRUCTIONS

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

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE: Councilmember McDonnell

1. APPROVAL OF AGENDA

2. PRESENTATIONS

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

- A. Report on Closed Session by City Attorney
- B. Other

4. GENERAL PUBLIC COMMENT

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

- A. Written General Public Comment

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 September 6, 2023 Closed Session and Regular Meetings **PG 7**
Reference: Sandra Kandell, City Clerk
Recommended Action: Approve minutes.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

6. RESOLUTIONS

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

- A. Temporary Employment of Retired Annuitant **PG 16**

Reference: Leticia Livian, Human Resources Director

Recommended Action: Approve a resolution appointing Lew Bauman as a Retired Annuitant to temporarily fill the Community Development Director vacancy.

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

7. **ORDINANCES**

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

A. Ordinance to Amend the Salary Classification Schedule **PG 26**

Reference: Leticia Livian, Human Resources Director, and Tori Hannah, City Manager Pro Tempore

Recommended Action: Hold second reading and adopt ordinance to amend the salary classification schedule

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

B. Second Reading of an Ordinance Amending the Fiscal Year 2023-24 Operating and Capital Improvement Budget **PG 38**

Reference: Audrey Cray, Deputy Director Finance

Recommended Action: 1. Hold second reading and adopt an Ordinance Amending the Fiscal Year 2023-24 Operating and Capital Improvement Budget

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

8. **REPORTS – INFORMATION ONLY**

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

A. September 2023 Check Register **PG 45**

Reference: Audrey Cray, Deputy Director Finance

Recommended Action: 1. Receive the Check Register.

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. Fourth Quarter FY 22/23 Purchase Order Report **PG 89**

Reference: James Minshew, Management Analyst

Recommended Action: 1. Receive the FY 22/23 Fourth Quarter Purchase Order Report.

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. September 2023 Core Revenue Report **PG 98**

Reference: James Minshew, Management Analyst

Recommended Action: 1. Receive the report.

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. Fourth Quarter FY 22-23 Capital Project Report & Update **PG 101**

Reference: James Minshew, Management Analyst

Recommended Action: 1. Receive the report.

2. Alternatively, discuss and take action related to this item.

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

E. League of California Cities Travel Report **PG 109**

Reference: Mayor Bill Peake

Recommended Action: Receive Report.

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

F. 2023 League of California Cities Annual Conference Attendance **PG 111**

Reference: Debby Beck, Council Member

Recommended Action: Receive Report

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

G. Water Conservation ad hoc Subcommittee Report **PG 114**

Reference: Debby Beck, Council Member

Recommended Action: Receive Report

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

9. **REPORTS – REQUIRING ACTION**

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

A. Amending an Agreement with Robert Half International, Inc. **PG 121**

Reference: Audrey Cray, Deputy Director Finance

Recommended Action: 1. Authorize the Mayor to sign an amendment to the agreement with Robert Half International, Inc. to provide temporary staffing services in an amount not to exceed \$80,000.

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. Amending an Agreement with Alvarez Technology Group for Information Technology Services. **PG 148**

Reference: Mohammed Khasimi, Chief Information Officer

Recommended Action:

1. Approve an amendment to the contract with Alvarez Technology Group in amount not to exceed \$99,900.
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

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

Items pulled from this section will be placed under 13. New Business

- A. Recreation Board Meeting Minutes April 28, 2022; May 26, 2022; June 23, 2022; and July 28, 2022 **PG 185**

Reference: Katie Clark, Recreation Manager

Recommended Action: Receive minutes.

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

- B. September 23, 2023 MST Board Meeting Minutes **PG 199**

Reference: Joe Amelio, Councilmember

Recommended Action: Receive Minutes

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

REGULAR AGENDA

11. **PUBLIC HEARINGS**

For public hearings involving a quasi-judicial determination by the Council, the proponent of an item may be given 10 minutes to speak and others in support of the proponent’s position may be given three minutes each. A designated spokesperson for opposition to the item may be given 10 minutes to speak and all others in opposition may be given three minutes each. Very brief rebuttal and surrebuttal may be allowed in the sole discretion of the Council. In public hearings not involving a quasi-judicial determination by the Council, all persons may be given three minutes to speak on the matter.

- A. 6th Cycle Draft Housing Element **PG 207**

Reference: Joseph Sidor, Contract Senior Planner

Recommended Action: 1. Staff recommends the City Council consider the consultant presentation and Planning Commission recommendations and ask any pertinent questions,
2. Hear public comment on the 6th Cycle Draft Housing Element ;
3. Council provide input on the 6th Cycle Draft Housing Element and provide direction to staff to transmit the Draft Housing Element to California Department of Housing and Community Development

or

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

12. **UNFINISHED AND ONGOING BUSINESS**

13. **NEW BUSINESS**
14. **FULL PRESENTATIONS**
15. **CLOSED SESSION**

ADJOURNMENT

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



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Sandra Kandell, City Clerk/DEI Coordinator
MEETING DATE: October 18, 2023
SUBJECT: Minutes of the September 6, 2023 Closed Session and Regular Meetings
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Approve minutes

Attachments

Draft Minutes



DRAFT MEETING MINUTES

CITY OF PACIFIC GROVE

CITY COUNCIL

CLOSED SESSION MEETING

Wednesday, September 6, 2023, 5:00 P.M.

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

MEETING 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.

1. Written Public Comment
 - A. Conference with Labor Negotiators (Government Code Section 54957.6)
City Negotiators: Tori Hannah, City Manager Pro Tem, Leticia Livian, Human Resources Director, and Katy Suttorp, City Attorney's Office
Employees: General Employees Association, Management Employees Association, Unrepresented Management, Confidential Employees, and Unrepresented Department Heads



DRAFT MEETING MINUTES

CITY OF PACIFIC GROVE
CITY COUNCIL
REGULAR MEETING

Wednesday, September 6, 2023, 6:00 P.M.
Council Chamber – City Hall – 300 Forest Avenue, Pacific Grove, CA

MEETING 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: Consent Agenda item 10B was removed from the agenda and will be returned and considered at a future City Council meeting.

Action: Regular Agenda item 13A was moved and heard directly following the Consent Agenda.

Action: Upon motion by Mayor Pro Tem Smith and seconded by Councilmember Beck, 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. Mayor's Proclamation: Hispanic Heritage Month

Action: Received proclamation for Hispanic Heritage Month.

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

B. Service Awards: Audrey Cray, 5 Years and Saul Rodriguez, 5 Years

Action: Received presentation for Audrey Cray.

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

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

A. Report on Closed Session by City Attorney

Conference with Labor Negotiators (Government Code Section 54957.6)

City Negotiators: Tori Hannah, City Manager Pro Tem, Leticia Livian, Human Resources Director, and Katy Suttorp, City Attorney's Office

Employees: General Employees Association, Management Employees Association, Unrepresented Management, Confidential Employees, and Unrepresented Department Heads

City Attorney Brian Pierik stated there was no reportable action.

B. Council and staff made general announcements.

4. **GENERAL PUBLIC COMMENT**

General public comment received from Dan Miller, Vince Tuminello, Mike Gibbs, Adam de Boor, Nina Beedy, Lisa Ciani, Inge Lorentzen Daumer, and Wendi Giles.

A. Written General Public Comment

CONSENT AGENDA

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

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

A. Minutes of the August 16, 2023 Closed Session and Regular Meetings

Action: Approved minutes.

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

B. Minutes of the August 30, 2023 Special Meeting

Action: Approved minutes.

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

6. **RESOLUTIONS**

A. Resolution Posting Contracts and Agreements Online

Action: Adopted Resolution No. 23-023 posting contracts and agreements online, correcting the Policy number to 000-30.

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

- B. Resolution Approving Interim City Manager Job Description
Action: Adopted Resolution No. 23-024 approving Interim City Manager Job Description.
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

7. **ORDINANCES**

8. **REPORTS – INFORMATION ONLY**

- A. 2023 Monarch Sanctuary Annual Management Plan ***This item was pulled and considered immediately following the Consent Agenda.***

Reference: George Fuerst, Environmental Program Manager

Action: Receive report.

CEQA: Categorical Exemption, CEQA Guidelines Section 15307, Class 7, Actions by Regulatory Agencies for Protection of Natural Resources

9. **REPORTS – REQUIRING ACTION**

- A. Appointment to Task Force on Diversity, Equity and Inclusion ***This item was pulled and considered immediately following the Consent Agenda.***

Reference: Bill Peake, Mayor

Recommended Action: Approve appointment of Natalie Marchenko-Fryberger to Task Force on Diversity, Equity and Inclusion ending January 31, 2026.

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

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

- A. Diversity, Equity and Inclusion Task Force Meeting Minutes: June 12 and July, 2023

Action: Received minutes.

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

- B. Recreation Board Minutes: January 13, January 27, February 24, and March 24, 2023 ***This item was pulled and will return for consideration at a future Council meeting.***

Reference: Katie Clark, Recreation Manager

Recommended Action: Receive the minutes.

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

- 13.A. Memorandum of Understanding between the City of Pacific Grove and the General Employees Association (GEA) ***This item was moved forward from the Regular Agenda.***
Public comment received from Vincent Garcia, Dan Miller, Vince Tuminello, Inge Lorentzen Daumer, and Wendi Giles.

Action: Upon motion by Mayor Pro Tem Smith and seconded by Councilmember Amelio, Council voted to approve Resolution No. 23-025 approving the Memorandum of Understanding between the City of Pacific Grove and the General Employees Association to cover the period of July 1, 2023, through June 30, 2026.

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

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

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

- 8.A. 2023 Monarch Sanctuary Annual Management Plan ***This item was pulled and considered immediately following the Consent Agenda.***

Public comment received from Andre Brisson, Bob Pacelli, Nina Beety, and Dixie Layne.

Action: Received report.

CEQA: Categorical Exemption, CEQA Guidelines Section 15307, Class 7, Actions by Regulatory Agencies for Protection of Natural Resources

- 9.A. Appointment to Task Force on Diversity, Equity and Inclusion ***This item was pulled and considered immediately following the Consent Agenda.***

Public comment received from Mike Gibbs, Vince Tuminello, Colleen Ingram, Beth Walker, Mari Adams, Lisa Ciani, Adam de Boer, and Dan Miller.

Action: Upon motion by Mayor Pro Tem Smith and seconded by Councilmember Amelio, Council voted to approve the appointment of Natalie Marchenko-Fryberger to the Task Force on Diversity, Equity and Inclusion ending January 31, 2026.

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

REGULAR AGENDA

11. PUBLIC HEARINGS

- A. Consider an Appeal of Coastal Development Permit (CDP) 22-0318, Wastewater Collection System Improvement Project - Phase 9 - Coastal Zone Segments - multiple locations including APN 007-041-004 and Adoption of Negative Declaration of Project

Mayor Peake opened the public hearing.

No members of Council reported ex parte communications.

Community Development Department Contract Planner Joe Sidor was provided 10 minutes

for presentation.

Appellant Tony Ciani was provided 10 minutes for presentation.

Public comment received from Lisa Ciani, Antony Tersol, and Inge Lorentzen Daumer.

Appellant Tony Ciani was provided 10 minutes for rebuttal.

Mayor Peake closed the public hearing.

Action: Upon motion by Mayor Pro Tem Smith and seconded by Councilmember Amelio, Council voted to deny the appeal (Resolution No. 23-026), adopt a Negative Declaration pursuant to CEQA Guidelines Section 15074, and approve the Coastal Development Permit (CDP 22-0318), subject to the findings and conditions of approval as follows:

1. *LCP Consistency. The project is consistent with the LCP. (Local Coastal Program).*
2. *Public Views. The project protects or enhances public view.*
3. *Habitat Protection. The project protects vegetation, natural habitats, and natural resources.*
4. *Design Consistency. The design, location, size, and operating characteristics of the proposed development is consistent with applicable LCP design requirements, including design plans and area plans incorporated into the LCP.*
5. *Coastal Access. The project protects or enhances public access to and along the coast.*
6. *Visitor Serving. The project supports the LCP goal of providing for visitor-serving needs as appropriate, including providing low and no cost visitor and recreational facilities.*
7. *Appropriate Use. The project is consistent with the allowed LCP uses associated with the property.*
8. *Coastal Resources. The proposed development protects or enhances coastal resources, where applicable.*

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: Initial Study, Negative Declaration

- B. Ordinance Amending Salary Classification Schedule to Include Salary for City Manager Pro Tempore
No public comment received.

Action: Upon motion by Councilmember Poduri and seconded by Councilmember Coletti, Council voted to request City Attorney to read title of ordinance; waive further reading of the ordinance; introduce and hold for first reading an Ordinance Amending Salary Classification Schedule to include Salary for City Manager Pro Tempore; and direct that publication of the

ordinance will be satisfied by publication of a summary 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

12. **UNFINISHED AND ONGOING BUSINESS**

- A. George Washington Park Forest Management Plan - 2022 FMP & Approach Forward
Public comment received from Jodeen Coletto, Kevin Handley, Vince Tuminello, Peggy Gibbs, Mike Gibbs, Rebecca Lee, Thom Akeman, Inge Lorentzen Daumer, Kim Akeman, Dixie Layne, Cari Rotoli, Lisa Ciani, and Wendi Giles.

Action: Received the 2022 George Washington Park Forest Management Plan (FMP); directed staff to proceed with developing a multi-seasonal biological assessment for all zones of the park (1-4); authorized maintenance activities consistent with the approved 1999 GWP Master Plan until a new plan is developed and approved; requested removal of the barbeque pits.

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

- B. Planning Commission Recommendations for the Cannabis Regulatory Draft Ordinances
Due to time constraints, this item was continued to the Council’s October 4, 2023 meeting.

Reference: Erica Vega, Assistant City Attorney

Recommended Action:

1. Consider and accept Planning Commission recommendations for the draft Cannabis Zoning Ordinance for Title 23 and the draft Cannabis Licensing Ordinance for Title 11.
2. Recommend staff bring final ordinances back to City Council for first read/introduction of ordinance.
3. Alternatively, discuss and take other action related to this item.

CEQA: Categorical Exemption, CEQA Guidelines Section 15061(b)(3)

13. **NEW BUSINESS**

- A. Memorandum of Understanding between the City of Pacific Grove and the General Employees Association (GEA) ***This item was moved and considered immediately following the Consent Agenda.***

Reference: Leticia Livian, Human Resources Director

Recommended Action: Approve a resolution approving the Memorandum of Understanding between the City of Pacific Grove and the General Employees Association to cover the period of July 1, 2023, through June 30, 2026.

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

14. **FULL PRESENTATIONS**

15. **CLOSED SESSION**

ADJOURNMENT

Upon motion by Mayor Pro Tem Smith and seconded by Councilmember Amelio, Council adjourned the regular meeting at 10:30 and continued Regular Agenda item 12B to the Council's October 4, 2023 meeting.

Respectfully Submitted,

Sandra Kandell
City Clerk

Approved by Mayor: _____ Date _____

Attest by City Manager Pro Tempore: _____ Date _____

DRAFT



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Leticia Livian, Human Resources Director
MEETING DATE: October 18, 2023
SUBJECT: Temporary Employment of Retired Annuitant
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Approve a resolution appointing Lew Bauman as a Retired Annuitant to temporarily fill the Community Development Director vacancy.

DISCUSSION

The City is in need of a Community Development Director on a temporary basis for a limited duration to oversee and manage the Community Development Department. The Community Development Director resigned on October 6, 2023. An active recruitment was launched on September 29, 2023, to fill the vacancy. If the recruitment is successful, it is anticipated that a regular appointment to fill the vacancy will occur prior to the end of the year.

Lew Bauman (Bauman) formerly served as a County Administrative Officer while employed prior to their retirement and possess the specialized skills and training required to perform the duties of the temporary assignment.

Bauman is a retired annuitant under the California Public Employees’ Retirement System (“CalPERS”) and is limited in their ability to accept public employment without reinstatement pursuant to Government Code section 21221(h) and may not work more than 960 hours within a fiscal year.

Bauman desires to provide temporary services to City. However, as a CalPERS retired annuitant under Government (Gov.) Code section 21221(h) of the Public Employees’ Retirement Law, the governing body must appoint Bauman by resolution.

OPTIONS

1. Provide alternative direction to staff.

FINANCIAL IMPACT:

Salary from the vacant Community Development Director position will cover the cost of the temporary hire. There are no benefits associated with this temporary assignment.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Employment Contract
Resolution

**AGREEMENT FOR TEMPORARY EMPLOYMENT OF RETIRED ANNUITANT AS INTERIM
COMMUNITY DEVELOPMENT DIRECTOR**
Government Code Sections 21221(h)
and 7522.56

THIS AGREEMENT, made and entered into this 19th day of October 2023, by and between the City of Pacific Grove, State of California, a municipal corporation, hereinafter called "City" and Lew Bauman, hereinafter called "Bauman" (collectively referred to as "the Parties") both of whom understand as follows:

FACTS

1. The City has a vacancy in the position of Community Development Director, a regular position for which the City Council has authorized a recruitment for a permanent appointment. This position has oversight of and manages the Community Development Department.
2. Bauman formerly served as the County Administrative Officer while employed by the County of Monterey prior to his retirement, effective September 14, 2019, and Bauman possesses the necessary qualifications, experience, and abilities required to lead the Community Development Department as described in Paragraph 1;
3. Bauman is a retired annuitant under the California Public Employees' Retirement System ("CalPERS") and is limited in their ability to accept public employment without reinstatement pursuant to Government Code section 21221(h), including working no more than 960 hours within a fiscal year;
4. Bauman desires to provide temporary services to City under the terms of this Agreement and within the constraints of Government Code sections 21221(h) and 7522.56 as a CalPERS retired annuitant, and City desires to temporarily hire Bauman on these terms to provide specialized services of a limited duration, subject to the terms and conditions set forth in this Agreement;
5. Bauman has not received any unemployment compensation from any CalPERS Agencies during the 12-month period preceding the effective date of this Agreement, has not received a retirement incentive upon retirement within the meaning of Government Code § 7522.56(g), and has attained normal retirement age within the meaning of Government Code § 21220.5;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the Parties agree as follows:

Section 1. Powers. Duties and Responsibility during the Temporary Employment

A. As a retired CalPERS annuitant, the City shall employ Bauman on a work schedule determined by the City Manager, or designee not to exceed 960 hours for the fiscal year 2023/2024. Bauman is required to track all hours worked and regularly report them to the City Manager, or designee.

B. Bauman is appointed as a temporary employee and shall temporarily provide highly specialized skills in connection with provision of Community Development Director services to City staff, City officials, and the community. The job description for Community Development Director is attached as "Exhibit A" to this Agreement and is incorporated by reference. Bauman's duties may be modified in the future by the City Manager, or designee, in keeping with the specialized and limited nature of this assignment.

C. Bauman hereby agrees to faithfully and diligently perform the assigned duties as specified by this Agreement. Bauman is expected to devote reasonable and necessary time outside normal office hours to the business of the City. Any time spent working outside normal office hours must be tracked and reported to the City and will count towards the 960 hour limit.

D. The City hereby agrees to employ Bauman as a temporary employee of the City of Pacific Grove. Employment shall commence on the 23rd of October 2023 and shall end not later than the termination date provided under Section 2 of this Agreement.

Section 2. Term & Termination

A. The employment of Bauman under this Agreement is at will. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Bauman to resign at any time from their position with the City. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City to terminate services of Bauman, Bauman has no property interest in this position.

B. Unless terminated sooner by either Bauman or the City as provided in this Sub-section 2.A. of this Agreement, this Agreement shall expire automatically as of the first of the following to occur: (i) completion of the temporary assignment due to the appointment of a regular Community Development Director; or (ii); upon Bauman working the 960th hour for the City including hours worked for other CalPERS Agencies during the City's 2023-2024 fiscal year.

C. Bauman serves at the pleasure of the City and nothing herein shall be taken to imply or suggest a guaranteed term or tenure.

D. Bauman agrees to remain in the exclusive employ of the City of Pacific Grove while employed by the City, and to avoid any conflicting interests. Exclusive employment, however, shall not be construed to preclude occasional teaching, writing, speaking or

consulting performed on the Bauman's time off, even if outside compensation is provided for such services. Said activities are expressly allowed, provided that in no case is any activity allowed which would present a conflict of interest with the City. Bauman agrees to provide written notification of any outside activity within the meaning of this provision. If Bauman works for any other CalPERS employer during the term of this Agreement, Bauman must notify City of this employment, and disclose to the City on a periodic basis (at a frequency to be determined by City) the number of hours Bauman is performing work for the other employer to ensure that the maximum number of hours he may work each fiscal year is not exceeded.

E. As a CalPERS retired annuitant, hours paid for Bauman's services shall not exceed 960 hours for the fiscal year 2023/2024. Weekly hours will vary to ensure total hours worked will not exceed 960 hours for the fiscal year limit set by CalPERS. The City will have discretion and control over the amount of weekly work hours, hours scheduled to work, and days scheduled.

F. The position held temporarily by Bauman is not part of a represented bargaining unit and they are not covered by the terms of any collective bargaining agreement with any represented or unrepresented group of City employees.

G. The operative date of this Agreement shall be the date first written above and in this Agreement. This Agreement shall expire no later than the termination date, as set forth in Section 2 of this Agreement, but may expire sooner based upon the City's needs, as determined in its sole discretion.

H. Bauman agrees that all property, including, without limitation, all equipment, tangible Proprietary Information (as defined below), documents, records, notes, contracts, and computer-generated materials furnished to or prepared by them incident to their employment belongs to the City and shall be returned promptly to the City upon termination of Bauman's employment for any reason. Bauman's obligations under this subsection shall survive the termination of their employment and the expiration of this Agreement.

1. "Proprietary Information" is all information and any idea pertaining in any manner to the business of the City (or any City affiliate), its employees, clients, consultants, or business associates, which was produced by any employee of the City in the course of their employment or otherwise produced or acquired by or on behalf of the City. All Proprietary Information not generally known outside of the City's organization, and all Proprietary Information so known only through improper means, shall be deemed "Confidential Information."

2. During employment by the City, Bauman shall use Proprietary Information, and shall disclose Confidential Information, only for the benefit of the City and as is or may be necessary to perform assigned job responsibilities under this Agreement. Following termination, Bauman shall not use any Proprietary Information

and shall not disclose any Confidential Information, except with the express written consent of the City. Bauman's obligations under this Section shall survive the termination of employment and the expiration of this Agreement.

Section 3. Salary and Compensation

A. City agrees to pay Bauman for their services rendered pursuant to this Agreement based on performance of duties comparable to those performed by the regular Community Development Director, at an hourly rate of \$85.26. City has confirmed that this hourly rate does not exceed the maximum monthly base salary (divided by 173.33 to equal an hourly rate) paid to other employees performing comparable duties as listed on the City's publicly available pay schedule. Payments shall be made in installments in the same form and manner upon which other City employees are paid and include all applicable payroll taxes and withholdings.

B. Bauman agrees that for their services rendered pursuant to this Agreement no other compensation, benefits, incentives, compensation in lieu of benefits, or any other form of compensation in addition to the hourly pay rate will be granted. CalPERS service credit will not be accrued and no additional retirement rights or benefits will be granted to Bauman.

Section 4. Other Terms and Conditions of Employment.

A. Performance Evaluation. The City may review and evaluate the performance of the Bauman periodically. Objective performance standards shall be discussed and set, as appropriate for the temporary nature of the assignment.

B. Bauman shall operate any vehicle used in connection with the performance of duties under this Agreement in a safe manner and otherwise in observance of all established traffic safety laws and ordinances and shall maintain a valid California automobile's driver's license during the period of employment.

Section 5. Indemnification.

City shall indemnify, defend and save harmless Bauman against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Bauman's temporary duties as City Clerk. Should the City compromise and settle any such claim or suit, it shall pay the amount of any settlement or judgment rendered thereon. Said indemnification shall extend beyond termination of employment and expiration of this Agreement and shall provide full and complete protection to Bauman by the City for any acts undertaken or committed in Bauman's temporary capacity as City Clerk. Bauman shall provide prompt written notice of filing of any claim or suit and shall fully cooperate with City in the defense of any such action.

Section 6. Conflict of Interest Prohibition.

It is understood and agreed that because of the nature of the duties to be performed under this Agreement within and on behalf of the City of Pacific Grove and its citizenry, Bauman shall not, during the term of this Agreement, individually, as a partner, joint venture, officer or shareholder, invest or participate in any business venture conducting business in the corporate limits of the City of Pacific Grove, except for stock ownership in any company whose capital stock is publicly held and regularly traded, without prior approval of the Council. For and during the term of this Agreement, Bauman further agrees, except for a personal residence or residential property acquired or held for future use as his personal residence, not to invest in any other real estate or property improvements within the corporate limits of the City of Pacific Grove, without the prior written consent of the Council.

Section 7. General Provisions.

A. The text herein shall constitute the entire Agreement between the parties with respect to the subject matter of this Agreement and shall supersede all prior negotiations, representations, or agreements, either written or oral, between City and Bauman as of the effective date of this Agreement. City and Bauman agree that each has fully participated in the review and revision of this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any amendment to this Agreement.

B. This Agreement may be amended or modified only by an instrument in writing signed by the City and Bauman.

C. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Bauman.

D. Any waiver of any terms or conditions of this Agreement must be in writing and signed by the City and Bauman. A waiver of any term or condition of this Agreement shall not be construed as a waiver of any other term or condition in this Agreement.

E. In performing this Agreement, the parties shall comply with all applicable federal, state, and local laws and regulations.

F. If any provisions, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall not be affected and shall remain in full force and effect.

G. This Agreement shall be interpreted according to the laws of the State of California. Venue for any action or proceeding regarding this contract shall be in Monterey County, California.

IN WITNESS THEREOF, the City of Pacific Grove has caused this Agreement to be signed and executed on its behalf by its City Manager and duly approved to form by its City Attorney, in duplicate, the day and year first written above.

CITY OF PACIFIC GROVE, a Municipal
Corporation of the State of California

By: _____
Tori Hannah, City Manager Pro Tem

By: _____
Lew Bauman

Date: _____

Date: _____

Approved as to form:

By: _____
Brian Pierik
City Attorney

Date: _____

RESOLUTION NO. 23-xxx

**RESOLUTION OF THE CITY OF COUNCIL OF THE CITY OF
PACIFIC GROVE APPOINTING LEW BAUMAN AS AN INTERIM
COMMUNITY DEVELOPMENT DIRECTOR**

Government Code Section 21221(h)

1. Government (Gov.) Code section 21221(h) of the Public Employees' Retirement Law permits the governing body to appoint a CalPERS retiree to a vacant position requiring specialized skills during recruitment for a permanent appointment, and provides that such appointment will not subject the retired person to reinstatement from retirement or loss of benefits so long as it is a single appointment that does not exceed 960 hours in a fiscal year; and
2. The City of Pacific Grove desires to appoint Lew Bauman as an interim appointment retired annuitant to the vacant position of Community Development Director for the (City of Pacific Grove under Gov. Code section 21221(h), effective October 19, 2023; and
3. The City Council, the City of Pacific Grove and Lew Bauman certify that (Lew Bauman has not and will not receive a Golden Handshake or any other retirement-related incentive; and
4. An appointment under Gov. Code section 21221(h) requires the retiree is appointed into the interim appointment during recruitment for a permanent appointment; and
5. The governing body has authorized the search for a permanent appointment on September 29, 2023; and
6. This Gov. Code section 21221(h) appointment shall only be made once and therefore will end upon the earlier of (i) completion of the temporary assignment due to the appointment of a regular Community Development Director; or (ii); upon Bauman working the 960th hour for the City including hours worked for other CalPERS Agencies during the City's 2023-2024 fiscal year; and
7. The entire employment agreement between Lew Bauman and the City of Pacific Grove has been reviewed by this body and is attached herein; and
8. The compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and
9. The maximum base salary for this position is \$14,778.40 (monthly rate) and the hourly equivalent is \$85.26; the minimum base salary for this position is \$11,027.47 (monthly rate) and the hourly equivalent is 63.62; and
10. The hourly rate paid to Lew Bauman will be \$85.26; and

11. Lew Bauman has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate; and

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

1. Hereby certifies the nature of the employment of Lew Bauman as described herein and detailed in the attached employment agreement and that this appointment is necessary to perform the duties of the critically needed position of Community Development Director for the (City of Pacific Grove by October 19, 2023 because there is a current Community Development Director vacancy and executive staffing is needed to continue operations and service to the public.
2. 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.
3. The Council authorizes approval of this resolution.
4. This Resolution shall become effective immediately following passage and adoption thereof.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE
this 18th day of October, 2023, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

BILL PEAKE, Mayor

ATTEST:

BONNIE GAWF, Interim City Clerk

APPROVED AS TO FORM:

BRIAN PIERIK City Attorney



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Leticia Livian, Human Resources Director
MEETING DATE: October 18, 2023
SUBJECT: Ordinance to Amend the Salary Classification Schedule
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Hold second reading of an ordinance to amend the salary classification schedule.

DISCUSSION

There were no substantive changes to the ordinance between first and second reading. The City Clerk caused a summary of the ordinance to be published. October 12, 2023.

The City salary classification schedule identifies the job classifications approved by Council (e.g., Office Assistant) and the hourly rates of pay for each classification at each step authorized by the Personnel Rules. Pursuant to Charter Article 25 and Pacific Grove Municipal Code (PGMC) Section 4.20.280, approval and amendment to the classification schedule must be adopted by the Council.

Staff is recommending several changes to the salary classification schedule:

1. Revising the salary schedule for the General Employees Association (GEA) classifications to include the 3% COLA and one market adjustment;
2. Changing two GEA classification titles;
3. Adding a new classification to the salary classification schedule; and
4. Removing inactive classifications from the salary classification schedule.

Cost of Living Adjustment/Market Adjustment

On September 6, 2023, City Council approved the General Employees Association (GEA) Memorandum of Understanding (MOU). Approval of the MOU included a 3% cost of living adjustment (COLA) and a market adjustment for the Recreation Coordinator classification effective August 20, 2023. The salary schedules are amended by Ordinance; therefore, staff is recommending an amendment to the salary classification schedule to administer the provisions of the authorized GEA MOU previously approved by City Council.

Classification Title Changes

In addition to the COLA for GEA, it was agreed to retitle two classifications: Administrative Technician to Administrative Analyst and Office Assistant to Administrative Assistant. These changes have no financial impact but modernizes the job titles in the labor market, provides desirable market recognition, and creates

a clear career path for these classifications.

Adding a New Classification

To further complement the administrative career path, a new classification, Administrative Coordinator is being recommended. This new classification would be the bridge between the Administrative Assistant and the Administrative Analyst classifications. It will fill the education, skill, and experience gap between the two classifications and create flexibility in being able to hire at the lower level, Administrative Assistant, or at the new middle level, Administrative Coordinator, or at the higher level Administrative Analyst, depending on departmental needs.

1. Administrative Assistant (top step hourly, \$30.08)
2. Administrative Coordinator (proposed top step hourly, \$34.06)
3. Administrative Analyst (top step hourly, \$44.60)

The Administrative Coordinator would be represented by GEA. The classification description is attached to this agenda report. Below is the proposed salary string.

Administrative Coordinator	Step 1 A	Step 2B	Step 3C	Step 4D	Step 5E	Step 6F	Step 7G	Step 8H
Hourly Rate	26.02	27.32	28.69	30.12	31.63	32.42	33.23	34.06

Inactive Classifications

It was also agreed with GEA, inactive GEA/GEA aligned classifications to be removed from the salary schedule to clean-up and streamline the schedule. Most of these classifications have not been authorized, or budgeted in (5) years or more. If needed, these classifications can be re-added to the classification schedule in the future.

- Arborist
- Engineering Technician
- Housing Rehab Inspector
- Library Technician
- Maintenance Technician/Safety Coordinator

The requested change to the salary classification schedule will only impact the positions listed in this agenda report and in the attached ordinance. The attached ordinance lists the revised salary with the 3% increase and the one market increase for Recreation Coordinator. All other classification hourly salary ranges will remain the same. To view the current entire salary schedule, please refer to the City's website, <http://www.cityofpacificgrove.org/about-city/human-resources/salaries-benefits-and-mous>.

Accounting Assistant	Maintenance Supervisor
Accounting Assistant, Senior	Maintenance Worker
Administrative Analyst ~~Technician~~	Maintenance Worker, Senior
Administrative Coordinator	~~Office~~ Administrative Assistant
Animal Control Officer	Parking Enforcement Officer
Code Compliance Officer	Planner, Assistant
Community Services Officer	Planner, Associate
Equipment Mechanic	Planner, Senior
Equipment Mechanic, Senior	Police Records Supervisor
IT Support Specialist	Police Service Technician
Library Assistant	Property and Evidence Technician

Library Assistant, Senior
Library Clerk

Recreation Coordinator
Volunteer Coordinator

OPTIONS

1. Adopt on Second Reading Ordinance amending the salary classification schedule for classifications listed above.
2. Provide alternative direction to staff.

FINANCIAL IMPACT:

It is anticipated that the impact to the Fiscal Year 23/24 Budget will be approximately \$80,000. This represents the amount of the projected first year increase, net of the 2% COLA that was incorporated into the original budget.

The increase in the annual unfunded liability payment for the 3% COLA is estimated to be approximately \$22,350. However, the City's budget will not be impacted for the \$22,350 amount until Fiscal Year 26/27. The actuarially determined unfunded liability is anticipated to increase by approximately \$213,000. The projected increase in the unfunded liability payment and the unfunded liability may also change based on investment returns and CalPERS actuarial assumptions.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Job Description_Administrative Coordinator
Ordinance
Public Comment

Administrative Coordinator

SUMMARY:

Under general supervision, performs a variety of responsible, complex, sensitive, and confidential range of clerical and administrative functions for the department or program; includes performing responsible, confidential, and complex administrative work, including but not limited to assisting with the departmental budget, processing records, and coordinating the work of other departmental staff as assigned or needed.

Work involves a high degree of independent judgment requiring a thorough knowledge of department programs, procedures and policies, applicable legal statutes, and the ability to determine procedures, interpreting policies, and performing a variety of assignments without instruction.

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

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

- Performs a wide variety of highly responsible, complex, sensitive and sometimes confidential duties in support of the administration of a department, division, or program.
- Make logistical arrangements for advisory bodies, committees and other meetings; notifies all participants including any public noticing requirements as required by State Law and/or the Municipal Code; prepares agendas, coordinates the production and distribution of agenda packets.
- Enters staff reports into the City's document management system for City Council meetings.
- Independently composes correspondence and reports relative to routine departmental business.
- Receives and responds to calls and visitors with tact and diplomacy; researches and responds to requests for sensitive information and assistance; resolves citizen concerns and complaints.
- Maintains liaison between department or manager and staff, outside agencies and the public; obtains and relays information and coordinates activities.
- Maintains a variety of databases for tracking operations, financial and statical information; generates reports.
- Represents the department or division at staff and administrative meetings and/or committees.
- Interprets and applies City policies, procedures, and regulations; exercises discretion in determining the nature of inquiries and how they may be most appropriately expedited.
- Participates in special projects as assigned; collects and compiles a variety of administrative and/or technical information; and prepares report of findings.
- Develops, revises and maintains operating and administrative procedures; develops forms and reports for departmental use.
- Composes and prepares a wide variety of correspondence from brief instructions; transcribes information, proofreads and produces legible documents; ensures materials and reports are accurate and complete; and provides editing and business writing assistance.
- Performs website and intranet updates from drafted documents and brief instruction to ensure current information is communicated to external and internal customers in a timely manner.

- Evaluates, develops, implements and maintains systems and procedures for the efficient operation of assigned area including recommendations for procedural changes affecting staff.
- Supports the budget preparation and administration process; may compile or request cost estimates to support departmental budget recommendations, as assigned; work with staff departmental staff to submits justifications for budget items; may monitor and control expenditures.
- Provides information, instructions, and assistance to the public and others having business with the City; assists customers with requests, applications, government forms, and other documents; answers questions and resolves issues within scope of authority and training.
- Coordinates department workflow; applies specific knowledge of department policies and procedures in order to organize and coordinate work; exercises initiative and independent judgment in performing administrative duties; applies judgment to resolving problems, analyzing data, and making decisions; tracks department issues, and ensures the effective communication of operational information.
- Uses knowledge of City policies and procedures to assist with special projects, special events, technical assignments, and office support functions.
- Uses training and experience in area of assignment to review and process files, applications, and technical documents.
- Collects statistical data and compiles data for reports; receives and sends information to and from other agencies; maintains records and files, including confidential and code compliance files.
- Handles routine programs; coordinates and resolves IT record errors, and assist with the management of the City's computer, phone and cellular operations, within assigned Departments.
- May perform any of the duties of an Administrative Assistant including updating department websites and social media.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Associate degree with course work in Business, Public Administration, or related field; AND three years of progressively responsible administrative support experience; OR an equivalent combination of education, training, and experience.

Knowledge of:

- Business letter writing formats and technical report preparation.
- English usage, spelling, punctuation and grammar; business correspondence.
- Modern office equipment and procedures including use of word processing, database, and spreadsheet applications.
- Principles and practices of work safety.
- Customer service principles, protocols and methods.
- Functions and organization of municipal governments.
- Business computers and standard software applications.

- Principles and procedures of fiscal and statistical record keeping and budget preparation and administration.
- Complex filing systems management and document administration.
- Applicable federal and state laws, rules and regulations.
- City policies and procedures.
- Policies, rules and regulations covering specific areas of assignment.
- City administration policies, including accounting, budgeting, payroll, and personnel rules.
- Operations, services, and activities performed by assigned department.
- Methods and techniques of researching and compiling data for reports and presentations.
- Customer service principles, protocols and methods.
- Principles of record keeping, records retention, records management, and file maintenance.
- Basic knowledge of other Departments' or Divisions' protocols and policies

Skill in:

- Performing a variety of administrative support for a department or division manager.
- Working independently, maintaining composure and confidentiality, and working effectively in a high-pressure environment with changing priorities.
- Understanding, and applying relevant rules, ordinances, codes, regulations, policies, procedures, administrative orders, and other governing regulations.
- Interpreting and explaining policies and procedures of assigned department.
- Using initiative and independent judgment within established procedural guidelines.
- Researching and compiling data for reports and technical documents.
- Dealing tactfully and courteously with the public.
- Following verbal and written instructions and procedures.
- Operating business computers and standard software applications.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing

LICENSING AND CERTIFICATION:

A valid California State Driver's License in good standing may be required.

Conditions of Employment

- Candidates will be required to submit proof of education (i.e. original copy of diploma or college/university transcripts).

Physical Demands and Working Environment

Work is performed in a standard office environment. Able to lift 25 lbs at a time, and be able to stand for periods at a time. Some field work may be required.

ORDINANCE NO. 23-_____

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE
AMENDING THE CLASSIFICATION SCHEDULE**

Findings

1. The City of Pacific Grove (City) entered into a new Memorandum of Understanding (MOU) with the General Employees Association (GEA); and
2. The MOU is effective from July 1, 2023 through June 30, 2026; and
3. GEA has agreed to remove unused GEA classifications from the salary schedule which include Arborist, Engineering Technician, Housing Rehab Inspector, Library Technician, Maintenance Technician/Safety Coordinator; and
4. If the above classifications need to be reinstated, they will be re-added to the salary scheduled as needed; and
5. GEA has agreed to retitle Administrative Technician to Administrative Analyst and to retitle Office Assistant to Administrative Assistant; and
6. Provisions of the MOU provides for a 3% cost of living adjustment (COLA) in the first year of the agreement, 3% COLA in the second year of the agreement, and 3% COLA in the third year of the agreement; and
7. Classifications that align with GEA for salary and benefits will also be included for a COLA; and
8. It was agreed that Recreation Coordinator be brought up to 95% of the market median of the compensation study; and
9. The following Classifications salary ranges except Recreation Coordinator will be revised to reflect the first year 3% COLA increase and the Recreation will have a market adjustment:

Accounting Assistant	Maintenance Worker
Accounting Assistant, Senior	Maintenance Worker, Senior
Administrative Technician (NEW Title, Administrative Analyst)	Office Assistant (NEW Title, Administrative Assistant)
Animal Control Officer	Parking Enforcement Officer
Code Compliance Officer	Planner, Assistant
Community Service Officer	Planner, Associate
Equipment Mechanic	Planner, Senior
Equipment Mechanic, Senior	Police Records Supervisor
IT Support Specialist	Police Service Technician

Library Assistant
Library Assistant, Senior
Library Clerk
Maintenance Supervisor

Property & Evidence Technician
Recreation Coordinator
Recreation Program Supervisor
Volunteer Coordinator

10. Administrative Coordinator is being added as a new classification to the salary schedule; and
11. Modifications to the salary classification plan must be amended to revise hourly rates; and
12. 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
13. 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, THE COUNCIL OF THE CITY OF PACIFIC GROVE DOES ORDAIN AS FOLLOWS:

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 GEA positions and GEA aligned positions, with the following salary schedule:

Salary Schedule - Hourly Rates

Code	Classification	Step 1A	Step 2B	Step 3C	Step 4D	Step 5E	Step 6F	Step 7G	Step 8H
120-001	Accounting Assistant	26.65	27.99	29.39	30.86	32.40	33.21	34.04	34.89
125-01	Accounting Assistant, Senior	28.34	29.76	31.24	32.81	34.45	35.31	36.19	37.10
170-000	Administrative Analyst Technician	34.07	35.78	37.57	39.44	41.42	42.45	43.51	44.60

Salary Schedule - Hourly Rates

Code	Classification	Step 1A	Step 2B	Step 3C	Step 4D	Step 5E	Step 6F	Step 7G	Step 8H
New	Administrative Coordinator	26.02	27.32	28.69	30.12	31.63	32.42	33.23	34.06
505-001	Animal Control Officer	26.90	28.25	29.66	31.14	32.70	33.93	35.20	
164-002	Code Compliance Officer	34.52	36.25	38.06	39.96	41.96	43.01	44.09	45.19
507-001	Community Service Officer	27.48	28.85	30.30	31.81	33.40	34.65	35.95	
156-001	Equipment Mechanic	33.90	35.60	37.38	39.25	41.21	42.24	43.30	44.38
157-000	Equipment Mechanic, Senior	36.09	37.89	39.79	41.78	43.87	44.96	46.09	47.24
105-001	IT Support Specialist	26.78	28.12	29.52	31.00	32.55	33.36	34.20	35.05
122-001	Library Assistant	24.72	25.96	27.26	28.62	30.05	30.80	31.57	32.36
144-002	Library Assistant, Senior	26.50	27.83	29.22	30.68	32.21	33.02	33.85	34.69
199-000	Library Clerk	18.57	19.50	20.48	21.50	22.58			
154-000	Maintenance Supervisor	36.03	37.83	39.72	41.71	43.79	44.89	46.01	47.16
132-000	Maintenance Worker	28.75	30.19	31.70	33.29	34.95	35.82	36.72	37.64
146-001	Maintenance Worker, Senior	32.26	33.87	35.57	37.35	39.21	40.19	41.20	42.23
104-001	Office Administrative Assistant	22.98	24.13	25.33	26.60	27.93	28.63	29.34	30.08
506-001	Parking Enforcement Officer	25.85	27.14	28.50	29.93	31.42	32.60	33.82	
165-001	Planner, Assistant	35.10	36.85	38.70	40.63	42.66	43.73	44.82	45.94
168-002	Planner, Associate	39.00	40.95	43.00	45.15	47.41	48.59	49.81	51.05

Salary Schedule - Hourly Rates

Code	Classification	Step 1A	Step 2B	Step 3C	Step 4D	Step 5E	Step 6F	Step 7G	Step 8H
169-001	Planner, Senior	44.17	46.38	48.70	51.13	53.69	55.03	56.41	57.82
514-002	Police Records Supervisor	31.19	32.74	34.38	36.10	37.91	39.33	40.80	
508-001	Police Services Technician	27.48	28.85	30.30	31.81	33.40	34.65	35.95	
509-001	Property & Evidence Technician	28.85	30.29	31.81	33.40	35.07	36.39	37.75	
118-001	Recreation Coordinator	28.39	29.81	31.30	32.86	34.51	35.37	36.25	37.16
62-002	Recreation Program Supervisor	24.57	25.79	27.08	28.44	29.86			
170-001	Volunteer Coordinator	27.94	29.34	30.81	32.35	33.96	34.81	35.68	36.57

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

SECTION 4. In accord with Article 15 of the City Charter, this ordinance shall become effective on August 20, 2023.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE
this ____ day of October 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

AGENDA #11A, CITY COUNCIL MEETING OCT. 4, 2023

Inge Lorentzen Daumer <ilwd50@gmail.com>

Wed 10/4/2023 3:24 PM

To:City Council Members <citycouncil@cityofpacificgrove.org>

[**NOTICE:** This message originated outside of the City of Pacific Grove email system -- **DO NOT CLICK** on **links** or open **attachments** unless you are sure the content is safe.]

Dear Mayor and Councilmembers,

Anyway you look at it, whether from the original Agenda Report or the Errata just issued...

IT IS SIMPLY TOO MUCH FOR WHAT PACIFIC GROVE CAN AFFORD, and completely unsustainable! We can't keep basing salaries on what other, larger cities are doing, which are an illusion, that continues to feed off of itself!

Sincerely,

Inge Lorentzen Daumer



Virus-free www.avg.com



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Audrey Cray, Deputy Director Finance
MEETING DATE: October 18, 2023
SUBJECT: Second Reading of an Ordinance Amending the Fiscal Year 2023-24 Operating and Capital Improvement Budget
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

1. Hold second reading and adopt an Ordinance Amending the Fiscal Year 2023-24 Operating and Capital Improvement Budget
2. Alternatively, discuss and take other action related to this item

DISCUSSION

During the first quarter of Fiscal Year 2023-24, staff identified the following budget adjustments that are recommended to assist with programs, projects, and grant management.

Purchase Order Carry-Forward:

Purchase orders were issued in Fiscal Year 2022-23; however there were some contract services that were not completed or goods that did not arrive until Fiscal Year 2023-24. These services were originally budgeted for Fiscal Year 2022-23, and they were not included in the Fiscal Year 2023-24 budget. To provide sufficient funds in Fiscal Year 2023-24, the remaining purchase order funds will need to be brought forward into this fiscal year. A Budget Amendment in the amount of \$642,194 is needed to move the funding from Fiscal Year 2022-23 to Fiscal Year 2023-24. A list of the purchase orders is included in Attachment 1.

Project Carry-Forward Expenses:

Select projects were budgeted in Fiscal Year 2022-23; however, they were not completed within the fiscal year. Similar to the purchase order carry-forwards, staff is requesting to amend the budget in the amount of \$4,864,189 to move the appropriation for the project balance listed in Attachment 1 from Fiscal Year 2022-2023 to Fiscal Year 2022-2024.

Capital Outlay Carry-Forward:

Similar to the projects, Capital Outlay items were budgeted for Fiscal Year 2022-2023; however, the purchases were not made within the year. Staff is requesting amending the budget in the amount of \$219,476 to move the appropriation for the capital outlay listed in Attachment 1 from Fiscal Year 2022-2023 to Fiscal Year 2023-2024.

Revenues:

The City was planning to use grant funds and insurance reimbursements to support Capital Improvement Projects for Fiscal Year 2022-2023; however, the funds were not utilized or billed in Fiscal Year 2022-2023. A Budget Amendment in the amount of \$846,390 is needed to move the funding from Fiscal Year 2023-2023 to Fiscal Year 2023-2024. A list of the project revenues is included in Attachment 1.

Additional Purchases:

As part of the FY 21/22 Capital Improvement Plan (CIP), funding was allocated towards repairing the backstop at the Pacific Grove Municipal Ball Park, however, the FY 21/22 informal bids were received which significantly exceeded the project budget. The project was deferred while City staff sought grant funding. The City received grant revenue in the amount of \$96,000 and the City's \$24,529 served as matching funds, however, there is a delta of \$25,736. Two (2) FY 22/23 projects, budgeted with ARPA funds, have yielded project savings which can be used to meet the backstop project shortfall. A list of this additional purchasing requirement is included in Attachment 1.

This first reading of the ordinance took place at the October 4, 2023 Council Meeting; and a summary of the ordinance was published on October 12, 2023. A minor administrative change was made from the original ordinance. This included moving \$4,500 from the Project Carry Forward totals to the Purchase Order Carry-Forward totals; and increasing the General Fund expenditures by \$4,500 and decreasing the Museum Fund expenditures by \$4,500.

OPTIONS

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

FINANCIAL IMPACT:

All purchase orders, prior year projects, and capital outlay items will also be funded through amounts allocated in the prior year to support these purchases or services.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Revised Budget Amendment Ordinance FY 2023-24

Revised Budget Amendment Detail

ORDINANCE NO. 23-XXX

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE AMENDING THE APPROVED BUDGET FOR THE FISCAL YEAR (FY) 2023-24

FACTS

1. The City Council approved the Fiscal Year 2023-24 Budget on June 21, 2023.
2. It is customary to amend the budget to adjust revenues and expenditures to reflect updated information since the adoption of the Fiscal Year 2023-24 Budget.
3. The City Council held a public meeting and a first reading of the ordinance to adopt an amendment to the approved budget for FY 2023-24.
4. The City Manager is recommending amendments to the FY 2023-24 Budget to reflect the City Council's goals for the fiscal year budget.
5. Pursuant to Charter Article 15, an amendment of the budget must be approved by ordinance,
6. A summary of the Ordinance, approved by the City Attorney, was published on October 12, 2023.
7. In the enactment of this ordinance, the City followed the guidelines adopted by the State of California and published in the California Code of Regulations, Title 14, Section 15000, et seq.
8. Enactment of this ordinance action does not constitute a "project" as defined by California Environmental Quality Act (CEQA) Guidelines Section 15378 because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment.

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

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

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

Revenues		Increase/Decrease
20	RSTP (TAMC)	374,738
63	Capital Improvement Fund	471,652

Expenditures		Increase/Decrease
01	General Fund	745,541
07	Library Building & Equipment	63,208
08	Museum Improvement Fund	113,800
17	Local Streets & Roads	1,081,506
20	RSTP (TAMC)	374,738
27	Lighthouse	57,950
46	Strong Disbursement	26,550
47	Road Maintenance and Rehab (SB1)	132,238
63	General Fund - CIP	854,286
76	Sewer Fund	1,261,481
77	Golf Course Fund	25,000
84	America Rescue Plan Act (ARPA)	981,811
92	McIndoo Donation	17,387
93	Koo Estate	16,099

SECTION 3. The Fiscal Year 23/24 estimated fund balances are based on preliminary information; and adjusted for this amendment, are referenced herein:

Fiscal Year 23/24 Estimated Ending Fund Balance, After Proposed Budget Amendments

		Unaudited Preliminary Beginning Fund Balance FY 23/24	Revenue FY 23/24	Expenditures FY 23/24	Preliminary Estimated Ending Fund Balance FY 23/24
01	General Fund	12,920,513	31,263,187	32,849,814	11,333,886
07	Library Building and Equipment Fund	172,511	1,000	81,208	92,303
08	Museum Improvement Fund	318,352	3,000	113,800	208,052
17	Local Streets and Roads Fund	1,106,916	760,678	1,867,594	-
20	RSTP (TAMC)	374,738	1,124,738	1,124,738	374,738
27	Lighthouse	165,038	97,00	186,414	75,624
46	Strong Disbursement	30,399	41,000	26,550	44,849
47	Road Maintenance and Rehab (SB1)	264,948	372,339	637,287	-
63	Capital Improvement Fund	1,198,209	1,321,652	1,704,286	815,575
76	Sewer Fund ¹	22,201,365	4,436,000	5,764,095	20,873,270
77	Golf Course Fund ²	3,575,320	731,500	595,598	3,611,222
84	American Rescue Plan Act (ARPA)	1,095,433	3,000	1,088,872	9,561
92	McIndoo Donation	19,673	500	17,387	2,786
93	Koo Estate Donation Fund	16,099	-	16,099	-

¹Available fund balance \$6,840,023 based on modified accrual

²Available fund balance \$608,682 based on modified accrual

SECTION 4. In accordance with Article 15 of the City Charter, this ordinance shall become effective upon adoption hereof.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE
This 18th day of October, 2023, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

BILL PEAKE, Mayor

ATTEST:
DATED: _____

BONNIE GAWF, City Clerk

APPROVED AS TO FORM:

BRIAN A. PIERIK, City Attorney

FUND			PROJECT CODE	PROJECT NAME / PURPOSE	DIVISION	ACCOUNT	CARRYFORWARD AMOUNT
Expenditures							
	Purchase Orders						
	01	General Fund		FEE STUDY & COST ALLOCATION PLAN	131	5201	67,890
	01	General Fund		CONSULTING LEGAL SERVICES NIELSEN MERKSAMER	101	5205	10,430
	01	General Fund		EMPLOYMENT RELATED ITEMS LEGAL RENNE PUBLIC LAW	101	5205	33,606
	01	General Fund		CITY MANAGER EVALUATION, GOAL SETTING & STRATEGIC PLANNING LEGAL RENNE MGMT	101	5202	7,602
	01	General Fund		FY 22/23 SB1383 IMPLEMENTATION ACTIVITIES	505	5201	13,374
	01	General Fund		MONARCH BUTTERFLY HABITAT CONSULTING	513	6021	4,500
	01	General Fund		PLANNING SERVICES THROUGH 2/27/2024	201	5202	4,559
	01	General Fund		STR PLATFORM SOFTWARE	201	5202	6,525
	01	General Fund		LEGAL SERVICE ENYATI	111	5205	9,366
	01	General Fund		MISC COMMUNITY DEVELOPMENT DEPARTMENT LEGAL	201	5202	30,095
	01	General Fund		ATC CEQA	111	5205	37,683
	01	General Fund		DEVELOPMENT, REAL ESTATE & CEQA MATTERS	111	5205	39,999
	01	General Fund		LEGAL PG LAND WATCH	201	5205	70,046
	01	General Fund		CONTRACT TERM THROUGH 6/30/2024 COASTAL HAZARD ANALYSIS	201	5202	78,059
	01	General Fund		IT INFRASTRUCTURE ASSESSMENT	133	5201	15,000
	01	General Fund		PARCEL VIEWER, ARCGIS, & CARTOGRAPHY	133	5239	16,840
	01	General Fund		CYBERSECURITY ASSESSMENT	133	5201	25,000
	01	General Fund		PG LIBRARY IT BASEMENT IMPROVEMENTS	133	5201	38,702
	01	General Fund		*GENERAL PLAN UPDATE ALLOCATION FY 22/23; WAS NOT ENCUMBERED IN 22/23	201	5201	100,000
	77	Golf Fund		GOLF COURSE STUDY	621	5202	25,000
	76	Sewer Operations Fund		CULTURAL RESOURCES & TRIBAL MONITORING PROTOCOL	611	5201	7,921
Total Purchase Orders for Carryforward							642,194
	Projects						
	08	Museum Improvement Fund	CIP23-07	MUSEUM MEZZANINE UPGRADES	412	6021	75,000
	08	Museum Improvement Fund	CIP23-08	MUSEUM BASEMENT MOISTURE CONTROL	412	6021	38,800
	17	Measure X Fund	CIP23-01	FY22/23 STREET REHAB PROJECT	515	6041	815,350
	17	Measure X Fund	CIP23-04	DAVID AVE STREET REHABILATION	515	6041	266,157
	20	RSTP (TAMC)	CIP23-03	CEDAR, SUNSET, & CONGRESS INTERSECTION	509	6041	332,258
	20	RSTP (TAMC)		FLASHING BEACON 19TH & SUNSET	509	6041	42,480
	27	Lighthouse	CIP23-05	POINT PINOS LIGHTHOUSE ROOF REPAIR	413	6021	57,950
	46	Strong Disbursement Fund	CIP21-05	ADA COMPLIANCE ASSESSMENT & TRANSITION	461	6021	26,550
	47	Street Recon (RMRA)	CIP23-01	FY22/23 STREET REHAB PROJECT	471	6041	132,238
	63	Capital Improvement Fund	TRC21-02	PW FIRE AND RECONSTRUCTION	631	6021	471,652
	63	Capital Improvement Fund	CIP18-46	POINT PINOS COASTAL TRAIL	631	6031	289,867
	63	Capital Improvement Fund	CIP23-02	FY 22/23 CRACK & SLURRY SEAL	631	6041	92,767
	76	Sewer Operations Fund	CIP22-03	PHASE 9 SEWER IMPROVEMENTS	612	6051	997,388
	76	Sewer Operations Fund	CIP20-13	WATER MONITORING ASBS PROJECT	612	6051	19,807
	76	Sewer Operations Fund	CIP23-01	FY22/23 STREET REHAB PROJECT	612	6051	106,529
	76	Sewer Operations Fund	CIP23-06	PUMP STATION REPLACEMENT	612	6051	109,837
	84	American Rescue Plan Act (ARPA)	CIP22-21	GW PARK PLAYGROUND & ADA COMPLIANCE	841	6031	25,000
	84	American Rescue Plan Act (ARPA)	CIP23-10	FIRE STATION ROOF REPAIR	841	6021	26,200
	84	American Rescue Plan Act (ARPA)	CIP23-12	FIRE DEPARTMENT BATHROOM & SHOWER REMODEL	841	6021	44,907
	84	American Rescue Plan Act (ARPA)	CIP23-13	CHAUTAUQUA HALL BATHROOM REPAIRS	841	6021	27,000
	84	American Rescue Plan Act (ARPA)	CIP23-15	CRESPI POND BATHROOM REMODEL/REPAIRS	841	6021	50,000
	84	American Rescue Plan Act (ARPA)	CIP23-16	SAFETY LIGHTING AT ROBERT DOWN ELEMENTARY	841	6041	20,000
	84	American Rescue Plan Act (ARPA)	CIP23-17	CHAUTAUQUA HALL PRESERVATION PLAN	841	6021	13,000
	84	American Rescue Plan Act (ARPA)	CIP23-18	CITY HALL ROOF REPAIR	841	6021	80,000
	84	American Rescue Plan Act (ARPA)	CIP23-21	DAVID AVE SIDEWALK	841	6041	625,080
	84	American Rescue Plan Act (ARPA)	CIP23-22	RECREATION BOARD'S PARK INVENTORY	841	6031	44,888
	92	McIndoo Donation	CIP22-13	BACKSTOP REPLACEMENT MUNICIPAL BALL	519	6031	17,387
	93	Koo Estate Donation Fund	CIP22-10	LOVERS POINT PIER PROJECT	931	6031	9,099
	93	Koo Estate Donation Fund	CIP22-13	BACKSTOP REPLACEMENT MUNICIPAL BALL	931	6031	7,000
Total Projects for Carryforward							4,864,189
	Capital Outlay						
	01	General Fund		CITY COUNCIL CHAIRS	101	6001	PG CC 10/18/23 39,968

FUND			PROJECT CODE	PROJECT NAME / PURPOSE	DIVISION	ACCOUNT	CARRYFORWARD AMOUNT
	01	General Fund		NEW PATROL VEHICLE AND OUTFITTING	301	6001	76,300
	01	General Fund		PUBLIC WORKS GENERATOR	503	6001	20,000
	07	Building & Equipment Fund		LIBRARY BOOKMOBILE	402	6001	63,208
	76	Sewer Fund		PUBLIC WORKS GENERATOR	611	6001	20,000
Total Capital Outlay for Carryforward							219,476
Revenues							
	20	RSTP (TAMC					374,738
	63	Capital Improvement Fund					471,652
Total Revenue for Carry Forward							846,390
Additional Appropriations							
	84	American Rescue Plan Act (ARPA)	CIP22-13	BACKSTOP REPLACEMENT MUNICIPAL BALL	931	6031	25,736
							25,736



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Audrey Cray, Deputy Director Finance
MEETING DATE: October 18, 2023
SUBJECT: September 2023 Check Register
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

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

DISCUSSION

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

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

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

OPTIONS

N/A - This is informational only.

FINANCIAL IMPACT:

There is no fiscal impact. This is informational only.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

September 2023 Check Register

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 1
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	106992	09/01/23	8890	4LEAF	201	5201	BUILDING DEPARTMENT	0.00	3,923.25
101	106993	09/01/23	3970	ALHAMBRA & SIERRA S	421	5201	BOTTLED WATER SERVI	0.00	35.89
101	106993	09/01/23	3970	ALHAMBRA & SIERRA S	351	5291	WATER SERVICE	0.00	142.29
TOTAL	CHECK							0.00	178.18
101	106994	09/01/23	4488	ALTERNATOR STARTER	503	5227	UNIT 59 BG	0.00	234.89
101	106995	09/01/23	4965	ALVAREZ TECHNOLOGY	133	5201	AFTER HOURS SUPPORT	0.00	450.00
101	106995	09/01/23	4965	ALVAREZ TECHNOLOGY	133	5201	AFTER HOURS SUPPORT	0.00	3,300.00
101	106995	09/01/23	4965	ALVAREZ TECHNOLOGY	133	5201	AFTER HOURS SUPPORT	0.00	3,300.00
101	106995	09/01/23	4965	ALVAREZ TECHNOLOGY	133	5201	AFTER HOURS SUPPORT	0.00	3,900.75
101	106995	09/01/23	4965	ALVAREZ TECHNOLOGY	133	5201	AFTER HOURS SUPPORT	0.00	4,991.25
101	106995	09/01/23	4965	ALVAREZ TECHNOLOGY	133	5201	AFTER HOURS SUPPORT	0.00	6,600.00
TOTAL	CHECK							0.00	22,542.00
101	106996	09/01/23	9962	ALYSSA KROEGER	201	5215	TRAINING MEETING	0.00	35.88
101	106997	09/01/23	8330	AMAZON CAPITAL SERV	503	5275	SAM CROSBY BOOTS	0.00	180.34
101	106997	09/01/23	8330	AMAZON CAPITAL SERV	503	5223	TENNIS COURT BENCHE	0.00	207.58
TOTAL	CHECK							0.00	387.92
101	106998	09/01/23	91	AMBAG	101	5261	FY23/24 BRDMTG ALLW	0.00	500.00
101	106999	09/01/23	3905	AMERICAN LOCK & KEY	503	5223	PADLOCK	0.00	235.98
101	106999	09/01/23	3905	AMERICAN LOCK & KEY	301	5223	PD LOCK REPAIR	0.00	135.00
TOTAL	CHECK							0.00	370.98
101	107000	09/01/23	6154	AT&T	421	5212	PHONES REC	0.00	31.43
101	107000	09/01/23	6154	AT&T	133	5212	PHONES ADMIN	0.00	31.43
TOTAL	CHECK							0.00	62.86
101	107001	09/01/23	5363	AT&T CALNET 3	133	5206	PHONES 63247	0.00	26.04
101	107002	09/01/23	213	BAKER & TAYLOR COMP	401	5303	BOOKS & MATERIALS	0.00	381.00
101	107002	09/01/23	213	BAKER & TAYLOR COMP	401	5303	BOOKS & MATERIALS	0.00	704.45
101	107002	09/01/23	213	BAKER & TAYLOR COMP	401	5303	BOOKS & MATERIALS	0.00	1,310.85
101	107002	09/01/23	213	BAKER & TAYLOR COMP	401	5303	BOOKS & MATERIALS	0.00	1,711.81
101	107002	09/01/23	213	BAKER & TAYLOR COMP	401	5301	LIBRARY SUPPLIES	0.00	41.62
101	107002	09/01/23	213	BAKER & TAYLOR COMP	401	5301	LIBRARY SUPPLIES	0.00	108.05
TOTAL	CHECK							0.00	4,257.78
101	107006	09/01/23	1040	CENGAGE LEARNING/GA	401	5303	BOOKS & MATERIALS	0.00	61.16
101	107006	09/01/23	1040	CENGAGE LEARNING/GA	401	5303	BOOKS & MATERIALS	0.00	96.98
101	107006	09/01/23	1040	CENGAGE LEARNING/GA	401	5303	BOOKS & MATERIALS	0.00	67.28
TOTAL	CHECK							0.00	225.42
101	107007	09/01/23	9649	CLEARGOV	131	5201	ACTVT ONBRD SBSCRPF	0.00	2,330.63
101	107008	09/01/23	5198	CODE PUBLISHING, IN	101	5261	MUN CODE - WEB UPDA	0.00	147.00
101	107009	09/01/23	5171	COMCAST	133	5206	CH INT AUG 2023 858	0.00	153.23

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 2
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	107009	09/01/23	5171	COMCAST	133	5206	REC 0214972	0.00	93.75
101	107009	09/01/23	5171	COMCAST	133	5206	CH TV AUG 2023 3903	0.00	28.20
TOTAL CHECK								0.00	275.18
101	107011	09/01/23	7424	EDGES ELECTRICAL GR	503	5223	CLUB HOUSE	0.00	93.83
101	107011	09/01/23	7424	EDGES ELECTRICAL GR	503	5223	CLUB HOUSE	0.00	93.83
TOTAL CHECK								0.00	187.66
101	107013	09/01/23	592	FOREST HILL ACE HAR	503	5305	JANITORIAL SUPPLIES	0.00	8.73
101	107015	09/01/23	4321	HOME DEPOT CREDIT S	505	5309	STREETS - BATTERY	0.00	250.18
101	107016	09/01/23	10058	JEFF DAVI	01	4402	WTHDRW WTR APPLCTN	0.00	222.00
101	107017	09/01/23	4367	KELLY MOORE PAINT C	505	5309	PAINT THINNER	0.00	91.74
101	107018	09/01/23	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	302.46
101	107018	09/01/23	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	96.47
101	107018	09/01/23	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	515.86
101	107018	09/01/23	3521	KIMBALL MIDWEST	505	5309	STREETS	0.00	528.98
101	107018	09/01/23	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	738.93
TOTAL CHECK								0.00	2,182.70
101	107019	09/01/23	4647	LEHR	503	5227	UNIT 58 BG	0.00	427.72
101	107020	09/01/23	7086	LIBRARY IDEAS, LLC	401	5303	BOOKS & MATERIALS	0.00	1.50
101	107021	09/01/23	5383	LOZANO SMITH	121	5205	ADMIN INVESTIGATION	0.00	5,544.75
101	107022	09/01/23	8647	MAIN STREET SIGNS	505	5309	SIGNS	0.00	284.67
101	107023	09/01/23	10059	MARK PHAN	01	4402	NO ZNING CLRNC NEED	0.00	160.00
101	107024	09/01/23	5340	MCDONALD REFRIGERAT	503	5223	PNT PNS GRLL RPR FR	0.00	272.50
101	107025	09/01/23	3304	MIDWEST TAPE	401	5303	BOOKS & MATERIALS	0.00	125.61
101	107025	09/01/23	3304	MIDWEST TAPE	401	5303	BOOKS & MATERIALS	0.00	46.97
101	107025	09/01/23	3304	MIDWEST TAPE	401	5303	BOOKS & MATERIALS	0.00	21.84
TOTAL CHECK								0.00	194.42
101	107026	09/01/23	10065	MITCHELL NEUGER AND	01	4203	RFND90% WTHDRW#2303	0.00	1,654.20
101	107028	09/01/23	3807	MONTEREY COUNTY WEE	201	5221	2ND READ - ADU	0.00	101.25
101	107028	09/01/23	3807	MONTEREY COUNTY WEE	301	5221	ADPTN 23-010 SRGOF	0.00	101.25
101	107028	09/01/23	3807	MONTEREY COUNTY WEE	201	5221	PH-215 FOREST	0.00	182.25
TOTAL CHECK								0.00	384.75
101	107029	09/01/23	7681	MONTEREY PENINSULA	503	5226	PW BOBCAT	0.00	91.67
101	107029	09/01/23	7681	MONTEREY PENINSULA	505	5226	PW BOBCAT	0.00	91.67
TOTAL CHECK								0.00	183.34
101	107030	09/01/23	1801	MONTEREY TIRE SERVI	503	5227	UNIT 59 BG	0.00	346.59

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 3
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	107030	09/01/23	1801	MONTEREY TIRE SERVI	503	5223	UNIT 54 BG	0.00	482.20
TOTAL CHECK									828.79
101	107031	09/01/23	1802	CITY OF MONTEREY	351	5295	ST MNDTD FIRE INSPC	0.00	244.00
101	107033	09/01/23	6431	QUADIENT FINANCE US	131	5211	POSTAGE	0.00	1,000.00
101	107034	09/01/23	1958	ODP BUSINESS SOLUTI	133	5301	OFFICE SUPPLIES	0.00	103.44
101	107034	09/01/23	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	103.55
101	107034	09/01/23	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	70.30
101	107034	09/01/23	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	97.01
TOTAL CHECK									374.30
101	107035	09/01/23	9576	O'REILLY AUTO ENTER	301	5227	UNIT 2 PD	0.00	4.91
101	107035	09/01/23	9576	O'REILLY AUTO ENTER	502	5309	MECH STOCK	0.00	96.13
101	107035	09/01/23	9576	O'REILLY AUTO ENTER	503	5227	BG UNIT 44	0.00	27.30
101	107035	09/01/23	9576	O'REILLY AUTO ENTER	503	5227	BG UNIT 59	0.00	23.59
101	107035	09/01/23	9576	O'REILLY AUTO ENTER	503	5227	BG UNIT 50	0.00	62.21
101	107035	09/01/23	9576	O'REILLY AUTO ENTER	503	5227	BG UNIT 50	0.00	65.54
101	107035	09/01/23	9576	O'REILLY AUTO ENTER	503	5227	UNIT 58 BG	0.00	66.42
101	107035	09/01/23	9576	O'REILLY AUTO ENTER	502	5309	MECH STOCK	0.00	45.75
101	107035	09/01/23	9576	O'REILLY AUTO ENTER	505	5227	STREETS UNIT 28	0.00	7.78
101	107035	09/01/23	9576	O'REILLY AUTO ENTER	502	5309	MECH STOCK	0.00	120.07
101	107035	09/01/23	9576	O'REILLY AUTO ENTER	505	5227	STREETS UNIT 28	0.00	191.92
101	107035	09/01/23	9576	O'REILLY AUTO ENTER	503	5227	UNIT 50 BG	0.00	169.21
TOTAL CHECK									880.83
101	107036	09/01/23	2024	PACIFIC GAS & ELECT	421	5222	REC 4030-4	0.00	320.08
101	107036	09/01/23	2024	PACIFIC GAS & ELECT	411	5802	MUSEUM 4440-1	0.00	270.67
TOTAL CHECK									590.75
101	107038	09/01/23	9132	QUEST SOFTWARE INC	133	5229	KACE PRODUCTS REMOT	0.00	3,916.20
101	107039	09/01/23	2276	BECKS SHOES AND REP	503	5275	CHAD THOMAS BOOTS	0.00	157.87
101	107040	09/01/23	2371	SAFETY-KLEEN SYSTEM	502	5309	USED OIL COLLECTN SV	0.00	1,224.25
101	107041	09/01/23	7413	SALINAS VALLEY PROS	301	5275	NEW HIRE/RUSO	0.00	355.79
101	107041	09/01/23	7413	SALINAS VALLEY PROS	301	5275	NEW HIRE/ALEXANDER	0.00	391.06
101	107041	09/01/23	7413	SALINAS VALLEY PROS	301	5275	NEW HIRE/MCKINNEY	0.00	391.06
TOTAL CHECK									1,137.91
101	107042	09/01/23	2448	SENTRY ALARM SYSTEM	503	5223	TRASH SHOOT	0.00	30.19
101	107044	09/01/23	2800	ROXANE J VIRAY	301	5123	MOU RETIRE BNFTS	0.00	150.00
101	107044	09/01/23	2800	ROXANE J VIRAY	301	5123	MOU RTRMNT BNFTS	0.00	150.00
TOTAL CHECK									300.00
101	107045	09/01/23	9305	WATSONVILLE FORD	503	5227	BG UNIT 54	0.00	173.58
101	107045	09/01/23	9305	WATSONVILLE FORD	503	5227	UNIT 54 BG	0.00	350.75
101	107045	09/01/23	9305	WATSONVILLE FORD	503	5227	BG UNIT 51	0.00	37.19
TOTAL CHECK									561.52

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 4
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	107046	09/01/23	8136	WELLS FARGO VENDOR	501	5225	FY 23/24 KONICA LEA	0.00	180.28
101	107046	09/01/23	8136	WELLS FARGO VENDOR	401	5225	FY 23/24 KONICA LEA	0.00	201.58
101	107046	09/01/23	8136	WELLS FARGO VENDOR	301	5225	FY 23/24 KONICA LEA	0.00	212.52
101	107046	09/01/23	8136	WELLS FARGO VENDOR	131	5225	FY 23/24 KONICA LEA	0.00	212.52
101	107046	09/01/23	8136	WELLS FARGO VENDOR	121	5225	FY 23/24 KONICA LEA	0.00	213.74
101	107046	09/01/23	8136	WELLS FARGO VENDOR	201	5225	FY 23/24 KONICA LEA	0.00	248.43
TOTAL	CHECK							0.00	1,269.07
101	107047	09/01/23	2890	H.W. WILSON	01	220	SALESUSETAX 9.25%*2	0.00	22.20
101	107047	09/01/23	2890	H.W. WILSON	401	5303	BOOKS & MATERIAL SH	0.00	12.50
101	107047	09/01/23	2890	H.W. WILSON	401	5303	BOOKS & MATERIALS	0.00	240.00
TOTAL	CHECK							0.00	274.70
101	107048	09/01/23	2894	WILSON'S PLUMBING &	503	5223	PNT PNS GRILL LAV T	0.00	264.97
101	107048	09/01/23	2894	WILSON'S PLUMBING &	503	5223	CTY HALL SHIELDED B	0.00	100.74
TOTAL	CHECK							0.00	365.71
101	107050	09/06/23	8330	AMAZON CAPITAL SERV	503	5223	PEST CONTROL	0.00	15.27
101	107050	09/06/23	8330	AMAZON CAPITAL SERV	505	5309	STREETS OFFICE SPPL	0.00	42.46
101	107050	09/06/23	8330	AMAZON CAPITAL SERV	501	5309	SAFETY VSTS PRKNS P	0.00	178.05
TOTAL	CHECK							0.00	235.78
101	107052	09/06/23	904	ENGINEERED FIRE SYS	351	5201	JUNE PLAN REVIEW	0.00	250.00
101	107054	09/06/23	1199	HAYWARD LUMBER COMP	503	5223	BENCHES	0.00	18.65
101	107054	09/06/23	1199	HAYWARD LUMBER COMP	505	5309	STREETS SUPPLIES	0.00	32.76
101	107054	09/06/23	1199	HAYWARD LUMBER COMP	513	5309	SUPPLIES	0.00	13.09
101	107054	09/06/23	1199	HAYWARD LUMBER COMP	503	5223	BENCHES	0.00	192.43
101	107054	09/06/23	1199	HAYWARD LUMBER COMP	503	5223	CALEDONIA PARK	0.00	54.05
101	107054	09/06/23	1199	HAYWARD LUMBER COMP	503	5223	BIKE TRAIL FENCE	0.00	63.50
101	107054	09/06/23	1199	HAYWARD LUMBER COMP	503	5223	LOVERS POINT	0.00	83.32
101	107054	09/06/23	1199	HAYWARD LUMBER COMP	505	5309	STREETS SUPPLIES	0.00	87.38
TOTAL	CHECK							0.00	545.18
101	107055	09/06/23	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	237.64
101	107055	09/06/23	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	49.74
TOTAL	CHECK							0.00	287.38
101	107056	09/08/23	2952	AFLAC	01	202	DED:5200 AFLAC PREM	0.00	724.97
101	107056	09/08/23	2952	AFLAC	01	202	DED:5201 AFLAC P/T	0.00	1,662.25
TOTAL	CHECK							0.00	2,387.22
101	107057	09/08/23	2935	CALIF LAW ENFORCMEN	01	202	DED:3200 LTD PD	0.00	621.00
101	107058	09/08/23	1	CALPERS HEALTH	01	202	DED:4301 HEALTH	0.00	564.42
101	107058	09/08/23	1	CALPERS HEALTH	01	202	DED:108 HEALTH	0.00	1,560.16
101	107058	09/08/23	1	CALPERS HEALTH	01	202	DED:103 HEALTH	0.00	1,651.24
101	107058	09/08/23	1	CALPERS HEALTH	01	202	DED:0563 HEALTH FAM	0.00	1,187.86
101	107058	09/08/23	1	CALPERS HEALTH	01	202	DED:116 HEALTH	0.00	825.62
101	107058	09/08/23	1	CALPERS HEALTH	01	202	DED:121 HEALTH	0.00	888.94
101	107058	09/08/23	1	CALPERS HEALTH	01	202	DED:110 HEALTH	0.00	1,128.83

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 5
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107058	09/08/23	1	CALPERS HEALTH	01	202	DED:125 HEALTH	0.00	1,155.62
101	107058	09/08/23	1	CALPERS HEALTH	01	202	DED:105 HEALTH	0.00	2,146.60
101	107058	09/08/23	1	CALPERS HEALTH	01	202	DED:124 HEALTH	0.00	2,311.24
101	107058	09/08/23	1	CALPERS HEALTH	01	202	DED:107 HEALTH	0.00	2,400.24
101	107058	09/08/23	1	CALPERS HEALTH	01	202	DED:104 HEALTH	0.00	2,476.83
101	107058	09/08/23	1	CALPERS HEALTH	01	202	DED:2072 HEALTH	0.00	2,812.50
101	107058	09/08/23	1	CALPERS HEALTH	01	202	DED:2071 HEALTH	0.00	2,887.50
101	107058	09/08/23	1	CALPERS HEALTH	01	202	DED:123 HEALTH	0.00	3,555.76
101	107058	09/08/23	1	CALPERS HEALTH	01	202	DED:533 HEALTH	0.00	4,293.20
101	107058	09/08/23	1	CALPERS HEALTH	01	202	DED:122 HEALTH	0.00	5,333.64
101	107058	09/08/23	1	CALPERS HEALTH	01	202	DED:106 HEALTH	0.00	5,400.54
101	107058	09/08/23	1	CALPERS HEALTH	01	202	DED:2073 HEALTH FAM	0.00	5,750.00
TOTAL CHECK								0.00	48,330.74
101	107059	09/08/23	3134	CITY OF PACIFIC GRO	01	202	DED:3301 AFLAC MED	0.00	2,026.18
101	107059	09/08/23	3134	CITY OF PACIFIC GRO	01	202	DED:3300 AFLAC DEP	0.00	100.00
TOTAL CHECK								0.00	2,126.18
101	107060	09/08/23	3393	EFT	01	202	DED:*FM MEDICARE	0.00	10,573.44
101	107060	09/08/23	3393	EFT	01	202	DED:*SCA STATE TAX	0.00	14,086.02
101	107060	09/08/23	3393	EFT	01	202	DED:*FT FEDERAL TX	0.00	36,589.93
TOTAL CHECK								0.00	61,249.39
101	107061	09/08/23	2946	PACIFIC GROVE CITY	01	202	DED:7000 ASSOC DUES	0.00	741.50
101	107062	09/08/23	2938	MASS MUTUAL (457 PL	01	202	DED:3999 ROTH IRA	0.00	315.00
101	107062	09/08/23	2938	MASS MUTUAL (457 PL	01	202	DED:4000 DEF COMP	0.00	11,853.72
TOTAL CHECK								0.00	12,168.72
101	107063	09/08/23	2936	MTRY COUNTY DEPT OF	01	202	DED:0023 GARNISH	0.00	236.30
101	107064	09/08/23	2949	PACIFIC GROVE MANAG	01	202	DED:7203 ASSOC DUES	0.00	40.00
101	107065	09/08/23	2051	CITY OF PACIFIC GRO	01	202	DED:1006 WORK COMP	0.00	28.23
101	107065	09/08/23	2051	CITY OF PACIFIC GRO	01	202	DED:1009 WORK COMP	0.00	105.83
101	107065	09/08/23	2051	CITY OF PACIFIC GRO	01	202	DED:1005 WORK COMP	0.00	1,174.19
101	107065	09/08/23	2051	CITY OF PACIFIC GRO	01	202	DED:1003 WORK COMP	0.00	6,939.04
101	107065	09/08/23	2051	CITY OF PACIFIC GRO	01	202	DED:1010 WORK COMP	0.00	3,077.84
TOTAL CHECK								0.00	11,325.13
101	107066	09/08/23	2052	CITY OF PACIFIC GRO	01	202	DED:7510 PERS REIMB	0.00	29.42
101	107067	09/08/23	2053	CITY OF PACIFIC GRO	01	202	DED:201 DENTAL	0.00	37.59
101	107067	09/08/23	2053	CITY OF PACIFIC GRO	01	202	DED:2103 DENTAL FAM	0.00	853.38
101	107067	09/08/23	2053	CITY OF PACIFIC GRO	01	202	DED:2102 DENTAL	0.00	536.08
101	107067	09/08/23	2053	CITY OF PACIFIC GRO	01	202	DED:2101 DENTAL	0.00	265.30
101	107067	09/08/23	2053	CITY OF PACIFIC GRO	01	202	DED:200 DENTAL	0.00	435.85
TOTAL CHECK								0.00	2,128.20
101	107068	09/08/23	2054	CITY OF PACIFIC GRO	01	202	DED:0005 SUTA	0.00	126.23
101	107069	09/08/23	2133	PERS	01	202	DED:0022 PERS SP MS	0.00	115.85

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 6
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107069	09/08/23	2133	PERS	01	202	DED:08 PERS OTHER	0.00	339.47
101	107069	09/08/23	2133	PERS	01	202	DED:0018 PERS SP SF	0.00	629.63
101	107069	09/08/23	2133	PERS	01	202	DED:2000 PERS EMPLOY	0.00	1,529.30
101	107069	09/08/23	2133	PERS	01	202	DED:0009 PERS OTHER	0.00	867.42
101	107069	09/08/23	2133	PERS	01	202	DED:2001 PERS	0.00	880.32
101	107069	09/08/23	2133	PERS	01	202	DED:0019 PERS RT SF	0.00	83.02
101	107069	09/08/23	2133	PERS	01	202	DED:0004 SURV BEN	0.00	86.49
101	107069	09/08/23	2133	PERS	01	202	DED:2003 PERS OTHER	0.00	88.03
101	107069	09/08/23	2133	PERS	01	202	DED:01 PERS	0.00	9,142.20
101	107069	09/08/23	2133	PERS	01	202	DED:0017 PERS RG SF	0.00	9,176.69
101	107069	09/08/23	2133	PERS	01	202	DED:0011 PERS ER SF	0.00	9,738.29
101	107069	09/08/23	2133	PERS	01	202	DED:0002 PERS	0.00	5,769.82
101	107069	09/08/23	2133	PERS	01	202	DED:07 PERS CITY	0.00	5,902.35
101	107069	09/08/23	2133	PERS	01	202	DED:0006 PERS CITY	0.00	13,335.39
101	107069	09/08/23	2133	PERS	01	202	DED:0021 PERS REG M	0.00	10,810.73
101	107069	09/08/23	2133	PERS	01	202	DED:0020 PERS ER M3	0.00	10,827.92
TOTAL CHECK								0.00	79,322.92
101	107070	09/08/23	2943	POLICE OFFICERS ASS	01	202	DED:7204 ASSOC DUES	0.00	8.00
101	107070	09/08/23	2943	POLICE OFFICERS ASS	01	202	DED:7205 ASSOC DUES	0.00	1,007.06
TOTAL CHECK								0.00	1,015.06
101	107071	09/08/23	2940	LEGAL SHIELD	01	202	DED:6100 LEGAL SVC	0.00	14.95
101	107072	09/08/23	7956	STATE DISABILITY TA	01	202	DED:0026 SDI	0.00	3,298.75
101	107073	09/08/23	8211	STANDARD INSURANCE	01	202	DED:3500 LIFE INS	0.00	1,417.50
101	107074	09/08/23	8352	TRANSAMERICA EMPLOY	01	202	DED:5202 TRANSAMERI	0.00	600.12
101	107075	09/08/23	4177	UNION BANK OF CALIF	01	202	DED:4005 PARS-457	0.00	527.55
101	107076	09/08/23	632	VISION SERVICE PLAN	01	202	DED:2503 VISION FAM	0.00	435.00
101	107076	09/08/23	632	VISION SERVICE PLAN	01	202	DED:300 VISION	0.00	160.54
101	107076	09/08/23	632	VISION SERVICE PLAN	01	202	DED:302 VISION	0.00	15.00
101	107076	09/08/23	632	VISION SERVICE PLAN	01	202	DED:2502 VISION	0.00	76.78
101	107076	09/08/23	632	VISION SERVICE PLAN	01	202	DED:301 VISION	0.00	30.00
TOTAL CHECK								0.00	717.32
101	107081	09/13/23	4943	US BANK	301	5215	SANTOS	0.00	83.53
101	107081	09/13/23	4943	US BANK	121	5215	KANDELL	0.00	94.73
101	107081	09/13/23	4943	US BANK	131	5217	HANNAH	0.00	100.00
101	107081	09/13/23	4943	US BANK	301	5301	PD TRAVEL	0.00	144.26
101	107081	09/13/23	4943	US BANK	421	5309	CLARK	0.00	221.78
101	107081	09/13/23	4943	US BANK	201	5261	WYATT	0.00	250.00
101	107081	09/13/23	4943	US BANK	101	5291	LIVIAN	0.00	258.84
101	107081	09/13/23	4943	US BANK	101	5291	LIVIAN	0.00	289.04
101	107081	09/13/23	4943	US BANK	201	5303	WYATT	0.00	336.56
101	107081	09/13/23	4943	US BANK	121	5236	LIVIAN	0.00	373.49
101	107081	09/13/23	4943	US BANK	401	5306	GOODWIN	0.00	49.16
101	107081	09/13/23	4943	US BANK	121	5236	LIVIAN	0.00	51.88
101	107081	09/13/23	4943	US BANK	133	5303	KHASIMI	0.00	54.52

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 7
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107081	09/13/23	4943	US BANK	401	5291	GOODWIN	0.00	58.30
101	107081	09/13/23	4943	US BANK	501	5261	GHO	0.00	65.50
101	107081	09/13/23	4943	US BANK	133	5306	KHASIMI	0.00	65.92
101	107081	09/13/23	4943	US BANK	301	5201	FRANCIS	0.00	545.16
101	107081	09/13/23	4943	US BANK	502	5309	GHO	0.00	559.36
101	107081	09/13/23	4943	US BANK	401	5301	GOODWIN	0.00	577.73
101	107081	09/13/23	4943	US BANK	133	5224	KHASIMI	0.00	597.50
101	107081	09/13/23	4943	US BANK	133	5212	KHASIMI	0.00	672.75
101	107081	09/13/23	4943	US BANK	301	5275	PD TRAVEL	0.00	729.73
101	107081	09/13/23	4943	US BANK	421	5301	CLARK	0.00	755.32
101	107081	09/13/23	4943	US BANK	401	5303	COYLE	0.00	759.97
101	107081	09/13/23	4943	US BANK	503	5223	GHO	0.00	1,125.85
101	107081	09/13/23	4943	US BANK	133	5207	KHASIMI	0.00	1,404.50
101	107081	09/13/23	4943	US BANK	301	5291	PD TRAVEL	0.00	1,578.25
101	107081	09/13/23	4943	US BANK	301	5215	PD TRAVEL	0.00	2,472.51
101	107081	09/13/23	4943	US BANK	121	5215	HARVEY	0.00	-575.00
101	107081	09/13/23	4943	US BANK	133	5229	KHASIMI	0.00	5.15
101	107081	09/13/23	4943	US BANK	121	5291	KANDELL	0.00	13.99
101	107081	09/13/23	4943	US BANK	133	5206	KHASIMI	0.00	14.99
101	107081	09/13/23	4943	US BANK	501	5291	GHO	0.00	20.53
101	107081	09/13/23	4943	US BANK	131	5291	LATE FEE	0.00	22.73
101	107081	09/13/23	4943	US BANK	121	5291	LIVIAN	0.00	25.00
101	107081	09/13/23	4943	US BANK	101	5301	KANDELL	0.00	27.31
101	107081	09/13/23	4943	US BANK	301	5301	HOFFMAN	0.00	34.70
101	107081	09/13/23	4943	US BANK	301	5291	HOFFMAN	0.00	40.00
TOTAL CHECK								0.00	13,905.54
101	107082	09/14/23	10067	ASHLEY JOHNSON	01	214	DMG DEP RFND LVRS P	0.00	196.00
101	107083	09/14/23	10068	DANIEL BRAVO	01	214	DMG DEP RFND LVRS P	0.00	196.00
101	107084	09/14/23	10069	GLYNIS BARRETT	01	4469	CANCEL PRGRM LOW RE	0.00	50.00
101	107085	09/14/23	10070	HEIHACHIRO TAKARABE	421	5208	AUG '23 TAICHI CNTR	0.00	105.00
101	107086	09/14/23	10071	JANE MOORE	01	214	DMG DEP RFND BRWK P	0.00	206.00
101	107087	09/14/23	10074	JENNIFER KASAL	01	4467	PRSCHLRFND MLTRY TE	0.00	33.00
101	107088	09/14/23	10073	KATHERINE KURTT	01	214	DMG DEP RFND LH#318	0.00	196.00
101	107088	09/14/23	10073	KATHERINE KURTT	01	214	DMG DEP RFND LH#317	0.00	196.00
TOTAL CHECK								0.00	392.00
101	107089	09/14/23	10072	NICOLE MCQUADE	01	214	DMG DEP RFND LVRS P	0.00	196.00
101	107090	09/14/23	9336	STAPHANY ARRIOLA	421	5361	REC PROGRAM SUPPLIE	0.00	72.60
101	107091	09/14/23	8468	BILL PEAKE	101	5215	CALCITIES CONFERENC	0.00	1,592.48
101	107092	09/14/23	8098	NICHOLAS SMITH	101	5215	CAL CITIES CONFEREN	0.00	392.30
101	107093	09/15/23	438	CALIFORNIA AMERICAN	411	5222	165 FOREST AVE FIRE	0.00	48.07

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 8
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 01 - GENERAL FUND

CASH	ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101		107093	09/15/23	438	CALIFORNIA AMERICAN	351	5222	600 PINE AVE FIRE	0.00	48.07
101		107093	09/15/23	438	CALIFORNIA AMERICAN	421	5222	CENTRAL 4 IN FIRE	0.00	48.07
101		107093	09/15/23	438	CALIFORNIA AMERICAN	503	5222	B&G 15%	0.00	85.76
101		107093	09/15/23	438	CALIFORNIA AMERICAN	503	5222	130 LIGHTHOUSE IRRIG	0.00	100.60
101		107093	09/15/23	438	CALIFORNIA AMERICAN	503	5222	585 LAUREL	0.00	100.70
101		107093	09/15/23	438	CALIFORNIA AMERICAN	501	5222	SUNSET-CORPYARD18%	0.00	102.91
101		107093	09/15/23	438	CALIFORNIA AMERICAN	421	5222	139 GRAND AVE	0.00	70.77
101		107093	09/15/23	438	CALIFORNIA AMERICAN	201	5222	304 16TH ST FIRE	0.00	80.65
101		107093	09/15/23	438	CALIFORNIA AMERICAN	421	5222	611 CENTRAL AVE	0.00	118.95
101		107093	09/15/23	438	CALIFORNIA AMERICAN	503	5222	619 OCEANVIEW IRRIG	0.00	164.85
101		107093	09/15/23	438	CALIFORNIA AMERICAN	503	5222	263 GROVE ACRES	0.00	286.41
101		107093	09/15/23	438	CALIFORNIA AMERICAN	421	5222	515 JUNIPERO	0.00	297.89
101		107093	09/15/23	438	CALIFORNIA AMERICAN	351	5222	600 PINE	0.00	301.30
101		107093	09/15/23	438	CALIFORNIA AMERICAN	201	5222	304 16TH ST BDOM-FI	0.00	347.93
101		107093	09/15/23	438	CALIFORNIA AMERICAN	301	5222	580 PINE	0.00	356.97
101		107093	09/15/23	438	CALIFORNIA AMERICAN	131	5222	300 FOREST	0.00	389.30
101		107093	09/15/23	438	CALIFORNIA AMERICAN	503	5222	1051 OCEANVIEW IRRG	0.00	422.22
101		107093	09/15/23	438	CALIFORNIA AMERICAN	503	5222	711 OCEANVIEW IRRG	0.00	439.28
101		107093	09/15/23	438	CALIFORNIA AMERICAN	503	5222	707 OCEANVIEW-NAIAD	0.00	521.29
101		107093	09/15/23	438	CALIFORNIA AMERICAN	503	5222	863 OCEANVIEW IRRIG	0.00	682.47
101		107093	09/15/23	438	CALIFORNIA AMERICAN	503	5222	100 OCEANVW IRRIG	0.00	199.47
101		107093	09/15/23	438	CALIFORNIA AMERICAN	503	5222	196 OCEANVW IRRIG	0.00	199.47
101		107093	09/15/23	438	CALIFORNIA AMERICAN	503	5222	429 LIGHTHOUSE IRRG	0.00	199.51
101		107093	09/15/23	438	CALIFORNIA AMERICAN	131	5222	300 FOREST AVE	0.00	199.63
101		107093	09/15/23	438	CALIFORNIA AMERICAN	503	5222	165 FOREST-MUSEUM	0.00	248.16
101		107093	09/15/23	438	CALIFORNIA AMERICAN	401	5222	550 CENTRAL	0.00	855.86
101		107093	09/15/23	438	CALIFORNIA AMERICAN	503	5222	930 SINEX	0.00	873.07
101		107093	09/15/23	438	CALIFORNIA AMERICAN	503	5222	620 OCEANVIEW/BATH	0.00	1,289.48
101		107093	09/15/23	438	CALIFORNIA AMERICAN	503	5222	610 OCEANVW IRRIGPK	0.00	1,365.00
101		107093	09/15/23	438	CALIFORNIA AMERICAN	421	5222	114 CALEDONIA PK	0.00	1,652.68
101		107093	09/15/23	438	CALIFORNIA AMERICAN	201	5222	300 FOREST FIRE-50%	0.00	24.03
101		107093	09/15/23	438	CALIFORNIA AMERICAN	131	5222	300 FOREST FIRE-50%	0.00	24.04
101		107093	09/15/23	438	CALIFORNIA AMERICAN	501	5222	MECH 5%	0.00	28.59
101		107093	09/15/23	438	CALIFORNIA AMERICAN	503	5222	840 LIGHTHSE PLANTE	0.00	34.12
101		107093	09/15/23	438	CALIFORNIA AMERICAN	503	5222	850 LIGHTHSE PLANTE	0.00	34.12
101		107093	09/15/23	438	CALIFORNIA AMERICAN	503	5222	792 LIGHTHSE IRRIG	0.00	34.12
101		107093	09/15/23	438	CALIFORNIA AMERICAN	503	5222	800 LIGHTHSE PLANTE	0.00	34.12
101		107093	09/15/23	438	CALIFORNIA AMERICAN	351	5222	643 HYDRANTS HYDT	0.00	36.99
101		107093	09/15/23	438	CALIFORNIA AMERICAN	503	5222	106 7TH ST PARK	0.00	41.28
101		107093	09/15/23	438	CALIFORNIA AMERICAN	503	5222	882 LIGHTHSE PLANTE	0.00	41.29
101		107093	09/15/23	438	CALIFORNIA AMERICAN	503	5222	765 LIGHTHSE IRRIG	0.00	41.29
101		107093	09/15/23	438	CALIFORNIA AMERICAN	503	5222	748 LIGHTHSE IRRG	0.00	41.29
101		107093	09/15/23	438	CALIFORNIA AMERICAN	131	5222	308 16TH ST.	0.00	41.29
101		107093	09/15/23	438	CALIFORNIA AMERICAN	131	5222	300 FOREST IRRIG	0.00	41.29
101		107093	09/15/23	438	CALIFORNIA AMERICAN	503	5222	582 LIGHTHSE IRRIG	0.00	41.31
101		107093	09/15/23	438	CALIFORNIA AMERICAN	503	5222	2100 SUNSET DRIVE	0.00	41.31
101		107093	09/15/23	438	CALIFORNIA AMERICAN	421	5222	616 OCEANVW SWIM P	0.00	1,860.43
101		107093	09/15/23	438	CALIFORNIA AMERICAN	503	5222	1025 MORSE-PLATT PK	0.00	2,504.25
101		107093	09/15/23	438	CALIFORNIA AMERICAN	421	5222	150 FOREST-JEWELL P	0.00	3,584.52
101		107093	09/15/23	438	CALIFORNIA AMERICAN	421	5222	230 17 MILE DRIVE	0.00	3,643.96
101		107093	09/15/23	438	CALIFORNIA AMERICAN	421	5222	980 PIEDMONT BALL P	0.00	3,718.15
101		107093	09/15/23	438	CALIFORNIA AMERICAN	421	5222	616 OCEANVIEW IRRG	0.00	4,826.41

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 9
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	107093	09/15/23	438	CALIFORNIA AMERICAN	503	5222	391 OCEANVW-BERWIC	0.00	7,756.51
TOTAL CHECK								0.00	40,571.50
101	107094	09/15/23	9806	AIR EXCHANGE, INC	351	5224	EQUIPMENT REPAIR	0.00	399.74
101	107094	09/15/23	9806	AIR EXCHANGE, INC	351	5224	EQUIPMENT REPAIR	0.00	470.12
TOTAL CHECK								0.00	869.86
101	107095	09/15/23	3837	EMILIO ALCARAZ	505	5275	SAFETY BOOTS	0.00	223.70
101	107096	09/15/23	3970	ALHAMBRA & SIERRA S	351	5291	WATER SERVICE	0.00	317.44
101	107097	09/15/23	4965	ALVAREZ TECHNOLOGY	133	5201	AFTER HOURS SUPPORT	0.00	450.00
101	107097	09/15/23	4965	ALVAREZ TECHNOLOGY	133	5201	AFTER HOURS SUPPORT	0.00	3,300.00
101	107097	09/15/23	4965	ALVAREZ TECHNOLOGY	133	5201	AFTER HOURS SUPPORT	0.00	3,300.00
TOTAL CHECK								0.00	7,050.00
101	107098	09/15/23	8330	AMAZON CAPITAL SERV	503	5223	TENNIS COURT PAINT	0.00	251.26
101	107098	09/15/23	8330	AMAZON CAPITAL SERV	501	5309	VOLUNTEER VESTS	0.00	76.43
101	107098	09/15/23	8330	AMAZON CAPITAL SERV	503	5322	GREASE GUN PARTS	0.00	32.79
TOTAL CHECK								0.00	360.48
101	107099	09/15/23	3905	AMERICAN LOCK & KEY	411	5223	MUSEUM STOREROOM	0.00	63.83
101	107099	09/15/23	3905	AMERICAN LOCK & KEY	503	5223	CMMNTY CNTR LKS&KEY	0.00	4,595.04
TOTAL CHECK								0.00	4,658.87
101	107100	09/15/23	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	3,489.01
101	107100	09/15/23	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	3,822.97
101	107100	09/15/23	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	83.58
101	107100	09/15/23	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	16.11
101	107100	09/15/23	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	41.30
101	107100	09/15/23	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	41.78
101	107100	09/15/23	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	268.76
101	107100	09/15/23	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	365.88
101	107100	09/15/23	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	941.95
101	107100	09/15/23	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	1,113.80
101	107100	09/15/23	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	1,569.54
TOTAL CHECK								0.00	11,754.68
101	107101	09/15/23	9439	ANDREA M HILL	301	5215	'23 WMNLDRS LAW ENF	0.00	189.50
101	107102	09/15/23	6535	ARAMARK SPORTS & EN	01	4121	RFND B/L TAX OVRPYM	0.00	6,464.16
101	107103	09/15/23	5363	AT&T CALNET 3	133	5212	PHONE	0.00	26.62
101	107103	09/15/23	5363	AT&T CALNET 3	133	5212	PHONE	0.00	26.12
TOTAL CHECK								0.00	52.74
101	107104	09/15/23	213	BAKER & TAYLOR COMP	401	5303	BOOKS & MATERIALS	0.00	224.49
101	107104	09/15/23	213	BAKER & TAYLOR COMP	401	5301	LIBRARY SUPPLIES	0.00	19.40
TOTAL CHECK								0.00	243.89
101	107105	09/15/23	3447	DEBBY BECK	01	4203	RFND PRMT #230518 8	0.00	416.80

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 10
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	107107	09/15/23	8848	BRYCE CONSULTING IN	121	5237	COMPENSATION STUDY	0.00	1,900.00
101	107107	09/15/23	8848	BRYCE CONSULTING IN	121	5237	COMPENSATION STUDY	0.00	5,985.00
TOTAL CHECK									7,885.00
101	107108	09/15/23	4061	GREG PATTERSON	503	5223	YARD GATE	0.00	180.00
101	107109	09/15/23	1040	CENGAGE LEARNING/GA	401	5303	BOOKS & MATERIALS	0.00	61.16
101	107110	09/15/23	5171	COMCAST	133	5206	PW INTRNT 0389527	0.00	110.98
101	107110	09/15/23	5171	COMCAST	133	5206	PD 0387836	0.00	151.23
101	107110	09/15/23	5171	COMCAST	133	5206	PW 0194117	0.00	228.86
TOTAL CHECK									491.07
101	107111	09/15/23	9284	ARCPPOINT LABS OF MO	121	5201	PREEMPLOY DRUG SCRE	0.00	694.01
101	107112	09/15/23	779	DEMCO	401	5301	LIBRARY SUPPLIES	0.00	797.61
101	107113	09/15/23	904	ENGINEERED FIRE SYS	351	5201	AUG PLAN REVIEW	0.00	187.50
101	107114	09/15/23	3342	EVA S RASUL	301	5215	'23 WMN LDR LAW ENF	0.00	189.50
101	107114	09/15/23	3342	EVA S RASUL	301	5215	SLI CRS 508 (8 OF 8	0.00	286.89
101	107114	09/15/23	3342	EVA S RASUL	301	5215	'23 CAHN TRNGN CONF	0.00	371.50
TOTAL CHECK									847.89
101	107115	09/15/23	5094	COASTAL FABRICATION	503	5223	TREE SUPPORT	0.00	176.24
101	107115	09/15/23	5094	COASTAL FABRICATION	505	5226	BOBCAT REPAIRS	0.00	911.12
TOTAL CHECK									1,087.36
101	107116	09/15/23	7889	FASTRAK	351	5291	BEN BRG FD VEH UT-1	0.00	7.00
101	107117	09/15/23	952	FEDERAL EXPRESS COR	121	5211	POSTAGE FOR SHIPPIN	0.00	11.10
101	107118	09/15/23	1008	FOREMOST PROMOTIONS	301	5291	NNO PROMOTIONAL ITE	0.00	2,883.70
101	107119	09/15/23	592	FOREST HILL ACE HAR	503	5227	WATER TRUCK	0.00	8.28
101	107120	09/15/23	7884	GARDAWORLD	131	5202	SEPT. 2023	0.00	88.72
101	107121	09/15/23	9275	GEOGRAPHIC TECHNOLO	133	5201	GIS IMPLEMENTATION	0.00	1,317.50
101	107122	09/15/23	8911	GISELLE ACEVEDO	301	5215	'23 WMN LDR LAW ENF	0.00	189.50
101	107123	09/15/23	1105	GRANITE ROCK COMPAN	505	5331	COLD MIX	0.00	2,752.96
101	107126	09/15/23	1138	GROVE MARKET	421	5309	STAFF MEAL SUPPLIES	0.00	31.36
101	107127	09/15/23	6743	HANA GARDENS SEASID	503	5223	AIR FILTER	0.00	26.18
101	107127	09/15/23	6743	HANA GARDENS SEASID	503	5223	AIR FILTER	0.00	26.18
101	107127	09/15/23	6743	HANA GARDENS SEASID	503	5223	PLANTING MIX	0.00	139.08
101	107127	09/15/23	6743	HANA GARDENS SEASID	503	5223	AIR FILTER	0.00	-26.18
101	107127	09/15/23	6743	HANA GARDENS SEASID	503	5223	AIR FILTER	0.00	-26.18
101	107127	09/15/23	6743	HANA GARDENS SEASID	503	5223	PLANTING MIX	0.00	-139.08

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 11
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
TOTAL CHECK								0.00	0.00
101	107128	09/15/23	1199	HAYWARD LUMBER COMP	505	5309	BIKE PATH	0.00	89.55
101	107128	09/15/23	1199	HAYWARD LUMBER COMP	503	5223	MONARCH SANCTUARY	0.00	90.90
101	107128	09/15/23	1199	HAYWARD LUMBER COMP	503	5223	BENCHES	0.00	200.44
TOTAL CHECK								0.00	380.89
101	107129	09/15/23	8993	HR & ASSOCIATES	225	5201	ATC PLANNING SERVIC	0.00	1,750.00
101	107131	09/15/23	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	294.68
101	107132	09/15/23	3684	AMI LONSINGER	301	5215	'23 WOMNLDERS LAW EN	0.00	189.50
101	107133	09/15/23	9610	MAX MURRAY	301	5215	FIELD TRNG OFFICER	0.00	425.50
101	107133	09/15/23	9610	MAX MURRAY	301	5215	'23 CAHN TRNG CONF	0.00	371.50
TOTAL CHECK								0.00	797.00
101	107134	09/15/23	5340	MCDONALD REFRIGERAT	503	5223	POINT PINOS GRILL	0.00	420.68
101	107134	09/15/23	5340	MCDONALD REFRIGERAT	503	5223	POINT PINOS GRILL	0.00	1,653.56
TOTAL CHECK								0.00	2,074.24
101	107135	09/15/23	3304	MIDWEST TAPE	401	5303	BOOKS & MATERIALS	0.00	65.54
101	107135	09/15/23	3304	MIDWEST TAPE	401	5303	BOOKS & MATERIALS	0.00	131.07
TOTAL CHECK								0.00	196.61
101	107136	09/15/23	7089	MILLETTE CONSTRUCTI	503	5223	DOOR REPAIR	0.00	950.00
101	107137	09/15/23	1693	MISSION LINEN SUPPL	351	5291	FD LINEN CLEANING F	0.00	16.00
101	107137	09/15/23	1693	MISSION LINEN SUPPL	351	5291	FD LINEN CLEANING F	0.00	16.00
101	107137	09/15/23	1693	MISSION LINEN SUPPL	351	5291	FD LINEN CLEANING F	0.00	16.00
101	107137	09/15/23	1693	MISSION LINEN SUPPL	351	5291	FD LINEN CLEANING F	0.00	77.33
101	107137	09/15/23	1693	MISSION LINEN SUPPL	351	5291	FD LINEN CLEANING F	0.00	77.33
101	107137	09/15/23	1693	MISSION LINEN SUPPL	351	5291	FD LINEN CLEANING F	0.00	77.33
101	107137	09/15/23	1693	MISSION LINEN SUPPL	351	5291	FD LINEN CLEANING F	0.00	77.33
101	107137	09/15/23	1693	MISSION LINEN SUPPL	351	5291	FD LINEN CLEANING F	0.00	77.33
TOTAL CHECK								0.00	434.65
101	107138	09/15/23	3807	MONTEREY COUNTY WEE	201	5221	PH - 273/775 OCN VW	0.00	243.00
101	107138	09/15/23	3807	MONTEREY COUNTY WEE	201	5221	PH - PC 9-14-23 MTG	0.00	202.50
101	107138	09/15/23	3807	MONTEREY COUNTY WEE	101	5221	ADPT ORD 23-011	0.00	121.50
TOTAL CHECK								0.00	567.00
101	107139	09/15/23	1801	MONTEREY TIRE SERVI	502	5309	MECH STOCK	0.00	75.38
101	107140	09/15/23	1802	CITY OF MONTEREY	351	5201	FY24 FIRE SERVICES	0.00	248,244.60
101	107141	09/15/23	7417	MP EXPRESS	301	5301	ENVELOPES	0.00	934.20
101	107142	09/15/23	1958	ODP BUSINESS SOLUTI	131	5301	OFFICE SUPPLIES	0.00	203.66
101	107142	09/15/23	1958	ODP BUSINESS SOLUTI	131	5301	OFFICE SUPPLIES	0.00	219.51
101	107142	09/15/23	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	187.90
101	107142	09/15/23	1958	ODP BUSINESS SOLUTI	121	5301	OFFICE SUPPLIES	0.00	232.22

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 12
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	107142	09/15/23	1958	ODP BUSINESS SOLUTI	131	5301	OFFICE SUPPLIES	0.00	175.00
101	107142	09/15/23	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	28.95
101	107142	09/15/23	1958	ODP BUSINESS SOLUTI	101	5301	CC PAPR OFF SUPPLIE	0.00	39.89
101	107142	09/15/23	1958	ODP BUSINESS SOLUTI	131	5301	OFFICE SUPPLIES	0.00	60.17
101	107142	09/15/23	1958	ODP BUSINESS SOLUTI	121	5301	OFFICE SUPPLIES	0.00	13.50
TOTAL CHECK								0.00	1,160.80
101	107143	09/15/23	9576	O'REILLY AUTO ENTER	503	5227	BG UNIT 59	0.00	18.22
101	107143	09/15/23	9576	O'REILLY AUTO ENTER	503	5227	UNIT 58	0.00	185.92
TOTAL CHECK								0.00	204.14
101	107144	09/15/23	5567	OVERDRIVE, INC.	401	5303	DIGITAL BOOKS & MAT	0.00	5.98
101	107145	09/15/23	2024	PACIFIC GAS & ELECT	421	5222	REC 3751710956-9	0.00	2,527.53
101	107145	09/15/23	2024	PACIFIC GAS & ELECT	501	5222	PW 7258611212-9	0.00	806.96
101	107145	09/15/23	2024	PACIFIC GAS & ELECT	505	5222	GLFSTRS 3244483438	0.00	27.85
TOTAL CHECK								0.00	3,362.34
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	28.36
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	8.73
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	31.55
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	36.09
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	41.48
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	41.49
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	505	5309	STREETS	0.00	54.56
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	301	5223	PD B&G	0.00	54.61
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	54.61
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	42.01
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	502	5309	MECH	0.00	43.43
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	26.20
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	27.48
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	301	5223	PD	0.00	27.52
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	17.44
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	411	5223	MUSUEM	0.00	11.56
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	12.21
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	201	5301	OFFICE SUPPLIES	0.00	21.94
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	21.94
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	505	5309	STREETS	0.00	22.96
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	505	5309	STREETS	0.00	24.02
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	24.02
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	505	5309	STREETS	0.00	169.20
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	83.00
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	45.85
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	46.68
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	401	5223	LIBRARY	0.00	96.05
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	505	5309	STREETS	0.00	70.40
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	87.39
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	36.01
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	505	5309	STREETS	0.00	48.05
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	421	5291	RECREATION	0.00	53.52
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	18.55
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	411	5223	MUSEUM	0.00	19.64

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 13
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	107149	09/15/23	2034	PACIFIC GROVE	HARDW 503	5223	B&G	0.00	19.64
101	107149	09/15/23	2034	PACIFIC GROVE	HARDW 503	5223	B&G	0.00	14.19
101	107149	09/15/23	2034	PACIFIC GROVE	HARDW 401	5223	LIBRARY	0.00	14.19
101	107149	09/15/23	2034	PACIFIC GROVE	HARDW 503	5223	B&G	0.00	14.40
101	107149	09/15/23	2034	PACIFIC GROVE	HARDW 502	5309	MECH	0.00	14.81
101	107149	09/15/23	2034	PACIFIC GROVE	HARDW 401	5223	LIBRARY	0.00	15.27
101	107149	09/15/23	2034	PACIFIC GROVE	HARDW 505	5309	B&G	0.00	15.27
101	107149	09/15/23	2034	PACIFIC GROVE	HARDW 301	5223	PD	0.00	15.28
101	107149	09/15/23	2034	PACIFIC GROVE	HARDW 503	5223	B&G	0.00	15.47
101	107149	09/15/23	2034	PACIFIC GROVE	HARDW 505	5309	STREETS	0.00	8.73
101	107149	09/15/23	2034	PACIFIC GROVE	HARDW 301	5227	PD	0.00	9.38
101	107149	09/15/23	2034	PACIFIC GROVE	HARDW 505	5309	STREETS	0.00	9.38
101	107149	09/15/23	2034	PACIFIC GROVE	HARDW 503	5223	B&G	0.00	9.38
101	107149	09/15/23	2034	PACIFIC GROVE	HARDW 401	5223	LIBRARY	0.00	10.03
101	107149	09/15/23	2034	PACIFIC GROVE	HARDW 503	5223	B&G	0.00	10.25
101	107149	09/15/23	2034	PACIFIC GROVE	HARDW 503	5223	B&G	0.00	10.48
101	107149	09/15/23	2034	PACIFIC GROVE	HARDW 503	5223	B&G	0.00	10.48
101	107149	09/15/23	2034	PACIFIC GROVE	HARDW 503	5223	B&G	0.00	10.97
101	107149	09/15/23	2034	PACIFIC GROVE	HARDW 301	5227	PD VEH #40	0.00	13.09
101	107149	09/15/23	2034	PACIFIC GROVE	HARDW 503	5223	B&G	0.00	13.10
101	107149	09/15/23	2034	PACIFIC GROVE	HARDW 503	5223	B&G	0.00	13.10
101	107149	09/15/23	2034	PACIFIC GROVE	HARDW 503	5223	B&G	0.00	13.10
101	107149	09/15/23	2034	PACIFIC GROVE	HARDW 503	5223	B&G	0.00	1.73
101	107149	09/15/23	2034	PACIFIC GROVE	HARDW 503	5223	B&G	0.00	4.36
101	107149	09/15/23	2034	PACIFIC GROVE	HARDW 421	5309	POOL	0.00	5.01
101	107149	09/15/23	2034	PACIFIC GROVE	HARDW 503	5223	B&G	0.00	5.38
101	107149	09/15/23	2034	PACIFIC GROVE	HARDW 503	5223	B&G	0.00	5.51
101	107149	09/15/23	2034	PACIFIC GROVE	HARDW 503	5223	B&G	0.00	6.74
TOTAL CHECK								0.00	1,757.27
101	107150	09/15/23	2139	P.F. PETTIBONE & CO	101	5301	MINUTE BNDR & STMPN	0.00	163.45
101	107151	09/15/23	7952	PRI MANAGEMENT GROU	301	5215	TRNG ANDERSON HOFFM	0.00	926.25
101	107152	09/15/23	7621	READY REFRESH	301	5291	WATER SERVICE	0.00	78.72
101	107154	09/15/23	10017	RESTORATION FAMILY	301	5201	EAP AUG 2023	0.00	600.00
101	107155	09/15/23	2371	SAFETY-KLEEN SYSTEM	502	5309	OIL REMOVAL SVS	0.00	1,040.12
101	107155	09/15/23	2371	SAFETY-KLEEN SYSTEM	502	5309	OIL REMOVAL SVS	0.00	222.50
TOTAL CHECK								0.00	1,262.62
101	107156	09/15/23	3828	SAME DAY SHRED	121	5291	CONF SHRED SVS	0.00	45.00
101	107156	09/15/23	3828	SAME DAY SHRED	301	5291	SHREDDING SVS	0.00	45.00
TOTAL CHECK								0.00	90.00
101	107157	09/15/23	2533	SOUTH BAY REG. PUBL	301	5215	CIT ACADEMY/BECK	0.00	80.00
101	107157	09/15/23	2533	SOUTH BAY REG. PUBL	301	5215	CIT ACADEMY/BECK	0.00	-80.00
TOTAL CHECK								0.00	0.00
101	107159	09/15/23	7263	TOM'S SITE SERVICES	503	5223	PRTBL TOILETS JLY 4	0.00	4,569.51

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 14
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	107160	09/15/23	4650	TORO PETROLEUM CORP	351	5311	FIRE DEPT 600 PINE	0.00	1,507.57
101	107161	09/15/23	8379	TRANSUNION RISK AND	301	5201	4170441/TLO	0.00	75.00
101	107162	09/15/23	2701	TRIGGER HILL TRADIN	301	5201	BUSINESS CARDS	0.00	102.65
101	107162	09/15/23	2701	TRIGGER HILL TRADIN	301	5201	BUSINESS CARDS	0.00	-102.65
TOTAL CHECK								0.00	0.00
101	107165	09/15/23	6268	UNITED WAY MONTEREY	101	5261	23/24 SUBSCRIPTION	0.00	5,000.00
101	107166	09/15/23	9437	VERITONE INC.	301	5201	RIPA ENTRY SOFTWARE	0.00	4,600.00
101	107167	09/15/23	2800	ROXANE J VIRAY	301	5123	RTRMNT BNFTS SEPT 2	0.00	150.00
101	107168	09/15/23	9305	WATSONVILLE FORD	301	5227	UNIT PDA 1	0.00	146.85
101	107168	09/15/23	9305	WATSONVILLE FORD	503	5227	BG UNIT 53	0.00	160.48
101	107168	09/15/23	9305	WATSONVILLE FORD	503	5227	BG UNIT 53	0.00	43.90
101	107168	09/15/23	9305	WATSONVILLE FORD	505	5227	STREETS UNIT 16	0.00	515.58
TOTAL CHECK								0.00	866.81
101	107169	09/15/23	8989	WEX BANK	301	5311	FUEL	0.00	33.71
101	107170	09/15/23	9716	BRIAN WHITSON	503	5201	MUSEUM CLEANING	0.00	2,100.00
101	107171	09/15/23	2894	WILSON'S PLUMBING &	503	5223	GOLD COURSE BOILER	0.00	556.57
101	107172	09/15/23	1204	WINNERS AWARDS & EN	513	5309	MEMORIAL TREES	0.00	394.39
101	107173	09/15/23	9696	ABOUT TIME CLOCK SH	503	5223	CLOCK REPAIRS	0.00	250.00
101	107174	09/15/23	6743	HANA GARDENS SEASID	503	5223	AIR FILTER	0.00	26.18
101	107174	09/15/23	6743	HANA GARDENS SEASID	503	5223	PLANTING MIX	0.00	139.08
TOTAL CHECK								0.00	165.26
101	107175	09/15/23	2707	TRUCKSIS ENTERPRISE	301	5201	BUSINESS CARDS	0.00	102.65
101	107176	09/21/23	9740	CITIES DIGITAL, INC	133	5239	FY24 LASERFICHE CLO	0.00	25,750.00
101	107178	09/21/23	9959	MK SOLUTIONS, INC.	133	6001	LIBRARY SELF CHECKO	0.00	4,182.56
101	107179	09/21/23	10014	OPPENHEIMER INVESTI	111	5205	CONFIDENTIAL INVEST	0.00	845.50
101	107179	09/21/23	10014	OPPENHEIMER INVESTI	111	5205	CONFIDENTIAL INVEST	0.00	4,231.00
TOTAL CHECK								0.00	5,076.50
101	107180	09/22/23	2952	AFLAC	01	202	DED:5200 AFLAC PREM	0.00	724.97
101	107180	09/22/23	2952	AFLAC	01	202	DED:5201 AFLAC P/T	0.00	1,662.25
TOTAL CHECK								0.00	2,387.22
101	107181	09/22/23	1	CALPERS HEALTH	01	202	DED:108 HEALTH	0.00	1,560.16
101	107181	09/22/23	1	CALPERS HEALTH	01	202	DED:103 HEALTH	0.00	1,651.24
101	107181	09/22/23	1	CALPERS HEALTH	01	202	DED:105 HEALTH	0.00	2,146.60
101	107181	09/22/23	1	CALPERS HEALTH	01	202	DED:124 HEALTH	0.00	2,311.24

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 15
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107181	09/22/23	1	CALPERS HEALTH	01	202	DED:107 HEALTH	0.00	2,400.24
101	107181	09/22/23	1	CALPERS HEALTH	01	202	DED:104 HEALTH	0.00	2,476.83
101	107181	09/22/23	1	CALPERS HEALTH	01	202	DED:2072 HEALTH	0.00	2,812.50
101	107181	09/22/23	1	CALPERS HEALTH	01	202	DED:2071 HEALTH	0.00	2,887.50
101	107181	09/22/23	1	CALPERS HEALTH	01	202	DED:121 HEALTH	0.00	888.94
101	107181	09/22/23	1	CALPERS HEALTH	01	202	DED:110 HEALTH	0.00	1,128.83
101	107181	09/22/23	1	CALPERS HEALTH	01	202	DED:125 HEALTH	0.00	1,155.62
101	107181	09/22/23	1	CALPERS HEALTH	01	202	DED:0563 HEALTH FAM	0.00	1,187.86
101	107181	09/22/23	1	CALPERS HEALTH	01	202	DED:116 HEALTH	0.00	825.62
101	107181	09/22/23	1	CALPERS HEALTH	01	202	DED:4301 HEALTH	0.00	564.42
101	107181	09/22/23	1	CALPERS HEALTH	01	202	DED:123 HEALTH	0.00	3,555.76
101	107181	09/22/23	1	CALPERS HEALTH	01	202	DED:533 HEALTH	0.00	4,293.20
101	107181	09/22/23	1	CALPERS HEALTH	01	202	DED:122 HEALTH	0.00	5,333.64
101	107181	09/22/23	1	CALPERS HEALTH	01	202	DED:106 HEALTH	0.00	5,400.54
101	107181	09/22/23	1	CALPERS HEALTH	01	202	DED:2073 HEALTH FAM	0.00	5,750.00
TOTAL CHECK								0.00	48,330.74
101	107182	09/22/23	3134	CITY OF PACIFIC GRO	01	202	DED:3301 AFLAC MED	0.00	2,026.18
101	107182	09/22/23	3134	CITY OF PACIFIC GRO	01	202	DED:3300 AFLAC DEP	0.00	100.00
TOTAL CHECK								0.00	2,126.18
101	107183	09/22/23	3393	EFT	01	202	DED:*FM MEDICARE	0.00	11,664.70
101	107183	09/22/23	3393	EFT	01	202	DED:*SCA STATE TAX	0.00	18,415.99
101	107183	09/22/23	3393	EFT	01	202	DED:*FT FEDERAL TX	0.00	50,205.20
TOTAL CHECK								0.00	80,285.89
101	107184	09/22/23	2946	PACIFIC GROVE CITY	01	202	DED:7000 ASSOC DUES	0.00	741.50
101	107185	09/22/23	2938	MASS MUTUAL (457 PL	01	202	DED:3999 ROTH IRA	0.00	315.00
101	107185	09/22/23	2938	MASS MUTUAL (457 PL	01	202	DED:4000 DEF COMP	0.00	12,003.72
TOTAL CHECK								0.00	12,318.72
101	107186	09/22/23	2936	MTRY COUNTY DEPT OF	01	202	DED:0023 GARNISH	0.00	236.30
101	107187	09/22/23	2949	PACIFIC GROVE MANAG	01	202	DED:7203 ASSOC DUES	0.00	40.00
101	107188	09/22/23	2051	CITY OF PACIFIC GRO	01	202	DED:1006 WORK COMP	0.00	25.65
101	107188	09/22/23	2051	CITY OF PACIFIC GRO	01	202	DED:1010 WORK COMP	0.00	3,046.36
101	107188	09/22/23	2051	CITY OF PACIFIC GRO	01	202	DED:1005 WORK COMP	0.00	1,175.96
101	107188	09/22/23	2051	CITY OF PACIFIC GRO	01	202	DED:1009 WORK COMP	0.00	98.45
101	107188	09/22/23	2051	CITY OF PACIFIC GRO	01	202	DED:1003 WORK COMP	0.00	8,847.72
TOTAL CHECK								0.00	13,194.14
101	107189	09/22/23	2052	CITY OF PACIFIC GRO	01	202	DED:7510 PERS REIMB	0.00	29.42
101	107190	09/22/23	2053	CITY OF PACIFIC GRO	01	202	DED:201 DENTAL	0.00	37.59
101	107190	09/22/23	2053	CITY OF PACIFIC GRO	01	202	DED:2101 DENTAL	0.00	265.30
101	107190	09/22/23	2053	CITY OF PACIFIC GRO	01	202	DED:2103 DENTAL FAM	0.00	853.38
101	107190	09/22/23	2053	CITY OF PACIFIC GRO	01	202	DED:200 DENTAL	0.00	435.85
101	107190	09/22/23	2053	CITY OF PACIFIC GRO	01	202	DED:2102 DENTAL	0.00	536.08
TOTAL CHECK								0.00	2,128.20

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 16
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	107191	09/22/23	2054	CITY OF PACIFIC GRO	01	202	DED:0005 SUTA	0.00	139.47
101	107192	09/22/23	2133	PERS	01	202	DED:0019 PERS RT SF	0.00	120.06
101	107192	09/22/23	2133	PERS	01	202	DED:0004 SURV BEN	0.00	86.49
101	107192	09/22/23	2133	PERS	01	202	DED:2003 PERS OTHER	0.00	88.03
101	107192	09/22/23	2133	PERS	01	202	DED:2001 PERS	0.00	880.32
101	107192	09/22/23	2133	PERS	01	202	DED:0018 PERS SP SF	0.00	770.91
101	107192	09/22/23	2133	PERS	01	202	DED:0016 PERS-RETRO	0.00	166.83
101	107192	09/22/23	2133	PERS	01	202	DED:0022 PERS SP MS	0.00	178.59
101	107192	09/22/23	2133	PERS	01	202	DED:08 PERS OTHER	0.00	339.47
101	107192	09/22/23	2133	PERS	01	202	DED:2000 PERS EMPLOY	0.00	1,529.30
101	107192	09/22/23	2133	PERS	01	202	DED:0009 PERS OTHER	0.00	1,133.45
101	107192	09/22/23	2133	PERS	01	202	DED:01 PERS	0.00	9,145.58
101	107192	09/22/23	2133	PERS	01	202	DED:0017 PERS RG SF	0.00	9,237.42
101	107192	09/22/23	2133	PERS	01	202	DED:0011 PERS ER SF	0.00	9,973.69
101	107192	09/22/23	2133	PERS	01	202	DED:0021 PERS REG M	0.00	10,780.95
101	107192	09/22/23	2133	PERS	01	202	DED:0020 PERS ER M3	0.00	10,860.56
101	107192	09/22/23	2133	PERS	01	202	DED:0002 PERS	0.00	5,784.30
101	107192	09/22/23	2133	PERS	01	202	DED:07 PERS CITY	0.00	5,904.45
101	107192	09/22/23	2133	PERS	01	202	DED:0006 PERS CITY	0.00	14,234.13
TOTAL CHECK								0.00	81,214.53
101	107193	09/22/23	2943	POLICE OFFICERS ASS	01	202	DED:7205 ASSOC DUES	0.00	1,012.65
101	107194	09/22/23	8352	TRANSAMERICA EMPLOY	01	202	DED:5202 TRANSAMERI	0.00	600.12
101	107195	09/22/23	4177	UNION BANK OF CALIF	01	202	DED:4005 PARS-457	0.00	420.41
101	107196	09/22/23	632	VISION SERVICE PLAN	01	202	DED:2503 VISION FAM	0.00	435.00
101	107196	09/22/23	632	VISION SERVICE PLAN	01	202	DED:2502 VISION	0.00	76.78
101	107196	09/22/23	632	VISION SERVICE PLAN	01	202	DED:300 VISION	0.00	160.54
101	107196	09/22/23	632	VISION SERVICE PLAN	01	202	DED:301 VISION	0.00	30.00
101	107196	09/22/23	632	VISION SERVICE PLAN	01	202	DED:302 VISION	0.00	15.00
TOTAL CHECK								0.00	717.32
101	107197	09/22/23	1768	STURDY OIL COMPANY	421	5311	REC	0.00	23.88
101	107197	09/22/23	1768	STURDY OIL COMPANY	503	5311	B&G	0.00	1,120.65
101	107197	09/22/23	1768	STURDY OIL COMPANY	301	5311	PD	0.00	1,956.96
101	107197	09/22/23	1768	STURDY OIL COMPANY	01	111	01-111	0.00	3,179.09
101	107197	09/22/23	1768	STURDY OIL COMPANY	505	5311	STRT	0.00	560.32
TOTAL CHECK								0.00	6,840.90
101	107198	09/22/23	7956	STATE DISABILITY TA	01	202	DED:0026 SDI	0.00	3,645.88
101	107199	09/26/23	438	CALIFORNIA AMERICAN	503	5222	2100 SUNSET DRIVE	0.00	40.82
101	107199	09/26/23	438	CALIFORNIA AMERICAN	503	5222	840 LIGHTHSE PLANTE	0.00	40.82
101	107199	09/26/23	438	CALIFORNIA AMERICAN	503	5222	850 LIGHTHSE PLANTE	0.00	40.82
101	107199	09/26/23	438	CALIFORNIA AMERICAN	503	5222	882 LIGHTHSE PLANTE	0.00	40.82
101	107199	09/26/23	438	CALIFORNIA AMERICAN	503	5222	106 7TH ST PARK	0.00	40.82
101	107199	09/26/23	438	CALIFORNIA AMERICAN	411	5222	165 FOREST AVE FIRE	0.00	47.40
101	107199	09/26/23	438	CALIFORNIA AMERICAN	351	5222	600 PINE AVE FIRE	0.00	47.40
101	107199	09/26/23	438	CALIFORNIA AMERICAN	421	5222	CENTRAL 4 IN FIRE	0.00	47.40

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 17
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107199	09/26/23	438	CALIFORNIA AMERICAN	421	5222	139 GRAND AVE	0.00	75.21
101	107199	09/26/23	438	CALIFORNIA AMERICAN	201	5222	304 16TH ST FIRE	0.00	79.53
101	107199	09/26/23	438	CALIFORNIA AMERICAN	503	5222	B & G 15%	0.00	86.99
101	107199	09/26/23	438	CALIFORNIA AMERICAN	503	5222	585 LAUREL	0.00	99.49
101	107199	09/26/23	438	CALIFORNIA AMERICAN	503	5222	130 LIGHTHOUSE IRRIG	0.00	99.49
101	107199	09/26/23	438	CALIFORNIA AMERICAN	503	5222	429 LIGHTHOUSE IRRG	0.00	197.25
101	107199	09/26/23	438	CALIFORNIA AMERICAN	503	5222	619 OCEANVIEW IRRIG	0.00	197.25
101	107199	09/26/23	438	CALIFORNIA AMERICAN	131	5222	300 FOREST AVE	0.00	197.25
101	107199	09/26/23	438	CALIFORNIA AMERICAN	503	5222	100 OCEANVW IRRIG	0.00	197.25
101	107199	09/26/23	438	CALIFORNIA AMERICAN	503	5222	196 OCEANVW IRRIG	0.00	197.25
101	107199	09/26/23	438	CALIFORNIA AMERICAN	421	5222	515 JUNIPERO	0.00	331.67
101	107199	09/26/23	438	CALIFORNIA AMERICAN	201	5222	304 16TH ST BDOM-FI	0.00	333.08
101	107199	09/26/23	438	CALIFORNIA AMERICAN	301	5222	580 PINE	0.00	374.14
101	107199	09/26/23	438	CALIFORNIA AMERICAN	131	5222	300 FOREST	0.00	413.06
101	107199	09/26/23	438	CALIFORNIA AMERICAN	503	5222	711 OCEANVIEW IRRG	0.00	763.27
101	107199	09/26/23	438	CALIFORNIA AMERICAN	503	5222	1051 OCEANVIEW IRRG	0.00	832.72
101	107199	09/26/23	438	CALIFORNIA AMERICAN	401	5222	550 CENTRAL	0.00	898.27
101	107199	09/26/23	438	CALIFORNIA AMERICAN	503	5222	930 SINEX	0.00	1,011.33
101	107199	09/26/23	438	CALIFORNIA AMERICAN	503	5222	263 GROVE ACRES	0.00	1,285.79
101	107199	09/26/23	438	CALIFORNIA AMERICAN	503	5222	707 OCEANVIEW-NAIAD	0.00	1,411.72
101	107199	09/26/23	438	CALIFORNIA AMERICAN	421	5222	616 OCEANVW-SWIM PL	0.00	1,414.86
101	107199	09/26/23	438	CALIFORNIA AMERICAN	503	5222	620 OCEANVIEW/BATH	0.00	1,543.92
101	107199	09/26/23	438	CALIFORNIA AMERICAN	503	5222	610 OCEANVW IRRIGPK	0.00	1,560.85
101	107199	09/26/23	438	CALIFORNIA AMERICAN	421	5222	114 CALEDONIA PK	0.00	1,616.01
101	107199	09/26/23	438	CALIFORNIA AMERICAN	503	5222	863 OCEANVIEW IRRG	0.00	1,685.99
101	107199	09/26/23	438	CALIFORNIA AMERICAN	503	5222	1025 MORSE-PLATT PK	0.00	1,937.79
101	107199	09/26/23	438	CALIFORNIA AMERICAN	501	5222	SUNSET-CORPYARD18%	0.00	104.38
101	107199	09/26/23	438	CALIFORNIA AMERICAN	421	5222	611 CENTRAL AVE	0.00	109.39
101	107199	09/26/23	438	CALIFORNIA AMERICAN	503	5222	165 FOREST-MUSEUM	0.00	237.08
101	107199	09/26/23	438	CALIFORNIA AMERICAN	351	5222	600 PINE	0.00	274.11
101	107199	09/26/23	438	CALIFORNIA AMERICAN	421	5222	980 PIEDMONT BALL P	0.00	2,931.91
101	107199	09/26/23	438	CALIFORNIA AMERICAN	421	5222	616 OCEANVIEW IRRG	0.00	4,505.36
101	107199	09/26/23	438	CALIFORNIA AMERICAN	421	5222	230 17-MILE DRIVE	0.00	4,545.10
101	107199	09/26/23	438	CALIFORNIA AMERICAN	421	5222	150 FOREST-JEWELL P	0.00	5,530.22
101	107199	09/26/23	438	CALIFORNIA AMERICAN	503	5222	391 OCEANVW-BERWICK	0.00	9,601.57
101	107199	09/26/23	438	CALIFORNIA AMERICAN	131	5222	300 FOREST FIRE-50%	0.00	23.70
101	107199	09/26/23	438	CALIFORNIA AMERICAN	201	5222	300 FOREST FIRE-50%	0.00	23.70
101	107199	09/26/23	438	CALIFORNIA AMERICAN	501	5222	MECH 5%	0.00	29.00
101	107199	09/26/23	438	CALIFORNIA AMERICAN	351	5222	643 HYDRANTS HYDT	0.00	36.47
101	107199	09/26/23	438	CALIFORNIA AMERICAN	503	5222	748 LIGHTHSE IRRG	0.00	40.82
101	107199	09/26/23	438	CALIFORNIA AMERICAN	131	5222	300 FOREST IRRIG	0.00	40.82
101	107199	09/26/23	438	CALIFORNIA AMERICAN	131	5222	308 16TH ST.	0.00	40.82
101	107199	09/26/23	438	CALIFORNIA AMERICAN	503	5222	800 LIGHTHSE PLANTE	0.00	40.82
101	107199	09/26/23	438	CALIFORNIA AMERICAN	503	5222	792 LIGHTHSE IRRIG	0.00	40.82
101	107199	09/26/23	438	CALIFORNIA AMERICAN	503	5222	582 LIGHTHSE IRRIG	0.00	40.82
101	107199	09/26/23	438	CALIFORNIA AMERICAN	503	5222	765 LIGHTHSE IRRIG	0.00	40.82
TOTAL CHECK								0.00	47,425.46
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	503	5222	PLATT PK SPRNKLR	0.00	4.68
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	503	5222	LOVERS POINT	0.00	4.83
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	421	5222	OCEANVIEW & 17TH	0.00	5.92
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	421	5222	CALEDONIA ST	0.00	0.01

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 18
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	411	5222	FOREST & CENTRAL DR	0.00	0.02
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	503	5222	ON 17 MILE DR	0.00	0.05
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	421	5222	FOREST CENTRL SPR	0.00	0.11
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	421	5222	168 16TH ST	0.00	1.70
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	421	5222	117 RECREATION ROOM	0.00	3.42
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	131	5222	101 CITY HALL/FIN -	0.00	3.92
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	201	5222	101 CITY HALL/CEDD	0.00	3.92
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	503	5222	COR MELROSE	0.00	9.04
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	503	5222	BERWICK PARK AT	0.00	9.65
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	421	5222	CALEDONIA PK LIGHTS	0.00	9.87
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	421	5222	FOREST CENTRL SPR	0.00	10.06
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	503	5222	ON 17 MILE DR	0.00	10.51
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	501	5222	CORP YARD DM & 5TH	0.00	12.87
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	421	5222	17 MI DR BALLPARK	0.00	7.84
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	503	5222	PARKING LOT LIGHT	0.00	14.29
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	421	5222	168 16TH ST	0.00	14.90
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	421	5222	17TH ST & LAUREL	0.00	418.61
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	501	5222	FOREST 40 FT E/O LH	0.00	434.87
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	401	5222	550 CENTRAL AVE	0.00	548.09
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	351	5222	FIRE DEPARTMENT - 2	0.00	561.70
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	301	5222	POLICE DEPARTMENT -	0.00	1,006.39
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	301	5802	580 PINE AVE - LOAN	0.00	1,046.81
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	301	5222	580 PINE AVE	0.00	1,148.00
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	401	5222	PUBLIC LIBRARY	0.00	1,398.51
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	421	5222	620 OCEAN VIEW POOL	0.00	259.63
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	421	5802	14TH&JUNIPERO-LOAN	0.00	294.94
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	503	5802	SUNSET SR. - LOAN	0.00	338.81
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	421	5222	300 16TH ST.	0.00	16.96
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	421	5222	GRAND AV & PK PL	0.00	17.44
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	421	5222	117 RECREATION ROOM	0.00	18.15
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	501	5222	1307 FORST SINEX SI	0.00	19.01
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	501	5222	CORP YARD SUNSET DR	0.00	21.38
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	421	5222	PIEDMONT & MORELAND	0.00	22.36
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	503	5222	PLATT PK SPRNKL	0.00	22.45
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	503	5222	LOVERS POINT	0.00	22.76
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	501	5222	1307 FORST PINE SIG	0.00	20.49
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	421	5222	BEACH BOAT STORAGE	0.00	24.00
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	411	5222	165 FOREST AVE	0.00	29.03
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	503	5222	COR MELROSE	0.00	32.55
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	503	5222	PHONE BOOTH-BERWICK	0.00	35.74
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	401	5222	PUBLIC LIBRARY	0.00	42.79
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	501	5222	1307 FORST SINEX SI	0.00	47.12
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	421	5222	117 COMMUNITY CTR	0.00	70.03
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	101	5222	CITY COUNCIL - 3%	0.00	70.21
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	421	5222	RECREATION - 3%	0.00	70.21
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	421	5222	17 MILE DRIVE	0.00	75.69
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	421	5222	162 16TH STREET	0.00	77.05
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	421	5222	17TH ST & LAUREL	0.00	77.23
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	421	5222	CHAUTAUQUA HALL	0.00	80.64
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	501	5222	1307 FORST PINE SIG	0.00	49.60
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	131	5222	300 FOREST AVE	0.00	57.85
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	421	5222	CONCESSION STAND	0.00	64.51

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 19
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	351	5222	FIRE DEPT	0.00	131.35
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	301	5222	POLICE DEPT	0.00	135.45
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	421	5222	117 COMMUNITY CTR	0.00	143.50
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	421	5222	17 MI DR BALLPARK	0.00	155.18
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	501	5222	FOREST 40 FT E/O LH	0.00	159.94
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	131	5222	FINANCE - 7%	0.00	163.83
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	421	5222	CHAUTAUQUA HALL	0.00	199.04
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	421	5222	117 COMMUNITY CTR	0.00	209.40
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	201	5222	CEDD - 9.5%	0.00	222.34
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	121	5222	CITY MANAGER - 9.5%	0.00	222.34
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	411	5222	FOREST & CENTRAL DR	0.00	248.83
TOTAL CHECK								0.00	10,660.42
101	107201	09/28/23	5621	ACCENT CLEAN & SWEE	504	5201	FY23/24 STREET SWEE	0.00	17,100.00
101	107202	09/28/23	10079	AHNALISA MILLER PRO	01	4402	RFND RESCINDED APPE	0.00	1,144.50
101	107204	09/28/23	8330	AMAZON CAPITAL SERV	301	5227	RODENT DETERRENT	0.00	533.69
101	107204	09/28/23	8330	AMAZON CAPITAL SERV	502	5309	MECH DEPT CABINET	0.00	84.07
101	107204	09/28/23	8330	AMAZON CAPITAL SERV	501	5309	BASEBOARD HEATER	0.00	138.73
101	107204	09/28/23	8330	AMAZON CAPITAL SERV	502	5309	AIR FILTER	0.00	22.92
TOTAL CHECK								0.00	779.41
101	107205	09/28/23	8652	AMY COLONY	501	5309	VOLUNTEER SUPPLIES	0.00	4.58
101	107206	09/28/23	9439	ANDREA M HILL	301	5215	EDUCATION REIMB	0.00	4,500.00
101	107207	09/28/23	6154	AT&T	133	5212	ADMIN 1328 253 9	0.00	31.43
101	107207	09/28/23	6154	AT&T	421	5212	REC 6297 096 0	0.00	31.43
TOTAL CHECK								0.00	62.86
101	107208	09/28/23	213	BAKER & TAYLOR COMP	401	5303	BOOKS & MATERIALS	0.00	91.62
101	107208	09/28/23	213	BAKER & TAYLOR COMP	401	5303	BOOKS & MATERIALS	0.00	299.11
101	107208	09/28/23	213	BAKER & TAYLOR COMP	401	5303	BOOKS & MATERIALS	0.00	337.33
101	107208	09/28/23	213	BAKER & TAYLOR COMP	401	5301	LIBRARY SUPPLIES	0.00	10.18
101	107208	09/28/23	213	BAKER & TAYLOR COMP	401	5301	LIBRARY SUPPLIES	0.00	26.90
101	107208	09/28/23	213	BAKER & TAYLOR COMP	401	5301	LIBRARY SUPPLIES	0.00	31.91
TOTAL CHECK								0.00	797.05
101	107209	09/28/23	3364	BETTER VIEW WINDOW	503	5223	CTY HALL WNDW CLEAN	0.00	2,400.00
101	107211	09/28/23	1040	CENGAGE LEARNING/GA	401	5303	BOOKS & MATERIALS	0.00	237.66
101	107211	09/28/23	1040	CENGAGE LEARNING/GA	401	5303	BOOKS & MATERIALS	0.00	30.58
101	107211	09/28/23	1040	CENGAGE LEARNING/GA	401	5303	90.90	0.00	90.90
101	107211	09/28/23	1040	CENGAGE LEARNING/GA	401	5303	BOOKS & MATERIALS	0.00	34.08
101	107211	09/28/23	1040	CENGAGE LEARNING/GA	401	5303	BOOKS & MATERIALS	0.00	27.97
101	107211	09/28/23	1040	CENGAGE LEARNING/GA	401	5303	BOOKS & MATERIALS	0.00	29.71
TOTAL CHECK								0.00	450.90
101	107212	09/28/23	4467	WM.J. CLARK TRUCKIN	505	5331	DG	0.00	557.00
101	107213	09/28/23	622	CHOMP	301	5291	BLOOD DRAWS	0.00	81.00

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 20
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	107214	09/28/23	10082	DANIEL KAUFMAN	01	214	RFND DEPOST BRWK PR	0.00	196.00
101	107215	09/28/23	5094	COASTAL FABRICATION	503	5227	BG UNIT 58	0.00	177.95
101	107216	09/28/23	8911	GISELLE ACEVEDO	301	5215	PRKNG FEE - TRAININ	0.00	39.00
101	107217	09/28/23	1105	GRANITE ROCK COMPAN	505	5331	BASEROCK	0.00	1,319.20
101	107217	09/28/23	1105	GRANITE ROCK COMPAN	505	5331	CONCRETE MIX	0.00	475.40
TOTAL CHECK								0.00	1,794.60
101	107219	09/28/23	7762	HI-TECH EVS, INC./S	351	5223	FIRE DEPT REPAIR	0.00	339.00
101	107220	09/28/23	4321	HOME DEPOT CREDIT S	503	5223	MONARCH SANCTUARY	0.00	230.52
101	107221	09/28/23	8391	HOMETEK	503	5223	MEMORIAL BENCH INSC	0.00	165.00
101	107221	09/28/23	8391	HOMETEK	503	5223	MEMORIAL BENCH INSC	0.00	330.00
TOTAL CHECK								0.00	495.00
101	107222	09/28/23	10083	JENNY NADANER	01	4467	RFND OVRPYMNT	0.00	6.00
101	107223	09/28/23	10085	JENTRI COLELLO	301	5291	REFUND VEHICLE IMPN	0.00	238.00
101	107224	09/28/23	4367	KELLY MOORE PAINT C	503	5223	ACETONE	0.00	80.27
101	107225	09/28/23	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	80.89
101	107225	09/28/23	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	33.65
101	107225	09/28/23	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	161.91
101	107225	09/28/23	3521	KIMBALL MIDWEST	503	5309	MECH STOCK	0.00	299.78
101	107225	09/28/23	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	683.14
101	107225	09/28/23	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	717.19
TOTAL CHECK								0.00	1,976.56
101	107226	09/28/23	5050	LAS ANIMAS MARINA	505	5331	CONCRETE	0.00	573.64
101	107227	09/28/23	3684	AMI LONSINGER	301	5215	TRAINING TRNSPRTATI	0.00	223.34
101	107229	09/28/23	3304	MIDWEST TAPE	401	5303	BOOKS & MATERIALS	0.00	49.15
101	107229	09/28/23	3304	MIDWEST TAPE	401	5303	BOOKS & MATERIALS	0.00	125.61
101	107229	09/28/23	3304	MIDWEST TAPE	401	5303	BOOKS & MATERIALS	0.00	90.66
TOTAL CHECK								0.00	265.42
101	107233	09/28/23	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	4.40
101	107233	09/28/23	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	4.40
101	107233	09/28/23	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	4.40
101	107233	09/28/23	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	13.20
101	107233	09/28/23	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	13.20
101	107233	09/28/23	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	13.20
101	107233	09/28/23	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	78.97
101	107233	09/28/23	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	78.97
101	107233	09/28/23	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	78.97
101	107233	09/28/23	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	78.98

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 21
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107233	09/28/23	1694	MISSION UNIFORM	SER 505	5309	LINEN & UNIFORM CLE	0.00	78.98
101	107233	09/28/23	1694	MISSION UNIFORM	SER 503	5309	LINEN & UNIFORM CLE	0.00	78.98
101	107233	09/28/23	1694	MISSION UNIFORM	SER 421	5201	LINEN & UNIFORM CLE	0.00	82.42
101	107233	09/28/23	1694	MISSION UNIFORM	SER 421	5201	LINEN & UNIFORM CLE	0.00	82.42
101	107233	09/28/23	1694	MISSION UNIFORM	SER 421	5201	LINEN & UNIFORM CLE	0.00	82.42
101	107233	09/28/23	1694	MISSION UNIFORM	SER 502	5309	LINEN & UNIFORM CLE	0.00	14.49
101	107233	09/28/23	1694	MISSION UNIFORM	SER 503	5309	LINEN & UNIFORM CLE	0.00	14.49
101	107233	09/28/23	1694	MISSION UNIFORM	SER 505	5309	LINEN & UNIFORM CLE	0.00	14.49
101	107233	09/28/23	1694	MISSION UNIFORM	SER 502	5309	LINEN & UNIFORM CLE	0.00	14.50
101	107233	09/28/23	1694	MISSION UNIFORM	SER 503	5309	LINEN & UNIFORM CLE	0.00	14.50
101	107233	09/28/23	1694	MISSION UNIFORM	SER 505	5309	LINEN & UNIFORM CLE	0.00	14.50
101	107233	09/28/23	1694	MISSION UNIFORM	SER 502	5309	LINEN & UNIFORM CLE	0.00	14.50
101	107233	09/28/23	1694	MISSION UNIFORM	SER 503	5309	LINEN & UNIFORM CLE	0.00	14.50
101	107233	09/28/23	1694	MISSION UNIFORM	SER 505	5309	LINEN & UNIFORM CLE	0.00	14.50
101	107233	09/28/23	1694	MISSION UNIFORM	SER 505	5309	LINEN & UNIFORM CLE	0.00	14.50
101	107233	09/28/23	1694	MISSION UNIFORM	SER 502	5309	LINEN & UNIFORM CLE	0.00	14.50
101	107233	09/28/23	1694	MISSION UNIFORM	SER 421	5201	LINEN & UNIFORM CLE	0.00	17.03
101	107233	09/28/23	1694	MISSION UNIFORM	SER 421	5201	LINEN & UNIFORM CLE	0.00	17.03
101	107233	09/28/23	1694	MISSION UNIFORM	SER 421	5201	LINEN & UNIFORM CLE	0.00	17.03
101	107233	09/28/23	1694	MISSION UNIFORM	SER 502	5309	LINEN & UNIFORM CLE	0.00	78.97
101	107233	09/28/23	1694	MISSION UNIFORM	SER 503	5309	LINEN & UNIFORM CLE	0.00	78.97
101	107233	09/28/23	1694	MISSION UNIFORM	SER 505	5309	LINEN & UNIFORM CLE	0.00	78.97
101	107233	09/28/23	1694	MISSION UNIFORM	SER 502	5309	LINEN & UNIFORM CLE	0.00	14.50
101	107233	09/28/23	1694	MISSION UNIFORM	SER 503	5309	LINEN & UNIFORM CLE	0.00	14.50
101	107233	09/28/23	1694	MISSION UNIFORM	SER 503	5309	LINEN & UNIFORM CLE	0.00	14.50
101	107233	09/28/23	1694	MISSION UNIFORM	SER 505	5309	LINEN & UNIFORM CLE	0.00	14.50
101	107233	09/28/23	1694	MISSION UNIFORM	SER 502	5309	LINEN & UNIFORM CLE	0.00	78.97
101	107233	09/28/23	1694	MISSION UNIFORM	SER 505	5309	LINEN & UNIFORM CLE	0.00	78.97
101	107233	09/28/23	1694	MISSION UNIFORM	SER 502	5309	LINEN & UNIFORM CLE	0.00	78.97
101	107233	09/28/23	1694	MISSION UNIFORM	SER 503	5309	LINEN & UNIFORM CLE	0.00	78.97
101	107233	09/28/23	1694	MISSION UNIFORM	SER 503	5309	LINEN & UNIFORM CLE	0.00	78.97
101	107233	09/28/23	1694	MISSION UNIFORM	SER 503	5309	LINEN & UNIFORM CLE	0.00	78.97
TOTAL CHECK								0.00	1,753.20
101	107234	09/28/23	1802	CITY OF MONTEREY	351	5227	UNIT 6414	0.00	3,224.59
101	107235	09/28/23	10084	MOTOR SQUAD TRAININ	01	214	RFND DEPOSIT LVRS P	0.00	206.00
101	107235	09/28/23	10084	MOTOR SQUAD TRAININ	301	5215	MOTORCYCLE COURSE/S	0.00	1,200.00
101	107235	09/28/23	10084	MOTOR SQUAD TRAININ	01	214	RFND DEPOSIT LVRS P	0.00	-206.00
101	107235	09/28/23	10084	MOTOR SQUAD TRAININ	301	5215	MOTORCYCLE COURSE/S	0.00	-1,200.00
TOTAL CHECK								0.00	0.00
101	107236	09/28/23	7417	MP EXPRESS	301	5201	PARKING CITATIONS	0.00	3,016.09
101	107237	09/28/23	1896	NEILL ENGINEERS COR	505	5309	SRVY WORK 1029 AUST	0.00	1,314.00
101	107238	09/28/23	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	57.69
101	107239	09/28/23	9576	O'REILLY AUTO ENTER	503	5227	UNIT 54	0.00	69.88
101	107239	09/28/23	9576	O'REILLY AUTO ENTER	503	5305	UNIT 54	0.00	10.73
101	107239	09/28/23	9576	O'REILLY AUTO ENTER	505	5226	STREETS GENERATOR	0.00	2.77
101	107239	09/28/23	9576	O'REILLY AUTO ENTER	502	5309	MECH STOCK	0.00	25.94

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 22
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107239	09/28/23	9576	O'REILLY AUTO ENTER	502	5309	MECH STOCK	0.00	45.75
TOTAL CHECK								0.00	155.07
101	107240	09/28/23	2024	PACIFIC GAS & ELECT	411	5802	MUSEUM 4440-1	0.00	270.67
101	107241	09/28/23	2034	PACIFIC GROVE HARDW	201	5301	OFFICE SUPPLIES	0.00	14.84
101	107242	09/28/23	2059	PACIFIC SMOG	503	5227	UNIT 50	0.00	68.75
101	107244	09/28/23	10081	PATRICK HAGMANN	01	214	RFND DEPOSIT LVRS P	0.00	196.00
101	107245	09/28/23	2219	PURE WATER	501	5309	WTR, BOTTLS, DSPNSR	0.00	35.15
101	107245	09/28/23	2219	PURE WATER	502	5309	WTR, BOTTLS, DSPNSR	0.00	35.15
101	107245	09/28/23	2219	PURE WATER	503	5309	WTR, BOTTLS, DSPNSR	0.00	35.15
101	107245	09/28/23	2219	PURE WATER	505	5309	WTR, BOTTLS, DSPNSR	0.00	35.15
TOTAL CHECK								0.00	140.60
101	107246	09/28/23	9833	RENNE PUBLIC MANAGE	101	5202	CARRY FORWARD PO 23	0.00	90.00
101	107246	09/28/23	9833	RENNE PUBLIC MANAGE	101	5202	CARRY FORWARD PO 23	0.00	1,230.00
101	107246	09/28/23	9833	RENNE PUBLIC MANAGE	101	5202	CARRY FORWARD PO 23	0.00	3,300.00
TOTAL CHECK								0.00	4,620.00
101	107247	09/28/23	9334	RUSSELL AURIA PEST	513	5201	TREE TRTMNT BRWK PR	0.00	400.00
101	107248	09/28/23	8734	SAVAGE TRAINING GRO	301	5215	FTO/MURRAY	0.00	804.00
101	107249	09/28/23	9336	STAPHANY ARRIOLA	421	5361	REIMB PRGRM SUPPLIE	0.00	23.78
101	107250	09/28/23	1768	STURDY OIL COMPANY	301	5311	PD	0.00	3,471.86
101	107250	09/28/23	1768	STURDY OIL COMPANY	01	111	01-111	0.00	4,666.56
101	107250	09/28/23	1768	STURDY OIL COMPANY	503	5311	B&G	0.00	1,559.45
101	107250	09/28/23	1768	STURDY OIL COMPANY	505	5311	STRT	0.00	779.73
TOTAL CHECK								0.00	10,477.60
101	107251	09/28/23	10080	SUMMER FOOKES	01	214	RFND DEPOST BRWK PA	0.00	206.00
101	107252	09/28/23	6422	CA DEPT OF TAXES AN	01	220	SALES TAX PAYABLE	0.00	164.31
101	107253	09/28/23	1758	THE MONTEREY COUNTY	201	5221	PH HOUSING ELEMENT	0.00	428.38
101	107253	09/28/23	1758	THE MONTEREY COUNTY	201	5221	PH-HRI RMVL 9.11.20	0.00	381.76
TOTAL CHECK								0.00	810.14
101	107256	09/28/23	2772	VALLEY SAW & GARDEN	503	5309	SUPPLIES	0.00	152.94
101	107257	09/28/23	2786	VERIZON WIRELESS	501	5212	PW	0.00	92.87
101	107257	09/28/23	2786	VERIZON WIRELESS	301	5212	PD	0.00	103.39
101	107257	09/28/23	2786	VERIZON WIRELESS	301	5212	PD	0.00	103.62
101	107257	09/28/23	2786	VERIZON WIRELESS	133	5212	IT/ADMIN	0.00	38.01
101	107257	09/28/23	2786	VERIZON WIRELESS	133	5212	IT/ADMIN	0.00	38.01
101	107257	09/28/23	2786	VERIZON WIRELESS	401	5212	LIBRARY	0.00	76.02
101	107257	09/28/23	2786	VERIZON WIRELESS	401	5212	LIBRARY	0.00	76.02
101	107257	09/28/23	2786	VERIZON WIRELESS	351	5212	FIRE	0.00	63.76

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 23
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION----	SALES TAX	AMOUNT
101	107257	09/28/23	2786	VERIZON WIRELESS	351	5212	FIRE	0.00	65.69
101	107257	09/28/23	2786	VERIZON WIRELESS	121	5212	CM	0.00	24.30
101	107257	09/28/23	2786	VERIZON WIRELESS	121	5212	CM	0.00	21.16
101	107257	09/28/23	2786	VERIZON WIRELESS	501	5212	PW	0.00	733.82
101	107257	09/28/23	2786	VERIZON WIRELESS	201	5212	CDD	0.00	41.83
101	107257	09/28/23	2786	VERIZON WIRELESS	201	5212	CDD	0.00	42.18
101	107257	09/28/23	2786	VERIZON WIRELESS	501	5212	PW	0.00	47.98
101	107257	09/28/23	2786	VERIZON WIRELESS	133	5212	IT/ADMIN	0.00	51.51
101	107257	09/28/23	2786	VERIZON WIRELESS	133	5212	IT/ADMIN	0.00	51.58
101	107257	09/28/23	2786	VERIZON WIRELESS	501	5212	PW	0.00	813.48
101	107257	09/28/23	2786	VERIZON WIRELESS	201	5212	CDD	0.00	-15.48
TOTAL CHECK								0.00	2,469.75
101	107258	09/28/23	9305	WATSONVILLE FORD	301	5227	PD UNIT 1	0.00	247.16
101	107258	09/28/23	9305	WATSONVILLE FORD	505	5227	UNIT 7	0.00	162.06
TOTAL CHECK								0.00	409.22
101	107259	09/29/23	8890	4LEAF	201	5201	BUILDING DEPARTMENT	0.00	10,186.05
101	107259	09/29/23	8890	4LEAF	201	5201	BUILDING DEPARTMENT	0.00	71,555.69
TOTAL CHECK								0.00	81,741.74
101	107260	09/29/23	4965	ALVAREZ TECHNOLOGY	133	5201	AFTER HOURS SUPPORT	0.00	450.00
101	107262	09/29/23	6154	AT&T	133	5206	LH INTERNET	0.00	106.29
101	107263	09/29/23	5363	AT&T CALNET 3	133	5206	LIB INTERNET	0.00	204.07
101	107264	09/29/23	10087	ATKINSON, ANDELSON,	111	5205	FY24 LEGAL SERVICES	0.00	18,739.36
101	107264	09/29/23	10087	ATKINSON, ANDELSON,	111	5205	FY24 LEGAL SERVICES	0.00	19,986.76
TOTAL CHECK								0.00	38,726.12
101	107265	09/29/23	494	CARMEL PINE CONE	201	5221	PH HSNG ELMNT 9.15.	0.00	315.00
101	107266	09/29/23	5171	COMCAST	133	5206	CH INT SEPT 23 8584	0.00	153.23
101	107266	09/29/23	5171	COMCAST	133	5206	REC 0214972	0.00	93.75
TOTAL CHECK								0.00	246.98
101	107267	09/29/23	3451	DE LAY & LAREDO	111	5205	LEGAL FEES	0.00	1,601.60
101	107269	09/29/23	8738	LIFTOFF LLC	133	5229	OFFICE 365 LICENSES	0.00	44.00
101	107271	09/29/23	6216	MONTEREY BAY TREEWO	513	5201	FY23/24 ARBORIST SE	0.00	900.00
101	107271	09/29/23	6216	MONTEREY BAY TREEWO	513	5201	FY23/24 ARBORIST SE	0.00	1,400.00
101	107271	09/29/23	6216	MONTEREY BAY TREEWO	513	5201	FY23/24 ARBORIST SE	0.00	1,600.00
101	107271	09/29/23	6216	MONTEREY BAY TREEWO	513	5201	FY23/24 ARBORIST SE	0.00	4,100.00
101	107271	09/29/23	6216	MONTEREY BAY TREEWO	513	5201	FY23/24 ARBORIST SE	0.00	4,200.00
TOTAL CHECK								0.00	12,200.00
101	107272	09/29/23	3146	MONTEREY COUNTY AUD	101	5261	LAFCO BUDGET 23/24	0.00	19,583.65
101	107273	09/29/23	3807	MONTEREY COUNTY WEE	201	5221	PH HSNG ELMNT 9.14.	0.00	243.00
101	107273	09/29/23	3807	MONTEREY COUNTY WEE	201	5221	PH HSNG ELMNT 9.21.	0.00	243.00

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 24
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
TOTAL CHECK								0.00	486.00
101	107274	09/29/23	6431	QUADIENT FINANCE US	131	5211	POSTAGE	0.00	856.49
101	107275	09/29/23	1958	ODP BUSINESS SOLUTI	131	5301	OFFICE SUPPLIES	0.00	174.51
101	107275	09/29/23	1958	ODP BUSINESS SOLUTI	131	5301	OFFICE SUPPLIES	0.00	4.88
101	107275	09/29/23	1958	ODP BUSINESS SOLUTI	131	5301	OFFICE SUPPLIES	0.00	50.44
101	107275	09/29/23	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	57.33
101	107275	09/29/23	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	80.08
TOTAL CHECK								0.00	367.24
101	107276	09/29/23	2062	PACIFIC WEST WATER	133	5301	WATER DISPENSER	0.00	42.85
101	107276	09/29/23	2062	PACIFIC WEST WATER	131	5301	H2O DISPENSER	0.00	42.85
TOTAL CHECK								0.00	85.70
101	107277	09/29/23	7413	SALINAS VALLEY PROS	301	5275	UNIFORM/ALEXANDER	0.00	98.31
101	107278	09/29/23	8136	WELLS FARGO VENDOR	121	5225	FY 23/24 KONICA LEA	0.00	16.03
101	107278	09/29/23	8136	WELLS FARGO VENDOR	131	5225	FY 23/24 KONICA LEA	0.00	16.03
101	107278	09/29/23	8136	WELLS FARGO VENDOR	201	5225	FY 23/24 KONICA LEA	0.00	16.03
101	107278	09/29/23	8136	WELLS FARGO VENDOR	301	5225	FY 23/24 KONICA LEA	0.00	16.03
101	107278	09/29/23	8136	WELLS FARGO VENDOR	401	5225	FY 23/24 KONICA LEA	0.00	16.03
101	107278	09/29/23	8136	WELLS FARGO VENDOR	501	5225	FY 23/24 KONICA LEA	0.00	16.03
101	107278	09/29/23	8136	WELLS FARGO VENDOR	501	5225	FY 23/24 KONICA LEA	0.00	180.28
101	107278	09/29/23	8136	WELLS FARGO VENDOR	401	5225	FY 23/24 KONICA LEA	0.00	201.58
101	107278	09/29/23	8136	WELLS FARGO VENDOR	301	5225	FY 23/24 KONICA LEA	0.00	212.52
101	107278	09/29/23	8136	WELLS FARGO VENDOR	131	5225	FY 23/24 KONICA LEA	0.00	212.52
101	107278	09/29/23	8136	WELLS FARGO VENDOR	121	5225	FY 23/24 KONICA LEA	0.00	213.74
101	107278	09/29/23	8136	WELLS FARGO VENDOR	201	5225	FY 23/24 KONICA LEA	0.00	248.43
TOTAL CHECK								0.00	1,365.25
101	107279	09/29/23	10090	JAMES WALKER	01	214	DEPOSIT RFND LVRS P	0.00	206.00
101	107280	09/29/23	10084	MOTOR SQUAD TRAININ	301	5215	MOTORCYCLE COURSE/S	0.00	1,200.00
101	V9012023	09/05/23	3835	REPUBLIC ELEVATOR,	401	5223	WHEELCHAIR LIFT ISS	0.00	883.46
101	V9182023	09/18/23	9196	DIANNE LYLE	421	5208	AUG 2023 DANCE CNTR	0.00	739.20
101	V9282023	09/28/23	3835	REPUBLIC ELEVATOR,	401	5223	LIBRARY ELEVATOR	0.00	1,276.11
101	V9282025	09/28/23	2987	HARRIS & ASSOCIATES	201	5208	CONTRACT PLANNING S	0.00	3,190.00
TOTAL CASH ACCOUNT								0.00	1,268,091.13
TOTAL FUND								0.00	1,268,091.13

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 25
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 07 - LIBRARY BLDG & EQUIP FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	107005	09/01/23	9974	CASEWERKS, LLC	402	5291	CUSTOM LOCAL HISTOR	0.00	7,035.00
TOTAL CASH ACCOUNT								0.00	7,035.00
TOTAL FUND								0.00	7,035.00

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 26
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 12 - FIRE EMERG EQUIP FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	107106	09/15/23	3400	BOUND TREE MEDICAL,	355	5309	MEDICAL SUPPLIES	0.00	3,113.79
101	107210	09/28/23	3400	BOUND TREE MEDICAL,	355	5309	MEDICAL SUPPLIES	0.00	30.57
TOTAL CASH ACCOUNT								0.00	3,144.36
TOTAL FUND								0.00	3,144.36

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 27
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 18 - GAS TAX FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	107003	09/01/23	8701	BEAR ELECTRICAL SOL	508	5331	TRAFFIC SIGNAL MNTN	0.00	250.00
101	107036	09/01/23	2024	PACIFIC GAS & ELECT	508	5222	PW 4482-4	0.00	14,735.81
101	107093	09/15/23	438	CALIFORNIA AMERICAN	508	5222	ST FUND 50%	0.00	285.88
101	107197	09/22/23	1768	STURDY OIL COMPANY	508	5311	STRT	0.00	560.32
101	107199	09/26/23	438	CALIFORNIA AMERICAN	508	5222	ST FUND 50%	0.00	289.96
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	508	5222	19TH & SUNSET DR.	0.00	0.48
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	508	5222	FOREST AVE & SUNSET	0.00	15.58
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	508	5222	19TH & SUNSET DR.	0.00	15.81
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	508	5222	FOREST AV & SUNSET	0.00	13.62
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	508	5222	FOREST AV & SUNSET	0.00	47.10
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	508	5222	FOREST AVE & SUNSET	0.00	34.94
TOTAL CHECK								0.00	127.53
101	107228	09/28/23	8647	MAIN STREET SIGNS	508	5331	STREET SIGNS	0.00	2,757.64
101	107240	09/28/23	2024	PACIFIC GAS & ELECT	508	5222	PW 4482-4	0.00	237.71
101	107250	09/28/23	1768	STURDY OIL COMPANY	508	5311	STRT TYMCO BOOM	0.00	779.73
TOTAL CASH ACCOUNT								0.00	20,024.58
TOTAL FUND								0.00	20,024.58

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 28
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 27 - LIGHTHOUSE MAINT.& IMPV.

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107004	09/01/23	10064	BOB BOURKE	413	5223	LIGHTHOUSE RPRS (AC	0.00	102.56
101	107051	09/06/23	8863	BELLA TERRA PUBLISH	413	5223	LH GIFTSHOPS BOOKS	0.00	454.28
101	107093	09/15/23	438	CALIFORNIA AMERICAN	413	5222	90 ASILOMAR	0.00	115.29
101	107130	09/15/23	1416	KIDWELL'S INC.	413	5223	PAINT	0.00	25.44
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	413	5223	LIGHTHOUSE	0.00	12.42
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	413	5223	LIGHTHOUSE	0.00	13.08
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	413	5223	LIGHTHOUSE	0.00	8.73
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	413	5223	LIGHTHOUSE	0.00	53.50
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	413	5223	LIGHTHOUSE	0.00	47.75
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	413	5223	LIGHTHOUSE	0.00	94.00
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	413	5223	LIGHTHOUSE	0.00	19.65
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	413	5223	LIGHTHOUSE	0.00	7.41
TOTAL CHECK								0.00	256.54
101	107158	09/15/23	8973	LIFE AT SEA	413	5501	LH GIFTSHOP	0.00	1,000.00
101	107164	09/15/23	8862	UNITED STATES LIGHT	413	5501	LH PASSPORTS	0.00	2,044.00
101	107199	09/26/23	438	CALIFORNIA AMERICAN	413	5222	90 ASILOMAR	0.00	159.89
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	413	5222	ASILOMAR BLVD PG LH	0.00	4.03
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	413	5222	ASILOMAR BLVD PG LH	0.00	20.80
TOTAL CHECK								0.00	24.83
101	107204	09/28/23	8330	AMAZON CAPITAL SERV	413	5223	LH SUPPLIES	0.00	45.30
101	107254	09/28/23	8973	LIFE AT SEA	413	5501	LH GIFTSHOP	0.00	1,112.50
101	107263	09/29/23	5363	AT&T CALNET 3	413	5212	LH MUSEUM	0.00	24.67
TOTAL CASH ACCOUNT								0.00	5,365.30
TOTAL FUND								0.00	5,365.30

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 29
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 40 - POETRY PROMOTION FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	107081	09/13/23	4943	US BANK	405	5291	COYLE	0.00	80.00
TOTAL CASH ACCOUNT								0.00	80.00
TOTAL FUND								0.00	80.00

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 30
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 42 - PUB SAFETY AUG FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	107177	09/21/23	1751	MONTEREY COUNTY	EME 303	5201	Q2 DISPATCH SERVICE	0.00	112,225.54
TOTAL CASH ACCOUNT								0.00	112,225.54
TOTAL FUND								0.00	112,225.54

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 31
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 43 - SLESF FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	V9282024	09/28/23	9033	ENTERPRISE FM TRUST	304	5225	P.D. LEASED VEHICLE	0.00	2,135.37
TOTAL CASH ACCOUNT								0.00	2,135.37
TOTAL FUND								0.00	2,135.37

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 32
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 63 - CAPITAL IMPROV PROJ FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	107237	09/28/23	1896	NEILL ENGINEERS COR	631	6041	CIP 24-06	0.00	12,429.00
TOTAL CASH ACCOUNT								0.00	12,429.00
TOTAL FUND								0.00	12,429.00

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 33
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 70 - EMP BENEFIT FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	107012	09/01/23	9398	EMPOWER RETIREMENT	703	5123	RETIREMENT PLAN	0.00	300.00
101	107049	09/06/23	1	CALPERS HEALTH	703	5123	AUG 2023 RET & CHAN	0.00	4,313.75
101	107078	09/11/23	1	CALPERS HEALTH	703	5123	AUG 2023 RET&CHARGE	0.00	7,055.19
101	107079	09/11/23	8211	STANDARD INSURANCE	703	5123	SEPT 2023 PREMIUMS	0.00	2,306.06
101	107243	09/28/23	4279	PARS	703	5141	JULY 2023	0.00	324.74
101	V9152023	09/15/23	9163	CLAREMONT BEHAVIORA	703	5213	EAP SEPT. 2023 SVS	0.00	648.15
TOTAL CASH ACCOUNT								0.00	14,947.89
TOTAL FUND								0.00	14,947.89

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 34
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 71 - WORKERS COMP FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	107037	09/01/23	2086	PARMA	701	5261	23/24RSKMNGMNT MBRS	0.00	150.00
101	107077	09/07/23	7268	CALIFORNIA JPIA	701	5201	WKCMPTAIL7/23-6/30/	0.00	6,458.00
101	107081	09/13/23	4943	US BANK	701	5291	GHO	0.00	38.45
101	107081	09/13/23	4943	US BANK	701	5215	CRAY	0.00	438.20
TOTAL CHECK								0.00	476.65
101	107203	09/28/23	4859	ALIOTTI MIKE	701	5291	CJPIA TRAINING	0.00	55.46
TOTAL CASH ACCOUNT								0.00	7,140.11
TOTAL FUND								0.00	7,140.11

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 35
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 72 - LIABILITY INS FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	107037	09/01/23	2086	PARMA	702	5261	23/24RSKMNGMNT MBRS	0.00	150.00
101	107077	09/07/23	7268	CALIFORNIA JPIA	702	5201	ADMNFEE7/1/23-6/30/	0.00	10,150.00
TOTAL CASH ACCOUNT								0.00	10,300.00
TOTAL FUND								0.00	10,300.00

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 36
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 74 - LOCAL WATER PROJECT

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	107093	09/15/23	438	CALIFORNIA AMERICAN	741	5222	1313 OCEAN VIEW BLV	0.00	823.40
101	107145	09/15/23	2024	PACIFIC GAS & ELECT	741	5222	LWP 4806080792-1	0.00	9,577.20
101	107199	09/26/23	438	CALIFORNIA AMERICAN	741	5222	1313 OCEAN VIEW BLV	0.00	979.42
TOTAL CASH ACCOUNT								0.00	11,380.02
TOTAL FUND								0.00	11,380.02

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 37
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 75 - CEMETERY FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	107035	09/01/23	9576	O'REILLY AUTO ENTER	601	5227	UNIT CEM 71D	0.00	7.42
101	107043	09/01/23	2715	TURF STAR INC.	601	5226	CEM VACCUM	0.00	7,227.32
101	107043	09/01/23	2715	TURF STAR INC.	601	5309	CEMETERY SUPPLIES	0.00	2,178.10
101	107043	09/01/23	2715	TURF STAR INC.	601	5226	CEM VACCUM	0.00	98.01
TOTAL	CHECK							0.00	9,503.43
101	107054	09/06/23	1199	HAYWARD LUMBER COMP	601	5309	SUPPLIES	0.00	43.35
101	107093	09/15/23	438	CALIFORNIA AMERICAN	601	5222	CEM 4%	0.00	22.87
101	107093	09/15/23	438	CALIFORNIA AMERICAN	601	5222	1254 DELMONTECEM70%	0.00	197.83
TOTAL	CHECK							0.00	220.70
101	107128	09/15/23	1199	HAYWARD LUMBER COMP	601	5309	MORTAR MIX	0.00	54.19
101	107128	09/15/23	1199	HAYWARD LUMBER COMP	601	5309	MORTAR MIX	0.00	21.68
TOTAL	CHECK							0.00	75.87
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	601	5309	CEMETERY	0.00	170.38
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	601	5309	CEMETERY	0.00	11.06
TOTAL	CHECK							0.00	181.44
101	107163	09/15/23	2715	TURF STAR INC.	601	5309	SUPPLIES	0.00	44.39
101	107197	09/22/23	1768	STURDY OIL COMPANY	601	5311	CEM	0.00	243.09
101	107199	09/26/23	438	CALIFORNIA AMERICAN	601	5222	CEM 4%	0.00	23.20
101	107199	09/26/23	438	CALIFORNIA AMERICAN	601	5222	1254 DELMONTECEM70%	0.00	236.49
TOTAL	CHECK							0.00	259.69
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	601	5222	CREST & RIPPLE	0.00	8.99
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	601	5222	CEMETERY - 1%	0.00	23.40
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	601	5222	CEMETERY	0.00	32.75
TOTAL	CHECK							0.00	65.14
101	107233	09/28/23	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	13.20
101	107233	09/28/23	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	4.40
101	107233	09/28/23	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	14.50
101	107233	09/28/23	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	14.50
101	107233	09/28/23	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	14.50
101	107233	09/28/23	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	14.49
101	107233	09/28/23	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	78.97
101	107233	09/28/23	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	78.97
101	107233	09/28/23	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	78.97
101	107233	09/28/23	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	78.97
101	107233	09/28/23	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	14.50
101	107233	09/28/23	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	78.97
TOTAL	CHECK							0.00	484.95
101	107250	09/28/23	1768	STURDY OIL COMPANY	601	5311	CEM	0.00	-30.50
101	107255	09/28/23	2715	TURF STAR INC.	601	5309	CEMETERY SUPPLIES	0.00	308.08

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 38
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 75 - CEMETERY FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	107261	09/29/23	156	ASCO PACIFIC INCORP	601	5502	VASE & CASING	0.00	613.92
101	107268	09/29/23	10088	INDUSTRIAL MACHINE	75	4484	RFND DIFF W/OUT BRD	0.00	278.00
101	107270	09/29/23	8118	LLORIN-VELASQUEZ CO	601	5201	FY24 CEMETERY MARKE	0.00	2,650.00
TOTAL CASH ACCOUNT								0.00	14,948.97
TOTAL FUND								0.00	14,948.97

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 39
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 76 - SEWER FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	107000	09/01/23	6154	AT&T	611	5212	PHONES PW-SWR	0.00	31.43
101	107000	09/01/23	6154	AT&T	611	5212	PHONES PW SEWER	0.00	31.43
101	107000	09/01/23	6154	AT&T	611	5212	PHONES PW SEWER	0.00	31.43
101	107000	09/01/23	6154	AT&T	611	5212	PHONES PW SEWER	0.00	31.43
TOTAL	CHECK							0.00	125.72
101	107010	09/01/23	819	DOCTORS ON DUTY MED	611	5291	DMV PHYSICAL 99213	0.00	150.00
101	107014	09/01/23	3378	DON CHAPIN CO., INC	611	5207	FY23/24 SEWER LINE	0.00	1,272.23
101	107014	09/01/23	3378	DON CHAPIN CO., INC	611	5207	FY23/24 SEWER LINE	0.00	1,680.97
101	107014	09/01/23	3378	DON CHAPIN CO., INC	611	5207	FY23/24 SEWER LINE	0.00	1,822.21
101	107014	09/01/23	3378	DON CHAPIN CO., INC	611	5207	FY23/24 SEWER LINE	0.00	3,065.55
101	107014	09/01/23	3378	DON CHAPIN CO., INC	611	5207	FY23/24 SEWER LINE	0.00	3,190.74
101	107014	09/01/23	3378	DON CHAPIN CO., INC	611	5207	FY23/24 SEWER LINE	0.00	3,459.31
TOTAL	CHECK							0.00	14,491.01
101	107027	09/01/23	1742	MONTEREY COUNTY CLE	612	6051	NOD PHS 9 SWR NEG D	0.00	2,814.00
101	107029	09/01/23	7681	MONTEREY PENINSULA	611	5226	PW BOBCAT	0.00	91.66
101	107030	09/01/23	1801	MONTEREY TIRE SERVI	611	5227	SEWER UNIT 45	0.00	463.77
101	107032	09/01/23	1896	NEILL ENGINEERS COR	611	5201	AUGUST RETAINER	0.00	1,000.00
101	107035	09/01/23	9576	O'REILLY AUTO ENTER	611	5227	UNIT 13 A	0.00	575.39
101	107035	09/01/23	9576	O'REILLY AUTO ENTER	611	5227	BG UNIT 50	0.00	4.95
101	107035	09/01/23	9576	O'REILLY AUTO ENTER	611	5227	SEWER UNIT 47	0.00	3,818.29
TOTAL	CHECK							0.00	4,398.63
101	107093	09/15/23	438	CALIFORNIA AMERICAN	611	5222	1273 CRESPI POND 50	0.00	52.42
101	107093	09/15/23	438	CALIFORNIA AMERICAN	611	5222	SEWER 8%	0.00	45.74
101	107093	09/15/23	438	CALIFORNIA AMERICAN	611	5222	100 OCEANVW IRRIG	0.00	41.28
TOTAL	CHECK							0.00	139.44
101	107124	09/15/23	3378	DON CHAPIN CO., INC	611	5207	FY23/24 SEWER LINE	0.00	1,218.73
101	107124	09/15/23	3378	DON CHAPIN CO., INC	611	5207	FY23/24 SEWER LINE	0.00	1,457.34
101	107124	09/15/23	3378	DON CHAPIN CO., INC	611	5207	FY23/24 SEWER LINE	0.00	1,964.14
101	107124	09/15/23	3378	DON CHAPIN CO., INC	611	5207	FY23/24 SEWER LINE	0.00	3,675.45
TOTAL	CHECK							0.00	8,315.66
101	107125	09/15/23	3409	GREEN RUBBER-KENNED	611	5309	TRASH PUMP	0.00	1,708.55
101	107128	09/15/23	1199	HAYWARD LUMBER COMP	611	5309	KNEE PADS	0.00	36.04
101	107145	09/15/23	2024	PACIFIC GAS & ELECT	611	5222	PW 0601805126-5	0.00	913.42
101	107145	09/15/23	2024	PACIFIC GAS & ELECT	611	5222	PW 5856774175-4	0.00	32.54
TOTAL	CHECK							0.00	945.96
101	107149	09/15/23	2034	PACIFIC GROVE HARDW	611	5309	SEWER	0.00	26.59
101	107153	09/15/23	2276	BECKS SHOES AND REP	611	5275	SAFETY BOOTS - GENT	0.00	250.00

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 40
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 76 - SEWER FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	107197	09/22/23	1768	STURDY OIL COMPANY	611	5311	SEWER	0.00	656.04
101	107199	09/26/23	438	CALIFORNIA AMERICAN	611	5222	1273 CRESPI POND 50	0.00	65.61
101	107199	09/26/23	438	CALIFORNIA AMERICAN	611	5222	SEWER 8%	0.00	46.39
101	107199	09/26/23	438	CALIFORNIA AMERICAN	611	5222	100 OCEANVW IRRIG	0.00	40.82
TOTAL CHECK								0.00	152.82
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	611	5222	1996 SUNSET DR.	0.00	6.15
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	611	5222	PUMP RUSSELL SVC CT	0.00	7.13
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	611	5222	OCEANVIEW BLVD & 8T	0.00	4.12
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	611	5222	PUMP SUNSET ARENA	0.00	15.11
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	611	5222	PUMP SUNSET ARENA	0.00	344.45
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	611	5222	O V 9TH PUMP #2	0.00	311.40
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	611	5222	471 OCEAN VIEW BL.	0.00	20.85
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	611	5222	520 OCEAN VIEW BLVD	0.00	22.88
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	611	5222	PUMP STATION	0.00	19.93
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	611	5222	17TH & OCNVW	0.00	47.86
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	611	5222	1996 SUNSET DR.	0.00	40.23
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	611	5222	EARDLEY PUMP #1	0.00	40.46
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	611	5222	PUMP RUSSELL SVC CT	0.00	42.53
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	611	5222	PUMP 17TH & OCNVW	0.00	136.48
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	611	5222	360 OCEAN VIEW BLVD	0.00	119.42
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	611	5222	EARDLEY PUMP #1	0.00	123.08
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	611	5222	PUMP SUNSET ARENA	0.00	130.02
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	611	5222	520 OCEAN VIEW BLVD	0.00	67.00
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	611	5222	471 OCEAN VIEW BL.	0.00	62.78
TOTAL CHECK								0.00	1,561.88
101	107207	09/28/23	6154	AT&T	611	5212	PW SWR 1330 293 1	0.00	31.43
101	107207	09/28/23	6154	AT&T	611	5212	PW SWR 1323 139 5	0.00	31.43
101	107207	09/28/23	6154	AT&T	611	5212	PW SWR 1324 126 1	0.00	31.43
101	107207	09/28/23	6154	AT&T	611	5212	PW SWR 1326 057 6	0.00	31.43
TOTAL CHECK								0.00	125.72
101	107218	09/28/23	3378	DON CHAPIN CO., INC	611	5207	FY23/24 SEWER LINE	0.00	1,080.70
101	107218	09/28/23	3378	DON CHAPIN CO., INC	611	5207	FY23/24 SEWER LINE	0.00	1,354.62
101	107218	09/28/23	3378	DON CHAPIN CO., INC	611	5207	FY23/24 SEWER LINE	0.00	2,677.14
101	107218	09/28/23	3378	DON CHAPIN CO., INC	611	5207	FY23/24 SEWER LINE	0.00	2,759.17
101	107218	09/28/23	3378	DON CHAPIN CO., INC	611	5207	FY23/24 SEWER LINE	0.00	3,331.98
101	107218	09/28/23	3378	DON CHAPIN CO., INC	611	5207	FY23/24 SEWER LINE	0.00	3,375.85
101	107218	09/28/23	3378	DON CHAPIN CO., INC	611	5207	FY23/24 SEWER LINE	0.00	3,586.64
TOTAL CHECK								0.00	18,166.10
101	107233	09/28/23	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	14.50
101	107233	09/28/23	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	78.97
101	107233	09/28/23	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	78.98
101	107233	09/28/23	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	78.97
101	107233	09/28/23	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	78.97
101	107233	09/28/23	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	78.97
101	107233	09/28/23	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	14.50
101	107233	09/28/23	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	14.49
101	107233	09/28/23	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	14.50

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 41
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 76 - SEWER FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	107233	09/28/23	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	14.50
101	107233	09/28/23	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	4.40
101	107233	09/28/23	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	13.20
TOTAL CHECK								0.00	484.95
101	107245	09/28/23	2219	PURE WATER	611	5309	WTR, BOTTLS, DSPNSR	0.00	35.15
101	107250	09/28/23	1768	STURDY OIL COMPANY	611	5311	SEWER	0.00	191.72
TOTAL CASH ACCOUNT								0.00	56,331.41
TOTAL FUND								0.00	56,331.41

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 42
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 77 - GOLF FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	107093	09/15/23	438	CALIFORNIA AMERICAN	621	5222	1273 CRESPI POND 50	0.00	52.42
101	107093	09/15/23	438	CALIFORNIA AMERICAN	621	5222	77 ASILOMAR FIRE SV	0.00	66.61
101	107093	09/15/23	438	CALIFORNIA AMERICAN	625	5222	77 ASILOMAR GOLF HS	0.00	1,668.83
101	107093	09/15/23	438	CALIFORNIA AMERICAN	621	5222	1254 DELMONTECEM30%	0.00	84.78
TOTAL CHECK								0.00	1,872.64
101	107199	09/26/23	438	CALIFORNIA AMERICAN	621	5222	77 ASILOMAR FIRE SV	0.00	79.53
101	107199	09/26/23	438	CALIFORNIA AMERICAN	621	5222	1273 CRESPI POND 50	0.00	65.61
101	107199	09/26/23	438	CALIFORNIA AMERICAN	625	5222	77 ASILOMAR GOLF HS	0.00	2,058.22
101	107199	09/26/23	438	CALIFORNIA AMERICAN	621	5222	1254 DELMONTEGOLF30	0.00	101.34
TOTAL CHECK								0.00	2,304.70
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	621	5222	1313 OCEAN VIEW BLV	0.00	91.04
101	107200	09/28/23	2024	PACIFIC GAS & ELECT	621	5222	1313 OCEAN VIEW BLV	0.00	32.47
TOTAL CHECK								0.00	123.51
TOTAL CASH ACCOUNT								0.00	4,300.85
TOTAL FUND								0.00	4,300.85

SUPERION
DATE: 10/09/2023
TIME: 14:30:54

CITY OF PACIFIC GROVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 43
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20230901 00:00:00.000' and '20230930 00:00:00.000'
ACCOUNTING PERIOD: 4/24

FUND - 84 - AMERICAN RESCUE PLAN-ARPA

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
101	107053	09/06/23	10056	GEORGE WILSON'S PLU	841	6021	CIP 23-13	0.00	3,678.33
TOTAL CASH ACCOUNT								0.00	3,678.33
TOTAL FUND								0.00	3,678.33
TOTAL REPORT								0.00	1,553,557.86



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Audrey Cray, Deputy Director Finance
MEETING DATE: October 18, 2023
SUBJECT: Fourth Quarter FY 22/23 Purchase Order Report
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

1. Receive the FY 22/23 Fourth Quarter Purchase Order Report.
2. Alternatively, discuss and take other action related to this item.

DISCUSSION

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

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

The Purchase Order Report includes:

- Vendor name
- Date the purchase order was issued
- Description of the encumbered funds
- Purchase order amount
- Final year-to-date expenses through the Fourth Quarter (amounts reflect the year-end closing amounts, with accruals)

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

OPTIONS

N/A - This is informational only

FINANCIAL IMPACT:

There is no financial impact associated with receiving this report.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Fourth Quarter Purchase Order Report

Purchase Orders - Less Than \$40,000
Fourth Quarter FY 22/23

PO	DEPARTMENT	DIVISION	PROJECT	VENDOR NAME	DATE	DESCRIPTION	PURCHASE ORDER AMOUNT	YEAR TO DATE EXPENSES	STATUS
23000177	CITY COUNCIL	101		NIELSEN MERKSAMER	02/02/23	CONSULTING LEGAL SERVICES	10,997.50	568.00	OPEN
23000238	CITY COUNCIL	101		ONE WORKPLACE L. FERRARI	06/21/23	CITY COUNCIL CHAIRS	39,967.91	-	OPEN
23000075/125	CITY ATTORNEY	111		COLANTUONO, HIGHSMITH & WHATLEY, PC	09/04/22	PG&E UUT LEGAL SERVICES	3,468.38	3,426.04	CLOSED
23000076/160	CITY ATTORNEY	111		NOLAND, HAMERLY, ETIENNE & HOSS	09/04/22	LEGAL SERVICES - ENYATI	39,000.00	33,883.65	CLOSED
23000084	CITY ATTORNEY	111		BURKE, WILLIAMS & SORENSEN, LLP	09/11/22	LEGAL SERVICES	35,000.00	35,000.00	CLOSED
23000109	CITY ATTORNEY	111		COLANTUONO, HIGHSMITH & WHATLEY, PC	10/02/22	LEGAL ASSISTANCE - HOBBS	2,200.00	814.00	OPEN
23000180	CITY ATTORNEY	111		NOLAND, HAMERLY, ETIENNE & HOSS	02/06/23	LEGAL - ENAYATI 21CV002786	30,000.00	13,201.77	OPEN
23000183	CITY ATTORNEY	111		BEST BEST & KRIEGER ATTORNEYS	02/08/23	TELECOMMUNICATION ISSUES	38,537.50	6,537.00	OPEN
23000219	CITY ATTORNEY	111		BEST BEST & KRIEGER ATTORNEYS	04/21/23	DEVELOPMENT, REAL ESTATE, AND CEQA MATTERS	39,999.00	-	OPEN
23000034	CITY MANAGER	121		WELLS FARGO VENDOR FINANCE SERV	07/31/22	KONIKA LEASE	15,000.00	15,000.00	CLOSED
23000047	CITY MANAGER	121		ELLIS INVESTIGATIONS LAW CORP	08/13/22	IMPARTIAL WORKPLACE INVESTIGATION	9,995.00	7,377.50	OPEN
23000077/104	CITY MANAGER	121		NOLAND, HAMERLY, ETIENNE & HOSS	09/04/22	LEGAL ADVICE EE DISC APPEAL	8,243.84	4,379.99	OPEN
23000080	CITY MANAGER	121		REVIZE, LLC	09/08/22	WEBSITE SERVICES	7,675.00	7,675.00	CLOSED
23000094	CITY MANAGER	121		HDL ECONSOLUTIONS	09/18/22	ECONOMIC DEVELOPMENT CONSULTING	39,750.00	35,345.00	OPEN
23000095	CITY MANAGER	121		HINDERLITER, DE LLAMAS & ASSOCIATES	09/18/22	CANNABIS ORDINANCE CONSULTING	15,000.00	2,025.00	OPEN
23000096	CITY MANAGER	121		LIEBERT CASSIDY WHITMORE	09/23/22	LEGAL SERVICES - POA NEGOTIATIONS	15,000.00	9,265.00	OPEN
23000102	CITY MANAGER	121		MEYERS NAVE	09/25/22	LEGAL SERVICES	3,811.02	3,811.02	CLOSED
23000103	CITY MANAGER	121		BRYCE CONSULTING INC.	09/25/22	CLASS & COMPENSATION STUDY	16,528.00	10,070.00	OPEN
23000105	CITY MANAGER	121		JONES AND MAYER	09/25/22	RECORDS REVIEW FOR PRR UNDER SB - INTERNAL AFFAIRS DISCIPLINARY RECORDS	5,000.00	-	OPEN
23000106	CITY MANAGER	121		CUSTOM INK	09/27/22	SUPPLIES	4,671.03	4,671.03	CLOSED
23000110	CITY MANAGER	121		DE LAY & LAREDO	10/02/22	LEGAL SERVICES	12,030.97	12,030.97	CLOSED
23000113	CITY MANAGER	121		WELLS FARGO VENDOR FINANCE SERV	10/12/22	KONIKA LEASE	12,920.84	11,630.99	OPEN
23000157	CITY MANAGER	121		LAPIN CONSULTING INTERNATIONAL	12/29/22	DEI TRAINING	14,000.00	14,000.00	CLOSED
23000204	CITY MANAGER	121		TRIEPI SMITH & ASSOCIATES	03/22/23	PIO/SOCIAL MEDIA SERVICES	39,999.00	21,822.50	OPEN
23000224	CITY MANAGER	121		GOOD CITY COMPANY	05/09/23	CITY-WIDE WILDLIFE & HABITAT PROTECTION PLANNING	2,145.00	2,096.25	OPEN
23000248	CITY MANAGER	121		CUSTOM INK	06/30/23	SUPPLIES	5,279.40	5,279.40	CLOSED
23000035	ADMINISTRATIVE SERVICES	131		QUADIENT LEASING USA, INC.	07/31/22	MAIL MACHINE	1,495.29	1,495.29	OPEN

Purchase Orders - Less Than \$40,000
Fourth Quarter FY 22/23

PO	DEPARTMENT	DIVISION	PROJECT	VENDOR NAME	DATE	DESCRIPTION	PURCHASE ORDER AMOUNT	YEAR TO DATE EXPENSES	STATUS
23000054	ADMINISTRATIVE SERVICES	131		CENTRALSQUARE TECHNOLOGIES, LLC	08/20/22	SOFTWARE UPGRADE	11,830.00	3,735.00	OPEN
23000134	ADMINISTRATIVE SERVICES	131		ROBERT HALF INTERNATIONAL, INC.	11/17/22	TEMPORARY EMPLOYMENT SERVICES	9,500.00	3,900.01	OPEN
23000144	ADMINISTRATIVE SERVICES	131		FOSTER & FOSTER CONSULTING ACTUARIE	12/02/22	GASB 75 ACTUARIAL VALUATION	4,313.00	1,949.00	CLOSED
23000147	ADMINISTRATIVE SERVICES	131		MCGILLOWAY, RAY, BROWN & KAUFMAN	12/02/22	IMPLEMENTATION OF GASB	8,000.00	6,200.00	OPEN
23000149	ADMINISTRATIVE SERVICES	131		CLEARGOV	12/02/22	FISCAL TRANSPARENCY SOFTWARE	8,750.00	8,750.00	CLOSED
23000168	ADMINISTRATIVE SERVICES	131		CALTRONICS BUSINESS SYSTEMS	01/31/23	COPIES FROM THE KONIKA	13,137.32	7,496.07	OPEN
23000202	ADMINISTRATIVE SERVICES	131		FOSTER & FOSTER CONSULTING ACTUARIE	03/22/23	GASB 68 ACTUARIAL INFORMATION	1,950.00	-	OPEN
23000203	ADMINISTRATIVE SERVICES	131		FOSTER & FOSTER CONSULTING ACTUARIE	03/22/23	CALPERS ANALYSIS	24,000.00	20,500.00	OPEN
23000218	ADMINISTRATIVE SERVICES	131		CLEARGOV	04/21/23	DIGITAL BUDGET BOOK & CLEAR PLANS SOFTWARE	9,887.50	6,606.87	OPEN
23000227	ADMINISTRATIVE SERVICES	131		DEBTBOOK	05/26/23	DEBTBOOK SOFTWARE	13,700.00	13,700.00	CLOSED
23000040	INFORMATION TECHNOLOGY	133		KNOWBE4	08/07/22	CYBERSECURITY TRAINING SUBSCRIPTION Q-488826	3,576.00	3,576.00	CLOSED
23000052	INFORMATION TECHNOLOGY	133		SHI INTERNATIONAL CORP	08/20/22	WATCHGUARD LICENSE RENEWAL	3,690.72	3,690.72	CLOSED
23000063	INFORMATION TECHNOLOGY	133		ALVAREZ TECHNOLOGY GROUP, INC	08/28/22	AFTER HOURS SUPPORT, TROUBLE SHOOTING, AND SPECIAL PROJECTS	39,500.00	27,431.40	OPEN
23000097	INFORMATION TECHNOLOGY	133		CITIES DIGITAL, INC	09/25/22	LASERFICHE CLOUD - DOC MANAGEMENT	39,000.00	39,000.00	CLOSED
23000114	INFORMATION TECHNOLOGY	133		PROTELESIS	10/18/22	MITEL VOIP SYSTEM MAINTENANCE AND SUPPORT RENEWAL	12,000.00	6,049.98	OPEN
23000120	INFORMATION TECHNOLOGY	133		SOLARWINDS	10/21/22	NETWORK PERFORMANCE MONITOR SL100 ANNUAL MAINTENANCE	668.00	-	OPEN
23000122	INFORMATION TECHNOLOGY	133		GEOGRAPHIC TECHNOLOGIES GROUP INC.	10/25/22	GIS IMPLEMENTATION	26,345.00	26,345.00	CLOSED
23000123/142	INFORMATION TECHNOLOGY	133		ESRI, INC.	10/25/22	ARCGIS SOFTWARE	25,900.00	25,889.04	CLOSED
23000143	INFORMATION TECHNOLOGY	133		CDW GOVERNMENT INC	12/02/22	VMWARE CARBON BLACK	2,299.00	2,299.00	CLOSED
23000170	INFORMATION TECHNOLOGY	133		SHI INTERNATIONAL CORP	01/31/23	HPE SOFTWARE & HARDWARE SUPPORT	9,866.67	9,866.67	CLOSED
23000171	INFORMATION TECHNOLOGY	133		SHI INTERNATIONAL CORP	01/31/23	ADOBE ACROBAT PRO	4,183.23	4,183.23	CLOSED
23000195	INFORMATION TECHNOLOGY	133		PEOPLE INFORMATION EARTH SERVICES	02/23/23	PARCEL VIEWER, ARCGIS, & CARTOGRAPHY SERVICES	21,840.00	5,000.00	OPEN
23000196	INFORMATION TECHNOLOGY	133		THE COMPUTING TECHNOLOGY INDUSTRY	03/09/23	GOVERNMENT CIO PROGRAM	3,700.00	3,700.00	CLOSED
23000207	INFORMATION TECHNOLOGY	133		ESRI, INC.	03/23/23	ESRI ANNUAL TRAINING	3,580.00	3,580.00	CLOSED
23000221/225	INFORMATION TECHNOLOGY	133		SHI INTERNATIONAL CORP	05/09/23	WATCHGUARD FIREBOX & SUPPORT	12,152.58	4,994.91	OPEN
23000226	INFORMATION TECHNOLOGY	133		DELL COMPUTER	05/12/23	OFFICE PROFESSIONAL PLUS	24,730.08	24,730.08	CLOSED
23000228	INFORMATION TECHNOLOGY	133		KNOWBE4	06/05/23	CYBERSECURITY AWARENESS SOFTWARE & "PHISHER" SOFTWARE SUBSCRIPTION	3,654.00	3,654.00	CLOSED

Purchase Orders - Less Than \$40,000
Fourth Quarter FY 22/23

PO	DEPARTMENT	DIVISION	PROJECT	VENDOR NAME	DATE	DESCRIPTION	PURCHASE ORDER AMOUNT	YEAR TO DATE EXPENSES	STATUS
23000229	INFORMATION TECHNOLOGY	133		SHI INTERNATIONAL CORP	06/05/23	PD FIREWALL DEVICES: 3 X WATCHGUARDFIREBOX + 3 X REMOTE INSTALLATION	7,552.66	-	OPEN
23000244	INFORMATION TECHNOLOGY	133		AVILA CONSTRUCTION COMPANY	06/22/23	PG LIBRARY IT BASEMENT IMPROVEMENTS	38,702.00	-	OPEN
23000245	INFORMATION TECHNOLOGY	133		SHI INTERNATIONAL CORP	06/23/23	HPE SUPPORT RENEWALS	7,782.06	7,782.06	CLOSED
23000246	INFORMATION TECHNOLOGY	133		QUEST SOFTWARE INC	06/23/23	KACE PRODUCTS REMOTE CONSULTING	3,916.20	3,916.20	CLOSED
23000247	INFORMATION TECHNOLOGY	133		MK SOLUTIONS, INC.	06/23/23	LIBRARY SELF CHECKOUT KIOSK	9,372.50	-	OPEN
23000250	INFORMATION TECHNOLOGY	133		CAPE ROMAIN SOLUTIONS INC	06/30/23	WATCHGUARD 3-YR WI-FI RENEWAL X 10	3,330.00	-	OPEN
23000251	INFORMATION TECHNOLOGY	133		CLIENT FIRST CONSULTING GROUP, LLC	06/30/23	CYBERSECURITY ASSESSMENT	25,000.00	-	OPEN
23000252	INFORMATION TECHNOLOGY	133		CLIENT FIRST CONSULTING GROUP, LLC	06/30/23	IT INFRASTRUCTURE ASSESSMENT	15,000.00	-	OPEN
23000087	COMMUNITY DEVELOPMENT	201		RINCON CONSULTANTS, INC	09/18/22	ON CALL PEER REVIEW OF STAFF PREPARED CEQA DOCUMENTS	20,000.00	20,000.00	CLOSED
23000089	COMMUNITY DEVELOPMENT	201		BEST BEST & KRIEGER ATTORNEYS	09/18/22	ASSIST & REVIEW HOUSING POLICY CITY'S 6TH CYCLE HOUSING ELEMENT	30,094.50	-	OPEN
23000128	COMMUNITY DEVELOPMENT	201		IWORQ SYSTEMS	11/08/22	IWORQ - ANNUAL PERMIT & CODE ENFORCEMENT MANAGEMENT SYSTEM	20,825.00	20,825.00	CLOSED
23000141	COMMUNITY DEVELOPMENT	201		REGIONAL GOVERNMENT SERVICES	11/30/22	ON-CALL PLANNING SERVICES	39,000.00	39,000.00	CLOSED
23000192	COMMUNITY DEVELOPMENT	201		HARRIS & ASSOCIATES, INC.	02/23/23	TEMPORARY JUNIOR PLANNER	39,999.00	39,977.50	CLOSED
23000193	COMMUNITY DEVELOPMENT	201		GOOD CITY COMPANY	02/23/23	PLANNING SERVICES	39,999.99	35,441.25	OPEN
23000211	COMMUNITY DEVELOPMENT	201		DECKARD TECHNOLOGIES, INC	04/11/23	SHORT TERM RENTAL PLATFORM 2023	6,525.00	-	OPEN
23000215	COMMUNITY DEVELOPMENT	201		RINCON CONSULTANTS, INC	04/21/23	PROVIDE ON-CALL CEQA SUPPORT	20,000.00	10,921.25	OPEN
23000253	COMMUNITY DEVELOPMENT	201		RINCON CONSULTANTS, INC	08/23/23	6TH CYCLE HOUSING ELEMENT UPDATE SUPPORT	33,918.25	33,918.25	CLOSED
23000173	COMMUNITY DEVELOPMENT	202		R.L. HASTINGS & ASSOCIATES	02/01/23	ENVIRO REVIEW FOR PROJECTS	5,000.00	4,400.00	OPEN
23000046	COMMUNITY DEVELOPMENT	225		HR & ASSOCIATES	08/13/22	ATC PLANNING SERVICES	16,075.00	6,962.50	OPEN
23000086	COMMUNITY DEVELOPMENT	225	TRC22-01	RINCON CONSULTANTS, INC	09/18/22	PREPARE A REVISED STUDY & MND	39,041.25	608.00	OPEN
23000210	COMMUNITY DEVELOPMENT	225	TRC23-03	RINCON CONSULTANTS, INC	04/11/23	MITIGATED NEGATIVE DECLARATION REPORT	16,448.05	1,230.00	OPEN
23000013	POLICE DEPARTMENT	301		SPCA OF MONTEREY COUNTY	07/20/22	ANIMAL SHELTER SERVICES THROUGH MONTEREY COUNTY SPCA	13,000.00	9,975.00	OPEN
23000014	POLICE DEPARTMENT	301		STAPLES CREDIT PLAN	07/20/22	OFFICE SUPPLIES	10,500.00	10,500.00	CLOSED
23000015	POLICE DEPARTMENT	301		TRACNET CORPORATION	07/20/22	RECORDS MANAGEMENT SYSTEM	17,500.00	17,500.00	CLOSED
23000016	POLICE DEPARTMENT	301		VERIZON WIRELESS	07/20/22	WIRELESS MOBILE CONNECTION	8,000.00	6,122.06	OPEN
23000017	POLICE DEPARTMENT	301		LEXIPOL LLC	07/20/22	DEPARTMENT POLICY AND TRAINING RECORDS	13,000.00	6,798.52	OPEN
23000018	POLICE DEPARTMENT	301		VERIZON BUSINESS	07/20/22	VERIZON PORT ACCESS	9,000.00	7,470.77	OPEN

Purchase Orders - Less Than \$40,000
Fourth Quarter FY 22/23

PO	DEPARTMENT	DIVISION	PROJECT	VENDOR NAME	DATE	DESCRIPTION	PURCHASE ORDER AMOUNT	YEAR TO DATE EXPENSES	STATUS
23000019	POLICE DEPARTMENT	301		SPEAK WRITE BILLING DEPT	07/20/22	TRANSCRIPTION SERVICE	7,000.00	2,693.74	OPEN
23000020	POLICE DEPARTMENT	301		MPRSRU	07/20/22	REGIONAL SPECIAL RESPONSE TEAM (SRU)	5,000.00	5,000.00	CLOSED
23000021	POLICE DEPARTMENT	301		IPS GROUP, INC	07/20/22	IPS PARKING METER BANK FEES	25,000.00	15,813.43	OPEN
23000022/129/2	POLICE DEPARTMENT	301		IPS GROUP, INC	07/20/22	IPS METER MAINTENANCE	19,975.64	15,851.57	OPEN
23000023	POLICE DEPARTMENT	301		AT&T MOBILITY	07/20/22	AT&T FIRSTNET DEPARTMENT CELLPHONES	24,000.00	23,659.58	CLOSED
23000024	POLICE DEPARTMENT	301		CORDICO INC.	07/20/22	DEPARTMENT EMPLOYEE WELLNESS APP	7,500.00	-	OPEN
23000025	POLICE DEPARTMENT	301		ARAMARK UNIFORM & CAREER APPAREL GR	07/20/22	DEPARTMENT LINEN AND RUG SERVICE	6,000.00	6,000.00	CLOSED
23000026	POLICE DEPARTMENT	301		SYSTEMS FOR PUBLIC SAFETY	07/20/22	BACKGROUND INVESTIGATIONS	5,000.00	-	OPEN
23000027	POLICE DEPARTMENT	301		ANDREA M. MORELAND	07/20/22	BACKGROUND INVESTIGATIONS	5,000.00	5,000.00	CLOSED
23000092	POLICE DEPARTMENT	301		THE FORD STORE MORGAN HILL, INC.	09/18/22	ANIMAL CONTROL VAN FORD TRANSIT	37,168.39	37,168.39	CLOSED
23000152	POLICE DEPARTMENT	301		LEHR	12/27/22	CSO VAN OUTFIT EQUIPMENT	20,361.14	19,761.37	OPEN
23000154	POLICE DEPARTMENT	301		IPS GROUP, INC	12/27/22	NEW PARKING METERS	18,730.24	18,730.24	CLOSED
23000169	POLICE DEPARTMENT	301		QUINN COMPANY	01/31/23	CATERPILLAR RENTAL	6,659.32	6,659.32	CLOSED
23000208	POLICE DEPARTMENT	301		GOGOV, INC.	04/11/23	ONLINE PERMIT SYSTEM	7,500.00	7,500.00	CLOSED
23000213	POLICE DEPARTMENT	301		FLOCK GROUP INC	04/11/23	AUTOMATED LICENSE PLATE READERS	32,500.00	27,500.00	OPEN
23000064	POLICE DEPARTMENT	304		MARK43, INC.	08/28/22	RECORDS MANAGEMENT	26,300.00	15,380.00	OPEN
23000065	POLICE DEPARTMENT	304		AXON ENTERPRISE, INC	08/28/22	BODY WORN & IN CAR CAMERAS	38,262.80	38,262.80	CLOSED
23000066	POLICE DEPARTMENT	304		ENTERPRISE FM TRUST	08/28/22	LEASED VEHICLES	28,000.00	23,485.53	OPEN
23000099	POLICE DEPARTMENT	304		LIFTSHIFT LLC	09/25/22	DATA MIGRATION FOR MARK43	6,291.89	6,291.89	CLOSED
23000111	POLICE DEPARTMENT	304		MARK43, INC.	10/02/22	ADDITIONAL MIGRATIONS SERVICES	38,900.00	38,900.00	CLOSED
23000165	POLICE DEPARTMENT	304		AMAZON CAPITAL SERVICE	01/17/23	TREADMILL	4,915.16	4,915.16	CLOSED
23000205	POLICE DEPARTMENT	304		ROGUE FITNESS	03/22/23	GYM EQUIPMENT FOR PD	13,271.78	9,000.86	OPEN
23000028	FIRE DEPARTMENT	351		HI-TECH EVS, INC./SPARTAN USA	07/29/22	ENGINE REPAIR - 6414	21,651.42	21,651.42	CLOSED
23000068	FIRE DEPARTMENT	351		MISSION LINEN SUPPLY INC.	08/28/22	LINEN SERVICES	5,000.00	3,962.29	OPEN
23000126	FIRE DEPARTMENT	351		MISSION UNIFORM SERVICE INC.	11/03/22	LINEN & UNIFORM CLEANING	27,500.00	23,324.59	OPEN
23000236	FIRE DEPARTMENT	351		CITY OF MONTEREY	06/19/23	6414 ENGINE REPAIR - ECM MODULE/ELECTRICAL WORK	8,590.44	-	OPEN
23000003	LIBRARY	401		BYWATER SOLUTIONS, LLC	07/20/22	KOHA SUPPORT & HOSTING	8,166.00	8,166.00	CLOSED

Purchase Orders - Less Than \$40,000
Fourth Quarter FY 22/23

PO	DEPARTMENT	DIVISION	PROJECT	VENDOR NAME	DATE	DESCRIPTION	PURCHASE ORDER AMOUNT	YEAR TO DATE EXPENSES	STATUS
23000004	LIBRARY	401		PACIFIC LIBRARY PARTNERSHIP	07/20/22	PLP MEMBERSHIP FEES	7,641.00	7,641.00	CLOSED
23000009	LIBRARY	401	GRT22-01	VANESSA K SONNICHSEN	07/20/22	MOBILE OUTREACH VEHICLE METAL FABRICATION	18,331.00	9,165.50	OPEN
23000164	LIBRARY	401		CALIFA GROUP	01/11/23	EBSCO DATABASE PACKAGE	7,342.87	7,342.87	CLOSED
23000006	LIBRARY	402		CHRISTINE LEONORA CROZIER	07/20/22	ART CURATION/INSTALLATION/COLLECTION CATALOGING	15,000.00	13,420.00	OPEN
23000191	LIBRARY	402		TOYOTA MATERIAL HANDLING	02/16/23	GLOBAL ELECTRIC MOTOR (GEM) VEHICLE	24,451.46	24,451.46	CLOSED
23000230	LIBRARY	403		BAKER & TAYLOR COMPANIES	06/15/23	BOOKS & PRINTED MATERIALS	4,000.00	3,992.93	CLOSED
23000083	PUBLIC WORKS	412	CIP22-05	1-888-4-ABATEMENT, INC.	09/11/22	LEAD ABATEMENT AT THE PG MUSEUM OF NATURAL HISTORY CIP22-05	29,295.00	27,900.00	OPEN
23000135	PUBLIC WORKS	412	CIP22-04	SIGNATURE GLASS & WINDOWS, INC	11/17/22	WINDOW REPLACEMENT- MUSEUM (CIP22-04)	10,983.00	10,983.00	CLOSED
23000188	PUBLIC WORKS	422	CIP20-14	WILSON'S PLUMBING & HEATING, INC.	02/10/23	YOUTH CENTER HEATER	7,211.02	7,211.02	CLOSED
23000069	PUBLIC WORKS	461	CIP21-05	CALIFORNIA JPIA	08/28/22	ADA COMPLIANCE ASSESSMENT & TRANSITION	26,550.00	3,550.00	OPEN
23000231	PUBLIC WORKS	501		GREEN FIELDS FALCONRY	06/19/23	GULL ABATEMENT SERVICES	25,000.00	24,552.00	OPEN
23000067	PUBLIC WORKS	502		MISSION UNIFORM SERVICE INC.	08/28/22	LINEN AND UNIFORM CLEANING	20,000.00	20,000.00	CLOSED
23000036	PUBLIC WORKS	503		SENTRY ALARM SYSTEMS INC.	07/31/22	FY 22/23 ALARM SERVICES	19,434.00	19,434.00	CLOSED
23000039	PUBLIC WORKS	503		ABOUT TIME CLOCK SHOP	08/07/22	CITY HALL CLOCK TOWER ROOF REPAIR	9,315.00	8,800.00	OPEN
23000041	PUBLIC WORKS	503		WATSONVILLE FORD	08/10/22	ENGINE REPLACEMENT - B&G #56 DUMP TRUCK	14,486.97	14,486.97	CLOSED
23000045	PUBLIC WORKS	503		GACHINA LANDSCAPE MANAGEMENT	08/10/22	PARK MOWING SERVICES	15,351.00	14,710.89	OPEN
23000072	PUBLIC WORKS	503		BRIAN WHITSON	09/04/22	JANITORIAL SERVICES - PG MUSEUM OF NATURAL HISTORY	23,100.00	23,100.00	CLOSED
23000082	PUBLIC WORKS	503		TOM'S SITE SERVICES	09/11/22	PORTAPOTTY RENTALS - PUBLIC PARKS	19,000.00	4,283.99	OPEN
23000107	PUBLIC WORKS	503		HAYWARD LUMBER COMPANY	10/02/22	WOOD FOR CALEDONIA PARK PLAYGROUND	7,308.01	7,308.01	CLOSED
23000132	PUBLIC WORKS	503		MONTEREY BAY PEST CONTROL, INC.	11/09/22	ANNUAL PEST CONTROL SERVICES - PW YARD	8,400.00	5,460.00	OPEN
23000139	PUBLIC WORKS	503		COASTAL FABRICATION COMPANY, INC	11/30/22	MEMORIAL BENCH LEGS	5,383.13	5,383.13	CLOSED
23000172	PUBLIC WORKS	503		BARRY'S CARPET SERVICE	02/01/23	CITY HALL CARPET CLEANING	5,530.00	5,530.00	CLOSED
23000201	PUBLIC WORKS	503		ALFREDOS CONCRETE	03/15/23	ADA RAMP @ SPRUCE AND LOCUST. SIDEWALK DEV. POLICY	13,956.00	13,956.00	CLOSED
23000217	PUBLIC WORKS	503		DISASTER KLEENUP SPECIALISTS	04/21/23	MOLD REMEDIATION AT THE FIRE STATION	17,090.13	17,090.13	CLOSED
23000239	PUBLIC WORKS	503		GREEN VALLEY LANDSCAPING, INC.	06/21/23	PERKINS PARK LANDSCAPING	9,748.50	9,748.50	CLOSED
23000007	PUBLIC WORKS	504		ACCENT CLEAN & SWEEP, INC	07/20/22	STREET SWEEPING SERVICES	13,266.00	13,266.00	CLOSED
23000073	PUBLIC WORKS	505		SANDWELL, INC.	09/04/22	BOBCAT BROOM REPLACEMENT	7,201.13	7,201.13	CLOSED

Purchase Orders - Less Than \$40,000
Fourth Quarter FY 22/23

PO	DEPARTMENT	DIVISION	PROJECT	VENDOR NAME	DATE	DESCRIPTION	PURCHASE ORDER AMOUNT	YEAR TO DATE EXPENSES	STATUS
23000074	PUBLIC WORKS	505		MONTEREY PENINSULA ENGINEERING,INC.	09/04/22	EMERGENCY STORMWATER REPAIR ON CROCKER	6,619.78	6,619.78	CLOSED
23000118/119	PUBLIC WORKS	505		STRESSCRETE	10/20/22	DOWNTOWN LIGHT FIXTURES	25,164.75	25,164.75	CLOSED
23000130	PUBLIC WORKS	505		INTERSTATE TRAFFIC CNTL PROD	11/09/22	STREET STRIPING PAINT	5,775.51	5,775.51	CLOSED
23000163	PUBLIC WORKS	505		INTERSTATE TRAFFIC CNTL PROD	01/11/23	GREEN BIKE LANE PAINT	5,481.73	5,481.73	CLOSED
23000200	PUBLIC WORKS	505		ALFREDOS CONCRETE	03/15/23	ADA RAMP @ 14TH AND JUNIPERO	12,803.00	12,803.00	CLOSED
23000209	PUBLIC WORKS	505		MONTEREY REGIONAL WASTE MGMT DIST.	04/11/23	SB1383 IMPLEMENTATION ACTIVITIES	26,748.00	13,374.00	OPEN
23000233	PUBLIC WORKS	505		FERGUSON ENTERPRISES INC.	06/19/23	STORM WATER SUPPLIES	6,372.97	6,372.97	CLOSED
23000206	PUBLIC WORKS	508	CIP23-09	PACIFIC PRODUCTS & SERVICES	03/23/23	CITY STREET SIGN UPGRADE	24,930.27	24,930.27	CLOSED
23000232	PUBLIC WORKS	508		TOPE'S TREE SERVICE	06/19/23	LIGHTHOUSE MEDIAN MAINTENANCE	16,000.00	-	OPEN
23000115	PUBLIC WORKS	510	CIP22-09	DUDEK	10/20/22	GWP MANAGEMENT PLAN	12,808.65	6,193.75	OPEN
23000116	PUBLIC WORKS	513	CIP22-09	CREEKSIDE CENTER FOR	10/20/22	MONARCH BUTTERFLY HABITAT CONSULTING	10,000.00	5,500.00	OPEN
23000043	CEMETERY	601		LLORIN-VELASQUEZ CORPORATION	08/10/22	CEMETERY MARKER TRIMMING SERVICES	29,150.00	29,150.00	CLOSED
23000162	CEMETERY	601		JENSEN ENTERPRISES INC	01/11/23	CEMETERY LINERS	6,423.90	6,423.90	CLOSED
23000181/194	CEMETERY	601		PEOPLE INFORMATION EARTH SERVICES	02/06/23	GIS SERVICES	10,210.00	9,070.00	OPEN
23000005	SEWER	611		CALIFORNIA MARINE SANCTUARY FOUNDAT	07/20/22	E9C WATER QUALITY MONITORING	13,432.53	13,432.53	CLOSED
23000010	SEWER	611		WALLACE GROUP	07/20/22	SSMP 5 YEAR UPDATE	19,214.00	14,125.50	OPEN
23000011	SEWER	611		MONTEREY PENINSULA ENGINEERING,INC.	07/20/22	EMERGENCY SEWER WORK - HILLCREST ALLEY	9,142.50	7,950.00	OPEN
23000029	SEWER	611		NEILL ENGINEERS CORP.	07/29/22	ENGINEERING RETAINER	12,000.00	10,000.00	OPEN
23000061	SEWER	611		MONTEREY ONE WATER - MONTEREY	08/25/22	FAT, OIL & GREASE INSPECTIONS	15,000.00	15,000.00	CLOSED
23000127	SEWER	611		MONTEREY PENINSULA ENGINEERING,INC.	11/08/22	EMERGENCY SEWER WORK - OVB & BALBOA	9,687.50	-	OPEN
23000198	SEWER	611		MONTEREY PENINSULA ENGINEERING,INC.	03/15/23	EMERGENCY SEWER WORK - 9TH, BISHOP & RIPPLE	30,588.00	30,588.00	CLOSED
23000214	SEWER	611		PJ TRUCKING ACADEMY LLC.	04/21/23	PROFESSIONAL COMMERCIAL CLASS (B) DRIVER COURSE	16,500.00	16,500.00	CLOSED
23000234	SEWER	611		RINCON CONSULTANTS, INC	06/19/23	CULTURAL RESOURCES & TRIBAL MONITORING PROTOCOL	11,799.79	3,878.75	OPEN
23000062	SEWER	612	CIP22-01	DUDEK	08/25/22	ARCHEOLOGICAL MONITORING - OVB STREET REHAB CIP22-01	13,629.91	12,205.65	OPEN
23000091	SEWER	612	CIP22-01	ESSELEN TRIBE OF MONTEREY COUNTY	09/18/22	OVB TRIBAL MONITORING - STREET REHAB - CIP22-01	6,876.82	6,876.82	CLOSED
23000117	SEWER	612	CIP22-03	HARRIS & ASSOCIATES, INC.	10/20/22	IS/MND -PHASE 9 CIP22-03	39,940.00	36,866.48	OPEN
23000212	GOLF	621		PRO FORMA ADVISORS LLC	04/11/23	GOLF COURSE STUDY 2023	25,000.00	-	OPEN

Purchase Orders - Less Than \$40,000
Fourth Quarter FY 22/23

PO	DEPARTMENT	DIVISION	PROJECT	VENDOR NAME	DATE	DESCRIPTION	PURCHASE ORDER AMOUNT	YEAR TO DATE EXPENSES	STATUS
23000059	GOLF	622	CIP22-11	ZENDA HEATING & SHEET METAL, INC.	08/25/22	HVAC REPLACEMENT - GOLF COURSE	23,608.00	23,608.00	CLOSED
23000058	PUBLIC WORKS	631	TRC21-02	WILLIAMS SCOTSMAN, INC	08/25/22	PW CONST. TRAILER LEASE	15,900.00	15,900.00	CLOSED
23000071	PUBLIC WORKS	631	TRC21-02	PACIFIC GAS & ELECTRIC	09/04/22	PG&E UPGRADES TO POWER NEW PW ELECTRICAL INFRASTRUCTURE TRC21-02	17,016.73	17,016.73	CLOSED
23000166	PUBLIC WORKS	631	CIP18-46	NINA KHASHCHINA	01/21/23	POINT PINOS COASTAL TRAIL SIGNS - DESIGN/FAB	11,000.00	1,200.00	OPEN
23000187	PUBLIC WORKS	631	CIP18-46	METAL SPECIALTIES, INC.	02/10/23	COASTAL MARKET - POINT PINOS TRAIL	9,500.00	8,768.57	OPEN
23000174	NON-DEPARTMENTAL	703		CLAREMONT BEHAVIORAL SERVICES, INC.	02/02/23	EAP PROGRAM	3,900.00	2,592.60	OPEN
23000155	LOCAL WATER PROJECT	741		STATE WATER RESOURCES CONTROL BOARD	12/28/22	LWP PERMIT & PHASE II SMALL MS4	18,372.00	18,372.00	CLOSED
23000156	LOCAL WATER PROJECT	741		WILSON'S PLUMBING & HEATING, INC.	12/29/22	AC UNIT REPLACEMENT	7,133.45	7,133.45	CLOSED
23000222	LOCAL WATER PROJECT	741		COMERCIAL PUMP SERVICES INC	05/09/23	LWP FAN REPLACEMENT	24,495.00	24,485.00	CLOSED
23000055	AMERICAN RESCUE PLAN-ARPA	841	CIP23-22	BELSON OUTDOORS, INC	08/23/22	PICNIC TABLES - CALEDONIA, REC TRAIL, HIGGINS PARK, GW	11,285.28	11,285.28	CLOSED
23000081	AMERICAN RESCUE PLAN-ARPA	841	CIP23-19	BOWMAN CONSULTING GROUP, LTD	09/11/22	PURPLE PIPE FEASIBILITY STUDY CIP23-19	38,674.50	25,599.90	OPEN
23000131	AMERICAN RESCUE PLAN-ARPA	841	CIP22-19	V & A CONSULTING ENGINEERS, INC.	11/09/22	FLOW MONITORING - PURPLE PIPE PROJECT 23-19	7,500.00	7,500.00	CLOSED
23000136	AMERICAN RESCUE PLAN-ARPA	841	CIP23-11	AIR EXCHANGE, INC	11/17/22	RETROFIT FIRE DEPARTMENT NIEDERMAN EXHAUST SYSTEM (CIP23-11)	18,177.74	18,177.74	CLOSED



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Audrey Cray, Deputy Director Finance
MEETING DATE: October 18, 2023
SUBJECT: September 2023 Core Revenue Report
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

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

DISCUSSION

The City of Pacific Grove’s General Fund revenues are primarily derived from Property Tax, Transient Occupancy Tax, and Sales and Use Tax revenues. In the Fiscal Year 23/24 Approved Budget, these three revenue sources were estimated to generate \$22 million. These revenues account for approximately 70% of the General Fund's on-going revenues.

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

OPTIONS

N/A - This is informational only.

FINANCIAL IMPACT:

There is no fiscal impact associated with receiving this report.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

September Core Revenue Report

Core Revenue Report

Fiscal Year 2023/24 – September 2023

The following tables include the FY23/24 budget and year to date revenues. The receipts represent funds received to date.

PROPERTY TAX

Property Tax is the first largest source of the General Fund revenue. The City typically receives property tax payments in December, April, and June. Unlike other tax revenues, property taxes were not impacted by COVID-19. The following table presents Fiscal Year 2023/24 budget, and revenues received to date.

Property Tax	Amended Budget	YTD Receipts	% of Amended Budget
FY23/24	9,609,000	-	0%

TRANSIENT OCCUPANCY TAX (TOT)

Transient Occupancy Tax (TOT) is the General Fund's second-largest source of revenue which the City receives on a monthly basis. The following table presents Fiscal Year 2023/24 budget and revenues received to date.

Transient Occupancy Tax	Amended Budget	YTD Receipts	% of Amended Budget
FY23/24	6,463,000	1,629,952	25.2%

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

The following table shows a monthly breakdown of TOT revenues when compared to the same month last year.

Lodging Period	2021/22	2022/23	2023/24	Net Difference
July ¹	673,475	797,756	834,401	36,645
August	730,578	818,939	795,551	(23,388)
September	578,129	639,644	-	-
October	475,290	589,714	-	-
November	431,862	411,136	-	-
December	378,655	371,160	-	-
January	314,248	370,713	-	-
February	412,711	336,276	-	-
March	476,041	446,634	-	-
April	568,275	574,513	-	-
May	612,496	623,891	-	-
June	621,212	573,141	-	-
Total	6,272,972	6,553,517	1,629,952	13,257

September revenues are expected to be received in late October as the State pays the City one month in arrears.

¹ Reduced revenue from the prior year report by \$450.00

SALES AND USE TAX

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

The Fiscal Year 23/24 Adopted Budget reflects the addition of Measure A revenues, a 0.50% Transactions and Use Tax. This tax became effective on October 1, 2022. Measure A funds have been included in FY 23/24 projections.

The impact of COVID-19 on the Sales and Use tax revenues was less significant when compared to TOT. The following table presents the Fiscal Year 23/24 budget and revenues received to date.

Sales and Use Tax	Amended Budget	YTD Receipts	% of Amended Budget
FY23/24	5,957,000	464,029	7.8%

The following table presents Fiscal Year 2023/24 revenues received to date.

Remittance Period	2021/22	2022/23	2023/24	Net Difference
July Advance	303,144	350,801	464,029	133,228
August Advance	507,200	364,694	-	-
September True-up	287,224	475,273	-	-
October Advance	311,118	411,967	-	-
November Advance	324,181	424,467	-	-
December True-up	479,810	658,665	-	-
January Advance	260,937	368,119	-	-
February Advance	316,738	384,955	-	-
March True-up	471,617	621,062	-	-
April Advance	329,326	468,572	-	-
May Advance	436,035	498,977	-	-
June True-Up	513,452	556,703	-	-
Total	4,540,782	5,584,256	464,029	133,228
<i>August 2023 payments are anticipated to be received in late October as the State pays the City two months in arrears</i>				



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Audrey Cray, Deputy Director Finance
MEETING DATE: October 18, 2023
SUBJECT: Fourth Quarter FY 22-23 Capital Project Report & Update
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

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

DISCUSSION

The attached files provide information on the Adopted and Amended Budgets for each capital improvement project, as well as expenditures. The Amended Budget column references projects that were approved in the last fiscal year but were not completed by June 30, 2022, as well as project budget adjustments that have been approved by the City Council.

At the time the Fiscal Year 22/23 Second Quarter Capital Project Budget Report was provided, there was a Council request to provide information by project, rather than by fund. Staff has provided the Capital Project Report by project, rather than fund, for the Fourth Quarter report.

The Fourth Quarter Capital Project Budget Report is typically delayed until all expenses related to Fiscal Year 22/23 have been applied to projects. This includes expenses for services that were rendered in Fiscal Year 22/23; however not billed until the end of August.

As of June 30, 2023, approximately 45% of the funds included in the Fiscal Year 22/23 Amended Budget have been expended. The CIP Update report has more details on project phases, the number of projects in each phase, and notable accomplishments achieved during the quarter.

It should be noted that some projects with unexpended funds, were completed or near-complete at the close of the First Quarter of Fiscal Year 23/24. This information will be provided in the Fiscal Year 23/24 Capital Budget Report and Update at the second meeting in November.

OPTIONS

N/A - This is informational only.

FINANCIAL IMPACT:

There is no financial impact associated with receiving this report.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Fourth Quarter CIP Budget Report

Fourth Quarter CIP Update Report

Capital Improvement Project Budget Report
Fourth Quarter - Fiscal Year 22/23

<u>Project</u>	<u>Fund Name</u>	<u>Fund</u>	<u>Division</u>	<u>Account</u>	<u>Project Name</u>	<u>Adopted Budget</u>	<u>Amended Budget</u>	<u>Expenditures as of 06/30/23</u>
CIP18-46	Capital Improvement	63		6031	Tide Pool & Point Pinos	\$ 37,953	\$ 60,000	\$ 27,343
CIP18-46	Capital Improvement	63		6021	Tide Pool & Point Pinos	\$ 37,953	\$ -	\$ 56,468
CIP18-46 Total						\$ 75,906	\$ 60,000	\$ 83,811
CIP20-13	Sewer	76		6051	Main Sewer Line Imp (Ovb W/ Phase 4 Urban Diversion)	\$ -	\$ 40,000	\$ 40,531
CIP20-13 Total						\$ -	\$ 40,000	\$ 40,531
CIP20-14	Recreation Donation	25		6021	Youth Center Heater	\$ -	\$ 7,500	\$ 7,211
CIP20-14 Total						\$ -	\$ 7,500	\$ 7,211
CIP20-19	Strong Disbursement	46		6021	EV Charging Stations	\$ -	\$ -	\$ 3,778
CIP20-19 Total						\$ -	\$ -	\$ 3,778
CIP21-05	Strong Disbursement	46		6021	ADA Compliance Assessment & Transition Plan	\$ 26,550	\$ 26,550	\$ -
CIP21-05 Total						\$ 26,550	\$ 26,550	\$ -
CIP22-01	Local Streets and Roads	17		6041	FY 21/22 Street Rehabilitation	\$ -	\$ 236,647	\$ 236,647
CIP22-01	RMRA SB1	47		6041	FY 21/22 Street Rehabilitation	\$ -	\$ 250,668	\$ 250,688
CIP22-01	Capital Improvement	63		6041	FY 21/22 Street Rehabilitation	\$ -	\$ 2,562	\$ 2,562
CIP22-01	Sewer	76		6051	FY 21/22 Street Rehabilitation	\$ -	\$ 273,345	\$ 272,561
CIP22-01 Total						\$ -	\$ 763,222	\$ 762,458
CIP22-02	Local Streets and Roads	17		6041	FY 21/22 Crack & Slurry Seal	\$ -	\$ 53,195	\$ 53,194
CIP22-02 Total						\$ -	\$ 53,195	\$ 53,194
CIP22-03	Sewer	76		6051	Phase 9 Sewer Improvements	\$ 850,000	\$ 1,045,106	\$ 47,718
CIP22-03 Total						\$ 850,000	\$ 1,045,106	\$ 47,718
CIP22-04	Museum Improvement	08	412	6021	Museum Window Replacement & Lead Abatement	\$ -	\$ 39,075	\$ 39,233
CIP22-04 Total						\$ -	\$ 39,075	\$ 39,233
CIP22-06	Museum Improvement	08	412	6021	Museum Roof Repair	\$ -	\$ 59,142	\$ 49,447
CIP22-06 Total						\$ -	\$ 59,142	\$ 49,447
CIP22-09	Yount Income Fund	41		6031	GW Park Management Plan	\$ -	\$ 12,929	\$ 6,194
CIP22-09 Total						\$ -	\$ 12,929	\$ 6,194
CIP22-10	Koo Estate Donation	93		6031	Lovers' Point Pier Repair	\$ -	\$ 63,429	\$ 54,330
CIP22-10 Total						\$ -	\$ 63,429	\$ 54,330
CIP22-11	Golf Course	77		6021	Golf Course Clubhouse HVAC Replacement	\$ 25,000	\$ 23,608	\$ 23,608
CIP22-11 Total						\$ 25,000	\$ 23,608	\$ 23,608
CIP22-12	Strong Disbursement	46		6021	Del Monte Blvd Storm Drain Improvements	\$ 75,524	\$ 75,524	\$ 75,524
CIP22-12	Capital Improvement	63		6054	Del Monte Blvd Storm Drain Improvements	\$ 75,000	\$ 75,000	\$ 52,846
CIP22-12	ARPA	84		6021	Del Monte Blvd Storm Drain Improvements	\$ -	\$ 132,351	\$ 132,351
CIP22-12 Total						\$ 150,524	\$ 282,875	\$ 260,721
CIP22-13	McIndoo Donation	92		6031	Backstop Replacement Municipal Ball Park	\$ 17,529	\$ 17,529	\$ 142
CIP22-13	Koo Estate Donation	93		6031	Backstop Replacement Municipal Ball Park	\$ 7,000	\$ 7,000	\$ -
CIP22-13 Total						\$ 24,529	\$ 24,529	\$ 142
CIP22-17	ARPA	84		6031	Caledonia Park Children'S Picnic Area	\$ -	\$ 6,173	\$ 6,173
CIP22-17 Total						\$ -	\$ 6,173	\$ 6,173

Capital Improvement Project Budget Report						Adopted Budget		Amended Budget	Expenditures as of 06/30/23
Fourth Quarter - Fiscal Year 22/23									
CIP22-21	ARPA	84	6031	GW Park Playground & ADA Compliant Playground	\$	-	\$	25,000	\$ -
CIP22-21 Total					\$	-	\$	25,000	\$ -
CIP23-01	Local Streets and Roads	17	6041	FY 22/23 Street Rehabilitation Project	\$	396,304	\$	1,015,304	\$ 199,955
CIP23-01	RMRA SB1	47	6041	FY 22/23 Street Rehabilitation Project	\$	354,138	\$	354,138	\$ 221,900
CIP23-01	Capital Improvement	63	6041	FY 22/23 Street Rehabilitation Project	\$	300,000	\$	300,000	\$ 300,000
CIP23-01	Sewer	76	6051	FY 22/23 Street Rehabilitation Project	\$	250,000	\$	440,000	\$ 333,471
CIP23-01 Total					\$	1,300,442	\$	2,109,442	\$ 1,055,325
CIP23-02	Local Streets and Roads	17	6041	FY 22/23 Crack & Slurry Seal	\$	100,000	\$	100,000	\$ 71,481
CIP23-02	RMRA SB1	47	6041	FY 22/23 Crack & Slurry Seal	\$	-	\$	65,000	-
CIP23-02	Capital Improvement	63	6041	FY 22/23 Crack & Slurry Seal	\$	200,000	\$	200,000	\$ 200,752
CIP23-02 Total					\$	300,000	\$	365,000	\$ 272,233
CIP23-03	RSTP (TAMC)	20	6041	Cedar, Sunset, & Congress Intersection	\$	1,000,000	\$	332,430	\$ 172
CIP23-03 Total					\$	1,000,000	\$	332,430	\$ 172
CIP23-04	Local Streets and Roads	17	6041	David Ave Street Rehabilitation	\$	400,000	\$	300,000	\$ 33,843
CIP23-04 Total					\$	400,000	\$	300,000	\$ 33,843
CIP23-05	Lighthouse	27	6021	Point Pinos Lighthouse Roof Repair	\$	60,000	\$	60,000	\$ 2,050
CIP23-05 Total					\$	60,000	\$	60,000	\$ 2,050
CIP23-06	Sewer	76	6051	Pump Station Replacement	\$	110,000	\$	110,000	\$ 163
CIP23-06 Total					\$	110,000	\$	110,000	\$ 163
CIP23-07	Museum Improvement	08	412	6021 Museum Mezzanine Upgrades	\$	75,000	\$	75,000	\$ -
CIP23-07 Total					\$	75,000	\$	75,000	\$ -
CIP23-08	Museum Improvement	08	412	6021 Museum Basement Moisture Control	\$	40,000	\$	40,000	\$ 1,200
CIP23-08 Total					\$	40,000	\$	40,000	\$ 1,200
CIP23-09	Gas Tax	18	6041	Street Sign Upgrades	\$	30,000	\$	30,000	\$ 29,014
CIP23-09 Total					\$	30,000	\$	30,000	\$ 29,014
CIP23-10	ARPA	84	6021	Fire Station Roof Repair	\$	35,000	\$	35,000	\$ 8,800
CIP23-10 Total					\$	35,000	\$	35,000	\$ 8,800
CIP23-11	ARPA	84	6021	Fire Dept. Exhaust System/HVAC & Filtration Cleaning	\$	20,000	\$	20,000	\$ 18,178
CIP23-11 Total					\$	20,000	\$	20,000	\$ 18,178
CIP23-12	ARPA	84	6021	Fire Dept. Bathroom & Shower Remodel	\$	50,000	\$	50,000	\$ 5,093
CIP23-12 Total					\$	50,000	\$	50,000	\$ 5,093
CIP23-13	ARPA	84	6021	Chautauqua Hall Bathroom Repairs	\$	27,000	\$	27,000	\$ -
CIP23-13 Total					\$	27,000	\$	27,000	\$ -
CIP23-14	ARPA	84	6021	Chautauqua Hall Main Roof Repairs	\$	54,000	\$	54,000	\$ 29,193
CIP23-14 Total					\$	54,000	\$	54,000	\$ 29,193

Capital Improvement Project Budget Report					Adopted Budget		Amended Budget	Expenditures as of 6/30/23
Fourth Quarter - Fiscal Year 22/23								
CIP23-15	ARPA	84	6021	Crespi Pond Bathroom Remodel/Repairs	\$	50,000	\$ 50,000	\$ -
CIP23-15 Total					\$	50,000	\$ 50,000	\$ -
CIP23-16	ARPA	84	6041	Safety Lighting at Robert Down Elementary	\$	20,000	\$ 20,000	\$ -
CIP23-16 Total					\$	20,000	\$ 20,000	\$ -
CIP23-17		63	6021	Chautauqua Hall Preservation Plan			\$ 13,000	\$ -
CIP23-17	ARPA	84	6021	Chautauqua Hall Preservation Plan	\$	25,000	\$ 25,000	\$ -
CIP23-17 Total					\$	25,000	\$ 38,000	\$ -
CIP23-18	ARPA	84	6021	City Hall Roof Repair	\$	80,000	\$ 80,000	\$ -
CIP23-18 Total					\$	80,000	\$ 80,000	\$ -
CIP23-19	ARPA	84	6031	Purple Pipe Project	\$	120,000	\$ 38,675	\$ -
CIP23-19 Total					\$	120,000	\$ 38,675	\$ -
CIP23-20	ARPA	84	6031	Skate Park	\$	158,000	\$ 158,000	\$ -
CIP23-20 Total					\$	158,000	\$ 158,000	\$ -
CIP23-21	ARPA	84	6041	David Ave Sidewalk	\$	360,000	\$ 360,000	\$ 12,920
CIP23-21 Total					\$	360,000	\$ 360,000	\$ 12,920
CIP23-22	ARPA	84	6031	Recreation Board's Park Inventory	\$	50,000	\$ 50,000	\$ 5,112
CIP23-22 Total					\$	50,000	\$ 50,000	\$ 5,112
CIP23-24	RSTP (TAMC)	20	6041	18TH & Spruce		-	\$ 39,950	\$ 39,950
CIP23-24 Total					\$	-	\$ 39,950	\$ 39,950
TRC21-02	Capital Improvement	63	6021	PW Fire and Reconstruction	\$	787,500	\$ 1,217,972	\$ 746,320
TRC21-02 Total					\$	787,500	\$ 1,217,972	\$ 746,320
Grand Total					\$	6,304,451	\$ 8,192,802	\$ 3,698,116
Percentage Expended								45%

FY22/23 Q4 Capital Improvement Project (CIP) Update

This report provides an update on the City's 39 CIP projects.

PROJECT PHASE*	Q2 Status	Q3 Status	Q4 Status
Project Development	15	12	9
RFP/Bids	6	5	3
Contract	1	2	0
Construction/Work in Progress	12	7	8
Complete	5	13	19

*Definitions of project phases can be found below.

Throughout the fiscal year, staff works diligently on executing the CIP. Successfully completing a project generally requires progression through the following project phases. Below is an update on notable project accomplishments for the current quarter.

Notable Q4 Accomplishment

Project Development Phase

The project development phase is the starting phase for each project. It requires determination of vital project details in anticipation of the RFP/bid phase. This often requires engineering, development of specifications and/or construction drawings and plans.

Notable Quarterly Accomplishments for the Project Development Phase:

- Phase 9 Sewer Improvements
 - At their July meeting, the Planning Commission approved CDP 22-0318 and to adopt the IS/MND; the item was subsequently appealed to the City Council (Q1 FY23/24)
- George Washington Park Play Equipment Project
 - Proposed play equipment was reviewed by the Recreation Board on April 27, 2023; the Board made recommendations to staff. Staff began working on obtaining revised quotes to meet the board's request.

RFP/Bid Phase.

This phase requires solicitation and review of proposals/bids, as well as a selection of a consultant or contractor to provide the specific commodity or service within the parameters outlined in the Pacific Grove Municipal Code.

Notable Quarterly Accomplishments for the Bids/RPS Phase:

- Fire Station Bathroom Remodel was put out to bid in May 2023
 - Only one bid was received and it came in higher than the anticipated budget; Staff began working on value engineering the project for rebid.

Contract Phase

The contract phase ensures the City has legally binding agreements with the entities performing work. This phase also requires City Council authorization of agreements over \$40,000.

Notable Quarterly Accomplishments for projects in the Contract Phase*:

- Contract executed for the Cedar, Sunset, and Congress Safety Improvements Project
- Contract executed for the 15.5 Pump Station Replacement Project
- Contract executed for the FY22/23 Crack and Slurry Seal Project
- Contract executed for the FY22/23 Street Rehabilitation Project
- Contract executed for the Chataqua Hall Preservation Plan

**All these projects subsequently moved into the Construction/Work in Progress Phase in Q4.*

Construction/Work in Progress.

This phase of the project often includes street closures and ground disturbance to install new infrastructure and/or repair existing infrastructure. CIP projects are not solely limited to traditional construction projects, the City has several essential projects that are more inconspicuous. Examples include interior improvements to city facilities and preparation of environmental documents or plan sets for multiyear infrastructure projects. In the latter scenario, the first year of funding is often designated solely for design or environmental document preparation, and subsequent years for construction.

Notable Quarterly Accomplishments for projects in the Bids/RPS Phase:

- Completion of the Stormwater Improvement Project at 18th and Spruce
- Completion of the Del Monte Blvd Storm Drain Improvements Project
- Completion of the Chataqua Hall Bathroom Repair Project
- Completion of the Purple Pipe Feasibility Project
 - The Feasibility Study brought forward to the City Council at their June 21, 2023 meeting.
 - At their June 21, 2023 meeting, council defunded the ARPA project allocation
- Commencement of the Pump Station 15.5 Replacement Project
- Commencement and substantial construction progress on the \$1.7M FY22/23 Street Rehabilitation Project
 - *The project was fully completed in Q1 of FY23/24*
- Commencement and substantial completion of the FY22/23 Crack and Slurry Seal Project
 - *The project was fully completed in Q1 of FY23/24*
- Construction progress of the Public Works Fire Repair Project continued.
 - Progress included Public Works Admin Staff moving back into the repaired administrative building from the temporary trailer.
- Commencement of the multi-year, multi-million-dollar Cedar, Sunset, Congress Intersection Safety Improvements Project
- Skatepark Project
 - An in-depth concept review was provided to Council in April 2023; Ultimately, after lengthy deliberation and public feedback, a consensus on a location was not reached.
 - At their June 21, 2023 meeting, council defunded the ARPA project allocation
- Commencement of the Chataqua Hall Preservation Plan, including site visits for data collection and historic preservation research.

Other Relevant CIP Updates

This section provides relevant updates on CIP projects and administration.

- Update of the capital projects module in the City's new Transparency Software with new quarterly information is underway
 - Information can be found at www.cityofpg.org/finance



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: October 18, 2023
SUBJECT: League of California Cities Travel Report
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive Report

DISCUSSION

I attended the League of California Cities Annual Conference and Expo on Sept. 20-22 in Sacramento. League of California Cities is also known as CalCities. Pacific Grove is a member of this 125 year-old organization. Here are some highlights:

Navigating the New State Housing Laws – The many new housing laws are often poorly drafted and may be difficult to understand. CEQA and Coastal Act may modify housing regulations but shouldn’t be used to deny housing. Housing construction has not recovered since the real estate collapse in 2008. Courts may overturn local zoning by initiative. Many city officials are upset with the state mandates. Citizens may blame local elected officials for implementing housing regulations that are required by the state. This is a no-win situation.

One City, One Team; Establishing Effective City Manager-Council Relations – If Councilmembers have individual social media pages a social media policy is needed. Social media websites can (should?) be in synch with staff generated social media posts. There is no substitute for trust between City Manager and City Council. Lack of trust leads to deeper problems for both. Need to be truthful. Good communication between City Manager and City Council is critical. Council should keep focus on local issues, i.e. does it impact residents? Councilmembers should know the difference between an advocate and activist.

Legal Issues Session – Pay to Play No More? Levine Act (SB 1439) – Elected officials must disclose and recuse if they receive more than \$250, from a party with a financial interest in a project that is seeking a permit.

OPTIONS

N/A

FINANCIAL IMPACT:

none

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: Debby Beck, Councilmember, Lori, McDonnell, Councilmember
MEETING DATE: October 18, 2023
SUBJECT: 2023 League of California Cities Annual Conference Attendance
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive Report

DISCUSSION

Councilmembers Beck and McDonnell attended the 2023 League of California Cities Annual Conference in Sacramento. This event offered the opportunity to network with other city officials and gain valuable insights for overcoming common challenges that we face in Pacific Grove and addressing several of our city challenges and goals.

There was an excellent keynote address by Brandon Fleming. His focus was on what it means to create a more equitable world, one city and one person at a time. He defined equity as seeing people for who they are and meeting them where they are. One way we can foster inclusivity is by standing up for groups we do not belong to. He explained how stories change people more than data because they are the gateway to empathy that helps us see through the lens of another perspective and reach the hearts of people. People-first leadership begins with the moral responsibility to love first and lead second. Great leadership can manifest potential by having compassion and asking the right questions to foster understanding.

There were many key takeaways from the sessions that can help us create significant results for our community.

California Cannabis: Seven Years After Legalization – This session was moderated by Culture Cannabis Club. Their focus is on education. They shared that a lot of resources are available for cities planning to implement cannabis such as the Cannabis Equity Grant. Cities that have cannabis companies have had successes and struggles. One common problem is the illicit market, which results in significant lost revenue. Cannabis businesses in many communities also have issues paying their taxes, and cities are looking at lowering the taxes to enable them to pay, which also reduces revenues to the city. Although there is a perception that youth cannabis increases when commercial cannabis is allowed, the truth is that it led to a drop in youth consumption due to education provided about youth consumption, though there has been an uptick now due to the easy access to unlicensed product by phone. Suggested ways

to decrease illicit cannabis include a strong public safety focus, collaborating with business and police, having heavy code compliance to ensure the business is in compliance and paying their fees, and enforcing the ban on illicit sales.

Building in Economically Challenging Times – The speakers shared their experiences utilizing public private partnership to meet their housing goals. The keys to their success included strong leadership and communication, starting with a clear articulation of vision and goals, a community visioning process and involvement, long-term political activism in support of housing, unity between council and developer, a focus on public-private partnership and joint venture with for- and non-profit development for mixed use (e.g., child care included for employee housing). This includes utilizing the police department as development partners, proactive code enforcement, creating housing that is well-designed and service rich which leads to increased market value, and a focus on joint-use opportunities such as intergenerational mixed-income villages with senior housing and child care and a clinic on the ground floor.

One City, One Team: Establishing Effective City Manager-Council Relations – The moderator and speakers discussed the importance of trust between the city council and city manager, which is built on communication and cooperation. Trust is everything, and communication leads to trust. The city manager role is to help the city council accomplish their goals. The key to success is providing the whole picture to council so they have all of the information needed to make the best decisions for their constituents. It is also important for council members to receive on-the-job training for their roles so we can learn the rules we function under so we can accomplish our goals. The key message is that we are all on the same team, and we need to have a team approach with great communication and relationships between city manager, council, and staff.

How to Solve Big City Problems in Small Towns – With limited budgets and staff and big expectations, collaboration is key. Working with outside agencies, community volunteers, state representatives, and service clubs, as well as learning from other small cities that have similar issues can help us solve our city problems. By building collaboration on an ongoing basis, we can tap into these resources quickly when needed to address community needs. The speakers stressed the importance of having a crisis management plan and informing people of what will happen. It is important to share information with the community and look for solutions to address their needs and provide empathy and assurances.

Harassment Prevention Training for Supervisors and Officials – We received certification in workplace harassment prevention. Key topics included understanding the laws around protected categories, mitigating risk, challenges with codes of civility and the right to free speech (e.g., when it is necessary to stop hate speech in not in the context of the meeting topic), and types of harassment.

OPTIONS

Do nothing.

Provide alternate direction.

FINANCIAL IMPACT:

There is no financial impact.

GOAL ALIGNMENT

Leadership (Core Value)

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: Debby Beck, Councilmember, Luke Coletti, Councilmember, Lori, McDonnell, Councilmember
MEETING DATE: October 18, 2023
SUBJECT: Water Conservation ad hoc Subcommittee Report
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive report.

DISCUSSION

The City Council's Water Conservation ad hoc Subcommittee with Cal Am representatives, our Public Works Director, and other City staff to discuss how to lower water usage and cost to the City of Pacific Grove. Meeting details, findings, and next steps are outlined in the attached report.

OPTIONS

N/A

FINANCIAL IMPACT:

There is no fiscal impact in receiving this report.

GOAL ALIGNMENT: Environmental Stewardship

Attachments

Water Usage Report

Cal Am Water

Subcommittee Report



City Council
City of Pacific Grove

Council Members Coletti, Beck and
O'donnell dbeck@cityofpacificgrove.org

October 11, 2023

PG CC 10/18/23
115 of 212

Water Billing

- Subcommittee met with Cal Am Water representatives and Public Works Director to discuss how to lower the usage and cost to the City of Pacific Grove.
- Cal Am provides Landscape Grant Programs. The City of Pacific Grove has received a \$30,000 Grant Award in the past to install Native Drought-Tolerant Landscaping at Lover's Point Park.
Estimated Annual Water Savings: 225,000 Gallons.

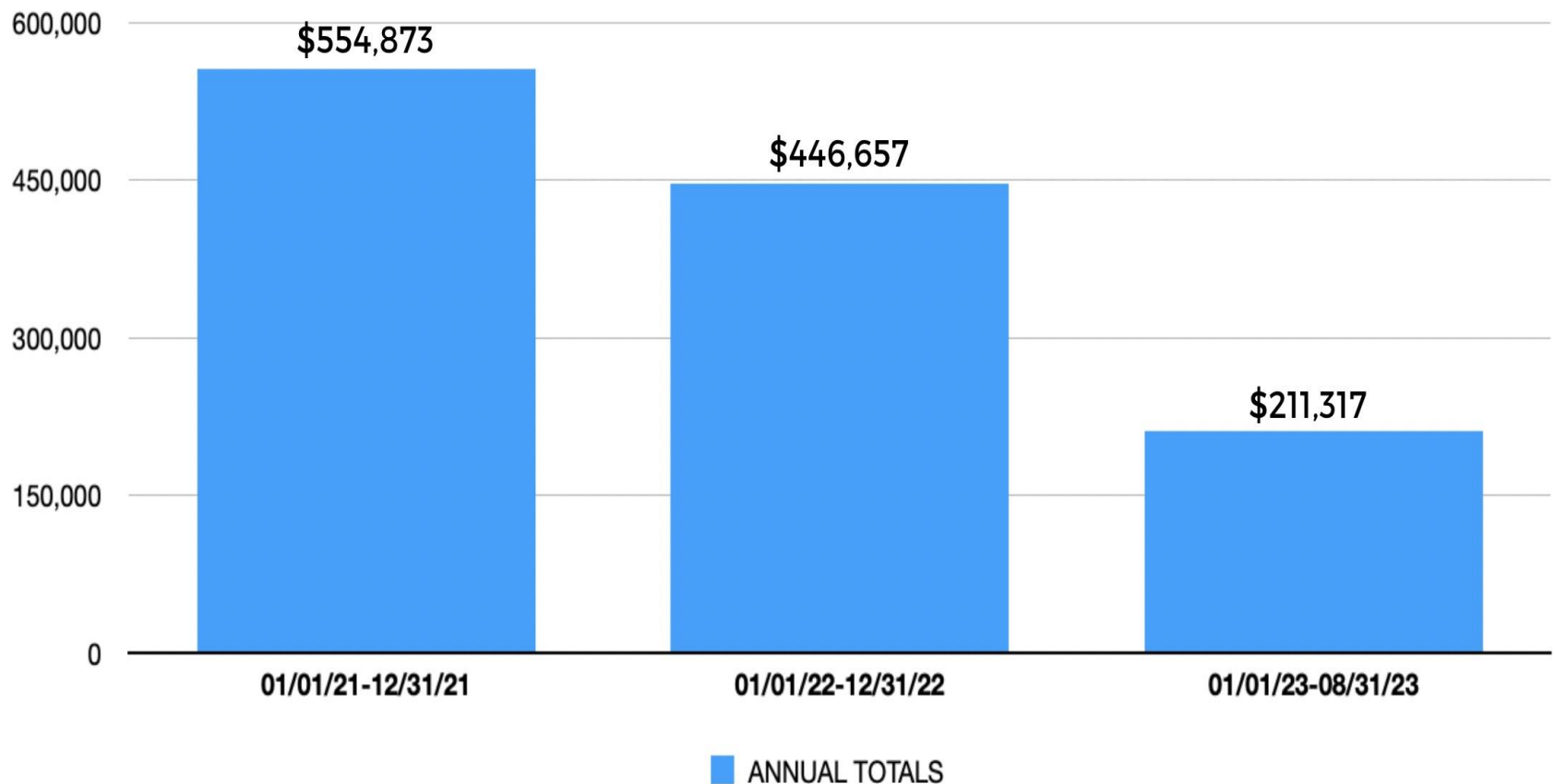
Water Billing

- Meeting on 10/9/23 with Mr. Gho and Staff to determine what areas of improvement have been taken to reduce the water usage since our committee formed in 1/2023.
- Staff reviewed several of the high usage sites and determined there were water leaks in the irrigation and they have since been repaired, they also adjusted the irrigation timers. The Subcommittee suggested placing locks on the water timers. Mr. Gho also considered the heavy rains this past year contributed to less irrigation needed.

Moving Forward

- **Staff will be working with a few of our City leases to determine how to cost the water being used by the tenants, so it is not incurred by the City.**
- **Staff will be meet with Cal Am water to discuss the Water meters not usage, however, the City is being charged for the meter connection. Possibly removing the meters with a letter to Cal Am to confirm the meters will be returned in the future if needed to the original site.**
- **The Local Water project is currently providing less potable water to the Golf Course.**
- **Graph is a great indication that we are moving in the right direction as 2021 billing \$554,873, 2022 billing \$446,657 and YTD for 2023 \$211,317**

PG WATER USAGE - CAL AM ANNUAL BILLINGS



Questions?



City Council
City of Pacific Grove

October 11, 2023

Debby Beck

PG CC 10/18/23
120 of 212



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Audrey Cray, Deputy Director Finance
MEETING DATE: October 18, 2023
SUBJECT: Amending an Agreement with Robert Half International, Inc.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

1. Authorize the Mayor to sign an amendment to the agreement with Robert Half International, Inc. to provide temporary staffing services in an amount not to exceed \$80,000.
2. Alternatively, discuss and take other action related to this item.

DISCUSSION

The City Manager's Department, as well as the Administrative Services Department, have had key position vacancies in their respective departments. The initial agreement and expenditures for fiscal year 2023-24 in each department were within the City Manager's spending authority. In order to continue City services at the current level, staff has recognized a need for continued temporary staffing during the recruitment of the vacant positions and therefore an amendment to the current agreement increasing the contract amount from \$39,999 to \$80,000 is required.

Robert Half International, Inc. has been able to quickly assist in finding qualified temporary staffing for the position vacancies. This includes services that are consistent with the City's Office Assistant and Accounting Assistant/Senior Accounting Assistant classifications. The Office Assistant classification will provide support in the absence of the Deputy City Clerk as well as support for the absence of a Cemetery staff member, while the Accounting Assistant/Senior Accounting Assistant provided interim services during the recruitment of the recently filled Management Analyst position.

The proposed amendment to the agreement consolidates the services for both departments. A copy of that document is attached for reference. Modifications to the City's standard contract has been reviewed and approved by the City Attorney. The proposed agreement includes estimated staffing needs through June 30, 2024.

OPTIONS

Provide alternative direction.

FINANCIAL IMPACT:

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

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Robert Half International, Inc Agreement 7.01.2023

Robert Half International, Inc Vendor Services Agreement Amendment #1

CITY OF PACIFIC GROVE VENDOR SERVICES AGREEMENT

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

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

1. TERM

Unless terminated in accordance with Section 8 below, the AGREEMENT will continue in full force and effect from the Effective Date through June 30, 2024. Upon mutual written AGREEMENT signed by City and VENDOR, the term of this AGREEMENT can be extended annually for an additional one (1) year period, or longer as the parties agree.

2. SCOPE OF SERVICES

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

3. PERFORMANCE

- a. VENDOR shall at all times faithfully, competently and to the best of its ability, experience, and talent, perform all tasks described herein. VENDOR shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of VENDOR hereunder in meeting its obligations under this Agreement.
- b. VENDOR shall obtain a valid City Business License and shall maintain said Business License for the term of this Agreement and any extensions.
- c. VENDOR shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by VENDOR or in any way affect the performance of its Services pursuant to this Agreement. VENDOR shall at all times observe and comply with all such laws and regulations. City, and its officers, employees, and agents shall not be liable at law or in equity occasioned by failure of VENDOR to comply with this Section.

- d. VENDOR agrees that in the performance of this Agreement or any sub-agreement hereunder, neither VENDOR nor any person acting on VENDOR's behalf shall refuse to employ or refuse to continue in any employment any person or discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, genetic information, marital status, sexual preference, sex, gender identity, gender expression, military or veteran status or age. Harassment in the workplace is not permitted in any form. VENDOR further agrees to comply with all laws with respect to employment when performing this Agreement.
- e. VENDOR shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in Exhibit C attached to and part of this Agreement.
- f. VENDOR declares and warrants that no undue influence or pressure is used against or in concert with any officer, employee or agent of City in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial agreement or financial inducement. No officer, employee, or agent of City will receive compensation, directly or indirectly, from VENDOR, or from any officer, employee or agent of VENDOR, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this Section shall be a material breach of this Agreement entitling City to any and all remedies at law or in equity.

4. CITY MANAGEMENT

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

5. PAYMENT

- a. For Services rendered pursuant to this AGREEMENT, VENDOR shall be paid in accordance with the Payment Schedule attached hereto as Exhibit D, provided, however, that in no event will the total amount of money paid the VENDOR, for the Services initially contemplated by this AGREEMENT, exceed the sum of \$39,999.99, unless otherwise first approved in writing by the City.
- b. The City Manager's contract authority is limited to \$39,999.99, which includes all costs. Contracts, including any contract amendments that exceed the total threshold, require City Council approval. Any contracts, including contract amendments that exceed the total threshold, which do not have City Council approval, shall be void.
- c. VENDOR shall submit invoices monthly for actual Services performed. Invoices shall be submitted on or about the first business day of each month, or as soon thereafter as practical, for Services provided in the previous month. Payment shall be made within

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

6. INSPECTION

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

7. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE

- a. City may at any time, for any reason, without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon VENDOR at least thirty (30) days prior written notice. Upon receipt of said notice, VENDOR shall immediately cease all work under this Agreement, unless the notice provides otherwise. If City suspends or terminates a portion of this Agreement, such suspension or termination shall not make void or invalidate the remainder of this Agreement.
- b. In the event this Agreement is terminated pursuant to this Section, City shall pay to VENDOR the reasonable hours worked by the Assigned Individual and verified by the City and any conversion terms. Upon termination of the Agreement pursuant to this Section, VENDOR shall submit an invoice to City pursuant to Section 6.c.

8. DEFAULT OF VENDOR/FORCE MAJEURE

- a. VENDOR's failure to comply with the provisions of this Agreement shall constitute a default. In the event that VENDOR is in default for cause under the terms of this Agreement, City shall have no obligation or duty to continue compensating VENDOR for any Services performed after the date of default and can terminate this Agreement immediately by written notice to the VENDOR. If such failure by the VENDOR to make progress in the performance of Services hereunder arises out causes beyond the VENDOR's control, and without fault or negligence of the VENDOR, it shall not be considered a default.
- b. If the City Manager or designee determines VENDOR is in default in the performance of any of the terms or conditions of this Agreement, they shall cause to be served upon VENDOR a written notice of the default. The VENDOR shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event VENDOR fails to cure its default within such period of time or fails to present City with a written plan for the cure of the default, City shall have the right,

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

9. OWNERSHIP OF DOCUMENTS

- a. VENDOR shall maintain complete and accurate records with respect to billing records and other such information required by City that relate to the performance of Services under this Agreement. VENDOR shall maintain adequate records of Services provided in sufficient detail to permit an evaluation of Services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. VENDOR shall provide free access to the representatives of City or its designees at reasonable times to such books and records; shall give City the right to examine and audit said books and records at VENDOR's office; shall permit City to make copies and transcripts there from as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. If there is a substantial billing deviation adverse to City, then the cost of an audit shall be borne by CONSULTANT. Such records, together with supporting documents, shall be maintained at City Hall for a minimum period of five (5) years after receipt of final payment. This audit provision shall not apply to confidential information, including but not limited to, VENDOR's employee personnel files or the remuneration paid by VENDOR to its employees and subcontractors.
- b. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared by the Assigned Individuals in the course of providing the Services to be performed pursuant to this Agreement shall become the sole property of City and may be used, reused, or otherwise disposed of by City without the permission of VENDOR. With respect to computer files, VENDOR shall make available to City, at City's office and upon reasonable written request by City, the necessary computer software and hardware for purposes of accessing, compiling, transferring, and printing computer files.

10. RECORD AUDIT

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

11. INDEMNIFICATION

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

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

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

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

12. INSURANCE

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

13. INDEPENDENT CONTRACTOR

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

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

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

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

14. SUBCONTRACTORS

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

- a. Present the name and identifying information of the subcontractor that will provide any work, labor, or services to City.
- b. Present to the City the form of subcontract that will be used with the subcontractor for City's approval, which approval will not be unreasonably withheld. Such subcontract AGREEMENT must include an indemnity agreement that is generally in accord with the indemnity obligations contained in Section 11 of this Agreement and must specifically name the City as an indemnified party; and
- c. Secure from the subcontractor evidence of insurance coverage that meets with this Agreement including naming the City as an additional insured as required by this Agreement, unless such requirement is waived in writing by the City.

15. NO BENEFIT TO ARISE TO CITY OFFICERS AND EMPLOYEES

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

16. CONFLICT OF INTEREST

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

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

17. NO WAIVER OF BREACH/TIME

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

18. CONFIDENTIAL INFORMATION/RELEASE OF INFORMATION

- a. All information gained by VENDOR in performance of this Agreement shall be considered confidential and shall not be released by VENDOR without City's prior written authorization. Confidential information shall not include (1) information that is in the public domain; (2) information that was known to the receiving party before receipt of the information from the disclosing party; or, (3) information received from a third party having the right to lawfully possess and disclose such information without breaching any promise of confidentiality. In addition, no receiving party shall be in violation of this Agreement if required to disclose such information by a court of competent jurisdiction or governmental agency with power to force disclosure. However, upon receipt of a subpoena or other order to produce Confidential Information, the receiving party shall promptly notify the disclosing party in writing of such disclosure requirement. City agrees to hold in confidence the identity of any Assigned Individual and the Assigned Individual's resume, social security number and other legally protected personal information, and City agrees to implement and maintain reasonable security procedures and practices to protect such information from unauthorized access, use, modification or disclosure. VENDOR, its officers, employees, agents, or sub-contractors, shall not without written authorization from the City Manager or unless requested by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided VENDOR gives City notice of such court order or subpoena.
- b. VENDOR shall promptly notify City should VENDOR, its officers, employees, agents, or sub-contractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request, court order, or subpoena from any person or party regarding this Agreement and the Services performed thereunder or with respect to any project or property located within the City. City retains the right, but has no obligation, to represent VENDOR and/or be present at any deposition, hearing, or similar proceeding. VENDOR agrees to cooperate fully with City and to provide the opportunity to review any response to discovery requests provided by VENDOR. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

19. NOTICES

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

23. DISPUTE RESOLUTION; ATTORNEY'S FEES

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

24. AUTHORITY TO EXECUTE THIS AGREEMENT

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

25. ENTIRE AGREEMENT

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

26. AMENDMENT

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

27. INTERPRETATION OF CONFLICTING PROVISIONS

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

28. SEVERABILITY

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

29. ADDITIONAL TERMS

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

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

CITY OF PACIFIC GROVE

ROBERT HALF INTERNATIONAL INC.^{EOE}

By: 
Department Director

By: ireneo mendoza
By: [ireneo mendoza \(Sep 18, 2023 14:28 PDT\)](#)
Vendor

Date: Sep 18, 2023

Date: Sep 18, 2023

By: 
City Manager or Mayor

By: Audrey Cray
By: [Audrey Cray \(Sep 18, 2023 14:30 PDT\)](#)
City Administrative Services Department

Date: Sep 18, 2023

Date: Sep 18, 2023

Approved As To Form:

Brian Pierik
[Brian Pierik \(Sep 18, 2023 17:22 PDT\)](#)
City Attorney

Date Sep 18, 2023

Attachments:

Exhibit A
Exhibit B.1 & B.2

Scope of Services
Sr Accounting Asst/Accounting
Assistant/Office Asst Job Description

Exhibit C Insurance Requirements
Exhibit D Payment Schedule

Exhibit A

Scope of Work/Services

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

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

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

Hourly rates for all assignments will be agreed on a case-by-case basis. Assigned Individual will present a time sheet or an electronic time record to City for verification and approval at the end of each week. VENDOR will bill City weekly for the total hours worked; VENDOR's invoices are due within 30 days of receipt, including applicable sales and service taxes all of which are payable by City. If applicable, overtime will be billed at 1.50 times the normal billing rate. Federal law defines overtime as hours in excess of 40 hours per week, state laws vary. If state law requires double time pay, the double time hours will be billed at 2.00 times the normal billing rate.

VENDOR may charge City a fee for the provision of equipment or technology, if City requests that Assigned Individual use equipment or technology provided by VENDOR. VENDOR may also increase VENDOR's rates to reflect increases in VENDOR's cost of doing business, including costs associated with higher wages for workers and/or related taxes, benefits or other costs.

VENDOR will provide written or verbal notice of technology charges and/or increases in rates.

Any increase in rates will be prospective, starting as of the effective date VENDOR specifies.

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

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

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

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

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

Exhibit B.1

Senior Accounting Assistant/Accounting Assistant Job Description

Summary

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

Essential Functions

ACCOUNTING ASSISTANT

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

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

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

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

SENIOR ACCOUNTING ASSISTANT

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

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

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

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

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

Exhibit B.2

Office Assistant Job Description

Summary

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

Essential Functions

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

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

Exhibit C

Insurance Specifications

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

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

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

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

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

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

Other provisions or requirements

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Exhibit D

Payment Schedule

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

3636_Vendor_Services_Agreement_Robert_Half_International_07.01.2023

Final Audit Report

2023-09-18

Created:	2023-09-18
By:	Audrey Cray (acray@cityofpacificgrove.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA6M2-ulm9MOitgRdVmFEWjG4v0ZCn35vD

"3636_Vendor_Services_Agreement_Robert_Half_International_07.01.2023" History

-  Document created by Audrey Cray (acray@cityofpacificgrove.org)
2023-09-18 - 9:25:34 PM GMT- IP address: 12.227.61.194
-  Document emailed to ireneo.mendoza@roberthalf.com for signature
2023-09-18 - 9:26:43 PM GMT
-  Email viewed by ireneo.mendoza@roberthalf.com
2023-09-18 - 9:28:10 PM GMT- IP address: 104.47.57.126
-  Signer ireneo.mendoza@roberthalf.com entered name at signing as ireneo mendoza
2023-09-18 - 9:28:31 PM GMT- IP address: 98.33.11.201
-  Document e-signed by ireneo mendoza (ireneo.mendoza@roberthalf.com)
Signature Date: 2023-09-18 - 9:28:33 PM GMT - Time Source: server- IP address: 98.33.11.201
-  Document emailed to Tori Hannah (thannah@cityofpacificgrove.org) for signature
2023-09-18 - 9:28:34 PM GMT
-  Email viewed by Tori Hannah (thannah@cityofpacificgrove.org)
2023-09-18 - 9:28:48 PM GMT- IP address: 71.204.140.248
-  Document e-signed by Tori Hannah (thannah@cityofpacificgrove.org)
Signature Date: 2023-09-18 - 9:29:36 PM GMT - Time Source: server- IP address: 71.204.140.248
-  Document emailed to Audrey Cray (acray@cityofpacificgrove.org) for signature
2023-09-18 - 9:29:37 PM GMT
-  Email viewed by Audrey Cray (acray@cityofpacificgrove.org)
2023-09-18 - 9:30:30 PM GMT- IP address: 12.227.61.194



Document e-signed by Audrey Cray (acray@cityofpacificgrove.org)

Signature Date: 2023-09-18 - 9:30:37 PM GMT - Time Source: server- IP address: 12.227.61.194



Agreement completed.

2023-09-18 - 9:30:37 PM GMT



Adobe Acrobat Sign

AMENDMENT # 1
AGREEMENT FOR VENDOR SERVICES WITH Robert Half International, Inc

WHEREAS, the City of Pacific Grove (“City”) and Robert Half International, Inc (“Contractor”) entered into a Vendor Services Agreement (“Agreement”) dated July 1, 2023; and

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

A. The Agreement is amended as follows:

5. PAYMENT

- a. For Services rendered pursuant to this AGREEMENT, VENDOR shall be paid in accordance with the Payment Schedule attached hereto as Exhibit D, provided, however, that in no event will the total amount of money paid the VENDOR, for the Services initially contemplated by this AGREEMENT, exceed the sum of \$80,000, unless otherwise first approved in writing by the City.

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

Dated: _____

Vendor

Dated: _____

Department Director Name/Title

Dated: _____

Administrative Services Department

Dated: _____

City Manager or Mayor

Dated: _____

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: Mohammed Khasimi, Chief Information Officer
MEETING DATE: October 18, 2023
SUBJECT: Amending an Agreement with Alvarez Technology Group for Information Technology Services.
CEQA: Does not constitute a “Project” per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Approve amendment to the contract with Alvarez Technology Group in amount not to exceed \$99,900.

DISCUSSION

In May of 2023, when the City’s IT Management Analyst left the City, the Information Technology department employed Alvarez Technology Group for on-site IT support services on a limited 1/2-time basis. The City contracts with Alvarez Technology Group on an annual basis, which includes on-site and after-hours support services. The term of the annual contract coincides with the City’s fiscal year. A new contract was initiated in the current fiscal year at \$39,900 in July of 2023, under the City Manager’s spending authority.

Staff have since recruited and filled the initial position vacancy for the IT Management Analyst position. However, the vacancy was filled recently by promoting a staff member from within the Information Technology department that was in the IT Support Specialist role, and therefore, filling the IT Management Analyst position created a vacancy for the other, IT Support Specialist, position.

Due to continued staffing shortages in the Information Technology department, the staff is requesting Council approval to increase the current year’s contract amount by \$60,000, bringing the total contract amount to \$99,900. This amount represents the \$7,000 in after-hours retention fees and \$92,900 for temporary 1/2-time on-site IT support services. The additional funds will be used to support contract services until the current vacant IT Support Specialist position is filled, which includes a reduced level of support while staff conducts a second recruitment for the IT Support Specialist; or while other alternatives are considered.

OPTIONS

Approve the amendment to the contract or provide an alternate direction.

FINANCIAL IMPACT:

There is no fiscal impact associated with this action. The funds to support the contract amendment will be compensated from staff vacancies in Fiscal Year 23/24 in the Information Technology Budget.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Alvarez Contract - 2023-24

Draft Contract Amendment _ Alvarez Technologies

CITY OF PACIFIC GROVE PROFESSIONAL SERVICES AGREEMENT

This PROFESSIONAL SERVICE AGREEMENT (“PSA”) FOR NON-CONSTRUCTION PROJECTS (“Agreement”), is made and effective as of **July 1st, 2023**, between the City of Pacific Grove (“City”), a municipal corporation and **ALVAREZ TECHNOLOGY GROUP, INC.** (“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 1st, 2023** and shall remain and continue in effect until the tasks described herein are completed, but in no event later than **June 30th, 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 A**, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above

tasks. This amount shall not exceed **\$39,900** 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.

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 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,

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 B** attached to and part of this Agreement.

Consultant/Contractor shall procure and maintain Cyber Security and Privacy Liability insurance with limits of \$1,000,000 per occurrence/loss which shall include the following coverage:

Liability arising from the theft, dissemination and/or use of confidential or personally identifiable information; including credit monitoring and regulatory fines arising from such theft, dissemination or use of the confidential information.

Network security liability arising from the unauthorized use of, access to, or tampering with computer systems.

Liability arising from the failure of technology products (software) required under the contract for Consultant to properly perform the services intended.

Electronic Media Liability arising from personal injury, plagiarism or misappropriation of ideas, domain name infringement or improper deep-linking or framing, and infringement or violation of intellectual property rights.

Liability arising from the failure to render professional services.

Cyber Technology Errors and Omissions. Consultant shall procure and maintain insurance with limits of \$1,000,000 per occurrence/loss, \$2,000,000 general aggregate, which shall include the following coverage:

Liability arising from the unauthorized release of information for which an entity has the legal obligation to keep private, such as personally identifiable information (PII) and protected health information (PHI).

Network security liability arising from the unauthorized use of, access to, or tampering with computer systems, including hacker or denial of service attacks.

Liability arising from the failure of technology products (software and hardware) required under the contract for Consultant to properly perform the intended services.

Claims alleging the failure of computer security that result in the transmission of malicious code, deletion, destruction or alteration of data, or the denial of service.

Electronic Media Liability arising from personal injury, plagiarism or misappropriation of ideas, domain name infringement or improper deep-linking or framing, and infringement or violation of intellectual property rights.

Liability arising from the rendering, or failure to render, professional services.

Defense costs in regulatory proceedings (state and federal) involving a violation of privacy laws or intellectual property rights.

Crisis management and other expert services.

If coverage is maintained on a claims-made basis, the Consultant shall maintain such coverage for an additional three (3) years following termination of the contract.

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 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 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:	City of Pacific Grove 300 Forest Avenue Pacific Grove, CA 93950 Attention: City Clerk
----------	--

To CONSULTANT: Alvarez Technology Group, Inc.
209 Pajaro Street, Suite A
Salinas, CA 93901
Attention: President & CEO

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.

CONSULTANT shall provide City fourteen (14) days' notice prior to the departure of **Sean Farah** from CONSULTANT's employ. Should **Sean Farah** leave CONSULTANT's employ, City shall have the option to immediately terminate this Agreement, within three (3) days of the close of said notice period. Upon termination of this Agreement, CONSULTANT's sole compensation shall be payment for actual Services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between City and the CONSULTANT. Before retaining or contracting with any sub-consultant for any Services under this Agreement, CONSULTANT shall provide City with the identity of the proposed sub-consultant, a copy of the proposed written contract between CONSULTANT and such sub-consultant, which shall include an indemnity provision similar to the one provided herein and identifying City as an indemnified party, or an incorporation of the indemnity provision provided herein, and proof that such proposed sub-consultant carries insurance at least equal to that required by this Agreement or obtain a written waiver from City for such insurance.

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

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.

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

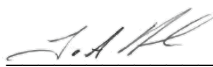
By: 
Department Director

By:  Luis Alvarez (Jul 24, 2023 15:56 PDT)
Consultant

Date: Jul 24, 2023

Date: Jul 24, 2023

By:  Ben Harvey (Jul 24, 2023 20:06 PDT)
City Manager or Mayor

By: 
City Administrative Services Department

Date: Jul 24, 2023

Date: Jul 24, 2023

Approved As To Form:

Brian Pierik
Brian Pierik (Jul 24, 2023 19:49 PDT)
City Attorney
Jul 24, 2023
Date

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

EXHIBIT A

SCOPE OF SERVICES & PAYMENT SCHEDULE

EXHIBIT A

SCOPE OF SERVICES

Between Alvarez Technology Group (ATG) and City of Pacific Grove (PG)

- ATG will provide PG with access to IT support resources on as needed basis, as determined by designated PG approvers including:
 - Day to day support
 - Escalation point for advanced troubleshooting
 - After-hours, weekend, and holiday support
 - Special Projects
- PG will pay ATG a monthly fee of \$450 to be available to provide these services and will be recognized as a contract client subject to ATG's Service Level Agreements.
- ATG will bill PG for time spent at a rate of \$165 /hr during regular business hours and \$225 /hr for after hours support. Regular business hours for remote support are Monday through Friday, 6AM – 6PM for remote support and 8AM – 5PM for on-site support excluding published holidays. There is a 30-minute minimum on all after hour calls for service.
- PG will be able to submit support requests to ATG via phone, e-mail to help@alvareztg.com or through the ConnectWise Management Portal.
- ATG will maintain Remote Monitoring and Management tools on end user workstations (excluding the Police Department) to facilitate remote access most efficiently to workstations to provide support. (ConnectWise Automate)
- ATG will not be proactively monitoring any systems at PG, although ATG does offer this service and PG may elect to request ATG to provide those services for an additional fee.
- For tickets opened with ATG, reporting on support requests activities and tickets is available on-demand through an online portal, ConnectWise Manage. The City may elect, for an additional fee, to request that ATG configure the ConnectWise Manage system for ticket and incident management for the use of City IT personnel.
- Approval of any billable time may be requested only by approved personnel.

EXHIBIT B

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.

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 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.

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

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

If coverage is maintained on a claims-made basis, the VENDOR shall maintain such coverage for an additional three (3) years following termination of the contract.

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

- Liability arising from the theft, dissemination and/or use of confidential or personally identifiable information; including credit monitoring and regulatory fines arising from such theft, dissemination or use of the confidential information.
- Network security liability arising from the unauthorized use of, access to, or tampering with computer systems.
- Liability arising from the failure of technology products (software) required under the contract for VENDOR to properly perform the services intended.
- Electronic Media Liability arising from personal injury, plagiarism or misappropriation of ideas, domain name infringement or improper deep-linking or framing, and infringement or violation of intellectual property rights.
- Liability arising from the failure to render professional services.

If coverage is maintained on a claims-made basis, VENDOR shall maintain such coverage for an additional period of three (3) years following termination of the contract.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/29/2023

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

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

PRODUCER HUB International Insurance Services Inc 401 Fremont Street, Suite 100 Monterey CA 93940	CONTACT NAME: Corena Serrano-Navarro PHONE (A/C, No, Ext): 831-642-4007 FAX (A/C, No): 831-920-0108 E-MAIL ADDRESS: Corena.Serrano@hubinternational.com
INSURED Alvarez Technology Group, Inc. PO Box 965 Salinas CA 93902	INSURER(S) AFFORDING COVERAGE INSURER A: Sentinel Insurance Company, Ltd. INSURER B: Philadelphia Indemnity Insurance Company INSURER C: Allmerica Financial Benefit Insurance Company INSURER D: INSURER E: INSURER F:
License#: 0757776 ALVATEC-01	NAIC # 11000 18058 41840

COVERAGES**CERTIFICATE NUMBER:** 535679687**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y		57SBABG6366	7/1/2023	7/1/2024	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			57SBABG6366	7/1/2023	7/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$			57SBABG6366	7/1/2023	7/1/2024	EACH OCCURRENCE \$ AGGREGATE \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	W2FD073221	12/1/2022	12/1/2023	X PER STATUTE OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
B A	Cyber/Privacy/Network Liability Professional Liability Employee Dishonesty (Crime)			PHSD1802595 BINDERPHSD1715330 57SBABG6366	7/1/2023 7/1/2023 7/1/2023	7/1/2024 7/1/2024 7/1/2024	Limits of Liability Limits of Liability Limit 1,000,000 1,000,000 100,000

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

RE: Work Performed by the named insured as required by written contract

Additional Insured: City of Pacific Grove as required by written contract

Forms: SS 00 08 04 05

CERTIFICATE HOLDER**CANCELLATION**City of Pacific Grove
300 Forest Avenue
Pacific Grove CA 93950

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

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

2. Applicable To Medical Expenses Coverage

We will not pay expenses for "bodily injury":

a. Any Insured

To any insured, except "volunteer workers".

b. Hired Person

To a person hired to do work for or on behalf of any insured or a tenant of any insured.

c. Injury On Normally Occupied Premises

To a person injured on that part of premises you own or rent that the person normally occupies.

d. Workers' Compensation And Similar Laws

To a person, whether or not an "employee" of any insured, if benefits for the "bodily injury" are payable or must be provided under a workers' compensation or disability benefits law or a similar law.

e. Athletics Activities

To a person injured while practicing, instructing or participating in any physical exercises or games, sports or athletic contests.

f. Products-Completed Operations Hazard

Included with the "products-completed operations hazard".

g. Business Liability Exclusions

Excluded under Business Liability Coverage.

C. WHO IS AN INSURED**1. If you are designated in the Declarations as:**

- a.** An individual, you and your spouse are insureds, but only with respect to the conduct of a business of which you are the sole owner.
- b.** A partnership or joint venture, you are an insured. Your members, your partners, and their spouses are also insureds, but only with respect to the conduct of your business.
- c.** A limited liability company, you are an insured. Your members are also insureds, but only with respect to the conduct of your business. Your managers are insureds, but only with respect to their duties as your managers.
- d.** An organization other than a partnership, joint venture or limited liability company, you are an insured. Your "executive officers" and directors are insureds, but only with respect to their duties as your officers or directors. Your stockholders are also insureds, but only with respect to their liability as stockholders.

- e.** A trust, you are an insured. Your trustees are also insureds, but only with respect to their duties as trustees.

2. Each of the following is also an insured:**a. Employees And Volunteer Workers**

Your "volunteer workers" only while performing duties related to the conduct of your business, or your "employees", other than either your "executive officers" (if you are an organization other than a partnership, joint venture or limited liability company) or your managers (if you are a limited liability company), but only for acts within the scope of their employment by you or while performing duties related to the conduct of your business.

However, none of these "employees" or "volunteer workers" are insureds for:

(1) "Bodily injury" or "personal and advertising injury":

- (a)** To you, to your partners or members (if you are a partnership or joint venture), to your members (if you are a limited liability company), or to a co-"employee" while in the course of his or her employment or performing duties related to the conduct of your business, or to your other "volunteer workers" while performing duties related to the conduct of your business;
- (b)** To the spouse, child, parent, brother or sister of that co-"employee" or that "volunteer worker" as a consequence of Paragraph **(1)(a)** above;
- (c)** For which there is any obligation to share damages with or repay someone else who must pay damages because of the injury described in Paragraphs **(1)(a)** or **(b)** above; or
- (d)** Arising out of his or her providing or failing to provide professional health care services.

If you are not in the business of providing professional health care services, Paragraph **(d)** does not apply to any nurse, emergency medical technician or paramedic employed by you to provide such services.

(2) "Property damage" to property:

- (a)** Owned, occupied or used by,

- (b) Rented to, in the care, custody or control of, or over which physical control is being exercised for any purpose by you, any of your "employees", "volunteer workers", any partner or member (if you are a partnership or joint venture), or any member (if you are a limited liability company).

b. Real Estate Manager

Any person (other than your "employee" or "volunteer worker"), or any organization while acting as your real estate manager.

c. Temporary Custodians Of Your Property

Any person or organization having proper temporary custody of your property if you die, but only:

- (1) With respect to liability arising out of the maintenance or use of that property; and
- (2) Until your legal representative has been appointed.

d. Legal Representative If You Die

Your legal representative if you die, but only with respect to duties as such. That representative will have all your rights and duties under this insurance.

e. Unnamed Subsidiary

Any subsidiary and subsidiary thereof, of yours which is a legally incorporated entity of which you own a financial interest of more than 50% of the voting stock on the effective date of this Coverage Part.

The insurance afforded herein for any subsidiary not shown in the Declarations as a named insured does not apply to injury or damage with respect to which an insured under this insurance is also an insured under another policy or would be an insured under such policy but for its termination or upon the exhaustion of its limits of insurance.

3. Newly Acquired Or Formed Organization

Any organization you newly acquire or form, other than a partnership, joint venture or limited liability company, and over which you maintain financial interest of more than 50% of the voting stock, will qualify as a Named Insured if there is no other similar insurance available to that organization. However:

- a. Coverage under this provision is afforded only until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier; and

- b. Coverage under this provision does not apply to:

- (1) "Bodily injury" or "property damage" that occurred; or
- (2) "Personal and advertising injury" arising out of an offense committed before you acquired or formed the organization.

4. Operator Of Mobile Equipment

With respect to "mobile equipment" registered in your name under any motor vehicle registration law, any person is an insured while driving such equipment along a public highway with your permission. Any other person or organization responsible for the conduct of such person is also an insured, but only with respect to liability arising out of the operation of the equipment, and only if no other insurance of any kind is available to that person or organization for this liability. However, no person or organization is an insured with respect to:

- a. "Bodily injury" to a co-"employee" of the person driving the equipment; or
- b. "Property damage" to property owned by, rented to, in the charge of or occupied by you or the employer of any person who is an insured under this provision.

5. Operator of Nonowned Watercraft

With respect to watercraft you do not own that is less than 51 feet long and is not being used to carry persons for a charge, any person is an insured while operating such watercraft with your permission. Any other person or organization responsible for the conduct of such person is also an insured, but only with respect to liability arising out of the operation of the watercraft, and only if no other insurance of any kind is available to that person or organization for this liability.

However, no person or organization is an insured with respect to:

- a. "Bodily injury" to a co-"employee" of the person operating the watercraft; or
- b. "Property damage" to property owned by, rented to, in the charge of or occupied by you or the employer of any person who is an insured under this provision.

6. Additional Insureds When Required By Written Contract, Written Agreement Or Permit

The person(s) or organization(s) identified in Paragraphs a. through f. below are additional insureds when you have agreed, in a written

BUSINESS LIABILITY COVERAGE FORM

contract, written agreement or because of a permit issued by a state or political subdivision, that such person or organization be added as an additional insured on your policy, provided the injury or damage occurs subsequent to the execution of the contract or agreement, or the issuance of the permit.

A person or organization is an additional insured under this provision only for that period of time required by the contract, agreement or permit.

However, no such person or organization is an additional insured under this provision if such person or organization is included as an additional insured by an endorsement issued by us and made a part of this Coverage Part, including all persons or organizations added as additional insureds under the specific additional insured coverage grants in Section F. – Optional Additional Insured Coverages.

a. Vendors

Any person(s) or organization(s) (referred to below as vendor), but only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business and only if this Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".

- (1) The insurance afforded to the vendor is subject to the following additional exclusions:

This insurance does not apply to:

- (a) "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
- (b) Any express warranty unauthorized by you;
- (c) Any physical or chemical change in the product made intentionally by the vendor;
- (d) Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;

(e) Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;

(f) Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;

(g) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or

(h) "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:

(i) The exceptions contained in Subparagraphs (d) or (f); or

(ii) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.

- (2) This insurance does not apply to any insured person or organization from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products.

b. Lessors Of Equipment

- (1) Any person or organization from whom you lease equipment; but only with respect to their liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person or organization.

- (2) With respect to the insurance afforded to these additional insureds, this insurance does not apply to any "occurrence" which takes place after you cease to lease that equipment.

c. Lessors Of Land Or Premises

- (1) Any person or organization from whom you lease land or premises, but only with respect to liability arising out of the ownership, maintenance or use of that part of the land or premises leased to you.
- (2) With respect to the insurance afforded to these additional insureds, this insurance does not apply to:
- (a) Any "occurrence" which takes place after you cease to lease that land or be a tenant in that premises; or
- (b) Structural alterations, new construction or demolition operations performed by or on behalf of such person or organization.

d. Architects, Engineers Or Surveyors

- (1) Any architect, engineer, or surveyor, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
- (a) In connection with your premises; or
- (b) In the performance of your ongoing operations performed by you or on your behalf.
- (2) With respect to the insurance afforded to these additional insureds, the following additional exclusion applies:
- This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of or the failure to render any professional services by or for you, including:
- (a) The preparing, approving, or failure to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders, designs or drawings and specifications; or
- (b) Supervisory, inspection, architectural or engineering activities.

e. Permits Issued By State Or Political Subdivisions

- (1) Any state or political subdivision, but only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit.
- (2) With respect to the insurance afforded to these additional insureds, this insurance does not apply to:
- (a) "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the state or municipality; or
- (b) "Bodily injury" or "property damage" included within the "products-completed operations hazard".

f. Any Other Party

- (1) Any other person or organization who is not an insured under Paragraphs **a.** through **e.** above, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
- (a) In the performance of your ongoing operations;
- (b) In connection with your premises owned by or rented to you; or
- (c) In connection with "your work" and included within the "products-completed operations hazard", but only if
- (i) The written contract or written agreement requires you to provide such coverage to such additional insured; and
- (ii) This Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".
- (2) With respect to the insurance afforded to these additional insureds, this insurance does not apply to:
- "Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:

BUSINESS LIABILITY COVERAGE FORM

- (a) The preparing, approving, or failure to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders, designs or drawings and specifications; or
- (b) Supervisory, inspection, architectural or engineering activities.

The limits of insurance that apply to additional insureds are described in Section **D. – Limits Of Insurance**.

How this insurance applies when other insurance is available to an additional insured is described in the Other Insurance Condition in Section **E. – Liability And Medical Expenses General Conditions**.

No person or organization is an insured with respect to the conduct of any current or past partnership, joint venture or limited liability company that is not shown as a Named Insured in the Declarations.

D. LIABILITY AND MEDICAL EXPENSES LIMITS OF INSURANCE

1. The Most We Will Pay

The Limits of Insurance shown in the Declarations and the rules below fix the most we will pay regardless of the number of:

- a. Insureds;
- b. Claims made or "suits" brought; or
- c. Persons or organizations making claims or bringing "suits".

2. Aggregate Limits

The most we will pay for:

- a. Damages because of "bodily injury" and "property damage" included in the "products-completed operations hazard" is the Products-Completed Operations Aggregate Limit shown in the Declarations.
- b. Damages because of all other "bodily injury", "property damage" or "personal and advertising injury", including medical expenses, is the General Aggregate Limit shown in the Declarations.

This General Aggregate Limit applies separately to each of your "locations" owned by or rented to you.

"Location" means premises involving the same or connecting lots, or premises whose connection is interrupted only by a street, roadway or right-of-way of a railroad.

This General Aggregate limit does not apply to "property damage" to premises while rented to you or temporarily occupied by you with permission of the owner, arising out of fire, lightning or explosion.

3. Each Occurrence Limit

Subject to **2.a.** or **2.b.** above, whichever applies, the most we will pay for the sum of all damages because of all "bodily injury", "property damage" and medical expenses arising out of any one "occurrence" is the Liability and Medical Expenses Limit shown in the Declarations.

The most we will pay for all medical expenses because of "bodily injury" sustained by any one person is the Medical Expenses Limit shown in the Declarations.

4. Personal And Advertising Injury Limit

Subject to **2.b.** above, the most we will pay for the sum of all damages because of all "personal and advertising injury" sustained by any one person or organization is the Personal and Advertising Injury Limit shown in the Declarations.

5. Damage To Premises Rented To You Limit

The Damage To Premises Rented To You Limit is the most we will pay under Business Liability Coverage for damages because of "property damage" to any one premises, while rented to you, or in the case of damage by fire, lightning or explosion, while rented to you or temporarily occupied by you with permission of the owner.

In the case of damage by fire, lightning or explosion, the Damage to Premises Rented To You Limit applies to all damage proximately caused by the same event, whether such damage results from fire, lightning or explosion or any combination of these.

6. How Limits Apply To Additional Insureds

The most we will pay on behalf of a person or organization who is an additional insured under this Coverage Part is the lesser of:

- a. The limits of insurance specified in a written contract, written agreement or permit issued by a state or political subdivision; or
- b. The Limits of Insurance shown in the Declarations.

Such amount shall be a part of and not in addition to the Limits of Insurance shown in the Declarations and described in this Section.

If more than one limit of insurance under this policy and any endorsements attached thereto applies to any claim or "suit", the most we will pay under this policy and the endorsements is the single highest limit of liability of all coverages applicable to such claim or "suit". However, this paragraph does not apply to the Medical Expenses limit set forth in Paragraph 3. above.

The Limits of Insurance of this Coverage Part apply separately to each consecutive annual period and to any remaining period of less than 12 months, starting with the beginning of the policy period shown in the Declarations, unless the policy period is extended after issuance for an additional period of less than 12 months. In that case, the additional period will be deemed part of the last preceding period for purposes of determining the Limits of Insurance.

E. LIABILITY AND MEDICAL EXPENSES GENERAL CONDITIONS

1. Bankruptcy

Bankruptcy or insolvency of the insured or of the insured's estate will not relieve us of our obligations under this Coverage Part.

2. Duties In The Event Of Occurrence, Offense, Claim Or Suit

a. Notice Of Occurrence Or Offense

You or any additional insured must see to it that we are notified as soon as practicable of an "occurrence" or an offense which may result in a claim. To the extent possible, notice should include:

- (1) How, when and where the "occurrence" or offense took place;
- (2) The names and addresses of any injured persons and witnesses; and
- (3) The nature and location of any injury or damage arising out of the "occurrence" or offense.

b. Notice Of Claim

If a claim is made or "suit" is brought against any insured, you or any additional insured must:

- (1) Immediately record the specifics of the claim or "suit" and the date received; and
- (2) Notify us as soon as practicable.

You or any additional insured must see to it that we receive a written notice of the claim or "suit" as soon as practicable.

c. Assistance And Cooperation Of The Insured

You and any other involved insured must:

- (1) Immediately send us copies of any demands, notices, summonses or legal papers received in connection with the claim or "suit";
- (2) Authorize us to obtain records and other information;
- (3) Cooperate with us in the investigation, settlement of the claim or defense against the "suit"; and
- (4) Assist us, upon our request, in the enforcement of any right against any person or organization that may be liable to the insured because of injury or damage to which this insurance may also apply.

d. Obligations At The Insured's Own Cost

No insured will, except at that insured's own cost, voluntarily make a payment, assume any obligation, or incur any expense, other than for first aid, without our consent.

e. Additional Insured's Other Insurance

If we cover a claim or "suit" under this Coverage Part that may also be covered by other insurance available to an additional insured, such additional insured must submit such claim or "suit" to the other insurer for defense and indemnity.

However, this provision does not apply to the extent that you have agreed in a written contract, written agreement or permit that this insurance is primary and non-contributory with the additional insured's own insurance.

f. Knowledge Of An Occurrence, Offense, Claim Or Suit

Paragraphs **a.** and **b.** apply to you or to any additional insured only when such "occurrence", offense, claim or "suit" is known to:

- (1) You or any additional insured that is an individual;
- (2) Any partner, if you or an additional insured is a partnership;
- (3) Any manager, if you or an additional insured is a limited liability company;
- (4) Any "executive officer" or insurance manager, if you or an additional insured is a corporation;
- (5) Any trustee, if you or an additional insured is a trust; or
- (6) Any elected or appointed official, if you or an additional insured is a political subdivision or public entity.

BUSINESS LIABILITY COVERAGE FORM

This Paragraph **f.** applies separately to you and any additional insured.

3. Financial Responsibility Laws

- a. When this policy is certified as proof of financial responsibility for the future under the provisions of any motor vehicle financial responsibility law, the insurance provided by the policy for "bodily injury" liability and "property damage" liability will comply with the provisions of the law to the extent of the coverage and limits of insurance required by that law.
- b. With respect to "mobile equipment" to which this insurance applies, we will provide any liability, uninsured motorists, underinsured motorists, no-fault or other coverage required by any motor vehicle law. We will provide the required limits for those coverages.

4. Legal Action Against Us

No person or organization has a right under this Coverage Form:

- a. To join us as a party or otherwise bring us into a "suit" asking for damages from an insured; or
- b. To sue us on this Coverage Form unless all of its terms have been fully complied with.

A person or organization may sue us to recover on an agreed settlement or on a final judgment against an insured; but we will not be liable for damages that are not payable under the terms of this insurance or that are in excess of the applicable limit of insurance. An agreed settlement means a settlement and release of liability signed by us, the insured and the claimant or the claimant's legal representative.

5. Separation Of Insureds

Except with respect to the Limits of Insurance, and any rights or duties specifically assigned in this policy to the first Named Insured, this insurance applies:

- a. As if each Named Insured were the only Named Insured; and
- b. Separately to each insured against whom a claim is made or "suit" is brought.

6. Representations

a. When You Accept This Policy

By accepting this policy, you agree:

- (1) The statements in the Declarations are accurate and complete;
- (2) Those statements are based upon representations you made to us; and

- (3) We have issued this policy in reliance upon your representations.

b. Unintentional Failure To Disclose Hazards

If unintentionally you should fail to disclose all hazards relating to the conduct of your business at the inception date of this Coverage Part, we shall not deny any coverage under this Coverage Part because of such failure.

7. Other Insurance

If other valid and collectible insurance is available for a loss we cover under this Coverage Part, our obligations are limited as follows:

a. Primary Insurance

This insurance is primary except when **b.** below applies. If other insurance is also primary, we will share with all that other insurance by the method described in **c.** below.

b. Excess Insurance

This insurance is excess over any of the other insurance, whether primary, excess, contingent or on any other basis:

(1) Your Work

That is Fire, Extended Coverage, Builder's Risk, Installation Risk or similar coverage for "your work";

(2) Premises Rented To You

That is fire, lightning or explosion insurance for premises rented to you or temporarily occupied by you with permission of the owner;

(3) Tenant Liability

That is insurance purchased by you to cover your liability as a tenant for "property damage" to premises rented to you or temporarily occupied by you with permission of the owner;

(4) Aircraft, Auto Or Watercraft

If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion **g.** of Section **A.** – Coverages.

(5) Property Damage To Borrowed Equipment Or Use Of Elevators

If the loss arises out of "property damage" to borrowed equipment or the use of elevators to the extent not subject to Exclusion **k.** of Section **A.** – Coverages.

(6) When You Are Added As An Additional Insured To Other Insurance

That is other insurance available to you covering liability for damages arising out of the premises or operations, or products and completed operations, for which you have been added as an additional insured by that insurance; or

(7) When You Add Others As An Additional Insured To This Insurance

That is other insurance available to an additional insured.

However, the following provisions apply to other insurance available to any person or organization who is an additional insured under this Coverage Part:

(a) Primary Insurance When Required By Contract

This insurance is primary if you have agreed in a written contract, written agreement or permit that this insurance be primary. If other insurance is also primary, we will share with all that other insurance by the method described in **c.** below.

(b) Primary And Non-Contributory To Other Insurance When Required By Contract

If you have agreed in a written contract, written agreement or permit that this insurance is primary and non-contributory with the additional insured's own insurance, this insurance is primary and we will not seek contribution from that other insurance.

Paragraphs **(a)** and **(b)** do not apply to other insurance to which the additional insured has been added as an additional insured.

When this insurance is excess, we will have no duty under this Coverage Part to defend the insured against any "suit" if any other insurer has a duty to defend the insured against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the insured's rights against all those other insurers.

When this insurance is excess over other insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:

- (1)** The total amount that all such other insurance would pay for the loss in the absence of this insurance; and
- (2)** The total of all deductible and self-insured amounts under all that other insurance.

We will share the remaining loss, if any, with any other insurance that is not described in this Excess Insurance provision and was not bought specifically to apply in excess of the Limits of Insurance shown in the Declarations of this Coverage Part.

c. Method Of Sharing

If all the other insurance permits contribution by equal shares, we will follow this method also. Under this approach, each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any of the other insurance does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

8. Transfer Of Rights Of Recovery Against Others To Us

a. Transfer Of Rights Of Recovery

If the insured has rights to recover all or part of any payment, including Supplementary Payments, we have made under this Coverage Part, those rights are transferred to us. The insured must do nothing after loss to impair them. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce them. This condition does not apply to Medical Expenses Coverage.

b. Waiver Of Rights Of Recovery (Waiver Of Subrogation)

If the insured has waived any rights of recovery against any person or organization for all or part of any payment, including Supplementary Payments, we have made under this Coverage Part, we also waive that right, provided the insured waived their rights of recovery against such person or organization in a contract, agreement or permit that was executed prior to the injury or damage.

F. OPTIONAL ADDITIONAL INSURED COVERAGES

If listed or shown as applicable in the Declarations, one or more of the following Optional Additional Insured Coverages also apply. When any of these Optional Additional Insured Coverages apply, Paragraph 6. (Additional Insureds When Required by Written Contract, Written Agreement or Permit) of Section C., Who Is An Insured, does not apply to the person or organization shown in the Declarations. These coverages are subject to the terms and conditions applicable to Business Liability Coverage in this policy, except as provided below:

1. Additional Insured - Designated Person Or Organization

WHO IS AN INSURED under Section C. is amended to include as an additional insured the person(s) or organization(s) shown in the Declarations, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- a. In the performance of your ongoing operations; or
- b. In connection with your premises owned by or rented to you.

2. Additional Insured - Managers Or Lessors Of Premises

a. WHO IS AN INSURED under Section C. is amended to include as an additional insured the person(s) or organization(s) shown in the Declarations as an Additional Insured - Designated Person Or Organization; but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you and shown in the Declarations.

b. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to:

- (1) Any "occurrence" which takes place after you cease to be a tenant in that premises; or
- (2) Structural alterations, new construction or demolition operations performed by or on behalf of such person or organization.

3. Additional Insured - Grantor Of Franchise

WHO IS AN INSURED under Section C. is amended to include as an additional insured the person(s) or organization(s) shown in the Declarations as an Additional Insured - Grantor Of Franchise, but only with respect to their liability as grantor of franchise to you.

4. Additional Insured - Lessor Of Leased Equipment

a. WHO IS AN INSURED under Section C. is amended to include as an additional insured the person(s) or organization(s) shown in the Declarations as an Additional Insured – Lessor of Leased Equipment, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person(s) or organization(s).

b. With respect to the insurance afforded to these additional insureds, this insurance does not apply to any "occurrence" which takes place after you cease to lease that equipment.

5. Additional Insured - Owners Or Other Interests From Whom Land Has Been Leased

a. WHO IS AN INSURED under Section C. is amended to include as an additional insured the person(s) or organization(s) shown in the Declarations as an Additional Insured – Owners Or Other Interests From Whom Land Has Been Leased, but only with respect to liability arising out of the ownership, maintenance or use of that part of the land leased to you and shown in the Declarations.

b. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to:

- (1) Any "occurrence" that takes place after you cease to lease that land; or
- (2) Structural alterations, new construction or demolition operations performed by or on behalf of such person or organization.

6. Additional Insured - State Or Political Subdivision – Permits

a. WHO IS AN INSURED under Section C. is amended to include as an additional insured the state or political subdivision shown in the Declarations as an Additional

Insured – State Or Political Subdivision - Permits, but only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit.

- b.** With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to:

- (1)** "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the state or municipality; or
- (2)** "Bodily injury" or "property damage" included in the "product-completed operations" hazard.

7. Additional Insured – Vendors

- a.** WHO IS AN INSURED under Section **C.** is amended to include as an additional insured the person(s) or organization(s) (referred to below as vendor) shown in the Declarations as an Additional Insured - Vendor, but only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business and only if this Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".
- b.** The insurance afforded to the vendor is subject to the following additional exclusions:

- (1)** This insurance does not apply to:

- (a)** "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
- (b)** Any express warranty unauthorized by you;
- (c)** Any physical or chemical change in the product made intentionally by the vendor;
- (d)** Repackaging, unless unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;

- (e)** Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;

- (f)** Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;

- (g)** Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or

- (h)** "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:

- (i)** The exceptions contained in Subparagraphs **(d)** or **(f)**; or

- (ii)** Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.

- (2)** This insurance does not apply to any insured person or organization from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products.

8. Additional Insured – Controlling Interest

WHO IS AN INSURED under Section **C.** is amended to include as an additional insured the person(s) or organization(s) shown in the Declarations as an Additional Insured – Controlling Interest, but only with respect to their liability arising out of:

- a.** Their financial control of you; or
- b.** Premises they own, maintain or control while you lease or occupy these premises.

BUSINESS LIABILITY COVERAGE FORM

This insurance does not apply to structural alterations, new construction and demolition operations performed by or for that person or organization.

9. Additional Insured – Owners, Lessees Or Contractors – Scheduled Person Or Organization

a. WHO IS AN INSURED under Section C. is amended to include as an additional insured the person(s) or organization(s) shown in the Declarations as an Additional Insured – Owner, Lessees Or Contractors, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- (1) In the performance of your ongoing operations for the additional insured(s); or
- (2) In connection with "your work" performed for that additional insured and included within the "products-completed operations hazard", but only if this Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".

b. With respect to the insurance afforded to these additional insureds, this insurance does not apply to "bodily injury", "property damage" or "personal an advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:

- (1) The preparing, approving, or failure to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders, designs or drawings and specifications; or
- (2) Supervisory, inspection, architectural or engineering activities.

10. Additional Insured – Co-Owner Of Insured Premises

WHO IS AN INSURED under Section C. is amended to include as an additional insured the person(s) or Organization(s) shown in the Declarations as an Additional Insured – Co-Owner Of Insured Premises, but only with respect to their liability as co-owner of the premises shown in the Declarations.

The limits of insurance that apply to additional insureds are described in Section D. – Limits Of Insurance.

How this insurance applies when other insurance is available to an additional insured is described in the Other Insurance Condition in Section E. – Liability And Medical Expenses General Conditions.

G. LIABILITY AND MEDICAL EXPENSES DEFINITIONS

1. "Advertisement" means the widespread public dissemination of information or images that has the purpose of inducing the sale of goods, products or services through:

- a. (1) Radio;
- (2) Television;
- (3) Billboard;
- (4) Magazine;
- (5) Newspaper;

b. The Internet, but only that part of a web site that is about goods, products or services for the purposes of inducing the sale of goods, products or services; or

c. Any other publication that is given widespread public distribution.

However, "advertisement" does not include:

a. The design, printed material, information or images contained in, on or upon the packaging or labeling of any goods or products; or

b. An interactive conversation between or among persons through a computer network.

2. "Advertising idea" means any idea for an "advertisement".

3. "Asbestos hazard" means an exposure or threat of exposure to the actual or alleged properties of asbestos and includes the mere presence of asbestos in any form.

4. "Auto" means a land motor vehicle, trailer or semi-trailer designed for travel on public roads, including any attached machinery or equipment. But "auto" does not include "mobile equipment".

5. "Bodily injury" means physical:

- a. Injury;
- b. Sickness; or
- c. Disease

sustained by a person and, if arising out of the above, mental anguish or death at any time.

6. "Coverage territory" means:

- a. The United States of America (including its territories and possessions), Puerto Rico and Canada;
- b. International waters or airspace, but only if the injury or damage occurs in the course of travel or transportation between any places included in **a.** above;
- c. All other parts of the world if the injury or damage arises out of:
 - (1) Goods or products made or sold by you in the territory described in **a.** above;
 - (2) The activities of a person whose home is in the territory described in **a.** above, but is away for a short time on your business; or
 - (3) "Personal and advertising injury" offenses that take place through the Internet or similar electronic means of communication

provided the insured's responsibility to pay damages is determined in the United States of America (including its territories and possessions), Puerto Rico or Canada, in a "suit" on the merits according to the substantive law in such territory, or in a settlement we agree to.

- 7. "Electronic data" means information, facts or programs:
 - a. Stored as or on;
 - b. Created or used on; or
 - c. Transmitted to or from computer software, including systems and applications software, hard or floppy disks, CD-ROMS, tapes, drives, cells, data processing devices or any other media which are used with electronically controlled equipment.
- 8. "Employee" includes a "leased worker". "Employee" does not include a "temporary worker".
- 9. "Executive officer" means a person holding any of the officer positions created by your charter, constitution, by-laws or any other similar governing document.
- 10. "Hostile fire" means one which becomes uncontrollable or breaks out from where it was intended to be.
- 11. "Impaired property" means tangible property, other than "your product" or "your work", that cannot be used or is less useful because:
 - a. It incorporates "your product" or "your work" that is known or thought to be defective, deficient, inadequate or dangerous; or

- b. You have failed to fulfill the terms of a contract or agreement;

if such property can be restored to use by:

- a. The repair, replacement, adjustment or removal of "your product" or "your work"; or
- b. Your fulfilling the terms of the contract or agreement.

12. "Insured contract" means:

- a. A contract for a lease of premises. However, that portion of the contract for a lease of premises that indemnifies any person or organization for damage by fire, lightning or explosion to premises while rented to you or temporarily occupied by you with permission of the owner is subject to the Damage To Premises Rented To You limit described in Section **D. – Liability and Medical Expenses Limits of Insurance.**
- b. A sidetrack agreement;
- c. Any easement or license agreement, including an easement or license agreement in connection with construction or demolition operations on or within 50 feet of a railroad;
- d. Any obligation, as required by ordinance, to indemnify a municipality, except in connection with work for a municipality;
- e. An elevator maintenance agreement; or
- f. That part of any other contract or agreement pertaining to your business (including an indemnification of a municipality in connection with work performed for a municipality) under which you assume the tort liability of another party to pay for "bodily injury" or "property damage" to a third person or organization, provided the "bodily injury" or "property damage" is caused, in whole or in part, by you or by those acting on your behalf. Tort liability means a liability that would be imposed by law in the absence of any contract or agreement.

Paragraph **f.** includes that part of any contract or agreement that indemnifies a railroad for "bodily injury" or "property damage" arising out of construction or demolition operations within 50 feet of any railroad property and affecting any railroad bridge or trestle, tracks, road-beds, tunnel, underpass or crossing.

However, Paragraph **f.** does not include that part of any contract or agreement:

BUSINESS LIABILITY COVERAGE FORM

- (1) That indemnifies an architect, engineer or surveyor for injury or damage arising out of:
- (a) Preparing, approving or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders, designs or drawings and specifications; or
 - (b) Giving directions or instructions, or failing to give them, if that is the primary cause of the injury or damage; or
- (2) Under which the insured, if an architect, engineer or surveyor, assumes liability for an injury or damage arising out of the insured's rendering or failure to render professional services, including those listed in (1) above and supervisory, inspection, architectural or engineering activities.
13. "Leased worker" means a person leased to you by a labor leasing firm under an agreement between you and the labor leasing firm, to perform duties related to the conduct of your business. "Leased worker" does not include a "temporary worker".
14. "Loading or unloading" means the handling of property:
- a. After it is moved from the place where it is accepted for movement into or onto an aircraft, watercraft or "auto";
 - b. While it is in or on an aircraft, watercraft or "auto"; or
 - c. While it is being moved from an aircraft, watercraft or "auto" to the place where it is finally delivered;
- but "loading or unloading" does not include the movement of property by means of a mechanical device, other than a hand truck, that is not attached to the aircraft, watercraft or "auto".
15. "Mobile equipment" means any of the following types of land vehicles, including any attached machinery or equipment:
- a. Bulldozers, farm machinery, forklifts and other vehicles designed for use principally off public roads;
 - b. Vehicles maintained for use solely on or next to premises you own or rent;
 - c. Vehicles that travel on crawler treads;
 - d. Vehicles, whether self-propelled or not, on which are permanently mounted:
- (1) Power cranes, shovels, loaders, diggers or drills; or
 - (2) Road construction or resurfacing equipment such as graders, scrapers or rollers;
- e. Vehicles not described in a., b., c., or d. above that are not self-propelled and are maintained primarily to provide mobility to permanently attached equipment of the following types:
- (1) Air compressors, pumps and generators, including spraying, welding, building cleaning, geophysical exploration, lighting and well servicing equipment; or
 - (2) Cherry pickers and similar devices used to raise or lower workers;
- f. Vehicles not described in a., b., c., or d. above maintained primarily for purposes other than the transportation of persons or cargo.
- However, self-propelled vehicles with the following types of permanently attached equipment are not "mobile equipment" but will be considered "autos":
- (1) Equipment, of at least 1,000 pounds gross vehicle weight, designed primarily for:
 - (a) Snow removal;
 - (b) Road maintenance, but not construction or resurfacing; or
 - (c) Street cleaning;
 - (2) Cherry pickers and similar devices mounted on automobile or truck chassis and used to raise or lower workers; and
 - (3) Air compressors, pumps and generators, including spraying, welding, building cleaning, geophysical exploration, lighting and well servicing equipment.
16. "Occurrence" means an accident, including continuous or repeated exposure to substantially the same general harmful conditions.
17. "Personal and advertising injury" means injury, including consequential "bodily injury", arising out of one or more of the following offenses:
- a. False arrest, detention or imprisonment;
 - b. Malicious prosecution;

- c. The wrongful eviction from, wrongful entry into, or invasion of the right of private occupancy of a room, dwelling or premises that the person occupies, committed by or on behalf of its owner, landlord or lessor;
 - d. Oral, written or electronic publication of material that slanders or libels a person or organization or disparages a person's or organization's goods, products or services;
 - e. Oral, written or electronic publication of material that violates a person's right of privacy;
 - f. Copying, in your "advertisement", a person's or organization's "advertising idea" or style of "advertisement";
 - g. Infringement of copyright, slogan, or title of any literary or artistic work, in your "advertisement"; or
 - h. Discrimination or humiliation that results in injury to the feelings or reputation of a natural person.
- 18. "Pollutants"** means any solid, liquid, gaseous or thermal irritant or contaminant, including smoke, vapor, soot, fumes, acids, alkalis, chemicals and waste. Waste includes materials to be recycled, reconditioned or reclaimed.
- 19. "Products-completed operations hazard";**
- a. Includes all "bodily injury" and "property damage" occurring away from premises you own or rent and arising out of "your product" or "your work" except:
 - (1) Products that are still in your physical possession; or
 - (2) Work that has not yet been completed or abandoned. However, "your work" will be deemed to be completed at the earliest of the following times:
 - (a) When all of the work called for in your contract has been completed.
 - (b) When all of the work to be done at the job site has been completed if your contract calls for work at more than one job site.
 - (c) When that part of the work done at a job site has been put to its intended use by any person or organization other than another contractor or subcontractor working on the same project.
- Work that may need service, maintenance, correction, repair or replacement, but which is otherwise complete, will be treated as completed.
- The "bodily injury" or "property damage" must occur away from premises you own or rent, unless your business includes the selling, handling or distribution of "your product" for consumption on premises you own or rent.
- b. Does not include "bodily injury" or "property damage" arising out of:
 - (1) The transportation of property, unless the injury or damage arises out of a condition in or on a vehicle not owned or operated by you, and that condition was created by the "loading or unloading" of that vehicle by any insured; or
 - (2) The existence of tools, uninstalled equipment or abandoned or unused materials.
- 20. "Property damage"** means:
- a. Physical injury to tangible property, including all resulting loss of use of that property. All such loss of use shall be deemed to occur at the time of the physical injury that caused it; or
 - b. Loss of use of tangible property that is not physically injured. All such loss of use shall be deemed to occur at the time of "occurrence" that caused it.
- As used in this definition, "electronic data" is not tangible property.
- 21. "Suit"** means a civil proceeding in which damages because of "bodily injury", "property damage" or "personal and advertising injury" to which this insurance applies are alleged. "Suit" includes:
- a. An arbitration proceeding in which such damages are claimed and to which the insured must submit or does submit with our consent; or
 - b. Any other alternative dispute resolution proceeding in which such damages are claimed and to which the insured submits with our consent.
- 22. "Temporary worker"** means a person who is furnished to you to substitute for a permanent "employee" on leave or to meet seasonal or short-term workload conditions.
- 23. "Volunteer worker"** means a person who:
- a. Is not your "employee";

BUSINESS LIABILITY COVERAGE FORM

- b. Donates his or her work;
- c. Acts at the direction of and within the scope of duties determined by you; and
- d. Is not paid a fee, salary or other compensation by you or anyone else for their work performed for you.

24. "Your product":

a. Means:

- (1)** Any goods or products, other than real property, manufactured, sold, handled, distributed or disposed of by:
 - (a)** You;
 - (b)** Others trading under your name; or
 - (c)** A person or organization whose business or assets you have acquired; and
- (2)** Containers (other than vehicles), materials, parts or equipment furnished in connection with such goods or products.

b. Includes:

- (1)** Warranties or representations made at any time with respect to the fitness, quality, durability, performance or use of "your product"; and

- (2)** The providing of or failure to provide warnings or instructions.

- c. Does not include vending machines or other property rented to or located for the use of others but not sold.

25. "Your work":

a. Means:

- (1)** Work or operations performed by you or on your behalf; and
- (2)** Materials, parts or equipment furnished in connection with such work or operations.

b. Includes:

- (1)** Warranties or representations made at any time with respect to the fitness, quality, durability, performance or use of "your work"; and
- (2)** The providing of or failure to provide warnings or instructions.

Alvarez Contract - 2023-24

Final Audit Report

2023-07-25

Created:	2023-07-24
By:	Mohammed Khasimi (mkhasimi@cityofpacificgrove.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAxt-EO550V0pFO-f0o-Y5Z2fYWy5j_zJw

"Alvarez Contract - 2023-24" History

-  Document created by Mohammed Khasimi (mkhasimi@cityofpacificgrove.org)
2023-07-24 - 10:32:54 PM GMT- IP address: 12.227.61.194
-  Document emailed to Luis Alvarez (lalvarez@alvareztg.com) for signature
2023-07-24 - 10:37:16 PM GMT
-  Email viewed by Luis Alvarez (lalvarez@alvareztg.com)
2023-07-24 - 10:55:57 PM GMT- IP address: 104.47.56.126
-  Document e-signed by Luis Alvarez (lalvarez@alvareztg.com)
Signature Date: 2023-07-24 - 10:56:34 PM GMT - Time Source: server- IP address: 24.130.245.57
-  Document emailed to Tori Hannah (thannah@cityofpacificgrove.org) for signature
2023-07-24 - 10:56:35 PM GMT
-  Email viewed by Tori Hannah (thannah@cityofpacificgrove.org)
2023-07-24 - 11:43:19 PM GMT- IP address: 104.47.64.254
-  Document e-signed by Tori Hannah (thannah@cityofpacificgrove.org)
Signature Date: 2023-07-24 - 11:43:29 PM GMT - Time Source: server- IP address: 12.227.61.194
-  Document emailed to Brian Pierik (bpierik@bwsllaw.com) for signature
2023-07-24 - 11:43:30 PM GMT
-  Email viewed by Brian Pierik (bpierik@bwsllaw.com)
2023-07-25 - 2:48:36 AM GMT- IP address: 104.200.69.104
-  Document e-signed by Brian Pierik (bpierik@bwsllaw.com)
Signature Date: 2023-07-25 - 2:49:06 AM GMT - Time Source: server- IP address: 198.24.204.51
-  Document emailed to Ben Harvey (citymanager@cityofpacificgrove.org) for signature
2023-07-25 - 2:49:07 AM GMT

 Email viewed by Ben Harvey (citymanager@cityofpacificgrove.org)

2023-07-25 - 3:05:48 AM GMT- IP address: 104.2.42.172

 Document e-signed by Ben Harvey (citymanager@cityofpacificgrove.org)

Signature Date: 2023-07-25 - 3:06:03 AM GMT - Time Source: server- IP address: 104.2.42.172

 Agreement completed.

2023-07-25 - 3:06:03 AM GMT

AMENDMENT # 1
AGREEMENT FOR PROFESSIONAL SERVICES WITH Alvarez Technology Group Inc.

WHEREAS, the City of Pacific Grove (“City”) and Alvarez Technology Group Inc. (“Contractor”) entered into a Professional Services Agreement (“Agreement”) dated July 1, 2023 through June 30, 2024; and

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

- A. The Agreement is amended as follows:
- The Alvarez Technology Group Inc. contract will increase from \$39,900 to \$99,900 for the period through June 30, 2024 (Fiscal Year 23/24), to allow for on-site IT support services to assist with position vacancies.
- B. All other terms of the Agreement remain the same.

Dated: _____

Luis M. Alvarez, President & CEO, Alvarez
Technology Group, Inc.

Dated: _____

Tori Hannah, Administrative Services Director /
City Manager Pro Tempore

Dated: _____

Brian Pierik, City Attorney

Dated: _____

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: Katie Clark, Recreation Program Manager
MEETING DATE: October 18, 2023
SUBJECT: Recreation Board Meeting Minutes April 28, 2022; May 26, 2022; June 23, 2022; and July 28, 2022
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive minutes.

Attachments

Recreation Board Meeting Minutes April 28, 2022
Recreation Board Meeting Minutes May 26, 2022
Recreation Board Meeting Minutes June 23, 2022
Recreation Board Meeting Minutes July 28, 2022

1. CALL TO ORDER – The meeting was called to order at 6:00 pm. on April 28, 2022

ROLL CALL – Jay Tulley, Chair; Charles Gibson; Daryl Smith; Colleen Goldsmith; Elliot Hazen.
Also present: Recreation Manager: Katie Clark; PG City Council: Amy Tomlinson

2. Approval of Agenda: Approved 5-0-0

3. Board and Staff Announcements: Chair Tulley commended Charlie Gibson as “PG Volunteer of the Year”; Katie Clark congratulated Gibson and noted that openings for Summer recreational program still ongoing in swim, dance, and other youth programs.

4. Council Liaison Comments: none

5. General Public Comments:

A. Written Communication: C. Gruber, J. Cohen, E. Deegan, J. Petersen, W. Giles, S. Laflan, L. Chaney, D. Deegan, K. McFarland, T. Hubbard, D. O’Donnell & Y. Hildebrand Bowen wrote in support of Summer Lights Event. S. Parris, L. Ciani, J. Wong, Tanya, J. Cohen, H. Leinen, C. Garcia, K. Coleman, K. Biala & I. Lorentzen Daumer wrote to deny event approval. K. Clark submitted information re event planning logistics; B. Peake forwarded application information.

B. Oral Communication: Michael Ipson commented on DEI Commission.

6. Approval of Minutes for March 24, 2022, to be approved May 26th Rec Board Meeting

7. Regular Agenda:

A. George Washington Park Survey: Chair Tulley presented information that City of PG approved funds of \$25,000 for purchase of playground equipment in December 2021. PW Director Dan Gho is seeking grant for additional funding. Tulley presented a survey seeking public comment. No Public Comments. Commission comments: Gibson praised survey questions that invite public participation. Motion to approve the survey made by Gibson, with Hazen second, passed 5-0-0.

B. Skate Park Project Steps: Rec Manager Clark presented report outlining the general steps to commence skate park site identification and process for construction. See

agenda report. Public Comment: Emily Haselbauer supportive of skate park; Lisa Ciani questioned suitability of skate park in coastal zone; Carmelita Garcia also supportive of park project. Commission Comments: Hazen suggested possibility of PGUSD property as site location; Goldsmith supported residents seeking to raise private funds for construction; Gibson noted that the CIP project submitted by Rec Board to review/determine land use study would assist in determination of best location for skate park, pickleball, and dog park; further advocated for collective decision-making and community input as way to connect with young people using the skate park. Chair Tulley requested a formal legal interpretation of joint use agreement with PGUSD and update on the CIP projects submitted by the Rec Board. Tulley further noted process can be done in steps, with a subcommittee of 2 Rec Board members and interested members of the public. Amy Tomlinson advised that subcommittee would be advisory. Hazen made motion, with Goldsmith second, for an advisory subcommittee of Gibson and Hazen. Motion passed 5-0-0.

C. Pacific Grove Summer Lights Special Event Application: Rec Manager Clark presented review of process for special event approval by the City of Pacific Grove. Public Comment: Christine Gruber on behalf of Summer Lights stated that Feast of Lanterns event no longer exists and that new event supports leadership and scholarships for students, with 3 events including pet parade, street dance, and laser light show. Jack Wong on behalf of Chinese Association of Monterey Bay stated that event organizers have not dialogued or responded regarding new event. Chris Evans thinks event will heal and bring residents together; Donna O'Donnell supportive of event that honors everyone; Yong-Ling Beiman supports healing event; Michael Ipson remarked lack of understanding by FOL Board who did not reach out to Chinese Association; Carmelia Garcia not supportive; Lisa Ciani supports staff recommendations to not approve; Wendy Giles supportive of special event; Inge Lorentzen Daumer sees pros and cons; Randy Sabado urged commission to not approve event; Marabee Boone supports event

as healing community with pet parade and beach event. Commission Comments: Goldsmith noted that sentiment pretty evenly divided on Summer Lights Event and decision to decline approval might be for technicality of late special event submission. Hazen added that there are pros/cons with technical reason for not approving; Smith noted that FOL is over and new event is pro-youth, with pet parade good for community; Tulley hopes that there will be event proposed for next fiscal year; Gibson asked if pet parade only could be approved for this summer. Rec Manager Clark stated that pet parade is possibility, noting the staging area of Caledonia Park requires that city council make an exception to muni code. Tomlinson said that city council can make muni code exceptions. Goldsmith moved that pet parade only, organized by Summer Lights organizers, be approved, with Tulley second, passed 3-1-1 (Gibson abstaining, Smith, no).

With further discussion, and City Manager Ben Harvey calling in on the meeting, added statement that pet parade is not huge fiscal impact to city and pet parade full cost recovery event. Motion revised to read that approval for pet parade conditioned on full cost recovery and Summer Lights organizers meeting with city staff, DEI, and stakeholders for discussion, per the Rec Board recommendations of the February meeting. This motion is recommendation to PG City Council to approve pet parade event and passed 5-0-0.

8. Next Meeting scheduled May 26, 2022.

Chair Tulley requested following two items for inclusion on meeting agenda:

Clarification of the Joint Use Agreement with PGUSD from city staff and update on the CIP projects submitted by the Rec Board.

Meeting adjourned at 8:32 pm.

Submitted by Colleen Goldsmith

1. CALL TO ORDER – The meeting was called to order at 6:00 pm. on 5/26/2022

ROLL CALL – Jay Tulley, Chair; Charlie Gibson; Elliot Hazen; Colleen Goldsmith; Darryl Smith;
also present: Public Works Director: Dan Gho; Recreation Manager: Katie Clark. Council Liaison:
Amy Tomlinson

2. Approval of Agenda: Approved 4-0-1 (E. Hazen logged on after vote)

3. Board and Staff Announcements: Chair Tulley commented on city council meeting in which large number of residents spoke in favor of skate park; Goldsmith noted that PG Pet Parade approval passed by city council. Rec Mngr Clark noted staff training for summer rec programs will commence with camp programs and swimming starting on June 6th.

4. Council Liaison Comments: Tomlinson advised that city budget meetings are ongoing; the Rec Board submitted funding requests of 1.4 million for CIP projects. At next council Meeting, the city should land on total CIP figure which could significantly increase from the \$800k currently proposed.

5. General Public Comments: none

6. Approval of Minutes: March 24th minutes approved 4-0-1 (Hazen absent) with correction that Goldsmith not present; April 28th minutes approved 4-0-1 (Hazen absent) with one correction that Gibson in favor of motion on page 3 in April minutes.

7. Regular Agenda:

Skate Park Report: Gibson introduced report by sub-committee (Gibson, Hazen, Emily Haselbauer) noting that there is strong support by the public for a skate park in Pacific Grove. In April, the sub-committee met in Arnett Park regarding potential sites. Hazen continued presentation noting that next steps are to bring recommendation to city council. Haselbauer added that skate park a positive development for community but are expensive to construct and that WAVE Program would be partner for fundraising.
Public Comment: Kim Ly Bui, retired from City of Monterey, commented that in 2016, Monterey rehabbed their skate park with community input; also suggested that PG

plan for programming of skate park activities to keep community interest and utilization rates high.

Commissioner Comments: Goldsmith inquired about the WAVE program and asked whether some potential skate park sites have been identified for city council; noted issues with pickleball courts in residential neighborhoods. Sub-committee Haselbauer responded that some locations have been identified. Gibson noted that skate park will require location with 10,000 square feet and accessibility; Hazen suggested that site for skate park not be included with recommendation to city council at this time; Gibson would like city council approval for funding to identify park sites; Smith noted that there is currently a huge skate community in PG; the WAVE program would be a successful non-profit entity for private fundraising and praised Haselbauer's efforts. Goldsmith asked about the Jt. Use Agreement with PGUSD; Tulley will provide an update on future board agenda; Gibson added that no city staff time nor expense to date on this proposed project; Tulley inquired whether city staff look at possible park sites.

Council Person Tomlinson summarized that Rec Board is asking for some funding to research possible PG skate park; also requesting staff time, city planners, council liaison and public outreach assistance. Too late to get skate park funding for 22/23 FY budget; offered assistance with agenda report for city council. Clark noted that there are mid-year budget adjustments.

Motion by Smith, seconded by Hazen, that Rec Board recommend to city council that funding be approved for a consultant to investigate possible construction of skate park in Pacific Grove, passed 5-0-0.

Next Rec Board Meeting is June 23, 2022: Chair Tulley spoke with PG City Mngr re Jt. Use Agreement with PGUSD and requested item be on June meeting agenda.

Meeting adjourned at 7 pm.

Submitted by: C. Goldsmith

1. CALL TO ORDER – The meeting was called to order at 6:00 pm

ROLL CALL – **Chair:** Jay Tulley, Charles Gibson, Colleen Goldsmith, Elliot Hazen. Also present:

Recreation Manager: Katie Clark; Council Person: Amy Tomlinson. Absent: Daryl Smith

2. Approval of Agenda: Approved 4-0-1

3. Board and Staff Announcements: Clark provided update summer camps: programs full with wait lists; ongoing staffing recruitment; stated goal to provide public swim sessions for July weekends

4. Council Liaison Comments: Amy Tomlinson updated regarding city budget with 50k allocated for rec projects and 151k toward PG skate park proposal. Chair Tulley commented regarding support of open space study

5. General Public Comments:

A. Written Communication: emails received from Lisa Ciani re possible skatepark location; Luke Coletti re Lovers Point as skatepark location; Jane Haines re construction of skate park being prioritized over affordable housing; Tess Kenny re skate park.

B. Oral Communication: none

6. Approval of Minutes: Approved 4-0-1

7. Regular Agenda:

A. Skate Park Report: Gibson presented skatepark subcommittee report (see agenda report) with emphasis on identification of best location. Utilizing the Skatepark Site Selection Criteria Scoring Sheet, city staff have survey to assess potential sites. With a projected cost of between 600 to 700K, there could be additional costs associated with building at an unimproved site (no utilities, infrastructure, amenities). Report includes overview of benefits to local community for families and residents. Process includes 9 steps associated with the administering of a CIP. Gibson would like to see city staff locate and identify suitable sites for skatepark. Public comments regarding the skate-park can be sent to recboard@cityofpacificgrove.org .

Public Comments: Thom Akeman regarding location of skatepark; Dan Miller re the history of past proposals for skateparks; suggested researching liability insurance and noted that location has been major objection in past by residents. Lisa Ciani noted that open space designations limit park locations; Tony Ciani supports park but cautioned site needs to be well situated.

Commission Comment: Goldsmith has requested information re liability insurance; Hazen supports evaluation of PGUSD sites; Gibson thanked public for comments and stated that staff and the rec board will proceed in a comprehensive, thorough manner. Chair Tulley remarked that Arnett Park may have space to accommodate skatepark and has been a “neglected park” in the past; suggested that Caterpillar Park be considered; would like to see evidence from city residents and skatepark enthusiasts that adequate fundraising exists.

Deputy Director PW Joyce Halabi commented that PGUSD land is characterized as private property and city council direction is to evaluate city owned property only. Chair Tulley noted the nuanced interpretation of the agreement between the city and PGUSD re city sponsored programs; also there could be access limitations to the park. Halabi commented that PGUSD property could be assessed in preliminary steps and then go back to city council. Motion by Hazen, with second by Gibson, that city staff go forward with recommendations in subcommittee report to evaluation skatepark locations passed 4-0-1.

B. George Washington Park Survey: Chair Tulley presented survey results regarding the online survey for playground equipment from 58 participants. Suggested play structures were ranked with respondents preferring more natural appearance equipment over bright colorful structures.

Public Comment: none

Commission Comments: Hazen asked whether opportunities exist for increased accessibility; Chair Tulley questioned whether city must use MiraclePlay as vendor; Clark

responded that Pacific Grove not required to use particular playground vendor; Gibson inquired about competitive bidding for RFP; also, whether colorful or natural in appearance, the equipment must conform to site and installation guidelines re safety; Goldsmith inquired about possible increased funding for equipment; Clark stated that PW Director Dan Gho has applied for grant for additional equipment funding; also will follow up with Gho re 2-5 year old ADA accessibility. Chair Tulley inquired about the ADA pathways from parking to playground; Hazen inquired if local companies could be hired for construction and installation; Gibson responded that playground manufacturers do the design, CAD work etc., so that local sources would double/triple the costs. Clark emphasized that equipment must be maintained and certified. Motion by Chair Tulley, seconded by Hazen, that requested city staff to solicit playground suppliers for playground equipment proposals and costs for structures that are natural in appearance and suitable for 2-5 year age range. Motion passed 4-0-1

Next Meeting is scheduled for July 28th.

Meeting was adjourned at 7:35 pm.

Submitted by Colleen Goldsmith

1. CALL TO ORDER – The meeting was called to order at 6:00 pm

ROLL CALL –Charles Gibson, Colleen Goldsmith, Vice Chair Elliot Hazen. Also present:
Recreation Manager: Katie Clark; PW Director: Dan Gho. Absent: Daryl Smith, Jay Tulley

2. Approval of Agenda: Approved 3-0-2

3. Board and Staff Announcements: Director Gho stated that delay with backstop for GWP is due to efforts to secure grant from State of California; playground equipment delay is due to requirement to submit RFP; status of picnic tables: 19 ordered and boards are currently being stained with installation scheduled for August; a full report regarding PGUSD locations for skatepark will be provided in August.

Rec Manager Clark provided information regarding the pet parade schedule; rec summer program is ending; summer programs had waiting list of 30-40 kids; acknowledged and thanked summer staffers, lifeguards. Gibson thanked PW and rec staff on behalf of the Rec Board for successful resumption of summer rec program.

4. Council Liaison Comments: Mayor Bill Peake noted that Pacific Grove will have 2 cannabis measures on November ballot; also a measure to reduce council size from 7 to 5 members; major issue for the city is housing

5. General Public Comments:

A. Written Communication: Janet Cohen re amendments for special events policy; Nat Johnston re permits for Monarch Sanctuary; Douglas Fink re skatepark pump track

B. Oral Communication: none

6. Approval of Minutes: Approved 3-0-2

7. Regular Agenda:

A. Recreation Board Park Inventory: PW Director Gho stated that \$50,000 has been allocated for CIP projects (see agenda report)

Public Comments: none

Commissioner Comments: Hazen asked if repairs scheduled for Arnett Park would

conflict with possible plans for skatepark. PW Gho stated that adding a drain by stairway will not be issue with skatepark; Gibson noted the drainage problem by stairway where most of the water collects; vehicles are using DG path as driveway, which is problematic. PW Gho intends to divert water and add more drainage. Goldsmith thought projects listed were good; noted that Berwick and GWP ball field were inundated with gophers; would like to see working irrigation at El Marie Dyke Park; Gibson requested that DG at Hayward Park and playground bark items be deferred with money transferred to El Marie Dyke for tree trimming and planter box repair. Gibson approved of storm drain at Arnett, new picnic tables for Caledonia; new recycling cans at Lovers Pt. Hazen supports prioritizing items; inquired when monies must be spent. PW Gho stated 6/30/23. Gibson requested that PW look at needed work for El Marie Dyke. PW Gho stated that trimming trees and vegetation at El Marie Dyke can be absorbed under another budget. Gibson agrees that CIP projects are the core priorities and likes idea of ordering picnic tables now; believes that El Marie Dyke will cost more with structure repair and irrigation. Goldsmith supports immediate commencement of prioritized items; PW Gho will order picnic tables and get quotes for gazebo repair at El Marie Dyke for August board meeting. Noted that Butterfly Days are first weekend in October and activities are scheduled at Chautauqua and the park. Motion made by Hazen to order picnic tables; secure estimates for El Marie Dyke gazebo repair and commence storm drain work at Arnett, with second by Goldsmith. Approved: 3-0-2

Next Meeting is scheduled for August 25th at 6 pm

Meeting was adjourned at 6:47 pm.

Submitted by Colleen Goldsmith



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Joe Amelio, Councilmember
MEETING DATE: October 18, 2023
SUBJECT: September 23, 2023 MST Board Meeting Minutes
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive Minutes

DISCUSSION

OPTIONS

FINANCIAL IMPACT:

GOAL ALIGNMENT: Not Applicable.

Attachments

9-23_MST_Minutes

MEETING OF THE MST BOARD OF DIRECTORS

**MEETING MINUTES
September 11, 2023
10:00 am (Pacific)**

Present:	Mary Ann Carbone, Vice Chair	City of Sand City
	Jeff Baron	City of Carmel-by-the-Sea
	Kim Shirley	City of Del Rey Oaks
	Lorraine Worthy	City of Gonzales
	Ariana Rodriguez	City of Greenfield
	Carlos DeLeon	City of King
	Liesbeth Visscher	City of Marina
	Ed Smith	City of Monterey
	Joe Amelio	City of Pacific Grove
	Tony Barrera	City of Salinas
	Dave Pacheco	City of Seaside
	Luis Alejo	County of Monterey
Absent:	Anna Velazquez, Chair	City of Soledad
Counsel:	Michael D. Laredo	De Lay & Laredo
Staff:	Carl Sedoryk	General Manager/CEO
	Lisa Rheinheimer	Assistant General Manager
	Michael Kohlman	Chief Information Officer
	Norman Tuitavuki	Chief Operating Officer
	Kelly Halcon	Director of HR & Risk Management
	Michelle Overmeyer	Director of Planning and Innovation
	Jeanette Alegar-Rocha	Deputy Secretary/Clerk to the Board
	Andrea Williams	Finance Manager
	Claudia Valencia	Mobility Specialist
	Cristy Sugabo	Mobility Manager
	Daniel Bruno	Scheduling Assistant
	Dave Bielsker	Transit Scheduler
	Deanna Smith	Civil Rights Officer
	Elena Grigorichina	Operations Specialist
	Emma Patel	Planning Manager
	Ezequiel Rebollar	IT Technician
	Ikuyo Yoneda-Lopez	Marketing & Communications Manager
	Jacob Huggins	IT Specialist
	Jacqueline Munoz	C/S Representative

Kaleb Aquino-Lopez	Mobility Specialist
Kelly Soriano	Mobility Specialist
Kevin Allshouse	Contract Services Manager
Matthew Deal	Grants Analyst
Marzette Henderson	Transportation Manager
Natalie Flores	Assistant Planner
Pamela Aquino	C/S Representative
Paul Lopez	Facilities Manager
Ruben Gomez	Mobility Coordinator
Scott Taylor	IT Manager
Steven Bruno	Purchasing Agent
Ursulla Scardina	Marketing Assistant
Vince Dang	Project Management Coordinator
Yohana Reyes	Mobility Specialist

Public:	Jasmine Mejia-Cortez	Executive Assistant to Supervisor Luis Alejo
	Chris Duymich	AMBAG
	Christopher Wilmot	Member of the Public
	Tate Baugh	Member of the Public

1. CALL TO ORDER

1-1. Roll Call. (Jeanette Alegar-Rocha)

1-2. Pledge of Allegiance.

Vice Chair Carbone called the meeting to order at 10:07 a.m. Roll call was taken and a quorum was established. Director Pacheco led the pledge of allegiance.

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

Carl Sedoryk reviewed the highlights of the agenda.

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

There were no public comments.

3. CONSENT AGENDA

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

3-1. Adopt Resolution 2024-02 Recognizing Yohana Reyes, Mobility Specialist as Employee of the Month for August 2023. (Cristy Sugabo) (Page 9)

3-2. Adopt Resolution 2024-03 Recognizing Renaldo Hernandez as Employee of the Month for September 2023. (Marzette Henderson) (Page 11)

- 3-3. Approve Minutes of the MST Board Meeting on July 10, 2023. (Jeanette Alegar-Rocha) (Page 13)
- 3-4. Receive Draft Minutes of the MST Board Administrative Performance Committee Meeting on July 10, 2023. (Jeanette Alegar-Rocha) (Page 19)
- 3-5a&b. Financial Reports – June & July 2023. (Lori Lee) (Pages 23 -40)
 - a) Accept Report of June & July 2023 Cash Flow Presented in Attachment #1
 - b) Approve June & July 2023 Disbursements Listed in Attachment #2
 - c) Accept report of June & July 2023 Treasury Transactions Listed in Attachment #3
- 3-6. Receive Report on Lost and Found Items Left on MST Property for the Months of March 2023. (Beronica Carriedo) (Page 41)
- 3-7. Receive Minutes of the Mobility Advisory Committee Meeting on March 29, 2023. (Ruben Gomez) (Page 43)
- 3-8. Ratify a One-Year Contract Extension with Allied Universal for Security Foot and Mobile Patrol Services in an Amount Not to Exceed \$288,154. (Norman Tuitavuki) (Page 47)
- 3-9. Authorize the General Manager/CEO to Enter into a Five-Year Contract with Cintas for Uniform and Linen Services for a Total Contract Amount Not to Exceed \$1,082,500. (Steven Bruno) (Page 49)
- 3-10. Receive Minutes of the Measure Q Oversight Committee on April 17, 2023. (Jeanette Alegar-Rocha) (Page 51)
- 3-11. Receive Draft Minutes of the Measure Q Oversight Committee on August 21, 2023. (Jeanette-Rocha) (Page 55)
- 3-12. Approve Resolution 2024-04 Authorizing the General Manager/CEO to Execute Certifications and Assurances, Authorized Agent Forms and Implementation of Volkswagen (VW) Environmental Mitigation Trust Fund Projects. (Matthew Deal) (Page 59)
- 3-13. Approve Resolution 2024-05 Authorizing the General Manager/CEO to Execute a Master Agreement and Program Supplement for the Transit and Intercity Rail Capital Program (TIRCP). (Matthew Deal) (Page 63)
- 3-14. Receive Draft Minutes of the Mobility Advisory Committee Meeting on July 26, 2023. (Ruben Gomez) (Page 67)

End of Consent Agenda

There were no public comments on the Consent Agenda.

On a motion by Director Barrera, seconded by Director Amelio, and carried by the following vote, the Board approved the consent agenda:

AYES:	12	Alejo, Amelio, Baron, Barrera, Carbone, DeLeon, Pacheco, Rodriguez, Shirley, Smith, Worthy, and Visscher
NOES:	0	
ABSENT:	1	Velazquez
ABSTAIN:	0	
RECUSE:	0	

4. RECOGNITIONS AND SPECIAL PRESENTATIONS

4-1. August 2023 Employee of the Month – Yohana Reyes, Mobility Specialist.
(Cristy Sugabo)

The MST Board recognized Yohana Reyes, Mobility Specialist, as the August 2023 Employee of the Month for her outstanding contribution to MST and to the entire community.

4-2. September 2023 Employee of the Month – Renaldo Hernandez, Coach Operator. (Marzette Henderson)

The MST Board recognized Renaldo Hernandez, Coach Operator, as the September 2023 Employee of the Month for his outstanding contribution to MST and to the entire community.

5. PUBLIC HEARINGS

None

Luis Alejo joined the meeting at 10:40 a.m.

6. ACTION ITEMS

6-1. Receive Presentation on Results of the MST Rider and Non-Rider Survey.
(Ikuyo-Yoneda Lopez) (Page 71)

Ikuyo-Yoneda Lopez presented results of the MST Rider and Non-Rider Survey.

There were no public comments on Action Item 6-1.

6-2. Receive Report of the Status of Litigation Against MST on the SURF!
Busway and Bus Rapid Transit Project (Monterey County Superior Court

Mr. Sedoryk reported to the Board that all legal action against MST on the SURF! project is now closed.

There were no public comments on Action Item 6-2.

Mike LeBarre joined the meeting at 11:15 a.m.

- 6-3. Authorize the General Manager/CEO to Execute a Memorandum of Understanding (MOU) with Santa Clara Valley Transportation Authority (VTA) for Line 59 Salinas-Gilroy for a Two-year Partnership in the Amount of \$128,750. (Michelle Overmeyer) (Page 113)

Christopher Wilmot, member of the public and Monterey Peninsula College student, commented on fixed routes from the Monterey Peninsula to catch the new Line 59. MST staff made note of Mr. Wilmot's comments.

On a motion by Director Barrera, seconded by Director Pacheco, and carried by the following vote, the Board approved Action Item 6-3:

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

7. REPORTS & INFORMATION ITEMS

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

- 7-1. General Manager/CEO Monthly Report – June 2023 and New MST Monthly Report – July 2023 (Page 115)
- TAMC Funding Award for MST Bus Stops
- 7-2. Federal Legislative Advocacy Report (Page 249)
- 7-3. State Legislative Advocacy Updates (Page 251 & 255)
- 7-4. Staff Trip Reports – (Pages 259-273)
- 7-5. Correspondence – (Pages 275 & 277)

8. BOARD REPORTS, COMMENTS, AND REFERRALS

- 8-1. Reports on Meetings Attended by Board Members at MST Expense. (AB 1234)
- 8-2. Board Member Comments and Announcements.
- 8-3. Board Member Referrals for Future Agendas.
- 8-4. Receive Highlights of the Monterey Regional Taxi Authority (RTA) Board Meeting on June 26, 2023. (Jeanette Alegar-Rocha) (Page 279)

9. ATTACHMENTS

- 9-1. The Detailed Monthly Performance Statistics and Disbursement Journal for June and July 2023 can be viewed online within the GM Report at <http://mst.org/about-mst/board-of-directors/board-meetings/>

10. CLOSED SESSION

There were no public comments on closed session items 10-1 through 10-3.

- 10-1. Conference with real property negotiator pursuant to Government Code Section 54956.8 (No Enclosure)

Property: Parcel L.2.4.3.1 and Parcel L.2.4.3.2, Southwest Corner 7th and Colonel Durham former Fort Ord, City of Seaside

Negotiating parties: Monterey-Salinas Transit (MST) District (Carl G. Sedoryk)

Property owner: Monterey-Salinas Transit

Interested party: City of Seaside

Under negotiation: Transfer of property to Seaside, Terms and Price

Michael Laredo, MST General Counsel, reported that the Board met and provided direction to MST staff to continue its fact-finding mission and to bring the item back to Closed Session for further discussion.

- 10-2. Review Incentive Pool for MSTEA and Confidential Unit and Provide Direction. (Carl Sedoryk) (Enclosure)

Michael Laredo, MST General Counsel, reported that the Board met and provided general direction; this item will return in open session for action at its next meeting.

10-3. Review General Manager/CEO Performance Evaluation Gov. Code § 54957. (Anna Velazquez) Conference With Labor Negotiators (§54957.6) Agency Designated Representatives: (Michael Laredo) (No Enclosure)

Item 10-3 was postponed to the October 9, 2023 closed session agenda.

11. ADJOURN

With no further business to discuss, Vice Chair Carbone adjourned the meeting with a moment of silence in memory of the late Monterey County Supervisor, Lou Calcagno at 12:24 p.m. (Pacific).

Prepared by: 	Reviewed by: 
Jeanette Alegar-Rocha Deputy Secretary/Clerk to the Board	Carl G. Sedoryk General Manager/CEO



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Joseph Sidor, Contract Senior Planner
MEETING DATE: October 18, 2023
SUBJECT: 6th Cycle Draft Housing Element
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

1. Staff recommends the City Council consider the consultant presentation and Planning Commission recommendations, ask any pertinent questions, and provide input on the 6th Cycle Draft Housing Element;
2. Hear public comment on the 6th Cycle Draft Housing Element and provide direction to staff to transmit the Draft Housing Element to California Department of Housing and Community Development; or
3. Alternatively, discuss and take other action related to this item.

DISCUSSION

On October 5, 2023, the Planning Commission voted unanimously to recommend the removal of the NOAA building site, at 1352 Lighthouse Ave. The Commission also voted 5 - 2 to recommend the removal of the reference to Project Homekey in the Review of Past Accomplishments section of the [6th Cycle Draft Housing Element](#) (DHE). The Commission ended the meeting in agreement to continue this item during the next regularly scheduled Planning Commission meeting on October 12, 2023. The DHE is scheduled to be heard at the City Council's October 18, 2023 meeting as notice of the hearing has occurred and it is the desire of the City Council to hear the DHE as scheduled.

Additional Planning Commissioners' recommendations and comments stemming from the October 12, 2023 Planning Commission Meeting, including comments from the commissioners and public received after the October 5, 2023 meeting, will be noted in an Errata Sheet that will be prepared by staff and released prior to the October 18, 2023, City Council meeting.

During the public hearing at the October 5, 2023, Planning Commission meeting, public comment was received and will be incorporated in a comprehensive appendix which will include public comment received by the City either verbally, during the public hearing or in writing during the 30-day public review period. The public comment appendix will be included in the 6th Cycle Draft Housing Element transmitted for initial review to the California Department of Housing and Community Development (HCD) in November, upon City Council's direction following the October 18, 2023, public hearing at City Council.

BACKGROUND

A Housing Element is an opportunity for the community to establish goals, policies, and programs to address local housing needs. Each California city and county must adopt a Housing Element to plan for the housing needs of the community at all economic levels, including lower-income households and

households with special needs. The Housing Element addresses a range of housing issues such as affordability, housing types, density, and location, and establishes goals, policies, and programs to address existing and projected housing needs. The Housing Element must be internally consistent with other parts of the General Plan and is critical to having a legally adequate General Plan. The Housing Element is one of seven required elements of the City's General Plan, which serves as the blueprint for how the City will grow and address changing needs for development.

The City of Pacific Grove's 6th Cycle Public Review Draft Housing Element was presented for consideration at the October 5, 2023 and the October 12, 2023 Planning Commission meetings. This staff report represents information that was presented at those meetings. The Housing Element is a critical component of the City's planning process, and this document reflects the latest efforts in meeting the state's housing requirements and ensuring the sustainability and affordability of housing within the community during the next 8 years, spanning 2023 – 2031 as per this 6th Cycle period.

At the March 22, 2023, City Council meeting, the Council approved the Housing Element Contract with Rincon Consultants, Inc. On May 15, 2023, Staff convened the Housing Element Advisory Group to introduce the new Rincon consultant team and discuss the next steps for the Housing Element. The May 15, 2023, convening of the Housing Element Advisory Group included members of the public, Planning Commission, and City Council and representatives from HCD. Beginning July 13, 2023, Staff and consultants provided monthly updates to the Planning Commission on the progress of the Housing Element per the scope of Rincon's contract. Rincon prepared the draft Housing Element, which was released for public review on September 15, 2023, by posting it to the City's website (see discussion below on public notice and outreach).

The 30-day public review process required pursuant to Government Code Section 65585(b) began on Monday, September 18, 2023, and ends Tuesday, October 17, 2023. Availability of the public review draft Housing Element and the public hearings scheduled for the Planning Commission on October 5, 2023, and the City Council on October 18, 2023, were all noticed in accordance with state law and the City's noticing requirements. If any comments are received during the 30-day public comment period, the City is required to take at least 10 business days to consider and incorporate public comments into the draft Housing Element before submitting it to HCD. The 6th Cycle Draft Housing Element is currently on schedule as set forth in Rincon's timeline for submittal to HCD for its initial 90-day review in November 2023.

Overview of the 6th Cycle Housing Element Process

The 6th Cycle of the Housing Element process brings several noteworthy changes and challenges compared to previous cycles. The most significant change is the substantial increase in the Regional Housing Needs Allocation (RHNA) for Pacific Grove. The City is now tasked with accommodating 1,125 residential units by 2031, marking an 878% increase from the previous cycle RHNA of 115 units. To address this significant RHNA increase, the City has identified the need for a focused update to additional elements of the General Plan, specifically targeting the Land Use, Safety, and Transportation Elements. This update is crucial to address the impacts of the additional residential units on essential services, transportation, and community character.

Furthermore, the City must: complete rezoning efforts to provide capacity to accommodate the City's RHNA; re-zone sites identified to accommodate lower income RHNA that were included in prior housing elements to allow residential use by right (generally at the default density of 20 dwelling units per acre) for projects that include 20% of the units as affordable to lower income households; and establish Objective Design and Development Standards (ODDS). The statutory deadline for the City to adopt the updated Housing Element is December 15, 2023.[1] There is what has been referred to as a "grace period" of 120 days from December 15, 2023, that is until April 13, 2024, to have the housing element found to be in substantial compliance with Housing Element Law ("certified") by HCD. If the City's Housing Element is certified by HCD within the grace period, the City has 3 years from the earlier of: 1) the date of adoption of the Housing Element by the City; or 2) the date that is 90 days after receipt of comments from HCD to complete the necessary rezonings.[2] If the City's Housing Element is not certified by HCD within the grace period the City will have 1 year from the statutory adoption deadline, that is until December 15, 2024, to complete the rezonings required under the Housing Element.

The Housing Element will go to the City Council on October 18, 2023, for public hearing and upon City Council review and direction, Staff will transmit the draft document including an appendix detailing the public comment received during the 30-day public review period to HCD for its initial 90-day review process, as required by state regulations. Once HCD has completed their preliminary 90-day review process, it will report its findings to the City. Following HCD's initial review, if the City makes revisions to the Housing Element the changes have to be posted to the City's website for seven days and a link sent to individuals and organizations that have requested notices related to the City's Housing Element. HCD has 60 days to review subsequent drafts of the Housing Element.

It is important to note that throughout the 6th Cycle Housing Element process, the draft plan was informed by the community through extensive and ongoing community engagement as early as Spring of 2020. Community engagement efforts related to the 6th Cycle Housing Element were informed by the Welcome Home Housing Initiative in Spring of 2020. However, the City officially began conducting an extensive community outreach campaign for the 6th Cycle Housing Element Update in Spring of 2022 and continues to provide information online and in physical posting locations when relevant. The City's 6th Cycle Housing Element outreach campaign included the following:

- Conducted a series of stakeholder interviews that included: fair housing providers, community organizations, affordable housing developers, and other members of the Pacific Grove community, held July through December of 2022.
- Hosted four in-person and virtual community workshops between May 2022 and October 2022. The community workshops introduced the Housing Element update to the community and generated feedback on strategies for encouraging affordable housing development in the city.
- Conducted a Housing Needs Survey to gather further input from the community on housing issues in Pacific Grove.
- Conducted additional outreach events, including pop-ups at Farmers Markets and community events and door-to-door outreach, to garner additional feedback from the public.
- Provided additional information in local newspapers, on the City's website, on the City's social media, in the City Manager's Newsletter, and posting on the City's bulletin boards and at the Library's Community Center.
- Developed and launched the Balancing Act Tool which included two virtual workshops and a presentation to the Housing Element Advisory Group.

Core Components of the 6th Cycle Draft Housing Element

Introduction

The introduction outlines the purpose of Pacific Grove's 6th Cycle Housing Element, spanning from 2023 to 2031, emphasizing its role in addressing housing needs, aligning with the General Plan update, and ensuring compliance with state regulations.

Chapter 1 – Housing Needs and Constraints Assessment

The Housing Needs Assessment analyzes demographic and housing characteristics, identifies special housing needs among specific population groups, evaluates housing conditions, and provides other important information.

Chapter 2 – Housing Resources

This chapter documents the methodology and results of the Housing Site Inventory Analysis conducted to demonstrate the City of Pacific Grove's ability to satisfy its share of the region's future housing need. This chapter details infrastructure, services, and financial and administrative resources that are available for the development, rehabilitation, and preservation of housing in the City of Pacific Grove.

Chapter 3 – Housing Action Plan

This Housing Plan responds to the housing needs identified in the Housing Needs Assessment in Chapter 1 and addresses the constraints to housing development and preservation. In addition, the Housing Plan responds to outreach and findings from the fair housing analysis included in Appendix B. Actions outlined in this Housing Plan are the City's commitment to furthering equal access to housing opportunities for all residents during the 2023-2031 planning period.

Appendix A – Compiled Sites Inventory

Appendix A includes a comprehensive table compiling the full 6th Cycle Housing Element Sites Inventory.

Appendix B – Affirmatively Furthering Fair Housing (AFFH) Analysis *

California Government Code Section 8899.50 mandates local agencies to affirmatively further fair housing (AFFH) by proactively addressing issues beyond discrimination, including segregation patterns and barriers to opportunity based on protected characteristics. This requires conducting a fair housing assessment that involves summarizing local fair housing challenges, evaluating enforcement and outreach capabilities, analyzing relevant data to identify patterns of segregation and concentrated areas of affluence and poverty, assessing contributing factors to these issues, establishing fair housing priorities and goals, and formulating strategies, such as improving mobility, affordable housing development, and community revitalization to achieve these objectives.

Appendix C – Review of Past Accomplishments

This section provides a table of the programs in Pacific Grove’s 2015 – 2023 5th Cycle Housing Element, with a summary of key outcomes achieved and, where applicable, lessons learned that have informed the structure and focus of the draft 2023 – 2031 Housing Element.

Appendix D – Public Engagement and Input Summary **

This appendix summarizes the multi-year engagement effort for the Housing Element Update. Engagement included stakeholder interviews, outreach at a variety of local events and markets, online surveys, door-to-door knocking, public workshops, and a Housing Element Advisory Group.

Attachments

Attachment 1 - Pacific Grove Strategy Document – June 2021 (Welcome Home Strategy) **

At the end of May, the Public Draft of the Welcome Home Affordable Housing Initiative Strategy Document was released with a companion Background Data Summary report. The strategy document is a planning and action initiative to create more diverse and affordable housing options that can help secure Pacific Grove’s social, physical, and economic well-being now and into the future.

Attachment 2 - Survey Summary **

The City of Pacific Grove Housing Division published a Housing Needs Survey to inform the 6th Cycle Draft Housing Element based on the community’s response.

Attachment 3 - Balancing Act Summary**

The Balancing Act Summary is a summary of the balancing act tool, the process implemented to engage the community and solicit feedback, and the results of the data collected. The City of Pacific Grove used the Balancing Act to create an interactive housing simulation tool for Pacific Grove community members to engage online beginning in October 2022 through the end of November 2022.

**Components that are new to the 6th Cycle Housing Element.*

***Information previously shared with the public and incorporated into the DHE.*

Regulations and Procedures During the 30-Day Public Review Process

Before transmitting the Housing Element to state HCD for their 90-day initial review process, the City must adhere to a 30-day public review process. During this period, members of the public, stakeholders, and other interested parties will have the opportunity to provide feedback on the Housing Element.

The 30-day public review process includes the following key steps:

1. Public Notice: The City issued public notice of the availability of the public review draft, the 30-day public review period, the October 5, 2023, public hearing at Planning Commission, and the October 18, 2023, public hearing at City Council a minimum of 15 days in advance, if not longer, to inform the public through various channels including its website, local newspapers, local bulletin boards and community

centers, and social media platforms. A general overview of the legal noticing dates and locations is detailed below.

- **September 14, 2023:** Legal Notice of the 30-day Public Review Period of the 6th Cycle Draft Housing Element and public hearing at City Council was published in the Monterey Herald.
 - 35 days advance notice
- **September 15, 2023:** Legal Notice of the 30-day Public Review Period of the 6th Cycle Draft Housing Element and public hearing at the October 18, 2023, City Council was published in the Monterey County Weekly and Carmel Pinecone.
 - 34 days advance notice
- **September 21, 2023:** Legal Notice of public hearing at the October 5, 2023, Planning Commission was published in the Monterey County Weekly.
 - 15 days advance notice

2. Public Meetings: Two public meetings (Planning Commission on October 5, 2023, and City Council on October 18, 2023) have been noticed to allow for presentations, discussions, and public input on the Housing Element. These meetings will provide a platform for residents and stakeholders to express their views and concerns.

3. Document Accessibility: The Public Review Draft Housing Element has been made accessible to the public online beginning September 15, 2023, and physically beginning September 18, 2023, through hard copies posted at the City's Community Development Department, Finance Department, City Manager's Office and at the Public Library. A digital PDF is posted on the City Website's landing page and the Housing Element page and was emailed to members of the City Council and Planning and the Housing Element page and was emailed to members of the City Council and Planning Commission, City Staff, subscribers to the City Manager's Newsletter and Housing Updates Newsletter, and to individuals who have participated in the Housing Element Advisory Group or who had directly requested an emailed document from the Housing Division once available.

4. Written Comments: The City is accepting written comments from the public during the 30-day review period, allowing sufficient time for residents to provide feedback. Written comment may be emailed to housing@cityofpacificgrove.org, mailed to the Housing Division, or submitted to the City in-line with Planning Commission and City Council protocols and deadlines per the two public hearings in October.

5. Consideration of Public Input: All feedback received during the 30-day review process will be carefully considered and included in its own appendix in the draft housing element submission to HCD. Appropriate revisions will be made to the Housing Element as needed.

Timeline/Next Steps

- September 2023: Release Draft Housing Element Update for 30-day Public Review.
- Oct/Nov 2023: Planning Commission and City Council Study Sessions.
- Nov-Feb 2024: Submit Draft to state HCD for initial 90-day review.
- February 2024: Revise the draft based on state HCD's comments.
- April 2024: Hold public hearings with the Planning Commission and City Council to consider the revised Element for adoption.
- May 2024: Submit Adopted Draft to state HCD for follow-up 60-day review and certification.

Conclusion

The 6th Cycle Public Review Draft Housing Element is a complex, advanced planning project and a

critical document that outlines the City's commitment to addressing housing needs and complying with state mandates over the next 8 years spanning 2023 - 2031. As Staff and consultants move forward with this process, it is important that the public weigh in on the draft document. Under the current timeline, it is worth noting that the adoption phase is anticipated to take place in May 2024. This comes after a potential second round of revisions, following the City's receipt of feedback from HCD after its 90-day initial review process.

[1] Government Code Section 65583.

[2] Government Code Section 65583(c)(1)(A)

OPTIONS

1. Hear public comment on the 6th Cycle Draft Housing Element and provide direction to staff to transmit the DHE to HCD; or
2. Alternatively, discuss and take other action related to this item.

FINANCIAL IMPACT:

This is a draft planning document. There is no financial impact.

FOCUSED PRIORITY AREA: Affordable Housing
