



NOTICE OF MEETING

CITY OF PACIFIC GROVE

CITY COUNCIL

ERRATA SHEET



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

ERRATA SHEET

TO: HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL
FROM: Bonnie Gawf, Interim City Clerk
MEETING DATE: 11/15/2023
SUBJECT: City Council Meeting Agenda- Errata Sheet

Attached is additional information for your consideration at the November 15, 2023 City Council Meeting:

Agenda Item	Information Provided/Corrected
11A	Agenda Report, Page 2: From: DH Community Development Director COLA To: DH Community Development Director Market Adj. Under Discussion, paragraph 4 From: However, the Finance Director classification has been identified as being under market and will receive a market increase. This classification is not budgeted for headcount or salary, however for internal and external equity, it is recommended this salary be revised. To: However, the Community Development Director and Finance Director classifications have been identified as being under market and will receive a market increase. The Finance Director classification is not budgeted for headcount or salary, however for internal and external equity, it is recommended this salary be revised. The associated ordinance has been revised to include Community Development Director in finding, no. 6.

Attachments

Draft Classification Ordinance-Revised

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 Management Employees Association (MEA); and
2. The MOU is effective from July 1, 2023 through June 30, 2026; and
3. 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
4. Accountant, Senior, Construction Project Manager, Management Analyst and Planner, Principal classifications have been identified to receive salary market adjustments with 50% in the first year of the agreement and 50% in the second year of the agreement: and
5. Classifications that align with MEA for salary and benefits will also be included for a COLA and market adjustments which include the Non-represented Management and Confidential and Department Head Groups; and
6. Administrative Services Director, Community Development Director, Finance Director, Human Resources Director and Public Works Director classifications have been identified to receive salary market adjustments with 50% in FY 23/24 and 50% in FY 24/25: and
7. FY 23/24 3% COLA and salary market adjustments will be effective August 20, 2023.
8. The following Classification salary ranges will be revised to reflect the first year 3% COLA increase, or 50% of the market adjustment for identified classifications:

Accountant

Accountant, Chief

Accountant, Senior

Administrative Services Director

Administrative Services Director/ Assistant City Manager

Administrative Services Manager

Assistant Finance Manager

City Clerk

City Clerk/DEI Coordinator

Community Development Director
Construction Project Manager
Deputy City Clerk
Deputy City Manager
Finance Director
Financial Analyst
Human Resources Director
Human Resources Manager
Librarian
Library Director
Management Analyst
Planner, Principal
Police Adm. Services Manager
Police Adm. Services Manager/ Public Information Officer
Police Chief
Police Commander
Program Manager
Program Manager, Senior
Public Works Director
Public Works Director/ Deputy City Manager
Public Works Superintendent
Recreation Coordinator, Senior
Risk Manager
Senior Librarian

9. Modifications to the salary classification plan must be amended to revise hourly rates; and
10. 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
11. 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 PGM § 4.20.280 is amended for MEA, Non-represented Management and Confidential and Department Head Groups classifications and MEA aligned classifications, with the following salary schedule:

Hourly Salary Steps								
Classification	Step 1A	Step 2B	Step 3C	Step 4D	Step 5E	Step 6F	Step 7G	Step 8H
Accountant	33.77	35.46	37.23	39.09	41.05	42.07	43.12	44.20
Accountant, Chief	40.37	42.39	44.51	46.73	49.07	50.91	52.82	
Accountant, Senior	37.77	39.66	41.64	43.73	45.91	47.63	49.42	
Administrative Services Director	67.63	71.01	74.56	78.29	82.20	86.31	90.63	
Administrative Services Director/ Assistant City Manager	76.16	79.97	83.96	88.16	92.57	97.20	102.06	
Administrative Services Manager	54.16	56.87	59.71	62.70	65.83	69.12	72.58	
Assistant Finance Manager	36.88	38.73	40.66	42.69	44.83	46.51	48.25	
City Clerk	55.28	58.04	60.9	63.99	67.19	70.55	74.08	
City Clerk/DEI Coordinator	58.04	60.95	63.99	67.19	70.55	74.08	77.79	
Community Development Director	67.66	71.04	74.59	78.32	82.24	86.35	90.67	

Hourly Salary Steps								
Classification	Step 1A	Step 2B	Step 3C	Step 4D	Step 5E	Step 6F	Step 7G	Step 8H
Construction Project Manager	40.90	42.94	45.09	47.34	49.71	51.58	53.51	
Deputy City Clerk	33.28	34.94	36.69	38.53	40.45	42.48	44.60	
Deputy City Manager	64.64	67.87	71.26	74.82	78.57	82.49	86.62	
Finance Director	66.70	70.04	73.54	77.22	81.08	85.13	89.39	
Financial Analyst	32.03	33.63	35.31	37.07	38.93	40.39	41.90	
Human Resources Director	66.70	70.04	73.54	77.22	81.08	85.13	89.39	
Human Resources Manager	48.44	50.86	53.41	56.08	58.88	61.83	64.92	
Librarian	32.03	33.63	35.31	37.07	38.93	40.39	41.90	
Library Director	65.53	68.81	72.25	75.86	79.65	83.64	87.82	
Management Analyst	37.10	38.95	40.90	42.95	45.09	46.79	48.54	
Planner, Principal	47.51	49.88	52.38	55.00	57.75	59.91	62.16	
Police Adm. Services Manager	54.16	56.87	59.72	62.70	65.84	69.13	72.58	
Police Adm. Services Manager/ Public Information Officer	56.87	59.71	62.70	65.83	69.12	72.58	76.21	
Police Chief	75.58	79.36	83.32	87.49	91.86	96.46	101.28	
Police Commander	60.41	63.43	66.60	69.93	73.43	77.10	80.96	
Program Manager	43.91	46.10	48.41	50.83	53.37	55.37	57.45	

Hourly Salary Steps								
Classification	Step 1A	Step 2B	Step 3C	Step 4D	Step 5E	Step 6F	Step 7G	Step 8H
Program Manager, Senior	54.16	56.87	59.71	62.70	65.83	69.12	72.58	
Public Works Director	67.78	71.17	74.73	78.46	82.39	86.50	90.83	
Public Works Director/ Deputy City Manager	73.12	76.77	80.61	84.64	88.88	93.32	97.98	
Public Works Superintendent	47.73	50.12	52.63	55.26	58.02	60.20	62.46	
Recreation Coordinator, Senior	39.44	41.41	43.48	45.66	47.94	49.74	51.60	
Risk Manager	36.88	38.72	40.66	42.69	44.82	46.51	48.25	
Senior Librarian	37.06	38.92	40.86	42.91	45.05	46.741	48.49	

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 November 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

ERRATA SHEET

TO: HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL
FROM: Bonnie Gawf, Interim City Clerk
MEETING DATE: 11/15/2023
SUBJECT: City Council Meeting Agenda- Errata Sheet

Attached is additional information for your consideration at the November 15, 2023 City Council Meeting:

Agenda Item	Information Provided/Corrected
12A	Update to Fiscal Year 23/24 Budget Amendment The Agenda Report and Fiscal Year 23/24 Budget Amendment exhibits reference individual amendment items, an estimated FY 23/24 ending fund balance, and corresponding reserve target levels. This errata amends information related to the Focused General Plan Update. The costs included in Attachments 2 and 3 referenced General Plan costs of \$1,089,891. While the Plan costs are correct, \$500,000 was incorporated into the Fiscal Year 23/24 Budget. The revised attachments reflect the \$500,000 budgetary amendment reduction for the Focused General Plan Update. This includes changing the proposed General Fund amendment costs from \$1,781,711 and the estimated Fiscal Year 23/24 ending fund balance of \$11,374,052; to \$1,281,711 and \$11,874,052, respectively. This places the FY 23/24 estimated ending available General Fund balance above reserve target levels by just over \$1 million.

Attachments

Attachment 2-Budget Amendment Details Revised
Attachment 3-Budget Amendment Ordinance-Revised

Proposed Budget Amendment Details

General Fund

Estimated ending FY 23/24 fund balance prior to adjustments		\$ 13,155,763
Items Approved by Council in FY 22/23		
Council Date	Item	
7/5/2023	Professional Planning Services with Good City	\$ 45,000
7/27/2023	Separation Agreement	438,000
8/2/2023	Formal Selection of a Focused General Plan Update Consultant ⁽¹⁾	589,891
9/6/2023	GEA Agreement	80,000
	<i>Total Items previously approved</i>	<u>1,152,891</u>
Carryforwards Adjustments		
Prior Year	Housing Element	\$ 94,000
Prior Year	Bryce Consulting for City Manager/Human Resources	8,151
Prior Year	Legal costs associated with Nolan, Hamerly	17,297
Prior Year	Library Self-Check Equipment	9,372
	<i>Total carry-forward adjustments</i>	<u>128,820</u>
Combined Proposed Amendment		\$ 1,281,711
Estimated Ending Fund Balance		\$ 11,874,052

CIP Fund

Grant Revenues

New Grants

10/4/2023	PG Municipal Ballpark Backstop	\$ 96,000
CIP Process	George Washington Park Young Children's ADA Compliant Playground	81,952

Carryforward Adjustments

Prior Year	CIP 18-46 Tide Pool and Point Pinos Trail	35,902
	<i>(Adjust to add grant revenues to support the annual monitoring)</i>	

CIP Fund Combined Revenue Adjustments	\$ 213,854
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Expenditures

New Grants

10/4/2023	PG Municipal Ballpark Backstop	\$ 96,000
CIP Process	George Washington Park Young Children's ADA Compliant Playground	81,952

Carryforward Adjustments

Prior Year	CIP 18-46 Tide Pool and Point Pinos Trail	(253,965)
	<i>(Reduction to reflect proposed annual spending on monitoring)</i>	
Prior Year	CIP 23-02 FY 22/23 Crack and Slurry Seal	(92,767)
	<i>(Multi-Fund Allocation Adjustment - Should be in Funds 17 and 47)</i>	

CIP Fund Combined Expenditure Adjustments	\$ (168,780)
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Other Funds

Carryforward Expenditure Adjustments

Local Streets and Roads Fund

Prior Year	CIP 23-02 FY 22/23 Crack and Slurry Seal	27,767
	<i>(Multi-Fund Project Allocation Adjustment - From the CIP Fund)</i>	

RMRA Fund

Prior Year	CIP 23-02 FY 22/23 Crack and Slurry Seal	65,000
	<i>(Multi-Fund Project Allocation Adjustment - From the CIP Fund)</i>	

(1) The agreement for the Focused General Plan Update was \$1,089,891. The amount listed above represents the costs net of \$500,000 which was included in the Fiscal Year 23/24 Adopted Budget

ORDINANCE NO. xx-xxx

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE
AMENDING THE OPERATING AND CAPITAL PROJECTS BUDGET FOR THE
FISCAL YEAR (FY) 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 Manager is recommending amendments to the Fiscal Year 2023-24 Budget to reflect the City Council goals for the fiscal year budget.
4. The Council has determined it is appropriate to amend the approved budget for FY 2023-24.
5. Pursuant to Charter Article 15, an amendment of the budget must be approved by ordinance.
6. A summary of the Ordinance, approved by the City Attorney, was published on _____.
7. In the enactment of this ordinance, the City followed the guidelines adopted by the State of California and published in the California Code of Regulations, Title 14, Section 15000, et seq.
8. Enactment of this ordinance action does not constitute a “project” as defined by California Environmental Quality Act (CEQA) Guidelines Section 15378 because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment.

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

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

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

Revenues		Increase / Decrease
63	CIP Fund – Grant Revenues	\$213,854

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

Expenditures		Increase / Decrease
01	General Fund	\$1,281,711
63	CIP Fund – Grant Expenditures	168,780
17	Local Streets and Roads	27,767
47	RMRA	65,000

SECTION 4. The Fiscal Year 2023/24 preliminary estimated fund balances based on this adjustment, are referenced herein:

Fund	Unaudited Preliminary Fund Balance	Revenue FY 23/24	Expenditures FY 23/24	Preliminary Estimated Ending Fund Balance
01	\$14,742,390	\$31,263,187	\$34,131,525	\$11,874,052
63	22,626	1,535,506	1,535,506	22,626
17	1,154,757	760,678	1,895,361	20,074
47	341,174	372,339	702,287	11,226

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

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 6th day of December, 2023, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

BILL PEAKE, Mayor

ATTEST:

SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

BRIAN A. PIERIK, City Attorney