NOTICE OF MEETING

CITY OF PACIFIC GROVE

CITY COUNCIL

AMENDED CLOSED SESSION MEETING AGENDA

Wednesday, March 20, 2024, 5:00 P.M.
Council Chamber -- City Hall -- 300 Forest Avenue, Pacific Grove, CA

Appearing Telephonically Pursuant to Government Code 54953:
Councilmember Poduri
2500 North Hollywood Way
Burbank, CA 91505

PACIFIC GROVE MEETINGS ARE CONDUCTED IN PERSON AT CITY HALL COUNCIL CHAMBER AND VIRTUALLY.

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.

Join the Zoom Meeting to participate live at:
https://www.cityofpacificgrove.org/Zoom_Closed

Please click here for directions to dial into the meeting audio.

AMENDED AGENDA

CALL TO ORDER

APPROVAL OF AGENDA

CLOSED SESSION

PUBLIC COMMENT ON CLOSED SESSION MATTERS

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

1. Written Public Comment

A. Conference with Labor Negotiators (Government Code Section 54957.6)
City Negotiators: Robert Perrault, Interim City Manager, Tori Hannah, Administrative Services Director/Assistant City Manager, Leticia Livian, Human Resources Director, and Katy Suttorp, Burke, Williams & Sorensen
Employee Organization: Police Officers Association

B. Conference with Labor Negotiators (Government Code Section 54957.6)
City Negotiators: Robert Perrault, Interim City Manager, Leticia Livian, Human Resources Director, and Katy Suttorp, Burke, Williams & Sorensen
Employee Organization: General Employees Association

C. Conference with Real Property Negotiations (Government Section 54956.8) Regarding M1W Pump Station Electrical Equipment Relocation
Locations: City of Pacific Grove, 77 Asilomar, Golf Course and City of Pacific Grove, Esplanade Park
Agency Negotiation: Daniel Gho, Public Works Director/Deputy City Attorney; Negotiating Parties: Monterey One Water
Under Negotiation: Price and Terms of Payment

ADJOURNMENT

NOTICE OF MEETING

CITY OF PACIFIC GROVE

CITY COUNCIL

REGULAR MEETING AGENDA

Wednesday, March 20, 2024, 6:00 P.M.
Council Chamber -- City Hall -- 300 Forest Avenue, Pacific Grove, CA

Appearing Telephonically Pursuant to Government Code 54953:
Councilmember Poduri
2500 North Hollywood Way
Burbank, CA 91505

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.

PACIFIC GROVE COUNCIL MEETINGS ARE CONDUCTED IN PERSON AT CITY HALL COUNCIL CHAMBER AND VIRTUALLY.

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://www.cityofpacificgrove.org/Zoom_CC

Please click here for directions to dial into the meeting audio.

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE: Mayor Peake

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 March 6, 2024 Regular Meeting **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. Adoption of Resolutions Honoring Awardees of the Monterey Peninsula Chamber of Commerce **PG 13**
Reference: Robert Perrault, Interim City Manager and Bill Peake, Mayor
Recommended Action: It is recommended the Council adopt Resolutions Honoring Mike Marotta Jr, Mary Adams, Clarissa Rowe, Ron Johnson and the Business of the Year (to be named at a later date).
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

B. Boards, Committees and Commissions Handbook **PG 23**
Reference: Brian Pierik, City Attorney
Recommended Action: Motion to adopt Resolution Approving revised Boards, Committees and Commissions Handbook or take other action related to this item.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

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

A. Second Reading of an Ordinance Amending Section 2.04.050 (a) of the Pacific Grove Municipal Code Regarding Order of Agenda **PG 96**
Reference: Brian Pierik, City Attorney
Recommended Action: Hold second reading and adopt an Ordinance Amending Section 2.04.050 (a) of the Pacific Grove Municipal Code Regarding Order of Agenda
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. Housing Element Annual Progress Report **PG 99**
Reference: Alyssa Kroeger, Housing Program Manager
Recommended Action: Receive the city's Housing Element Annual Progress Report (HE APR) for submittal to the California Department of Housing and Community Development (HCD) and the Governor's Office of Planning and Research (OPR).
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

B. 2023 Draft General Plan Annual Progress Report **PG 117**
Reference: Aaron Campbell, Senior Planner
Recommended Action: Receive the 2023 Draft General Plan Annual Progress Report required by the California Office of Planning and Research (OPR).
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

C. Core Revenue Report for February **PG 121**
Reference: Lori Frati, Finance Manager
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. February 2024 Check Register. **PG 124**
Reference: James Minshew, Management Analyst
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

E. 2024 League of California Cities Mayor and Council Members Academy Attendance **PG179**
Reference: Lori McDonnell
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. 2024 Ballot Initiative No. 21-0042A1 **PG 180**
Reference: Bill Peake, Mayor
Recommended Action: Direct Robert Perrault, Interim City Manager, to assess the potential financial impact on the City of November 2024 statewide ballot Initiative No. 21-0042A1.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

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

A. Diversity, Equity and Inclusion Task Force Minutes: Feburary 12, 2024 **PG 181**
Reference: Sandra Kandell, City Clerk/DEI Coordinator
Recommended Action: Receive minutes.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

B. Traffic Safety Commission Minutes: January 24, 2024 **PG 185**
Reference: Cathy Madalone, Chief of Police
Recommended Action: Receive the minutes.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

REGULAR AGENDA

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

A. Consider an Appeal of Architectural Permit (AP), Use Permit (UP) and Variance (VAR) 22-0284, 773-775 Ocean View Blvd, Pacific Grove (APN 006-071-007); Continued from the City Council Regular Meetings on November 1, 2023, and February 21, 2024. **PG 190**
Reference: Joseph Sidor, Contract Planner
Recommended Action: Staff recommends the City Council deny the appeal and approve the project as revised (Architectural Permit and Variance 22-0284), subject to the findings, conditions of approval, and Class 1 Categorical Exemption (CEQA Guidelines Section 15301, Existing Facilities).
CEQA: Categorical Exemption, CEQA Guidelines Section 15301, Class I, Existing Facilities

B. First Reading of Ordinance Adding Section 2.04.110 to the Pacific Grove Municipal Code to Codify the Provisions of Article 21 of the City Charter (City Councilmember Inquiry Authority) **PG 232**
Reference: Robert Perrault, Interim City Manager and Special Counsel Jenica Maldonado, Atkinson Andelson Loya Ruud and Romo
Recommended Action:

1. Request the City Attorney read the title of the ordinance;
2. Motion to waive further reading of the ordinance and introduce an Ordinance Adding Section 2.04.110 to the Pacific Grove Municipal Code to Codify the Provisions of Article 21 of the City Charter (City Councilmember Inquiry

Authority);
3. Direct a summary of a proposed ordinance be published as approved by the City Attorney;
4. Other action related to this item.

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

C. First Reading of Ordinance Amending Section 2.06.010 (a) of the Pacific Grove Municipal Code Relating to Residency Requirement for City Manager **PG 239**
Reference: Brian Pierik, City Attorney
Recommended Action:

1. Request the City Attorney read the title of the ordinance;
2. Motion to waive further reading of the ordinance and introduce an Ordinance Amending Section 2.06.010 (a) of the Pacific Grove Municipal Code Relating to Residency Requirement for City Manager
3. Direct a summary of a proposed ordinance be published as approved by the City Attorney.

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

12. UNFINISHED AND ONGOING BUSINESS

A. Skatepark Project -- City Hall Parking Lot ***This item continued from 2/14/2024. PG 243***
Reference: Daniel Gho, Public Works Director/Deputy City Manager
Recommended Action:

1. Receive report and provide direction
2. Alternative, take other action related to this item

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

B. Fire Station Bathroom & Shower Remodel Project **PG 261**
Reference: Joyce Halabi, Deputy Public Works Director
Recommended Action:

1. Receive report
2. Direct the City Manager to return with an additional funding allocation to allow for the construction of the project
3. Alternatively, discuss and take other action on this item

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

13. NEW BUSINESS

A. Great Tide Pool Site Storm Damage Repairs **PG 263**
Reference: Joyce Halabi, Deputy Public Works Director
Recommended Action:

1. Direct the City Manager to proceed with Conceptual Design Option 2
2. Alternatively, discuss and take other action on this item

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

B. Sewer Collection System Master Plan Projects 1, 6, & 9 Engineering **PG 284**
Reference: Daniel Gho, Public Works Director/Deputy City Manager
Recommended Action:

1. Authorize a contract with the Wallace Group in an amount not to exceed $1,769,097 for the engineering and construction management for Sewer Collection System Master Plan projects 1,6 & 9
2. Alternatively, take other action related to this item

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

C. Consider Transitioning from Six (6) to Four (4) Council Members **PG 315**
Reference: NA
Recommended Action: Direct the City Manager to return to the Council with the documents necessary to place a measure on the ballot reducing the Council's composition from six (6) to (4) members.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

14. **FULL PRESENTATIONS**

15. **CLOSED SESSION**

ADJOURNMENT

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

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Sandra Kandell, City Clerk/DEI Coordinator
MEETING DATE:	March 20, 2024
SUBJECT:	Minutes of the March 6, 2024 Regular Meeting
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

REGULAR MEETING

Wednesday, March 6, 2024, 6:00 P.M.
Council Chamber – City Hall – 300 Forest Avenue, Pacific Grove, CA

PACIFIC GROVE COUNCIL MEETINGS ARE CONDUCTED IN PERSON AT CITY HALL COUNCIL CHAMBER AND VIRTUALLY.

JOIN THE ZOOM WEBINAR TO PARTICIPATE LIVE AT:
https://www.cityofpacificgrove.org/Zoom_CC

DRAFT

CALL TO ORDER
Mayor Peake called the meeting to order at 6:00 p.m. Present in Chamber: Mayor Peake, Mayor Pro Tem Smith, Councilmembers Amelio, Beck, Coletti, McDonnell, and Poduri.

PLEDGE OF ALLEGIANCE
Councilmember Amelio led the pledge of allegiance.

1. **APPROVAL OF AGENDA**
   Action: Mayor Peake recommended Agenda item 15A begin at 8:00 p.m.
   Action: Upon motion by Councilmember Amelio and seconded by Councilmember Beck, Council voted 7-0, to approve the agenda, as recommended.

2. **PRESENTATIONS**
   A. Rotary Club members presented donations of $10,000 to the Youth Center and $750 to the Children's Library.

3. **COUNCIL AND STAFF ANNOUNCEMENTS (City-Related Items Only)**
   A. Council and staff made general announcements.

4. **GENERAL PUBLIC COMMENT**
   General public comment received from Richard Stillwell, Linda Pagnella, Vince Tuminello, Peter, and Mike Gibbs.

   A. Written General Public Comment

CONSENT AGENDA
Action: Consent Agenda item 9A was pulled and considered immediately following the Consent Agenda.
Action: Upon motion by Mayor Pro Tem Smith and seconded by Councilmember McDonnell, the Council voted 7-0 to approve the Consent Agenda as modified.

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

A. Minutes of the February 14, 2024 City Council Adjourned Meetings
Action: Approved minutes.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

B. Minutes of the February 21, 2024 Special and Regular Meetings
Action: Approved minutes as revised per Errata.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

C. Minutes of the February 28, 2024 Goals Update and Budget Workshop
Action: Approved minutes as revised per Errata.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

6. **RESOLUTIONS**

A. Resolution Amending Council Policy 000-017 to add Section G for Agenda Language regarding Public Comment at Meetings of Legislative Bodies
Action: Adopted Resolution No. 24-005 Amending Council Policy 000-17 to add Section G for Agenda Language Regarding Public Comment at Meetings of Legislative Bodies.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

7. **ORDINANCES**

A. Second Reading of an Ordinance Repealing Section 2.06.020 of the Pacific Grove Municipal Code Relating to the Removal of the City Manager
Action: Held second reading and adopted Ordinance No. 24-001Repealing Section 2.06.020 of the Pacific Grove Municipal Code Relating to the Removal of the City Manager.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

B. Second Reading of an Ordinance to Amend the Fiscal Year 23/24 Operating and Capital Improvement Budget
Action: Held second reading and adopted Ordinance No. 24-002 to amend the Fiscal Year 2023-24 Operating and Capital Improvement Budget.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

C. Second Reading of an Ordinance Amending Section 23.76.021 (a) of the Pacific Grove Municipal Code Relating the Membership of the Historic Resource Committee
Action: Held second reading and adopted Ordinance No. 24-003 Amending Section 23.76.021 (a) of the Pacific Grove Municipal Code Relating to the Membership of the Historic Resource Committee.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

DRAFT

8. **REPORTS – INFORMATION ONLY**

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

9. **REPORTS – REQUIRING ACTION**

A. PGUSD & City of Pacific Grove MOU ELOP ***This item was pulled and considered immediately following the Consent Agenda.***
Reference: Katie Clark, Recreation Manager
Recommended Action: Approve the City of Pacific Grove to enter a Memorandum of Understanding with Pacific Grove Unified School District for the purpose of creating a partnership to offer a free summer recreation camp through the Expanded Learning Opportunities Program grant.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

B. Contract Award -Phase 9 Waster Water Collection System Improvements
Action: Authorized an agreement with Monterey Peninsula Engineering for the Phase 9 Waster Water Collection System Improvements Project in an amount not to exceed $717,280 plus a 15% contingency.
CEQA: Initial Study, Negative Declaration

C. Contract Amendment #2 for Professional Contract Planner Services with Harris & Associates, Inc.
Action: Approved Amendment #2 to Professional Services Agreement with Harris & Associates, Inc. not to exceed $381,560 to:
A. Allow continuation of current contract planner staffing services through June 30, 2024 for Fiscal Year 23-24 ($87,840); and
B. Provide contract planner staffing services for Fiscal Year 24-25 ($293,720).

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

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

****

9.A. PGUSD & City of Pacific Grove MOU ELOP ***This item was pulled from the Consent Agenda.***
Public comment received from Buck Roggeman.

Action: Upon motion by Mayor Pro Tem Smith and seconded by Councilmember Amelio, Council voted 7-0 to approve the City of Pacific Grove to enter a Memorandum of Understanding with Pacific Grove Unified School District for the purpose of creating a partnership to offer a free summer recreation camp through the Expanded Learning Opportunities Program grant.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

DRAFT

REGULAR AGENDA

11. **PUBLIC HEARINGS**

A. Introduction of an Ordinance Amending Section 2.04.050 (a) of the Pacific Grove Municipal Code Regarding Order of Agenda
No public comment received.

Action: Upon motion by Councilmember Coletti and seconded by Councilmember Amelio, Council voted 7-0 to

1. Request the City Attorney read the title of the ordinance;
2. Waive further reading and introduce an Ordinance Amending Section 2.04.050 (a) of the Pacific Grove Municipal Code Regarding Order of Agenda; and
3. Direct a summary of a proposed ordinance be published as approved by the City Attorney.

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

12. **UNFINISHED AND ONGOING BUSINESS**

A. Request Direction by Council to City Manager to Issue a Request for Proposal for a Demographer in Connection with the California Voting Rights Act
Public comment received from Peter, Vince Tuminello, Sally Moore, Inge Lorentzen Daumer, Ray Parsons, Lisa Ciani, Carmelita Garcia, Mike Gibbs, and Tom Jensen.

Action: Upon motion by Mayor Pro Tem Smith and seconded by Councilmember Amelio, Council voted 7-0 to

1. Direct City Manager to issue a Request for Proposal for a qualified demographer to study the demographics of the City including:
    a. The population of the City and its various racial and ethnic groups under the 2020 Census.
    b. The most recent estimates of the proportion of eligible voters in the various racial and ethnic groups in the City.
    c. Estimate of the socio-economic characteristics of the various racial and ethnic groups in the City.
    d. The criteria governing the design of electoral districts for the election of City Council members.
    e. A proposed timeline for the transition to by-district elections should the City Council decide upon that course of action.
2. Direct City Manager to return to the City Council with the demographer's report for discussion and further direction.

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

13. **NEW BUSINESS**

14. **FULL PRESENTATIONS**

15. **CLOSED SESSION**

DRAFT

A. Public Employment, (Government Code § 54957)
Title: City Manager
No public comment received.

ADJOURNMENT
Council adjourned the regular meeting at 8:00 p.m. Council commenced to the closed session item 15A. Council adjourned the closed session meeting at 9:51 p.m. A report of any action will be provided at the next regular meeting.

Respectfully Submitted,

Sandra Kandell
City Clerk

Approved by Mayor: _____Date_____

Attest by Interim 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:	Bill Peake, Mayor
MEETING DATE:	March 20, 2024
SUBJECT:	Adoption of Resolutions Honoring Awardees of the Monterey Peninsula Chamber of Commerce
CEQA:	Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

It is recommended the Council adopt Resolutions Honoring Mike Marotta Jr, Mary Adams, Clarissa Rowe, Ron Johnson and the Business of the Year (to be named at a later date).

DISCUSSION

On March 23, 2024, The Monterey Peninsula Chamber of Commerce will be holding their Annual Awards Dinner. Celebrating over 100 years of existence, this is a time when the Chamber honors those whose contributions benefit the greater community. This year the Chamber is recognizing Mike Marotta jr as Citizen Of the Year, Supervisor Mary Adams, as Public Official of the Year, Clarissa Rowe, Lifetime Achievement Award, and Ron Johnson, Community Impact Award. It is fitting that the Council should also acknowledge these individuals as valued members of the community who have done much. In addition to adopting the resolutions honoring the four individuals, the Council is also being asked to adopt a resolution honoring the Business of the Year. The name of the recipient of this resolution, is not being disclosed at this time, so that it can be revealed during the awards ceremony.

OPTIONS

N/A

FINANCIAL IMPACT:

There is no financial impact to the City for providing this recognition.

GOAL ALIGNMENT: Not Applicable.

Attachments

Resolutions

RESOLUTION NO. 24-XXX

RESOLUTION HONORING MIKE MAROTTA, JR. UPON HIS SELECTION AS THE 2023 MONTEREY PENINSULA CHAMBER OF COMMERCE CITIZEN OF THE YEAR

WHEREAS, since 1963, the Monterey Peninsula Chamber of Commerce (MPCC) has awarded distinguished members of our community—who have embodied an overall love of the Monterey Peninsula community, who have had a positive impact on the business community, and who have demonstrated community leadership to the citizens of the Monterey Peninsula—with 2023 Citizen of the Year recognizing their good works and accomplishments that have enriched the Peninsula's quality of life;

WHEREAS, Mike Marotta, Jr. is a 2nd generation Italian American born and raised in Monterey. He attended San Carlos Elementary School, Junipero Memorial High School, Monterey Peninsula College, and San Jose State; and

WHEREAS, Mike Marotta, Jr. has practiced music professionally since he formed his first band in 1967. Through his music he has given great joy and helped raise large amounts of money for organizations including the Salvation Army, Meals on Wheels, The Living Breath Foundation, the American Cancer Society, the Italian Heritage Society (where is a past honoree), and many more. Mike Marotta, Jr. continues to perform his accordion today, alongside his musical friends; and

WHEREAS, Mike Marotta, Jr. has served on the Festa Italia board, where he performs every year, features local talent, and acts as entertainment director. He has also served on the board for the Monterey County Peace Officers Association, the Old Monterey Business Association as past president, the North Fremont Business Association, the Paisano Club (where he was honored as Paisano of the year), the Pacheco Club as past president, The Salvation Army, Meals on Wheels, and the Parks and Rec Commission for the City of Monterey for 16 years; and

WHEREAS, Mike Marotta, Jr. is the managing partner for Marotta Properties, and oversees investing, leasing, managing, and landlord duties; and

WHEREAS, Mike Marotta, Jr. is married to his wonderful wife Laurel, and they have 3 children, Kristi, Rachel, and Michael, and eight grandchildren. They all reside on the Monterey Peninsula and family is his greatest joy.

WHEREAS, Mike Marotta, Jr.'s greatest happiness comes from watching his grandkids perform, whether it be musically, sports, or drama. Mike Marotta, Jr.'s greatest passion is to play music and make people happy.

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

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

2. That the Council hereby congratulates Mike Marotta, Jr. upon his selection as the 2023 Monterey Peninsula Chamber of Commerce, Citizen of the Year.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 20th day of March, 2024, by the following vote, to wit:

AYES:
NOES:
ABSENT:

APPROVED:

_____
BILL PEAKE, Mayor

ATTEST:
DATED:_____

_____
SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

_____
BRIAN A. PIERIK, City Attorney

RESOLUTION NO. 24-XXX

RESOLUTION HONORING MARY L. ADAMS UPON HER SELECTION AS THE 2023 MONTEREY PENINSULA CHAMBER OF COMMERCE RUTH VREELAND MEMORIAL PUBLIC OFFICIAL OF THE YEAR.

WHEREAS, since 1963, the Monterey Peninsula Chamber of Commerce (MPCC) has awarded distinguished members of our community—who have embodied an overall love of the Monterey Peninsula community, who have had a positive impact on the business community, and who have demonstrated community leadership to the citizens of the Monterey Peninsula—with Ruth Vreeland Memorial Public Official of the Year, recognizing their good works and accomplishments that have enriched the Peninsula's quality of life; and

WHEREAS, Mary L. Adams proudly serves the County of Monterey Board of Supervisors since being elected in 2016. Representing the dynamic Fifth District, she has shown an unwavering commitment to advocating for her constituents; and

WHEREAS, Mary L. Adams has dedicated the last four decades of her life to public service by navigating the intricate landscape of governance, from local to international spheres; and

WHEREAS, in her role as Supervisor, Mary L. Adams has spearheaded initiatives spanning disaster relief, economic resurgence, prudent land management, and innovative strategies to tackle the pressing issues of housing and homelessness; and

WHEREAS, prior to her tenure as Supervisor, Mary L. Adams served the President and CEO of United Way Monterey County for 14 years. Her pivotal role endowed her with a panoramic perspective of the county's needs and challenges and was marked by a transformative vision and an unwavering commitment to social justice, laying the groundwork for inclusive progress, and equitable growth across the region; and

WHEREAS, prior to her tenure at United Way, Mary L. Adams held key leadership positions at renown organizations such as the American Cancer Society and the American Heart Association. She orchestrated impactful campaigns that not only safeguarded vital funding for public health programs but also precipitated a significant decline in tobacco-related illnesses and fatalities throughout California; and

WHEREAS, Mary L. Adams has not chosen reelection, opting to embrace new horizons by traversing the globe, lending her expertise to disaster relief efforts, and indulging in the simple pleasures of reconnecting with cherished friends and the literary treasures she once set aside.

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

1. That the Council determines that each of the Findings set forth above is true and correct, and by this reference incorporates those Findings as an integral part of this Resolution.
2. That the Council congratulates Mary L. Adams upon her selection as the 2023 Monterey Peninsula Chamber of Commerce Ruth Vreeland Memorial Public Official of the Year.

PASSED AND ADOPTED BY THE COUNCIL OF THIS CITY OF PACIFIC GROVE this 20th day of March, 2024 by the following vote, to wit:

AYES:
NOES:
ABSENT:

APPROVED:

_____
BILL PEAKE, Mayor

ATTEST:
DATED:_____

_____
SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

_____
BRIAN A. PIERIK, City Attorney

RESOLUTION NO. 24-XXX

RESOLUTION HONORING CLARISSA ROWE UPON HER SELECTION AS THE 2023 MONTEREY PENINSULA CHAMBER OF COMMERCE 2023 ROBERT C. LITTLEFIELD LIFETIME ACHIEVEMENT AWARD.

WHEREAS, since 1963, the Monterey Peninsula Chamber of Commerce (MPCC) has awarded distinguished members of our community—who have embodied an overall love of the Monterey Peninsula community, who have had a positive impact on the business community, and who have demonstrated community leadership to the citizens of the Monterey Peninsula—with 2023 Robert C. Littlefield Lifetime Achievement Awards recognizing their good works and accomplishments that have enriched the Peninsula's quality of life; and

WHEREAS, Clarissa Rowe was born and raised in the Paso Robles area, moving to the Monterey Peninsula over 30 years ago for Great Western Bank; and

WHEREAS, since 2016 Clarissa Rowe has served as the Vice President of Community Relations at Monterey County Bank; and

WHEREAS, the readers of the Monterey County Weekly have voted Clarissa Rowe BEST BANKER for two years in a row; and

WHEREAS, Clarissa Rowe stays involved with the community in numerous ways, including serving multiple Board terms for the Pacific Grove, Carmel, and Monterey Peninsula Chambers of Commerce. She currently serves as the Chair of the Carmel Chamber Board, and previously served three years as the first woman Chair in 20 years for the Pacific Grove Chamber. Clarissa has also served as Membership Chair of the Pacific Grove Rotary Board for three years and has served the Monterey Peninsula Chamber of Commerce Board as it's Finance Chair, and then Membership Chair; and

WHEREAS, Clarissa Rowe is married to her husband, retired Homicide Investigator and Police Captain, Allen. Together they have two beautiful stepdaughters, five grandchildren, and a niece.

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

1. That the Council determines that each of the Findings set forth above is true and correct, and by this reference incorporates those Findings as an integral part of this Resolution.
2. That the Council congratulates Clarissa Rowe upon her selection as the 2023 Monterey Peninsula Chamber of Commerce, Robert C. Littlefield Lifetime Achievement Award.

PASSED AND ADOPTED BY THE COUNCIL OF THIS CITY OF PACIFIC GROVE this 20th day of March, 2024 by the following vote, to wit:

AYES:
NOES:
ABSENT:

APPROVED:

_____
BILL PEAKE, Mayor

ATTEST:
DATED:_____

_____
SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

_____
BRIAN A. PIERIK, City Attorney

RESOLUTION NO. 24-XXX

RESOLUTION HONORING RON JOHNSON UPON HIS SELECTION AS THE MONTEREY PENINSULA CHAMBER OF COMMERCE 2023 COMMUNITY IMPACT AWARD.

WHEREAS, since 2023, the Monterey Peninsula Chamber of Commerce (MPCC) has awarded distinguished members of our community—who either in the course of their jobs, or during their lives - enhance the well-being of the community, have embodied an overall love of the Monterey Peninsula community, who as great communicators and adept relationship builders have demonstrated community leadership to the citizens of the Monterey Peninsula—with the 2023 Community Impact Award recognizing their good works and accomplishments that have enriched the Peninsula's and regions quality of life; and

WHEREAS, Ron Johnson attended Monterey Peninsula College before transferring to California University, Long Beach, where he earned his bachelor's degree in Business Management; and

WHEREAS, being a two-sport athlete (football and track & field), Ron Johnson was drafted as a wide receiver in the 7th round by the Seattle Seahawks in 1981. After being one of the team's final cuts, he signed with the Hamilton Tiger-Cats (1981-84) of the Canadian Football League. He was an Eastern All-Star for 3 seasons and played in the Grey Cup in 1984. In 1985, Ron Johnson signed as a free agent with the Philadelphia Eagles where he played for 5 seasons under then head coach, Buddy Ryan; and

WHEREAS, Ron Johnson retired from football in 1990 and became an investment advisor for a securities firm in Carmel. He remained in that industry for 2 years before following his true passion; working with youth; and

WHEREAS, Ron Johnson currently serves as President & CEO for Boys & Girls Clubs of Monterey County, which he's been with since 1992. He became involved with the club due to his enjoyment working with young people and wanting to have a positive influence on their lives; and

WHEREAS, Ron currently serves as a Trustee at Stevenson School. He has also served as Chair of United Way Monterey County and was a Trustee at All Saints Episcopal Day School. He spends much of his time supporting programs that benefit youth. Ron Johnson served on the President's Council at California State University Monterey Bay where he was named as a Distinguished Fellow in 1994. He received a 2020 Legacy of Leadership Award from the Salinas Chamber of Commerce and was selected as a member of the 2017 Class of the Junior Achievement Monterey Bay Business Hall of Fame; and

WHEREAS, Ron Johnson and his wife Lynn are the proud parents of two sons, Wesley, age 25 and Evan, age 20. They reside in Monterey.

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

1. That the Council determines that each of the Findings set forth above is true and correct, and by this reference incorporates those Findings as an integral part of this Resolution.
2. That the Council congratulates Ron Johnson upon his selection as the Monterey Peninsula Chamber of Commerce 2023 Community Impact Award.

PASSED AND ADOPTED BY THE COUNCIL OF THIS CITY OF PACIFIC GROVE this 20th day of March, 2024 by the following vote, to wit:

AYES:
NOES:
ABSENT:

APPROVED:

_____
BILL PEAKE, Mayor

ATTEST:
DATED:_____

_____
SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

_____
BRIAN A. PIERIK, City Attorney

RESOLUTION NO. 24-XXX

RESOLUTION HONORING _____ UPON ITS SELECTION AS THE RECIPIENT OF THE 2023 MONTEREY PENINSULA CHAMBER OF COMMERCE BUSINESS OF THE YEAR AWARD

WHEREAS, XXXXX; and

WHEREAS, XXXXX; and

WHEREAS, XXXXX**;** and

WHEREAS, XXXXX.

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

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

2. That the Council congratulates XXXXX upon its selection as the recipient of the 2023 Monterey Peninsula Chamber of Commerce Business of the Year Award.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 20th day of March, 2024, by the following vote, to wit:

AYES:
NOES:
ABSENT:

APPROVED:

_____
BILL PEAKE, Mayor

ATTEST:
DATED:_____

_____
SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

_____
BRIAN A. PIERIK, City Attorney

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Brian Pierik, City Attorney
MEETING DATE:	March 20, 2024
SUBJECT:	Boards, Committees and Commissions Handbook
CEQA:	Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Motion to adopt Resolution Approving revised Boards, Committees and Commissions Handbook or take other action related to this item.

DISCUSSION

On February 14, 2024, Council directed the City Attorney to prepare a resolution adopting a revised Boards, Committees and Commissions Handbook. Revisions include those provided in the February 14 agenda report and additional revisions discussed at the meeting.

Attachment 1 provides revision markup (from agenda report February 14 Attachment 2-BCC Handbook Revision 1/17/24 without markup,). Deletion of text is shown in red strikeout text ~~(strikeout text)~~ and addition of text is shown in red underscored text (underscored text). The Handbook without this markup is provided in Attachment 2.

Additional Handbook topics discussed on February 14 but not addressed are:
1. Process to deliver Committee recommendations to Council
2. Process for adding items to Committee agendas

OPTIONS

FINANCIAL IMPACT:

none

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

1 BCC Handbook3/20/24 with markup
2 BCC Handbook 3/20/24 without markup
3 Draft Resolution Approving revised Boards, Committees and Commissions Handbook

BOARDS, COMMITTEES AND COMMISSIONS HANDBOOK

CITY OF PACIFIC GROVE

~~FEBRUARY 14~~MARCH 20, 2024

Contents

~~1. Introduction ..... 3~~
~~2. Committees ..... 4~~
~~3. Committee Membership ..... 5~~
~~4. Role of Committees ..... 7~~
~~5. Individual Roles ..... 9~~
~~6. Committee Meetings ..... 12~~
~~7. Actions taken by Committees ..... 19~~
~~8. Compliance with Federal, State and Municipal Laws ..... 21~~
~~9. Reference Materials ..... 22~~
~~Appendix A – Teleconference Attendance ..... 23~~
~~Appendix B – Motions ..... 26~~
~~Appendix C– Voting ..... 29~~
~~Appendix D – Training ..... 31~~
1. Introduction 3
2. Committees 4
3. Committee Membership 5
4. Role of Committees 7
5. Individual Roles 9
6. Committee Meetings 12
7. Actions taken by Committees 19
8. Compliance with Federal, State and Municipal Laws 22
9. Reference Materials 23
Appendix A – Teleconference Attendance 24
Appendix B – Motions 27
Appendix C– Voting 30
Appendix D – Training 32
Appendix E – Powers and Duties 33

1. Introduction

The City of Pacific Grove's (City) boards, committees, and commissions (Committees) serve vital roles in support of a well-functioning city government alongside City Council, Management and Staff. The better committees function, the better city government can serve the needs of its residents and businesses. It is towards this end that this handbook was prepared.

The scope of Committee responsibilities, procedures, and applicable laws is wide. It would be impractical to include all relevant material in one document. Therefore, this document is intended to provide: (1) a brief overview of key subject areas and (2) reference more in-depth materials on specific subjects.

2. Committees

Committees formed through the City's Charter are:

- Planning Commission
- Library Board
- Museum Board
- Recreation Board

These are referred to as Charter Committees. A vote of the people is required to change the City Charter.

Committees established by the Pacific Grove Municipal Code (PGMC) are:

- Architectural Review Board
- Beautification and Natural Resources Commission
- Economic Development Commission
- Historic Resources Committee
- Task Force on Diversity, Equity, and Inclusion
- Traffic Safety Commission

A City Council ordinance is required to change the PGMC.

Many other City Committees, and Improvement Districts, exist but are not listed above. While basic Committee responsibilities and regulations apply, their nature differs in one or more significant ways. To simplify the handbook, rules and processes specific to those Committees are not set forth, including:

- Ad hoc, standing, City Council and City Manager subcommittees. An example is the Site Review Committee. See the PGMC and City Council Policy 000-5 governing such Committees.

- The Administrative Enforcement Hearing Officer Panel established by PGMC § 3.30. Its procedures are further described in PGMC § 1.19, Municipal Code and Ordinance Enforcement.

- The Downtown Pacific Grove Business Improvement District (BID) Advisory Board established by City Council Resolution 07-042, September 19, 2007 (See link to this resolution on the BID webpage). Rules governing this advisory board can also be found in PGMC § 6.50.

- The Pacific Grove Hospitality Improvement District (HID) Advisory Board established by City Council Resolution 07-044, November 7, 2007 (See link to this resolution on the HID webpage). The HID is described in PGMC § 6.54. Additional HID documentation can be obtained on the City's website. (See City Council resolutions 18-015 and 18-047.).

3. Committee Membership

Committee Member Selection Process

Committee members are appointed by the Mayor in January of each year, subject to confirmation by City Council at a public meeting (Charter Article 26; Policy 000-5). Vacancies created mid-term are filled in the same manner.

Committee Member Qualifications

Residency requirements for appointed committee members are described in Charter Article 26 and Council Policy 000-5. However, residency exceptions are made for the Architectural Review Board, Economic Development Commission, and Task Force on Diversity, Equity, and Inclusion.

Members shall not hold any paid office or employment in the City government or be a member of any other Charter Committee (Charter Article 26).

Additional member qualifications are set forth in the PGMC, including:

- Architectural Review Board - PGMC § 23.70
- Beautification and Natural Resources Commission - PGMC § 3.24
- Economic Development Commission - PGMC § 3.40
- Historic Resources Committee - PGMC § 23.76
- Traffic Safety Commission - PGMC § 16.08
- Task Force on Diversity, Equity, and Inclusion - PGMC § 3.46

How to Apply

Application forms for Committee appointments are available from the City Clerk and can be obtained from the City website. Applicants contact information is not made public, but all other information including qualifications is disclosable.

Upon Joining the Committee

New Committee members, before assuming their responsibilities, must take an oath of office as described in the California State Constitution Article XX, Sec. 3. (See also Govt. Code § 1360; Charter Article 18). Oaths are typically administered by the City Clerk but also may be administered by the Mayor and City Manager.

Select Committee members, designated in the City's Conflict of Interest Code, are required to submit a Statement of Economic Interests (FPPC Form 700) to the City Clerk within 30 days after assuming office, annually and upon leaving office. (See PGMC § 2.40)

New Committee members must participate in Government Code § 53235 (AB 1234) ethics training, within 12 months of appointment and every two years thereafter. New members must complete sexual harassment prevention training (AB 1825) within six months of appointment, and every two years thereafter. This training is available from many sources, and compliance sessions are also provided by the City Attorney.

~~Terms~~Term of Office

Committee terms begin February 1st except when filling a seat vacated mid-term. Terms end January 31 of the designated year.

Charter Committee appointments are four-year terms unless earlier removal is warranted or there is a mid-term vacancy. A limit of three consecutive full terms shall apply (Charter Article 26). Member terms are staggered if practical (PGMC § 3.02.050).

For all other Committees, terms are limited to two years, with staggered terms if practical. Committee members may not be reappointed to a new term if reappointment would result in continuous service for more than eight consecutive years (Council Policy 000-5).

Removal from Office

Further, all Committee members serve at the pleasure of the Council. The Council, by an affirmative vote of four of its members, may remove any Committee member at any time during the member's term of office (Charter Article 26). Possible reasons for removal include but are not limited to: excessive absences, verbally or physically abusive behavior, violations of ethics, violations of Council policies, conflicts of interest, among other causes.

Leaving Office

Committee members may resign at any time. Sixty (60) days' notice is suggested to enable a replacement to be identified and appointed without causing a gap in Committee membership. Each Committee member must file an FPPC Form 700 Leaving Office Statement within 30 days of leaving office.

4. Role of Committees

All Committees have an advisory role to City Council. This advisory role is constrained to the Committee's area of responsibility, as set forth in the PGMC.

A few Committees have areas in which they hold delegated decision-making responsibility by the Municipal Code or by Council. Thus, the Planning Commission grants use permits and variances; similarly, a member of the Administrative Hearing Panel hears appeals of certain code enforcement actions.

The primary function of City Committees, however, is to advise the City Council. Both informal and formal means of communication may be used to fulfill this advisory role. Committee recommendations related to City actions may be presented at City Council meetings as individual agenda items (Council Policies 000-5 & 000-6) or action minutes. Recommendations to City Council should always be formal, i.e. by a motion and vote. While recommendations may not always be acted upon, Committees have the duty to advise on policies or issues as the law directs.

Committee responsibilities, i.e. powers and duties, are more specifically set forth in the Charter and the PGMC~~:~~

- ~~Planning Commission - Charter Article 26.a. & PGMC § 23.70.080~~
- ~~Library Board - Charter Article 26.b. & City Council minute action August 17, 2011 (See link to minute action on Library Board webpage)~~
- ~~Museum Board - Charter Article 26.c., PGMC § 3.44, Resolutions 10-071 and 11-072~~
- ~~Recreation Board – Charter Article 26.d.~~
- ~~Architectural Review Board – PGMC § 23.70.060~~
- ~~Beautification~~ and ~~Natural Resources Commission - PGMC § 3.24~~copied in Appendix E.
- ~~Economic Development Commission - PGMC § 3.40~~
- ~~Historic Resources Committee - PGMC § 23.70.070~~
- ~~Task Force on Diversity, Equity, and Inclusion – PGMC § 3.46~~
- ~~Traffic Safety Commission – PGMC § 16.08~~.040
- ~~Administrative Hearing Panel – PGMC § 3.30~~

Most Committees function in policy mode, which is a quasi-legislative responsibility. This includes, for example, recommending changes to the PGMC if within the Committee's jurisdiction.

Committees may also function in a hearing mode, from time to time, which is a quasi-judicial responsibility. This includes granting permits and hearing appeals, pursuant to the PGMC. The latter responsibility requires decisions supported by evidence presented at the hearing, which has been entered into the formal record. Those Committees are:

- Planning Commission
- Architectural Review Board
- Historical Resources Committee
- Beautification and Natural Resources Commission
- Traffic Safety Commission
- Administrative Hearing Panel

Formatted: Normal
Formatted: Font: Bold
Formatted: No bullets or numbering
Formatted: Font: Bold
Formatted: Font: Bold
Formatted: Font: Bold
Formatted: No Spacing, Add space between paragraphs of the same style, No bullets or numbering
Formatted: Font: Bold
Formatted: No bullets or numbering
Formatted: Font: Bold
Formatted: No bullets or numbering
Formatted: No Spacing, Add space between paragraphs of the same style, No bullets or numbering

Committees may also perform additional duties as assigned by Council. Most Committees are distinct and without significant overlap. However, responsibilities of some Committees intersect. In such cases, it benefits the Committees to understand the Charter and philosophy of the others to best serve the public on issues of mutual concern.

Council policies that also apply to committees are:

- Policy 000-5 Committee Classification; Board, Commission, and Committee Appointments and Procedures
- Policy 000-9 Council Guidelines
- Policy 000-17 Order of Agenda for Council Meetings
- Policy 000-25 Code of Conduct

5. Individual Roles

Members

The primary role of all Committee members is to attend meetings and be prepared to discuss and vote on agenda items. If unable to attend a committee meeting, a member should notify the Committee Chair as soon as practical.

Officer Elections

At the beginning of the first meeting following February 1 (or at any time the Chairperson is vacant) the Chairperson must be elected by the committee., Charter committees must elect a Chairperson, or Chair, to serve a one-year term (PGMC § 3.02.050). This is also the practice of other Committees.

At this first meeting following February 1 any committee member may call the meeting to order and ask for nominations for the office of Chair. Committee members may nominate themselves or any other member; no second is required. Once nominations are complete, a vote on the nominees in the order of nomination is taken.

Each voting member of the Committee shall have one vote. The nominee receiving votes from a majority of the members in attendance shall be declared the winner. If no member receives a majority, the process shall be repeated, except in the event of a tie between the top two vote-getters, in which case a run-off shall be held.

The member nominated as Chair assumes the office of Chair immediately.

Using the same procedure, the Chair conducts nominations and voting for a Vice Chair. If the Committee decides to appoint a Secretary, then the Chair shall conduct nominations and voting for a Secretary. The Museum Board must elect a secretary, however, other committees may choose not to do so.

Chairperson

The Chair has responsibility for:

- Presiding over meetings, i.e. meeting protocol and recognizing when others may speak
- Setting the agenda
- Calling special meetings (if staff resources are available)
- Alerting Vice Chair, council liaison, and staff ~~liaisons~~liaison of ~~absences~~their upcoming absence
- Signing Committee documents
- All Committee recommendations to City Council
- Appearing before City Council on behalf of the Committee
  The Chair may only speak on behalf of the committee on a topic ~~that was previously heard by the committee~~ where an action was taken by a vote.

Vice-Chair

Formatted: Bulleted + Level: 1 + Aligned at: 0.28" + Indent at: 0.53"

The Vice-Chair assumes the Chair's duties in their absence. The Vice-Chair shall succeed the Chair if the Chair vacates office before the term is completed and shall serve the unexpired term. A new Vice-Chair shall be elected at the next regular meeting or as soon thereafter as practical.

Secretary

If the Secretary is appointed by the Committee, the Secretary is responsible for meeting minutes to be included in the agenda packet at the next meeting.

Staff liaison assumes responsibility for minutes if the Secretary is unable to do so, or if no Secretary is appointed.

Action minutes, which do not include commentary, are recommended.

Subcommittees

Subcommittees may be appointed by Committee vote to accomplish a specific goal within a given timeframe. Subcommittee membership must be less than the quorum of the Committee. When appropriate, staff and public may assist subcommittees but are not members of subcommittees.

Staff Liaisons

Staff is assigned to Committees by the Department Head or City Manager to facilitate the Committee in accomplishing its objectives. Such support does not always translate into attendance at the meetings; written reports or interaction with the Chair prior to the meeting may suffice.

Staff is responsible for~~.~~:

- agenda packet preparation and meeting noticing, i.e. posting agendas. Staff may assist the Chair with meeting protocol as needed. If requested by the Chair, staff may prepare committee minutes~~.~~
- ~~Staff is responsible for~~ posting meeting videos and maintaining the Committee's webpage and ensuring it is up to date~~.~~
- ~~Staff is responsible for~~ providing access to the Council Chambers and the capability to conduct meetings with online (remote) public participation~~, i.e. hybrid meetings.~~
- notifying Council liaison, Mayor, and City Manager of meeting cancellation

Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Staff may inform the Committee of relevant City activities, identify issues within the Committee's purview, provide advice and assist in communications with the Department Head, City Manager, or City Council.

Staff may consult with city management regarding work suggested by the committee. Committees do not have authority to provide staff work direction.

City Attorney

The City Attorney's office is available to provide legal counsel to Committees when present at Committee meetings or by email to Brian Pierik at bpierik@bwslaw.com .

Council Liaisons

A Council liaison to a Committee is appointed by the Mayor subject to confirmation by City Council.

The Council liaison may facilitate the Committee in accomplishing it's objectives through the following:

- provide announcements of City actions and activities
- answer questions
- assist the Chair with process and city regulations.
- assist Chair to communicate committee actions and recommendations to City Council.
- Provide Chair with counsel as needed.

The Council liaison must not:

- participate in Committee discussions
- influence Committee decisions
- except in unusual circumstances interrupt the meeting

Note that Council liaisons, as Council Members, may later be required to review and act on Committee decisions or recommendations.

6. Committee Meetings

Meeting Types

All Committee meetings are governed by the Ralph M. Brown Act (Brown Act), California Government Code §54950 *et seq.*

Regular Meetings
Regular meetings shall be held at a regular date, time and place, which may be specified in the PGMC. Regular meetings may be rescheduled with posting of a cancellation notice and notification of a Special Meeting.

Meetings may be cancelled by either the Chair or Staff liaison. Reason(s) for cancellation shall be promptly sent by staff to Council liaison, Mayor, and City Manager.

Lack of a quorum at a meeting (majority of appointed members) requires meeting cancellation.

Special Meetings
Special meetings are those meetings held outside the regular meeting date and time. Special meetings may be held at any time upon the call of the Chair, a majority of Committee members, or City Council, followed by noticing as required by law. Special meetings may be called to meet deadlines, conduct study sessions or workshops, or when quorum was not met for a regular meeting.

Serial Meetings – Prohibited
Serial meetings occur when Committee members meet or discuss matters sequentially in pairs or small groups. The combined effect of sequential, or serial, meetings may inappropriately be a meeting of a quorum of Committee members. For example, if a member of a 7-member Committee speaks to more than two other members, it may constitute a serial meeting. Inadvertent use of email, careless use of the "reply all" function, indiscriminate forwarding of messages, forwarding messages without deleting early text histories, continuing discussion from a prior meeting via email are all poor practices that can result in serial meetings. In addition, engaging in a discussion of City business on social media can lead to a serial meeting. Serial meetings are a violation of the Brown Act. Further, Committee members are subject to FPPC investigation in the event complaints are filed.

One-On-One Meetings; Ex Parte Communications
Committee members may meet with constituents individually, in small groups or other informal settings. When the Committee acts on an issue in a quasi-judicial capacity, the member shall report on any such ex parte communications at the beginning of deliberations related to the subject of the decision. Information learned in these separate meetings must be divulged into the hearing record or must be excluded from the basis for considering any quasi-judicial decision. See PGMC § 2.04.090.

Noticing and Venue

Noticing
All Committee meetings shall comply with the Brown Act; Committees shall also follow noticing protocol set for City Council in PGMC §§2.04 and Policy 000-9.

Agenda packets for regular and special meetings shall be provided:

- at the Library;
- the outdoor display cabinet at City Hall on Laurel Avenue (agenda only);
- on the City's website

In addition, if the meeting is held somewhere other than at City Hall, the agenda shall be posted at that facility, in a location accessible by the public.

The agenda packet shall be posted a minimum of 72 hours prior to regularly scheduled meetings. Special meeting agendas shall be posted a minimum of 24 hours prior to the meeting. Meeting cancellations or meeting continuances shall be posted. Agenda materials shall be available to the public in attendance at meetings.

Venue

Committees meet in Council Chambers. This meeting venue is open to the public and meets Americans with Disabilities Act standards.

Attendance

Members of a Committee shall attend in person unless arrangements are made in advance for attendance by teleconference. The rules for meeting attendance by teleconference are set forth in Appendix A and Government Code Section 54953 which is in effect until January 1, 2026 at which time the Committees will be notified of any changes in procedures for attendance by teleconference.

~~Note:~~ If a Committee member wishes to attend a meeting by teleconference, then the member should promptly contact the City Clerk who will coordinate with the City Attorney to determine if teleconference attendance is permissible and, if so, the procedure to arrange for teleconference attendance.

Quorum

There is no meeting of the Committee unless a quorum of the Committee is present. If less than a quorum attends, any discussion by that group is characterized as "A Committee of the Whole", but no record is made of this occurrence, and no decisions can be made.

A quorum consists of a majority of the Committee's members. For example, on a 6 or 7-member Committee, the quorum is 4. A vacancy reduces the number of voting member positions (See PGMC §§ 3.02.070, 3.04.080). For example, if a 7-member Committee has 2 vacancies, it has 5 voting member positions, and the quorum is 3.

Agenda

Committee meeting agenda format is the same as for Council agendas. Agenda report examples may be found in City Council Meeting agenda packets. Minutes should use the same format as the meeting agenda.

Establishing the agenda is the Chair's responsibility with input from staff and other Committee members. When an agenda issue arises the Council liaison, Staff liaison, and Chair should meet to resolve it.

~~A Committee member may request an item be placed on a future Committee agenda and that request must be made only at a Committee meeting and agreed upon by at least two other Committee members at that Committee meeting. The discussion at the Committee meeting will be limited to whether the item should be added to a future Committee agenda and may not include a discussion of the merits of the proposed agenda item. If the item is added to a future Committee agenda, then the Committee member who requested the item shall prepare the Agenda Report with the assistance of the City Manager. The City Council may add items to a future Committee meeting agenda for consideration.~~The City Council may add items to a future Committee meeting agenda for consideration.

The recommended order of agenda is set forth in Council Policy 000-17 Order of Agenda for Council Meetings, making exceptions where appropriate for Committees.

The agenda must include information adequate to advise the public of the business to be considered. Agenda reports should include:

1. Subject;
2. Author;
3. CEQA analysis;
4. Recommended action;
5. Written discussion of the topic including background information, justification of the recommended action and financial impact.

Although the Brown Act permits agendas without a written discussion, i.e. stating 'oral report', this is a poor practice and is discouraged.

Unspecified topics such as "miscellaneous" or "new business" are not permissible. New topics raised during public comment, or by any Committee member announcement shall not be discussed at that meeting but may be placed on a future agenda.

Parliamentary Rules

Committees shall be guided by Robert's Rules of Order.

- *Getting the floor.* Every member desiring to speak shall address the Chair and, only upon recognition by the Chair, confine contributions to the matter at hand, avoiding all indecorous language and personal attacks.

In general, a member may not interrupt the speaker except for the following reasons:

- *Privilege.* The proper interruption would be: "Point of privilege." The Chair would then ask the interrupter to, "State your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort or amplification of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

- *Order.* The proper interruption would be: "Point of order." Again, the Chair would ask the interrupter to, "State your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting; for example, if the Chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

- *Appeal.* If the Chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the Chair, "I appeal the ruling of the Chair." If the motion is seconded and, after debate, if it passes by a simple majority vote, then the ruling of the Chair is deemed reversed.

- *Withdraw a motion.* During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn; and any other member may make the motion, once recognized.

Rules of Testimony

No person or member shall address the Committee without permission of the Chair. (See Council Policy 000-9.) All comments shall be addressed to the Committee as a whole and shall not be addressed to individual members of the Committee, members of the public or staff.

It is helpful (though not required) for speakers to state their name in order that the secretary may identify them in the minutes of the meeting. If numerous members of the public wish to speak, and it is known that all represent the same opinion, a spokesperson may be allowed to speak for the entire group by the Chair who could provide the spokesperson ten minutes. The Chair may limit public speakers to three minutes or less depending on the number of speakers and length of agenda.

Consideration and Action on an Agenda Item

The agenda constitutes the road map for the meeting. Most agenda items can be handled with the following 4-step process.

1. Presenting Item
   a. Opening Item – The Chair should announce the agenda item number and subject. The Chair should then announce any special procedures to be followed (e.g., if the item is a quasi-public hearing). This is also when members would announce their conflict of interest, if any exists, recuse themselves, and leave the room.
   b. Hearing the Report – The Chair should invite the appropriate people, typically City staff, to report on the item. The Chair may provide an opportunity for committee members to ask any clarifying questions of the person providing the report. This is not preferred as questioning tends to segue into position statements before public input is taken, which is inconsistent with open meeting principles.

2. Asking for Public Input – The Chair opens the meeting to public input. The Chair may limit speakers time, as described above. A response to public comment, if appropriate, should not be provided until after public comments are finished.

3. Considering the Item—The Chair requests Committee deliberation. Member deliberation would include questions of the person(s) making the report or others with relevant knowledge, alternatives to the recommendation, additional considerations not previously stated, additional relevant facts and opinions. Time committed to deliberation should be adequate to allow the sense of the Committee to emerge.

4. Deciding – The Committee decides by a motion and voting. (See Appendices B Motions and C Voting.) For all action items, the Chair should invite a motion from the members. No motion is made if the agenda item is "receive the report~~.~~" unless the committee wishes to address recommended actions contained within the report.

~~The Chair shall ask the staff liaison for a vote who then calls on each member and summarizes the result, e.g., the motion passes 4 – 2 – 1, with Committee members A and B dissenting, and C abstaining.~~

Once a vote is taken discussion of the item ends.

Meetings versus Hearings

A public meeting is generally defined as a meeting in which business is conducted by a public body. A public hearing is a special type of public meeting for the purpose of the governing body accepting public comment and testimony on local legislation or a quasi-judicial matter.

For public hearings, there are additional guidelines. (See Council Policy 000-9) After receiving the staff report, the Chair opens the public hearing and accepts testimony in the following order:

1. The applicant or proponent speaks.
2. Opponent speaks.
3. Rebuttal and surrebuttal may be allowed, at the sole discretion of the Committee.
4. Public comment is heard.

The Chair shall then close the public hearing.

The public comment portion of the public hearing may be reopened before voting on the item if a new issue is raised. It is not necessary to re-open a public hearing to ask questions of the project applicant. If the public hearing is reopened, all interested parties may be heard, but the Chair can limit the input to the new issues and can further limit the time per comment.

Courtesy and Decorum

Meetings should take place in an environment where members and the public can freely express their views, i.e. with politeness and respect. The Chair should encourage discussion that focuses on the item in question, not on the personalities of members or the public or off topic. The Chair must protect the rights of the public to speak at the appropriate time.

Pursuant to Government Code § 54954.3 I, the Chair shall not prohibit public criticism of the policies, procedures, programs, or services of the city, or of the acts or omissions of the committee.
A member's use of electronic communication devices during a meeting may lead to the public's perception that the member is not paying attention to or receiving private information. For these reasons a member's use of electronic communication devices (i.e., cell phones, tablets, laptop

computers), other than for the purpose of (1) accessing agenda materials, (2) facilitating ADA access, (3) using teleconferencing software or (4) an emergency is prohibited.

Disruption of Meetings

1. Disruption by a Group of Persons

Pursuant to Government Code Section 54957.9, in the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible, and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Chair may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this Section. After the meeting room has been cleared, the Chair may readmit an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.

2. Disruption by an Individual Person

Pursuant to Government Code § 54957.95, the Chair may cause the removal of any individual for disrupting the meeting subject to the following rules:

1) Prior to removing an individual, the Chair shall warn the individual that their behavior is disrupting the meeting and that their failure to cease their behavior may result in their removal.

(2) The Chair may then cause the removal of the individual if they do not promptly cease their disruptive behavior.

(3) "Disrupting" means engaging in behavior during a meeting of a legislative body that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting and includes, but is not limited to, one of the following: (A) A failure to comply with reasonable and lawful regulations adopted by a legislative body pursuant to § 54954.3 or any other law. (B) Engaging in behavior that constitutes use of force or a true threat of force.

(4) "True threat of force" means a threat that has sufficient indicia of intent and seriousness, that a reasonable observer would perceive it to be an actual threat to use force by the person making the threat.

(5) If there has been a use of force or a true threat of force, there is no obligation for the Chair to provide a warning to the individual before causing the individual to be removed from the meeting.

Public Records

Materials provided to Committee members at a public meeting must be made available for inspection and reproduction by the public. Exemptions from disclosure apply, but are narrowly applied (attorney/client, drafts, pending litigation, personnel files).

Communications by Committee members through social media posts, emails and text messages may be subject to the City's Retention Schedule and are disclosable under the Public Records Act (Council Policy 000-9).

Committee meetings shall be recorded. Current practice is video recordings. The recording and minutes are retained in accord with the City Records Retention Schedule, Council Policy 000-19 and are available online.

Committee minutes format is the same as for the agenda, i.e., consistent with Council minutes format.

Minutes may be limited to a report of actions taken at the meeting. For example, such "action minutes" typically include findings or a reference to the findings for quasi-judicial actions, and any appropriate attachments, and shall include a record of the vote for all actions. The draft minutes of all meetings shall be included in the next agenda packet for acceptance by the Committee. Authorized minutes are signed by the Chair and shall be filed with the City Clerk for inclusion in the packet of the next City Council meeting.

Adjournment

The Chair adjourns the meeting after all agenda items are completed. No vote is taken. In the event there is insufficient time to hear all items the Committee may adjourn its meeting to a certain hour on another day. A specific date, time and place shall be set by the Committee, as part of the motion to adjourn.

7. Actions taken by Committees

Committees may perform an action in different ways. Most commonly, formal action is taken by establishing a quorum, consideration of a motion and voting. Most actions require a vote by a majority of the appointed members unless a super-majority vote is required.

Informal actions

Informal actions (i.e. no vote required) generally take the form of the Chair giving direction after input from other Committee members. Informal actions would include suggesting to or requesting information from staff. Another example is suggesting that a Committee member report on a future agenda topic.

Formal actions

All formal actions must be listed in the agenda and require a motion and a vote in the affirmative. Formal actions include:

- ~~Formal actions include approving the agenda~~

Agenda approval

- Recommendations ~~and requests to City Manager~~
- ~~Recommendations and requests~~ to City Council
- Creation of a Subcommittee
- Continuing an agenda item to a future date
- Permit approval
- Appeals

Formatted: Indent: Left: 0"

Motions

Motions are the vehicles for decision making, i.e. taking formal actions. As indicated above, a motion should be introduced on a matter after general information is shared, options have been identified, and members share their opinions and seek to persuade. The Chair shall ensure that all motions are clearly stated and commonly understood before allowing further deliberations and voting.

See Appendix–B - Motions.

Voting - See Appendix C

Deciding to Move on

Items may be continued by Committee vote to a subsequent time for the following types of reasons:

- The Committee requires additional information during the meeting.
- New information or issues come to light during the meeting that need further study.
- Other reasons deemed appropriate and substantial by the Committee.

In addition, a Committee hearing (e.g., ARB, HRC, BNRC, TSC, and Planning Commission) may continue an item when:

- The applicant cannot appear at the meeting and has requested that the item be continued.
- The application is revised by the applicant during the meeting.
- The Committee requests that the application be revised.

When Action Is Necessary

In certain circumstances—a permit application, for example— the lack of any action is not acceptable (e.g., an application must ultimately be approved or denied) due to deadlines imposed by the Permit Streamlining Act, the Federal Communications Commission, or other laws. There are three primary options here:

1. *Continuing the item*. This is often undertaken if one or more members of the body are absent or if new information can be developed. Continuance can also provide the applicant with time to consider options, develop a project more likely to receive approval, etc. Continuance ordinarily is undertaken with concurrence of the applicant, but concurrence is not required.

2. *Technically denying the application*. This option is based on the philosophy that, for a project that has been proposed, approval requires a majority of members to vote in favor. Anything less than the required majority is thus considered a denial. One option under "technical denial" is to allow any applicant or other party to appeal the matter (assuming an appeal would otherwise have been available) on the grounds that the matter was "deemed denied." This option avoids the need for the body to take further action (e.g., if the body is unable to achieve a majority vote to forward the matter to the next higher body)

3. *Denying the application without prejudice*. This option may, in some situations, require at least one member of the body to switch their vote, in order to vote to deny for procedural reasons only. Such reasons should be stated in the motion, so the record is clear. It allows the applicant to either: a) appeal to the next higher body; or b) resubmit the same project or a modified project reflecting Committee or City input, without paying fees, waiting a minimum number of months, etc. (such a delay could be for any number of possible reasons, including awaiting turnover on the Committee). This option is in addition to the provisions exclusively for the Planning Commission detailed in PGMC §§23.70.080

See Council Policy 000-9 Council Guidelines for details concerning the procedure for hearings.

Appeals and Call-Ups

The decisions of certain Committees may be appealed or called up as set forth in PGMC §§23.74 and Table 23.70.012-1. For example, decisions of the Site Plan Review Committee and the Architectural Review Board may be appealed to the Planning Commission. Decisions of the Architectural Review Board and the Planning Commission may be appealed to Council.

Similarly, the Council may call up for review any decision of the Planning Commission or any other review authority and make its own de novo decision on the action or matter. The Architectural Review Board and Planning Commission also have the authority to call up certain actions of review bodies over which they have appeal authority. Call-ups require a vote or three members of the body.

See Council Policy 000-9 Council Guidelines for details concerning the procedure for appeals.

8. Compliance with Federal, State and Municipal Laws

Committee members are representatives of the City and have a duty to represent the City to the best of their ability, and to take those actions that the member believes are for the benefit of the City as a whole.

Members are expected to comply with all applicable federal, state and municipal laws as applied to their Committee responsibilities.

Committee members have the following ethical duties.

- Duty of Loyalty:
  Committee members have an absolute obligation to put the public's interest before their own direct or indirect personal interests. Members breach this obligation when they benefit at the public expense. Prohibited benefits can be financial (such as participating in decisions that favorably impact a member's business, property, or investments), career-related (such as using public office and/or public resources to obtain future employment or political position), or personal such as benefits to family members or close associates. Conflict of interest requires recusal.
- Duty of Due Diligence
  The duty of care requires that the Committee member competently and faithfully execute the duties of the office. Examples of breach of this duty include failure to attend meetings, failure to investigate, failure to engage in the deliberative process, and failure to vote.

- Duty to Avoid Bias
  Committee members have a duty to represent all of their constituents fairly. This means that they must overcome any inherent bias that they possess.

Each member shall file on a timely basis all appropriate Fair Political Practices Commission (FPPC Form 700) reports which can be obtained online or through the City Clerk. The City's Conflict of Interest Code can be found at PGMC §2.40.

Each member shall complete required AB 1234 ethics training in a reasonable time upon appointment and repeat this training at least biannually. The City Clerk should be notified upon completion. See Appendix D – Training for more information.

Each member shall also complete sexual harassment prevention training in a reasonable time upon appointment. The state mandate for local agency official sexual harassment prevention training is commonly referred to as "AB 1661" training. A "local agency official" must receive at least two hours of sexual harassment prevention training within the first six months of taking office, and every two years thereafter, if the City provides any type of compensation, salary, or stipend to a local agency official of the City. (Cal.Gov.Code § 53237.1.) "Local agency official" means any member of a local agency (which includes a City) legislative body and any elected local agency official. (Cal.Gov.Code § 53237).

9. Reference Materials

Committees perform best when members are knowledgeable in their area of responsibility. Thus, members are encouraged to become familiar with pertinent materials, which may be found on the Committees' webpage and departmental webpages.

Examples below.

- Architectural Review Board – General Plan, PGMC Titles 12, 23, 24, Architectural Review Guidelines for Single-Family Residences
- Beautification and Natural Resources Commission – Urban Forestry Standards (2012), Landscape Guidelines and Plant Palette (2016), Urban Greening Plan (2016), City Council Policy 900-3 'Acceptance of Art Donations', George Washington Park Plans, PGMC Title 12 Trees and Urban Forest
- Economic Development Commission - https://pickpg.org/
- Historic Resources Committee – General Plan, PGMC §23.70.070 and 23.76, City of Pacific Grove Historic Context Statement, The Secretary of the Interior's Standards for the Treatment of Historic Properties, Historic Resources Inventory.
- Library Board - City Council Policy 200-6 'Library Policies'
- Museum Board – Pacific Grove Museum of Natural History Operating and Lease Agreement, https://www.pointpinoslighthouse.org/
- Planning Commission – General Plan, PGMC, Local Coastal Plan, Housing Element
- Recreation Board – City Council Policy 900-1 'Special Events', City Council Policy 200-3 'Municipal Tennis Program', City Council Policy 100-8 'Municipal Softball Park Rules, Regulations & Improvements'

Appendix A – Teleconference Attendance

If and when a Committee member wishes to attend a meeting by teleconference, then the Committee member should contact, as soon as possible, the City Clerk, Staff Liaison or Council Liaison who can consult with City Attorney if necessary. The rules for teleconference attendance at a Committee meeting by a member of the Committee are set forth in Government Code Section 54953 which specifies three types of teleconference attendance.

1. Traditional Teleconference - Government Code Section 54953 (b)

Here are the rules which apply to traditional teleconferencing:

(1) All votes taken during a teleconferenced meeting shall be by rollcall.

(2) The teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency.

(3) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(4) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to § 54954.3.

(5) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations.

(6) Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding,

(7) Each teleconference location shall be accessible to the public.

(8) During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction

2. Teleconference Attendance During a Proclaimed State of Emergency - Government Code Section 54953 (e)

See Government Code Section 54953 (e) which describes the rules that apply to teleconference during a proclaimed state of emergency. This is the type of teleconferencing that was utilized during the COVID proclaimed state of emergency.

Some of the key points to note for teleconference attendance at a meeting during a proclaimed state of emergency include:

(1) There must be a proclaimed state of emergency

(2) Notice must be given to the public how to offer public comment remotely in real time

(3) If a disruption of the call-in or internet connection, then no further action may be taken on items on the agenda

(4) If a timed public comment period, then public comment must remain open until the timed public comment period has elapsed.

(5) Every 45 days after teleconferencing for the first time, the legislative body must take a vote to allow for continued use of this teleconferencing method.

(6) The legislative body is not required to provide a physical location from which the public may attend or comment.

3. Teleconference Attendance Authorized by AB 2449 – Government Code Section 54953 (f)

Teleconferencing with Section 54953 (f) is permitted when there are "emergency circumstances" or "just cause" which are defined as follows:

(1) "Emergency circumstances" means a physical or family medical emergency that prevents a member from attending in person.

(2) "Just cause" means any of the following:

(A) A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely. "Child," "parent," "grandparent," "grandchild," and "sibling" have the same meaning as those terms do in Section 12945.2.

(B) A contagious illness that prevents a member from attending in person.

(C) A need related to a physical or mental disability as defined in Sections 12926 and 12926.1 not otherwise accommodated by subdivision (g).

(D) Travel while on official business of the legislative body or another state or local agency.

Some of the key points for teleconference attendance based on AB 2449 include the following:

(1) At least a quorum of the members of the legislative body must participate in person from a singular physical location clearly identified on the agenda which location shall be open to the public

(2) The teleconference location where the member is present does not need to be available for attendance by the public.

(3) The legislative body must give notice of the means by which members of the public may access the meeting and offer public comment including comment remotely in real time.

(4) If a disruption of the call-in or internet connection, then no further action may be taken on items on the agenda

(5) "Just Cause": The member must notify the legislative body at the earliest opportunity possible, including at the start of a regular meeting, of their need to participate remotely for just cause, including a general description of the circumstances relating to their need to appear remotely at the given meeting. The provisions of this clause shall not be used by any member of the legislative body for more than two meetings per calendar year.

(6) "Emergency Circumstances": The member must request the legislative body to allow them to participate in the meeting remotely due to emergency circumstances and the legislative body takes action to approve the request. The legislative body shall request a general description of the circumstances relating to their need to appear remotely at the given meeting. A general description of an item generally need not exceed 20 words and shall not require the member to disclose any medical diagnosis or disability, or any personal medical information that is already exempt under existing law.

Note: The procedure for the legislative body to take action to approve (or deny) the request would be a motion at the beginning of the by a Committee member to approve (or deny) the request by the member to attend the meeting by teleconference, followed by a second and a vote by the Committee members. If the Motion is denied, the Committee member can still attend the meeting, but only as an observer and should not speak during the meeting.

(7) A member shall make a request to participate remotely at a meeting as soon as possible.

(8) The member shall make a separate request for each meeting in which they seek to participate remotely.

(9) The legislative body may take action on a request to participate remotely at the earliest opportunity. If the request does not allow sufficient time to place proposed action on such a request on the posted agenda for the meeting for which the request is made, the legislative body may take action at the beginning of the meeting in accordance with paragraph (4) of subdivision (b) of Section 54954.2.

(10) The member shall publicly disclose at the meeting before any action is taken, whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member's relationship with any such individuals.

(11) There is a limitation on teleconferencing with AB 2449 in that such attendance may be no more than three consecutive months or 20 percent of the regular meetings for the local agency within a calendar year, or more than two meetings if the legislative body regularly meets fewer than 10 times per calendar year.

Appendix B – Motions

The Chair usually initiates a motion by:

1. Inviting a member to make a motion: ‘‘A motion at this time would be in order;”
2. Suggesting a motion: ‘‘A motion would be in order that we approve and forward to the Council the annual report, as drafted;” or
3. Making the motion.

Once recognized, a member makes a motion by preceding the member’s desired approach with the words: “I move ...”. A typical motion might be: “I move that we accept the staff recommendation that...”

Often, a member will prefer a variant of the motion on the floor. They can ask the maker and seconder if they are willing to reword their motion. If they agree, the motion is amended.

If one or both is not amenable to the suggested rewording, a member may propose an amendment or wait until after the vote on the original motion and propose a different motion. Up to three principal motions—the basic motion and two amendments— may be considered at one time – in reverse order:

1. **The basic motion.** The basic motion proposes a decision for consideration. A basic motion might be: “I move that we create a two-member Committee to study this matter in depth.”
2. **The motion to amend.** A motion to amend proposes to change the basic motion under discussion. A motion to amend might be: “I move that the Committee focus on just two primary options.”
3. **The motion to amend an amendment.** A motion to amend an amendment proposes a further change to the motions under discussion. A motion to amend the amendment might be: “I move that one of the options for the Committee to analyze be to prohibit murals on wood-sided buildings.”

No further motion to address the substance of the matter is in order. (Incidental or privileges motions, which deal with procedural issues, may still be raised.) Each motion is subject to deliberation.
A motion to amend or to amend an amendment is at times labeled a “substitute motion.” Whether considered as an amendment or a substitute, such motions are handled the same.

When Multiple Motions Are before the Committee
When two or three substantive motions are on the floor (with each having been seconded) at the same time, the *first* vote resolves the *last* motion made. If the amendments deal with alternative approaches to the same question, and a majority votes to approve the third motion, the remaining motions are then moot, and action on the agenda item would be complete. If the third motion *fails,* the Chair then proceeds to consider the second motion.

If an amendment deals with a different aspect of the same matter, then the motions would be considered in turn, in reverse order (second amendment, first amendment, and original motion).

In action minutes, only the final motion or action is recorded.

Limits to Deliberation
While the basic rule of motions is that they are subject to discussion and debate, some exceptions limit debate on a motion. Examples of motions that are *not* debatable include:

- **A motion to adjourn.** This motion, if passed by simple majority, requires the body to immediately adjourn to its next regularly scheduled meeting.
- **A motion to recess.** This motion, if passed by simple majority, requires the body to immediately take a recess for the time set by the Chair.
- **A motion to fix the time to adjourn.** This motion, if passed by simple majority, requires the body to adjourn the meeting at the specific time set in the motion.
- **A motion to table.** This motion, if passed by simple majority, places the matter on "hold" and ends discussion of the item. The motion may state a specific time when the item shall return on the agenda, but it need not.

When these, or other incidental or privileged motions are made and seconded, the Chair must immediately call for a vote of the body without debate on the motion.

Most motions require a simple majority; but a few exceptions apply when the body limits a minority from acting on or discussing an item. These motions require a two thirds majority to pass:

- **End debate.** Members can end debate by "moving the previous question."
- **Motion to close nominations.** A motion to close nominations limits the right of a minority to nominate officers.
- **Motion to suspend rules.** This motion is debatable but requires a two-thirds vote to pass.

Division of a Motion
If a motion contains two or more divisible propositions, each of which is capable of standing as a complete proposition, the Chair may, and upon request of a member shall, divide the same. The Chair's determination shall be appealable by any member. For example, a motion to approve a project and waive applicant fees is divisible into two separate motions.

Withdrawal of a Motion
A motion may be withdrawn by the maker at any time prior to the vote, without the consent of the member seconding it. Any other member may choose to make the same motion.

Motion to Continue
The Committee may vote to continue items to a subsequent meeting for the following reasons:

- The Committee requires additional information during the meeting;
- New information or issues come to light during the meeting that need further study; or
- Other reasons the Committee deems "appropriate and substantial."

A motion to continue requires a majority vote for approval. This is also known as a motion to postpone and is amendable.

The Committee may continue a submitted application when:

- The applicant cannot appear at the meeting and has requested that the item be continued;
- The application is revised by the applicant during the meeting; or
- The Commission requests that the application be revised.

- Continuances ordinarily are undertaken with concurrence of the applicant, but concurrence is not required.

Motion to Reconsider
A motion to reconsider a vote is a motion limited in both the time it can be made and the person who can make it. A motion to reconsider an action taken by the Committee may be made on the same day as the meeting in which the motion to be reconsidered was decided, or the next business day if the session is more than one day. The motion must be made by a member who voted on the prevailing side but may be seconded by any member. For example, a person voting in the majority of a 4-3 vote for a motion to approve or deny an item (prevailing side) may make a motion to reconsider. If there is tie vote (3-3 and 1 absence), or if the motion fails (3 in favor, 2 against, 2 absent), then a motion to reconsider is not available as it only applies to actions taken by the Committee.

A motion to reconsider requires a second, is debatable, and is not amendable. If the motion to reconsider fails, it may not itself be reconsidered. Reconsideration may not be moved more than once on the same motion. If the motion to reconsider passes, the original matter is back before the Committee. The matter may be discussed, debated, and amended as if it were on the floor for the first time.

No member is prevented from making a motion to rescind such *action* at a subsequent meeting of the Committee, provided the agenda for that meeting includes the proposed action to rescind. Often such motions are used to make policy changes. The motion must be seconded, is debatable, and requires a majority vote.

Appendix C– Voting

Majority Voting Requirement
The Code requires the affirmative vote of a majority of the total members of the Committee (excluding any non-voting members), on any item, for any action by the Committee, unless otherwise provided.[1] (See PGMC §§ 3.02.070 and 3.04.080). For example, the majority of a fully constituted Committee is 4. In a 7-member body, a vote of 4-3 passes the motion. If there are 2 vacancies, and the total members are 5, then a majority is 3 members. Therefore, unless a super-majority is required, a simple majority vote determines whether each motion passes or is defeated. Proxy votes for absent members are not allowed.

Tie Votes
A tie vote means the motion fails. If one member is absent and the vote is 3-3, the motion fails. Tie votes may be reconsidered on motion by any member of the Committee voting aye or nay during the original vote. Before a motion is made on the next item on the agenda, any member of the Committee may make a motion to continue the matter to another date. Any continuance for this purpose suspends the running of any time in which action of the Committee is required by law.

Disqualification from Voting; Recusal
Commission members shall disqualify themselves from deliberation and voting on any matter before the Commission, prior to the Commission's consideration of the matter, when there is a conflict of interest. A member may also choose not to participate due to personal bias or the appearance of impropriety. Upon the Chair's announcement of an item, members must state that they are disqualifying themselves due to a conflict of interest, state the nature of the conflict (e.g., financial), and leave the room until the completion of that item.

If the number of members recusing themselves due to a conflict of interest disrupts the quorum, the "rule of necessity" allows the random selection of the fewest number of conflicted members to vote as is needed to enable a quorum to participate and reach a decision. For example, if 4 out of 7 Committee members are conflicted, the Committee may select one of the conflicted members to vote so as to have a quorum.

Abstentions
Abstentions are discouraged. Members should abstain from voting only due to lack of participation in an evidentiary proceeding before the Committee and their inability to review the record. In that instance, members will be recorded as absent for that item.

A member present for consideration of a motion who opposes the motion must vote against it. In the event of an abstention the abstainer in effect "consents" that a majority of the quorum of the members present may act for them. Thus, a member who abstains (for any reason other than lack of opportunity to review the record) is deemed to acquiesce in the action taken by the majority of members who voted. For example, on a 7-member Committee, if the vote is 3 in favor, 2 against, with 1 absence and 1 abstention, the motion is approved, since a quorum was present, and a majority of the total

[1] In certain circumstances, supermajority votes (majority + 1) are required: certain actions of Council, e.g., an urgency ordinance; zoning amendments by the Planning Commission.

membership is judged to have voted in favor. A 3-3 vote with one abstention means the motion fails as there is no majority.

Members who are silent during a voice vote shall have their vote recorded as an affirmative vote, except when individual members have stated in advance that they will not be voting.

Voting Methods. ~~When a motion is not likely to be opposed, the Chair says, "If there is no objection, …". The members show their agreement, called "general consent," by their silence. If a member says, "I object," the item is put to a vote.~~ Most votes shall be by voice vote. The Chair asks those in favor to say, "Aye," and those opposed to say "No." ~~If the outcome is unclear by voice, a hand vote may be taken. Any member may move for an exact count. In some cases, a~~The Chair then announces the result, naming any member(s) in dissent.

A roll call vote is required in the event of any member is attending virtually, with each member answering "~~yes~~aye" or "no" as ~~his or her~~their name is called by the staff liaison. The order of voting for roll call votes shall be random.

Recording of Votes. The results of the vote shall be announced immediately following the action as shown in the following example: "The motion passed 5-2, Brown and Smith voting no." The minutes of the Committee's proceedings shall show the vote of each member, including whether they were absent or failed to vote on a matter considered. For example,
Ayes:
Noes:
Absent:
Abstain:

Members may change their votes up to the time the vote is finally announced. After that, members may only change with permission of the Committee, which may be given by general consent; that is, by no member's objecting when the Chair inquires if anyone objects. If an objection is made, a motion may be made to grant the permission, which is debatable.

Appendix D – Training

Reimbursement

Committee Members may be reimbursed expenses for subject matter training with prior Department Head approval.

Mandatory Ethics Training AB 1234

AB 1234, passed in 2014, codified at Government Code § 53235, requires many California state and local officials and employees to complete mandatory ethics training. It states:

(a) (1) If a local agency provides any type of compensation, salary, or stipend to a member of a legislative body, or provides reimbursement for actual and necessary expenses incurred by a member of a legislative body in the performance of official duties, then all local agency officials shall receive training in ethics pursuant to this article.

(2) All local agency officials who are members of the governing board of a school district, a county board of education, or the governing body of a charter school shall receive training in ethics pursuant to this article, whether or not any member receives any type of compensation, salary, or stipend or reimbursement for actual and necessary expenses incurred in the performance of official duties.

(b) Each local agency official shall receive at least two hours of training in general ethics principles and ethics laws relevant to the official's public service every two years.

(c) If an entity develops curricula to satisfy the requirements of this §, then the Fair Political Practices Commission and the Attorney General shall be consulted regarding the sufficiency and accuracy of the proposed course content. When reviewing any proposed course content, the Fair Political Practices Commission and the Attorney General shall not preclude an entity from also including local ethics policies in the curricula.

(d) A local agency or an association of local agencies may offer one or more training courses, or sets of self-study materials with tests, to meet the requirements of this §. These courses may be taken at home, in-person, or online.

(e) A provider of training courses to meet the requirements of this article shall provide participants with proof of participation to meet the requirements of § 53235.2.

(f) A local agency shall provide information on training available to meet the requirements of this article to its local officials at least once annually.

AB 1234 applies to "members of a legislative body," which is defined as in the Brown Act, Government Code § 54952. It thus applies to members appointed to city boards and commissions.

AB 1234 does not specify a time period within which an official must take and complete the training. Where, as here, a statute does not impose a specific time requirement, the statute is deemed to require compliance within a "reasonable" time.

Appendix E – Powers and Duties

Planning Commission - Charter Article 26.a & PGMC § 23.70 (abbreviated)

(1) Recommend to the Council the adoption, amendment, or repeal of a General Master Plan, or any part thereof, for the physical development of the City.

(2) Exercise such functions with respect to land subdivisions, planning and zoning as may be prescribed by ordinance or resolution.

(3) Perform such other duties relating to planning and zoning as the Council may require by ordinance or resolution, or as may be prescribed by the General Laws of the State.

(a) Use Permits and Use Permit Amendments.

(b) Variances and Variance Amendments.

(c) Tentative and Final Tract Maps.

Library Board - Charter Article 26.b

(1) Act in an advisory capacity to the Council and City Manager in all matters pertaining to the operation of a public library.

(2) Recommend to the City Council the adoption of such laws, rules, and regulations as it may deem necessary for the administration and protection of the City Library.

(3) Perform such other duties relating to the library services as the Council may require by ordinance or resolution.

Museum Board - Charter Article 26.c & PGMC § 3.44

(1) Act in an advisory capacity to the Council and City Manager in all matters pertaining to the operation of a public museum.

(2) Recommend to the City Council the adoption of such laws, rules, and regulations as it may deem necessary for the administration and protection of the City Museum.

(3) Perform such other duties relating to the museum service as the Council may require by ordinance or resolution.

(b) To act in an advisory capacity to the city council and city manager in all matters pertaining to the operation of the Point Pinos Lighthouse.

(c) To recommend to the city council the adoption of such laws, rules, and regulations as it may deem necessary for the administration and protection of the Point Pinos Lighthouse.

Recreation Board - Charter Article 26.d

(1) Act in an advisory capacity to the Council and City Manager in all matters pertaining to the operation of a City recreation program.

(2) Recommend to the City Council the adoption of such laws, rules and regulations as it may deem necessary for the administration and operation of a City recreation program.

(3) Promote and stimulate public interest in a recreation program and solicit to the fullest extent possible the cooperation of school authorities and other public and private agencies interested therein.

(4) Perform such other duties relating to the recreation program as the Council may require by ordinance or resolution.

Formatted: Font: Bold

Formatted: Normal

Formatted: No bullets or numbering

Formatted: Font: Bold

Formatted: No bullets or numbering

Formatted: Font: Bold

Formatted: No bullets or numbering

Formatted: Font: Bold

Architectural Review Board - PGMC § 23.70 (abbreviated)

(c) Applicability. As summarized in Table 23.70.012-1, the architectural review board is the decision-making authority for structures not listed on the historic resources inventory for the following permits:

(1) Outside of the coastal zone, architectural permits for new construction, major alterations to existing structures, or demolition and reconstruction of structures. This section does not apply to any project listed in PGMC 23.70.020, 23.70.030 and 23.70.040, including a design change to an approved architectural permit that meets the provisions of PGMC 23.70.030(b)(4);

(2) Within the coastal zone, architectural permits for new construction, major and minor alterations to existing structures, or demolition and reconstruction of structures, including an amendment to an approved architectural permit. This section does not apply to any project listed in PGMC 23.70.020(b)(1)(B), (2)(A) through (E), (3)(B) and (D), (4), (5), and (6);

(3) Within the coastal zone, architectural permits for Category 1 detached accessory structures larger than 120 square feet, pursuant to Table 23.64.180;

(4) Sign permits, pursuant to Chapter 20.04 PGMC (Signs) and PGMC 20.05.070. This section does not apply to any counter review and determination or administrative sign permit under PGMC 23.70.020, 23.70.030 and 23.70.040;

(5) Whenever otherwise required by this code.

Beautification and Natural Resources Commission - PGMC § 3.24

(a) To support, encourage, and facilitate conservation, restoration, beautification, and improvement of natural resources in the city through projects, programs, and activities;

(b) To develop, with the city arborist, forester or other persons knowledgeable in natural resources, management and public education and information programs for urban reforestation, preservation, and protection of trees, vegetation, wildlife habitat, water, and other natural resources to correlate with the city's general plan;

(c) To perform the functions prescribed for the beautification and natural resources commission under PGMC Title 12, Trees and the Urban Forest;

(d) To advise the city council and other boards and commissions on landscaping, beautification projects, design plans, maintenance for publicly owned property, facilities, parks, butterfly habitats, recreation trails, and shoreline areas;

(e) To advise the planning commission, architectural review board, and the city council on ordinances and amendments thereto that may be proposed relating to construction and development in the city regarding beautification, natural resources, and landscape designs;

(f) To make recommendations to the council regarding works of art, gifts and devises offered to, commissioned by, or purchased by the city and proposed to be placed, erected, or created outdoors on city property;

(g) To review and recommend to the council city positions on proposals in the city, within the city's sphere of influence, or within a wider area that may have a potential impact on the healthy natural environment of the city and the region, including recycling and reuse matters;

(h) To establish subcommittees to address specific areas of interest, including without limitation, restoration of monarch butterfly habitats and shoreline improvements;

(i) To advise on all matters concerning the Monarch Grove Sanctuary;

(j) To advise on matters concerning stormwater recycling and runoff quality.

Economic Development Commission - PGMC § 3.40

(a) Devise and recommend economic development and enhancement strategies and programs to the city manager and council; and

(b) Assist the city's businesses and job seekers in their efforts; and

(c) Help meet the shopping and service needs of local residents by promoting retail business interests; and

(d) Ensure coordination of efforts by the Pacific Grove chamber of commerce, the Pacific Grove business improvement district, the hospitality improvement district, the Monterey County convention and visitors bureau and the city; and

(e) Perform other duties and functions as set out in this chapter or as may be required from time to time by specific direction of the council.

Historic Resources Committee - PGMC § 23.70 (abbreviated)

(c) Applicability.

(1) Decision-Making Authority. As summarized in Table 23.70.012-1, the historic resources committee is the decision-making authority for historic determinations, which are additions to and deletions from the historic resources inventory, pursuant to the evaluation criteria in PGMC 23.76.025 and for structures listed on the historic resources inventory for the following permits per PGMC 23.76.080:

(A) Outside of the coastal zone, architectural permits for new construction, major alterations to existing structures, or demolition and reconstruction of structures. This section does not apply to any project listed in PGMC 23.70.020, 23.70.030 and 23.70.040, including a design change to an approved architectural permit that meets the provisions of PGMC 23.70.030(b)(4);

(B) Within the coastal zone, architectural permits for new construction, major and minor alterations to existing structures, or demolition and reconstruction of structures, including an amendment to an approved architectural permit. This section does not apply to any project listed in PGMC 23.70.020(b)(2)(A) through (E), (3)(D), (4), (5), and (6)(B);

(C) Historic preservation permits for exceptions to land use regulations involving structures on the historic resources inventory, pursuant to PGMC 23.76.060;

(D) Historic demolition permits for the demolition of any structure on the historic resources inventory, pursuant to PGMC 23.76.090;

(E) Historic relocation permits for the off-site relocation of any structure on the historic resources inventory, pursuant to PGMC 23.76.100;

(F) If referred by the director or if a written request for a hearing is received within 10 days of the department's issuance of a notice of administrative decision, for one of the following applications:

(i) Administrative architectural permit;

(ii) Architectural design change; and

(G) Whenever otherwise required by this code.

(2) Recommending Authority. As summarized in Table 23.70.012-1, the historic resources committee is the recommending authority for initial historic screening requests. The committee shall make a recommendation to the director as to whether a determination of ineligibility can be made or if a Phase 1 historic assessment is needed to determine the historicity of a structure.

(3) Other Duties. Other duties as set out in this chapter, in Chapter 23.76 PGMC, or as directed by the city council.

Formatted: Font: Bold

Formatted: No bullets or numbering

Task Force on Diversity, Equity, and Inclusion – PGMC § 3.46

(a) To act in an advisory capacity to the council and city manager on the topics of diversity, equity, inclusion, and racial justice as related to the city of Pacific Grove.
(b) Recommend to the council adoption of such laws, rules, regulations, programs and practices on the topics of diversity, equity, inclusion, racial justice and healing that relate to the city of Pacific Grove.
(c) Perform other duties as the council may request.

Traffic Safety Commission – PGMC § 16.08

(a) To receive complaints having to do with traffic matters;
(b) To recommend to the legislative body of this city and to the city traffic engineer ways and means for improving traffic conditions and safety;
(c) To appoint a representative to the Transportation Agency of Monterey County (TAMC) bicycle and pedestrian committee; and
(d) To review and make recommendations to the legislative body of this city regarding bicycle and pedestrian facilities within the city.

Formatted: Font: Bold
Formatted: No bullets or numbering
Formatted: Font: Bold

EXHIBIT A

BOARDS, COMMITTEES AND COMMISSIONS HANDBOOK

CITY OF PACIFIC GROVE

MARCH 20, 2024

Contents

1. Introduction 3
2. Committees 4
3. Committee Membership 5
4. Role of Committees 7
5. Individual Roles 8
6. Committee Meetings 11
7. Actions taken by Committees 18
8. Compliance with Federal, State and Municipal Laws 20
9. Reference Materials 21
Appendix A – Teleconference Attendance 22
Appendix B – Motions 25
Appendix C– Voting 28
Appendix D – Training 30
Appendix E – Powers and Duties 31

1. Introduction

The City of Pacific Grove's (City) boards, committees, and commissions (Committees) serve vital roles in support of a well-functioning city government alongside City Council, Management and Staff. The better committees function, the better city government can serve the needs of its residents and businesses. It is towards this end that this handbook was prepared.

The scope of Committee responsibilities, procedures, and applicable laws is wide. It would be impractical to include all relevant material in one document. Therefore, this document is intended to provide: (1) a brief overview of key subject areas and (2) reference more in-depth materials on specific subjects.

2. Committees

Committees formed through the City's Charter are:

- Planning Commission
- Library Board
- Museum Board
- Recreation Board

These are referred to as Charter Committees. A vote of the people is required to change the City Charter.

Committees established by the Pacific Grove Municipal Code (PGMC) are:

- Architectural Review Board
- Beautification and Natural Resources Commission
- Economic Development Commission
- Historic Resources Committee
- Task Force on Diversity, Equity, and Inclusion
- Traffic Safety Commission

A City Council ordinance is required to change the PGMC.

Many other City Committees, and Improvement Districts, exist but are not listed above. While basic Committee responsibilities and regulations apply, their nature differs in one or more significant ways. To simplify the handbook, rules and processes specific to those Committees are not set forth, including:

- Ad hoc, standing, City Council and City Manager subcommittees. An example is the Site Review Committee. See the PGMC and City Council Policy 000-5 governing such Committees.

- The Administrative Enforcement Hearing Officer Panel established by PGMC § 3.30. Its procedures are further described in PGMC § 1.19, Municipal Code and Ordinance Enforcement.

- The Downtown Pacific Grove Business Improvement District (BID) Advisory Board established by City Council Resolution 07-042, September 19, 2007 (See link to this resolution on the BID webpage). Rules governing this advisory board can also be found in PGMC § 6.50.

- The Pacific Grove Hospitality Improvement District (HID) Advisory Board established by City Council Resolution 07-044, November 7, 2007 (See link to this resolution on the HID webpage). The HID is described in PGMC § 6.54. Additional HID documentation can be obtained on the City's website. (See City Council resolutions 18-015 and 18-047.).

3. Committee Membership

Committee Member Selection Process

Committee members are appointed by the Mayor in January of each year, subject to confirmation by City Council at a public meeting (Charter Article 26; Policy 000-5). Vacancies created mid-term are filled in the same manner.

Committee Member Qualifications

Residency requirements for appointed committee members are described in Charter Article 26 and Council Policy 000-5. However, residency exceptions are made for the Architectural Review Board, Economic Development Commission, and Task Force on Diversity, Equity, and Inclusion.

Members shall not hold any paid office or employment in the City government or be a member of any other Charter Committee (Charter Article 26).

Additional member qualifications are set forth in the PGMC, including:

- Architectural Review Board - PGMC § 23.70
- Beautification and Natural Resources Commission - PGMC § 3.24
- Economic Development Commission - PGMC § 3.40
- Historic Resources Committee - PGMC § 23.76
- Traffic Safety Commission - PGMC § 16.08
- Task Force on Diversity, Equity, and Inclusion - PGMC § 3.46

How to Apply

Application forms for Committee appointments are available from the City Clerk and can be obtained from the City website. Applicants contact information is not made public, but all other information including qualifications is disclosable.

Upon Joining the Committee

New Committee members, before assuming their responsibilities, must take an oath of office as described in the California State Constitution Article XX, Sec. 3. (See also Govt. Code § 1360; Charter Article 18). Oaths are typically administered by the City Clerk but also may be administered by the Mayor and City Manager.

Select Committee members, designated in the City's Conflict of Interest Code, are required to submit a Statement of Economic Interests (FPPC Form 700) to the City Clerk within 30 days after assuming office, annually and upon leaving office. (See PGMC § 2.40)

New Committee members must participate in Government Code § 53235 (AB 1234) ethics training, within 12 months of appointment and every two years thereafter. New members must complete sexual harassment prevention training (AB 1825) within six months of appointment, and every two years thereafter. This training is available from many sources, and compliance sessions are also provided by the City Attorney.

Term of Office

Committee terms begin February 1st except when filling a seat vacated mid-term. Terms end January 31 of the designated year.

Charter Committee appointments are four-year terms unless earlier removal is warranted or there is a mid-term vacancy. A limit of three consecutive full terms shall apply (Charter Article 26). Member terms are staggered if practical (PGMC § 3.02.050).

For all other Committees, terms are limited to two years, with staggered terms if practical. Committee members may not be reappointed to a new term if reappointment would result in continuous service for more than eight consecutive years (Council Policy 000-5).

Removal from Office

Further, all Committee members serve at the pleasure of the Council. The Council, by an affirmative vote of four of its members, may remove any Committee member at any time during the member's term of office (Charter Article 26). Possible reasons for removal include but are not limited to: excessive absences, verbally or physically abusive behavior, violations of ethics, violations of Council policies, conflicts of interest, among other causes.

Leaving Office

Committee members may resign at any time. Sixty (60) days' notice is suggested to enable a replacement to be identified and appointed without causing a gap in Committee membership. Each Committee member must file an FPPC Form 700 Leaving Office Statement within 30 days of leaving office.

4. Role of Committees

All Committees have an advisory role to City Council. This advisory role is constrained to the Committee's area of responsibility, as set forth in the PGMC.

A few Committees have areas in which they hold delegated decision-making responsibility by the Municipal Code or by Council. Thus, the Planning Commission grants use permits and variances; similarly, a member of the Administrative Hearing Panel hears appeals of certain code enforcement actions.

The primary function of City Committees, however, is to advise the City Council. Both informal and formal means of communication may be used to fulfill this advisory role. Committee recommendations related to City actions may be presented at City Council meetings as individual agenda items (Council Policies 000-5 & 000-6) or action minutes. Recommendations to City Council should always be formal, i.e. by a motion and vote. While recommendations may not always be acted upon, Committees have the duty to advise on policies or issues as the law directs.

Committee responsibilities, i.e. powers and duties, are more specifically set forth in the Charter and the PGMC and copied in Appendix E.

Most Committees function in policy mode, which is a quasi-legislative responsibility. This includes, for example, recommending changes to the PGMC if within the Committee's jurisdiction.

Committees may also function in a hearing mode, from time to time, which is a quasi-judicial responsibility. This includes granting permits and hearing appeals, pursuant to the PGMC. The latter responsibility requires decisions supported by evidence presented at the hearing, which has been entered into the formal record. Those Committees are:

- Planning Commission
- Architectural Review Board
- Historical Resources Committee
- Beautification and Natural Resources Commission
- Traffic Safety Commission
- Administrative Hearing Panel

Committees may also perform additional duties as assigned by Council. Most Committees are distinct and without significant overlap. However, responsibilities of some Committees intersect. In such cases, it benefits the Committees to understand the Charter and philosophy of the others to best serve the public on issues of mutual concern.

Council policies that also apply to committees are:

- Policy 000-5 Committee Classification; Board, Commission, and Committee Appointments and Procedures
- Policy 000-9 Council Guidelines
- Policy 000-17 Order of Agenda for Council Meetings
- Policy 000-25 Code of Conduct

5. Individual Roles

Members

The primary role of all Committee members is to attend meetings and be prepared to discuss and vote on agenda items. If unable to attend a committee meeting, a member should notify the Committee Chair as soon as practical.

Officer Elections

At the beginning of the first meeting following February 1 (or at any time the Chairperson is vacant) the Chairperson must be elected by the committee., Charter committees must elect a Chairperson, or Chair, to serve a one-year term (PGMC § 3.02.050). This is also the practice of other Committees.

At this first meeting following February 1 any committee member may call the meeting to order and ask for nominations for the office of Chair. Committee members may nominate themselves or any other member; no second is required. Once nominations are complete, a vote on the nominees in the order of nomination is taken.

Each voting member of the Committee shall have one vote. The nominee receiving votes from a majority of the members in attendance shall be declared the winner. If no member receives a majority, the process shall be repeated, except in the event of a tie between the top two vote-getters, in which case a run-off shall be held.

The member nominated as Chair assumes the office of Chair immediately.

Using the same procedure, the Chair conducts nominations and voting for a Vice Chair. If the Committee decides to appoint a Secretary, then the Chair shall conduct nominations and voting for a Secretary. The Museum Board must elect a secretary, however, other committees may choose not to do so.

Chairperson

The Chair has responsibility for:

- Presiding over meetings, i.e. meeting protocol and recognizing when others may speak
- Setting the agenda
- Calling special meetings (if staff resources are available)
- Alerting Vice Chair, council liaison, and staff liaison of their upcoming absence
- Signing Committee documents
- All Committee recommendations to City Council
- Appearing before City Council on behalf of the Committee
  The Chair may only speak on behalf of the committee on a topic where an action was taken by a vote.

Vice-Chair

The Vice-Chair assumes the Chair's duties in their absence. The Vice-Chair shall succeed the Chair if the Chair vacates office before the term is completed and shall serve the unexpired term. A new Vice-Chair shall be elected at the next regular meeting or as soon thereafter as practical.

Secretary

If the Secretary is appointed by the Committee, the Secretary is responsible for meeting minutes to be included in the agenda packet at the next meeting.

Staff liaison assumes responsibility for minutes if the Secretary is unable to do so, or if no Secretary is appointed.

Action minutes, which do not include commentary, are recommended.

Subcommittees

Subcommittees may be appointed by Committee vote to accomplish a specific goal within a given timeframe. Subcommittee membership must be less than the quorum of the Committee. When appropriate, staff and public may assist subcommittees but are not members of subcommittees.

Staff Liaisons

Staff is assigned to Committees by the Department Head or City Manager to facilitate the Committee in accomplishing its objectives. Such support does not always translate into attendance at the meetings; written reports or interaction with the Chair prior to the meeting may suffice.

Staff is responsible for:

- agenda packet preparation and meeting noticing, i.e. posting agendas. Staff may assist the Chair with meeting protocol as needed. If requested by the Chair, staff may prepare committee minutes
- posting meeting videos and maintaining the Committee's webpage and ensuring it is up to date
- providing access to the Council Chambers and the capability to conduct meetings with online (remote) public participation
- notifying Council liaison, Mayor, and City Manager of meeting cancellation

Staff may inform the Committee of relevant City activities, identify issues within the Committee's purview, provide advice and assist in communications with the Department Head, City Manager, or City Council.

Staff may consult with city management regarding work suggested by the committee. Committees do not have authority to provide staff work direction.

City Attorney

The City Attorney's office is available to provide legal counsel to Committees when present at Committee meetings or by email to Brian Pierik at bpierik@bwslaw.com .

Council Liaisons

A Council liaison to a Committee is appointed by the Mayor subject to confirmation by City Council.

The Council liaison may facilitate the Committee in accomplishing it's objectives through the following:

- provide announcements of City actions and activities
- answer questions
- assist the Chair with process and city regulations.
- assist Chair to communicate committee actions and recommendations to City Council.
- Provide Chair with counsel as needed.

The Council liaison must not:

- participate in Committee discussions
- influence Committee decisions
- except in unusual circumstances interrupt the meeting

Note that Council liaisons, as Council Members, may later be required to review and act on Committee decisions or recommendations.

6. Committee Meetings

Meeting Types

All Committee meetings are governed by the Ralph M. Brown Act (Brown Act), California Government Code §54950 *et seq.*

Regular Meetings
Regular meetings shall be held at a regular date, time and place, which may be specified in the PGMC. Regular meetings may be rescheduled with posting of a cancellation notice and notification of a Special Meeting.

Meetings may be cancelled by either the Chair or Staff liaison. Reason(s) for cancellation shall be promptly sent by staff to Council liaison, Mayor, and City Manager.

Lack of a quorum at a meeting (majority of appointed members) requires meeting cancellation.

Special Meetings
Special meetings are those meetings held outside the regular meeting date and time. Special meetings may be held at any time upon the call of the Chair, a majority of Committee members, or City Council, followed by noticing as required by law. Special meetings may be called to meet deadlines, conduct study sessions or workshops, or when quorum was not met for a regular meeting.

Serial Meetings – Prohibited
Serial meetings occur when Committee members meet or discuss matters sequentially in pairs or small groups. The combined effect of sequential, or serial, meetings may inappropriately be a meeting of a quorum of Committee members. For example, if a member of a 7-member Committee speaks to more than two other members, it may constitute a serial meeting. Inadvertent use of email, careless use of the "reply all" function, indiscriminate forwarding of messages, forwarding messages without deleting early text histories, continuing discussion from a prior meeting via email are all poor practices that can result in serial meetings. In addition, engaging in a discussion of City business on social media can lead to a serial meeting. Serial meetings are a violation of the Brown Act. Further, Committee members are subject to FPPC investigation in the event complaints are filed.

One-On-One Meetings; Ex Parte Communications
Committee members may meet with constituents individually, in small groups or other informal settings. When the Committee acts on an issue in a quasi-judicial capacity, the member shall report on any such ex parte communications at the beginning of deliberations related to the subject of the decision. Information learned in these separate meetings must be divulged into the hearing record or must be excluded from the basis for considering any quasi-judicial decision. See PGMC § 2.04.090.

Noticing and Venue

Noticing
All Committee meetings shall comply with the Brown Act; Committees shall also follow noticing protocol set for City Council in PGMC §§2.04 and Policy 000-9.

Agenda packets for regular and special meetings shall be provided:

- at the Library;
- the outdoor display cabinet at City Hall on Laurel Avenue (agenda only);
- on the City's website

In addition, if the meeting is held somewhere other than at City Hall, the agenda shall be posted at that facility, in a location accessible by the public.

The agenda packet shall be posted a minimum of 72 hours prior to regularly scheduled meetings. Special meeting agendas shall be posted a minimum of 24 hours prior to the meeting. Meeting cancellations or meeting continuances shall be posted. Agenda materials shall be available to the public in attendance at meetings.

Venue

Committees meet in Council Chambers. This meeting venue is open to the public and meets Americans with Disabilities Act standards.

Attendance

Members of a Committee shall attend in person unless arrangements are made in advance for attendance by teleconference. The rules for meeting attendance by teleconference are set forth in Appendix A and Government Code Section 54953 which is in effect until January 1, 2026 at which time the Committees will be notified of any changes in procedures for attendance by teleconference.

If a Committee member wishes to attend a meeting by teleconference, then the member should promptly contact the City Clerk who will coordinate with the City Attorney to determine if teleconference attendance is permissible and, if so, the procedure to arrange for teleconference attendance.

Quorum

There is no meeting of the Committee unless a quorum of the Committee is present. If less than a quorum attends, any discussion by that group is characterized as "A Committee of the Whole", but no record is made of this occurrence, and no decisions can be made.

A quorum consists of a majority of the Committee's members. For example, on a 6 or 7-member Committee, the quorum is 4. A vacancy reduces the number of voting member positions (See PGMC §§ 3.02.070, 3.04.080). For example, if a 7-member Committee has 2 vacancies, it has 5 voting member positions, and the quorum is 3.

Agenda

Committee meeting agenda format is the same as for Council agendas. Agenda report examples may be found in City Council Meeting agenda packets. Minutes should use the same format as the meeting agenda.

Establishing the agenda is the Chair's responsibility with input from staff and other Committee members. When an agenda issue arises the Council liaison, Staff liaison, and Chair should meet to resolve it.

The City Council may add items to a future Committee meeting agenda for consideration.

The recommended order of agenda is set forth in Council Policy 000-17 Order of Agenda for Council Meetings, making exceptions where appropriate for Committees.

The agenda must include information adequate to advise the public of the business to be considered. Agenda reports should include:

1. Subject;
2. Author;
3. CEQA analysis;
4. Recommended action;
5. Written discussion of the topic including background information, justification of the recommended action and financial impact.

Although the Brown Act permits agendas without a written discussion, i.e. stating 'oral report', this is a poor practice and is discouraged.

Unspecified topics such as "miscellaneous" or "new business" are not permissible. New topics raised during public comment, or by any Committee member announcement shall not be discussed at that meeting but may be placed on a future agenda.

Parliamentary Rules

Committees shall be guided by Robert's Rules of Order.

- *Getting the floor.* Every member desiring to speak shall address the Chair and, only upon recognition by the Chair, confine contributions to the matter at hand, avoiding all indecorous language and personal attacks.

In general, a member may not interrupt the speaker except for the following reasons:

- *Privilege.* The proper interruption would be: "Point of privilege." The Chair would then ask the interrupter to, "State your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort or amplification of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

- *Order.* The proper interruption would be: "Point of order." Again, the Chair would ask the interrupter to, "State your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting; for example, if the Chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

- *Appeal.* If the Chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the Chair, "I appeal the ruling of the Chair." If the motion is seconded and,

after debate, if it passes by a simple majority vote, then the ruling of the Chair is deemed reversed.

- *Withdraw a motion.* During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn; and any other member may make the motion, once recognized.

Rules of Testimony

No person or member shall address the Committee without permission of the Chair. (See Council Policy 000-9.) All comments shall be addressed to the Committee as a whole and shall not be addressed to individual members of the Committee, members of the public or staff.

It is helpful (though not required) for speakers to state their name in order that the secretary may identify them in the minutes of the meeting. If numerous members of the public wish to speak, and it is known that all represent the same opinion, a spokesperson may be allowed to speak for the entire group by the Chair who could provide the spokesperson ten minutes. The Chair may limit public speakers to three minutes or less depending on the number of speakers and length of agenda.

Consideration and Action on an Agenda Item

The agenda constitutes the road map for the meeting. Most agenda items can be handled with the following 4-step process.

1. Presenting Item
   a. Opening Item – The Chair should announce the agenda item number and subject. The Chair should then announce any special procedures to be followed (e.g., if the item is a quasi-public hearing). This is also when members would announce their conflict of interest, if any exists, recuse themselves, and leave the room.
   b. Hearing the Report – The Chair should invite the appropriate people, typically City staff, to report on the item. The Chair may provide an opportunity for committee members to ask any clarifying questions of the person providing the report. This is not preferred as questioning tends to segue into position statements before public input is taken, which is inconsistent with open meeting principles.

2. Asking for Public Input – The Chair opens the meeting to public input. The Chair may limit speakers time, as described above. A response to public comment, if appropriate, should not be provided until after public comments are finished.

3. Considering the Item—The Chair requests Committee deliberation. Member deliberation would include questions of the person(s) making the report or others with relevant knowledge, alternatives to the recommendation, additional considerations not previously stated, additional relevant facts and opinions. Time committed to deliberation should be adequate to allow the sense of the Committee to emerge.

4. Deciding – The Committee decides by a motion and voting. (See Appendices B Motions and C Voting.) For all action items, the Chair should invite a motion from the members. No motion is

made if the agenda item is “receive the report” unless the committee wishes to address recommended actions contained within the report.

Once a vote is taken discussion of the item ends.

Meetings versus Hearings

A public meeting is generally defined as a meeting in which business is conducted by a public body. A public hearing is a special type of public meeting for the purpose of the governing body accepting public comment and testimony on local legislation or a quasi-judicial matter.

For public hearings, there are additional guidelines. (See Council Policy 000-9) After receiving the staff report, the Chair opens the public hearing and accepts testimony in the following order:

1. The applicant or proponent speaks.
2. Opponent speaks.
3. Rebuttal and surrebuttal may be allowed, at the sole discretion of the Committee.
4. Public comment is heard.

The Chair shall then close the public hearing.

The public comment portion of the public hearing may be reopened before voting on the item if a new issue is raised. It is not necessary to re-open a public hearing to ask questions of the project applicant. If the public hearing is reopened, all interested parties may be heard, but the Chair can limit the input to the new issues and can further limit the time per comment.

Courtesy and Decorum

Meetings should take place in an environment where members and the public can freely express their views, i.e. with politeness and respect. The Chair should encourage discussion that focuses on the item in question, not on the personalities of members or the public or off topic. The Chair must protect the rights of the public to speak at the appropriate time.

Pursuant to Government Code § 54954.3 I, the Chair shall not prohibit public criticism of the policies, procedures, programs, or services of the city, or of the acts or omissions of the committee.
A member’s use of electronic communication devices during a meeting may lead to the public’s perception that the member is not paying attention to or receiving private information. For these reasons a member’s use of electronic communication devices (i.e., cell phones, tablets, laptop computers), other than for the purpose of (1) accessing agenda materials, (2) facilitating ADA access, (3) using teleconferencing software or (4) an emergency is prohibited.

Disruption of Meetings

1. Disruption by a Group of Persons

Pursuant to Government Code Section 54957.9, in the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible, and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Chair

may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this Section. After the meeting room has been cleared, the Chair may readmit an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.

2. Disruption by an Individual Person

Pursuant to Government Code § 54957.95, the Chair may cause the removal of any individual for disrupting the meeting subject to the following rules:

1) Prior to removing an individual, the Chair shall warn the individual that their behavior is disrupting the meeting and that their failure to cease their behavior may result in their removal.

(2) The Chair may then cause the removal of the individual if they do not promptly cease their disruptive behavior.

(3) "Disrupting" means engaging in behavior during a meeting of a legislative body that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting and includes, but is not limited to, one of the following: (A) A failure to comply with reasonable and lawful regulations adopted by a legislative body pursuant to § 54954.3 or any other law. (B) Engaging in behavior that constitutes use of force or a true threat of force.

(4) "True threat of force" means a threat that has sufficient indicia of intent and seriousness, that a reasonable observer would perceive it to be an actual threat to use force by the person making the threat.

(5) If there has been a use of force or a true threat of force, there is no obligation for the Chair to provide a warning to the individual before causing the individual to be removed from the meeting.

Public Records

Materials provided to Committee members at a public meeting must be made available for inspection and reproduction by the public. Exemptions from disclosure apply, but are narrowly applied (attorney/client, drafts, pending litigation, personnel files).

Communications by Committee members through social media posts, emails and text messages may be subject to the City's Retention Schedule and are disclosable under the Public Records Act (Council Policy 000-9).

Committee meetings shall be recorded. Current practice is video recordings. The recording and minutes are retained in accord with the City Records Retention Schedule, Council Policy 000-19 and are available online.

Committee minutes format is the same as for the agenda, i.e., consistent with Council minutes format.

Minutes may be limited to a report of actions taken at the meeting. For example, such “action minutes” typically include findings or a reference to the findings for quasi-judicial actions, and any appropriate attachments, and shall include a record of the vote for all actions. The draft minutes of all meetings shall be included in the next agenda packet for acceptance by the Committee. Authorized minutes are signed by the Chair and shall be filed with the City Clerk for inclusion in the packet of the next City Council meeting.

Adjournment

The Chair adjourns the meeting after all agenda items are completed. No vote is taken. In the event there is insufficient time to hear all items the Committee may adjourn its meeting to a certain hour on another day. A specific date, time and place shall be set by the Committee, as part of the motion to adjourn.

7. Actions taken by Committees

Committees may perform an action in different ways. Most commonly, formal action is taken by establishing a quorum, consideration of a motion and voting. Most actions require a vote by a majority of the appointed members unless a super-majority vote is required.

Informal actions

Informal actions (i.e. no vote required) generally take the form of the Chair giving direction after input from other Committee members. Informal actions would include suggesting to or requesting information from staff. Another example is suggesting that a Committee member report on a future agenda topic.

Formal actions

All formal actions must be listed in the agenda and require a motion and a vote in the affirmative. Formal actions include:
Agenda approval

- Recommendations to City Council
- Creation of a Subcommittee
- Continuing an agenda item to a future date
- Permit approval
- Appeals

Motions

Motions are the vehicles for decision making, i.e. taking formal actions. As indicated above, a motion should be introduced on a matter after general information is shared, options have been identified, and members share their opinions and seek to persuade. The Chair shall ensure that all motions are clearly stated and commonly understood before allowing further deliberations and voting.

See Appendix–B - Motions.

Voting - See Appendix C

Deciding to Move on

Items may be continued by Committee vote to a subsequent time for the following types of reasons:

- The Committee requires additional information during the meeting.
- New information or issues come to light during the meeting that need further study.
- Other reasons deemed appropriate and substantial by the Committee.

In addition, a Committee hearing (e.g., ARB, HRC, BNRC, TSC, and Planning Commission) may continue an item when:

- The applicant cannot appear at the meeting and has requested that the item be continued.
- The application is revised by the applicant during the meeting.

- The Committee requests that the application be revised.

When Action Is Necessary

In certain circumstances—a permit application, for example— the lack of any action is not acceptable (e.g., an application must ultimately be approved or denied) due to deadlines imposed by the Permit Streamlining Act, the Federal Communications Commission, or other laws. There are three primary options here:

1. *Continuing the item*. This is often undertaken if one or more members of the body are absent or if new information can be developed. Continuance can also provide the applicant with time to consider options, develop a project more likely to receive approval, etc. Continuance ordinarily is undertaken with concurrence of the applicant, but concurrence is not required.

2. *Technically denying the application*. This option is based on the philosophy that, for a project that has been proposed, approval requires a majority of members to vote in favor. Anything less than the required majority is thus considered a denial. One option under "technical denial" is to allow any applicant or other party to appeal the matter (assuming an appeal would otherwise have been available) on the grounds that the matter was "deemed denied." This option avoids the need for the body to take further action (e.g., if the body is unable to achieve a majority vote to forward the matter to the next higher body)

3. *Denying the application without prejudice*. This option may, in some situations, require at least one member of the body to switch their vote, in order to vote to deny for procedural reasons only. Such reasons should be stated in the motion, so the record is clear. It allows the applicant to either: a) appeal to the next higher body; or b) resubmit the same project or a modified project reflecting Committee or City input, without paying fees, waiting a minimum number of months, etc. (such a delay could be for any number of possible reasons, including awaiting turnover on the Committee). This option is in addition to the provisions exclusively for the Planning Commission detailed in PGMC §§23.70.080

See Council Policy 000-9 Council Guidelines for details concerning the procedure for hearings.

Appeals and Call-Ups

The decisions of certain Committees may be appealed or called up as set forth in PGMC §§23.74 and Table 23.70.012-1. For example, decisions of the Site Plan Review Committee and the Architectural Review Board may be appealed to the Planning Commission. Decisions of the Architectural Review Board and the Planning Commission may be appealed to Council.

Similarly, the Council may call up for review any decision of the Planning Commission or any other review authority and make its own de novo decision on the action or matter. The Architectural Review Board and Planning Commission also have the authority to call up certain actions of review bodies over which they have appeal authority. Call-ups require a vote or three members of the body.

See Council Policy 000-9 Council Guidelines for details concerning the procedure for appeals.

8. Compliance with Federal, State and Municipal Laws

Committee members are representatives of the City and have a duty to represent the City to the best of their ability, and to take those actions that the member believes are for the benefit of the City as a whole.

Members are expected to comply with all applicable federal, state and municipal laws as applied to their Committee responsibilities.

Committee members have the following ethical duties.

- Duty of Loyalty:
  Committee members have an absolute obligation to put the public's interest before their own direct or indirect personal interests. Members breach this obligation when they benefit at the public expense. Prohibited benefits can be financial (such as participating in decisions that favorably impact a member's business, property, or investments), career-related (such as using public office and/or public resources to obtain future employment or political position), or personal such as benefits to family members or close associates. Conflict of interest requires recusal.
- Duty of Due Diligence
  The duty of care requires that the Committee member competently and faithfully execute the duties of the office. Examples of breach of this duty include failure to attend meetings, failure to investigate, failure to engage in the deliberative process, and failure to vote.

- Duty to Avoid Bias
  Committee members have a duty to represent all of their constituents fairly. This means that they must overcome any inherent bias that they possess.

Each member shall file on a timely basis all appropriate Fair Political Practices Commission (FPPC Form 700) reports which can be obtained online or through the City Clerk. The City's Conflict of Interest Code can be found at PGMC §2.40.

Each member shall complete required AB 1234 ethics training in a reasonable time upon appointment and repeat this training at least biannually. The City Clerk should be notified upon completion. See Appendix D – Training for more information.

Each member shall also complete sexual harassment prevention training in a reasonable time upon appointment. The state mandate for local agency official sexual harassment prevention training is commonly referred to as "AB 1661" training. A "local agency official" must receive at least two hours of sexual harassment prevention training within the first six months of taking office, and every two years thereafter, if the City provides any type of compensation, salary, or stipend to a local agency official of the City. (Cal.Gov.Code § 53237.1.) "Local agency official" means any member of a local agency (which includes a City) legislative body and any elected local agency official. (Cal.Gov.Code § 53237).

9. Reference Materials

Committees perform best when members are knowledgeable in their area of responsibility. Thus, members are encouraged to become familiar with pertinent materials, which may be found on the Committees' webpage and departmental webpages.

Examples below.

- Architectural Review Board – General Plan, PGMC Titles 12, 23, 24, Architectural Review Guidelines for Single-Family Residences
- Beautification and Natural Resources Commission – Urban Forestry Standards (2012), Landscape Guidelines and Plant Palette (2016), Urban Greening Plan (2016), City Council Policy 900-3 'Acceptance of Art Donations', George Washington Park Plans, PGMC Title 12 Trees and Urban Forest
- Economic Development Commission - https://pickpg.org/
- Historic Resources Committee – General Plan, PGMC §23.70.070 and 23.76, City of Pacific Grove Historic Context Statement, The Secretary of the Interior's Standards for the Treatment of Historic Properties, Historic Resources Inventory.
- Library Board - City Council Policy 200-6 'Library Policies'
- Museum Board – Pacific Grove Museum of Natural History Operating and Lease Agreement, https://www.pointpinoslighthouse.org/
- Planning Commission – General Plan, PGMC, Local Coastal Plan, Housing Element
- Recreation Board – City Council Policy 900-1 'Special Events', City Council Policy 200-3 'Municipal Tennis Program', City Council Policy 100-8 'Municipal Softball Park Rules, Regulations & Improvements'

Appendix A – Teleconference Attendance

If and when a Committee member wishes to attend a meeting by teleconference, then the Committee member should contact, as soon as possible, the City Clerk, Staff Liaison or Council Liaison who can consult with City Attorney if necessary. The rules for teleconference attendance at a Committee meeting by a member of the Committee are set forth in Government Code Section 54953 which specifies three types of teleconference attendance.

1. Traditional Teleconference - Government Code Section 54953 (b)

Here are the rules which apply to traditional teleconferencing:

(1) All votes taken during a teleconferenced meeting shall be by rollcall.

(2) The teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency.

(3) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(4) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to § 54954.3.

(5) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations.

(6) Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding,

(7) Each teleconference location shall be accessible to the public.

(8) During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction

2. Teleconference Attendance During a Proclaimed State of Emergency - Government Code Section 54953 (e)

See Government Code Section 54953 (e) which describes the rules that apply to teleconference during a proclaimed state of emergency. This is the type of teleconferencing that was utilized during the COVID proclaimed state of emergency.

Some of the key points to note for teleconference attendance at a meeting during a proclaimed state of emergency include:

(1) There must be a proclaimed state of emergency

(2) Notice must be given to the public how to offer public comment remotely in real time

(3) If a disruption of the call-in or internet connection, then no further action may be taken on items on the agenda

(4) If a timed public comment period, then public comment must remain open until the timed public comment period has elapsed.

(5) Every 45 days after teleconferencing for the first time, the legislative body must take a vote to allow for continued use of this teleconferencing method.

(6) The legislative body is not required to provide a physical location from which the public may attend or comment.

3. Teleconference Attendance Authorized by AB 2449 – Government Code Section 54953 (f)

Teleconferencing with Section 54953 (f) is permitted when there are "emergency circumstances" or "just cause" which are defined as follows:

(1) "Emergency circumstances" means a physical or family medical emergency that prevents a member from attending in person.

(2) "Just cause" means any of the following:

(A) A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely. "Child," "parent," "grandparent," "grandchild," and "sibling" have the same meaning as those terms do in Section 12945.2.

(B) A contagious illness that prevents a member from attending in person.

(C) A need related to a physical or mental disability as defined in Sections 12926 and 12926.1 not otherwise accommodated by subdivision (g).

(D) Travel while on official business of the legislative body or another state or local agency.

Some of the key points for teleconference attendance based on AB 2449 include the following:

(1) At least a quorum of the members of the legislative body must participate in person from a singular physical location clearly identified on the agenda which location shall be open to the public

(2) The teleconference location where the member is present does not need to be available for attendance by the public.

(3) The legislative body must give notice of the means by which members of the public may access the meeting and offer public comment including comment remotely in real time.

(4) If a disruption of the call-in or internet connection, then no further action may be taken on items on the agenda

(5) "Just Cause": The member must notify the legislative body at the earliest opportunity possible, including at the start of a regular meeting, of their need to participate remotely for just cause, including a general description of the circumstances relating to their need to appear remotely at the given meeting. The provisions of this clause shall not be used by any member of the legislative body for more than two meetings per calendar year.

(6) "Emergency Circumstances": The member must request the legislative body to allow them to participate in the meeting remotely due to emergency circumstances and the legislative body takes action to approve the request. The legislative body shall request a general description of the circumstances relating to their need to appear remotely at the given meeting. A general description of an item generally need not exceed 20 words and shall not require the member to disclose any medical diagnosis or disability, or any personal medical information that is already exempt under existing law.

Note: The procedure for the legislative body to take action to approve (or deny) the request would be a motion at the beginning of the by a Committee member to approve (or deny) the request by the member to attend the meeting by teleconference, followed by a second and a vote by the Committee members. If the Motion is denied, the Committee member can still attend the meeting, but only as an observer and should not speak during the meeting.

(7) A member shall make a request to participate remotely at a meeting as soon as possible.

(8) The member shall make a separate request for each meeting in which they seek to participate remotely.

(9) The legislative body may take action on a request to participate remotely at the earliest opportunity. If the request does not allow sufficient time to place proposed action on such a request on the posted agenda for the meeting for which the request is made, the legislative body may take action at the beginning of the meeting in accordance with paragraph (4) of subdivision (b) of Section 54954.2.

(10) The member shall publicly disclose at the meeting before any action is taken, whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member's relationship with any such individuals.

(11) There is a limitation on teleconferencing with AB 2449 in that such attendance may be no more than three consecutive months or 20 percent of the regular meetings for the local agency within a calendar year, or more than two meetings if the legislative body regularly meets fewer than 10 times per calendar year.

Appendix B – Motions

The Chair usually initiates a motion by:

1. Inviting a member to make a motion: ‘‘A motion at this time would be in order;”
2. Suggesting a motion: ‘‘A motion would be in order that we approve and forward to the Council the annual report, as drafted;” or
3. Making the motion.

Once recognized, a member makes a motion by preceding the member’s desired approach with the words: “I move ...”. A typical motion might be: “I move that we accept the staff recommendation that...”

Often, a member will prefer a variant of the motion on the floor. They can ask the maker and seconder if they are willing to reword their motion. If they agree, the motion is amended.

If one or both is not amenable to the suggested rewording, a member may propose an amendment or wait until after the vote on the original motion and propose a different motion. Up to three principal motions—the basic motion and two amendments— may be considered at one time – in reverse order:

1. **The basic motion.** The basic motion proposes a decision for consideration. A basic motion might be: “I move that we create a two-member Committee to study this matter in depth.”
2. **The motion to amend.** A motion to amend proposes to change the basic motion under discussion. A motion to amend might be: “I move that the Committee focus on just two primary options.”
3. **The motion to amend an amendment.** A motion to amend an amendment proposes a further change to the motions under discussion. A motion to amend the amendment might be: “I move that one of the options for the Committee to analyze be to prohibit murals on wood-sided buildings.”

No further motion to address the substance of the matter is in order. (Incidental or privileges motions, which deal with procedural issues, may still be raised.) Each motion is subject to deliberation.
A motion to amend or to amend an amendment is at times labeled a “substitute motion.” Whether considered as an amendment or a substitute, such motions are handled the same.

When Multiple Motions Are before the Committee
When two or three substantive motions are on the floor (with each having been seconded) at the same time, the *first* vote resolves the *last* motion made. If the amendments deal with alternative approaches to the same question, and a majority votes to approve the third motion, the remaining motions are then moot, and action on the agenda item would be complete. If the third motion *fails,* the Chair then proceeds to consider the second motion.

If an amendment deals with a different aspect of the same matter, then the motions would be considered in turn, in reverse order (second amendment, first amendment, and original motion).

In action minutes, only the final motion or action is recorded.

Limits to Deliberation
While the basic rule of motions is that they are subject to discussion and debate, some exceptions limit debate on a motion. Examples of motions that are *not* debatable include:

- **A motion to adjourn.** This motion, if passed by simple majority, requires the body to immediately adjourn to its next regularly scheduled meeting.
- **A motion to recess.** This motion, if passed by simple majority, requires the body to immediately take a recess for the time set by the Chair.
- **A motion to fix the time to adjourn.** This motion, if passed by simple majority, requires the body to adjourn the meeting at the specific time set in the motion.
- **A motion to table.** This motion, if passed by simple majority, places the matter on "hold" and ends discussion of the item. The motion may state a specific time when the item shall return on the agenda, but it need not.

When these, or other incidental or privileged motions are made and seconded, the Chair must immediately call for a vote of the body without debate on the motion.

Most motions require a simple majority; but a few exceptions apply when the body limits a minority from acting on or discussing an item. These motions require a two thirds majority to pass:

- **End debate.** Members can end debate by "moving the previous question."
- **Motion to close nominations.** A motion to close nominations limits the right of a minority to nominate officers.
- **Motion to suspend rules.** This motion is debatable but requires a two-thirds vote to pass.

Division of a Motion
If a motion contains two or more divisible propositions, each of which is capable of standing as a complete proposition, the Chair may, and upon request of a member shall, divide the same. The Chair's determination shall be appealable by any member. For example, a motion to approve a project and waive applicant fees is divisible into two separate motions.

Withdrawal of a Motion
A motion may be withdrawn by the maker at any time prior to the vote, without the consent of the member seconding it. Any other member may choose to make the same motion.

Motion to Continue
The Committee may vote to continue items to a subsequent meeting for the following reasons:

- The Committee requires additional information during the meeting;
- New information or issues come to light during the meeting that need further study; or
- Other reasons the Committee deems "appropriate and substantial."

A motion to continue requires a majority vote for approval. This is also known as a motion to postpone and is amendable.

The Committee may continue a submitted application when:

- The applicant cannot appear at the meeting and has requested that the item be continued;
- The application is revised by the applicant during the meeting; or
- The Commission requests that the application be revised.

- Continuances ordinarily are undertaken with concurrence of the applicant, but concurrence is not required.

Motion to Reconsider

A motion to reconsider a vote is a motion limited in both the time it can be made and the person who can make it. A motion to reconsider an action taken by the Committee may be made on the same day as the meeting in which the motion to be reconsidered was decided, or the next business day if the session is more than one day. The motion must be made by a member who voted on the prevailing side but may be seconded by any member. For example, a person voting in the majority of a 4-3 vote for a motion to approve or deny an item (prevailing side) may make a motion to reconsider. If there is tie vote (3-3 and 1 absence), or if the motion fails (3 in favor, 2 against, 2 absent), then a motion to reconsider is not available as it only applies to actions taken by the Committee.

A motion to reconsider requires a second, is debatable, and is not amendable. If the motion to reconsider fails, it may not itself be reconsidered. Reconsideration may not be moved more than once on the same motion. If the motion to reconsider passes, the original matter is back before the Committee. The matter may be discussed, debated, and amended as if it were on the floor for the first time.

No member is prevented from making a motion to rescind such *action* at a subsequent meeting of the Committee, provided the agenda for that meeting includes the proposed action to rescind. Often such motions are used to make policy changes. The motion must be seconded, is debatable, and requires a majority vote.

Appendix C– Voting

Majority Voting Requirement
The Code requires the affirmative vote of a majority of the total members of the Committee (excluding any non-voting members), on any item, for any action by the Committee, unless otherwise provided.[1] (See PGMC §§ 3.02.070 and 3.04.080). For example, the majority of a fully constituted Committee is 4. In a 7-member body, a vote of 4-3 passes the motion. If there are 2 vacancies, and the total members are 5, then a majority is 3 members. Therefore, unless a super-majority is required, a simple majority vote determines whether each motion passes or is defeated. Proxy votes for absent members are not allowed.

Tie Votes
A tie vote means the motion fails. If one member is absent and the vote is 3-3, the motion fails. Tie votes may be reconsidered on motion by any member of the Committee voting aye or nay during the original vote. Before a motion is made on the next item on the agenda, any member of the Committee may make a motion to continue the matter to another date. Any continuance for this purpose suspends the running of any time in which action of the Committee is required by law.

Disqualification from Voting; Recusal
Commission members shall disqualify themselves from deliberation and voting on any matter before the Commission, prior to the Commission's consideration of the matter, when there is a conflict of interest. A member may also choose not to participate due to personal bias or the appearance of impropriety. Upon the Chair's announcement of an item, members must state that they are disqualifying themselves due to a conflict of interest, state the nature of the conflict (e.g., financial), and leave the room until the completion of that item.

If the number of members recusing themselves due to a conflict of interest disrupts the quorum, the "rule of necessity" allows the random selection of the fewest number of conflicted members to vote as is needed to enable a quorum to participate and reach a decision. For example, if 4 out of 7 Committee members are conflicted, the Committee may select one of the conflicted members to vote so as to have a quorum.

Abstentions
Abstentions are discouraged. Members should abstain from voting only due to lack of participation in an evidentiary proceeding before the Committee and their inability to review the record. In that instance, members will be recorded as absent for that item.

A member present for consideration of a motion who opposes the motion must vote against it. In the event of an abstention the abstainer in effect "consents" that a majority of the quorum of the members present may act for them. Thus, a member who abstains (for any reason other than lack of opportunity to review the record) is deemed to acquiesce in the action taken by the majority of members who voted. For example, on a 7-member Committee, if the vote is 3 in favor, 2 against, with 1 absence and 1 abstention, the motion is approved, since a quorum was present, and a majority of the total

[1] In certain circumstances, supermajority votes (majority + 1) are required: certain actions of Council, e.g., an urgency ordinance; zoning amendments by the Planning Commission.

membership is judged to have voted in favor. A 3-3 vote with one abstention means the motion fails as there is no majority.

Members who are silent during a voice vote shall have their vote recorded as an affirmative vote, except when individual members have stated in advance that they will not be voting.

Voting Methods. Most votes shall be by voice vote. The Chair asks those in favor to say, "Aye," and those opposed to say "No." The Chair then announces the result, naming any member(s) in dissent.

A roll call vote is required in the event of any member is attending virtually, with each member answering "aye" or "no" as their name is called by the staff liaison. The order of voting for roll call votes shall be random.

Recording of Votes. The results of the vote shall be announced immediately following the action as shown in the following example: "The motion passed 5-2, Brown and Smith voting no." The minutes of the Committee's proceedings shall show the vote of each member, including whether they were absent or failed to vote on a matter considered. For example,
Ayes:
Noes:
Absent:
Abstain:

Members may change their votes up to the time the vote is finally announced. After that, members may only change with permission of the Committee, which may be given by general consent; that is, by no member's objecting when the Chair inquires if anyone objects. If an objection is made, a motion may be made to grant the permission, which is debatable.

Appendix D – Training

Reimbursement

Committee Members may be reimbursed expenses for subject matter training with prior Department Head approval.

Mandatory Ethics Training AB 1234

AB 1234, passed in 2014, codified at Government Code § 53235, requires many California state and local officials and employees to complete mandatory ethics training. It states:

(a) (1) If a local agency provides any type of compensation, salary, or stipend to a member of a legislative body, or provides reimbursement for actual and necessary expenses incurred by a member of a legislative body in the performance of official duties, then all local agency officials shall receive training in ethics pursuant to this article.

(2) All local agency officials who are members of the governing board of a school district, a county board of education, or the governing body of a charter school shall receive training in ethics pursuant to this article, whether or not any member receives any type of compensation, salary, or stipend or reimbursement for actual and necessary expenses incurred in the performance of official duties.

(b) Each local agency official shall receive at least two hours of training in general ethics principles and ethics laws relevant to the official's public service every two years.

(c) If an entity develops curricula to satisfy the requirements of this §, then the Fair Political Practices Commission and the Attorney General shall be consulted regarding the sufficiency and accuracy of the proposed course content. When reviewing any proposed course content, the Fair Political Practices Commission and the Attorney General shall not preclude an entity from also including local ethics policies in the curricula.

(d) A local agency or an association of local agencies may offer one or more training courses, or sets of self-study materials with tests, to meet the requirements of this §. These courses may be taken at home, in-person, or online.

(e) A provider of training courses to meet the requirements of this article shall provide participants with proof of participation to meet the requirements of § 53235.2.

(f) A local agency shall provide information on training available to meet the requirements of this article to its local officials at least once annually.

AB 1234 applies to "members of a legislative body," which is defined as in the Brown Act, Government Code § 54952. It thus applies to members appointed to city boards and commissions.

AB 1234 does not specify a time period within which an official must take and complete the training. Where, as here, a statute does not impose a specific time requirement, the statute is deemed to require compliance within a "reasonable" time.

Appendix E – Powers and Duties

Planning Commission - Charter Article 26.a & PGMC § 23.70 (abbreviated)
(1) Recommend to the Council the adoption, amendment, or repeal of a General Master Plan, or any part thereof, for the physical development of the City.
(2) Exercise such functions with respect to land subdivisions, planning and zoning as may be prescribed by ordinance or resolution.
(3) Perform such other duties relating to planning and zoning as the Council may require by ordinance or resolution, or as may be prescribed by the General Laws of the State.
(a) Use Permits and Use Permit Amendments.
(b) Variances and Variance Amendments.
(c) Tentative and Final Tract Maps.

Library Board - Charter Article 26.b
(1) Act in an advisory capacity to the Council and City Manager in all matters pertaining to the operation of a public library.
(2) Recommend to the City Council the adoption of such laws, rules, and regulations as it may deem necessary for the administration and protection of the City Library.
(3) Perform such other duties relating to the library services as the Council may require by ordinance or resolution.

Museum Board - Charter Article 26.c & PGMC § 3.44
(1) Act in an advisory capacity to the Council and City Manager in all matters pertaining to the operation of a public museum.
(2) Recommend to the City Council the adoption of such laws, rules, and regulations as it may deem necessary for the administration and protection of the City Museum.
(3) Perform such other duties relating to the museum service as the Council may require by ordinance or resolution.
(b) To act in an advisory capacity to the city council and city manager in all matters pertaining to the operation of the Point Pinos Lighthouse.
(c) To recommend to the city council the adoption of such laws, rules, and regulations as it may deem necessary for the administration and protection of the Point Pinos Lighthouse.

Recreation Board - Charter Article 26.d
(1) Act in an advisory capacity to the Council and City Manager in all matters pertaining to the operation of a City recreation program.
(2) Recommend to the City Council the adoption of such laws, rules and regulations as it may deem necessary for the administration and operation of a City recreation program.
(3) Promote and stimulate public interest in a recreation program and solicit to the fullest extent possible the cooperation of school authorities and other public and private agencies interested therein.
(4) Perform such other duties relating to the recreation program as the Council may require by ordinance or resolution.

Architectural Review Board - PGMC § 23.70 (abbreviated)

(c) Applicability. As summarized in Table 23.70.012-1, the architectural review board is the decision-making authority for structures not listed on the historic resources inventory for the following permits:

(1) Outside of the coastal zone, architectural permits for new construction, major alterations to existing structures, or demolition and reconstruction of structures. This section does not apply to any project listed in PGMC 23.70.020, 23.70.030 and 23.70.040, including a design change to an approved architectural permit that meets the provisions of PGMC 23.70.030(b)(4);

(2) Within the coastal zone, architectural permits for new construction, major and minor alterations to existing structures, or demolition and reconstruction of structures, including an amendment to an approved architectural permit. This section does not apply to any project listed in PGMC 23.70.020(b)(1)(B), (2)(A) through (E), (3)(B) and (D), (4), (5), and (6);

(3) Within the coastal zone, architectural permits for Category 1 detached accessory structures larger than 120 square feet, pursuant to Table 23.64.180;

(4) Sign permits, pursuant to Chapter 20.04 PGMC (Signs) and PGMC 20.05.070. This section does not apply to any counter review and determination or administrative sign permit under PGMC 23.70.020, 23.70.030 and 23.70.040;

(5) Whenever otherwise required by this code.

Beautification and Natural Resources Commission - PGMC § 3.24

(a) To support, encourage, and facilitate conservation, restoration, beautification, and improvement of natural resources in the city through projects, programs, and activities;

(b) To develop, with the city arborist, forester or other persons knowledgeable in natural resources, management and public education and information programs for urban reforestation, preservation, and protection of trees, vegetation, wildlife habitat, water, and other natural resources to correlate with the city's general plan;

(c) To perform the functions prescribed for the beautification and natural resources commission under PGMC Title 12, Trees and the Urban Forest;

(d) To advise the city council and other boards and commissions on landscaping, beautification projects, design plans, maintenance for publicly owned property, facilities, parks, butterfly habitats, recreation trails, and shoreline areas;

(e) To advise the planning commission, architectural review board, and the city council on ordinances and amendments thereto that may be proposed relating to construction and development in the city regarding beautification, natural resources, and landscape designs;

(f) To make recommendations to the council regarding works of art, gifts and devises offered to, commissioned by, or purchased by the city and proposed to be placed, erected, or created outdoors on city property;

(g) To review and recommend to the council city positions on proposals in the city, within the city's sphere of influence, or within a wider area that may have a potential impact on the healthy natural environment of the city and the region, including recycling and reuse matters;

(h) To establish subcommittees to address specific areas of interest, including without limitation, restoration of monarch butterfly habitats and shoreline improvements;

(i) To advise on all matters concerning the Monarch Grove Sanctuary;

(j) To advise on matters concerning stormwater recycling and runoff quality.

Economic Development Commission - PGMC § 3.40

(a) Devise and recommend economic development and enhancement strategies and programs to the city manager and council; and

(b) Assist the city's businesses and job seekers in their efforts; and

(c) Help meet the shopping and service needs of local residents by promoting retail business interests; and

(d) Ensure coordination of efforts by the Pacific Grove chamber of commerce, the Pacific Grove business improvement district, the hospitality improvement district, the Monterey County convention and visitors bureau and the city; and

(e) Perform other duties and functions as set out in this chapter or as may be required from time to time by specific direction of the council.

Historic Resources Committee - PGMC § 23.70 (abbreviated)

(c) Applicability.

(1) Decision-Making Authority. As summarized in Table 23.70.012-1, the historic resources committee is the decision-making authority for historic determinations, which are additions to and deletions from the historic resources inventory, pursuant to the evaluation criteria in PGMC 23.76.025 and for structures listed on the historic resources inventory for the following permits per PGMC 23.76.080:

(A) Outside of the coastal zone, architectural permits for new construction, major alterations to existing structures, or demolition and reconstruction of structures. This section does not apply to any project listed in PGMC 23.70.020, 23.70.030 and 23.70.040, including a design change to an approved architectural permit that meets the provisions of PGMC 23.70.030(b)(4);

(B) Within the coastal zone, architectural permits for new construction, major and minor alterations to existing structures, or demolition and reconstruction of structures, including an amendment to an approved architectural permit. This section does not apply to any project listed in PGMC 23.70.020(b)(2)(A) through (E), (3)(D), (4), (5), and (6)(B);

(C) Historic preservation permits for exceptions to land use regulations involving structures on the historic resources inventory, pursuant to PGMC 23.76.060;

(D) Historic demolition permits for the demolition of any structure on the historic resources inventory, pursuant to PGMC 23.76.090;

(E) Historic relocation permits for the off-site relocation of any structure on the historic resources inventory, pursuant to PGMC 23.76.100;

(F) If referred by the director or if a written request for a hearing is received within 10 days of the department's issuance of a notice of administrative decision, for one of the following applications:

(i) Administrative architectural permit;

(ii) Architectural design change; and

(G) Whenever otherwise required by this code.

(2) Recommending Authority. As summarized in Table 23.70.012-1, the historic resources committee is the recommending authority for initial historic screening requests. The committee shall make a recommendation to the director as to whether a determination of ineligibility can be made or if a Phase 1 historic assessment is needed to determine the historicity of a structure.

(3) Other Duties. Other duties as set out in this chapter, in Chapter 23.76 PGMC, or as directed by the city council.

Task Force on Diversity, Equity, and Inclusion – PGMC § 3.46

(a) To act in an advisory capacity to the council and city manager on the topics of diversity, equity, inclusion, and racial justice as related to the city of Pacific Grove.

(b) Recommend to the council adoption of such laws, rules, regulations, programs and practices on the topics of diversity, equity, inclusion, racial justice and healing that relate to the city of Pacific Grove.

(c) Perform other duties as the council may request.

Traffic Safety Commission – PGMC § 16.08

(a) To receive complaints having to do with traffic matters;

(b) To recommend to the legislative body of this city and to the city traffic engineer ways and means for improving traffic conditions and safety;

(c) To appoint a representative to the Transportation Agency of Monterey County (TAMC) bicycle and pedestrian committee; and

(d) To review and make recommendations to the legislative body of this city regarding bicycle and pedestrian facilities within the city.

RESOLUTION NO. 24-xxx

RESOLUTION APPROVING BOARDS, COMMITTEES AND COMMISIONS HANDBOOK MARCH 20, 2024 EDITION

FINDINGS

1. The purpose of the Boards, Committees and Commissions Handbook (Handbook) is to describe protocols for efficient and effective conduct of meetings

2. Most protocols for Boards, Committees and Commissions ("Committees") described in the Handbook mirror the protocols used by City Council.

3. Understanding and implementation of the protocols in the Handbook should help Committees function well with council and staff thus fostering good city government.

4. On February 14, 2024, the City Council directed the City Attorney to prepare a Resolution Approving the revised Handbook.

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

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

2. The Council hereby approves the Boards, Committees and Commissions Handbook March 20, 2024 Edition, copy attached hereto as Exhibit "A".

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

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 20th day of March 2024 by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

_____

BILL PEAKE, Mayor

ATTEST:
DATED:_____

_____
SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

_____
BRIAN A. PIERIK, City Attorney

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Brian Pierik, City Attorney
MEETING DATE: March 20, 2024
SUBJECT: Second Reading of an Ordinance Amending Section 2.04.050 (a) of the Pacific Grove Municipal Code Regarding Order of Agenda
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Hold second reading and adopt an Ordinance Amending Section 2.04.050 (a) of the Pacific Grove Municipal Code Regarding Order of Agenda

DISCUSSION

No substantive changes were made between the first and second reads. The City Clerk caused a summary of the ordinance to be published on March 14, 2024.

On February 14, 2024, the City Council gave direction to the City Attorney to return to the Council with an Ordinance Amending Section 2.04.050 of the Pacific Grove Municipal Code Relating to Order of Agenda to include language regarding posting an agenda for special meetings not less than 24 hours before the special meeting.

A. Current Version of Section 2.04.050 (a)

"2.04.050 Agenda and consideration of unlisted matters.

a) Order of Agenda. The city manager shall prepare, circulate and post in conformity with the provisions of the Ralph M. Brown Act and council policy, not less than 72 hours before any regular and special council meetings, an agenda, which shall list and describe the items to be considered at the meeting.

B. Proposed Amendments to Section 2.04.050 (a)

Revise Section 2.04.050 (a) to add the underlined text

"(a) Order of Agenda. The city manager shall prepare, circulate and post in conformity with the provisions of the Ralph M. Brown Act and council policy, not less than 72 hours before any regular <u>council meeting</u> and <u>not less than 24 hours before any</u> special council meetings, an agenda, which shall list and describe the items to be considered at the meeting."

The Ordinance attached to this Agenda Report would amend Section 2.04.050 (a) to include language regarding posting an agenda for special meetings not less than 24 hours before the special meeting.

OPTIONS

Other actions as directed by the City Council related to this agenda item.

FINANCIAL IMPACT:

There is no fiscal impact.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Proposed Ordinance Amending PGMC Section 2.04.050 (a)

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE AMENDING SECTION 2.04.050 (a) OF THE PACIFIC GROVE MUNICIPAL CODE REGARDING ORDER OF AGENDA

FACTS

1. On February 14, 2024, the City Council gave direction to the City Attorney to return to the Council with an Ordinance Amending Section 2.04.050 (a) of the Pacific Grove Municipal Code Relating to Order of Agenda to include language regarding posting an agenda for special meetings not less than 24 hours before the special meeting.

2. This Ordinance will amend Section 2.04.050 (a) by adding language regarding posting an agenda for special meetings not less than 24 hours before the special meeting.

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

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

SECTION 2. Section 2.04.050 (a) of the Pacific Grove Municipal Code is hereby amended to add the underlined language:

> "(a) Order of Agenda. The city manager shall prepare, circulate and post in conformity with the provisions of the Ralph M. Brown Act and council policy, not less than 72 hours before any regular <u>council meeting</u> and <u>not less than 24 hours before any</u> special council meetings, an agenda, which shall list and describe the items to be considered at the meeting."

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

SECTION 4. Severability. If any provision, section, paragraph, sentence, clause or phrase of this ordinance, or any part thereof, or the application thereof to any person or circumstance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance, or any part thereof, or its application to other persons or circumstances. The City Council hereby declares that it would have passed and adopted each provision, section, paragraph, subparagraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, paragraphs, subparagraphs, sentences, clauses or phrases, or the application thereof to any person or circumstance, be declared invalid or unconstitutional.

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

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 6th day of March 2024 by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

_____
BILL PEAKE, Mayor

ATTEST:
DATED:_____

_____
SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

_____
BRIAN A. PIERIK, City Attorney

1.

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Alyssa Kroeger, Housing Program Manager
MEETING DATE:	March 20, 2024
SUBJECT:	Housing Element Annual Progress Report
CEQA:	Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive the city's Housing Element Annual Progress Report (HE APR) for submittal to the California Department of Housing and Community Development (HCD) and the Governor's Office of Planning and Research (OPR).

DISCUSSION

California Government Code Section 65400 mandates that cities and counties submit an annual progress report on the status of their General Plan's Housing Element (HE) and its implementation status to their legislative bodies. This report, known as the Housing Element Annual Progress Report (HE APR), fulfills statutory requirements by detailing specific housing information, including progress in meeting regional housing needs, rezoning activities, actions taken to complete housing element programs, and efforts to remove governmental constraints to housing development.

The state's Housing Element law recognizes the necessity for local governments to adopt plans and regulatory systems that facilitate housing development without undue constraints, thus placing significant emphasis on effective implementation of local general plans and housing elements.

Annual Progress Reports are provided to the local legislative body prior to submittal to the relevant state offices each year. The HE APR was provided to the Planning Commission at their March 14, 2024, meeting. The HE APR must be submitted to both the Governor's Office of Planning and Research (OPR) and the California Department of Housing and Community Development (HCD) by April 1.

The APR provides required data to the state regarding new housing units applied for and completed in the previous calendar year, contributing to the city's Regional Housing Needs Allocation (RHNA) progress in the eight-year Housing Element planning cycle.

During the reporting year of 2023, the city issued permits for 38 new units, primarily Accessory Dwelling Units (ADUs). ADUs are categorized based on affordability levels determined by State Income Limits, contributing to the city's RHNA progress across income categories. Currently, the State accepts ADUs as part of the city's RHNA unit count for different levels of affordability based on Annual State Income Limits, including Very Low- (30-50%), Low- (50-80%), and Moderate- (80-120%) Income levels of Area Median Income (AMI). Junior ADUs are categorized as Very Low- (0-30%) Income units; ADUs that are conversions of existing structures are categorized as Low-Income units; and new construction ADUs as Moderate-Income units. Single Family Dwellings (SFD's) are classified as Above Moderate-Income units. HCD allows these designations without deed restrictions on the property. This designation is classified in the APR as non-deed restricted.

In the 5th Cycle (2015-2023), the city issued permits for 221 units, surpassing the total RHNA by 106 units. The city has surpassed its allocation for Low-Income, Moderate-Income, and Above Moderate-Income units. Specifically, out of the 18 Low-Income units allocated, the city has issued permits for 73 units. For the Moderate-Income category, 21 units were allocated, with 70 units receiving issued permits. In the Above Moderate category, 48 units were allocated, and 63 units have been issued permits.

The 5th Cycle allocated a total of 28 units to the Very Low-Income category, with 14 of those units specifically designated for the Extremely Low-Income category. The city issued permits for a total of 15 Very Low-Income units, 9 of which were issued permits during the 2023 reporting year. No Extremely Low-Income units were issued permits throughout the 5th Cycle. At the close of the 5th Cycle, the city was deficient by 13 units in the Very --Low-Income category for the 5th Cycle. Challenges persist in constructing these units due to the heavy subsidies and incentives typically required to make such projects pencil out.

While the city did not meet the RHNA allocation at the Very --Low-Income level, the city surpassed its RHNA allocation at the Low-, Moderate- and Above Moderate-Income levels and issued permits for more housing units than the total 5th Cycle RHNA allocation. Continued efforts are necessary and underway with the city's 6th Cycle Housing Element work and associated Program EIR, Zoning Amendments, and Focused General Plan Updates.

5th Cycle RHNA Progress (2015-2023)				
Income Level	**RHNA Allocation by Income Level**	**2023**	**Total Units to Date**	**Total Remaining RHNA by Income Level**
Very Low	28	9	15	13
Low	18	12	73	
Moderate	21	13	70	
Above Moderate	48	4	63	
Total RHNA	115			
Total Units		38	221	13

OPTIONS

N/A - This is information only.
Report was provided to Planning Commission on March 14, 2024.

FINANCIAL IMPACT:

There is no fiscal impact associated with receiving this report.

FOCUSED PRIORITY AREA: Affordable Housing

Attachments

2023 HE APR

Please Start Here

General Information	
Jurisidiction Name	Pacific Grove
Reporting Calendar Year	2023
Contact Information	
First Name	Alyssa
Last Name	Kroeger
Title	Housing Program Manager
Email	akroeger@cityofpacificgrove.org
Phone	8316483127
Mailing Address	
Street Address	300 Forest Ave
City	Pacific Grove
Zipcode	93950

Optional: Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated. If a project is no longer has any reportable activity, you may delete the project by selecting a cell in the row and typing ctrl + d.

Click here to download APR Instructions

Click here to add rows to a table. If you add too many rows, you may select a cell in the row you wish to remove and type ctrl + d.

Optional: This runs a macro which checks to ensure all required fields are filled out. The macro will create two files saved in the same directory this APR file is saved in. One file will be a copy of the APR with highlighted cells which require information. The other file will be list of the problematic cells, along with a description of the nature of the error.

Optional: Save before running. This copies data on Table A2, and creates another workbook with the table split across 4 tabs, each of which can fit onto a single page for easier printing. Running this macro will remove the comments on the column headers, which contain the instructions. Do not save the APR file after running in order to preserve comments once it is reopened.

Optional: This macro identifies dates entered that occurred outside of the reporting year. RHNA credit is only given for building permits issued during the reporting year.

Link to the online system: https://apr.hcd.ca.gov/APR/login.do

Submittal Instructions

Please save your file as Jurisdictionname2022 (no spaces). Example: the city of San Luis Obispo would save their file as SanLuisObispo2022

Housing Element Annual Progress Reports (APRs) forms and tables must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1 of each year for the prior calendar year; submit separate reports directly to both HCD and OPR pursuant to Government Code section 65400. There are two options for submitting APRs:

1. **Online Annual Progress Reporting System - Please see the link to the online system to the left.** This allows you to upload the completed APR form into directly into HCD's database limiting the risk of errors. If you would like to use the online system, email APR@hcd.ca.gov and HCD will send you the login information for your jurisdiction. *Please note: Using the online system only provides the information to HCD. The APR must still be submitted to OPR. Their email address is opr.apr@opr.ca.gov.*

2. **Email -** If you prefer to submit via email, you can complete the excel Annual Progress Report forms and submit to HCD at APR@hcd.ca.gov and to OPR at opr.apr@opr.ca.gov. Please send the Excel workbook, not a scanned or PDF copy of the tables.

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

Building Permits Issued by Affordability Summary		
Income Level		**Current Year**
Very Low	Deed Restricted	0
	Non-Deed Restricted	9
Low	Deed Restricted	0
	Non-Deed Restricted	12
Moderate	Deed Restricted	0
	Non-Deed Restricted	13
Above Moderate		4
Total Units		**38**

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Units by Structure Type	**Entitled**	**Permitted**	**Completed**
Single-family Attached	0	0	0
Single-family Detached	8	4	2
2 to 4 units per structure	0	0	0
5+ units per structure	6	0	0
Accessory Dwelling Unit	42	34	29
Mobile/Manufactured Home	0	0	0
Total	**56**	**38**	**31**

Infill Housing Developments and Infill Units Permitted	**# of Projects**	**Units**
Indicated as Infill	38	38
Not Indicated as Infill	0	0

Housing Applications Summary	
Total Housing Applications Submitted:	50
Number of Proposed Units in All Applications Received:	56
Total Housing Units Approved:	22
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions - Applications	
Number of SB 35 Streamlining Applications	0
Number of SB 35 Streamlining Applications Approved	0

Units Constructed - SB 35 Streamlining Permits			
Income	**Rental**	**Ownership**	**Total**
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	**0**	**0**	**0**

Streamlining Provisions Used - Permitted Units	**# of Projects**	**Units**
SB 9 (2021) - Duplex in SF Zone	0	0
SB 9 (2021) - Residential Lot Split	0	0
AB 2011 (2022)	0	0
SB 6 (2022)	0	0
SB 35 (2017)	0	0

Ministerial and Discretionary Applications	**Applications**	**Units**
Ministerial	18	19
Discretionary	32	37

Density Bonus Applications and Units Permitted	
Number of Applications Submitted Requesting a Density Bonus	0
Number of Units in Applications Submitted Requesting a Density Bonus	0
Number of Projects Permitted with a Density Bonus	0
Number of Units in Projects Permitted with a Density Bonus	0

Housing Element Programs Implemented and Sites Rezoned	**Count**
Programs Implemented	29
Sites Rezoned to Accommodate the RHNA	0

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

ANNUAL ELEMENT PROGRESS REPOR
Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table A

Housing Development Applications Submitted

Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes								Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Density Bonus Law Applications		Application Status	Project Type	Notes
1					2	3	4	5							6	7	8	9	10		11	12	13
Prior APN+	Current APN	Street Address	Project Name+	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted (see instructions)	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project	Please select streamlining provision/s the application was submitted pursuant to.	Did the housing development application seek incentives or concessions pursuant to Government Code section 65915?	Were incentives or concessions reqested pursuant to Government Code section 65915 approved?	Please indicate the status of the application.	Is the project considered a ministerial project or discretionary project?	Notes+
Summary Row: Start Data Entry Below								0	12	0	15	0	15	14	56	22	0						
	6154014000	123 17TH ST		230860	ADU	R	9/11/2023						1		1			NONE	No	N/A	Pending	Discretionary	
	6662036000	917 HILLCREST AVE		230857	JADU	R	9/8/2023		1						1			NONE	No	N/A	Pending	Discretionary	
	6287012000	301 GRAND AVE		230850	ADU	R	9/6/2023				1				1			NONE	No	N/A	Pending	Discretionary	
	6582017000	524 CROCKER AVE		230831	ADU	R	8/30/2023				1				1			NONE	No	N/A	Pending	Discretionary	
	6176005000	490 LIGHTHOUSE AVE		230780	SFD	O	8/17/2023							1	1			NONE	No	N/A	Pending	Discretionary	
	6157017000	129 FOREST AVE		230761	ADU	R	8/10/2023		1						1			NONE	No	N/A	Pending	Discretionary	
	6542007000	618 FOREST AVE		230755	ADU	R	8/10/2023				1				1			NONE	No	N/A	Pending	Discretionary	
	6064007000	864 DEL MONTE BLVD		230741	ADU	R	8/7/2023				1				1	1		NONE	No	N/A	Approved	Discretionary	
	6141002000	767 JEWELL AVE		230730	ADU	R	8/2/2023		1						1			NONE	No	N/A	Pending	Ministerial	
	6412020000	523 ASILOMAR BLVD		230727	ADU	R	8/1/2023		1						1			NONE	No	N/A	Pending	Ministerial	
	6146007000	710 LIGHTHOUSE AVE		230726	SFD	O	8/1/2023							1	1	1		NONE	No	N/A	Approved	Discretionary	
	6012008000	1219 OCEAN VIEW BLVD		230725	SFD	O	7/31/2023							1	1	1		NONE	No	N/A	Approved	Discretionary	
	6012008000	1219 OCEAN VIEW BLVD		230725	ADU	R	7/31/2023						1		1	1		NONE	No	N/A	Approved	Discretionary	
	7601015000	1107 FUNSTON AVE		230660	ADU	R	7/18/2023				1				1			NONE	No	N/A	Pending	Ministerial	
	6198002000	152 CARMEL AVE		230591	ADU	R	6/28/2023				1				1			NONE	No	N/A	Pending	Ministerial	
	7562025000	1222 SHAFTER AVE		230570	ADU	R	6/21/2023		1						1	1		NONE	No	N/A	Approved	Ministerial	
	6224009000	170 SLOAT AVE		230526	ADU	R	6/8/2023		1						1	1		NONE	No	N/A	Approved	Discretionary	
	6712007000	1128 DEVISADERO ST		230498	ADU	R	6/1/2023						1		1	1		NONE	No	N/A	Approved	Ministerial	
	6063016000	869 DEL MONTE BLVD		230489	ADU	R	5/30/2023				1				1	1		NONE	No	N/A	Approved	Discretionary	
	6381014000	223 CROCKER AVE		230440	ADU	R	5/15/2023				1				1			NONE	No	N/A	Pending	Discretionary	
	6523005000	625 EARDLEY AVE		230429	ADU	R	5/11/2023		1						1	1		NONE	No	N/A	Approved	Discretionary	
	6382027000	208 CROCKER AVE		230428	ADU	R	5/11/2023				1				1	1		NONE	No	N/A	Approved	Ministerial	
	6291007000	218 19TH ST		230376	ADU	R	4/25/2023		1						1	1		NONE	No	N/A	Approved	Discretionary	
	6723004000	305 1/2 BISHOP AVE		230348	ADU	R	4/20/2023						1		1	1		NONE	No	N/A	Approved	Discretionary	
	6174009000	529 CENTRAL AVE		230331	5+	R	4/17/2023							6	6			NONE	No	N/A	Pending	Discretionary	
	6303012000	227 CYPRESS AVE		230302	ADU	R	4/10/2023		1						1			NONE	No	N/A	Pending	Discretionary	
	6311017000	219 LOCUST ST		230241	SFD	O	3/23/2023							1	1	1		NONE	No	N/A	Approved	Discretionary	
	7566009000	1265 BUENA VISTA AVE		230237	ADU	R	3/22/2023				1				1	1		NONE	No	N/A	Approved	Ministerial	
	6422015000	460 EVERGREEN RD		230220	ADU	R	3/20/2023				1				1	1		NONE	No	N/A	Approved	Ministerial	
	6422005000	430 EVERGREEN RD		230155	ADU	R	2/22/2023		1						1	1		NONE	No	N/A	Approved	Ministerial	
	6722002000	1248 DEVISADERO ST		230151	ADU	R	2/21/2023						1		1	1		NONE	No	N/A	Approved	Discretionary	
	6555013000	705 CONGRESS AVE		230129	ADU	R	2/15/2023				1				1			NONE	No	N/A	Pending	Ministerial	
	7591013000	1166 PRESIDIO BLVD		230125	SFD	O	2/14/2023							1	1			NONE	No	N/A	Pending	Discretionary	
	6198007000	165 12TH ST		230123	ADU	R	2/13/2023						1		1	1		NONE	No	N/A	Approved	Discretionary	
	6253010000	290 LAUREL AVE		230119	ADU	R	2/13/2023				1				1	1		NONE	No	N/A	Approved	Discretionary	
	6641072000	761 SINEX AVE		230050	ADU	R	1/20/2023						1		1	1		NONE	No	N/A	Approved	Discretionary	
	6641073000	755 SINEX AVE		230049	ADU	R	1/20/2023						1		1	1		NONE	No	N/A	Approved	Ministerial	
	6684010000	400 BEAUMONT AVE		231143	ADU	R	12/21/2023						1		1			NONE	No	N/A	Pending	Discretionary	
	6556007000	718 CONGRESS AVE		231138	ADU	R	12/19/2023				1				1			NONE	No	N/A	Pending	Ministerial	
	6522002000	303 JUNIPERO AVE		231104	ADU	R	12/4/2023		1						1			NONE	No	N/A	Pending	Ministerial	
	7601029000	1020 AUSTIN AVE		231093	ADU	R	11/30/2023						2		2			NONE	No	N/A	Pending	Ministerial	
	6511015000	285 PINE AVE		231033	ADU	R	11/8/2023				1				1			NONE	No	N/A	Pending	Discretionary	
	6223002000	113 2ND ST		231026	SFD	O	11/3/2023							1	1			NONE	No	N/A	Pending	Ministerial	
	6114009000	1180 JEWELL AVE		231021	ADU	R	11/1/2023						1		1			NONE	No	N/A	Pending	Ministerial	
	6043003000	42 QUARTERDECK WAY		230977	SFD	O	10/18/2023							1	1			NONE	No	N/A	Pending	Discretionary	
	7561044000	1327 LAWTON AVE		230932	SFD	O	10/2/2023							1	1			NONE	No	N/A	Pending	Ministerial	
	6391020000	309 CROCKER AVE		230917	ADU	R	9/26/2023		1						1			NONE	No	N/A	Pending	Discretionary	
	6131016000	960 BAYVIEW AVE		230915	ADU	R	9/26/2023						1		1			NONE	No	N/A	Pending	Discretionary	
	6653002000	675 SINEX AVE		230910	ADU	R	9/25/2023						1		1			NONE	No	N/A	Pending	Discretionary	
	6712006000	1122 DEVISADERO ST		11068	ADU	R	5/3/2023						1		1	1		NONE	No	N/A	Approved	Discretionary	

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

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table A2
Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier					Unit Types		Affordability by Household Incomes - Completed Entitlement									Affordability by Household Incomes - Building Permits								
1					2	3	4							5	6	7							8	9
Prior APN+	Current APN	Street Address	Project Name+	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Very Low- Income Deed Restricted	Very Low- Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate- Income Deed Restricted	Moderate- Income Non Deed Restricted	Above Moderate- Income	Entitlement Date Approved	# of Units issued Entitlements	Very Low- Income Deed Restricted	Very Low- Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate- Income Deed Restricted	Moderate- Income Non Deed Restricted	Above Moderate- Income	Building Permits Date Issued	# of Units Issued Building Permits
Summary Row: Start Data Entry Below							0	12	0	15	0	15	14		56	0	9	0	12	0	13	4		38
	6154014000	123 17TH ST		230860	ADU	R						1		9/11/2023	1									0
	6662036000	917 HILLCREST AVE		230857	ADU	R		1						9/8/2023	1									0
	6287012000	301 GRAND AVE		230850	ADU	R				1				9/6/2023	1									0
	6582017000	524 CROCKER AVE		230831	ADU	R				1				8/30/2023	1									0
	6176005000	490 LIGHTHOUSE AVE		230780	SFD	O							1	8/17/2023	1									0
	6157017000	129 FOREST AVE		230761	ADU	R		1						8/10/2023	1									0
	6542007000	618 FOREST AVE		230755	ADU	R				1				8/10/2023	1									0
	6064007000	864 DEL MONTE BLVD		230741	ADU	R				1				8/7/2023	1				1				10/4/2023	1
	6141002000	767 JEWELL AVE		230730	ADU	R		1						8/2/2023	1									0
	6412020000	523 ASILOMAR BLVD		230727	ADU	R		1						8/1/2023	1									0
	6146007000	710 LIGHTHOUSE AVE		230726	SFD	O							1	8/1/2023	1							1	12/12/2023	1
	6012008000	1219 OCEAN VIEW BLVD		230725	SFD	O							1	7/31/2023	1							1	10/20/2023	1
	6012008000	1219 OCEAN VIEW BLVD		230725	ADU	R						1		7/31/2023	1						1		10/20/2023	1
	7601015000	1107 FUNSTON AVE		230660	ADU	R				1				7/18/2023	1									0
	6198002000	152 CARMEL AVE		230591	ADU	R				1				6/28/2023	1									0
	7562025000	1222 SHAFTER AVE		230570	ADU	R		1						6/21/2023	1									0
	6224009000	170 SLOAT AVE		230526	ADU	R		1						6/8/2023	1		1						7/21/2023	1
	6712007000	1128 DEVISADERO ST		230498	ADU	R						1		6/1/2023	1						1		11/7/2023	1
	6063016000	869 DEL MONTE BLVD		230489	ADU	R				1				5/30/2023	1				1				9/13/2023	1
	6381014000	223 CROCKER AVE		230440	ADU	R				1				5/15/2023	1									0
	6523005000	625 EARDLEY AVE		230429	ADU	R		1						5/11/2023	1		1						7/20/2023	1
	6382027000	208 CROCKER AVE		230428	ADU	R				1				5/11/2023	1				1				11/30/2023	1
	6291007000	218 19TH ST		230376	ADU	R		1						4/25/2023	1		1						8/15/2023	1
	6723004000	305 1/2 BISHOP AVE		230348	ADU	R						1		4/20/2023	1						1		8/10/2023	1
	6174009000	529 CENTRAL AVE		230331	5+	R							6	4/17/2023	6									0
	6303012000	227 CYPRESS AVE		230302	ADU	R		1						4/10/2023	1									0
	6311017000	219 LOCUST ST		230241	SFD	O							1	3/23/2023	1							1	6/14/2023	1
	7566009000	1265 BUENA VISTA AVE		230237	ADU	R				1				3/22/2023	1				1				8/14/2023	1
	6422015000	460 EVERGREEN RD		230220	ADU	R				1				3/20/2023	1				1				12/13/2023	1
	6422005000	430 EVERGREEN RD		230155	ADU	R		1						2/22/2023	1		1						12/13/2023	1
	6722002000	1248 DEVISADERO ST		230151	ADU	R						1		2/21/2023	1						1		8/14/2023	1
	6555013000	705 CONGRESS AVE		230129	ADU	R				1				2/15/2023	1									0
	7591013000	1166 PRESIDIO BLVD		230125	SFD	O							1	2/14/2023	1									0
	6198007000	165 12TH ST		230123	ADU	R						1		2/13/2023	1						1		9/19/2023	1
	6253010000	290 LAUREL AVE		230119	ADU	R				1				2/13/2023	1				1				10/11/2023	1
	6641072000	761 SINEX AVE		230050	ADU	R						1		1/20/2023	1						1		4/19/2023	1
	6641073000	755 SINEX AVE		230049	ADU	R						1		1/20/2023	1						1		4/19/2023	1
	6684010000	400 BEAUMONT AVE		231143	ADU	R						1		12/21/2023	1									0
	6556007000	718 CONGRESS AVE		231138	ADU	R				1				12/19/2023	1									0
	6522002000	303 JUNIPERO AVE		231104	ADU	R		1						12/4/2023	1									0
	7601029000	1020 AUSTIN AVE		231093	ADU	R						2		11/30/2023	2									0
	6511015000	285 PINE AVE		231033	ADU	R				1				11/8/2023	1									0
	6223002000	113 2ND ST		231026	SFD	O							1	11/3/2023	1									0
	6114009000	1180 JEWELL AVE		231021	ADU	R						1		11/1/2023	1									0
	6043003000	42 QUARTERDECK WAY		230977	SFD	O							1	10/18/2023	1									0
	7561044000	1327 LAWTON AVE		230932	SFD	O							1	10/2/2023	1									0
	6391020000	309 CROCKER AVE		230917	ADU	R		1						9/26/2023	1									0
	6131016000	960 BAYVIEW AVE		230915	ADU	R						1		9/26/2023	1									0
	6653002000	675 SINEX AVE		230910	ADU	R						1		9/25/2023	1									0
	6712006000	1122 DEVISADERO ST		11068	ADU	R						1		5/3/2023	1									0
	6304006000	238 PARK ST		221250	ADU	R									0		1						4/24/2023	1
	6275002000	202 11TH ST		221244	ADU	R									0				1				5/8/2023	1
	6641051000	830 CONGRESS AVE		221231	ADU	R									0				1				4/18/2023	1
	6421015000	405 EVERGREEN RD		221217	ADU	R									0						1		5/4/2023	1
	6452001000	811 PINE AVE		221175	ADU	R									0		1						7/25/2023	1
	6532012000	416 GIBSON AVE		221130	ADU	R									0		1						4/27/2023	1
	6153010000	120 17TH ST		221115	ADU	R									0						1		5/9/2023	1
	6522004000	291 JUNIPERO AVE		221114	ADU	R									0				1				2/16/2023	1
	6142014000	737 BAYVIEW AVE		221088	ADU	R									0									0
	6721002000	310 PRESCOTT LN		221087	ADU	R									0									0
	6392026000	1218 PICO AVE		221084	ADU	R									0				1				4/12/2023	1
	6481003000	408 FOREST AVE		220996	ADU	R									0				1				3/30/2023	1
	6653021000	829 CONGRESS AVE		220968	ADU	R									0						1		8/4/2023	1
	6662036000	917 HILLCREST CT		220913	ADU	R									0									0
	6478009000	511 PARK ST		220896	SFD	O									0							1	3/24/2023	1
	6721001000	304 PRESCOTT LN		220819	ADU	R									0				1				2/22/2023	1
	7643014000	2826 FOREST HILL BLVD		220787	ADU	R									0									0
	7601025000	1230 PRESIDIO BLVD		220741	ADU	R									0									0
	6712028000	1121 SEAVIEW AVE		220683	ADU	R									0									0
	6632013000	832 MARINO PINES RD		220605	ADU	R									0						1		5/16/2023	1
	6292020000	209 19TH ST		220592	ADU	R									0		1						10/10/2023	1
	6273009000	475 LIGHTHOUSE AVE		220471	ADU	R									0		1						1/5/2023	1
	6133002000	881 BAYVIEW AVE		220392	ADU	R									0						1		4/17/2023	1
	6301002000	228 LOBOS AVE		220311	ADU	R									0									0
	6142041000	743 BAYVIEW AVE		220278	ADU	R									0									0
	7621026000	1213 PATTERSON LN		220246	ADU	R									0						1		1/12/2023	1
	6302005000	239 LOBOS AVE		220221	ADU	R									0									0
	6552011000	605 GRANITE ST		220218	ADU	R									0									0
	6652002000	661 SPAZIER AVE		220208	ADU	R									0									0
	7575043000	1306 LAWTON AVE		211173	ADU	R									0									0
	6308007000	744 PINE AVE		210998	ADU	R									0									0
	6521014000	611 9TH ST		210843	ADU	R									0									0
	6165005000	144 FOREST AVE		210772	SFD	O									0									0
	6261007000	215 11TH ST		210677	SFD	O									0									0
	6141015000	762 BAYVIEW AVE		210552	ADU	R									0									0
	6224021000	183 OCEAN VIEW BLVD		210507	ADU	R									0									0
	6371010000	207 PINE GARDEN LN		210384	ADU	R									0									0
	7567008000	1312 BUENA VISTA		210320	ADU	R									0									0
	6542008000	622 FOREST AVE		210213	ADU	R									0									0
	6454008000	410 WOOD ST		210182	ADU	R									0									0
	6276001000	305 CARMEL AVE		210050	ADU	R									0									0
	6722013000	315 PRESCOTT LN		200763	ADU	R									0									0
	6261007000	215 11TH ST		210677	ADU	R									0									0

Project Identifier		Affordability by Household Incomes - Certificates of Occupancy										Streamlining	Infill	Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions	Term of Affordability or Deed Restriction	Demolished/Destroyed Units			Density Bonus				Notes
1		10							11	12	13	14	15	16	17	18	19	20			21	22	23	24	25
Current APN	Local Jurisdiction Tracking ID	Very Low- Income Deed Restricted	Very Low- Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate- Income Deed Restricted	Moderate- Income Non Deed Restricted	Above Moderate- Income	Certificates of Occupancy or other forms of readiness (see instructions) Date Issued	# of Units issued Certificates of Occupancy or other forms of readiness	How many of the units were Extremely Low Income?	Please select the streamlining provision the project was APPROVED pursuant to. (may select multiple)	Infill Units? Y/N+	Assistance Programs for Each Development (may select multiple - see instructions)	Deed Restriction Type (may select multiple - see instructions)	For units affordable without financial assistance or deed restrictions, explain how the locality determined the units were affordable (see instructions)	Term of Affordability or Deed Restriction (years) (if affordable in perpetuity enter 1000)+	Number of Demolished/Destroyed Units	Demolished or Destroyed Units	Demolished/Destroyed Units Owner or Renter	Total Density Bonus Applied to the Project (Percentage Increase in Total Allowable Units or Total Maximum Allowable Residential Gross Floor Area)	Number of Other Incentives, Concessions, Waivers, or Other Modifications Given to the Project (Excluding Parking Waivers or Parking Reductions)	List the incentives, concessions, waivers, and modifications (Excluding Parking Waivers or Parking Modifications)	Did the project receive a reduction or waiver of parking standards? (Y/N)	Notes+
Summary Row		0	10	0	11	0	8	2		31	0							5							
6154014000	230860									0		NONE	Y			$ 2603 (30% of Monthly Income)									
6662036000	230857									0		NONE	Y			$ 1054 (30% of Monthly Income)									
6287012000	230850									0		NONE	Y			$ 1686 (30% of Monthly Income)									
6582017000	230831									0		NONE	Y			$ 1686 (30% of Monthly Income)									
6176005000	230780									0		NONE	Y												
6157017000	230761									0		NONE	Y			$ 1054 (30% of Monthly Income)									
6542007000	230755									0		NONE	Y			$ 1686 (30% of Monthly Income)									
6064007000	230741									0		NONE	Y			$ 1686 (30% of Monthly Income)									
6141002000	230730									0		NONE	Y			$ 1054 (30% of Monthly Income)									
6412020000	230727									0		NONE	Y			$ 1054 (30% of Monthly Income)									
6146007000	230726									0		NONE	Y												
6012008000	230725									0		NONE	Y												
6012008000	230725									0		NONE	Y			$ 2603 (30% of Monthly Income)									
7601015000	230660									0		NONE	Y			$ 1686 (30% of Monthly Income)									
6198002000	230591									0		NONE	Y			$ 1686 (30% of Monthly Income)									
7562025000	230570									0		NONE	Y			$ 1054 (30% of Monthly Income)									
6224009000	230526		1						11/3/2023	1	0	NONE	Y			$ 1054 (30% of Monthly Income)									
6712007000	230498									0		NONE	Y			$ 2603 (30% of Monthly Income)									
6063016000	230489									0		NONE	Y			$ 1686 (30% of Monthly Income)									
6381014000	230440									0		NONE	Y			$ 1686 (30% of Monthly Income)									
6523005000	230429									0	0	NONE	Y			$ 1054 (30% of Monthly Income)									
6382027000	230428				1				12/14/2023	1		NONE	Y			$ 1686 (30% of Monthly Income)									
6291007000	230376									0	0	NONE	Y			$ 1054 (30% of Monthly Income)									
6723004000	230348									0		NONE	Y			$ 2603 (30% of Monthly Income)									
6174009000	230331									0		NONE	Y												
6303012000	230302									0		NONE	Y			$ 1054 (30% of Monthly Income)									
6311017000	230241									0		NONE	Y												
7566009000	230237				1				12/22/2023	1		NONE	Y			$ 1686 (30% of Monthly Income)									
6422015000	230220									0		NONE	Y			$ 1686 (30% of Monthly Income)									
6422005000	230155									0	0	NONE	Y			$ 1054 (30% of Monthly Income)									
6722002000	230151									0		NONE	Y			$ 2603 (30% of Monthly Income)									
6555013000	230129									0		NONE	Y			$ 1686 (30% of Monthly Income)									
7591013000	230125									0		NONE	Y					1	Demolished	O					
6198007000	230123									0		NONE	Y			$ 2603 (30% of Monthly Income)									
6253010000	230119									0		NONE	Y			$ 1686 (30% of Monthly Income)									
6641072000	230050									0		NONE	Y			$ 2603 (30% of Monthly Income)									
6641073000	230049									0		NONE	Y			$ 2603 (30% of Monthly Income)									
6684010000	231143									0		NONE	Y			$ 2603 (30% of Monthly Income)									
6556007000	231138									0		NONE	Y			$ 1686 (30% of Monthly Income)									
6522002000	231104									0		NONE	Y			$ 1054 (30% of Monthly Income)									
7601029000	231093									0		NONE	Y			$ 2603 (30% of Monthly Income)									
6511015000	231033									0		NONE	Y			$ 1686 (30% of Monthly Income)									
6223002000	231026									0		NONE	Y					2	Demolished	O					
6114009000	231021									0		NONE	Y			$ 2603 (30% of Monthly Income)									
6043003000	230977									0		NONE	Y					1	Demolished	O					
7561044000	230932									0		NONE	Y												
6391020000	230917									0		NONE	Y			$ 1054 (30% of Monthly Income)									
6131016000	230915									0		NONE	Y			$ 2603 (30% of Monthly Income)									
6653002000	230910									0		NONE	Y			$ 2603 (30% of Monthly Income)									
6712006000	11068						1		5/18/2023	1		NONE	Y			$ 2603 (30% of Monthly Income)									
6304006000	221250									0	0	NONE	Y			$ 1054 (30% of Monthly Income)									
6275002000	221244									0		NONE	Y			$ 1686 (30% of Monthly Income)									
6641051000	221231									0		NONE	Y			$ 1686 (30% of Monthly Income)									
6421015000	221217									0		NONE	Y			$ 2603 (30% of Monthly Income)									
6452001000	221175									0	0	NONE	Y			$ 1054 (30% of Monthly Income)									
6532012000	221130									0	0	NONE	Y			$ 1054 (30% of Monthly Income)									
6153010000	221115									0		NONE	Y			$ 2603 (30% of Monthly Income)									
6522004000	221114									0		NONE	Y			$ 1686 (30% of Monthly Income)									
6142014000	221088		1						2/21/2023	1		NONE	Y			$ 1054 (30% of Monthly Income)									
6721002000	221087				1				5/25/2023	1		NONE	Y			$ 1686 (30% of Monthly Income)									
6392026000	221084									0		NONE	Y			$ 1686 (30% of Monthly Income)									
6481003000	220996				1				1/3/2023	1		NONE	Y			$ 1686 (30% of Monthly Income)									
6653021000	220968									0		NONE	Y			$ 2603 (30% of Monthly Income)									
6662036000	220913				1				8/10/2023	1		NONE	Y			$ 1686 (30% of Monthly Income)									
6478009000	220896									0		NONE	Y												
6721001000	220819									0		NONE	Y			$ 1686 (30% of Monthly Income)									
7643014000	220787				1				9/6/2023	1		NONE	Y			$ 1686 (30% of Monthly Income)									
7601025000	220741				1				1/30/2023	1		NONE	Y			$ 1686 (30% of Monthly Income)									
6712028000	220683		1						12/14/2023	1		NONE	Y			$ 1054 (30% of Monthly Income)									
6632013000	220605									0		NONE	Y			$ 2603 (30% of Monthly Income)									
6292020000	220592									0	0	NONE	Y			$ 1054 (30% of Monthly Income)									
6273009000	220471									0	0	NONE	Y			$ 1054 (30% of Monthly Income)									
6133002000	220392									0		NONE	Y			$ 2603 (30% of Monthly Income)									
6301002000	220311						1		6/26/2023	1		NONE	Y			$ 2603 (30% of Monthly Income)									
6142041000	220278		1						8/3/2023	1		NONE	Y			$ 1054 (30% of Monthly Income)									
7621026000	220246									0		NONE	Y			$ 2603 (30% of Monthly Income)		1	Demolished	R					
6302005000	220221						1		2/6/2023	1		NONE	Y			$ 2603 (30% of Monthly Income)									
6552011000	220218		1						9/15/2023	1		NONE	Y			$ 1054 (30% of Monthly Income)									
6652002000	220208						1		9/27/2023	1		NONE	Y			$ 2603 (30% of Monthly Income)									
7575043000	211173		1						3/20/2023	1		NONE	Y			$ 1054 (30% of Monthly Income)									
6308007000	210998				1				7/3/2023	1		NONE	Y			$ 1686 (30% of Monthly Income)									
6521014000	210843		1						2/23/2023	1		NONE	Y			$ 1054 (30% of Monthly Income)									
6165005000	210772							1	3/22/2023	1		NONE	Y												
6261007000	210677							1	8/28/2023	1		NONE	Y			$ 1054 (30% of Monthly Income)									
6141015000	210552						1		1/24/2023	1		NONE	Y			$ 2603 (30% of Monthly Income)									
6224021000	210507				1				4/17/2023	1		NONE	Y			$ 1686 (30% of Monthly Income)									
6371010000	210384		1						1/6/2023	1		NONE	Y			$ 1054 (30% of Monthly Income)									
7567008000	210320						1		10/11/2023	1		NONE	Y			$ 2603 (30% of Monthly Income)									
6542008000	210213						1		5/16/2023	1		NONE	Y			$ 2603 (30% of Monthly Income)									
6454008000	210182		1						1/23/2023	1		NONE	Y			$ 1054 (30% of Monthly Income)									
6276001000	210050						1		3/27/2023	1		NONE	Y			$ 2603 (30% of Monthly Income)									
6722013000	200763				1				11/2/2023	1		NONE	Y			$ 1686 (30% of Monthly Income)									
6261007000	210677		1		1				8/28/2023	2		NONE	Y			$ 1686 (30% of Monthly Income)									

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

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.

Please contact HCD if your data is different than the material supplied here

Table B
Regional Housing Needs Allocation Progress
Permitted Units Issued by Affordability

		1		2									3	4
Income Level		**RHNA Allocation by Income Level**		**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**Total Units to Date (all years)**	**Total Remaining RHNA by Income Level**
Very Low	Deed Restricted	28	-	-	-	-	-	-	-	-	-	-	15	13
	Non-Deed Restricted		-	-	-	-	-	-	1	2	3	9		
Low	Deed Restricted	18	-	-	-	-	-	3	-	-	-	-	73	-
	Non-Deed Restricted		-	-	-	-	-	-	9	21	28	12		
Moderate	Deed Restricted	21	-	-	-	-	-	-	-	-	-	-	70	-
	Non-Deed Restricted		-	-	-	-	5	1	12	21	18	13		
Above Moderate		48	-	25	4	1	8	1	11	3	6	4	63	-
Total RHNA		**115**												
Total Units			**-**	**25**	**4**	**1**	**13**	**5**	**33**	**47**	**55**	**38**	**221**	**13**

Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).

	5		2015	2016	2017	2018	2019	2020	2021	2022	2023	6	7
	Extremely low-Income Need											**Total Units to Date**	**Total Units Remaining**
Extremely Low-Income Units*	14		-	-	-	-	-	-	-	-	-	**-**	**14**

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

Please Note: Table B does not currently contain data from Table F or Table F2 for prior years. You may login to the APR system to see Table B that contains this data.
Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).
Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.
Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

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

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table C
Sites Identified or Rezoned to Accommodate Shortfall Housing Need and No Net-Loss Law

Project Identifier				Date of Rezone	RHNA Shortfall by Household Income Category				Rezone Type	Sites Description							
1				2	3				4	5	6	7	8		9	10	11
APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Date of Rezone	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Rezone Type	Parcel Size (Acres)	General Plan Designation	Zoning	Minimum Density Allowed	Maximum Density Allowed	Realistic Capacity	Vacant/Nonvacant	Description of Existing Uses
Summary Row: Start Data Entry Below																	

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Jurisdiction	Pacific Grove	
Reporting Year	2022	(Jan. 1 - Dec. 31)

Table D

Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report

Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element work plan

1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
Program 1.1 Housing Preservation & Rehabilitation	Rehabilitate 2 extremely-low-, 15 very-low-, and 15 low-income units	Ongoing	CDBG 2017 NOFA Activity 00001 (RLF) activities updated to 2019 CDBG 2017 NOFA Activity 00001 (RLF) activities updated to 2019 CDBG 2017 ongoing outreach; ongoing application intake and review; two low-income units were rehabilitated and 10 loans were approved. The City continues to administer the program and identify/implement new ways to improve program delivery.
Program 1.2 Mobile Home Park preservation	Preserve 103 mobile home units	Completed	Mobile Home Park remains intact.
Program 2.1 Monitor Housing Production & potential housing sites	NA	Ongoing	Continued efforts. The City has been in discussion with Eden housing to look at affordable housing opportunities. Staff have also had discussions with market rate developers for sites in the community. The City conducted sites inventory utilizing a program known as the Balancing Act Tool.
Program 2.2 Funding for Affordable Housing	NA	Ongoing	The City's Housing Element Implementation Grant application was submitted for Regional Housing Trust Fund submitted and was allocated PLHA funding by the City, but the RHTF effort failed in the County. City is still receiving PLHA funds and will apply for funding from the Regional Housing Trust Fund Program. The City continues to research possible grant opportunities and to apply for new funding, such as the REAP 2.0 grant, where capacity allows.
Program 2.3.a Density Bonus	1 extremely-low-, 4 very-low-, and 19 low-income units	Ongoing	The City adheres to the state Density Bonus law and continues to explore development incentives for developers in specific locations in line with City Council Affordable Housing goals.
Program 2.3.b Downtown Master Plan	NA	Ongoing	The City will seek funding to develop plan.
Program 2.3.c. Encourage Residential & Mixed-Use Development in commercial zones.	10 very-low-, 10 low-, and 10 moderate-income units on underutilized sites	Ongoing	Incentives and assistance will be considered as opportunities arise. The City encourages parcel consolidation when contacted by realtors representing owners of properties zoned mixed use or multi-family uses.
Program 2.3.d. Preserve Affordable Housing Units	Preserve 7 low-income & 2 moderate income units	Ongoing	The City continues to monitor and work with owners of preserved units. Eden Housing is currently working on a rehabilitation project for units at 201 Grand Ave. The City monitors these units on an annual basis to ensure affordability. The City works with Eden Housing to ensure their units remain affordable. The City was awarded PLHA funds that the City will be using to improve accessibility.
Program 2.3.e Facilitate Housing Development on Underutilized Parcels	4 very-low-income units	Ongoing	The City continues to see increasing proposals for development of underutilized parcels. The City has been working with property owners to adhere to Accessory Dwelling Unit standards. The City encourages parcel consolidation when contacted by realtors representing owners of properties zoned mixed use or multi-family uses. There was an uptick of ADU development since 2019. The City's Local Water Project provides opportunities for people to purchase water and build ADUs. The City Council prioritizes allocation of a portion of available water credits for affordable housing.
Program 2.3.f Affordable Housing Development Assistance	NA	Ongoing	The City continues to work with developers interested in adding units to the City's housing stock. The City encourages mixed use development in commercial areas where mixed use projects are possible are encouraged to add affordable units. Lack of potable water continues to be a significant constraint to development of new units.
Program 2.3.g Short-Term Rental of Private homes	NA	Completed	The City adopted amendments in the municipal code to limit the number of short-term rentals in the City and to limit the hours of operation of the activity even more. Both approaches have offset and mitigated the impact.
Program 2.4 Continue to encourage accond units or ADUs	10 low income second units	Completed	The Welcome Home Strategy completed in May 2021 analyzing new and existing policies and programs to encourage ADU development. The City is using ACE data to provide up-to-date information. The City also updates the website, zoning code, and informational handouts as new ADU regulations are adopted.
Program 3.1 Water Supply	NA	Ongoing	In 2019 the California Public Utility Commission (CPUC) mandated that interfere with Cal-Am's sole provider ability to set new water meters to the Pacific Grove area. The City has been issued 60 of the 65 new water meter. City representatives participate on regional water panels; the City adopted water distribution policy with incentive for affordable housing development. The City received entitlement water due to the City's recycled water project (referred to as the City Local Water Project) and has allocated a portion of that water to the Veterans Transition affordable housing as a dedicated recipient for development and the City Council set aside 11.5 acre feet of entitlement water for affordable unit development. The City and Habitat for Humanity (HFH) have purchased available entitlement water to facilitate new units.
Program 3.2 School District Coordination on Housing Issues	NA	Completed	The City maintains a positive relationship with the district. The City gave a Housing Element presentation at a school board meeting on September 15, 2020. The City also gave a Community Engagement presentation to PGUSD on November 4, 2021 and a Housing Element presentation to PGUSD on May 26, 2022. The City has engaged in conversation with PGUSD regarding its 6th Cycle Housing Element Update and related Program B3R. Zoning Code amendments are being drafted for Planning Commission review. PGUSD recently formed a subcommittee to codify a more formal and ongoing interactive relationship between both parties on matters of mutual interest, including housing. The City Manager met with PGUSD Superintendent on March 2, 2022 to discuss the changes and ensure coordination between PGUSD and the City in providing timely information to the public regarding PGUSD's updated plans.
Program 3.3 Development fees	NA	Completed	The City has employed the help of Housing Consultants to determine development fees and the City met with PGUSD's Interim Superintendent to discuss the changes and ensure coordination between PGUSD and the City in providing timely information to the public regarding PGUSD's updated plans.
Program 3.3.b Adequate sites to accommodate housing needs	NA	Ongoing	The City has employed the help of Housing Consultants to determine development fees and the City met with PGUSD's Interim Superintendent to discuss the changes and ensure coordination between PGUSD and the City in providing timely information to the public regarding PGUSD's updated plans. The City is undergoing a General Plan and Housing Element update in 2023 to ensure for the 6th Cycle Regional Housing Needs Allocation. The City Conducted a Housing Needs survey posted on the City website that over 400 community members responded to. The City also conducted a Housing Needs workshop in March 2022 and met with the various community stakeholders and met regularly through May 2023. The City is actively working with consultants and the public to finalize its sites inventory per the 6th Cycle Housing Element adoption and certification.
Program 3.3.c Use Flexibility in Community development	NA	Completed	The City formed an ad hoc committee and drafted amendments that were reviewed by the Planning Commission in Winter 2020 and went before City Council in Spring 2020. The City has engaged consultants to initiate the process of developing targeted objective development standards for multi-family and mixed-use developments as part of its ongoing Focused General Plan and Housing Element implementation initiatives related to the 6th Cycle Housing Element update.
Program 3.4.a Parking Standards	NA	Completed	At Planning Commission winter 2020; City Council Spring 2021
Program 3.4.b Single Room Occupancy Units	5 extremely low income units	Ongoing	2 units at 391 Grand were completed in 2021.
Program 3.4.c Mobile Homes and Manufactured Homes	NA	Ongoing	Zoning regulations are compliant with state law.
Program 4.1 Housing Rehabilitation for persons with special needs	4 rehabilitated units	Ongoing	The City continues to conduct outreach and has approved CDBG funds for 2 rehabilitation projects. The City continues to explore ways to increase their home through rehabilitation work. The City continues to explore ways to increase programmatic capacity and coordination and processes now including PLHA funding.
Program 4.1.b Reasonable accommodation	NA	Completed	The City continues to conduct outreach every year and promotes tenant and landlord workshops regarding fair housing rights and responsibilities. The City has established a procedure to accommodate accommodation requests. In December 2021, the City also initiated a partnership with ECHO Fair Housing agency to provide in-kind local website services to the community starting in January 2022.
Program 4.2.a Emergency Shelters, Transitional/Supportive Housing and Residential Care	NA	Completed	The City was awarded PLHA funds and the City's 5-year plan includes allocating 2 years of funds to a local homeless shelter agency by FY22/24.
Program 4.2.b Section 8 Rental Assistance	NA	Ongoing	City is working with the Housing Authority to gain additional vouchers in the Monterey Peninsula area. In 2022, the Housing Division initiated conversations with the Housing Resource Center to explore possible partnerships to provide incentives to landlords to rent their rooms and units to Section 8 tenants.
Program 4.3.a Shared Housing	NA	Ongoing	The City continues to conduct outreach.The City worked with a local home sharing agency in 2021 and 2022 to facilitate home sharing. This agency left the region in early 2022, but the City still encourages and facilitates home sharing. The City continues to explore ways to promote home sharing workshops at Meals on Wheels and other local community centers.
Program 4.3.b Support Persons with Developmental Disabilities	NA	Ongoing	The City is in the process of creating an ADA Transition and Intersection plan. The City specifically met with the Gateway Center which provides day programming and residential facilities in the City that serves the City's developmentally disabled residents. The City participated in Gateway Center's 60th anniversary event in 2023 and celebrated their work in the community.
Program 5.1 Support Fair Housing	NA	Ongoing	The City continues to conduct outreach every year promoting fair housing at community events and through print and digital media distribution. The City promotes Fair Housing Month in April every year by conducting workshops and by issuing a proclamation for consideration by the City Council meeting in April. The City also partners with ECHO Housing (a local fair housing and tenant/landlord counseling nonprofit agency) to provide in-kind website services to the community starting in January 2022.
Program 6.1 Energy conservation in existing homes	NA	Ongoing	The City continues to explore and implement energy conservation opportunities in rehabilitation projects. The City was recently awarded funds from the California Energy Commission to implement an automated solar permitting platform. City Staff also partner with a local Pradera House CA representative to encourage the implementation of the highest standard of energy efficiency in new construction projects. The City was also awarded a Solar App grant to assist with the administrative process connecting
Program 6.2 Energy Efficiency in New Homes	NA	Ongoing	The City updates the municipal code to adopt California Building Code standards, including green standards.

General Comments

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

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table E
Commercial Development Bonus Approved pursuant to GC Section 65915.7

Project Identifier				Units Constructed as Part of Agreement				Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
1				2				3	4
APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
Summary Row: Start Data Entry Below									

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

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table F
Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)

Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.

Activity Type	Units that Do Not Count Towards RHNA+ Listed for Informational Purposes Only				Units that Count Towards RHNA + Note - Because the statutory requirements severely limit what can be counted, please contact HCD at apr@hcd.ca.gov and we will unlock the form which enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1+. For detailed reporting requirements, see the chcklist here:
	Extremely Low-Income+	Very Low-Income+	Low-Income+	TOTAL UNITS+	Extremely Low-Income+	Very Low-Income+	Low-Income+	TOTAL UNITS+	https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									

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

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table F2
Above Moderate Income Units Converted to Moderate Income Pursuant to Government Code section 65400.2

For up to 25 percent of a jurisdiction's moderate-income regional housing need allocation, the planning agency may include the number of units in an existing multifamily building that were converted to deed-restricted rental housing for moderate-income households by the imposition of affordability covenants and restrictions for the unit. Before adding information to this table, please ensure housing developments meet the requirements described in Government Code 65400.2(b).

Project Identifier					Unit Types		Affordability by Household Incomes After Conversion							Units credited toward Moderate Income RHNA		Notes
1					2	3	4							5		6
Prior APN+	Current APN	Street Address	Project Name+	Local Jurisdiction Tracking ID	Unit Category (2 to 4,5+)	Tenure R=Renter	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total Moderate Income Units Converted from Above Moderate	Date Converted	Notes
Summary Row: Start Data Entry Below							0	0	0	0	0	0	0	0		

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

NOTE: This table must only be filled out if the housing element sites inventory contains a site which is or was owned by the reporting jurisdiction, and has been sold, leased, or otherwise disposed of during the reporting year.

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Table G
Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of

Project Identifier						
1				2	3	4
APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Realistic Capacity Identified in the Housing Element	Entity to whom the site transferred	Intended Use for Site
Summary Row: Start Data Entry Below						

Jurisdiction	Pacific Grove	**NOTE: This table must contain an invenory of ALL surplus/excess lands the reporting jurisdiction owns**
Reporting Period	2023 (Jan. 1 - Dec. 31)	

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

For Monterey County jurisdictions, please format the APN's as follows:999-999-999-999

Table H
Locally Owned Surplus Sites

Parcel Identifier				Designation	Size	Notes
1	2	3	4	5	6	7
APN	**Street Address/Intersection**	**Existing Use**	**Number of Units**	**Surplus Designation**	**Parcel Size (in acres)**	**Notes**
Summary Row: Start Data Entry Below						

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

NOTE: STUDENT HOUSING WITH DENSITY BONUS ONLY. This table only needs to be completed if there were student housing projects WITH a density bonus approved pursuant to Government Code65915(b)(1)(F)

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Not
Cells in g

Table J

Student housing development for lower income students for which was granted a density bonus pursuant to subparagraph (F) of paragraph (1) of subdivision (b) of Section 6591

Project Identifier				Project Type	Date	Units (Beds/Student Capacity) Approved						
1				2	3	4						
APN	**Street Address**	**Project Name+**	**Local Jurisdiction Tracking ID+**	**Unit Category** (SH - Student Housing)	**Date**	**Very Low- Income Deed Restricted**	**Very Low- Income Non Deed Restricted**	**Low- Income Deed Restricted**	**Low- Income Non Deed Restricted**	**Moderate- Income Deed Restricted**	**Moderate- Income Non Deed Restricted**	**Above Moderate-Income**
Summary Row: Start Data Entry Below												

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

ANNUAL ELEMENT PROGRESS REPORT

Table K
Tenent Preference Policy

Local governments are required to inform HCD about any local tenant preference ordinance the local government maintains when the jurisdiction submits their annual progress report on housing approvals and production, per Government Code 7061 (SB 649, 2022, Cortese). Effective January 1, 2023, local governments adopting a tenant preference are required to create a webpage on their internet website containing authorizing local ordinance and supporting materials, no more than 90 days after the ordinance becomes operational.

Does the Jurisdiction have a local tenant preference policy?	No
If the jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage on their internet website containing authorizing local ordinance and supporting materials.	
Notes	

Jurisdiction	Pacific Grove	
Reporting Year	2023	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Local Early Action Planning (LEAP) Reporting
(CCR Title 25 §6202)

Please update the status of the proposed uses listed in the entity's application for funding and the corresponding impact on housing within the region or jurisdiction, as applicable, categorized based on the eligible uses specified in Section 50515.02 or 50515.03, as applicable.

Total Award Amount	$ 65,000.00	*Total award amount is auto-populated based on amounts entered in rows 15-26.*

Task	$ Amount Awarded	$ Cumulative Reimbursement Requested	Task Status	Other Funding	Notes
Housing Element Outreach and Report	$63,222.50	$63,222.50	Completed	Local General Fund	
CEQA for Housing Element	$1,777.50	$1,777.50	In Progress	REAP	

Summary of entitlements, building permits, and certificates of occupancy (auto-populated from Table A2)

Completed Entitlement Issued by Affordability Summary		
Income Level		**Current Year**
Very Low	Deed Restricted	0
	Non-Deed Restricted	12
Low	Deed Restricted	0
	Non-Deed Restricted	15
Moderate	Deed Restricted	0
	Non-Deed Restricted	15
Above Moderate		14
Total Units		**56**

Building Permits Issued by Affordability Summary		
Income Level		**Current Year**
Very Low	Deed Restricted	0
	Non-Deed Restricted	9
Low	Deed Restricted	0
	Non-Deed Restricted	12
Moderate	Deed Restricted	0
	Non-Deed Restricted	13
Above Moderate		4
Total Units		**38**

Certificate of Occupancy Issued by Affordability Summary		
Income Level		**Current Year**
Very Low	Deed Restricted	0
	Non-Deed Restricted	10
Low	Deed Restricted	0
	Non-Deed Restricted	11
Moderate	Deed Restricted	0
	Non-Deed Restricted	8
Above Moderate		2
Total Units		**31**

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Aaron Campbell, Senior Planner
MEETING DATE:	March 20, 2024
SUBJECT:	2023 Draft General Plan Annual Progress Report
CEQA:	Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive the 2023 Draft General Plan Annual Progress Report required by the California Office of Planning and Research (OPR).

DISCUSSION

Government Code Section 65400 and 65700 mandates that cities and 58 counties submit an annual progress report (APR) on the status of their General Plan and any progress on its implementation to their legislative bodies. Annual Progress Reports (APRs) must be presented to the local legislative body for its review and acceptance. After review and acceptance, a copy of the APR is required to be filed with the Governor's Office of Planning and Research.

The attached Draft APR is prepared with 2023 data to comply with statutory requirements. Note that the City's 1994 General Plan has not been comprehensively updated other than the required Housing Element updates and minor amendment in previous years. Although separate from the general plan amendment process described in the attached APR, it is important to note that the City was heavily engaged in the Local Coastal Program (LCP) update and certification between 2014-2020, which is directly related to land use planning within the Coastal Zone.

As indicated in the report, changes affecting General Plan implementation include:

1. City Council authorization to amendment the Professional Services Agreement for the 6th Cycle Housing Element update to include:
    1. Zoning Ordinance Amendments
    2. Land Use Element Consistency Updates
    3. Health and Safety Elements Consistency Updates
    4. Preparation of a programmatic Environmental Impact Report
2. Zoning text amendments to Pacific Grove Municipal Code (PGMC) 23.80 Accessory Dwelling Unit to align with state regulations (AB 2221 & SB 897).
3. Adoption of PGMC 23.92 *Cannabis Businesses* complying with SB 1186 (Medicinal Cannabis Patients' Right of Access Act) and 2022 Pacific Grove Voter Initiative M authorizing the amendment of the Municipal Code to allow a single retail location for medicinal or recreational cannabis.

OPTIONS

N/A - This is information only.
Report was provided to Planning Commission on March 14, 2024.

FINANCIAL IMPACT:

None.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

2023 GP APR

2023 General Plan Annual Progress Report for the City of Pacific Grove, a Charter City

I. Introduction

Government Code Section 65400 mandates that certain cities and all 58 counties submit an annual progress report (APR) on the status of the General Plan and progress on its implementation to the Governor's Office of Planning and Research (OPR) and the Department of Housing and Community Development (HCD) by April 1 of each year. This document meets this requirement for the City of Pacific Grove. The 2023 General Plan Annual Progress Report will be presented to the Pacific Grove City Council on March 6, 2024 and will be submitted to the State Housing and Community Development Dept. (HDC) on or before April 1, 2024.

II. 1994 General Plan

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

The City of Pacific Grove has not undertaken a comprehensive update to any elements of its 1994 General Plan other than its Housing Element (HE) which was adopted in March 2016 for the effective years 2015-2023. The City is currently updating the Housing Element and anticipates adoption in 2024 for an element which runs through 2031. The City is also currently selecting a consultant to conduct a focused update of the General Plan which is anticipated to be completed in 2026.

III. Housing Element APR

The last cyclical update to the Housing Element (HE) occurred in 2016. The City is in the process of updating the Housing Element as required by California Government Code Section 65581. The 2023 HE APR will be submitted separately to HCD.

IV. Compliance with OPR's 2017 General Plan Guidelines

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

- *Land Use*
- *Circulation (Transportation)*
- *Housing*
- *Conservation (Natural Resources)*
- *Open Space (Natural Resources)*
- *Noise (Health and Safety)*
- *Safety Element (Health and Safety)*

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

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

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

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

V. Land Use Priorities

i. *Housing* - With the passage of additional bills at the State level mandating the production of housing for all income levels, the City has updated it's ADU Ordinance in accordance with the new State laws passed at the start of 2023. The revised ordinance was adopted by the City Council on August 16, 2023. The City is open to working with partners on the development of in-fill affordable projects in an effort to meet our Regional Housing Needs Assessment (RHNA) numbers. The City is in the process of completing an update to the Housing Element with adoption of the updated element projected for December 2024.

ii. *Water* - The Monterey Peninsula has experienced a "regulatory drought" for the past 28+ years which has heavily impacted development. The State Water Resources Control Board has limited the issuance of new water meters through a cease and desist order levied on the area's water provider. Although the City is geographically small and development is constrained by other factors, the water meter issue has effectively resulted in a moratorium on large new in-fill projects where a water entitlement did not already exist. As a result of a number of recent water recycling and conservation activities, the State has allocated some water for purchase in the City and a new downtown hotel, and several smaller residential projects, including many accessory dwelling units are moving forward.

VI. Adjusted Goals, Policies, Objectives

Given the built-out nature of the City and relatively little room for expansion, the

majority of development in the future will be in-fill in nature. The City is undertaking a review of the policies in the Land Use Element that may be ripe for reconsideration within the context of the State's housing crisis and looking at rezoning portions of the town in order to meet the RHNA goals. Additionally, the City will be implementing Objective Development & Design Standards (ODDS) through its General Plan Update.

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

On December 20, 2023, City Council authorized the mayor to execute an amendment to the Professional Services Agreement for the 6th Cycle Housing Element update to include Zoning Ordinance Amendments, Land Use Element Consistency Updates, Health and Safety Elements Consistency Updates, and the preparation of a programmatic Environmental Impact Report.

The majority of the development in Pacific Grove consists of minor alterations and additions to existing buildings, single-family residential development, ADUs, minor commercial tenant improvements. However, since January 1, 2023, the following large commercial projects have been approved, are in the application review process, or have commenced construction:

Project Name / Description	Location	Permit Type / CEQA	Status
Pacific Grove Hotel (102 room hotel) (formerly Hotel Durell) (demo and new construction)	157 Grand Ave.	AP*-UP** Amendment / previously-certified EIR	Building permits have been issued. Projected completion: end of year 2026.
American Tin Cannery (ATC) Hotel & Commercial Project/225 room hotel and retail (demo and new construction)	109/125 Ocean View Blvd.	AP-UP-CDP*** / EIR	EIR certified and project approved by the City Council. Project currently on appeal to the California Coastal Commission.

*AP – Architectural Permit
**UP – Use Permit
***CDP – Coastal Development Permit

VIII. Additional Content

i. On the November 1, City Council adopted PGMC 23.92 *Cannabis Businesses* complying with SB 1186 (Medicinal Cannabis Patients' Right of Access Act) and the Pacific Grove 2022 Voter Initiative M authorizing the amendment of the Municipal Code to allow a single retail location for medicinal or recreational cannabis.

ii. Pacific Grove fire services are provided by contract through the City of Monterey. The Monterey City Council approved funding for Monterey Fire to prepare a Community Wildfire Protection Plan in coordination with the Cities of Monterey, Carmel-by-the-Sea, and Pacific Grove. The Community Wildfire Protection Plan was completed in November of 2023 and will help to inform the 2024 amendments to the Health and Safety Element of the General Plan.

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Lori Frati, Finance Manager
MEETING DATE:	March 20, 2024
SUBJECT:	Core Revenue Report for February
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 dollars. These revenues account for approximately 70% of the General Fund's ongoing revenues. Details on the budgeted amounts and revenues to date are included in Attachment 1.

OPTIONS

N/A - This is information only.

FINANCIAL IMPACT:

There is no fiscal impact associated with receiving this report.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Core Revenue Report

Core Revenue Report
Fiscal Year 2023/24 – February 2024

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. 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	9,806,000	5,521,808	56%

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	4,113,298	64%

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

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

Lodging Period	2021/22	2022/23	2023/24	Net Difference
July	673,475	797,756	834,401	36,645
August	730,578	818,939	795,551	(23,388)
September	578,129	639,644	671,498	31,854
October	475,290	589,714	640,567	50,853
November	431,862	411,136	433,937	22,801
December	378,655	371,160	366,055	(5,102)
January	314,248	370,713	371,289	576
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**	**4,113,298**	**114,239**
February revenues are expected to be received in late March as the State pays the City one month in arrears.				

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 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	6,039,000	3,080,265	51%

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	444,973	80,009
September True-up	287,224	475,273	690,001	214,728
October Advance	311,118	411,967	411,284	(683)
November Advance	324,181	424,467	499,859	75,392
December True-up	479,810	658,665	570,119	(88,546)
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**	**3,080,265**	**414,128**

January 2024 payments are anticipated to be received in late March as the State pays the City two months in arrears

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	James Minshew, Management Analyst
MEETING DATE:	March 20, 2024
SUBJECT:	February 2024 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 February 2024. The monthly total is provided on the last page of the report. Please note that within this check register there are multiple checks listed with "v" for void. There was an issue with printing a batch of checks and new checks had to be reissued.

OPTIONS

N/A - This is informational only.

FINANCIAL IMPACT:

There is no fiscal impact. This is informational only.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

February 2024 Check Register

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	103211 V	07/08/22	1877	NATIVIDAD MEDICAL C	01	304	BLOOD DRAWS	0.00	-124.00
101	108090 V	01/04/24	669	CPOA	301	5261	DEPARTMENT MBRSHP	0.00	-750.00
101	108090 V	01/04/24	669	CPOA	301	5261	PROFESSIONAL MBRSHP	0.00	-100.00
TOTAL CHECK								0.00	-850.00
101	108276	02/02/24	8890	4LEAF	201	5201	BUILDING DEPARTMENT	0.00	58,091.76
101	108277	02/02/24	4458	A TO Z RENTAL CENTE	121	5236	EQUIPMENT RENTAL	0.00	749.46
101	108278	02/02/24	10212	AARON CAMPBELL	201	5261	APA PROF MEMBERSHIP	0.00	198.75
101	108279	02/02/24	6155	EDWARD HERD & RODNE	503	5223	MUNI FENCE & GATE R	0.00	1,470.00
101	108280	02/02/24	3970	ALHAMBRA & SIERRA S	421	5201	WATER SERVICE	0.00	24.94
101	108280	02/02/24	3970	ALHAMBRA & SIERRA S	351	5291	WATER SERVICE	0.00	146.78
TOTAL CHECK								0.00	171.72
101	108281	02/02/24	4965	ALVAREZ TECHNOLOGY	133	5201	PARTIAL-AFHRS SUPPO	0.00	2,695.35
101	108281	02/02/24	4965	ALVAREZ TECHNOLOGY	133	5201	AFTER HOURS SUPPORT	0.00	2,640.00
101	108281	02/02/24	4965	ALVAREZ TECHNOLOGY	133	5201	AFTER HOURS SUPPORT	0.00	3,300.00
101	108281	02/02/24	4965	ALVAREZ TECHNOLOGY	133	5201	AFTER HOURS SUPPORT	0.00	450.00
TOTAL CHECK								0.00	9,085.35
101	108283	02/02/24	10202	ANDREW MCCUE	01	4670	RFND PNT PNS FEE -2	0.00	1,006.50
101	108284	02/02/24	10210	ANNIE ALLENBAUGH	201	5211	SHIPPING	0.00	79.73
101	108285	02/02/24	9430	ARAMARK UNIFORM & C	301	5201	DEPARTMENT LINEN SE	0.00	145.12
101	108285	02/02/24	9430	ARAMARK UNIFORM & C	301	5201	DEPARTMENT LINEN SE	0.00	145.12
101	108285	02/02/24	9430	ARAMARK UNIFORM & C	301	5201	DEPARTMENT LINEN SE	0.00	145.12
101	108285	02/02/24	9430	ARAMARK UNIFORM & C	301	5201	DEPARTMENT LINEN SE	0.00	145.12
TOTAL CHECK								0.00	580.48
101	108286	02/02/24	6154	AT&T	133	5206	LH INTRNT	0.00	106.29
101	108287	02/02/24	5363	AT&T CALNET 3	133	5212	CH GNRTR ALARM LINE	0.00	29.98
101	108288	02/02/24	8476	AT&T MOBILITY	301	5206	DEPARTMENT CELLPHON	0.00	1,834.18
101	108289	02/02/24	213	BAKER & TAYLOR COMP	401	5301	LIBRARY SUPPLIES	0.00	27.71
101	108289	02/02/24	213	BAKER & TAYLOR COMP	401	5301	LIBRARY SUPPLIES	0.00	55.22
101	108289	02/02/24	213	BAKER & TAYLOR COMP	401	5301	LIBRARY SUPPLIES	0.00	57.39
101	108289	02/02/24	213	BAKER & TAYLOR COMP	401	5301	LIBRARY SUPPLIES	0.00	-2.35
TOTAL CHECK								0.00	137.97
101	108290	02/02/24	6130	BMI	421	5261	MUSIC LICENSE	0.00	435.00
101	108291	02/02/24	7687	BOB MURRAY & ASSOCI	121	5237	CM EXECUTIVE RECRUI	0.00	7,333.14
101	108292	02/02/24	365	BSN SPORTS LLC	421	5361	SPORTS PROGRAM EQUI	0.00	1,323.69

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108293	02/02/24	6329	BURKE, WILLIAMS & S	111	5203	CITY ATTORNEY SERVI	0.00	36,979.00
101	108294	02/02/24	402	CA DEPT OF JUSTICE	121	5201	CRIMINAL BCKGRND CH	0.00	606.00
101	108294	02/02/24	402	CA DEPT OF JUSTICE	121	5201	CRIMINAL BCKGRND CH	0.00	128.00
101	108294	02/02/24	402	CA DEPT OF JUSTICE	121	5201	CRIMINAL BCKGRND CH	0.00	109.00
TOTAL CHECK								0.00	843.00
101	108296	02/02/24	1040	CENGAGE LEARNING/GA	503	5227	UNIT 26	0.00	88.89
101	108296	02/02/24	1040	CENGAGE LEARNING/GA	505	5227	UNIT 26	0.00	88.90
101	108296 V	02/02/24	1040	CENGAGE LEARNING/GA	505	5227	UNIT 26	0.00	-88.90
101	108296 V	02/02/24	1040	CENGAGE LEARNING/GA	503	5227	UNIT 26	0.00	-88.89
TOTAL CHECK								0.00	0.00
101	108297	02/02/24	10203	CHRISTIE MONSON	01	4670	RFND GW PRK FEE -25	0.00	30.75
101	108298	02/02/24	9649	CLEARGOV	131	5201	FISCAL TRANSPARENCY	0.00	6,950.00
101	108300	02/02/24	5198	CODE PUBLISHING, IN	101	5261	NEW PAGES-WEB UPDAT	0.00	147.00
101	108301	02/02/24	5171	COMCAST	133	5206	REC 4972	0.00	97.02
101	108301	02/02/24	5171	COMCAST	133	5206	CH INT 85844	0.00	153.23
101	108301	02/02/24	5171	COMCAST	133	5206	PD INTRNT 387836	0.00	311.96
101	108301	02/02/24	5171	COMCAST	133	5206	CH TV 39031	0.00	14.08
101	108301	02/02/24	5171	COMCAST	133	5206	PW INTRNT 194117	0.00	238.75
TOTAL CHECK								0.00	815.04
101	108302	02/02/24	622	CHOMP	301	5201	HLTH SVS - RQ122958	0.00	27.00
101	108303	02/02/24	9284	ARCPOINT LABS OF MO	121	5201	DOT COMPLIANCE PRGR	0.00	1,200.00
101	108304	02/02/24	649	CPS HR CONSULTING	121	5201	BILINGUAL SKILLS TE	0.00	444.50
101	108304	02/02/24	649	CPS HR CONSULTING	121	5201	SKILL TESTING	0.00	25.00
101	108304	02/02/24	649	CPS HR CONSULTING	301	5201	PRE-EMPLOY TEST	0.00	799.25
TOTAL CHECK								0.00	1,268.75
101	108305	02/02/24	779	DEMCO	401	5301	LIBRARY SUPPLIES	0.00	112.38
101	108306	02/02/24	792	DFM ASSOCIATES	121	5303	2024 ELECTIONS CODE	0.00	76.48
101	108307	02/02/24	819	DOCTORS ON DUTY MED	301	5291	EMPLOYEE OUTPATIENT	0.00	347.00
101	108309	02/02/24	926	EWING IRRIGATION PR	503	5322	PW TOOLS	0.00	120.52
101	108310	02/02/24	952	FEDERAL EXPRESS COR	301	5211	SHIPPING FOR PD	0.00	46.35
101	108311	02/02/24	982	FIRST ALARM INC.	301	5201	ALARM SERVICES	0.00	143.73
101	108312	02/02/24	8446	FITZGERALD BROWN	301	5215	MILEAGE TASER TRNG	0.00	57.62
101	108313	02/02/24	10201	SAOIRSE FOLSOM	421	4469	RFND ZILI CHESS ACD	0.00	180.00
101	108314	02/02/24	7884	GARDAWORLD	131	5202	DEC 2023	0.00	49.59

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO		ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108316		02/02/24	9860	GOOD CITY COMPANY	121	5202	CITY-WIDE WILDLIFE	0.00	1,755.00
101	108316		02/02/24	9860	GOOD CITY COMPANY	121	5202	CITY-WIDE WILDLIFE	0.00	1,901.25
TOTAL CHECK									0.00	3,656.25
101	108317		02/02/24	1105	GRANITE ROCK COMPAN	505	5331	MORTAR	0.00	121.97
101	108317		02/02/24	1105	GRANITE ROCK COMPAN	505	5331	MATERIALS	0.00	376.37
101	108317		02/02/24	1105	GRANITE ROCK COMPAN	505	5331	DRAIN ROCK	0.00	497.24
TOTAL CHECK									0.00	995.58
101	108318		02/02/24	4321	HOME DEPOT CREDIT S	503	5223	BATTERY	0.00	304.81
101	108318		02/02/24	4321	HOME DEPOT CREDIT S	503	5322	DRAIN AUGER	0.00	293.88
101	108318		02/02/24	4321	HOME DEPOT CREDIT S	503	5223	MUNI WATER HEATER	0.00	228.33
101	108318		02/02/24	4321	HOME DEPOT CREDIT S	503	5291	LATE FEES	0.00	53.55
101	108318		02/02/24	4321	HOME DEPOT CREDIT S	503	5227	B&G MECH STOCK	0.00	324.47
TOTAL CHECK									0.00	1,205.04
101	108319		02/02/24	10209	I & P BROTHERS LLC	01	4401	RFND PLAN PRMT NOT	0.00	8,601.85
101	108320		02/02/24	9848	INTEGRAL CONSULTING	201	5209	12-15-22 TO 6-30-24	0.00	11,003.75
101	108321		02/02/24	7433	IPS GROUP, INC	301	5224	METER MAINTENANCE	0.00	1,198.90
101	108321		02/02/24	7433	IPS GROUP, INC	301	5224	METER MAINTENANCE	0.00	1,390.05
101	108321		02/02/24	7433	IPS GROUP, INC	301	5224	METER MAINTENANCE	0.00	2,500.00
101	108321		02/02/24	7433	IPS GROUP, INC	301	5213	METER BANK FEES	0.00	86.91
TOTAL CHECK									0.00	5,175.86
101	108322		02/02/24	8343	JENNIFER LYNN FUGIT	301	5215	M&I PERDIEM-CAPEANU	0.00	335.00
101	108324		02/02/24	9739	JUSTIN SUE	301	5215	M&I & MILES-TRAININ	0.00	359.80
101	108324	V	02/02/24	9739	JUSTIN SUE	301	5215	M&I & MILES-TRAININ	0.00	-359.80
TOTAL CHECK									0.00	0.00
101	108325	V	02/02/24	10214	KARLA STRADLEY	131	5215	ACCOUNTING TRAINING	0.00	-510.40
101	108325		02/02/24	10214	KARLA STRADLEY	131	5215	ACCOUNTING TRAINING	0.00	510.40
TOTAL CHECK									0.00	0.00
101	108326	V	02/02/24	4367	KELLY MOORE PAINT C	505	5309	LACQUER THINNER	0.00	-130.00
101	108326		02/02/24	4367	KELLY MOORE PAINT C	505	5309	LACQUER THINNER	0.00	130.00
TOTAL CHECK									0.00	0.00
101	108327		02/02/24	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	57.68
101	108327		02/02/24	3521	KIMBALL MIDWEST	503	5223	CLUBHOUSE	0.00	61.44
101	108327		02/02/24	3521	KIMBALL MIDWEST	503	5223	MEMORIAL BENCHES	0.00	101.60
101	108327		02/02/24	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	198.35
101	108327		02/02/24	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	40.42
101	108327		02/02/24	3521	KIMBALL MIDWEST	503	5223	CLUBHOUSE GATE	0.00	41.35
101	108327		02/02/24	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	550.58
101	108327	V	02/02/24	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	-550.58
101	108327	V	02/02/24	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	-198.35
101	108327	V	02/02/24	3521	KIMBALL MIDWEST	503	5223	CLUBHOUSE	0.00	-61.44
101	108327	V	02/02/24	3521	KIMBALL MIDWEST	503	5223	CLUBHOUSE GATE	0.00	-41.35

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO		ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108327	V	02/02/24	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	-40.42
101	108327	V	02/02/24	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	-57.68
101	108327	V	02/02/24	3521	KIMBALL MIDWEST	503	5223	MEMORIAL BENCHES	0.00	-101.60
TOTAL CHECK									0.00	0.00
101	108329	V	02/02/24	1492	LEAGUE OF CA CITIES	101	5261	ANNUAL MEMBERSHP DU	0.00	-6,742.00
101	108329		02/02/24	1492	LEAGUE OF CA CITIES	101	5261	ANNUAL MEMBERSHP DU	0.00	6,742.00
TOTAL CHECK									0.00	0.00
101	108332		02/02/24	4534	HOMETEK	503	5223	MEMORIAL BNCH INSCR	0.00	330.00
101	108332	V	02/02/24	4534	HOMETEK	503	5223	MEMORIAL BNCH INSCR	0.00	-330.00
101	108332	V	02/02/24	4534	HOMETEK	503	5223	MEMORIAL BNCH INSCR	0.00	-330.00
101	108332		02/02/24	4534	HOMETEK	503	5223	MEMORIAL BNCH INSCR	0.00	330.00
TOTAL CHECK									0.00	0.00
101	108336	V	02/02/24	8817	MAUREEN C WEBB	421	5361	PRESCHOOL SUPPLIES	0.00	-11.99
101	108336		02/02/24	8817	MAUREEN C WEBB	421	5361	PRESCHOOL SUPPLIES	0.00	11.99
TOTAL CHECK									0.00	0.00
101	108337		02/02/24	1640	MEALS ON WHEELS	101	5215	14 LUNCHES @ $30 EA	0.00	420.00
101	108337	V	02/02/24	1640	MEALS ON WHEELS	101	5215	14 LUNCHES @ $30 EA	0.00	-420.00
TOTAL CHECK									0.00	0.00
101	108339	V	02/02/24	1701	MITY-LITE, INC.	401	6001	LIBRARY VEHICLE	0.00	-185.07
101	108339		02/02/24	1701	MITY-LITE, INC.	401	6001	LIBRARY VEHICLE	0.00	185.07
TOTAL CHECK									0.00	0.00
101	108340		02/02/24	3443	MONTEREY BAY PEST C	503	5201	GOLF COURSE CLUBHOU	0.00	750.00
101	108340	V	02/02/24	3443	MONTEREY BAY PEST C	503	5201	GOLF COURSE CLUBHOU	0.00	-750.00
TOTAL CHECK									0.00	0.00
101	108341		02/02/24	3807	MONTEREY COUNTY WEE	201	5221	5 HRRB REMOVALS 10T	0.00	217.50
101	108341		02/02/24	3807	MONTEREY COUNTY WEE	201	5221	HRRB DTRM 420LACALL	0.00	261.00
101	108341		02/02/24	3807	MONTEREY COUNTY WEE	201	5221	HRRB HPP LACALLECOR	0.00	261.00
101	108341		02/02/24	3807	MONTEREY COUNTY WEE	201	5221	HRRB 844 LAUREL AVE	0.00	261.00
101	108341	V	02/02/24	3807	MONTEREY COUNTY WEE	201	5221	HRRB 844 LAUREL AVE	0.00	-261.00
101	108341	V	02/02/24	3807	MONTEREY COUNTY WEE	201	5221	HRRB HPP LACALLECOR	0.00	-261.00
101	108341	V	02/02/24	3807	MONTEREY COUNTY WEE	201	5221	HRRB DTRM 420LACALL	0.00	-261.00
101	108341	V	02/02/24	3807	MONTEREY COUNTY WEE	201	5221	5 HRRB REMOVALS 10T	0.00	-217.50
TOTAL CHECK									0.00	0.00
101	108342	V	02/02/24	1775	MONTEREY FIRE EXTIN	503	5223	SVS FR EXTNG PW YAR	0.00	-1,607.04
101	108342		02/02/24	1775	MONTEREY FIRE EXTIN	503	5223	SVS FR EXTNG PW YAR	0.00	1,607.04
TOTAL CHECK									0.00	0.00
101	108344		02/02/24	1802	CITY OF MONTEREY	351	5295	FIRE SVS OCT-DEC 20	0.00	2,048.00
101	108344	V	02/02/24	1802	CITY OF MONTEREY	351	5201	FY24 FIRE SERVICES	0.00	-248,244.60
101	108344	V	02/02/24	1802	CITY OF MONTEREY	351	5295	FIRE SVS OCT-DEC 20	0.00	-2,048.00
101	108344		02/02/24	1802	CITY OF MONTEREY	351	5201	FY24 FIRE SERVICES	0.00	248,244.60
TOTAL CHECK									0.00	0.00
101	108346	V	02/02/24	10196	NORTHERN CALIFORNIA	301	5275	PATROL CAR CAMERA	0.00	-1,265.00

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO		ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108346		02/02/24	10196	NORTHERN CALIFORNIA	301	5275	PATROL CAR CAMERA	0.00	1,265.00
TOTAL CHECK									0.00	0.00
101	108347		02/02/24	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES - C	0.00	27.30
101	108347		02/02/24	1958	ODP BUSINESS SOLUTI	121	5301	OFFICE SUPPLIES - C	0.00	65.92
101	108347		02/02/24	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES - C	0.00	73.19
101	108347		02/02/24	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES - C	0.00	68.78
101	108347	V	02/02/24	1958	ODP BUSINESS SOLUTI	121	5301	OFFICE SUPPLIES - C	0.00	-65.92
101	108347	V	02/02/24	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES - C	0.00	-68.78
101	108347	V	02/02/24	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES - C	0.00	-27.30
101	108347	V	02/02/24	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES - C	0.00	-73.19
TOTAL CHECK									0.00	0.00
101	108348	V	02/02/24	9576	O'REILLY AUTO ENTER	505	5227	PW FORK LIFT	0.00	-5.78
101	108348	V	02/02/24	9576	O'REILLY AUTO ENTER	503	5227	UNIT 26	0.00	-175.11
101	108348	V	02/02/24	9576	O'REILLY AUTO ENTER	505	5227	UNIT 26	0.00	-175.10
101	108348	V	02/02/24	9576	O'REILLY AUTO ENTER	505	5227	UNIT 48	0.00	-112.52
101	108348	V	02/02/24	9576	O'REILLY AUTO ENTER	503	5227	UNIT 58	0.00	-37.95
101	108348	V	02/02/24	9576	O'REILLY AUTO ENTER	503	5227	UNIT 58	0.00	-18.50
101	108348	V	02/02/24	9576	O'REILLY AUTO ENTER	503	5227	UNIT 58	0.00	-64.99
101	108348	V	02/02/24	9576	O'REILLY AUTO ENTER	301	5227	UNIT 5	0.00	-21.63
101	108348	V	02/02/24	9576	O'REILLY AUTO ENTER	301	5227	UNIT 3	0.00	-213.28
101	108348	V	02/02/24	9576	O'REILLY AUTO ENTER	301	5227	PD STOCK	0.00	-41.50
101	108348		02/02/24	9576	O'REILLY AUTO ENTER	505	5227	UNIT 48	0.00	112.52
101	108348		02/02/24	9576	O'REILLY AUTO ENTER	301	5227	PD STOCK	0.00	41.50
101	108348		02/02/24	9576	O'REILLY AUTO ENTER	503	5227	UNIT 58	0.00	64.99
101	108348		02/02/24	9576	O'REILLY AUTO ENTER	503	5227	UNIT 58	0.00	18.50
101	108348		02/02/24	9576	O'REILLY AUTO ENTER	503	5227	UNIT 58	0.00	37.95
101	108348		02/02/24	9576	O'REILLY AUTO ENTER	505	5227	PW FORK LIFT	0.00	5.78
101	108348		02/02/24	9576	O'REILLY AUTO ENTER	301	5227	UNIT 5	0.00	21.63
101	108348		02/02/24	9576	O'REILLY AUTO ENTER	505	5227	UNIT 26	0.00	175.10
101	108348		02/02/24	9576	O'REILLY AUTO ENTER	503	5227	UNIT 26	0.00	175.11
101	108348		02/02/24	9576	O'REILLY AUTO ENTER	301	5227	UNIT 3	0.00	213.28
TOTAL CHECK									0.00	0.00
101	108352		02/02/24	2034	PACIFIC GROVE HARDW	301	5291	OFFICE EQUIPMENT	0.00	26.88
101	108352		02/02/24	2034	PACIFIC GROVE HARDW	201	5301	OFFICE SUPPLIES	0.00	62.36
101	108352	V	02/02/24	2034	PACIFIC GROVE HARDW	301	5291	OFFICE EQUIPMENT	0.00	-26.88
101	108352	V	02/02/24	2034	PACIFIC GROVE HARDW	201	5301	OFFICE SUPPLIES	0.00	-62.36
TOTAL CHECK									0.00	0.00
101	108353	V	02/02/24	10208	SHARRON KRULL	401	5215	WORKSHOP PWR OF PLA	0.00	-1,000.00
101	108353		02/02/24	10208	SHARRON KRULL	401	5215	WORKSHOP PWR OF PLA	0.00	1,000.00
TOTAL CHECK									0.00	0.00
101	108354		02/02/24	9802	ROBERT HALF INC.	121	5201	TEMP EMPLOYEE SERVI	0.00	4,463.07
101	108354	V	02/02/24	9802	ROBERT HALF INC.	131	5201	TEMP EMPLOYEE SERVI	0.00	-2,119.60
101	108354	V	02/02/24	9802	ROBERT HALF INC.	121	5201	TEMP EMPLOYEE SERVI	0.00	-7,092.01
101	108354	V	02/02/24	9802	ROBERT HALF INC.	121	5201	TEMP EMPLOYEE SERVI	0.00	-4,463.07
101	108354		02/02/24	9802	ROBERT HALF INC.	131	5201	TEMP EMPLOYEE SERVI	0.00	2,119.60
101	108354		02/02/24	9802	ROBERT HALF INC.	121	5201	TEMP EMPLOYEE SERVI	0.00	7,092.01
TOTAL CHECK									0.00	0.00

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO		ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108355	V	02/02/24	9814	ROGERS JOSEPH O'DON	111	5205	LEGAL SERVICES	0.00	-320.00
101	108355		02/02/24	9814	ROGERS JOSEPH O'DON	111	5205	LEGAL SERVICES	0.00	320.00
TOTAL CHECK									0.00	0.00
101	108356		02/02/24	2448	SENTRY ALARM SYSTEM	503	5223	TRSH SHT SPRNKLR IN	0.00	150.00
101	108356	V	02/02/24	2448	SENTRY ALARM SYSTEM	351	5223	FD INSTALL	0.00	-2,361.50
101	108356	V	02/02/24	2448	SENTRY ALARM SYSTEM	503	5223	TRSH SHT SPRNKLR IN	0.00	-150.00
101	108356		02/02/24	2448	SENTRY ALARM SYSTEM	351	5223	FD INSTALL	0.00	2,361.50
TOTAL CHECK									0.00	0.00
101	108357	V	02/02/24	7891	SIR SPEEDY	121	5301	BUSINESS CARDS	0.00	-96.11
101	108357	V	02/02/24	7891	SIR SPEEDY	121	5301	BUSINESS CARDS	0.00	-96.11
101	108357		02/02/24	7891	SIR SPEEDY	121	5301	BUSINESS CARDS	0.00	96.11
101	108357		02/02/24	7891	SIR SPEEDY	121	5301	BUSINESS CARDS	0.00	96.11
TOTAL CHECK									0.00	0.00
101	108358		02/02/24	2606	SUMMIT UNIFORMS	301	5275	UNIFORM	0.00	148.75
101	108358		02/02/24	2606	SUMMIT UNIFORMS	301	5275	UNIFORM	0.00	171.72
101	108358	V	02/02/24	2606	SUMMIT UNIFORMS	301	5275	UNIFORM	0.00	-171.72
101	108358	V	02/02/24	2606	SUMMIT UNIFORMS	301	5275	UNIFORM	0.00	-148.75
TOTAL CHECK									0.00	0.00
101	108359	V	02/02/24	1758	THE MONTEREY COUNTY	501	5221	ADVRT FACILITY ASSE	0.00	-151.19
101	108359		02/02/24	1758	THE MONTEREY COUNTY	501	5221	ADVRT FACILITY ASSE	0.00	151.19
TOTAL CHECK									0.00	0.00
101	108360		02/02/24	2786	VERIZON WIRELESS	121	5212	CM	0.00	22.00
101	108360		02/02/24	2786	VERIZON WIRELESS	133	5212	ADMIN	0.00	38.01
101	108360		02/02/24	2786	VERIZON WIRELESS	201	5212	CDD	0.00	41.79
101	108360		02/02/24	2786	VERIZON WIRELESS	133	5212	ADMIN	0.00	51.64
101	108360		02/02/24	2786	VERIZON WIRELESS	351	5212	FIRE	0.00	63.21
101	108360		02/02/24	2786	VERIZON WIRELESS	401	5212	LIB	0.00	76.02
101	108360		02/02/24	2786	VERIZON WIRELESS	501	5212	PW	0.00	92.87
101	108360		02/02/24	2786	VERIZON WIRELESS	301	5212	PD	0.00	103.72
101	108360	V	02/02/24	2786	VERIZON WIRELESS	301	5206	WIRELESS MOBILE CON	0.00	-499.82
101	108360	V	02/02/24	2786	VERIZON WIRELESS	501	5212	PW	0.00	-739.64
101	108360	V	02/02/24	2786	VERIZON WIRELESS	401	5212	LIB	0.00	-76.02
101	108360	V	02/02/24	2786	VERIZON WIRELESS	351	5212	FIRE	0.00	-63.21
101	108360	V	02/02/24	2786	VERIZON WIRELESS	133	5212	ADMIN	0.00	-51.64
101	108360	V	02/02/24	2786	VERIZON WIRELESS	201	5212	CDD	0.00	-41.79
101	108360	V	02/02/24	2786	VERIZON WIRELESS	133	5212	ADMIN	0.00	-38.01
101	108360	V	02/02/24	2786	VERIZON WIRELESS	121	5212	CM	0.00	-22.00
101	108360	V	02/02/24	2786	VERIZON WIRELESS	301	5212	PD	0.00	-103.72
101	108360	V	02/02/24	2786	VERIZON WIRELESS	501	5212	PW	0.00	-92.87
101	108360		02/02/24	2786	VERIZON WIRELESS	501	5212	PW	0.00	739.64
101	108360		02/02/24	2786	VERIZON WIRELESS	301	5206	WIRELESS MOBILE CON	0.00	499.82
TOTAL CHECK									0.00	0.00
101	108361	V	02/02/24	2800	ROXANE J VIRAY	301	5123	RTRMNT MED BNFTS MO	0.00	-150.00
101	108361		02/02/24	2800	ROXANE J VIRAY	301	5123	RTRMNT MED BNFTS MO	0.00	150.00
TOTAL CHECK									0.00	0.00

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO		ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108362		02/02/24	9305	WATSONVILLE FORD	503	5227	UNIT 5	0.00	177.20
101	108362	V	02/02/24	9305	WATSONVILLE FORD	503	5227	UNIT 5	0.00	-177.20
TOTAL CHECK									0.00	0.00
101	108363	V	02/02/24	8136	WELLS FARGO VENDOR	131	5225	FY 23/24 KONICA LEA	0.00	-212.52
101	108363	V	02/02/24	8136	WELLS FARGO VENDOR	301	5225	FY 23/24 KONICA LEA	0.00	-212.52
101	108363	V	02/02/24	8136	WELLS FARGO VENDOR	401	5225	FY 23/24 KONICA LEA	0.00	-201.58
101	108363	V	02/02/24	8136	WELLS FARGO VENDOR	501	5225	FY 23/24 KONICA LEA	0.00	-180.28
101	108363	V	02/02/24	8136	WELLS FARGO VENDOR	201	5225	FY 23/24 KONICA LEA	0.00	-248.43
101	108363	V	02/02/24	8136	WELLS FARGO VENDOR	121	5225	FY 23/24 KONICA LEA	0.00	-213.74
101	108363		02/02/24	8136	WELLS FARGO VENDOR	401	5225	FY 23/24 KONICA LEA	0.00	201.58
101	108363		02/02/24	8136	WELLS FARGO VENDOR	301	5225	FY 23/24 KONICA LEA	0.00	212.52
101	108363		02/02/24	8136	WELLS FARGO VENDOR	131	5225	FY 23/24 KONICA LEA	0.00	212.52
101	108363		02/02/24	8136	WELLS FARGO VENDOR	121	5225	FY 23/24 KONICA LEA	0.00	213.74
101	108363		02/02/24	8136	WELLS FARGO VENDOR	201	5225	FY 23/24 KONICA LEA	0.00	248.43
101	108363		02/02/24	8136	WELLS FARGO VENDOR	501	5225	FY 23/24 KONICA LEA	0.00	180.28
TOTAL CHECK									0.00	0.00
101	108364		02/02/24	9716	BRIAN WHITSON	503	5201	FY23/24 SUPPLEMENTA	0.00	345.00
101	108364	V	02/02/24	9716	BRIAN WHITSON	503	5201	FY23/24 SUPPLEMENTA	0.00	-345.00
TOTAL CHECK									0.00	0.00
101	108365	V	02/02/24	2894	WILSON'S PLUMBING &	411	5223	GAS LINE REPAIR	0.00	-1,278.11
101	108365		02/02/24	2894	WILSON'S PLUMBING &	411	5223	GAS LINE REPAIR	0.00	1,278.11
TOTAL CHECK									0.00	0.00
101	108367	V	02/02/24	10204	GRACE WODECKI	01	214	RFND LVRS PNT DEPOS	0.00	-196.00
101	108367		02/02/24	10204	GRACE WODECKI	01	214	RFND LVRS PNT DEPOS	0.00	196.00
TOTAL CHECK									0.00	0.00
101	108369		02/02/24	9739	JUSTIN SUE	301	5215	M&I & MILES-TRAININ	0.00	359.80
101	108370		02/02/24	10214	KARLA STRADLEY	131	5215	ACCOUNTING TRAINING	0.00	510.40
101	108371		02/02/24	4367	KELLY MOORE PAINT C	505	5309	LACQUER THINNER	0.00	130.00
101	108372		02/02/24	3521	KIMBALL MIDWEST	503	5223	CLUBHOUSE	0.00	61.44
101	108372		02/02/24	3521	KIMBALL MIDWEST	503	5223	MEMORIAL BENCHES	0.00	101.60
101	108372		02/02/24	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	198.35
101	108372		02/02/24	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	550.58
101	108372		02/02/24	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	40.42
101	108372		02/02/24	3521	KIMBALL MIDWEST	503	5223	CLUBHOUSE GATE	0.00	41.35
101	108372		02/02/24	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	57.68
TOTAL CHECK									0.00	1,051.42
101	108374		02/02/24	1492	LEAGUE OF CA CITIES	101	5261	ANNUAL MEMBERSHP DU	0.00	6,742.00
101	108377		02/02/24	4534	HOMETEK	503	5223	MEMORIAL BNCH INSCR	0.00	330.00
101	108377		02/02/24	4534	HOMETEK	503	5223	MEMORIAL BNCH INSCR	0.00	330.00
TOTAL CHECK									0.00	660.00

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108381	02/02/24	8817	MAUREEN C WEBB	421	5361	PRESCHOOL SUPPLIES	0.00	11.99
101	108382	02/02/24	1640	MEALS ON WHEELS	101	5215	14 LUNCHES @ $30 EA	0.00	420.00
101	108384	02/02/24	1701	MITY-LITE, INC.	401	6001	LIBRARY VEHICLE	0.00	185.07
101	108385	02/02/24	3443	MONTEREY BAY PEST C	503	5201	GOLF COURSE CLUBHOU	0.00	750.00
101	108386	02/02/24	3807	MONTEREY COUNTY WEE	201	5221	5 HRRB REMOVALS 10T	0.00	217.50
101	108386	02/02/24	3807	MONTEREY COUNTY WEE	201	5221	HRRB DTRM 420LACALL	0.00	261.00
101	108386	02/02/24	3807	MONTEREY COUNTY WEE	201	5221	HRRB HPP LACALLECOR	0.00	261.00
101	108386	02/02/24	3807	MONTEREY COUNTY WEE	201	5221	HRRB 844 LAUREL AVE	0.00	261.00
TOTAL CHECK								0.00	1,000.50
101	108387	02/02/24	1775	MONTEREY FIRE EXTIN	503	5223	SVS FR EXTNG PW YAR	0.00	1,607.04
101	108389	02/02/24	1802	CITY OF MONTEREY	351	5295	FIRE SVS OCT-DEC 20	0.00	2,048.00
101	108389	02/02/24	1802	CITY OF MONTEREY	351	5201	FY24 FIRE SERVICES	0.00	248,244.60
TOTAL CHECK								0.00	250,292.60
101	108391	02/02/24	10196	NORTHERN CALIFORNIA	301	5275	PATROL CAR CAMERA	0.00	1,265.00
101	108392	02/02/24	1958	ODP BUSINESS SOLUTI	121	5301	OFFICE SUPPLIES - C	0.00	65.92
101	108392	02/02/24	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES - C	0.00	27.30
101	108392	02/02/24	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES - C	0.00	68.78
101	108392	02/02/24	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES - C	0.00	73.19
TOTAL CHECK								0.00	235.19
101	108393	02/02/24	9576	O'REILLY AUTO ENTER	301	5227	PD STOCK	0.00	41.50
101	108393	02/02/24	9576	O'REILLY AUTO ENTER	503	5227	UNIT 58	0.00	18.50
101	108393	02/02/24	9576	O'REILLY AUTO ENTER	505	5227	PW FORK LIFT	0.00	5.78
101	108393	02/02/24	9576	O'REILLY AUTO ENTER	505	5227	UNIT 48	0.00	112.52
101	108393	02/02/24	9576	O'REILLY AUTO ENTER	505	5227	UNIT 26	0.00	175.10
101	108393	02/02/24	9576	O'REILLY AUTO ENTER	503	5227	UNIT 26	0.00	175.11
101	108393	02/02/24	9576	O'REILLY AUTO ENTER	503	5227	UNIT 58	0.00	64.99
101	108393	02/02/24	9576	O'REILLY AUTO ENTER	301	5227	UNIT 5	0.00	21.63
101	108393	02/02/24	9576	O'REILLY AUTO ENTER	503	5227	UNIT 58	0.00	37.95
101	108393	02/02/24	9576	O'REILLY AUTO ENTER	301	5227	UNIT 3	0.00	213.28
TOTAL CHECK								0.00	866.36
101	108397	02/02/24	2034	PACIFIC GROVE HARDW	201	5301	OFFICE SUPPLIES	0.00	62.36
101	108397	02/02/24	2034	PACIFIC GROVE HARDW	301	5291	OFFICE EQUIPMENT	0.00	26.88
TOTAL CHECK								0.00	89.24
101	108398	02/02/24	10208	SHARRON KRULL	401	5215	WORKSHOP PWR OF PLA	0.00	1,000.00
101	108399	02/02/24	9802	ROBERT HALF INC.	131	5201	TEMP EMPLOYEE SERVI	0.00	2,119.60
101	108399	02/02/24	9802	ROBERT HALF INC.	121	5201	TEMP EMPLOYEE SERVI	0.00	7,092.01
101	108399	02/02/24	9802	ROBERT HALF INC.	121	5201	TEMP EMPLOYEE SERVI	0.00	4,463.07
TOTAL CHECK								0.00	13,674.68
101	108400	02/02/24	9814	ROGERS JOSEPH O'DON	111	5205	LEGAL SERVICES	0.00	320.00

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108401	02/02/24	2448	SENTRY ALARM SYSTEM	351	5223	TRSH SHT SPRNKLR IN	0.00	150.00
101	108401	02/02/24	2448	SENTRY ALARM SYSTEM	351	5223	FD INSTALL	0.00	2,361.50
TOTAL CHECK								0.00	2,511.50
101	108402	02/02/24	7891	SIR SPEEDY	121	5301	BUSINESS CARDS	0.00	96.11
101	108402	02/02/24	7891	SIR SPEEDY	121	5301	BUSINESS CARDS	0.00	96.11
TOTAL CHECK								0.00	192.22
101	108403	02/02/24	2606	SUMMIT UNIFORMS	301	5275	UNIFORM	0.00	148.75
101	108403	02/02/24	2606	SUMMIT UNIFORMS	301	5275	UNIFORM	0.00	171.72
TOTAL CHECK								0.00	320.47
101	108404	02/02/24	1758	THE MONTEREY COUNTY	501	5221	ADVRT FACILITY ASSE	0.00	151.19
101	108405	02/02/24	2786	VERIZON WIRELESS	501	5212	PW	0.00	92.87
101	108405	02/02/24	2786	VERIZON WIRELESS	301	5212	PD	0.00	103.72
101	108405	02/02/24	2786	VERIZON WIRELESS	501	5212	PW	0.00	739.64
101	108405	02/02/24	2786	VERIZON WIRELESS	301	5206	WIRELESS MOBILE CON	0.00	499.82
101	108405	02/02/24	2786	VERIZON WIRELESS	201	5212	CDD	0.00	41.79
101	108405	02/02/24	2786	VERIZON WIRELESS	133	5212	ADMIN	0.00	51.64
101	108405	02/02/24	2786	VERIZON WIRELESS	351	5212	FIRE	0.00	63.21
101	108405	02/02/24	2786	VERIZON WIRELESS	401	5212	LIB	0.00	76.02
101	108405	02/02/24	2786	VERIZON WIRELESS	121	5212	CM	0.00	22.00
101	108405	02/02/24	2786	VERIZON WIRELESS	133	5212	ADMIN	0.00	38.01
TOTAL CHECK								0.00	1,728.72
101	108406	02/02/24	2800	ROXANE J VIRAY	301	5123	RTRMNT MED BNFTS MO	0.00	150.00
101	108407	02/02/24	9305	WATSONVILLE FORD	503	5227	UNIT 5	0.00	177.20
101	108408	02/02/24	8136	WELLS FARGO VENDOR	301	5225	FY 23/24 KONICA LEA	0.00	212.52
101	108408	02/02/24	8136	WELLS FARGO VENDOR	131	5225	FY 23/24 KONICA LEA	0.00	212.52
101	108408	02/02/24	8136	WELLS FARGO VENDOR	121	5225	FY 23/24 KONICA LEA	0.00	213.74
101	108408	02/02/24	8136	WELLS FARGO VENDOR	201	5225	FY 23/24 KONICA LEA	0.00	248.43
101	108408	02/02/24	8136	WELLS FARGO VENDOR	501	5225	FY 23/24 KONICA LEA	0.00	180.28
101	108408	02/02/24	8136	WELLS FARGO VENDOR	401	5225	FY 23/24 KONICA LEA	0.00	201.58
TOTAL CHECK								0.00	1,269.07
101	108409	02/02/24	9716	BRIAN WHITSON	503	5201	FY23/24 SUPPLEMENTA	0.00	345.00
101	108410	02/02/24	2894	WILSON'S PLUMBING &	411	5223	GAS LINE REPAIR	0.00	1,278.11
101	108412	02/02/24	10204	GRACE WODECKI	01	214	RFND LVRS PNT DEPOS	0.00	196.00
101	108415	02/02/24	590	COAST COUNTIES TRUC	505	5227	UNIT 26	0.00	88.90
101	108415	02/02/24	590	COAST COUNTIES TRUC	503	5227	UNIT 26	0.00	88.89
TOTAL CHECK								0.00	177.79
101	108417	02/08/24	2952	AFLAC	01	202	DED:5200 AFLAC PREM	0.00	768.15
101	108417	02/08/24	2952	AFLAC	01	202	DED:5201 AFLAC P/T	0.00	1,720.02
TOTAL CHECK								0.00	2,488.17

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108418	02/08/24	2935	CALIF LAW ENFORCMEN	01	202	DED:3200 LTD PD	0.00	640.00
101	108419	02/08/24	1	CALPERS HEALTH	01	202	DED:108 HEALTH	0.00	1,560.16
101	108419	02/08/24	1	CALPERS HEALTH	01	202	DED:103 HEALTH	0.00	2,287.05
101	108419	02/08/24	1	CALPERS HEALTH	01	202	DED:125 HEALTH	0.00	2,461.78
101	108419	02/08/24	1	CALPERS HEALTH	01	202	DED:104 HEALTH	0.00	2,476.83
101	108419	02/08/24	1	CALPERS HEALTH	01	202	DED:124 HEALTH	0.00	1,155.62
101	108419	02/08/24	1	CALPERS HEALTH	01	202	DED:2783 HEALTH	0.00	1,314.27
101	108419	02/08/24	1	CALPERS HEALTH	01	202	DED:2072 HEALTH	0.00	2,812.50
101	108419	02/08/24	1	CALPERS HEALTH	01	202	DED:2071 HEALTH	0.00	2,887.50
101	108419	02/08/24	1	CALPERS HEALTH	01	202	DED:105 HEALTH	0.00	3,335.87
101	108419	02/08/24	1	CALPERS HEALTH	01	202	DED:533 HEALTH	0.00	3,567.81
101	108419	02/08/24	1	CALPERS HEALTH	01	202	DED:123 HEALTH	0.00	3,729.46
101	108419	02/08/24	1	CALPERS HEALTH	01	202	DED:116 HEALTH	0.00	914.82
101	108419	02/08/24	1	CALPERS HEALTH	01	202	DED:121 HEALTH	0.00	946.84
101	108419	02/08/24	1	CALPERS HEALTH	01	202	DED:2073 HEALTH FAM	0.00	5,750.00
101	108419	02/08/24	1	CALPERS HEALTH	01	202	DED:4301 HEALTH	0.00	564.42
101	108419	02/08/24	1	CALPERS HEALTH	01	202	DED:106 HEALTH	0.00	5,257.12
101	108419	02/08/24	1	CALPERS HEALTH	01	202	DED:122 HEALTH	0.00	7,101.30
TOTAL CHECK								0.00	48,123.35
101	108420	02/08/24	3134	CITY OF PACIFIC GRO	01	202	DED:3301 AFLAC MED	0.00	2,193.96
101	108421	02/08/24	3393	EFT	01	202	DED:*FM MEDICARE	0.00	10,682.56
101	108421	02/08/24	3393	EFT	01	202	DED:*SCA STATE TAX	0.00	14,822.29
101	108421	02/08/24	3393	EFT	01	202	DED:*FT FEDERAL TX	0.00	37,294.97
TOTAL CHECK								0.00	62,799.82
101	108422	02/08/24	2946	PACIFIC GROVE CITY	01	202	DED:7000 ASSOC DUES	0.00	792.98
101	108423	02/08/24	2938	MASS MUTUAL (457 PL	01	202	DED:4000 DEF COMP	0.00	11,206.72
101	108423	02/08/24	2938	MASS MUTUAL (457 PL	01	202	DED:3999 ROTH IRA	0.00	325.00
TOTAL CHECK								0.00	11,531.72
101	108424	02/08/24	2936	MTRY COUNTY DEPT OF	01	202	DED:0023 GARNISH	0.00	138.46
101	108425	02/08/24	2949	PACIFIC GROVE MANAG	01	202	DED:7203 ASSOC DUES	0.00	40.00
101	108426	02/08/24	2051	CITY OF PACIFIC GRO	01	202	DED:1006 WORK COMP	0.00	38.81
101	108426	02/08/24	2051	CITY OF PACIFIC GRO	01	202	DED:1009 WORK COMP	0.00	111.98
101	108426	02/08/24	2051	CITY OF PACIFIC GRO	01	202	DED:1003 WORK COMP	0.00	5,949.21
101	108426	02/08/24	2051	CITY OF PACIFIC GRO	01	202	DED:1010 WORK COMP	0.00	3,008.73
101	108426	02/08/24	2051	CITY OF PACIFIC GRO	01	202	DED:1005 WORK COMP	0.00	1,318.81
TOTAL CHECK								0.00	10,427.54
101	108427	02/08/24	2052	CITY OF PACIFIC GRO	01	202	DED:7510 PERS REIMB	0.00	29.42
101	108428	02/08/24	2053	CITY OF PACIFIC GRO	01	202	DED:201 DENTAL	0.00	37.59
101	108428	02/08/24	2053	CITY OF PACIFIC GRO	01	202	DED:2103 DENTAL FAM	0.00	758.56
101	108428	02/08/24	2053	CITY OF PACIFIC GRO	01	202	DED:2101 DENTAL	0.00	246.35
101	108428	02/08/24	2053	CITY OF PACIFIC GRO	01	202	DED:200 DENTAL	0.00	511.65

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108428	02/08/24	2053	CITY OF PACIFIC GRO	01	202	DED:2102 DENTAL	0.00	460.90
TOTAL CHECK								0.00	2,015.05
101	108429	02/08/24	2054	CITY OF PACIFIC GRO	01	202	DED:0005 SUTA	0.00	125.96
101	108430	02/08/24	2133	PERS	01	202	DED:07 PERS CITY	0.00	5,409.26
101	108430	02/08/24	2133	PERS	01	202	DED:08 PERS OTHER	0.00	266.63
101	108430	02/08/24	2133	PERS	01	202	DED:0022 PERS SP MS	0.00	120.47
101	108430	02/08/24	2133	PERS	01	202	DED:0000 PERS	0.00	1,511.18
101	108430	02/08/24	2133	PERS	01	202	DED:0021 PERS REG M	0.00	11,319.26
101	108430	02/08/24	2133	PERS	01	202	DED:0006 PERS CITY	0.00	10,530.81
101	108430	02/08/24	2133	PERS	01	202	DED:0002 PERS	0.00	4,556.97
101	108430	02/08/24	2133	PERS	01	202	DED:0004 SURV BEN	0.00	86.49
101	108430	02/08/24	2133	PERS	01	202	DED:0009 PERS OTHER	0.00	684.42
101	108430	02/08/24	2133	PERS	01	202	DED:0018 PERS SP SF	0.00	773.62
101	108430	02/08/24	2133	PERS	01	202	DED:0025 PERS RT MS	0.00	8.94
101	108430	02/08/24	2133	PERS	01	202	DED:01 PERS	0.00	8,422.93
101	108430	02/08/24	2133	PERS	01	202	DED:0017 PERS RG SF	0.00	8,631.91
101	108430	02/08/24	2133	PERS	01	202	DED:0011 PERS ER SF	0.00	9,258.51
101	108430	02/08/24	2133	PERS	01	202	DED:0020 PERS ER M3	0.00	11,345.28
101	108430	02/08/24	2133	PERS	01	202	DED:0019 PERS RT SF	0.00	-3.44
TOTAL CHECK								0.00	72,923.24
101	108431	02/08/24	2943	POLICE OFFICERS ASS	01	202	DED:7204 ASSOC DUES	0.00	8.00
101	108431	02/08/24	2943	POLICE OFFICERS ASS	01	202	DED:7205 ASSOC DUES	0.00	886.95
TOTAL CHECK								0.00	894.95
101	108432	02/08/24	2940	LEGAL SHIELD	01	202	DED:6100 LEGAL SVC	0.00	31.75
101	108433	02/08/24	8211	STANDARD INSURANCE	01	202	DED:3500 LIFE INS	0.00	1,386.00
101	108434	02/08/24	8352	TRANSAMERICA EMPLOY	01	202	DED:5202 TRANSAMERI	0.00	426.14
101	108435	02/08/24	4177	UNION BANK OF CALIF	01	202	DED:4005 PARS-457	0.00	617.36
101	108436	02/08/24	632	VISION SERVICE PLAN	01	202	DED:300 VISION	0.00	188.46
101	108436	02/08/24	632	VISION SERVICE PLAN	01	202	DED:2503 VISION FAM	0.00	375.00
101	108436	02/08/24	632	VISION SERVICE PLAN	01	202	DED:301 VISION	0.00	30.00
101	108436	02/08/24	632	VISION SERVICE PLAN	01	202	DED:2502 VISION	0.00	62.82
101	108436	02/08/24	632	VISION SERVICE PLAN	01	202	DED:302 VISION	0.00	15.00
TOTAL CHECK								0.00	671.28
101	108437	02/09/24	7956	STATE DISABILITY TA	01	202	DED:0026 SDI	0.00	4,101.05
101	108440	02/16/24	10236	ALIA HOCHGESANG	01	4462	REFUND MICAH SOCCER	0.00	12.38
101	108441	02/16/24	10240	ALLI MAYORGA	01	4462	REFUND MILO SOCCER	0.00	12.38
101	108441	02/16/24	10240	ALLI MAYORGA	01	4469	REFUND MILO B&TAP	0.00	25.00
TOTAL CHECK								0.00	37.38
101	108442	02/16/24	10254	AMANDA SEDACA-JUNEJ	01	4462	REFUND ALEX SOCCER	0.00	12.38

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108443	02/16/24	10231	ANALIS BANS	01	4469	REFUND BRISA B&TAP	0.00	25.00
101	108444	02/16/24	9988	ANNETTE KAUFMAN	01	4462	REFUND ALICE SOCCER	0.00	12.38
101	108445	02/16/24	10235	ANTONIO ESPINO	01	4462	REFUND GABRIEL SOCC	0.00	12.38
101	108446	02/16/24	10245	ASHLEY MORANDA	01	4462	REFUND BRADEN SOCCE	0.00	13.50
101	108447	02/16/24	10138	AUGUSTA WELTY	01	4469	REFUND MAE B&TAP	0.00	25.00
101	108447	02/16/24	10138	AUGUSTA WELTY	01	4462	REFUND MAE SOCCER	0.00	12.38
TOTAL CHECK								0.00	37.38
101	108448	02/16/24	10257	BROOKS VELASQUEZ	01	4462	REFUND BROOKS SOCCE	0.00	12.38
101	108449	02/16/24	9789	CHANDRA WEAVER	01	4469	REFUND HAZEL B&TAP	0.00	25.00
101	108450	02/16/24	10255	CHERYL SINNING	01	4469	REFUND CHERYL TAI C	0.00	10.00
101	108451	02/16/24	10228	ELIZABETH ALIOTTI	01	4462	REFUND LUCA SOCCER	0.00	13.50
101	108452	02/16/24	10243	ERIC MEYER	01	4462	REFUND NICOLAS SOCC	0.00	12.38
101	108453	02/16/24	10229	EVA ASTURI	01	4462	REFUND EVELYLN SOCC	0.00	12.38
101	108454	02/16/24	10248	HEATHER PADINI	01	4462	REFUND DYLAN SOCCER	0.00	13.50
101	108455	02/16/24	10256	JENNIFER STAPLES	01	4462	REFUND LOGAN SOCCER	0.00	12.38
101	108456	02/16/24	9101	JENNY JACOX	01	4469	REFUND MACY AF-LTN	0.00	25.00
101	108457	02/16/24	10136	JESSICA MORRIS	01	4469	REFUND WESLEY B&TAP	0.00	25.00
101	108457	02/16/24	10136	JESSICA MORRIS	01	4462	REFUND WESLEY SOCCE	0.00	12.38
TOTAL CHECK								0.00	37.38
101	108458	02/16/24	10244	JONINA MEYERS	01	4469	REFUND JONINA TAI C	0.00	10.00
101	108459	02/16/24	10249	KARINA POHLMANN	01	4462	REFUND LEVI SOCCER	0.00	13.50
101	108460	02/16/24	10242	KELLY MCKAY	01	4469	REFUND ROSIE B&TAP	0.00	25.00
101	108461	02/16/24	10039	KRISTEN PACE	01	4462	REFUND SUMMER SOCCE	0.00	12.38
101	108462	02/16/24	9329	LAUREN WALSH	01	4462	REFUND MILA SOCCER	0.00	12.38
101	108463	02/16/24	9566	LENI HAZLETT	01	4469	REFUND LENI TAI CHI	0.00	10.00
101	108464	02/16/24	9985	LESLIE DINNEEN	01	4469	REFUND LINCOLN B&TA	0.00	25.00
101	108465	02/16/24	10239	LISSA MAGANELLI	01	4462	REFUND CLARK SOCCER	0.00	13.50
101	108466	02/16/24	10237	MARCO LUCIDO	01	4462	REFUND AVA SOCCER	0.00	12.38

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108467	02/16/24	9787	MARIA QUARTAROLO	01	4469	REFUND ADRIANA B&TA	0.00	25.00
101	108468	02/16/24	10182	MEGAN MCKENNA	01	4469	REFUND HENRIETTA JA	0.00	12.50
101	108469	02/16/24	10251	MEGAN RAMIREZ	01	4462	REFUND LOGAN SOCCER	0.00	13.50
101	108470	02/16/24	10140	MEGAN ROACH	01	4469	REFUND ZELLA B&TAP	0.00	25.00
101	108470	02/16/24	10140	MEGAN ROACH	01	4462	REFUND ZELLA SOCCER	0.00	12.38
TOTAL CHECK								0.00	37.38
101	108471	02/16/24	10227	MICHELLE ADRIAN	01	4462	REFUND DAVID SOCCER	0.00	24.76
101	108472	02/16/24	7087	MOE OR TRINA AMMAR	01	4462	REFUND NATAS SOCCER	0.00	12.38
101	108473	02/16/24	9171	MOLLIE COLLYER	01	4469	REFUND AUDREY B&TAP	0.00	25.00
101	108474	02/16/24	10253	NATALIE SCLAFANI	01	4469	REFUND LUCINDA B&TA	0.00	25.00
101	108475	02/16/24	10230	NETTA AVINERI	01	4462	REFUND LILIANA SOCC	0.00	13.50
101	108476	02/16/24	10246	PATRICIA NOFZIGER	01	4469	RFND PATRICIA TAI C	0.00	10.00
101	108477	02/16/24	10232	QUINCEY BRINKER	01	4462	REFUND LARKIN SOCCE	0.00	12.38
101	108478	02/16/24	9321	REBECCA GAMECHO	01	4469	REFUND JACQUELINE B	0.00	25.00
101	108479	02/16/24	10252	RENEE RIGGIN	01	4469	REFUND ZEPHYR B&TAP	0.00	25.00
101	108480	02/16/24	10247	RYAN OLIVER	01	4469	REFUND ARABELLA B&T	0.00	25.00
101	108480	02/16/24	10247	RYAN OLIVER	01	4462	RFND ARABELLA SOCCE	0.00	12.38
TOTAL CHECK								0.00	37.38
101	108481	02/16/24	9387	SA VANNA BAKER LEYV	01	4462	REFUND VIOLET SOCCE	0.00	12.38
101	108482	02/16/24	10233	SARA DAVI	01	4462	REFUND BELLA SOCCER	0.00	13.50
101	108482	02/16/24	10233	SARA DAVI	01	4469	REFUND BELLA B&TAP	0.00	25.00
TOTAL CHECK								0.00	38.50
101	108483	02/16/24	9975	SARAH BEHM	01	4469	REFUND DASOM BLT&TA	0.00	25.00
101	108484	02/16/24	10001	SARAH VILLANUEVA	01	4469	REFUND KEONE B&T	0.00	25.00
101	108485	02/16/24	10238	SAVANNAH LUNT	01	4462	REFUND ELLIOTT SOCC	0.00	12.38
101	108486	02/16/24	10226	TAYLOR MOULTON	01	4462	REFUND BROOKS SOCCE	0.00	12.38
101	108487	02/16/24	9721	TRACY TURPEN	01	4462	REFUND TEAGUE SOCCE	0.00	12.38
101	108488	02/16/24	10250	YAO QIAN	01	4469	RFND ERIN AF-LTN JA	0.00	12.50
101	108489	02/16/24	10234	ZSANETT ELLINAN	01	4463	REFUND BENJAMIN CAM	0.00	147.75

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108490	02/16/24	10212	AARON CAMPBELL	201	5221	CEQARECORDER 111 10	0.00	52.50
101	108491	02/16/24	8953	ALFREDOS CONCRETE	505	5201	ADA RAMP @ 226 LOBO	0.00	17,672.00
101	108492	02/16/24	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	1,642.03
101	108492	02/16/24	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	921.14
101	108492	02/16/24	106	AMERICAN SUPPLY COM	503	5305	CREDIT MEMO	0.00	-544.07
101	108492	02/16/24	106	AMERICAN SUPPLY COM	503	5305	CREDIT MEMO	0.00	-284.05
101	108492	02/16/24	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	168.46
101	108492	02/16/24	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	77.52
101	108492	02/16/24	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	182.83
101	108492	02/16/24	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	341.95
TOTAL CHECK								0.00	2,505.81
101	108493	02/16/24	9430	ARAMARK UNIFORM & C	301	5201	DEPARTMENT LINEN SE	0.00	145.12
101	108494	02/16/24	7935	ARROWHEAD SCIENTIFI	301	5301	SUPPLIES	0.00	39.46
101	108495	02/16/24	6154	AT&T	133	5206	LH INTERNET	0.00	106.29
101	108496	02/16/24	5363	AT&T CALNET 3	133	5206	LIB INTRNT 3343	0.00	229.39
101	108496	02/16/24	5363	AT&T CALNET 3	133	5212	ADMIN	0.00	29.37
101	108496	02/16/24	5363	AT&T CALNET 3	133	5212	ADMIN 3342	0.00	1,554.35
TOTAL CHECK								0.00	1,813.11
101	108497	02/16/24	8476	AT&T MOBILITY	133	5206	LIB INTRNT 31990	0.00	80.48
101	108498	02/16/24	213	BAKER & TAYLOR COMP	401	5301	LIBRARY SUPPLIES	0.00	8.90
101	108498	02/16/24	213	BAKER & TAYLOR COMP	401	5301	LIBRARY SUPPLIES	0.00	157.54
101	108498	02/16/24	213	BAKER & TAYLOR COMP	401	5301	LIBRARY SUPPLIES	0.00	72.64
TOTAL CHECK								0.00	239.08
101	108499	02/16/24	10219	BIG SUR ADVENTURES,	501	5309	INTERN E-BIKES	0.00	2,852.77
101	108501	02/16/24	6329	BURKE, WILLIAMS & S	111	5203	CITY ATTORNEY SERVI	0.00	73,937.50
101	108502	02/16/24	5303	VERIZON BUSINESS	301	5206	PORT ACCESS	0.00	601.75
101	108503	02/16/24	4061	GREG PATTERSON	503	5223	PW YARD GATE	0.00	983.38
101	108504	02/16/24	399	CA DEPT OF INDUSTRI	411	5223	INSPECTION FEE	0.00	675.00
101	108508	02/16/24	2993	CENTRALSQUARE TECHN	131	5201	FINANCE SOFTWARE	0.00	4,726.62
101	108508	02/16/24	2993	CENTRALSQUARE TECHN	131	5201	FINANCE SOFTWARE	0.00	4,726.62
TOTAL CHECK								0.00	9,453.24
101	108509	02/16/24	5171	COMCAST	133	5206	PD INTRNT 387836	0.00	155.98
101	108509	02/16/24	5171	COMCAST	133	5206	PW INTRNT 4117	0.00	238.75
TOTAL CHECK								0.00	394.73
101	108510	02/16/24	9564	DECKARD TECHNOLOGIE	201	5202	SOFTWARE FOR STVR	0.00	7,000.00

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108511	02/16/24	9395	DLT SOLUTIONS LLC	133	5229	SFTWR-MORE KACEAGEN	0.00	28.20
101	108513	02/16/24	5094	COASTAL FABRICATION	503	5223	ALUMINUM BENCH SUPP	0.00	5,587.03
101	108514	02/16/24	592	FOREST HILL ACE HAR	503	5309	SPRAY PAINT	0.00	7.64
101	108514	02/16/24	592	FOREST HILL ACE HAR	502	5309	MECH STOCK	0.00	31.38
TOTAL CHECK								0.00	39.02
101	108515	02/16/24	7127	GACHINA LANDSCAPE M	503	5201	FY23/24 PARK MOWING	0.00	639.63
101	108515	02/16/24	7127	GACHINA LANDSCAPE M	503	5201	FY23/24 PARK MOWING	0.00	639.63
TOTAL CHECK								0.00	1,279.26
101	108516	02/16/24	7884	GARDAWORLD	131	5201	FEB 2024	0.00	88.03
101	108517	02/16/24	10221	GATEWAY CENTER OF M	01	4402	REFUND-PERMIT NOT R	0.00	241.00
101	108518	02/16/24	9275	GEOGRAPHIC TECHNOLO	133	5201	GIS IMPLEMENT PHASE	0.00	2,277.00
101	108518	02/16/24	9275	GEOGRAPHIC TECHNOLO	133	5201	GIS SANBORN TRBLSHO	0.00	2,249.00
TOTAL CHECK								0.00	4,526.00
101	108519	02/16/24	9860	GOOD CITY COMPANY	121	5202	CITY-WIDE WILDLIFE	0.00	1,511.25
101	108519	02/16/24	9860	GOOD CITY COMPANY	121	5202	CITY-WIDE WILDLIFE	0.00	2,047.50
TOTAL CHECK								0.00	3,558.75
101	108520	02/16/24	1105	GRANITE ROCK COMPAN	503	5223	WASHED SAND	0.00	460.38
101	108521	02/16/24	1138	GROVE MARKET	421	5361	PROGRAM SUPPLIES	0.00	17.39
101	108522	02/16/24	6743	HANA GARDENS SEASID	503	5223	CITY HALL PLANTS	0.00	95.48
101	108522	02/16/24	6743	HANA GARDENS SEASID	503	5223	CITY HALL MULCH	0.00	95.48
101	108522	02/16/24	6743	HANA GARDENS SEASID	503	5223	CITY HALL MULCH	0.00	95.48
TOTAL CHECK								0.00	286.44
101	108523	02/16/24	1199	HAYWARD LUMBER COMP	503	5309	SEA PALM	0.00	96.07
101	108523	02/16/24	1199	HAYWARD LUMBER COMP	503	5223	BENCHES	0.00	186.86
101	108523	02/16/24	1199	HAYWARD LUMBER COMP	503	5223	CLUBHOUSE	0.00	59.14
101	108523	02/16/24	1199	HAYWARD LUMBER COMP	503	5223	CLUBHOUSE	0.00	74.30
101	108523	02/16/24	1199	HAYWARD LUMBER COMP	503	5223	SUPPLIES	0.00	65.20
101	108523	02/16/24	1199	HAYWARD LUMBER COMP	503	5223	CLUBHOUSE	0.00	17.52
101	108523	02/16/24	1199	HAYWARD LUMBER COMP	505	5309	BIKE TRAIL	0.00	27.30
101	108523	02/16/24	1199	HAYWARD LUMBER COMP	503	5223	SUPPLIES	0.00	9.08
101	108523	02/16/24	1199	HAYWARD LUMBER COMP	503	5223	BENCHES	0.00	501.09
TOTAL CHECK								0.00	1,036.56
101	108524	02/16/24	10070	HEIHACHIRO TAKARABE	421	5208	TAI CHI CLASS	0.00	84.00
101	108525	02/16/24	8993	HR & ASSOCIATES	225	5201	ATC PLANNING SERVIC	0.00	1,662.50
101	108526	02/16/24	1300	INTERNATIONAL BUSIN	301	5201	COMPUTER SERVICES	0.00	1,152.00
101	108527	02/16/24	7433	IPS GROUP, INC	301	5213	METER BANK FEES	0.00	1,318.68

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108529	02/16/24	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	123.42
101	108529	02/16/24	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	121.44
101	108529	02/16/24	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	289.60
TOTAL CHECK								0.00	534.46
101	108531	02/16/24	7097	LAKESHORE LEARNING	401	6001	LIB MOVE	0.00	2,287.68
101	108532	02/16/24	5050	LAS ANIMAS MARINA	505	5331	STREET SUPPLIES	0.00	860.95
101	108532	02/16/24	5050	LAS ANIMAS MARINA	505	5331	CONCRETE	0.00	884.86
TOTAL CHECK								0.00	1,745.81
101	108533	02/16/24	6098	LEAGUE OF CALIFORNI	101	5261	MEMBERSHIP	0.00	300.00
101	108535	02/16/24	1638	MONTEREY PEACE OFFI	301	5291	POLICE RANGE USAGE	0.00	315.00
101	108538	02/16/24	1693	MISSION LINEN SUPPL	351	5291	FD LINEN CLEANING F	0.00	89.98
101	108538	02/16/24	1693	MISSION LINEN SUPPL	351	5291	FD LINEN CLEANING F	0.00	77.33
101	108538	02/16/24	1693	MISSION LINEN SUPPL	351	5291	FD LINEN CLEANING F	0.00	17.76
101	108538	02/16/24	1693	MISSION LINEN SUPPL	351	5291	FD LINEN CLEANING F	0.00	77.33
101	108538	02/16/24	1693	MISSION LINEN SUPPL	351	5291	FD LINEN CLEANING F	0.00	77.33
101	108538	02/16/24	1693	MISSION LINEN SUPPL	351	5291	FD LINEN CLEANING F	0.00	89.98
TOTAL CHECK								0.00	429.71
101	108541	02/16/24	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	16.07
101	108541	02/16/24	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	16.07
101	108541	02/16/24	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	16.06
101	108541	02/16/24	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	16.07
101	108541	02/16/24	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	16.06
101	108541	02/16/24	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	16.07
101	108541	02/16/24	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	16.07
101	108541	02/16/24	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	4.40
101	108541	02/16/24	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	4.40
101	108541	02/16/24	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	4.40
101	108541	02/16/24	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	16.07
101	108541	02/16/24	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	16.06
101	108541	02/16/24	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	79.50
101	108541	02/16/24	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	82.44
101	108541	02/16/24	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	82.44
101	108541	02/16/24	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	82.45
101	108541	02/16/24	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	80.60
101	108541	02/16/24	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	80.60
101	108541	02/16/24	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	80.60
101	108541	02/16/24	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	79.50
101	108541	02/16/24	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	16.07
101	108541	02/16/24	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	16.07
101	108541	02/16/24	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	16.07
101	108541	02/16/24	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	79.50
101	108541	02/16/24	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	79.50
101	108541	02/16/24	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	79.50
101	108541	02/16/24	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	16.07
101	108541	02/16/24	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	16.07
101	108541	02/16/24	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	19.43

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108541	02/16/24	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	19.43
101	108541	02/16/24	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	19.43
101	108541	02/16/24	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	16.07
101	108541	02/16/24	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	79.50
101	108541	02/16/24	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	79.50
101	108541	02/16/24	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	79.50
101	108541	02/16/24	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	79.50
TOTAL CHECK								0.00	1,517.14
101	108542	02/16/24	3443	MONTEREY BAY PEST C	503	5201	ANNUAL PEST CONTROL	0.00	180.00
101	108542	02/16/24	3443	MONTEREY BAY PEST C	503	5201	ANNUAL PEST CONTROL	0.00	490.00
TOTAL CHECK								0.00	670.00
101	108543	02/16/24	1756	MONTEREY COUNTY HEA	301	5201	SART EXAM	0.00	52.00
101	108544	02/16/24	1798	MONTEREY ONE WATER	501	5222	JAN 1 - FEB 29, 202	0.00	215.80
101	108544	02/16/24	1798	MONTEREY ONE WATER	401	5222	JAN 1 - FEB 29, 202	0.00	215.90
101	108544	02/16/24	1798	MONTEREY ONE WATER	411	5222	JAN 1 - FEB 29, 202	0.00	431.60
101	108544	02/16/24	1798	MONTEREY ONE WATER	131	5222	JAN 1 - FEB 29, 202	0.00	1,510.60
101	108544	02/16/24	1798	MONTEREY ONE WATER	421	5222	JAN 1 - FEB 29, 202	0.00	1,618.50
101	108544	02/16/24	1798	MONTEREY ONE WATER	503	5222	JAN 1 - FEB 29, 202	0.00	7,538.96
101	108544	02/16/24	1798	MONTEREY ONE WATER	351	5222	JAN 1 - FEB 29, 202	0.00	863.20
TOTAL CHECK								0.00	12,394.56
101	108546	02/16/24	1797	MONTEREY REGIONAL W	505	5201	SB1383 IMPLEMENTATI	0.00	10,491.00
101	108548	02/16/24	7983	GOVERNMENTJOBS.COM,	133	5239	HR SOFTWARE	0.00	4,244.27
101	108549	02/16/24	4299	NOLAND, HAMERLY, ET	111	5205	ENAYATI CASES #21CV	0.00	3,771.10
101	108550	02/16/24	1958	ODP BUSINESS SOLUTI	131	5301	OFFICE SUPPLIES	0.00	209.77
101	108550	02/16/24	1958	ODP BUSINESS SOLUTI	131	5301	OFFICE SUPPLIES - F	0.00	128.90
101	108550	02/16/24	1958	ODP BUSINESS SOLUTI	131	5301	OFFICE SUPPLIES - F	0.00	140.90
101	108550	02/16/24	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES - C	0.00	155.34
101	108550	02/16/24	1958	ODP BUSINESS SOLUTI	131	5301	OFFICE SUPPLIES - F	0.00	111.82
101	108550	02/16/24	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	64.82
101	108550	02/16/24	1958	ODP BUSINESS SOLUTI	121	5301	OFFICE SUPPLIES	0.00	83.00
101	108550	02/16/24	1958	ODP BUSINESS SOLUTI	131	5301	OFFICE SUPPLIES - F	0.00	59.63
101	108550	02/16/24	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	27.54
101	108550	02/16/24	1958	ODP BUSINESS SOLUTI	121	5301	CREDIT MEMO - CM	0.00	-22.45
TOTAL CHECK								0.00	959.27
101	108551	02/16/24	9576	O'REILLY AUTO ENTER	301	5227	UNIT 40	0.00	9.94
101	108551	02/16/24	9576	O'REILLY AUTO ENTER	501	5227	UNIT 69	0.00	125.14
TOTAL CHECK								0.00	135.08
101	108552	02/16/24	2024	PACIFIC GAS & ELECT	505	5222	GOLF STREETS	0.00	9.28
101	108552	02/16/24	2024	PACIFIC GAS & ELECT	421	5222	REC 4030-4	0.00	41.64
101	108552	02/16/24	2024	PACIFIC GAS & ELECT	501	5222	PW 212-9	0.00	754.30
101	108552	02/16/24	2024	PACIFIC GAS & ELECT	421	5222	REC 956-9	0.00	697.09
TOTAL CHECK								0.00	1,502.31

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	401	5223	LIBRARY	0.00	18.68
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	502	5309	MECH	0.00	21.14
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	26.98
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	30.73
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	41.49
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	502	5309	MECH	0.00	31.38
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	3.27
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	502	5309	MECH	0.00	13.08
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	13.10
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	502	5309	MECH	0.00	17.47
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	411	5223	MUSEUM	0.00	21.39
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	502	5309	MECH	0.00	7.84
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	7.41
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	401	5223	LIBRARY	0.00	2.82
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	2.88
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	44.31
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	7.64
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	401	5223	LIBRARY	0.00	4.36
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	351	5223	CREDIT MEMO - FD	0.00	-30.13
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	505	5309	STREETS	0.00	5.45
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	3.70
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	502	5309	MECH	0.00	4.36
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	411	5223	MUSEUM	0.00	8.73
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	503	5223	CREDIT MEMO	0.00	-109.87
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	301	5223	POLICE B&G	0.00	0.92
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	37.78
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	502	5309	MECH	0.00	29.49
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	28.39
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	301	5223	POLICE B&G	0.00	13.09
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	21.07
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	401	5223	LIBRARY	0.00	16.38
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	505	5309	STREETS	0.00	20.95
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	24.02
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	401	5223	LIBRARY	0.00	26.20
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	201	5301	OFFICE SUPPLIES	0.00	49.33
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	505	5309	STREETS	0.00	61.14
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	411	5223	MUSEUM	0.00	67.24
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	76.93
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	421	5291	REC DEPT	0.00	61.07
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	67.70
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	502	5309	MECH	0.00	64.39
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	401	5223	LIBRARY	0.00	76.53
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	301	5291	HEATER	0.00	87.39
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	73.67
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	351	5223	FIRE DEPT	0.00	79.27
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	255.63
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	301	5223	POLICE B&G	0.00	96.12
TOTAL CHECK								0.00	1,532.91
101	108559	02/16/24	8383	POWERDMS, INC.	301	5201	CALEA SFTWR PRGRM	0.00	625.00
101	108560	02/16/24	2219	PURE WATER	501	5309	WATER SERVICE	0.00	42.60

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108560	02/16/24	2219	PURE WATER	502	5309	WATER SERVICE	0.00	42.60
101	108560	02/16/24	2219	PURE WATER	503	5309	WATER SERVICE	0.00	42.60
101	108560	02/16/24	2219	PURE WATER	505	5309	WATER SERVICE	0.00	42.60
TOTAL CHECK								0.00	170.40
101	108561	02/16/24	6411	QUADIENT LEASING US	301	5225	FY 23/24 MAIL MACHI	0.00	19.00
101	108561	02/16/24	6411	QUADIENT LEASING US	121	5225	FY 23/24 MAIL MACHI	0.00	30.00
101	108561	02/16/24	6411	QUADIENT LEASING US	501	5225	FY 23/24 MAIL MACHI	0.00	30.00
101	108561	02/16/24	6411	QUADIENT LEASING US	131	5225	FY 23/24 MAIL MACHI	0.00	60.00
101	108561	02/16/24	6411	QUADIENT LEASING US	301	5225	FY 23/24 MAIL MACHI	0.00	19.00
101	108561	02/16/24	6411	QUADIENT LEASING US	121	5225	FY 23/24 MAIL MACHI	0.00	30.00
101	108561	02/16/24	6411	QUADIENT LEASING US	501	5225	FY 23/24 MAIL MACHI	0.00	30.00
101	108561	02/16/24	6411	QUADIENT LEASING US	101	5225	FY 23/24 MAIL MACHI	0.00	35.00
101	108561	02/16/24	6411	QUADIENT LEASING US	421	5225	FY 23/24 MAIL MACHI	0.00	200.00
101	108561	02/16/24	6411	QUADIENT LEASING US	201	5225	FY 23/24 MAIL MACHI	0.00	40.15
101	108561	02/16/24	6411	QUADIENT LEASING US	401	5225	FY 23/24 MAIL MACHI	0.00	50.00
101	108561	02/16/24	6411	QUADIENT LEASING US	101	5225	FY 23/24 MAIL MACHI	0.00	35.00
101	108561	02/16/24	6411	QUADIENT LEASING US	201	5225	FY 23/24 MAIL MACHI	0.00	40.15
101	108561	02/16/24	6411	QUADIENT LEASING US	401	5225	FY 23/24 MAIL MACHI	0.00	50.00
101	108561	02/16/24	6411	QUADIENT LEASING US	131	5225	FY 23/24 MAIL MACHI	0.00	60.00
101	108561	02/16/24	6411	QUADIENT LEASING US	421	5225	FY 23/24 MAIL MACHI	0.00	200.00
TOTAL CHECK								0.00	928.30
101	108562	02/16/24	10223	QUALIFICATION TARGE	01	220	CA TAX 9.25% X 130	0.00	12.03
101	108562	02/16/24	10223	QUALIFICATION TARGE	301	5316	TARGETS FOR RANGE	0.00	210.86
TOTAL CHECK								0.00	222.89
101	108563	02/16/24	7621	READY REFRESH	301	5291	WATER SERVICE	0.00	201.50
101	108564	02/16/24	10017	RESTORATION FAMILY	301	5201	EAP SERVICES	0.00	600.00
101	108565	02/16/24	6520	RINCON CONSULTANTS,	201	5202	RINCON - HOUSING EL	0.00	3,812.75
101	108567	02/16/24	2448	SENTRY ALARM SYSTEM	401	5223	LIBRARY FIRE ALARM	0.00	250.00
101	108568	02/16/24	2497	SIRCHIE ACQUISITION	301	5275	SAFETY SUPPLIES	0.00	312.15
101	108569	02/16/24	9336	STAPHANY ARRIOLA	421	5361	PROGRAM SUPPLIES	0.00	52.97
101	108570	02/16/24	2606	SUMMIT UNIFORMS	301	5291	UNIFORMS	0.00	20.78
101	108572	02/16/24	10078	THE PUN GROUP, LLP	131	5201	AUDIT, ACFR, & GANN	0.00	10,000.00
101	108572	02/16/24	10078	THE PUN GROUP, LLP	131	5201	AUDIT, ACFR, & GANN	0.00	10,000.00
TOTAL CHECK								0.00	20,000.00
101	108573	02/16/24	2680	TOPE'S TREE SERVICE	513	5201	FY23/24 TREE SERVIC	0.00	14,485.74
101	108574	02/16/24	2684	TRACNET CORPORATION	301	5201	RMS TRACNET SERVER	0.00	9,400.00
101	108575	02/16/24	8379	TRANSUNION RISK AND	301	5201	4170441/TLO	0.00	75.00
101	108576	02/16/24	9303	WATSONVILLE CHRYSLE	301	5227	UNIT 7	0.00	70.20

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108577	02/16/24	9305	WATSONVILLE FORD	301	5227	UNIT PE1	0.00	131.58
101	108577	02/16/24	9305	WATSONVILLE FORD	501	5227	PWA UNIT 3	0.00	177.55
TOTAL CHECK								0.00	309.13
101	108578	02/16/24	9716	BRIAN WHITSON	503	5201	FY23/24 SUPPLEMENTA	0.00	345.00
101	108578	02/16/24	9716	BRIAN WHITSON	503	5201	MUSEUM CLEANING	0.00	2,100.00
TOTAL CHECK								0.00	2,445.00
101	108580	02/16/24	1788	MONTEREY COUNTY CON	130	5261	JURISDICTION IMPROV	0.00	37,973.00
101	108581	02/16/24	5963	PEOPLE INFORMATION	133	5239	GIS SOFTWARE - AWS	0.00	800.00
101	108581	02/16/24	5963	PEOPLE INFORMATION	133	5239	GIS SOFTWARE - AWS	0.00	2,747.50
TOTAL CHECK								0.00	3,547.50
101	108583	02/16/24	4943	US BANK	301	5291	ANDERSON	0.00	-1,100.89
101	108583	02/16/24	4943	US BANK	133	5229	KHASIMI	0.00	6.78
101	108583	02/16/24	4943	US BANK	121	5301	LIVIAN	0.00	16.92
101	108583	02/16/24	4943	US BANK	131	5291	LATE FEE	0.00	17.16
101	108583	02/16/24	4943	US BANK	133	5206	KHASIMI	0.00	19.99
101	108583	02/16/24	4943	US BANK	121	5301	KANDELL	0.00	25.46
101	108583	02/16/24	4943	US BANK	101	5301	LIVIAN	0.00	54.63
101	108583	02/16/24	4943	US BANK	121	5211	LIVIAN	0.00	57.50
101	108583	02/16/24	4943	US BANK	421	5309	CLARK	0.00	63.20
101	108583	02/16/24	4943	US BANK	131	5215	LIVIAN	0.00	64.23
101	108583	02/16/24	4943	US BANK	301	5215	LIVIAN	0.00	64.24
101	108583	02/16/24	4943	US BANK	121	5236	COYLE	0.00	64.89
101	108583	02/16/24	4943	US BANK	401	6001	GODWIN	0.00	80.65
101	108583	02/16/24	4943	US BANK	501	5261	GHO	0.00	83.75
101	108583	02/16/24	4943	US BANK	101	5215	LIVIAN	0.00	231.08
101	108583	02/16/24	4943	US BANK	401	5201	GODWIN	0.00	250.00
101	108583	02/16/24	4943	US BANK	121	5215	KANDELL	0.00	250.00
101	108583	02/16/24	4943	US BANK	401	6001	COYLE	0.00	260.24
101	108583	02/16/24	4943	US BANK	201	5261	KROEGER	0.00	275.00
101	108583	02/16/24	4943	US BANK	121	5303	LIVIAN	0.00	507.56
101	108583	02/16/24	4943	US BANK	301	5301	PD TRAVEL	0.00	581.75
101	108583	02/16/24	4943	US BANK	301	5275	PD TRAVEL	0.00	89.23
101	108583	02/16/24	4943	US BANK	121	5236	KROEGER	0.00	98.00
101	108583	02/16/24	4943	US BANK	201	5291	KROEGER	0.00	104.84
101	108583	02/16/24	4943	US BANK	133	5301	KHASIMI	0.00	205.87
101	108583	02/16/24	4943	US BANK	301	5261	PD TRAVEL	0.00	230.00
101	108583	02/16/24	4943	US BANK	121	5216	LIVIAN	0.00	645.00
101	108583	02/16/24	4943	US BANK	133	5212	KHASIMI	0.00	672.75
101	108583	02/16/24	4943	US BANK	133	5307	KHASIMI	0.00	1,660.55
101	108583	02/16/24	4943	US BANK	501	5309	LIVIAN	0.00	3,068.29
101	108583	02/16/24	4943	US BANK	503	5223	GHO	0.00	694.60
101	108583	02/16/24	4943	US BANK	421	5361	CLARK	0.00	753.86
101	108583	02/16/24	4943	US BANK	401	5303	COYLE	0.00	754.01
101	108583	02/16/24	4943	US BANK	301	5301	HOFFMAN	0.00	993.09
101	108583	02/16/24	4943	US BANK	301	5215	PD TRAVEL	0.00	1,048.90
101	108583	02/16/24	4943	US BANK	301	5291	ANDERSON	0.00	1,100.89
101	108583	02/16/24	4943	US BANK	133	5224	KHASIMI	0.00	418.61

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108583	02/16/24	4943	US BANK	502	5309	GHO	0.00	303.48
101	108583	02/16/24	4943	US BANK	401	5301	GODWIN	0.00	311.87
101	108583	02/16/24	4943	US BANK	131	5303	HANNAH	0.00	345.00
101	108583	02/16/24	4943	US BANK	401	5301	COYLE	0.00	397.75
101	108583	02/16/24	4943	US BANK	301	5291	HOFFMAN	0.00	406.21
TOTAL CHECK								0.00	16,176.94
101	108584	02/23/24	2952	AFLAC	01	202	DED:5201 AFLAC P/T	0.00	1,538.94
101	108584	02/23/24	2952	AFLAC	01	202	DED:5200 AFLAC PREM	0.00	742.95
TOTAL CHECK								0.00	2,281.89
101	108585	02/23/24	1	CALPERS HEALTH	01	202	DED:4301 HEALTH	0.00	564.42
101	108585	02/23/24	1	CALPERS HEALTH	01	202	DED:2073 HEALTH FAM	0.00	6,627.50
101	108585	02/23/24	1	CALPERS HEALTH	01	202	DED:122 HEALTH	0.00	7,574.72
101	108585	02/23/24	1	CALPERS HEALTH	01	202	DED:2072 HEALTH	0.00	4,234.00
101	108585	02/23/24	1	CALPERS HEALTH	01	202	DED:105 HEALTH	0.00	2,262.57
101	108585	02/23/24	1	CALPERS HEALTH	01	202	DED:103 HEALTH	0.00	2,287.05
101	108585	02/23/24	1	CALPERS HEALTH	01	202	DED:125 HEALTH	0.00	2,461.78
101	108585	02/23/24	1	CALPERS HEALTH	01	202	DED:104 HEALTH	0.00	2,655.25
101	108585	02/23/24	1	CALPERS HEALTH	01	202	DED:2071 HEALTH	0.00	2,793.00
101	108585	02/23/24	1	CALPERS HEALTH	01	202	DED:123 HEALTH	0.00	2,840.52
101	108585	02/23/24	1	CALPERS HEALTH	01	202	DED:4304 HEALTH	0.00	-310.92
101	108585	02/23/24	1	CALPERS HEALTH	01	202	DED:533 HEALTH	0.00	3,567.81
101	108585	02/23/24	1	CALPERS HEALTH	01	202	DED:106 HEALTH	0.00	3,942.84
101	108585	02/23/24	1	CALPERS HEALTH	01	202	DED:116 HEALTH	0.00	914.82
101	108585	02/23/24	1	CALPERS HEALTH	01	202	DED:121 HEALTH	0.00	946.84
101	108585	02/23/24	1	CALPERS HEALTH	01	202	DED:124 HEALTH	0.00	1,230.89
101	108585	02/23/24	1	CALPERS HEALTH	01	202	DED:126 HEALTH	0.00	1,230.90
101	108585	02/23/24	1	CALPERS HEALTH	01	202	DED:2783 HEALTH	0.00	1,314.27
101	108585	02/23/24	1	CALPERS HEALTH	01	202	DED:108 HEALTH	0.00	1,708.55
TOTAL CHECK								0.00	48,846.81
101	108586	02/23/24	3134	CITY OF PACIFIC GRO	01	202	DED:3301 AFLAC MED	0.00	1,973.58
101	108587	02/23/24	3393	EFT	01	202	DED:*FM MEDICARE	0.00	10,516.62
101	108587	02/23/24	3393	EFT	01	202	DED:*SCA STATE TAX	0.00	13,982.16
101	108587	02/23/24	3393	EFT	01	202	DED:*FT FEDERAL TX	0.00	35,958.96
TOTAL CHECK								0.00	60,457.74
101	108588	02/23/24	2946	PACIFIC GROVE CITY	01	202	DED:7000 ASSOC DUES	0.00	746.36
101	108589	02/23/24	2938	MASS MUTUAL (457 PL	01	202	DED:3999 ROTH IRA	0.00	325.00
101	108589	02/23/24	2938	MASS MUTUAL (457 PL	01	202	DED:4000 DEF COMP	0.00	12,456.72
TOTAL CHECK								0.00	12,781.72
101	108590	02/23/24	2936	MTRY COUNTY DEPT OF	01	202	DED:0023 GARNISH	0.00	138.46
101	108591	02/23/24	2949	PACIFIC GROVE MANAG	01	202	DED:7203 ASSOC DUES	0.00	45.00
101	108592	02/23/24	2051	CITY OF PACIFIC GRO	01	202	DED:1006 WORK COMP	0.00	44.57
101	108592	02/23/24	2051	CITY OF PACIFIC GRO	01	202	DED:1005 WORK COMP	0.00	1,262.26
101	108592	02/23/24	2051	CITY OF PACIFIC GRO	01	202	DED:1009 WORK COMP	0.00	124.86

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108592	02/23/24	2051	CITY OF PACIFIC GRO	01	202	DED:1010 WORK COMP	0.00	3,095.94
101	108592	02/23/24	2051	CITY OF PACIFIC GRO	01	202	DED:1003 WORK COMP	0.00	6,180.23
TOTAL CHECK								0.00	10,707.86
101	108593	02/23/24	2052	CITY OF PACIFIC GRO	01	202	DED:7510 PERS REIMB	0.00	29.42
101	108594	02/23/24	2053	CITY OF PACIFIC GRO	01	202	DED:2103 DENTAL FAM	0.00	758.56
101	108594	02/23/24	2053	CITY OF PACIFIC GRO	01	202	DED:201 DENTAL	0.00	75.18
101	108594	02/23/24	2053	CITY OF PACIFIC GRO	01	202	DED:2102 DENTAL	0.00	460.90
101	108594	02/23/24	2053	CITY OF PACIFIC GRO	01	202	DED:200 DENTAL	0.00	473.75
101	108594	02/23/24	2053	CITY OF PACIFIC GRO	01	202	DED:2101 DENTAL	0.00	246.35
TOTAL CHECK								0.00	2,014.74
101	108595	02/23/24	2054	CITY OF PACIFIC GRO	01	202	DED:0005 SUTA	0.00	124.55
101	108596	02/23/24	2133	PERS	01	202	DED:0004 SURV BEN	0.00	82.77
101	108596	02/23/24	2133	PERS	01	202	DED:0022 PERS SP MS	0.00	115.88
101	108596	02/23/24	2133	PERS	01	202	DED:0019 PERS RT SF	0.00	229.22
101	108596	02/23/24	2133	PERS	01	202	DED:0000 PERS	0.00	1,041.33
101	108596	02/23/24	2133	PERS	01	202	DED:0009 PERS OTHER	0.00	681.59
101	108596	02/23/24	2133	PERS	01	202	DED:0016 PERS-RETRO	0.00	0.71
101	108596	02/23/24	2133	PERS	01	202	DED:15 PERS-RETRO	0.00	27.32
101	108596	02/23/24	2133	PERS	01	202	DED:0018 PERS SP SF	0.00	758.46
101	108596	02/23/24	2133	PERS	01	202	DED:0002 PERS	0.00	4,556.97
101	108596	02/23/24	2133	PERS	01	202	DED:07 PERS CITY	0.00	5,986.23
101	108596	02/23/24	2133	PERS	01	202	DED:0017 PERS RG SF	0.00	9,300.89
101	108596	02/23/24	2133	PERS	01	202	DED:01 PERS	0.00	9,302.19
101	108596	02/23/24	2133	PERS	01	202	DED:0011 PERS ER SF	0.00	10,131.45
101	108596	02/23/24	2133	PERS	01	202	DED:08 PERS OTHER	0.00	286.90
101	108596	02/23/24	2133	PERS	01	202	DED:0006 PERS CITY	0.00	10,526.55
101	108596	02/23/24	2133	PERS	01	202	DED:0021 PERS REG M	0.00	10,741.60
101	108596	02/23/24	2133	PERS	01	202	DED:0020 PERS ER M3	0.00	10,759.39
TOTAL CHECK								0.00	74,529.45
101	108597	02/23/24	2943	POLICE OFFICERS ASS	01	202	DED:7205 ASSOC DUES	0.00	910.38
101	108598	02/23/24	8352	TRANSAMERICA EMPLOY	01	202	DED:5202 TRANSAMERI	0.00	426.14
101	108599	02/23/24	4177	UNION BANK OF CALIF	01	202	DED:4005 PARS-457	0.00	596.25
101	108600	02/23/24	632	VISION SERVICE PLAN	01	202	DED:2503 VISION FAM	0.00	390.00
101	108600	02/23/24	632	VISION SERVICE PLAN	01	202	DED:2502 VISION	0.00	62.82
101	108600	02/23/24	632	VISION SERVICE PLAN	01	202	DED:302 VISION	0.00	15.00
101	108600	02/23/24	632	VISION SERVICE PLAN	01	202	DED:301 VISION	0.00	30.00
101	108600	02/23/24	632	VISION SERVICE PLAN	01	202	DED:300 VISION	0.00	174.50
TOTAL CHECK								0.00	672.32
101	108601	02/23/24	7956	STATE DISABILITY TA	01	202	DED:0026 SDI	0.00	4,052.09
101	108602	02/23/24	3393	EFT	01	202	DED:*FT FEDERAL TX	0.00	9.31
101	108602	02/23/24	3393	EFT	01	202	DED:*FM MEDICARE	0.00	15.34
TOTAL CHECK								0.00	24.65

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108603	02/23/24	2051	CITY OF PACIFIC GRO	01	202	DED:1009 WORK COMP	0.00	4.39
101	108604	02/23/24	2054	CITY OF PACIFIC GRO	01	202	DED:0005 SUTA	0.00	0.18
101	108605	02/23/24	4177	UNION BANK OF CALIF	01	202	DED:4005 PARS-457	0.00	39.69
101	108606	02/23/24	7956	STATE DISABILITY TA	01	202	DED:0026 SDI	0.00	5.82
101	108607	02/27/24	2133	PERS	513	5145	UAL FEB 2024	0.00	250.00
101	108607	02/27/24	2133	PERS	101	5145	UAL FEB 2024	0.00	500.00
101	108607	02/27/24	2133	PERS	133	5145	UAL FEB 2024	0.00	2,583.33
101	108607	02/27/24	2133	PERS	502	5145	UAL FEB 2024	0.00	2,916.67
101	108607	02/27/24	2133	PERS	501	5145	UAL FEB 2024	0.00	3,500.00
101	108607	02/27/24	2133	PERS	421	5145	UAL FEB 2024	0.00	5,333.33
101	108607	02/27/24	2133	PERS	121	5145	UAL FEB 2024	0.00	9,833.33
101	108607	02/27/24	2133	PERS	503	5145	UAL FEB 2024	0.00	10,166.67
101	108607	02/27/24	2133	PERS	131	5145	UAL FEB 2024	0.00	11,333.33
101	108607	02/27/24	2133	PERS	401	5145	UAL FEB 2024	0.00	11,416.67
101	108607	02/27/24	2133	PERS	201	5145	UAL FEB 2024	0.00	13,666.67
101	108607	02/27/24	2133	PERS	505	5145	UAL FEB 2024	0.00	18,333.33
101	108607	02/27/24	2133	PERS	351	5145	UAL FEB 2024	0.00	98,333.33
101	108607	02/27/24	2133	PERS	301	5145	UAL FEB 2024	0.00	116,870.26
TOTAL CHECK								0.00	305,036.92
101	108609	03/01/24	1877	NATIVIDAD MEDICAL C	301	5291	BLOOD DRAWS	0.00	124.00
101	108610	03/01/24	8890	4LEAF	201	5201	BUILDING DEPARTMENT	0.00	4,553.13
101	108610	03/01/24	8890	4LEAF	201	5201	BUILDING DEPARTMENT	0.00	73,358.00
TOTAL CHECK								0.00	77,911.13
101	108611	03/01/24	5621	ACCENT CLEAN & SWEE	504	5201	FY23/24 STREET SWEE	0.00	17,100.00
101	108611	03/01/24	5621	ACCENT CLEAN & SWEE	504	5201	TRC 24-01	0.00	1,301.30
TOTAL CHECK								0.00	18,401.30
101	108613	03/01/24	9157	ACP INTERNATIONAL,	505	5331	OVB&FOREST CRSWLK L	0.00	518.16
101	108614	03/01/24	10263	AIGUO FENG	01	4203	RFND B/C HELD PRJCT	0.00	154.00
101	108615	03/01/24	3970	ALHAMBRA & SIERRA S	421	5201	BOTTLED WATER SERVI	0.00	24.94
101	108616	03/01/24	4965	ALVAREZ TECHNOLOGY	133	5201	AFTER HOURS SUPPORT	0.00	3,300.00
101	108616	03/01/24	4965	ALVAREZ TECHNOLOGY	133	5201	AFTER HOURS SUPPORT	0.00	604.65
101	108616	03/01/24	4965	ALVAREZ TECHNOLOGY	133	5201	AFTER HOURS SUPPORT	0.00	3,300.00
101	108616	03/01/24	4965	ALVAREZ TECHNOLOGY	133	5201	AFTER HOURS SUPPORT	0.00	3,300.00
101	108616	03/01/24	4965	ALVAREZ TECHNOLOGY	133	5201	AFTER HOURS SUPPORT	0.00	3,300.00
101	108616	03/01/24	4965	ALVAREZ TECHNOLOGY	133	5201	AFTER HOURS SUPPORT	0.00	450.00
101	108616	03/01/24	4965	ALVAREZ TECHNOLOGY	133	5201	AFTER HOURS SUPPORT	0.00	3,300.00
TOTAL CHECK								0.00	17,554.65
101	108617	03/01/24	8330	AMAZON CAPITAL SERV	501	5309	OFFICE SUPPLIES	0.00	86.21

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108618	03/01/24	3905	AMERICAN LOCK & KEY	503	5223	KEYS	0.00	7.66
101	108619	03/01/24	9430	ARAMARK UNIFORM & C	301	5201	DEPARTMENT LINEN SE	0.00	164.00
101	108619	03/01/24	9430	ARAMARK UNIFORM & C	301	5201	DEPARTMENT LINEN SE	0.00	145.12
101	108619	03/01/24	9430	ARAMARK UNIFORM & C	301	5201	DEPARTMENT LINEN SE	0.00	145.12
101	108619	03/01/24	9430	ARAMARK UNIFORM & C	301	5201	DEPARTMENT LINEN SE	0.00	145.12
101	108619	03/01/24	9430	ARAMARK UNIFORM & C	301	5201	DEPARTMENT LINEN SE	0.00	145.12
TOTAL CHECK								0.00	744.48
101	108620	03/01/24	6154	AT&T	133	5212	ADMIN 2539	0.00	31.57
101	108620	03/01/24	6154	AT&T	421	5212	REC 0960	0.00	31.57
TOTAL CHECK								0.00	63.14
101	108622	03/01/24	8476	AT&T MOBILITY	301	5206	DEPARTMENT CELLPHON	0.00	1,838.22
101	108623	03/01/24	213	BAKER & TAYLOR COMP	401	5301	LIBRARY SUPPLIES	0.00	23.90
101	108624	03/01/24	9515	KYLE BAUM	301	5215	TRAVEL FOR TRAINING	0.00	207.00
101	108626	03/01/24	10259	BRIAN DUENAS-MORALE	301	5215	TRAVEL P/U PD UNIFO	0.00	81.21
101	108627	03/01/24	402	CA DEPT OF JUSTICE	301	5201	FINGERPRINT SERVICE	0.00	358.00
101	108628	03/01/24	3501	CALTRONICS BUSINESS	401	5225	COPIES FROM THE KON	0.00	105.74
101	108628	03/01/24	3501	CALTRONICS BUSINESS	301	5225	COPIES FROM THE KON	0.00	131.65
101	108628	03/01/24	3501	CALTRONICS BUSINESS	121	5225	COPIES FROM THE KON	0.00	154.47
101	108628	03/01/24	3501	CALTRONICS BUSINESS	131	5225	COPIES FROM THE KON	0.00	426.99
101	108628	03/01/24	3501	CALTRONICS BUSINESS	201	5225	COPIES FROM THE KON	0.00	522.96
101	108628	03/01/24	3501	CALTRONICS BUSINESS	501	5225	COPIES FROM THE KON	0.00	78.11
101	108628	03/01/24	3501	CALTRONICS BUSINESS	301	5225	COPIES FROM THE KON	0.00	88.02
101	108628	03/01/24	3501	CALTRONICS BUSINESS	401	5225	COPIES FROM THE KON	0.00	109.78
101	108628	03/01/24	3501	CALTRONICS BUSINESS	121	5225	COPIES FROM THE KON	0.00	231.30
101	108628	03/01/24	3501	CALTRONICS BUSINESS	131	5225	COPIES FROM THE KON	0.00	404.93
101	108628	03/01/24	3501	CALTRONICS BUSINESS	201	5225	COPIES FROM THE KON	0.00	622.12
101	108628	03/01/24	3501	CALTRONICS BUSINESS	501	5225	COPIES FROM THE KON	0.00	85.14
TOTAL CHECK								0.00	2,961.21
101	108632	03/01/24	7844	CHOMP, TYLER HEART	503	5223	GOLF LINKS	0.00	2,300.00
101	108634	03/01/24	5171	COMCAST	133	5206	REC 214972	0.00	97.02
101	108634	03/01/24	5171	COMCAST	133	5206	CH TV 39031	0.00	14.08
101	108634	03/01/24	5171	COMCAST	133	5206	CH INTRNT 85844	0.00	163.23
TOTAL CHECK								0.00	274.33
101	108635	03/01/24	8737	COYOTE VALLEY NURSE	503	5223	PERKINS PARK	0.00	553.01
101	108636	03/01/24	649	CPS HR CONSULTING	301	5201	APPLICANT TEST MTRL	0.00	795.00
101	108636	03/01/24	649	CPS HR CONSULTING	301	5201	CM - REFUND ANALYST	0.00	-35.00
TOTAL CHECK								0.00	760.00
101	108637	03/01/24	9346	CRAFT ELECTRIC COMP	503	5223	GOLF LINKS BTHRM	0.00	1,995.79

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108638	03/01/24	779	DEMCO	401	5301	LIBRARY SUPPLIES	0.00	116.50
101	108639	03/01/24	7424	EDGES ELECTRICAL GR	503	5223	COMMUNITY CENTER	0.00	1,231.65
101	108639	03/01/24	7424	EDGES ELECTRICAL GR	503	5223	GOLF COURSE	0.00	221.97
101	108639	03/01/24	7424	EDGES ELECTRICAL GR	503	5223	GOLF COURSE	0.00	67.86
TOTAL CHECK								0.00	1,521.48
101	108641	03/01/24	1022	LORI J FRATI	131	5215	TRAVEL EXPENSE	0.00	658.00
101	108642	03/01/24	7884	GARDAWORLD	131	5205	JAN 2024	0.00	31.88
101	108643	03/01/24	9860	GOOD CITY COMPANY	201	5202	PLANNING SERVICES	0.00	1,852.50
101	108646	03/01/24	4321	HOME DEPOT CREDIT S	503	5223	PERKINS PARK	0.00	86.83
101	108646	03/01/24	4321	HOME DEPOT CREDIT S	131	5213	FINANCE CHARGE	0.00	17.22
101	108646	03/01/24	4321	HOME DEPOT CREDIT S	503	5291	LATE FEE	0.00	28.73
TOTAL CHECK								0.00	132.78
101	108647	03/01/24	9695	JODY GARRY	01	4469	RFND GRACE AF-LTN J	0.00	12.50
101	108648	03/01/24	7672	JUSTIN HANKES	301	5215	M&I FOR TRAINING	0.00	185.00
101	108649	03/01/24	5273	KAREN VAUGHN	121	5211	SHIPPING EXPENSE	0.00	14.00
101	108649	03/01/24	5273	KAREN VAUGHN	121	5291	FNGRPRINTS & BCKGRN	0.00	20.00
TOTAL CHECK								0.00	34.00
101	108650	03/01/24	3521	KIMBALL MIDWEST	503	5223	PW UNIT 26	0.00	133.80
101	108650	03/01/24	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	25.24
101	108650	03/01/24	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	1,429.91
101	108650	03/01/24	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	512.97
101	108650	03/01/24	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	222.61
TOTAL CHECK								0.00	2,324.53
101	108651	03/01/24	1467	LANGUAGE LINE SERVI	301	5201	INTERPRETER SERVICE	0.00	13.97
101	108652	03/01/24	9708	MATTHEW LOGAN	01	4462	REFUND JACKSON SOCC	0.00	12.38
101	108653	03/01/24	4325	NANCY MCDOWELL	501	5301	OFFICE SUPPLIES	0.00	3.75
101	108655	03/01/24	9872	MITCHELL 1	502	5309	MECH SOFTWARE	0.00	1,908.00
101	108656	03/01/24	3443	MONTEREY BAY PEST C	503	5201	ANNUAL PEST CONTROL	0.00	135.00
101	108657	03/01/24	6216	MONTEREY BAY TREEWO	513	5201	FY23/24 ARBORIST SE	0.00	2,700.00
101	108657	03/01/24	6216	MONTEREY BAY TREEWO	513	5201	FY23/24 ARBORIST SE	0.00	3,100.00
101	108657	03/01/24	6216	MONTEREY BAY TREEWO	513	5201	FY23/24 ARBORIST SE	0.00	2,400.00
TOTAL CHECK								0.00	8,200.00
101	108658	03/01/24	9278	MONTEREY COUNTY DIS	301	5201	DUI COSTS	0.00	393.81
101	108659	03/01/24	6445	MONTEREY COUNTY MAY	101	5261	MEMBERSHIP DUES	0.00	1,575.83

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108660	03/01/24	3807	MONTEREY COUNTY WEE	201	5221	HSTRC PH RMV 519 FR	0.00	239.25
101	108660	03/01/24	3807	MONTEREY COUNTY WEE	201	5221	HSTRC PH PRMT23-025	0.00	261.00
TOTAL CHECK								0.00	500.25
101	108661	03/01/24	1775	MONTEREY FIRE EXTIN	503	5223	FIRE EXTINGUISHERS	0.00	181.00
101	108662	03/01/24	9369	ANDREA M. MORELAND	301	5201	BACKGROUND INVESTIG	0.00	2,168.84
101	108664	03/01/24	6431	QUADIENT FINANCE US	131	5211	POSTAGE	0.00	674.37
101	108665	03/01/24	9239	NUTRIEN AG SOLUTION	503	5309	WEED CONTROL	0.00	308.94
101	108666	03/01/24	1958	ODP BUSINESS SOLUTI	121	5301	OFFICE SUPPLIES	0.00	120.80
101	108666	03/01/24	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	25.14
101	108666	03/01/24	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	55.90
101	108666	03/01/24	1958	ODP BUSINESS SOLUTI	101	5301	OFFICE SUPPLIES	0.00	66.78
101	108666	03/01/24	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	79.58
101	108666	03/01/24	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	110.19
101	108666	03/01/24	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	82.96
101	108666	03/01/24	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	108.67
101	108666	03/01/24	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	141.58
TOTAL CHECK								0.00	791.60
101	108667	03/01/24	9576	O'REILLY AUTO ENTER	502	5309	MECH STOCK	0.00	111.81
101	108667	03/01/24	9576	O'REILLY AUTO ENTER	351	5227	FD UNIT 6484	0.00	103.95
101	108667	03/01/24	9576	O'REILLY AUTO ENTER	503	5227	CREDIT MEMO UNIT 51	0.00	-17.44
101	108667	03/01/24	9576	O'REILLY AUTO ENTER	503	5227	CREDIT MEMO UNIT 58	0.00	-71.77
101	108667	03/01/24	9576	O'REILLY AUTO ENTER	501	5227	CREDIT MEMO PW 26	0.00	-44.00
101	108667	03/01/24	9576	O'REILLY AUTO ENTER	351	5227	FD UNIT 6484	0.00	215.54
101	108667	03/01/24	9576	O'REILLY AUTO ENTER	502	5309	MECH STOCK	0.00	375.59
TOTAL CHECK								0.00	673.68
101	108668	03/01/24	2012	P.G. MUSEUM OF NATU	411	5201	Q3 FY24 CONTRIBUTIO	0.00	77,225.00
101	108671	03/01/24	2028	PACIFIC GROVE CHAMB	101	5291	ANNUAL CHMBR LUNCHE	0.00	450.00
101	108672	03/01/24	2034	PACIFIC GROVE HARDW	201	5301	OFFICE SUPPLIES	0.00	26.33
101	108673	03/01/24	2062	PACIFIC WEST WATER	201	5301	DRINKING WATER	0.00	42.85
101	108673	03/01/24	2062	PACIFIC WEST WATER	131	5301	DRINKING WATER	0.00	42.85
101	108673	03/01/24	2062	PACIFIC WEST WATER	301	5291	WATER SYSTEM	0.00	523.74
TOTAL CHECK								0.00	609.44
101	108675	03/01/24	3587	THE RADAR SHOP	301	5291	RADAR SERVICES	0.00	1,000.00
101	108676	03/01/24	9928	REGINA LEWIS	01	4469	RFND LUCILLE BALLET	0.00	8.00
101	108677	03/01/24	9813	ROBB HILL	401	5215	JPIA MNGMNT TRAININ	0.00	323.42
101	108678	03/01/24	2448	SENTRY ALARM SYSTEM	411	5223	MUSEUM ALARM INSTAL	0.00	4,532.00
101	108679	03/01/24	2497	SIRCHIE ACQUISITION	301	5291	EVIDENCE SUPPLIES	0.00	95.28

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108680	03/01/24	2541	SPCA OF MONTEREY CO	301	5201	COUNTY ANIMAL SHELT	0.00	552.00
101	108680	03/01/24	2541	SPCA OF MONTEREY CO	301	5201	COUNTY ANIMAL SHELT	0.00	1,840.00
TOTAL CHECK								0.00	2,392.00
101	108681	03/01/24	9336	STAPHANY ARRIOLA	421	5361	PROGRAM SUPPLIES	0.00	70.35
101	108682	03/01/24	2598	SUBURBAN PROPANE	503	5223	TANK RENTAL	0.00	75.00
101	108683	03/01/24	2606	SUMMIT UNIFORMS	301	5291	PD UNIFORM EQPMNT	0.00	315.00
101	108685	03/01/24	5252	ULINE	301	5291	PARKING CHALK	0.00	55.78
101	108686	03/01/24	2786	VERIZON WIRELESS	501	5212	PW 4385-00002	0.00	92.87
101	108686	03/01/24	2786	VERIZON WIRELESS	133	5212	ADMIN 4385-00002	0.00	38.01
101	108686	03/01/24	2786	VERIZON WIRELESS	401	5212	LIB 4385-00002	0.00	76.02
TOTAL CHECK								0.00	206.90
101	108687	03/01/24	2800	ROXANE J VIRAY	301	5123	RTRMENT BNFTS FEB '	0.00	150.00
101	108688	03/01/24	9305	WATSONVILLE FORD	351	5227	FD UNIT 6484	0.00	82.09
101	108688	03/01/24	9305	WATSONVILLE FORD	351	5227	FD UNIT 6484	0.00	41.51
101	108688	03/01/24	9305	WATSONVILLE FORD	501	5227	UNIT 94	0.00	248.88
101	108688	03/01/24	9305	WATSONVILLE FORD	301	5227	UNIT 01	0.00	1,215.00
TOTAL CHECK								0.00	1,587.48
101	108689	03/01/24	8136	WELLS FARGO VENDOR	501	5225	FY 23/24 KONICA LEA	0.00	180.28
101	108689	03/01/24	8136	WELLS FARGO VENDOR	401	5225	FY 23/24 KONICA LEA	0.00	201.58
101	108689	03/01/24	8136	WELLS FARGO VENDOR	301	5225	FY 23/24 KONICA LEA	0.00	212.52
101	108689	03/01/24	8136	WELLS FARGO VENDOR	131	5225	FY 23/24 KONICA LEA	0.00	212.52
101	108689	03/01/24	8136	WELLS FARGO VENDOR	121	5225	FY 23/24 KONICA LEA	0.00	213.74
101	108689	03/01/24	8136	WELLS FARGO VENDOR	201	5225	FY 23/24 KONICA LEA	0.00	248.43
TOTAL CHECK								0.00	1,269.07
101	108690	03/01/24	9716	BRIAN WHITSON	503	5201	CITY HALL CLEANING	0.00	345.00
101	108692	03/01/24	1204	WINNERS AWARDS & EN	301	5291	EMPLY AWARDS MEETIN	0.00	303.72
101	108694	03/08/24	2952	AFLAC	01	202	DED:5201 AFLAC P/T	0.00	-57.06
101	108694	03/08/24	2952	AFLAC	01	202	DED:5200 AFLAC PREM	0.00	-21.00
101	108694	03/08/24	2952	AFLAC	01	202	DED:5200 AFLAC PREM	0.00	21.00
101	108694	03/08/24	2952	AFLAC	01	202	DED:5201 AFLAC P/T	0.00	57.06
TOTAL CHECK								0.00	0.00
101	108696	03/08/24	1	CALPERS HEALTH	01	202	DED:106 HEALTH	0.00	657.14
101	108696	03/08/24	1	CALPERS HEALTH	01	202	DED:106 HEALTH	0.00	-657.14
TOTAL CHECK								0.00	0.00
101	108698	03/08/24	3393	EFT	01	202	DED:*SCA STATE TAX	0.00	21.26
101	108698	03/08/24	3393	EFT	01	202	DED:*SCA STATE TAX	0.00	-21.26
101	108698	03/08/24	3393	EFT	01	202	DED:*FT FEDERAL TX	0.00	-107.43
101	108698	03/08/24	3393	EFT	01	202	DED:*FM MEDICARE	0.00	-82.06

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108698	03/08/24	3393	EFT	01	202	DED:*FM MEDICARE	0.00	82.06
101	108698	03/08/24	3393	EFT	01	202	DED:*FT FEDERAL TX	0.00	107.43
TOTAL CHECK								0.00	0.00
101	108699	03/08/24	2946	PACIFIC GROVE CITY	01	202	DED:7000 ASSOC DUES	0.00	23.31
101	108699	03/08/24	2946	PACIFIC GROVE CITY	01	202	DED:7000 ASSOC DUES	0.00	-23.31
TOTAL CHECK								0.00	0.00
101	108703	03/08/24	2051	CITY OF PACIFIC GRO	01	202	DED:1010 WORK COMP	0.00	-129.18
101	108703	03/08/24	2051	CITY OF PACIFIC GRO	01	202	DED:1010 WORK COMP	0.00	129.18
TOTAL CHECK								0.00	0.00
101	108705	03/08/24	2053	CITY OF PACIFIC GRO	01	202	DED:2101 DENTAL	0.00	-18.95
101	108705	03/08/24	2053	CITY OF PACIFIC GRO	01	202	DED:2101 DENTAL	0.00	18.95
TOTAL CHECK								0.00	0.00
101	108706	03/08/24	2054	CITY OF PACIFIC GRO	01	202	DED:0005 SUTA	0.00	-1.02
101	108706	03/08/24	2054	CITY OF PACIFIC GRO	01	202	DED:0005 SUTA	0.00	1.02
TOTAL CHECK								0.00	0.00
101	108707	03/08/24	2133	PERS	01	202	DED:0004 SURV BEN	0.00	-0.93
101	108707	03/08/24	2133	PERS	01	202	DED:0004 SURV BEN	0.00	0.93
101	108707	03/08/24	2133	PERS	01	202	DED:01 PERS	0.00	-361.34
101	108707	03/08/24	2133	PERS	01	202	DED:07 PERS CITY	0.00	224.94
101	108707	03/08/24	2133	PERS	01	202	DED:01 PERS	0.00	361.34
101	108707	03/08/24	2133	PERS	01	202	DED:07 PERS CITY	0.00	-224.94
TOTAL CHECK								0.00	0.00
101	108711	03/08/24	8352	TRANSAMERICA EMPLOY	01	202	DED:5202 TRANSAMERI	0.00	55.44
101	108711	03/08/24	8352	TRANSAMERICA EMPLOY	01	202	DED:5202 TRANSAMERI	0.00	-55.44
TOTAL CHECK								0.00	0.00
101	108713	03/08/24	632	VISION SERVICE PLAN	01	202	DED:2502 VISION	0.00	-6.98
101	108713	03/08/24	632	VISION SERVICE PLAN	01	202	DED:2502 VISION	0.00	6.98
TOTAL CHECK								0.00	0.00
101	V20124	02/01/24	2987	HARRIS & ASSOCIATES	201	5208	CONTRACT PLANNING S	0.00	17,795.00
101	V21624	02/16/24	8974	ALENA RACHELLE WAGR	421	5208	BALLET(2) & TAP 1A	0.00	478.80
101	V21626	02/16/24	9196	DIANNE LYLE	421	5208	AF-LTN JZZ DNC 1 &	0.00	647.50
101	V21627	02/16/24	8751	EAN SERVICES, LLC	301	5215	RENTAL CAR	0.00	151.30
101	V21628	02/16/24	2987	HARRIS & ASSOCIATES	201	5208	CONTRACT PLANNING S	0.00	15,342.50
101	V22925	03/01/24	9196	DIANNE LYLE	421	5208	1 ADDITIONL AF-LTN	0.00	43.75
101	V22926	03/01/24	9570	TARGET SOLUTIONS LE	01	220	CATAX9.25% X 2,211.	0.00	204.55
101	V22926	03/01/24	9570	TARGET SOLUTIONS LE	301	5201	DOCUMNTATION SOFTWA	0.00	2,211.36
TOTAL CHECK								0.00	2,415.91

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
TOTAL CASH ACCOUNT								0.00	1,775,355.05
TOTAL FUND								0.00	1,775,355.05

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 06 - STATE FRANCHISE PEG

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108612	03/01/24	5664	ACCESS MONTEREY PEN	105	5201	Q2 PEG SVS TV BRDCS	0.00	13,000.00
101	108612	03/01/24	5664	ACCESS MONTEREY PEN	105	5201	Q1 PEG SVS TV BRDCS	0.00	13,000.00
TOTAL CHECK								0.00	26,000.00
TOTAL CASH ACCOUNT								0.00	26,000.00
TOTAL FUND								0.00	26,000.00

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 07 - LIBRARY BLDG & EQUIP FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108583	02/16/24	4943	US BANK	402	5291	COYLE	0.00	475.00
TOTAL CASH ACCOUNT								0.00	475.00
TOTAL FUND								0.00	475.00

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 09 - DOWNTOWN BUSINESS DISTRIC

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108553	02/16/24	2028	PACIFIC GROVE CHAMB	103	5201	BID JUNE '23-FEB '2	0.00	19,404.36
TOTAL CASH ACCOUNT								0.00	19,404.36
TOTAL FUND								0.00	19,404.36

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 10 - HOSPITALITY IMPRVMT DIST.

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108534	02/16/24	1788	MONTEREY COUNTY CON	104	5201	MCTID COT - DEC 202	0.00	80,539.65
101	108553	02/16/24	2028	PACIFIC GROVE CHAMB	104	5201	HID OCT - DEC 2023	0.00	54,002.76
TOTAL CASH ACCOUNT								0.00	134,542.41
TOTAL FUND								0.00	134,542.41

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 11 - LIBRARY BOOK FUND

CASH ACCT	CHECK NO		ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108289		02/02/24	213	BAKER & TAYLOR COMP	403	5303	BOOKS & MATERIALS	0.00	580.58
101	108289		02/02/24	213	BAKER & TAYLOR COMP	403	5303	BOOKS & MATERIALS	0.00	542.33
TOTAL CHECK									0.00	1,122.91
101	108296	V	02/02/24	1040	CENGAGE LEARNING/GA	403	5303	BOOKS & MATERIALS	0.00	-60.29
101	108296	V	02/02/24	1040	CENGAGE LEARNING/GA	403	5303	BOOKS & MATERIALS	0.00	-29.72
101	108296	V	02/02/24	1040	CENGAGE LEARNING/GA	403	5303	BOOKS & MATERIALS	0.00	-189.61
101	108296	V	02/02/24	1040	CENGAGE LEARNING/GA	403	5303	BOOKS & MATERIALS	0.00	-33.20
101	108296		02/02/24	1040	CENGAGE LEARNING/GA	403	5303	BOOKS & MATERIALS	0.00	33.20
101	108296		02/02/24	1040	CENGAGE LEARNING/GA	403	5303	BOOKS & MATERIALS	0.00	29.72
101	108296		02/02/24	1040	CENGAGE LEARNING/GA	403	5303	BOOKS & MATERIALS	0.00	189.61
101	108296		02/02/24	1040	CENGAGE LEARNING/GA	403	5303	BOOKS & MATERIALS	0.00	60.29
TOTAL CHECK									0.00	0.00
101	108338	V	02/02/24	3304	MIDWEST TAPE	403	5303	BOOKS & MATERIALS	0.00	-85.20
101	108338	V	02/02/24	3304	MIDWEST TAPE	403	5303	BOOKS & MATERIALS	0.00	-200.98
101	108338		02/02/24	3304	MIDWEST TAPE	403	5303	BOOKS & MATERIALS	0.00	85.20
101	108338		02/02/24	3304	MIDWEST TAPE	403	5303	BOOKS & MATERIALS	0.00	200.98
TOTAL CHECK									0.00	0.00
101	108383		02/02/24	3304	MIDWEST TAPE	403	5303	BOOKS & MATERIALS	0.00	200.98
101	108383		02/02/24	3304	MIDWEST TAPE	403	5303	BOOK & MATERIALS	0.00	85.20
TOTAL CHECK									0.00	286.18
101	108414		02/02/24	1040	CENGAGE LEARNING/GA	403	5303	BOOKS & MATERIALS	0.00	33.20
101	108414		02/02/24	1040	CENGAGE LEARNING/GA	403	5303	BOOKS & MATERIALS	0.00	189.61
101	108414		02/02/24	1040	CENGAGE LEARNING/GA	403	5303	BOOKS & MATERIALS	0.00	29.72
101	108414		02/02/24	1040	CENGAGE LEARNING/GA	403	5303	BOOKS & MATERIALS	0.00	60.29
TOTAL CHECK									0.00	312.82
101	108498		02/16/24	213	BAKER & TAYLOR COMP	403	5303	BOOKS & MATERIALS	0.00	762.46
101	108498		02/16/24	213	BAKER & TAYLOR COMP	403	5303	BOOKS & MATERIALS	0.00	1,349.88
101	108498		02/16/24	213	BAKER & TAYLOR COMP	403	5303	BOOKS & MATERIALS	0.00	70.05
TOTAL CHECK									0.00	2,182.39
101	108507		02/16/24	1040	CENGAGE LEARNING/GA	403	5303	BOOKS & MATERIALS	0.00	89.12
101	108507		02/16/24	1040	CENGAGE LEARNING/GA	403	5303	BOOKS & MATERIALS	0.00	24.46
TOTAL CHECK									0.00	113.58
101	108537		02/16/24	3304	MIDWEST TAPE	403	5303	BOOKS & MATERIALS	0.00	43.69
101	108583		02/16/24	4943	US BANK	403	5303	COYLE	0.00	411.34
101	108623		03/01/24	213	BAKER & TAYLOR COMP	403	5303	BOOKS & MATERIALS	0.00	308.61
101	108623		03/01/24	213	BAKER & TAYLOR COMP	403	5303	BOOKS & MATERIALS	0.00	240.93
TOTAL CHECK									0.00	549.54
101	108631		03/01/24	1040	CENGAGE LEARNING/GA	403	5303	BOOKS & MATERIALS	0.00	195.72
101	108631		03/01/24	1040	CENGAGE LEARNING/GA	403	5303	BOOKS & MATERIALS	0.00	28.83
TOTAL CHECK									0.00	224.55
101	108654		03/01/24	3304	MIDWEST TAPE	403	5303	BOOKS & MATERIALS	0.00	43.69

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 11 - LIBRARY BOOK FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
TOTAL CASH ACCOUNT								0.00	5,290.69
TOTAL FUND								0.00	5,290.69

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 15 - HOUSING FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108547	02/16/24	9546	BENEVATE INC	202	5239	NEIGHBORLY HSNG SFT	0.00	8,600.00
101	108607	02/27/24	2133	PERS	204	5145	UAL FEB 2024	0.00	916.67
101	108633	03/01/24	8961	CONTEMPORARY INFORM	202	5424	BACKGROUND CHECK	0.00	9.90
101	108633	03/01/24	8961	CONTEMPORARY INFORM	202	5424	BACKGROUND CHECK	0.00	9.90
TOTAL CHECK								0.00	19.80
TOTAL CASH ACCOUNT								0.00	9,536.47
TOTAL FUND								0.00	9,536.47

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 18 - GAS TAX FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108276	02/02/24	8890	4LEAF	508	5201	FY23/24 ON-CALL TRA	0.00	337.50
101	108276	02/02/24	8890	4LEAF	508	5201	FY23/24 ON-CALL TRA	0.00	1,624.00
TOTAL CHECK								0.00	1,961.50
101	108317	02/02/24	1105	GRANITE ROCK COMPAN	508	5331	STREET SUPPLIES	0.00	262.20
101	108334	02/02/24	8647	MAIN STREET SIGNS	508	5331	STREET SIGNS	0.00	561.67
101	108334 V	02/02/24	8647	MAIN STREET SIGNS	508	5331	STREET SIGNS	0.00	-561.67
TOTAL CHECK								0.00	0.00
101	108351 V	02/02/24	2024	PACIFIC GAS & ELECT	508	5222	PW 4482-4	0.00	-8,218.72
101	108351	02/02/24	2024	PACIFIC GAS & ELECT	508	5222	PW 4482-4	0.00	8,218.72
TOTAL CHECK								0.00	0.00
101	108379	02/02/24	8647	MAIN STREET SIGNS	508	5331	STREET SIGNS	0.00	561.67
101	108396	02/02/24	2024	PACIFIC GAS & ELECT	508	5222	PW 4482-4	0.00	8,218.72
101	108506	02/16/24	467	CALTRANS	508	5331	OCT-DEC SIGNL & LIG	0.00	1,137.49
101	108512	02/16/24	7424	EDGES ELECTRICAL GR	508	5331	LOVERS POINT	0.00	4,657.10
101	108523	02/16/24	1199	HAYWARD LUMBER COMP	508	5331	SIGNS	0.00	154.77
101	108607	02/27/24	2133	PERS	508	5145	UAL FEB 2024	0.00	1,833.33
101	108610	03/01/24	8890	4LEAF	508	5201	FY23/24 ON-CALL TRA	0.00	3,770.00
101	108625	03/01/24	8701	BEAR ELECTRICAL SOL	508	5331	FY24 TRAFFIC SIGNAL	0.00	250.00
101	108670	03/01/24	2024	PACIFIC GAS & ELECT	508	5222	PW 4482-4	0.00	8,814.62
TOTAL CASH ACCOUNT								0.00	31,621.40
TOTAL FUND								0.00	31,621.40

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 20 - RSTP-(TAMC)

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108276	02/02/24	8890	4LEAF	509	6041	CIP 23-03	0.00	406.00
101	108276	02/02/24	8890	4LEAF	509	6041	CIP 23-03	0.00	2,028.00
TOTAL CHECK								0.00	2,434.00
101	108315	02/02/24	9542	GHD INC.	509	6041	CEDAR, SUNSET & CON	0.00	97,387.00
101	108610	03/01/24	8890	4LEAF	509	6041	CIP23-03 IMPROV PRJ	0.00	3,352.00
TOTAL CASH ACCOUNT								0.00	103,173.00
TOTAL FUND								0.00	103,173.00

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 27 - LIGHTHOUSE MAINT.& IMPV.

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108287	02/02/24	5363	AT&T CALNET 3	413	5212	LH 3247	0.00	29.35
101	108308	02/02/24	8581	ESCARRAGA'S LUXURY	413	5223	LH CLEANING	0.00	480.00
101	108330 V	02/02/24	8977	LERNER UNIVERSAL CO	413	5501	GIFTSHOP	0.00	-89.90
101	108330	02/02/24	8977	LERNER UNIVERSAL CO	413	5501	GIFTSHOP	0.00	89.90
TOTAL CHECK								0.00	0.00
101	108333 V	02/02/24	4692	ROMONA F. LOWE	413	5501	GIFTSHOP	0.00	-335.00
101	108333	02/02/24	4692	ROMONA F. LOWE	413	5501	GIFTSHOP	0.00	335.00
TOTAL CHECK								0.00	0.00
101	108350	02/02/24	8864	PACIFIC BLUE TILE,	413	5501	GIFTSHOP	0.00	199.00
101	108350 V	02/02/24	8864	PACIFIC BLUE TILE,	413	5501	GIFTSHOP	0.00	-199.00
TOTAL CHECK								0.00	0.00
101	108375	02/02/24	8977	LERNER UNIVERSAL CO	413	5501	GIFTSHOP	0.00	89.90
101	108378	02/02/24	4692	ROMONA F. LOWE	413	5501	GIFTSHOP	0.00	335.00
101	108395	02/02/24	8864	PACIFIC BLUE TILE,	413	5501	GIFTSHOP	0.00	199.00
101	108544	02/16/24	1798	MONTEREY ONE WATER	413	5222	JAN 1 - FEB 29, 202	0.00	215.80
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	413	5223	LIGHTHOUSE	0.00	13.10
101	108583	02/16/24	4943	US BANK	413	5501	GHO	0.00	105.85
101	108621	03/01/24	5363	AT&T CALNET 3	413	5212	LH 63247	0.00	29.35
101	108632	03/01/24	7844	CHOMP, TYLER HEART	413	5223	LH GIFTSHOP	0.00	2,300.00
101	108669	03/01/24	8864	PACIFIC BLUE TILE,	413	5501	LH GIFTSHOP MERCH	0.00	582.52
TOTAL CASH ACCOUNT								0.00	4,379.87
TOTAL FUND								0.00	4,379.87

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 30 - OPERATING GRANTS

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108579	02/16/24	623	COMMUNITY HUMAN SER	334	5209	Q2 FY24 PLHA GRANT	0.00	59,186.00
TOTAL CASH ACCOUNT								0.00	59,186.00
TOTAL FUND								0.00	59,186.00

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 40 - POETRY PROMOTION FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108282	02/02/24	10197	ANDRENA ZAWINSKI	405	5291	POETRY PROMOTION	0.00	100.00
101	108295	02/02/24	494	CARMEL PINE CONE	405	5291	POETRY PROMOTION	0.00	25.00
101	108295	02/02/24	494	CARMEL PINE CONE	405	5291	POETRY PROMOTION	0.00	25.00
TOTAL CHECK								0.00	50.00
101	108328 V	02/02/24	10206	LAURA J. SCHULKIND	405	5291	POETRY PROMOTION	0.00	-100.00
101	108328	02/02/24	10206	LAURA J. SCHULKIND	405	5291	POETRY PROMOTION	0.00	100.00
TOTAL CHECK								0.00	0.00
101	108335	02/02/24	10199	MALINDA DEROUEN MUE	405	5291	POETRY PROMOTION	0.00	650.00
101	108335 V	02/02/24	10199	MALINDA DEROUEN MUE	405	5291	POETRY PROMOTION	0.00	-650.00
TOTAL CHECK								0.00	0.00
101	108373	02/02/24	10206	LAURA J. SCHULKIND	405	5291	POETRY PROMOTION	0.00	100.00
101	108380	02/02/24	10199	MALINDA DEROUEN MUE	405	5291	POETRY PROMOTION	0.00	650.00
101	108544	02/16/24	1798	MONTEREY ONE WATER	405	5222	JAN 1 - FEB 29, 202	0.00	311.76
101	108630	03/01/24	6543	CATRINA T. COYLE	405	5291	PTRY EVNT INCIDENTA	0.00	6.67
101	108640	03/01/24	10262	EKNA R. OMOSUPE	405	5291	POETRY PROMOTION	0.00	100.00
TOTAL CASH ACCOUNT								0.00	1,318.43
TOTAL FUND								0.00	1,318.43

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 43 - SLESF FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	V216242	02/16/24	9033	ENTERPRISE FM TRUST	304	5225	P.D. LEASED VEHICLE	0.00	2,135.37
101	V216242	02/16/24	9033	ENTERPRISE FM TRUST	304	5225	P.D. LEASED VEHICLE	0.00	2,135.37
TOTAL CHECK								0.00	4,270.74
TOTAL CASH ACCOUNT								0.00	4,270.74
TOTAL FUND								0.00	4,270.74

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 63 - CAPITAL IMPROV PROJ FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108299 V	02/02/24	590	COAST COUNTIES TRUC	631	6021	CIP 18-46	0.00	-4,675.00
101	108299	02/02/24	590	COAST COUNTIES TRUC	631	6021	CIP 18-46	0.00	4,675.00
TOTAL CHECK								0.00	0.00
101	108343 V	02/02/24	1786	MONTEREY PENINSULA	631	6021	POINT PINOS COASTAL	0.00	-2,375.00
101	108343	02/02/24	1786	MONTEREY PENINSULA	631	6021	POINT PINOS COASTAL	0.00	2,375.00
TOTAL CHECK								0.00	0.00
101	108388	02/02/24	1786	MONTEREY PENINSULA	631	6021	POINT PINOS COASTAL	0.00	2,375.00
101	108416	02/02/24	9140	COASTAL PAVING & EX	631	6021	CIP 18-16	0.00	4,675.00
101	108523	02/16/24	1199	HAYWARD LUMBER COMP	631	6021	CIP 18-46	0.00	939.50
101	108528	02/16/24	9553	JACOB CONSTRUCTION	631	6021	METAL BUILDING & RE	0.00	7,574.20
101	108528	02/16/24	9553	JACOB CONSTRUCTION	631	6021	METAL BUILDING & RE	0.00	13,609.86
TOTAL CHECK								0.00	21,184.06
101	108530	02/16/24	10224	KIMM BARNES	631	6041	SIDEWALK ILLUSTRATI	0.00	2,200.00
101	108684	03/01/24	1758	THE MONTEREY COUNTY	631	6041	REQUEST BIDS CIP24-	0.00	141.95
101	108691	03/01/24	9401	WILLIAMS SCOTSMAN,	631	5201	TRC21-02	0.00	1,528.28
TOTAL CASH ACCOUNT								0.00	33,043.79
TOTAL FUND								0.00	33,043.79

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 70 - EMP BENEFIT FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108438	02/09/24	9360	STANDARD INSURANCE	703	5234	JANUARY 2024	0.00	6,343.32
101	108439	02/09/24	1	CALPERS HEALTH	703	5123	RET & CHANGES FEB24	0.00	15,432.49
101	108608	02/28/24	9360	STANDARD INSURANCE	703	5234	FEBRUARY 2024	0.00	5,726.52
101	108674	03/01/24	4279	PARS	703	5141	NOV 2023	0.00	320.96
101	108674	03/01/24	4279	PARS	703	5141	DEC 2023	0.00	341.36
TOTAL CHECK								0.00	662.32
101	V21625	02/16/24	9163	CLAREMONT BEHAVIORA	703	5213	EAP DEC 2023	0.00	648.15
101	V21625	02/16/24	9163	CLAREMONT BEHAVIORA	703	5213	EAP FEB 2024	0.00	648.15
101	V21625	02/16/24	9163	CLAREMONT BEHAVIORA	703	5213	EAP SEPT 2023	0.00	648.15
101	V21625	02/16/24	9163	CLAREMONT BEHAVIORA	703	5213	EAP NOV 2023	0.00	648.15
101	V21625	02/16/24	9163	CLAREMONT BEHAVIORA	703	5213	EAP APRIL 2023	0.00	648.15
101	V21625	02/16/24	9163	CLAREMONT BEHAVIORA	703	5213	EAP MAY 2023	0.00	648.15
101	V21625	02/16/24	9163	CLAREMONT BEHAVIORA	703	5213	EAP JAN 2024	0.00	648.15
TOTAL CHECK								0.00	4,537.05
101	V22924	03/01/24	9163	CLAREMONT BEHAVIORA	703	5213	EAP JULY 2023	0.00	648.15
101	V22924	03/01/24	9163	CLAREMONT BEHAVIORA	703	5213	EAP MARCH 2023	0.00	648.15
TOTAL CHECK								0.00	1,296.30
TOTAL CASH ACCOUNT								0.00	33,998.00
TOTAL FUND								0.00	33,998.00

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 71 - WORKERS COMP FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108607	02/27/24	2133	PERS	701	5145	UAL FEB 2024	0.00	666.67
TOTAL CASH ACCOUNT								0.00	666.67
TOTAL FUND								0.00	666.67

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 72 - LIABILITY INS FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108607	02/27/24	2133	PERS	702	5145	UAL FEB 2024	0.00	500.00
TOTAL CASH ACCOUNT								0.00	500.00
TOTAL FUND								0.00	500.00

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 74 - LOCAL WATER PROJECT

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108413	02/02/24	5959	STATE WATER RESOURC	741	5801	LOAN PAYMENT	0.00	47,060.30
101	108413	02/02/24	5959	STATE WATER RESOURC	741	5802	LOAN PAYMENT	0.00	159,387.98
TOTAL CHECK								0.00	206,448.28
101	108544	02/16/24	1798	MONTEREY ONE WATER	741	5222	JAN 1 - FEB 29, 202	0.00	29,209.78
101	108558	02/16/24	7716	PERC WATER CORPORAT	741	5201	FY23/24 LWP O&M	0.00	33,402.85
TOTAL CASH ACCOUNT								0.00	269,060.91
TOTAL FUND								0.00	269,060.91

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 75 - CEMETERY FUND

CASH ACCT	CHECK NO		ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108323		02/02/24	10194	JULIA SHUMELDA	75	4484	RFND MRKR W/ BORDER	0.00	291.00
101	108331		02/02/24	8118	LLORIN-VELASQUEZ CO	601	5201	FY24 CEMETERY MARKE	0.00	2,650.00
101	108331	V	02/02/24	8118	LLORIN-VELASQUEZ CO	601	5201	FY24 CEMETERY MARKE	0.00	-2,650.00
101	108331	V	02/02/24	8118	LLORIN-VELASQUEZ CO	601	5201	FY24 CEMETERY MARKE	0.00	-2,650.00
101	108331		02/02/24	8118	LLORIN-VELASQUEZ CO	601	5201	FY24 CEMETERY MARKE	0.00	2,650.00
TOTAL CHECK									0.00	0.00
101	108348	V	02/02/24	9576	O'REILLY AUTO ENTER	601	5227	UNIT 71D	0.00	-43.82
101	108348		02/02/24	9576	O'REILLY AUTO ENTER	601	5227	UNIT 71D	0.00	43.82
TOTAL CHECK									0.00	0.00
101	108354	V	02/02/24	9802	ROBERT HALF INC.	601	5201	TEMP EMPLOYEE SERVI	0.00	-6,535.00
101	108354	V	02/02/24	9802	ROBERT HALF INC.	601	5201	TEMP EMPLOYEE SERVI	0.00	-4,110.60
101	108354		02/02/24	9802	ROBERT HALF INC.	601	5201	TEMP EMPLOYEE SERVI	0.00	4,110.60
101	108354		02/02/24	9802	ROBERT HALF INC.	601	5201	TEMP EMPLOYEE SERVI	0.00	6,535.00
TOTAL CHECK									0.00	0.00
101	108376		02/02/24	8118	LLORIN-VELASQUEZ CO	601	5201	FY24 CEMETERY MARKE	0.00	2,650.00
101	108376		02/02/24	8118	LLORIN-VELASQUEZ CO	601	5201	FY24 CEMETERY MARKE	0.00	2,650.00
TOTAL CHECK									0.00	5,300.00
101	108393		02/02/24	9576	O'REILLY AUTO ENTER	601	5227	UNIT 71D	0.00	43.82
101	108399		02/02/24	9802	ROBERT HALF INC.	601	5201	TEMP EMPLOYEE SERVI	0.00	6,535.00
101	108399		02/02/24	9802	ROBERT HALF INC.	601	5201	TEMP EMPLOYEE SERVI	0.00	4,110.60
TOTAL CHECK									0.00	10,645.60
101	108536		02/16/24	10216	MICHAEL NEWELL	75	4484	REFUND-SOLD IN ERRO	0.00	1,122.00
101	108536		02/16/24	10216	MICHAEL NEWELL	75	4481	REFUND-SOLD IN ERRO	0.00	3,684.00
TOTAL CHECK									0.00	4,806.00
101	108541		02/16/24	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	4.40
101	108541		02/16/24	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	16.06
101	108541		02/16/24	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	82.45
101	108541		02/16/24	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	79.50
101	108541		02/16/24	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	16.07
101	108541		02/16/24	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	79.50
101	108541		02/16/24	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	80.60
101	108541		02/16/24	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	79.50
101	108541		02/16/24	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	19.43
101	108541		02/16/24	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	16.07
101	108541		02/16/24	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	16.07
101	108541		02/16/24	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	16.07
TOTAL CHECK									0.00	505.72
101	108557		02/16/24	2034	PACIFIC GROVE HARDW	601	5309	CEMETERY	0.00	115.74
101	108561		02/16/24	6411	QUADIENT LEASING US	601	5225	FY 23/24 MAIL MACHI	0.00	36.00
101	108561		02/16/24	6411	QUADIENT LEASING US	601	5225	FY 23/24 MAIL MACHI	0.00	36.00
TOTAL CHECK									0.00	72.00

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 75 - CEMETERY FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108566	02/16/24	9802	ROBERT HALF INC.	601	5201	TEMP EMPLOYEE SERVI	0.00	4,403.60
101	108571	02/16/24	10217	TAIANA HAUTAU	75	4484	REFUND CEMETERY LAB	0.00	686.00
101	108607	02/27/24	2133	PERS	601	5145	UAL FEB 2024	0.00	1,333.32
101	108644	03/01/24	1105	GRANITE ROCK COMPAN	601	5309	MORTAR	0.00	216.42
TOTAL CASH ACCOUNT								0.00	28,419.22
TOTAL FUND								0.00	28,419.22

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 76 - SEWER FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108345	02/02/24	1896	NEILL ENGINEERS COR	611	5201	NEIL ENGINEERS RETA	0.00	1,000.00
101	108345 V	02/02/24	1896	NEILL ENGINEERS COR	611	5201	NEIL ENGINEERS RETA	0.00	-1,000.00
TOTAL CHECK								0.00	0.00
101	108349	02/02/24	6239	OWEN EQUIPMENT SALE	611	5227	UNIT 47	0.00	1,245.10
101	108349 V	02/02/24	6239	OWEN EQUIPMENT SALE	611	5227	UNIT 47	0.00	-1,245.10
TOTAL CHECK								0.00	0.00
101	108390	02/02/24	1896	NEILL ENGINEERS COR	611	5201	NEIL ENGINEERS RETA	0.00	1,000.00
101	108394	02/02/24	6239	OWEN EQUIPMENT SALE	611	5227	UNIT 47	0.00	1,245.10
101	108500	02/16/24	9704	BOWMAN CONSULTING G	612	6051	CIP23-06 PUMP STATI	0.00	2,533.86
101	108500	02/16/24	9704	BOWMAN CONSULTING G	612	6051	CIP23-06 PUMP STATI	0.00	20,082.90
TOTAL CHECK								0.00	22,616.76
101	108505	02/16/24	1725	CALIFORNIA MARINE S	611	5201	E9C WATER QUALITY M	0.00	8,761.50
101	108541	02/16/24	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	16.07
101	108541	02/16/24	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	19.43
101	108541	02/16/24	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	79.50
101	108541	02/16/24	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	80.60
101	108541	02/16/24	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	16.07
101	108541	02/16/24	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	79.50
101	108541	02/16/24	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	79.50
101	108541	02/16/24	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	82.45
101	108541	02/16/24	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	16.07
101	108541	02/16/24	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	4.40
101	108541	02/16/24	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	16.06
101	108541	02/16/24	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	16.07
TOTAL CHECK								0.00	505.72
101	108545	02/16/24	9292	MONTEREY ONE WATER	611	5201	FAT, OIL, & GREASE	0.00	1,591.37
101	108545	02/16/24	9292	MONTEREY ONE WATER	611	5201	FAT, OIL, & GREASE	0.00	8,238.95
101	108545	02/16/24	9292	MONTEREY ONE WATER	611	5221	LIFT STATION MAINTE	0.00	42,195.37
TOTAL CHECK								0.00	52,025.69
101	108552	02/16/24	2024	PACIFIC GAS & ELECT	611	5222	PW 4175-4	0.00	14.98
101	108552	02/16/24	2024	PACIFIC GAS & ELECT	611	5222	PW 5126-5	0.00	1,140.79
TOTAL CHECK								0.00	1,155.77
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	611	5309	SEWER	0.00	12.21
101	108557	02/16/24	2034	PACIFIC GROVE HARDW	611	5309	SEWER	0.00	88.98
TOTAL CHECK								0.00	101.19
101	108560	02/16/24	2219	PURE WATER	611	5309	WATER SERVICE	0.00	42.60
101	108583	02/16/24	4943	US BANK	611	5275	GHO	0.00	299.49
101	108583	02/16/24	4943	US BANK	611	5215	GHO	0.00	1,494.15
TOTAL CHECK								0.00	1,793.64
101	108607	02/27/24	2133	PERS	611	5145	UAL FEB 2024	0.00	10,250.00

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 76 - SEWER FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108620	03/01/24	6154	AT&T	611	5212	PW SEWER 2931	0.00	31.57
101	108620	03/01/24	6154	AT&T	611	5212	PW SEWER 1395	0.00	31.57
101	108620	03/01/24	6154	AT&T	611	5212	PW SEWER 1261	0.00	31.57
101	108620	03/01/24	6154	AT&T	611	5212	PW SEWER 0576	0.00	31.57
TOTAL CHECK								0.00	126.28
101	108629	03/01/24	7226	CAPITAL ONE PUBLIC	612	5801	WASTEWTR INTREST PM	0.00	10,174.55
101	108629	03/01/24	7226	CAPITAL ONE PUBLIC	612	5802	WASTEWTR PRINCPLE P	0.00	33,732.22
TOTAL CHECK								0.00	43,906.77
101	108645	03/01/24	3378	DON CHAPIN CO., INC	611	5207	FY23/24 SEWER LINE	0.00	2,882.58
101	108645	03/01/24	3378	DON CHAPIN CO., INC	611	5207	FY23/24 SEWER LINE	0.00	1,755.87
TOTAL CHECK								0.00	4,638.45
101	108663	03/01/24	1896	NEILL ENGINEERS COR	611	5201	NEIL ENGINEERS RETA	0.00	1,000.00
TOTAL CASH ACCOUNT								0.00	149,169.47
TOTAL FUND								0.00	149,169.47

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 77 - GOLF FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108554	02/16/24	7197	PACIFIC GROVE GOLF	622	6061	Q3 COURSE CAP TRUST	0.00	18,918.92
101	108554	02/16/24	7197	PACIFIC GROVE GOLF	622	6061	Q4 COURSE CAP TRUST	0.00	13,242.86
TOTAL CHECK								0.00	32,161.78
TOTAL CASH ACCOUNT								0.00	32,161.78
TOTAL FUND								0.00	32,161.78

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 84 - AMERICAN RESCUE PLAN-ARPA

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108359 V	02/02/24	1758	THE MONTEREY COUNTY	841	6031	RFP GW PRK PLYGRND	0.00	-151.19
101	108359	02/02/24	1758	THE MONTEREY COUNTY	841	6031	RFP GW PRK PLYGRND	0.00	151.19
TOTAL CHECK								0.00	0.00
101	108366 V	02/02/24	10011	WISS, JANNEY, ELSTN	841	6021	CIP23-17 CHAUTAUQUA	0.00	-3,534.50
101	108366	02/02/24	10011	WISS, JANNEY, ELSTN	841	6021	CIP23-17 CHAUTAUQUA	0.00	3,534.50
TOTAL CHECK								0.00	0.00
101	108404	02/02/24	1758	THE MONTEREY COUNTY	841	6031	RFP GW PRK PLYGRND	0.00	151.19
101	108411	02/02/24	10011	WISS, JANNEY, ELSTN	841	6021	CIP23-17 CHAUTAUQUA	0.00	3,534.50
TOTAL CASH ACCOUNT								0.00	3,685.69
TOTAL FUND								0.00	3,685.69

SELECTION CRITERIA: transact.trans_date between '20240201 00:00:00.000' and '20240229 00:00:00.000'
ACCOUNTING PERIOD: 9/24

FUND - 86 - CEMETERY ENDOWMENT FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108536	02/16/24	10216	MICHAEL NEWELL	86	4480	REFUND-SOLD IN ERRO	0.00	673.00
TOTAL CASH ACCOUNT								0.00	673.00
TOTAL FUND								0.00	673.00
TOTAL REPORT								0.00	2,725,931.95

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Lori, McDonnell, Councilmember
MEETING DATE:	March 20, 2024
SUBJECT:	2024 League of California Cities Mayor and Council Members Academy Attendance
CEQA:	Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive report.

DISCUSSION

I attended the 2024 League of California Cities Annual Mayor and Council Members Academy in Monterey. This event offered the opportunity to network with other city officials and gain valuable insights for addressing common challenges that we face in Pacific Grove. Workshop topics included:

Developing an Effective City Council and City Manager Team
Your Legal Powers and Obligations; Open Government and Conflicts of Interest
Policy Role in Land Use Planning
Effective Advocacy and Key City Issues
Social Media / Digital Communications and Civic Engagement
Financial Responsibilities, City Revenues Workshop (Parts 1 & 2)
Monterey Bay Division Meeting -- 2024 Ballot Landscape

OPTIONS

1. Do nothing.
2. Provide alternate direction.

FINANCIAL IMPACT:

There is no financial impact.

GOAL ALIGNMENT: Not Applicable.

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Bill Peake, Mayor
MEETING DATE:	March 20, 2024
SUBJECT:	2024 Ballot Initiative No. 21-0042A1
CEQA:	Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Direct Robert Perrault, Interim City Manager, to assess the potential financial impact on the City of November 2024 statewide ballot Initiative No. 21-0042A1.

DISCUSSION

The Attorney General of California has prepared the following title and summary of the chief purpose and points of the proposed measure: LIMITS ABILITY OF VOTERS AND STATE AND LOCAL GOVERNMENTS TO RAISE REVENUES FOR GOVERNMENT SERVICES. INITIATIVE CONSTITUTIONAL AMENDMENT.

For new or increased state taxes currently enacted by two-thirds vote of Legislature, also requires statewide election and majority voter approval. Limits voters' ability to pass voter-proposed local special taxes by raising vote requirement to two-thirds. Eliminates voters' ability to advise how to spend revenues from proposed general tax on same ballot as the proposed tax. Expands definition of "taxes" to include certain regulatory fees, broadening application of tax approval requirements. Requires Legislature or local governing body set certain other fees. Summary of estimate by Legislative Analyst and Director of Finance of fiscal impact on state and local governments: Lower annual state and local revenues, potentially substantially lower, depending on future actions of the Legislature, local governing bodies, voters, and the courts. (21-0042A1.)

California Special Districts Association (CSDA) analysis of Initiative No. 21-0042A1states "the initiative includes provisions that would retroactively void all state and local taxes or fees adopted after January 1, 2022 if they did not align with the provisions of this initiative. This may also affect indexed fees that adjust over time for inflation or other factors."

This initiative is also known as the "Taxpayer Protection and Government Accountability Act", "Taxpayer Protection Act", and "Taxpayer Deception Act."

OPTIONS

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:	Sandra Kandell, City Clerk/DEI Coordinator
MEETING DATE:	March 20, 2024
SUBJECT:	Diversity, Equity and Inclusion Task Force Minutes: Feburary 12, 2024
CEQA:	Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION
Receive minutes.

Attachments

DEI Minutes

MEETING MINUTES

CITY OF PACIFIC GROVE
DIVERSITY, EQUITY AND INCLUSION TASK FORCE

REGULAR MEETING

Monday, February 12, 2024, 6:00 P.M.

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

PACIFIC GROVE MEETINGS ARE CONDUCTED IN PERSON AT CITY HALL COUNCIL CHAMBER AND VIRTUALLY.

JOIN THE ZOOM WEBINAR TO PARTICIPATE LIVE AT:
https://www.cityofpacificgrove.org/Zoom_DEI

1. CALL TO ORDER / ROLL CALL

Chair Kim Bui called the meeting to order at 6:00 pm. City Clerk/DEI Coordinator Kandell conducted roll call with the following Task Force members present: Chair Bui, Members Doneux, Fryberger, and Secretary Hoops.

A. Election of Officers

Action: By way of nomination, Kim Bui was re-elected the Chair for the Diversity, Equity, and Inclusion Task Force.

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

AYES: Bui, Doneux, Fryberger, Hoops.
NOES: None.
ABSENT: None.

Action: By way of nomination, Natalie Fryberger was elected Vice-Chair for the Diversity, Equity, and Inclusion Task Force.

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

AYES: Bui, Doneux, Fryberger, Hoops.
NOES: None.
ABSENT: None.

Action: By way of nomination, Katie Hoops was elected Secretary for the Diversity, Equity, and Inclusion Task Force.

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

AYES: Bui, Doneux, Fryberger, Hoops.

NOES: None.
ABSENT: None.

2. APPROVAL OF AGENDA

Action: Upon motion by Chair Bui and seconded by Member Doneux, the Task Force voted to approve the agenda.

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

AYES: Bui, Doneux, Fryberger, Hoops.
NOES: None.
ABSENT: None.

3. PRESENTATIONS

No presentations were heard.

4. TASK FORCE AND STAFF ANNOUNCEMENTS (City-Related Items Only)

Chair Bui made Task Force related announcements.

5. COUNCIL LIAISON ANNOUNCEMENTS

No announcements.

6. GENERAL PUBLIC COMMENT

General public comment received from Carol Marquart and Colleen Ingram.

A. Written General Public Comment
None.

7. CONSENT AGENDA

Upon motion by Secretary Hoops and seconded by Vice Chair Fryberger, the Task Force voted to approve the Consent Agenda.

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

AYES: Bui, Doneux, Fryberger, Hoops.
NOES: None.
ABSENT: None.

A. Minutes of the DEI Task Force January 8, 2024 Meeting
Action: Approved minutes.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

8. REGULAR AGENDA

A. Black History Month
Public comment received from Sue Parris

Action: Upon motion by Secretary Hoops and seconded by Vice Chair Fryberger, the Task

Force voted to receive a proclamation recognizing February 1 to March 1, 2024 as Black History Month and recommended the item be proclaimed at the City Council's February 21, 2024 meeting.

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

AYES:	Bui, Doneux, Fryberger, Hoops.
NOES:	None.
ABSENT:	None.

B. DEI Task Force Work Plan
Public comment received from Adam de Boor, Beth Walker, Colleen Ingram, Fred Jealous, and Inge Lorentzen Daumer

Action: The Task Force reviewed the Diversity, Equity and Inclusion Task Force Purpose, Powers and Duties and Work Plan.

C. FY 24/25 Capital Improvement Program Recommendation
Public comment received from Colleen Ingram

Action: The Task Force provided the Chair with direction on FY24/25 CIP project submission ideas on behalf of the DEI Task Force.

9. **NEXT MEETING:** March 11, 2024 at 6:00 p.m.

10. **ADJOURNMENT**
Chair Bui adjourned the meeting at 7:27p.m.

Respectfully Submitted,

Katie Hoops
Secretary

Approved by Chair: _____Date_____

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Cathy Madalone, Chief of Police
MEETING DATE:	March 20, 2024
SUBJECT:	Traffic Safety Commission Minutes: January 24, 2024
CEQA:	Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION
Receive the minutes.

Attachments

January Traffic Safety Minutes

TRAFFIC SAFETY COMMISSION MINUTES

Tuesday, January 23, 2024, 4:00 P.M.
Council Chamber – City Hall – 300 Forest Avenue, Pacific Grove,

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 4:01 pm.

Commissioner Brown, Munoz-Flores, Gunby, Greening, Prock, and Stern were present. Shammas was not in attendance.

Councilmember Amelio, Chief Madalone (virtual), Daniel Gho, Rich Deal, were also present.

2. APPROVAL OF AGENDA

Suggested to move Agenda item C "Elections of Officers for 2024-2025" until the February meeting to allow for new commissioners to participate.

Amendments to the agenda were unanimously approved.

3. APPROVAL OF THE MINUTES

The Minutes of November 28, 202, were approved without amendment unanimously.

4. GENERAL PUBLIC COMMENT

A. Written Comments

- Ten written comments were received as listed on the minutes.

B. Commissioner Oral Comments:

- Commissioner Gunby thanking Daniel Gho for the Public Works re-striping of the crosswalk at Central and Fountain due to the construction going on for the new hotel.
    - Commissioner Gunby suggested adding a stop sign at Lighthouse and Forest and Lighthouse and Congress as an agenda item for the next meeting as they were brought up by the public in two written comments.

C. Oral Public Comment

- No public comments.

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

A. Announcements

- Minutes for the January meeting will be prepared by Commissioner Stern

B. Staff and Commissioners meeting attendance and items of interest to this Commission:

- Council Liaison- Council member Amelio will update the Commission on recent actions by the City Council
    - There was a City Council meeting a couple of weeks ago and they approved Commissioners through the Mayor, including re-appointments and appointments.
    - There were 2 appeals that were denied.
    - Two closed session items but nothing to report back.
- Report on the TAMC meeting

  Commissioner Stern did not have anything to report as she was unable to attend the TAMC meeting in January. Commissioner Lester Brown is up for being approved by the TAMC Board at the end of January as an alternate representative for Pacific Grove.

6. REGULAR AGENDA

A. Public Hearings – None

B. Unfinished Business

1. Cedar, Sunset & Congress Intersection Improvements Project

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

   Recommended Action: Receive Presentation

   - There were two public meetings (Jan 9th) with 30 members and a follow up meeting (Jan 22nd) and 27 members were present.
   - This has been deemed a precarious intersection and the city has hired GHD (Ms. Heather Anderson) to navigate the challenging CalTrans process to move forward.
   - Presentation was given by Ms. Heather Anderson to bring it to a formal recorded setting so the public can provide comment and the Commission can ask questions.
   - Public Comment
       - Mira B. Boone: Attended the meeting last night and she noticed that neighbors preferred the “No access from Cedar”. Her concern is having a mixture of pedestrians and bicycles in the same spot.

    - Carmelita Garcia: Saw that the roundabout was going on Mission Linen Property and was wondering if that was approved. Doesn't see an issue with that intersection and wondering why there haven't been other attempts to mitigate issues besides adding a roundabout. Suggests adding signage that says "5 Way Stop" for public education. Has concerns about the deer being affected. Worried about access to the apartments nearby and if that would be changed.
    - Dustin Connor: He lives across from the High School and is curious about what design solutions have been discussed about slowing people down on Sunset Drive and have noticed people speed in that area. People driving through the intersection at 19th almost run into other cars as pedestrians try to cross at 19th.
- Response from GHD:
    - One solution is to reduce the lane width to help reduce speeds and to add a buffer zone for bicycles so it also makes it feel narrower for cars.
    - Adding vegetation to make it feel narrower so individuals slow down while driving.
    - There is also an opportunity to add sidewalks from Forest Avenue to the intersection which would be beneficial to safety.
    - Next step is to talk to the Fire Department to understand their opinion on the different options.
    - Had their first meeting with the School District and the district is largely in favor of the project. That meeting also looked at crossing guard needs in regards to the new geometry but haven't finalized their decisions yet.
- Commissioner Comment:
    - Commissioner Brown: Wanted to discuss the collision map and to learn about the previous study conducted in 2016. The response was that there were adjacent accidents but they were not at the intersection. There was also a fatality at 19th that part of the older study. Commissioner Brown asked if the present conditions meet the Caltrans requirements for trucks. The truck turns don't quite work with the additional upgrades. They used a WB-50 truck which is a bigger Safeway Delivery Truck.
    - Commissioner Gunby: Asked to take into account the ability for Hayward Lumber to bring larger trucks into the intersection.
    - Commissioner Brown: One solution has Cedar feeding into Congress and it looks problematic.
        - Daniel Gho Response: A survey will be sent out to residents within the proximity to gain their input on the project and different solutions.
        - Rich Deal: The pedestrian crossing distance goes from a long crossing to a single lane crossing (smaller length) at a time with one direction of traffic coming from the pedestrian's left. Walkways are separated from the intersection and there are good sightlines between the driver and pedestrian. Also there are

median/refuge spaces for pedestrians/bikes. This all makes it safer for pedestrian crossings.

- Commissioner Greening: Believes that the roundabout is helpful for cyclists and that they usually work very well.
- Commissioner Stern: Excited about the project and the thoughtfulness of safe routes to school.
- Commissioner Brown: Asked Daniel Gho about the price of the project and the response was that the exact price is yet to be determined since the project is still in discussion. Commission Brown also wanted to know how long the project would take to construct.
    - Rich Deal Response: Roundabouts are constructed with edges first so people can move within them easily. Then the most invasive part of construction is consolidated into a very short period of time during the year when it is least frustrating. The whole project will probably be about a year but there will be various stages of closures.

C. Reports from subcommittees

- Update/Comments of the Goals for the TSC-Commissioners Brown, Gunby, Stern
    - Had a virtual meeting to discuss recommendations to meet the goals that were presented to the full commission. The sub committee is still working on it and they will be meeting next week.

7. Adjournment:

The Commission meeting was adjourned at 5:11 pm.

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Joseph Sidor, Contract Planner
MEETING DATE:	March 20, 2024
SUBJECT:	Consider an Appeal of Architectural Permit (AP), Use Permit (UP) and Variance (VAR) 22-0284, 773-775 Ocean View Blvd, Pacific Grove (APN 006-071-007); Continued from the City Council Regular Meetings on November 1, 2023, and February 21, 2024.
CEQA:	Categorical Exemption, CEQA Guidelines Section 15301, Class I, Existing Facilities

RECOMMENDATION

Staff recommends the City Council deny the appeal and approve the project as revised (Architectural Permit and Variance 22-0284), subject to the findings, conditions of approval, and Class 1 Categorical Exemption (CEQA Guidelines Section 15301, Existing Facilities).

DISCUSSION

Project Description

The proposed project includes the remodel of an existing 2,343 square foot two-story duplex, including installation of an elevator and construction of a roof deck. The project would also include enclosure of the exterior stairs to the upper unit, new exterior stairs to the roof deck, and a new balcony area on the second floor. Additionally, the applicant proposes to reconfigure the garage area (i.e., reconversion of the garage from habitable space to parking space) to increase the number of existing parking spaces, thereby reducing the interior habitable space as well as reducing the need for street parking.

Site Description

The 1,491 square foot lot, located at the corner of Ocean View Boulevard and Moss Street, is currently developed with a 2,343 square foot two-story duplex, including a 1,029 square foot lower unit, a 1,189 square foot upper unit, and a 125 square foot garage. The property is located within the City's Coastal Zone, Area of Special Biological Significance, and within an archaeologically sensitive area. Due to the limited scope of the proposed project, submittal of an archaeological report is not required or warranted, and conditions of approval have been added to address inadvertent discovery of cultural resources. The subject property is not listed on the City's Historic Resources Inventory (HRI).

Surrounding Land Uses

The parcel is located in an area of small- to medium-sized one- and two-story single-family residences and duplexes in the Beach Tract neighborhood.

Noticing and Story Poles

Pursuant to PGMC sections 23.86.020 and 23.86.040, on February 8, 2024, a Notice of Public Hearing was posted on site (on both Ocean View Boulevard and Moss Street), mailed to properties within a 300-foot radius of the subject property, and published in the Monterey County Weekly.

On January 8, 2024, the applicant notified City staff that story poles and netting reflecting the revised project had been installed. This was also verified by staff on February 8, 2024.

Background and Summary of Appeal Contentions

At a special meeting of the Architectural Review Board (ARB) on May 16, 2023, the ARB voted 4 - 0 - 1 (4 yes, 0 noes, and 1 absent) to recommend the Planning Commission deny the Use Permit and Variance, and to grant approval of the Architectural Permit subject to plans that conform to the existing code. The ARB recommended the elevator only provide access to the second floor and be contained within the existing structure footprint, and that access to the roof deck be provided by exterior stairs or interior hatch.

In response to the ARB's recommendation, the applicant revised the proposed project design to decrease the height and footprint of the elevator shaft and to decrease the height of the main structure. The revisions resulted in the following: a 9-inch height reduction of the elevator shaft, from 27.75 feet to 27.00 feet; a 4-inch reduction of the main dwelling height, including the roof deck railing, from 22.5 feet to 22.17 feet; and an increase of the rear setback (i.e., a reduction of the encroachment) from 6 inches to 1 foot. The building and site coverage, although slightly decreased, remain approximately the same as initially proposed. See the **Use Permit** and **Variance** sections below for additional information. The revised plans also reflected a building code requirement to have an open staircase to the roof deck in addition to the elevator.

On September 14, 2023, the Planning Commission considered the project, including the ARB's recommendation and the applicant's revisions, and voted 4 - 1 - 2 (4 yes, 1 no, and 2 absent) to approve the project as revised.

On September 22, 2023, the appellant submitted a timely appeal (attached) to the Planning Commission's decision to approve the project.

The appellant made the following contentions:

1) The project is in noncompliance with zoning for R-3-PGB. The existing building already exceeds height, gross floor area and setback requirements, and the proposed project further exceeds limits of the zoning.

Staff Response: As stated below in the **Applicable Zoning Code Regulations and Architectural Permit** section, the proposed project would comply with applicable development standards for main structure height and gross floor area. The existing development on the property is nonconforming with regard to the front setback, side setbacks, rear setback, building coverage, site coverage, lot size, and required parking. As proposed, the front setback and side setbacks would not change. The proposed remodel would increase the covered parking from 1 space to 2 spaces, thereby improving the existing and proposed nonconforming residential parking situation. The rear setback, building coverage, and site coverage would become more nonconforming under the development proposal (see the Variance section below for additional information).

Regarding parking, the City's longstanding practice has been to allow and approve improvements to existing nonconforming development even though it would continue to be nonconforming. Regarding the height, the main structure would conform to the allowed development standard, and the City may approve a Use Permit to allow the elevator shaft to exceed the zoning district's maximum allowed height. However, as revised, the elevator shaft would conform to the allowed development standard and a Use Permit is no longer required. Regarding the rear setback, building coverage, and site coverage, the City may approve a Variance based on the specific circumstances of a property. In this case, the proposed project would not significantly nor adversely change the existing situation. Site coverage would increase by approximately 10 square feet over existing, and building coverage would increase by approximately 132 square feet over existing. The rear setback would decrease from 6 feet to 1 foot; however, the existing stairs already encroach into the rear setback and the proposed elevator shaft would not significantly increase the encroachment and would be placed over existing site coverage. Due to the small lot sizes in this area, multiple properties in the vicinity have nonconforming development and either Use Permits or Variances have been approved on these properties for similar types of changes.

2) There are no facts to support the findings required for a variance from existing zoning limits, under PGMC Sec. 23.70.080 (b) (4) or any other provision.

Staff Response: The appellant submitted no evidence to support this assertion. See Staff Response to contention 1 above, the Variance section below, and the Variance findings and supporting evidence in the attached draft resolution.

3) The proposed elevator shaft does not qualify for a use permit under PGMC Section 23.64.120 for chimneys and flagpoles.

Staff Response: The appellant submitted no evidence to support this assertion. PGMC Section 23.64.120 states "Chimneys, cupolas, flagpoles, monuments, water tanks, clock towers and similar structures and mechanical appurtenances may be permitted in excess of height limits provided a use permit is first obtained in each case. The proposed elevator shaft is a similar structure to those identified, and this determination is consistent with past City practice and approvals. However, as revised, the proposed elevator shaft would not exceed the allowed height limit and a Use Permit is no longer required. Therefore, this contention is no longer relevant.

4) The proposed elevator shaft does not meet the requirements for findings required for a use permit under PGMC Sec. 23.70.080 (a)(4) or any other provision.

Staff Response: The appellant submitted no evidence to support this assertion. Pursuant to PGMC Section 23.64.120, the City may approve a Use Permit to allow the elevator shaft to exceed the zoning district's maximum allowed height. However, as revised, the proposed elevator shaft would not exceed the allowed height limit and a Use Permit is no longer required. Therefore, this contention is no longer relevant.

5) The proposed project is not in compliance with the City's Architectural Review Guidelines.

Staff Response: The appellant submitted no evidence to support this assertion. See the **Architecture and Design Consideration** section below and the Architectural Permit findings and supporting evidence in the attached draft resolution.

6) The proposed project is not consistent with the Pacific Grove General Plan, including but not limited to inconsistency with SCE-1 and SCE-2.

Staff Response: The appellant submitted no evidence to support this assertion. As proposed, the project does not impact public views along the shoreline and is consistent with Land Use Plan (LUP) Policy SCE-1. Moreover, the proposed project does not adversely impact public views and is consistent with LUP Policy SCE-2. As proposed, the elevator shaft is designed with a flat roof, would be constructed on the rear elevation opposite Ocean View Boulevard, and would not exceed the allowed height limit.

7) The proposed project poses an undue fire hazard due to lack of fire department access for equipment and personnel in case of fire or equipment malfunction.

Staff Response: The appellant submitted no evidence to support this assertion. The property is located on a corner lot at the intersection of Moss Street and Ocean View Boulevard, and access would remain from these two streets. Access would also remain on the side opposite Moss Street, and sufficient structure separation would remain between the site and the adjacent property located on Mermaid Avenue. Therefore, as proposed, the site would retain access for emergency response personnel and equipment.

8) The proposed project encroaches on adjacent property due to the lack of setbacks for access and repairs.

Staff Response: The appellant submitted no evidence to support this assertion. See Staff Response to contention 7 above.

In summary, the appellant submitted no evidence in support of the contentions and/or the contentions no longer remain relevant.

On November 1, 2023, the City of Pacific Grove City Council considered the appeal and the proposed project and voted 5 - 1 - 1 (5 yes, 1

no, and 1 absent) to direct the applicant to revise the proposed project with a height limit not to exceed 25 feet and to continue the item to a date uncertain. In response to the City Council's direction, the applicant revised the project plans to reduce the overall height from 27 feet to 25 feet and to reconfigure the stairs. Per the revised plans, the elevator only services the 1st and 2nd floors and no longer services or provides access to the roof deck. This reduction in overall project height eliminates the requirement for a Use Permit.

Since the City Council continued the item to a date uncertain, City staff re-noticed the City Council's consideration of the appeal and proposed project for February 21, 2024. On this date, the City Council continued the item to a date certain on March 20, 2024.

Applicable General Plan Policies
The neighborhood is designated High Density Residential with an allowed density of up to 24.8 dwelling units per acre. The Pacific Grove General Plan provides a framework for future growth and development within the City. The Land Use Element includes goals and polices that call for the orderly, well-planned, and balanced development, consistent with the historic nature of Pacific Grove, the capacity of the City's infrastructure, and ability to assimilate new growth. The proposed project is consistent with applicable General Plan policies, including the following:

Chapter 2 - Land Use
Policy 2: Ensure that new development is compatible with adjacent existing development.
Policy 4: Continue to preserve Pacific Grove's character and regulate development.

Chapter 3 - Housing
Policy 8: Strive to provide the City's share of the region's housing need.

The policies above are implemented through the R-3-PGB zoning district, which allows residential and multifamily development in areas with adequate public services.

Applicable Zoning Code Regulations and Architectural Permit
As currently proposed/revised, the project complies with some of the zoning regulations set forth in Pacific Grove Municipal Code (PGMC) Chapter 23.57 (R-3-PGB). This includes, but is not limited to, the height limit for the main structure and gross floor area. The existing development on the property is nonconforming with regard to the front setback, side setbacks, rear setback, building coverage, site coverage, lot size, and required parking. As proposed, the front setback and side setbacks would not change. The proposed remodel would increase the covered parking from 1 space to 2 spaces, thereby improving the existing nonconforming residential parking situation. The rear setback, building coverage, and site coverage would become more nonconforming under the development proposal (see the **Variance** section below).

The applicant provided a revised Project Data Sheet (attached) indicating the development standards of the zoning district, existing conditions, and proposed conditions. The Architectural Permit (AP) is required per PGMC Sections 23.70.060(c)(1) and 23.57.070. PGMC Section 23.57.070 requires architectural approval for all structures remodeled in the R-3-PGB zoning district. The required findings for the AP are located in the draft resolution (attached).

Use Permit
Per PGMC Section 23.64.120, a Use Permit (UP) is required to allow the elevator shaft to exceed the zoning district's maximum allowed height of 25 feet. As revised per the City Council's direction, the elevator shaft would rise to a height of 25.00 feet (i.e., within the allowed maximum height) to provide access to the second story of the duplex. The elevator would no longer provide service or access to the roof deck. This reduction in overall project height eliminates the requirement for a Use Permit and the findings for the UP have been removed from the draft resolution.

Variance
The Variance (VAR) is required per PGMC Section 23.70.080(b)(4), and the required findings for the VAR are located in the draft resolution (attached). The Variance is required to allow a further reduction of the rear setback, and minor increases to both building and site coverage. The required rear setback for a two-story structure is 8 feet, and the existing nonconforming rear setback would decrease from 6 feet to 1.0 foot. The existing nonconforming building coverage of 1,154 square feet (77.4 percent) would increase by approximately 132 square feet to a total of 1,286 square feet (86.3 percent) to accommodate the elevator shaft and enclosed stairs to the second story of the duplex. Additionally, the existing nonconforming site coverage of 1,372 square feet (92.0 percent) would increase by approximately 10 square feet to a total of 1,382 square feet (92.7 percent) to accommodate the elevator shaft and enclosed stairs to the second story of the duplex. Most of the elevator shaft would be placed over existing impervious surface site coverage. Due to the small lot sizes in this area, multiple properties in the vicinity have nonconforming development and either Use Permits or Variances have been approved on these properties for similar types of changes. Additionally, properties in the vicinity have approved second-floor or roof decks. Examples of other properties in the vicinity that have nonconforming development and/or second-floor or roof decks include 701 Ocean View Blvd., 707 Ocean View Blvd., 711 Ocean View Blvd., 717 / 719 Ocean View Blvd., and 829 Ocean View Blvd. The Council may determine that the proposed rear setback, building coverage, and site coverage on the project site are appropriate based on the circumstances of the application and the surrounding development.

Architecture and Design Consideration
As proposed, the design would be compatible with the neighborhood comprised of small- to medium-sized one- and two-story single-family residences and duplexes of varying architectural styles, alignments, and scales. Exterior color and material finishes for the project will match the existing structure and include a tile roof and clear glass with stainless steel railing. The elevator shaft and enclosed/exterior stairs would be constructed on the rear elevation opposite Ocean View Boulevard. As designed/revised and per CDD staff site inspections, the proposed minor changes to the structural bulk and mass would not result in adverse visual impacts for neighbors or along Ocean View Boulevard.

Architecture Review Guidelines:

The architectural style, materials and site design are in substantial conformance with the City's Architectural Review Guidelines. Specifically, Guidelines Nos. 7 and 9 relating to the second floor decks and balconies and neighbors' views were used in analyzing the proposed project to ensure compliance. As designed, the project complies with the following Architectural Review Guidelines:

Guideline #7: Second floor balconies and decks should be designed and located to minimize the loss of privacy for neighboring properties.
As proposed, the new second floor balcony would face Ocean View Boulevard, and the roof deck would not overlook any yard areas and would not result in the loss of privacy for neighboring properties.

Guideline #9: Attempt to preserve some portion of neighbors' views by carefully positioning or limiting the width, depth, or height of proposed building elements.
The proposed elevator shaft would be built to the height required to access the second floor only and is designed with a flat roof. As revised, the project would not result in adverse visual impacts for surrounding properties.

Lighting
Exterior lighting shall comply with LUP Policy DES-6, and is required as a condition of approval.

Water
Any additional water credits required to complete the project will need to be purchased from the City of Pacific Grove.

Stormwater Treatment Measure
Less than 2,500 sq ft of impervious surface will be replaced; therefore, the project does not trigger stormwater requirements.

Coastal Development Permit (CDP)
Pursuant to PGMC Sections 23.90.050, City CDP Determinations, and 23.90.040, CDP Exemptions, Community Development Department (CDD) staff determined the project to be exempt from the requirement to obtain a CDP. CDD staff forwarded this determination to the Coastal
Commission on December 15, 2022.

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)
In reviewing this action, the City has followed the CEQA statute adopted by the State of California as published in the California Public Resources Code, Division 13, §21000, et seq., and the associated guidelines as published in the California Code of Regulations, Title 14, §15000, et seq. (i.e., CEQA Guidelines). The proposed project is found to be categorically exempt under CEQA Guidelines Section 15301, Class 1, Existing Facilities, allowing additions and/or alterations to existing facilities and structures. As proposed/revised, the project is consistent with the General Plan and the neighborhood within which the project is located is not environmentally sensitive. No adverse environmental effects were identified during staff review of the development application nor during site inspections.
The exceptions to exemptions in Section 15300.2 of the CEQA Guidelines pertaining to location, cumulative impacts, significant effects, scenic highways, hazardous waste sites, and historical resources do not apply to this project. There is no substantial evidence of an unusual circumstance because there is no feature or condition of the project that distinguishes the project from the exempt class. Additionally, there is no substantial evidence that would support a fair argument that the project has a reasonable possibility of having a significant effect on the environment or that it would result in a cumulative significant impact.

ORDER OF PROCEDURE
As noted above, the City Council first heard and considered the appeal on November 1, 2023. At that time, the public hearing was opened and comments were received on the entirety of the project and appeal. The public hearing was subsequently closed. The Council then directed the Applicant to return with plan revisions.

Since the public hearing on the full scope of the project and appeal was previously closed, there is no requirement to reopen again for full comments. If the Council wishes to allow further public comment, staff suggests the following procedure:

1. Entertain the Staff Report on the proposed plan revisions;
2. Council questions of staff as it relates to the plan revisions;
3. Public comment as it relates to the plan revisions only;
4. Council deliberation on the plan revisions.

OPTIONS
1. Adopt staff's recommendation to deny the appeal of the Planning Commission's decision and approve the project as revised, subject to the findings, conditions of approval, and Class 1 Categorical Exemption (CEQA Guidelines Section 15301, Existing Facilities);
2. Approve the appeal of the Planning Commission's decision and deny the proposed project;
3. Direct the applicant to revise the proposed project subject to Council direction; or
4. Discuss and take other action related to this item.

FINANCIAL IMPACT:
The proposed project would have no impact on the City's fiscal operations.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Appeal Form & Supplemental Information
CDD Application

Project Data Sheet - Revised
Draft Resolution
CEQA Exemption Form
Planning Commission Permit Dated September 14, 2023
Architectural Review Board Permit Dated May 16, 2023
Historic Report
Plan Set - Revised
Correspondence

$ PAID 1747.-

CITY OF PACIFIC GROVE

Community Development Department – Planning Division
300 Forest Avenue, Pacific Grove, CA 93950
T :: 831.648.3190 • F :: 831.648.3184 • www.ci.pg.ca.us/cdd
Appeal Form

Appeal #: Appeal 22-0284
Date: 9/22/2023
Received By: dd
Total Fee:

RECEIVED
CITY MANAGER'S OFFICE
2023 SEP 22 11:01
CITY OF PACIFIC GROVE

Project Information

Project Address: 773-775 Ocean View Blvd. 93950 APN: 006-071-007
☐ On HRI/ ☐ Not on HRI
Application & No.: 22-0284
Applicant Name: Phone #:
Mailing Address:
Email Address:
Owner Name: Phone #:
Mailing Address:
Email Address:

RECEIVED
SEP 22 2023
CITY OF PACIFIC GROVE
COMMUNITY DEV DEPT

Action[1]

☐ ARB: Architectural Review Board
☐ CDD: Planning Staff
☐ HRC:Historic Resources Committee
■ PC: Planning Commission
☐ NRC: Natural Resources Committee
☐ SPRC: Site Plan Review Committee
☐ ZA: Zoning Administrator

Date of Action: 09/14/2023
Action Taken: approval of variance use permit, architecul permit, and use permit #22-0284,773-774 Ocean View Blvd

Appeal Information

Appellant Name: Darrin Tinsley Phone #: 510-220-4632
Mailing Address: 700 Briggs #8 Pacific Grove Ca 93950
Email Address: dntinsley@aol.com
Appeal Deadline: 5:00 p.m. on ____/____/____
Grounds for Appeal: see attached

If necessary, use additional pages.

Fees

Discretionary Fees[2]	$
Appeal Fee = 25% of discretionary fees	$
Cost of publication of legal notice[3]	$
Photocopies ____ copies @ 10¢ each	$
Postage[4] ____ stamps @ 45¢ each	$
Other	$
Total Appeal Fee	

Darrin Tinsley
Appellant Signature

9/21/2023
Date

[1] See Table 23.70.012-1 in the Pacific Grove Zoning Code, which identifies roles of review authorities as they relate to appeals.
[2] Whatever fee was collected by the city for the application for use permit, architectural approval, variance, etc., or combination of more than one fee if more than one decision is being appealed.
[3] Currently averaging $250-300.
[4] Typically the number of address labels for parcels (or portions thereof) found within a 300 ft radius of the subject parcel (350 ft radius for homes in the Asilomar Dunes area) is approximately 120. Mailing is sent to owners and occupants (including most individual apartments) of properties.

GROUNDS FOR APPEAL

1. The project is in noncompliance with zoning for R-3-PGB. The existing building already exceeds height, gross floor area and setback requirements, and the proposed project further exceeds limits of the zoning.

2. There are no facts to support the findings required for a variance from existing zoning limits, under PGMC Sec. 23.70.080 (b) (4) or any other provision.

3. The proposed elevator shaft does not qualify for a use permit under PGMC Section 23.64.120 for chimneys and flagpoles.

4. The proposed elevator shaft does not meet the requirements for findings required for a use permit under PGMC Sec. 23.70.080 (a)(4) or any other provision.

5. The proposed project is not in compliance with the City's Architectural Review Guidelines.

6. The proposed project is not consistent with the Pacific Grove General Plan, including but not limited to inconsistency with SCE-1 and SCE-2.

7. The proposed project poses an undue fire hazard due to lack of fire department access for equipment and personnel in case of fire or equipment malfunction.

8. The proposed project encroaches on adjacent property due to the lack of setbacks for access and repairs.

*****

In addition, we request that all videos, transcripts and submittals of the Architectural Review Board meeting and the Planning Commission meeting on this project be included in the City's staff report to the City Council.

CITY OF PACIFIC GROVE

Community Development Department – Planning Division
300 Forest Avenue, Pacific Grove, CA 93950
Tel: 831.648.3190 • Fax: 831.648.3184 • www.cityofpacificgrove.org/cedd

Permit Application

$ PAID 6680.57

Application # AP/VAR 22-0284
Date: 11-17-22
Total Fees: #6,680.57

APPLICANT/OWNER:

Project Address: 773-775 Ocean View Blvd. **APN:** 006-071-007-000

Project Description: Existing 2-story duplex residence to be remodeled.
New enclosed stairs (to replace existing open stiars)
and new elevator at rear to access 2nd floor unit and new roof deck.

Will the project create, add, or replace impervious surface? ☑ Yes ☐ No

Will the project impact any tree(s) on site? ☐ Yes ☑ No

Applicant
Name: Jeanne C. Byrne, FAIA Architects
Phone: 831-372-6585
Email: jcbarchfaia@att.net
Mailing Address: 951 Lighthouse Ave. #5
Pacific Grove, CA 93950

Owner
Name: Bart Bruno
Phone: 831-277-6108
Email: bbruno20001@gmail.com
Mailing Address: P.O Box 545
Pebble Beach, CA 93953

PLANNING STAFF USE ONLY:

Permit Request:

☐ CRD: Counter Determination	☐ SP: Sign Permit	☐ IHS: Initial Historic Screening	☒ VAR: Variance
☒ AP: Architectural Permit	☐ UP: Use Permit	☐ HPP: Historic Preservation	☐ MMP: Mitigation Monitoring
☐ AAP: Administrative AP	☐ AUP: Administrative UP	☐ A: Appeal	☐ Water Entitlement
☐ ADC: Arch Design Change	☐ CDP: Coastal Dev. Permit	☐ TPD: Tree Permit W/ Dev't	☐ Other:
☐ ASP: Admin Sign Permit	☐ LLA: Lot Line Adjustment	☐ CDP Waiver/Admin. CDP	☐ Other:

CEQA Determination:
☒ Exempt
☐ Initial Study & Mitigated Negative Declaration
☐ Environmental Impact Report

Review Authority:
☐ Staff ☐ HRC
☐ ZA ☒ PC
☐ SPRC ☐ CC
☒ ARB ☐ _____

Active Permits:
☐ Active Planning Permit
☐ Active Building Permit
☐ Active Code Violation
Permit #: _____

Overlay Zones:
☐ Butterfly Zone
☒ Area of Special Biological Significance (ASBS)
☐ Environmentally Sensitive Habitat Area (ESHA)

Property Information
Lot: 14 & 15 Block: 246 Tract: Beach
ZC: R-3-PGB GP: HDR 24.8 du/ac Lot Size: 1,491
☐ Historic Resources Inventory ☒ Archaeologically Sensitive Area ☒ CDP Appeal Jurisdiction ☒ CZ

Staff Use Only:
Received by: _____
Assigned to: J. Sidor

RECEIVED
NOV 17 2022
CITY OF PACIFIC GROVE
COMMUNITY DEV DEPT

Application # 22-0284

INDEMNIFICATION CONDITION

In consideration for City review and approval of application in this matter, the Owner/Applicant shall indemnify, defend, protect and hold harmless the City, its elected and appointed officials, officers, agents, and employees (collectively "Indemnitees"), using counsel approved in writing by the City, from and against, any and all liabilities, claims, actions, causes of action, proceedings, suits, damages, judgments, liens, levies, costs and expenses of whatever nature, including reasonable attorneys' fees and disbursements which may accrue against Indemnitees by reason of the City's processing, approval or denial of the request and application in this matter. Indemnification shall include, but shall not be limited to any action, or proceeding brought to attack, set aside, void, annul, limit, or inhibit the approval of the application referenced above, and shall expressly include causes of action under the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA), or the CA Coastal Act.

The obligation to indemnify shall include, but not be limited to, all costs relating to preparing administrative records, investigations, responses to discovery, retention of experts, and other costs, including attorney's fees or obligations related to this matter, including actions brought by the Owner/Applicant and also extend to any expense incurred in establishing the City's right to indemnification. City expenses shall be paid by Owner/Applicant upon City request notwithstanding final disposition of the matter has not yet occurred. If the City is later determined to not be entitled to indemnification, the City shall repay amounts so advanced.

This indemnification condition is the Owner/Applicant's inducement to the City to process and approve the application, which approval would otherwise be withheld by City due to its concern for liability or expense that may result from performance of the City's duties. Should any dispute arise regarding interpretation of this condition, the prevailing party shall recover all reasonable costs incurred, including court costs, attorney fees and related expenses. Recovery of expenses shall be as additional costs awarded to the prevailing party, and shall not require initiation of a separate legal proceeding.

This indemnification condition shall not require the Owner/Applicant to indemnify the City or other Indemnities: (a) to the extent that an obligation is actually paid by an insurer pursuant to an insurance policy; (b) in connection with any remuneration paid to the City, if it shall be finally adjudged that such remuneration was in violation of law; or (c) on account of the City's misconduct if such misconduct shall be finally adjudged to have been knowingly fraudulent, deliberately dishonest or willful.

Any permit or other approval given by the City to the Owner/Applicant Guarantor shall be valid only so long as this indemnification condition is given full force and effect. If this indemnification condition is revoked, the permit or other approval of the City shall then become null and void.

Owner/Applicant represents it (and any subsidiary) is (a) duly formed and organized, (b) validly existing and in good standing under state law, and (c) has all necessary power to execute and deliver this document and perform its obligations. Owner/Applicant also represents it is authorized to enter into this agreement by all requisite partnership, corporate or other action, and its terms are a valid and legally binding obligation. Neither execution nor delivery of this document nor performance of its obligations will violate any law or provision of any agreement, articles of incorporation, by-laws or other organizational or governing documents relating to Owner/Applicant, nor conflict with any court order relating to Owner/Applicant.

Applicant Signature: _____ **Date:** 11/08/22

Paulo James Bruno Trustee

Owner Signature (Required): _____ **Date:** 11/8/22

PROJECT DATA SHEET

Project Address: 773 - 775 Ocean View Blvd. **Submittal Date:** 02/12/2024

Applicant(s): Jeanne C. Byrne, FAIA Architects **Permit Type(s) & No(s):** 22-0284

	REQUIRED/ Permitted	Existing Condition	Proposed Condition	Notes
Zone District	R-3-PGB			
Building Site Area	1,525 sq.ft.			
Density (multi-family projects only)				
Building Coverage	763	1,154	1,286	
Site Coverage	915	1,372	1,382	
Gross Floor Area	-	2,343	2,474	
Square Footage not counted towards Gross Floor Area		-	-	
Impervious Surface Area Created and/or Replaced			132	
Exterior Lateral Wall Length to be demolished in feet & % of total*	_____	_____	18ft/ 12%	
Exterior Lateral Wall Length to be built	_____	_____	60'-0"	
Building Height	25'-0"	20'-6"	25'-0"	@ elevator shaft / 22'-2" at roof deck
Number of stories	2	2	2	
Front Setback	12'	0	0	
East **Side Setback (specify side)**	4'-3"	0	0	
West **Side Setback (specify side)**	4'-3"	2'-10"	2'-10"	
Rear Setback	8'-0"	6'-0"	1'-0"	
Garage Door Setback	20'	0	0	
Covered Parking Spaces		1	2	
Uncovered Parking Spaces		0	0	
Parking Space Size (Interior measurement)	9' x 20'	9'x20'	18' x 20'	
Number of Driveways	1	-	-	
Driveway Width(s)		-	-	
Back-up Distance		-	-	
Eave Projection (Into Setback)	3' maximum	2"	2"	
Distances Between Eaves & Property Lines	3' minimum	0	0	at OVB & Moss
Open Porch/Deck Projections		-	-	
Architectural Feature Projections		-	-	
Number & Category of Accessory Buildings		0	0	
Accessory Building Setbacks		N/A	N/A	
Distance between Buildings		N/A	N/A	
Accessory Building Heights		N/A	N/A	
Fence Heights		6'	6'	

**If project proposes demolition to an HRI structure, also indicate % of proposed demolition of the surface of all exterior walls facing a public street or streets, if applicable.*

[Rev. 01/14/14]

RESOLUTION NO. 24-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE DENYING AN APPEAL AND APPROVING ARCHITECTURAL PERMIT (AP) AND VARIANCE (VAR) 22-0284 FOR A PROPERTY LOCATED AT 773/775 OCEAN VIEW BOULEVARD TO ALLOW THE REMODEL OF AN EXISITNG DUPLEX, INCLUDING INSTALLATION OF AN ELEVATOR AND CONSTRUCTION OF A ROOF DECK.

FACTS

1. The applicant proposes to remodel an existing 2,343 square foot two-story duplex, including installation of an exterior elevator and construction of a roof deck. The resulting duplex would have an 888 square foot lower unit and an 1,170 square foot upper unit with a 398 square foot two-car garage.
2. The subject site is located at 773/775 Ocean View Blvd, Pacific Grove, APN 006-071-007.
3. The subject site is approximately 1,491 square feet in size, and currently developed with a 2,343 square foot two-story duplex.
4. The subject site has a land use designation of Medium High Density Residential (10-20 du/ac) on the City's adopted Land Use Plan Map.
5. The project site is located in the R-3-PGB zoning district.
6. The property is located within the City's Coastal Zone, Area of Special Biological Significance (ASBS), and within an archaeologically sensitive area.
7. The subject property is not listed on the City's Historic Resources Inventory (HRI). A Phase I Historic Review prepared for the property by a qualified historian (Seavey, October 17, 2022) concluded the property is ineligible as a historical resource.
8. Due to the limited scope of the proposed project, submittal of an archaeological report is not required or warranted. The proposed ground disturbance for the elevator shaft will occur in a previously-developed area, and conditions of approval have been added to address inadvertent discovery of cultural resources.
9. Pursuant to Pacific Grove Municipal Code (PGMC) Sections 23.90.050, *City CDP Determinations*, and 23.90.040, *CDP Exemptions*, Community Development Department (CDD) staff determined the project to be exempt from the requirement to obtain a Coastal Development Permit (CDP). CDD staff forwarded this determination to the Coastal Commission on December 15, 2022.
10. This project has been determined to be Categorically Exempt per California Environmental Quality Act (CEQA) Guidelines, Section 15301, Class 1, Existing Facilities, and the exceptions to the exemptions in Section 15300.2 of the CEQA Guidelines do not apply.
11. At a noticed Special Meeting of the City of Pacific Grove Architectural Review Board (ARB) on May 16, 2023, the ARB reviewed the proposed project and voted 4 - 0 -1 (4 yes, 0 noes, and 1 absent) to recommend the Planning Commission deny the Use Permit and Variance, and to grant approval of the Architectural Permit subject to plans that conform to the existing code. The ARB recommended the elevator only provide access

to the second floor and be contained within the existing structure footprint, and that access to the roof deck be provided by exterior stairs or interior hatch.

12. In response to the ARB's recommendation, the applicant revised the proposed project design to decrease the height and footprint of the elevator shaft and to decrease the height of the main structure. The revisions resulted in the following: a 9-inch height reduction of the elevator shaft, from 27.75 feet to 27.00 feet; a 4-inch reduction of the main dwelling height, including the roof deck railing, from 22.5 feet to 22.17 feet; and an increase of the rear setback (i.e., a reduction of the encroachment) from 6 inches to 1 foot. The building and site coverages, although slightly decreased, remained approximately the same as initially proposed. The revised plans also reflected a building code requirement to have an open staircase to the roof deck in addition to the elevator.
13. At a noticed Regular Meeting on September 14, 2023, the City of Pacific Grove Planning Commission (PC) considered the project, including the ARB's recommendation and the applicant's revisions, and voted 4 - 1 -2 (4 yes, 1 no, and 2 absent) to approve the project as revised.
14. On September 22, 2023, the appellant submitted a timely appeal of the Planning Commission's decision to approve AP-UP-VAR 22-0284.
15. Pursuant to the appeal, the City of Pacific Grove City Council considered the appeal and the proposed project at a noticed public hearing on November 1, 2023. At this hearing, the City Council voted 5 - 1 - 1 (5 yes, 1 no, and 1 absent) to direct the applicant to revise the proposed project with a height limit not to exceed 25 feet and continued the item to a date uncertain.
16. In response to the City Council's direction, the applicant revised the project plans to reduce the overall height from 27 feet to 25 feet and to reconfigure the stairs. Per the revised plans, the elevator only services the 1st and 2nd floors and no longer services or provides access to the roof deck. Also, this reduction in overall project height eliminates the requirement for a Use Permit.
17. At a noticed public hearing on February 21, 2024, the City of Pacific Grove City Council continued the item to a date certain on March 20, 2024.
18. Pursuant to the continuance, the City of Pacific Grove City Council considered the appeal and the proposed project, as revised, on March 20, 2024.

FINDINGS

For an Architectural Permit per PGMC Section 23.70.060(f)

1. The architecture and general appearance of the completed project are compatible with the neighborhood.

The proposed project includes the remodel of an existing 2,343 square foot two-story duplex, including installation of an exterior elevator and construction of a roof deck. As designed, the project would be compatible with other residences in the neighborhood. The surrounding streetscape is comprised of residences with varying architectural styles, alignments, and scales. The proposed exterior materials will match the existing structure and include a tile roof and clear glass with stainless steel railing for the roof deck. The elevator shaft and enclosed stairs would be constructed on the rear elevation opposite

Ocean View Boulevard. As designed, the project would not result in adverse visual impacts along Ocean View Boulevard.

2. *The completed project will neither be detrimental to the orderly and harmonious development of the citynor impair the desirability of investment or occupation in the neighborhood.*

   There is no indication or evidence that the proposed project would either negatively affect the orderly and harmonious development of the city or impair the desirability of investment in the neighborhood. The proposed development would increase the value of the property and contribute to the desirability of investment in the Beach Tract neighborhood.

3. *The council has been guided by and referenced applicable provisions of the architectural review guidelines in making its determinations on single-family residences.*

   The architectural style, materials and site design are in substantial conformance with the City's Architectural Review Guidelines. Specifically, Guidelines Nos. 7 and 9 relating to the second-floor balcony, roof deck, and neighbors' views were used in analyzing the proposed project to ensure compliance.

For a Variance per PGMC Section 23.70.080(b)(4)

1. *That there are exceptional or extraordinary circumstances or conditions applying to the land, buildings, or use referred to in the application, which circumstances or conditions do not apply generally to land, buildings, and/or uses in the same zoning district.*

   The subject property is small and nonconforming with regard to building coverage, site coverage, and setbacks. The Variance is required to allow a further reduction of the rear setback, and minor increases to both building and site coverage. As proposed and compared, the property would be similar to other properties in the neighborhood and the R-3-PGB zoning district.

2. *That the granting of the variance is necessary for the preservation and enjoyment of substantial property rights of the petitioner*.

   Without said variance the property would be adversely affected by the strict implementation of the zoning regulations, where other properties in the R-3-PGB zoning would not be affected in the same manner. Granting the variance would allow use of the property at a level similar to the level of use of other properties in the vicinity.

3. *That the granting of such variance will not, under the circumstances of the particular case, materially affect adversely the health or safety of persons residing or working in the neighborhood of the property of the applicant and will not, under the circumstances of the particular case, be materially detrimental to the public welfare or injurious to property or improvements in the neighborhood.*

   The proposed variance will accommodate the elevator shaft to provide access to the second story of the duplex. Most of the elevator shaft would be placed over existing impervious surface site coverage. Granting said variance, under the circumstances of this particular case, will not be materially detrimental to the public welfare or injurious to property or improvements in the neighborhood.

In approving the permit, the following conditions of approval are imposed and deemed reasonable and necessary to ensure that the approval will comply with the findings cited above.

CONDITIONS OF APPROVAL

1. **Permit Expiration.** This permit shall expire and be null and void if a building permit has not been applied for within two (2) years from and after the date of approval. Application for extension of this approval must be made prior to the expiration date.

2. **Construction Compliance.** All construction shall occur in general compliance with the proposal as set forth in the application, subject to any special conditions of approval herein. Any deviation from approvals must be reviewed and approved by staff and may require subsequent discretionary approval.

3. **Terms and Conditions.** These terms and conditions shall run with the land and bind to all future owners and possessors of the subject property, unless amended. Amendments to this permit may be achieved only if an application is made and approved, pursuant to the Zoning Code.

4. **Public Works, Fire and Building.** Review and approval by the Public Works and Fire Departments, and Building Division, are required prior to issuance of a building permit. Work taking place in the public right-of-way shall require an encroachment permit prior to issuance of the building permit.

5. **Conformance to Plans.** Development of the site shall conform to the approved plans for the "Bruno Residence" dated January 29, 2024, on file with the Community Development Department and to the Building Code, with the exception of any subsequently approved changes.

6. **Lighting.** All exterior lighting must conform to LUP Policy DES-6.

7. **Building Plans.** All conditions of approval for the Planning permit(s) shall be printed on a full-size plan sheet and included with the construction plan set submitted to the Building Division.

8. **Archaeology and Inadvertent Discovery.** When human remains or artifacts are exposed, the Health and Safety Code § 7050.5 requires that no further excavation or disturbance occurs in the area and that the county coroner is called so that the coroner can verify that the remains are not subject to medical jurisprudence. Within 24 hours of notification, the coroner calls the Native American Heritage Commission if the remains are known or thought to be Native American. The Native American Heritage Commission selects the Most Likely Descendant (MLD) from a rotating list of MLDs. The MLD has 24 hours to respond. All work will halt with a 50-yard radius until an osteologist can examine the remains, and a treatment plan for any said remains has been provided according to the MLD.

9. **Cultural and/or Archaeological Artifacts.** If such artifacts are unexpectedly discovered during ground disturbing activities, work shall be halted until the item(s) can be evaluated by a qualified professional archaeologist. If the find is determined to be significant, appropriate mitigation will be formulated, with the approval of the lead agency, and implemented prior to recommencement of work.

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

1. The Council determines that each of the Facts and Findings set forth above is true and correct, and by this reference incorporates those Facts and Findings as an integral part of this Resolution.
2. The Council denies the appeal and partially affirms the decision of the Planning Commission to approve AP-UP-VAR 22-0284 as revised pursuant to City Council direction on November 1, 2023.
3. The Council finds the project categorically exempt per CEQA Guidelines, Section 15301, Class 1, Existing Facilities, and also finds that the exceptions to the exemptions in Section 15300.2 of the CEQA Guidelines do not apply.
4. The Council APPROVES the revised permit (AP/VAR 22-0284) to allow the remodel an existing 2,343 square foot two-story duplex, including installation of an exterior elevator and construction of a roof deck.
5. The required Findings and Conditions of Approval are hereby approved and incorporated herein by reference.
6. This Resolution shall become effective immediately following passage and adoption thereof.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 20th day of March, 2024, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

_____
BILL PEAKE, Mayor

ATTEST:

_____
SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

_____
BRIAN PIERIK, City Attorney

CITY OF PACIFIC GROVE

Community Development Department – Planning Division

300 Forest Avenue, Pacific Grove, CA 93950
T: 831.648.3190 • F: 831.648.3184 • www.ci.pg.ca.us/cdd

NOTICE OF EXEMPTION FROM CEQA

Property Address/Location: 775 Ocean View Blvd, Pacific Grove, CA 93950

Project Description: AP/VAR 220284

Description: Remodel of existing duplex, and construction of elevator and roof deck.
APN: 006071007000
ZC: R-3-PGB
Lot Size: 1,491 square feet

Applicant Name:	Jeanne C. Byrne, FAIA Architects	Phone #:	8313726585
Mailing Address:	951 Lighthouse Avenue #5, Pacific Grove, CA 93950		
Email Address:	jcbarchfaia@att.net		

Public Agency Approving Project: City of Pacific Grove, Monterey County, California

Exempt Status (Check One):

- ☐ Ministerial (Sec. 21080(b)(1):15268))
- ☐ Declared Emergency (Sec. 21080(b)(3): 15269(a))
- ☐ Emergency Project (Sec. 21080(b)(4); 15269(b)(c))
- ☑ Categorical Exemption
  Type and Section Number: Class 1, §15301, Existing Facilities
- ☐ Statutory Exemption
  Type and Section Number:
- ☐ Other:

Exemption Findings:
The proposed project does not present any unusual circumstances that would result in a potentially significant environmental impact. This class of exemption is subject to exceptions from the exemption under §15300.2 of the CEQA Guidelines pertaining to location, cumulative impacts, significant effects, scenic highways, hazardous waste sites, and historical resources. In this case, none of these exceptions apply, and the proposed project qualifies for the Class 1 categorical exemption.

Contact: Joe Sidor, Planning Department, City of Pacific Grove

Contact Phone: (831) 648-3183

Signature: _____ **Date:** _____

DocuSign Envelope ID: C8C9F990-CEE1-45A4-9ACD-EB3CFDC356D5

CITY OF PACIFIC GROVE
Community Development Department – Planning Division
300 Forest Avenue, Pacific Grove, CA 93950
T: 831.648.3183 • F: 831.648.3184 • www.ci.pg.ca.us/cdd

ARCHITECTURAL PERMIT (AP), USE PERMIT (UP), AND VARIANCE (VAR) 22-0284 FOR A PROPERTY LOCATED AT 773/775 OCEAN VIEW BOULEVARD TO ALLOW THE REMODEL OF AN EXISITNG DUPLEX, INCLUDING INSTALLATION OF AN ELEVATOR AND CONSTRUCTION OF A ROOF DECK.

FACTS

1. The subject site is located at 773/775 Ocean View Blvd, Pacific Grove, APN 006-071-007.
2. The subject site has a designation of Medium High Density Residential (10-20 du/ac) on the City's adopted Land Use Plan Map.
3. The project site is located in the R-3-PGB zoning district.
4. The property is located within the City's Coastal Zone, Area of Special Biological Significance (ASBS), and within an archaeologically sensitive area.
5. Due to the limited scope of the proposed project, submittal of an archaeological report is not required or warranted. The proposed ground disturbance for the elevator shaft will occur in a previously-developed area. Conditions of approval have been added to address inadvertent discovery of cultural resources.
6. The subject property is not listed on the City's Historic Resources Inventory (HRI). A Phase I Historic Review prepared for the property by a qualified historian (Seavey, October 17, 2022) concluded the property is ineligible as a historical resource.
7. Pursuant to Pacific Grove Municipal Code (PGMC) Sections 23.90.050, *City CDP Determinations*, and 23.90.040, *CDP Exemptions*, Community Development Department (CDD) staff determined the project to be exempt from the requirement to obtain a Coastal Development Permit (CDP). CDD staff forwarded this determination to the Coastal Commission on December 15, 2022.
8. The subject site is approximately 1,491 square feet in size, and currently developed with a 2,343 square foot two-story duplex.
9. The proposed development would include the remodel of an existing 2,343 square foot two-story duplex, including installation of an exterior elevator and construction of a roof deck. The resulting duplex would have an 888 square foot lower unit and an 1,170 square foot upper unit with a 398 square foot two-car garage.
10. This project has been determined to be Categorically Exempt per California Environmental Quality Act (CEQA) Guidelines, Section 15301, Class 1, Existing Facilities, and the exceptions to the exemptions in Section 15300.2 of the CEQA Guidelines do not apply.

FINDINGS

For an Architectural Permit per PGMC Section 23.70.060(f)

1. *The architecture and general appearance of the completed project are compatible with the neighborhood.*

   The proposed project includes the remodel of an existing 2,343 square foot two-story duplex, including installation of an exterior elevator and construction of a roof deck. As designed, the project would be compatible with other residences in the neighborhood. The surrounding streetscape is comprised of residences with varying architectural styles, alignments, and scales. The proposed exterior materials will match the existing structure and include a tile roof and clear glass with stainless steel railing for the roof deck. The elevator shaft and enclosed stairs would be constructed on the rear elevation opposite Ocean View Boulevard. As designed, the project would not result in adverse visual impacts along Ocean View Boulevard.

2. *The completed project will neither be detrimental to the orderly and harmonious development of the city nor impair the desirability of investment or occupation in the neighborhood.*

There is no indication or evidence that the proposed project would either negatively affect the orderly and harmonious development of the city or impair the desirability of investment in the neighborhood. The proposed development would increase the value of the property and contribute to the desirability of investment in the Beach Tract neighborhood, and would provide accessibility to the proposed roof deck.

3. *The commission has been guided by and referenced applicable provisions of the architectural review guidelines in making its determinations on single-family residences.*

   The architectural style, materials and site design are in substantial conformance with the City's Architectural Review Guidelines. Specifically, Guidelines Nos. 7 and 9 relating to the second-floor balcony, roof deck, and neighbors' views were used in analyzing the proposed project to ensure compliance.

For a Use Permit per PGMC Section 23.70.080(a)(4)

1. *The proposed use is allowed with a use permit within the applicable zoning district and complies with all applicable provisions of these regulations.*

   The proposed use is a continuation of an existing use (duplex) permitted in the R-3-PGB zoning district. Per PGMC Section 23.64.120, a Use Permit is required to allow the elevator shaft to exceed the maximum allowed height of 25 feet. The elevator shaft would rise to a height of 27 feet (i.e., 2 feet over the allowed maximum height) to provide access to the second story of the duplex and to the roof deck.

2. *The proposed use is consistent with the general plan, the local coastal program, and any applicable specific plan.*

   The proposed use is consistent with the general plan and local coastal program. No specific plans apply to the subject property.

3. *The establishment, maintenance, or operation of the use will not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use.*

   The proposed use will not be detrimental to health, safety, or general welfare because it is a continuation of an existing use permitted in the R-3-PGB zoning district.

4. *The use, as described and conditionally approved, will not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the city.*

   The proposed use will not be detrimental or injurious to property and improvements in the neighborhood because the remodel and construction of an elevator shaft and roof deck will improve the desirability of the property.

5. *The location, size, design, and operating characteristics of the proposed use are compatible with the existing and future land uses in the vicinity.*

   The proposed project is compatible with other land uses in the vicinity, which consists primarily of one- or two-story single-family residences and duplexes on small lots.

For a Variance per PGMC Section 23.70.080(b)(4)

1. *That there are exceptional or extraordinary circumstances or conditions applying to the land, buildings, or use referred to in the application, which circumstances or conditions do not apply generally to land, buildings, and/or uses in the same zoning district.*

   The subject property is small and nonconforming with regard to building coverage, site coverage, and setbacks. The Variance is required to allow a further reduction of the rear setback, and minor increases to both building and site coverage. As proposed and compared, the property would be similar to other

properties in the neighborhood and the R-3-PGB zoning district.

2. *That the granting of the variance is necessary for the preservation and enjoyment of substantial property rights of the petitioner.*

   Without said variance the property would be adversely affected by the strict implementation of the zoning regulations, where other properties in the R-3-PGB zoning would not be affected in the same manner. Granting the variance would allow use of the property at a level similar to the level of use of other properties in the vicinity.

3. *That the granting of such variance will not, under the circumstances of the particular case, materially affect adversely the health or safety of persons residing or working in the neighborhood of the property of the applicant and will not, under the circumstances of the particular case, be materially detrimental to the public welfare or injurious to property or improvements in the neighborhood.*

   The proposed variance will accommodate the elevator shaft to provide access to the second story of the duplex and to the roof deck. Most of the elevator shaft would be placed over existing impervious surface site coverage. Granting said variance, under the circumstances of this particular case, will not be materially detrimental to the public welfare or injurious to property or improvements in the neighborhood.

PERMIT

Architectural Permit, Use Permit, and Variance (AP/UP/VAR 22-0284) to allow the remodel of an existing 2,343 square foot two-story duplex, including installation of an exterior elevator and construction of a roof deck.

CONDITIONS OF APPROVAL

1. **Permit Expiration.** This permit shall expire and be null and void if a building permit has not been applied for within two (2) years from and after the date of approval. Application for extension of this approval must be made prior to the expiration date.
2. **Construction Compliance.** All construction must occur in general compliance with the proposal as set forth in the application, subject to any special conditions of approval herein. Any deviation from approvals must be reviewed and approved by staff and may require Architectural Review Board and/or Planning Commission approval.
3. **Terms and Conditions.** These terms and conditions shall run with the land and bind to all future owners and possessors of the subject property, unless amended. Amendments to this permit may be achieved only if an application is made and approved, pursuant to the Zoning Code.
4. **Public Works, Fire and Building.** Review and approval by the Public Works and Fire Departments, and Building Division, are required prior to issuance of a building permit. Work taking place in the public right-of-way shall require an encroachment permit prior to issuance of the building permit.
5. **Conformance to Plans.** Development of the site shall conform to the approved plans for "Remodel and Addition for Bruno" dated August 8, 2023, on file with the Community Development Department and to the Building Code, with the exception of any subsequently approved changes.
6. **Lighting.** All exterior lighting must conform to LUP Policy DES-6.
7. **Building Plans.** All conditions of approval for the Planning permit(s) shall be printed on a full-size plan sheet and included with the construction plan set submitted to the Building Division.
8. **Archaeology and Inadvertent Discovery.** When human remains or artifacts are exposed, the Health and Safety Code § 7050.5 requires that no further excavation or disturbance occurs in the area and that the county coroner is called so that the coroner can verify that the remains are not subject to medical jurisprudence. Within 24 hours of notification, the coroner calls the Native American Heritage Commission

if the remains are known or thought to be Native American. The Native American Heritage Commission selects the Most Likely Descendant (MLD) from a rotating list of MLDs. The MLD has 24 hours to respond. All work will halt with a 50-yard radius until an osteologist can examine the remains, and a treatment plan for any said remains has been provided according to the MLD.

9. **Cultural and/or Archaeological Artifacts.** If such artifacts are unexpectedly discovered during ground disturbing activities, work shall be halted until the item(s) can be evaluated by a qualified professional archaeologist. If the find is determined to be significant, appropriate mitigation will be formulated, with the approval of the lead agency, and implemented prior to recommencement of work.

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION OF THECITY OF PACIFIC GROVE:

1. The Commission has determined 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 Permit.
2. The Planning Commission approves AP/UP/VAR 22-0284 as proposed and conditioned, pursuant to a Categorical Exemption for Existing Facilities (CEQA Guidelines Section 15301, Class 1).
3. This permit shall become effective upon the expiration of the 10-day appeal period.
4. This permit shall not take effect until the owner acknowledges and agrees to all terms and conditions and agrees to conform to and comply with those terms and conditions.

Passed and adopted at a regular meeting of the Planning Commission of the City of Pacific Grove on the 14th day of September, 2023, by the following vote:

AYES:	Fredrickson, Kubica, Davison, and Lilley
NOES:	Sawyer
ABSENT:	Murphy and Nodzenski
ABSTENTIONS:	None

APPROVED:

DocuSigned by:
C0D1F6E29E23497...
Steven Lilley, Chair

The undersigned hereby acknowledge and agree to the approved terms and conditions, and agree to fully conform to, and comply with, said terms and conditions.

DocuSigned by:
Bartolo James Bruno
5AE0EC0FBC5046F...

9/21/2023

Bartolo James Bruno, Trustee of the Bartolo and Frances Bruno Living Trust dated September 12, 2019

Date

DocuSigned by:
Frances Dianne Bruno
5AE0EC0FBC5046F...

9/25/2023

Frances Dianne Bruno, Trustee of the Bartolo and Frances Bruno Living Trust dated September 12, 2019

Date

DocuSign Envelope ID: 13B6DC56-F9A3-4456-AC7C-515BB74F002E

CITY OF PACIFIC GROVE
Community Development Department – Planning Division
300 Forest Avenue, Pacific Grove, CA 93950
T: 831.648.3183 • F: 831.648.3184 • www.ci.pg.ca.us/cdd

ARCHITECTURAL PERMIT (AP), USE PERMIT (UP), AND VARIANCE (VAR) 22-0284 FOR A PROPERTY LOCATED AT 773/775 OCEAN VIEW BOULEVARD TO ALLOW THE REMODEL OF AN EXISITNG DUPLEX, INCLUDING INSTALLATION OF AN ELEVATOR AND CONSTRUCTION OF A ROOF DECK.

FACTS

1. The subject site is located at 773/775 Ocean View Blvd, Pacific Grove, APN 006-071-007.
2. The subject site has a designation of Medium High Density Residential (10-20 du/ac) on the City's adopted Land Use Plan Map.
3. The project site is located in the R-3-PGB zoning district.
4. The property is located within the City's Coastal Zone, Area of Special Biological Significance (ASBS), and within an archaeologically sensitive area.
5. Due to the limited scope of the proposed project, submittal of an archaeological report is not required or warranted. The proposed ground disturbance for the elevator shaft will occur in a previously-developed area. Conditions of approval have been added to address inadvertent discovery of cultural resources.
6. The subject property is not listed on the City's Historic Resources Inventory (HRI). A Phase I Historic Review prepared for the property by a qualified historian (Seavey, October 17, 2022) concluded the property is ineligible as a historical resource.
7. Pursuant to Pacific Grove Municipal Code (PGMC) Sections 23.90.050, *City CDP Determinations*, and 23.90.040, *CDP Exemptions*, Community Development Department (CDD) staff determined the project to be exempt from the requirement to obtain a Coastal Development Permit (CDP). CDD staff forwarded this determination to the Coastal Commission on December 15, 2022.
8. The subject site is approximately 1,491 square feet in size, and currently developed with a 2,343 square foot two-story duplex.
9. The proposed development would include the remodel of an existing 2,343 square foot two-story duplex, including installation of an elevator and construction of a roof deck. The resulting duplex would have an 888 square foot lower unit and an 1,170 square foot upper unit with a 398 square foot two-car garage.
10. This project has been determined to be Categorically Exempt per California Environmental Quality Act (CEQA) Guidelines, Section 15301, Class 1, Existing Facilities, and the exceptions to the exemptions in Section 15300.2 of the CEQA Guidelines do not apply.

FINDINGS

For an Architectural Permit per PGMC Section 23.70.060(f)

1. *The architecture and general appearance of the completed project are compatible with the neighborhood.*

   The proposed project includes the remodel of an existing 2,343 square foot two-story duplex, including installation of an elevator and construction of a roof deck. As designed, the project would be compatible with other residences in the neighborhood. The surrounding streetscape is comprised of residences with varying architectural styles, alignments, and scales. The proposed exterior materials will match the existing structure and include a tile roof and clear glass with stainless steel railing for the roof deck. The elevator shaft and enclosed stairs would be constructed on the rear elevation opposite Ocean View Boulevard. As designed, the project would not result in adverse visual impacts along Ocean View Boulevard.

2. *The completed project will neither be detrimental to the orderly and harmonious development of the city nor impair the desirability of investment or occupation in the neighborhood.*

There is no indication or evidence that the proposed project would either negatively affect the orderly and harmonious development of the city or impair the desirability of investment in the neighborhood. The proposed development would increase the value of the property and contribute to the desirability of investment in the Beach Tract neighborhood.

3. *The Board has been guided by and referenced applicable provisions of the architectural review guidelines in making its determinations on single-family residences.*

   The architectural style, materials and site design are in substantial conformance with the City's Architectural Review Guidelines. Specifically, Guidelines Nos. 7 and 9 relating to the second-floor deck/roof deck and neighbors' views were used in analyzing the proposed project to ensure compliance.

For a Use Permit per PGMC Section 23.70.080(a)(4)

1. *The proposed use is allowed with a use permit within the applicable zoning district and complies with all applicable provisions of these regulations.*

   The proposed use is a continuation of an existing use (duplex) permitted in the R-3-PGB zoning district. The Use Permit is required to allow the elevator shaft to exceed the maximum allowed height of 25 feet. The elevator shaft would rise to a height of 27.75 feet (i.e., 2.75 feet over the allowed maximum height. The Planning Commission has purview to permit projects that do not meet the regulations of this zoning district, subject to the conditions of an approved use permit.

2. *The proposed use is consistent with the general plan, the local coastal program, and any applicable specific plan.*

   The proposed use is consistent with the general plan and local coastal program. No specific plans apply to the subject property.

3. *The establishment, maintenance, or operation of the use will not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use.*

   The proposed use will not be detrimental to health, safety, or general welfare because it is a continuation of an existing use permitted in the R-3-PGB zoning district.

4. *The use, as described and conditionally approved, will not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the city.*

   The proposed use will not be detrimental or injurious to property and improvements in the neighborhood because the remodel and construction of an elevator shaft and roof deck will improve the desirability of the property.

5. *The location, size, design, and operating characteristics of the proposed use are compatible with the existing and future land uses in the vicinity.*

   The proposed project is compatible with other land uses in the vicinity, which consists primarily of one- or two-story single-family residences and duplexes on small lots.

For a Variance per PGMC Section 23.70.080(b)(4)

1. *That there are exceptional or extraordinary circumstances or conditions applying to the land, buildings, or use referred to in the application, which circumstances or conditions do not apply generally to land, buildings, and/or uses in the same zoning district.*

   The subject property is small and nonconforming with regard to building coverage, site coverage, and setbacks. The Variance is required to allow a further reduction of the rear setback, and minor increases to both building and site coverage. As proposed and compared, the property would be similar to other properties in the neighborhood and the R-3-PGB zoning district.

2. *That the granting of the variance is necessary for the preservation and enjoyment of substantial property rights of the petitioner.*

   Without said variance the property would be adversely affected by the strict implementation of the zoning regulations, where other properties in the R-3-PGB zoning would not be affected in the same manner. Granting the variance would allow use of the property at a level similar to the level of use of other properties in the vicinity.

3. *That the granting of such variance will not, under the circumstances of the particular case, materially affect adversely the health or safety of persons residing or working in the neighborhood of the property of the applicant and will not, under the circumstances of the particular case, be materially detrimental to the public welfare or injurious to property or improvements in the neighborhood.*

   The proposed variance will accommodate the elevator shaft to provide access to the second story of the duplex and to the roof deck. Most of the elevator shaft would be placed over existing impervious surface site coverage. Granting said variance, under the circumstances of this particular case, will not be materially detrimental to the public welfare or injurious to property or improvements in the neighborhood.

PERMIT

Architectural Permit, Use Permit, and Variance (AP/UP/VAR 22-0284) to allow the remodel of an existing 2,343 square foot two-story duplex, including installation of an elevator and construction of a roof deck.

CONDITIONS OF APPROVAL

1. **Permit Expiration.** This permit shall expire and be null and void if a building permit has not been applied for within two (2) years from and after the date of approval. Application for extension of this approval must be made prior to the expiration date.
2. **Construction Compliance.** All construction must occur in general compliance with the proposal as set forth in the application, subject to any special conditions of approval herein. Any deviation from approvals must be reviewed and approved by staff and may require Architectural Review Board and/or Planning Commission approval.
3. **Terms and Conditions.** These terms and conditions shall run with the land and bind to all future owners and possessors of the subject property, unless amended. Amendments to this permit may be achieved only if an application is made and approved, pursuant to the Zoning Code.
4. **Public Works, Fire and Building.** Review and approval by the Public Works and Fire Departments, and Building Division, are required prior to issuance of a building permit. Work taking place in the public right-of-way shall require an encroachment permit prior to issuance of the building permit.
5. **Conformance to Plans.** Development of the site shall conform to the approved plans for "Remodel and Addition for Bruno" dated October 7, 2022, on file with the Community Development Department and to the Building Code, with the exception of any subsequently approved changes.
6. **Lighting.** All exterior lighting must conform to LUP Policy DES-6.
7. **Building Plans.** All conditions of approval for the Planning permit(s) shall be printed on a full-size plan sheet and included with the construction plan set submitted to the Building Division.
8. **Archaeology and Inadvertent Discovery.** When human remains or artifacts are exposed, the Health and Safety Code § 7050.5 requires that no further excavation or disturbance occurs in the area and that the county coroner is called so that the coroner can verify that the remains are not subject to medical jurisprudence. Within 24 hours of notification, the coroner calls the Native American Heritage Commission if the remains are known or thought to be Native American. The Native American Heritage Commission selects the Most Likely Descendant (MLD) from a rotating list of MLDs. The MLD has 24 hours to

respond. All work will halt with a 50-yard radius until an osteologist can examine the remains, and a treatment plan for any said remains has been provided according to the MLD.

9. **Cultural and/or Archaeological Artifacts.** If such artifacts are unexpectedly discovered during ground disturbing activities, work shall be halted until the item(s) can be evaluated by a qualified professional archaeologist. If the find is determined to be significant, appropriate mitigation will be formulated, with the approval of the lead agency, and implemented prior to recommencement of work.

NOW, THEREFORE, BE IT RESOLVED BY THE ARCHITECTURAL REVIEW BOARD OF THE CITY OF PACIFIC GROVE:

1. The Board recommends that the Planning Commission determined 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 Permit.
2. The Board recommends the Planning Commission deny UP/VAR 22-0284 as proposed, pursuant to a Statutory Exemption 15270 and recommend the Planning Commission approve the AP 22-0284 as proposed and conditioned pursuant to an Existing Facilities categorical exemption (CEQA Guidelines Section 15301, Class 1).
3. This permit shall become effective upon the expiration of the 10-day appeal period.
4. This permit shall not take effect until the owner acknowledges and agrees to all terms and conditions and agrees to conform to and comply with those terms and conditions.

Passed and adopted at a special meeting of the Architectural Review Board of the City of Pacific Grove on the 16th day of May, 2023, by the following vote:

AYES: Brooks, Boyle, Borstein, Eldridge

NOES:

ABSENT: Sutphen

APPROVED:

DocuSigned by:
Sarah Boyle
B13E5EFB08894AF...

Sarah Boyle, Chair

The undersigned hereby acknowledge and agree to the approved terms and conditions, and agree to fully conform to, and comply with, said terms and conditions.

DocuSigned by:
Bartolo James Bruno
5AE0EC0FBC5046F...

9/6/2023

Bartolo James Bruno, Trustee of the Bartolo and Frances Bruno Living Trust dated September 12, 2019

Date

DocuSigned by:
Frances Dianne Bruno
5AE0EC0FBC5046F...

9/6/2023

Frances Dianne Bruno, Trustee of the Bartolo and Frances Bruno Living Trust dated September 12, 2019

Date

KENT L. SEAVEY
310 LIGHTHOUSE AVENUE
PACIFIC GROVE, CALIFORNIA 93950
(831) 375-8739

October 17, 2022

Jeanne C. Byrne, FAIA
591 Lighthouse Ave., Suite #5
Pacific Grove, CA 93950

Dear Ms. Byrne:

Thank you for the opportunity to prepare a Phase I Historic Review of the apartment building property, owned by Mr. Bart Bruno located at 773-775 Ocean View Blvd. (APN# 006-071-007) in Pacific Grove, as required by the California Environmental Quality Act (CEQA) and the City of Pacific Grove. The subject property is not historically significant.

According to Monterey County Assessor' and Pacific Grove building records, the subject property was constructed in 1948. The original owner was a Mr. J. Silva, with Tony Pine of Monterey as the builder. Significant alterations were made over time, including undated horizontal aluminum siding and sliding aluminum windows added c. 1960's (?), and their removal and repair of original stucco wall-cladding in 2003 (PGBP #3211-03). The Pacific Grove Architectural Review Board noted that the subject property was not on the historic list in their 1/25/2003 review (see photos provided).

The subject property is a two-story wood-framed apartment building, rectangular in plan, resting on a concrete foundation. The original wall-cladding may have been the cement stucco now visible. The Mission tile trim along the front (NE) of the otherwise flat roof, and rear second floor landing may be original to the building. The 2003 remodel included the removal of the undated aluminum siding and aluminum-framed sliding windows, and replacement with the current anodized windows of the same type.

The addition of architectural-shaped foam corbels under the slight overhang of the second floor on the facade, an architectural foam front door surround, and stock fan-light doors, front and back of the building. The subject property exhibits a very poor imitation of Spanish Eclectic Revival design. No images of the original facade have been found. The subject property is sited flush with sidewalk on Ocean View Blvd. facing Monterey Bay, in a mixed-use seaside neighborhood of visitor accommodating commercial properties and private homes of varying ages, sizes and styles.

Character-defining features include its boxy rectangular plan; stucco-clad exterior wall-claddings; flat roof covered in tar & gravel, and a mixture of modern metal-clad window types (see photos, provided).

The California Environmental Quality Act (CEQA), PRC Sec.21084.1 requires all properties fifty years of age or older to be reviewed for potential historic significance. Criteria for that significance is addressed in PRC Sec. 5024.1 (a). It asks, did any event important to the region, state or nation occur on the property. Did anyone important to the region, state or nation occupy the property during the productive period of their lives. Does the building represent an important architectural type, period or method of construction, or is it a good example of the work of a noted architect or master builder. The criteria also asks. if the property is likely to yield information significant to the understanding of the areas history.

Eligibility for historic listing of buildings, structures, objects, sites and districts, i.e., rests on the twin factors of historic significance and integrity to be considered for listing in the National Register of Historic Places, the California Register of Historical Resources, and the Pacific Grove Historic Resource Inventory. Loss of integrity, if sufficiently great, will overwhelm the historic significance a resource may possess and render it ineligible for historic listing. Likewise, a resource can have complete integrity, but if it lacks significance, it must also be considered ineligible.

Integrity is measured by the application of seven aspects, defined by the National Register Criteria for Evaluation. They include: Location, the place where the historic property was constructed, or an historic event occurred;

Design, the combination of elements that create the form, plan, space, structure, and style of a building; Setting, the physical environment of the historic property; Materials, the physical elements that were combined during a particular period of time and in a particular pattern or configuration to form a historic property; Workmanship, the physical evidence of the crafts of a particular culture or people during any given period in history; Feeling & Association are subjective elements that assess a resources ability to evoke a sense of time and place.

The subject property is not included in the California Office of Historic Preservation-maintained "Historic Data File for Monterey County" (updated in September, 2021). It is not listed in the California Register, or the National Register of Historic Places, nor is it listed in any Pacific Grove Historic Resources Inventory.

Regarding the necessary seven aspects of integrity, the subject property appears to retain its location and setting, However, it was significantly altered in two identified exterior remodeling's, the latest in 2003. The subject property does not demonstrate any artistic merit, clearly lacks the influence of a significant architect or builder, nor is it an excellent example of it's type or style. In its present neighborhood context, which contains a variety of architectural periods and styles, the property does not evoke a strong sense of time and place, or of feeling and association with its 1948 period of construction.

No event of significance to the nation, state or region, nor any significant individuals during the productive period of their lives have been identified with the existing property. The building appears to have always been employed as a residential rental unit. As noted above, even if a resource has significance, if it lacks integrity, it must be considered ineligible for historic listing.

Lacking physical integrity, as constructed in 1948, and any historic significance, the subject property does not meet the necessary criterion for listing in the National or California Registers of Historical Resources. Nor does it meet the criterion established by the City of Pacific Grove to qualify for inclusion in the Pacific Grove Historic Resources Inventory, and therefore cannot be considered a historic resource as defined by CEQA.

Respectfully Submitted,

Kent R. Seavey

773-775 Ocean View Blvd.-Pacific Grove



Photo #1. Looking South at the NE facing facade, note shaped architectural foam detailing & stock door, Kent Seavey, October , 2022.

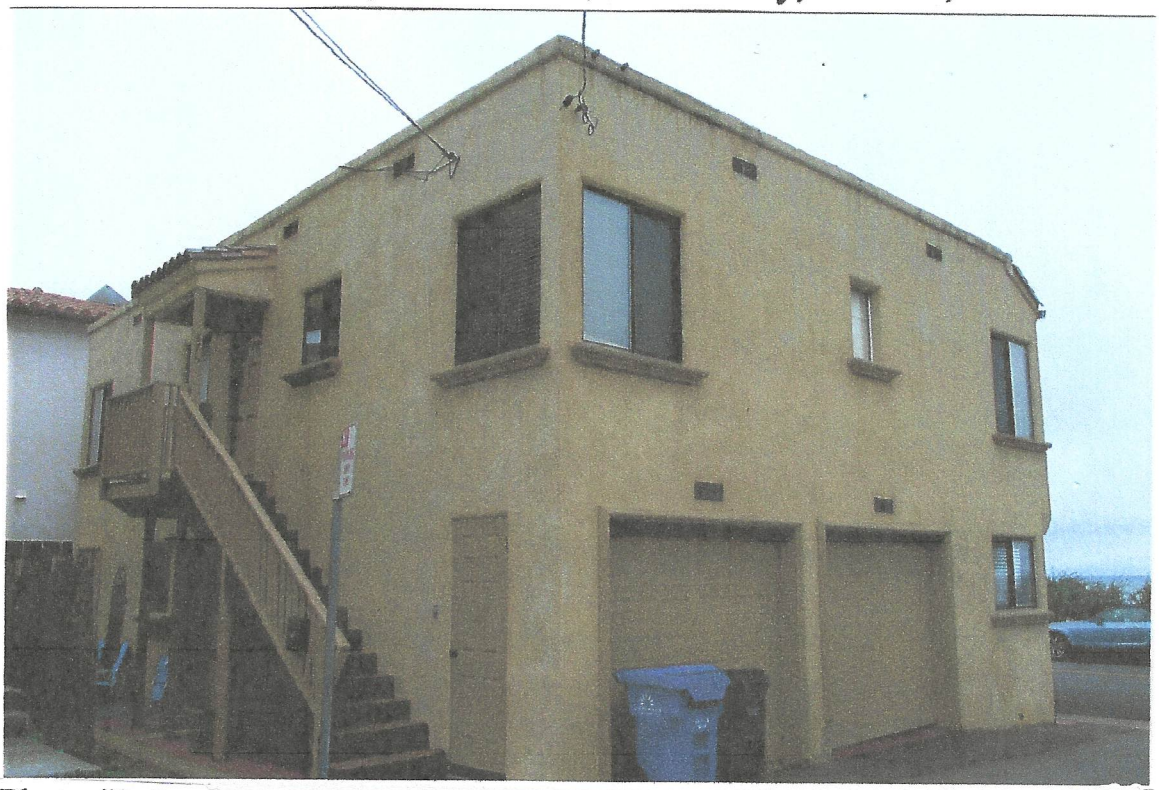


Photo #2. Looking NW at the East side & SW rear elevations, note material changes from pre 2003 appearance, Kent Seavey, October, 2022.



Photo #3. Looking NW at the East side & SW rear elevations, note previous 2003 exterior siding & window treatment, Unknown , May, 2003..

BRUNO RESIDENCE

SHEET INDEX:

A1.1 PROJECT DATA / SITE PLAN
A2.1 FLOOR PLANS
A3.1 EXTERIOR ELEVATIONS
A3.2 EXTERIOR ELEVATIONS

PROJECT DATA:

OWNER: BART BRUNO

PROJECT ADDRESS: 773-775 OCEAN VIEW BLVD.
PACIFIC GROVE, CA 93950

A.P.N.: 006-071-007

MAILING ADDRESS: P.O. BOX 545
PEBBLE BEACH, CA 93953

TELEPHONE: -------

ZONING INFORMATION:

LOT SIZE: 1,525 SQ. FT.
ZONING: R-3-PGB
SETBACKS: FRONT YARD: 12'-0"
SIDE YARD: 4'-3"
REAR YARD: 8'-0"

HEIGHT LIMIT: 25'
BLDG. COV.: 50% = 763 SQ. FT.
SITE COV.: 60% = 915 SQ. FT.

HISTORIC INVENTORY: NO
ARCHAEOLOGICAL ZONE: YES
COASTAL ZONE: YES
ASBS WATERSHED: YES
BUTTERFLY ZONE: NO

CODE DATA:

CODES: 2019 CBC, CRC, CEC, CFC, CMC, CPC
ENERGY & GREEN CODES

OCCUPANCY: R-3 / U
DUPLEX RESIDENCE
ATTACHED GARAGE

CONST. TYPE: V-B
SPRINKLERS: YES
STORIES: 2

EXISTING RESIDENCE

(E) 1ST FLOOR LIVING SPACE:	1,029 SQ.FT.
(E) GARAGE:	125 SQ.FT.
(E) 2ND FLOOR LIVING SPACE:	1,189 SQ.FT.
(E) TOTAL FLOOR AREA (FAR):	2,343 SQ.FT.
(E) BUILDING LOT COVERAGE:	1,154 SQ.FT. = 75.6%
(E) TOTAL PAVING COV.:	218 SQ.FT.
(E) TOTAL SITE COV.:	1,372 SQ.FT. = 90.0%

PROPOSED PROJECT

(E)!1ST FLOOR TO REMAIN:	756 SQ.FT.
(N)!GARAGE CONFIGURATION:	398 SQ.FT.
(N)!1ST FLOOR ADDITION:	132 SQ.FT.
(E)!2ND FLOOR TO REMAIN:	1,133 SQ.FT.
(N)!2ND FLOOR ADDITION:	55 SQ.FT.
(N)!TOTAL FLOOR AREA (FAR):	2,474 SQ.FT.
(N)!BUILDING LOT COVERAGE:	1,286 SQ.FT. = 83.7%
(N)!ROOF DECK AREA:	560 SQ.FT.
(N) ROOF LEVEL STAIR/ELEV. ENCLOSURE:	85 SQ.FT.
(N) TOTAL PAVING COV.:	96 SQ.FT.
(N) TOTAL SITE COV.:	1,382 SQ.FT. = 90.0%

PROJECT DESCRIPTION:

EXISTING 2-STORY DUPLEX TO BE REMODELED.
NEW ENCLOSED STAIRS (TO REPLACE EXISTING OPEN STAIRS) AND NEW ELEVATOR AT REAR TO ACCESS 2ND FLOOR UNIT. STAIRS TO NEW ROOF DECK PER CODE.

FIRE SPRINKLER NOTE:

PROVIDE NFPA-13D APPROVED AUTOMATIC FIRE SPRINKLER SYSTEM THROUGHOUT STRUCTURE AS REQUIRED BY THE FIRE DEPARTMENT. DESIGN AND LAYOUT TO BE SUBMITTED BY FIRE SPRINKLER CONTRACTOR TO THE FIRE MARSHAL FOR REVIEW AND APPROVAL PRIOR TO INSTALLATION. FIRE SPRINKLER CONTRACTOR TO TEST WATER PRESSURE FOR REQUIRED FLOW PRIOR TO SPRINKLER DESIGN.

WATER METER NOTE:

CONTRACTOR / PLUMBER TO TEST WATER PRESSURE AT SUPPLY FROM STREET. PROVIDE UPGRADED WATER LINES FOR SEPARATE DOMESTIC AND SPRINKLER USE FROM METER, WITH LOCK-OUT ON DOMESTIC SIDE, AS REQUIRED. VERIFY REQUIREMENTS WITH CAL-AM, MPWMD, AND SPRINKLER CONT.

PRE-FAB TRUSS NOTE:

PRE-FABRICATED ROOF TRUSS DESIGN AND CALCULATIONS ARE A DEFERRED SUBMITTAL. TRUSS DESIGN AND CALCS ARE TO BE SUBMITTED TO THE BUILDING DEPARTMENT FOR REVIEW AND APPROVAL PRIOR TO MANUFACTURING OR INSTALLING TRUSSES.

SHEAR WALL NAILING NOTE:

SHEAR WALLS WITH NAILING REQUIREMENTS TIGHTER THAN 4" O.C. REQUIRE A THIRD PARTY INSPECTION AND APPROVAL. INSPECTION REPORT SHALL BE PROVIDED TO THE BUILDING OFFICIAL.

ROOF NOTE:

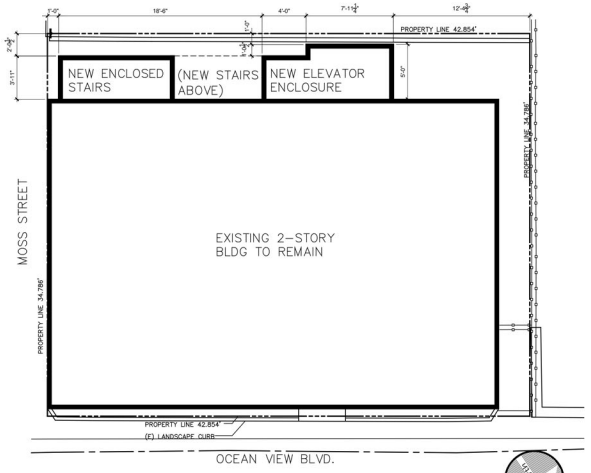
NEW ROOF ON ENTIRE STRUCTURE.
NEW ROOF TO BE CLAY TILES SIMILAR TO EXISTING OVER APPROVED UNDERLAYMENT FOR GIVEN ROOF SLOPE.
ROOF TO HAVE "CLASS A" RATING.

GAS LINE NOTE:

IT IS THE CONTRACTOR'S / PLUMBER'S RESPONSIBILITY TO PROVIDE A SINGLE-LINE GAS DIAGRAM TO THE BUILDING OFFICIAL AT TIME OF FRAMING INSPECTION.

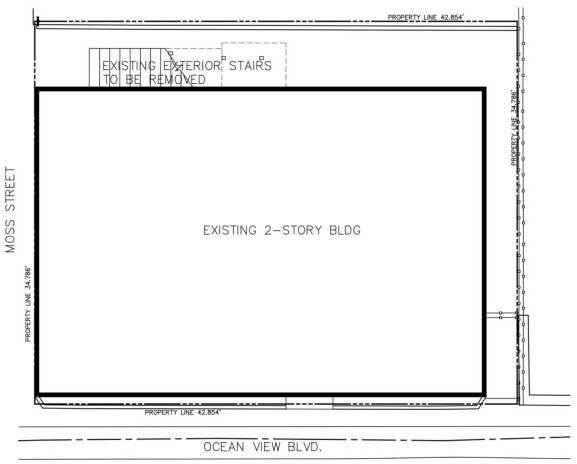
SEWER VALVE NOTE:

IT IS THE CONTRACTOR'S / PLUMBER'S RESPONSIBILITY TO PROVIDE AND INSTALL A SEWER BACK WATER VALVE AND SEWER RELIEF VENT IN APPROVED LOCATION.



PROPOSED SITE PLAN

SCALE: 3/16"=1'-0"



EXISTING SITE PLAN

SCALE: 3/16"=1'-0"

PROJECT DATA SHEET

Project Address: 773 - 775 Ocean View Blvd. **Submittal Date:** 02/12/2024

Applicant(s): Jeanne C. Byrne, FAIA Architects **Permit Type(s) & No(s):**

	Required/ Permitted	Existing Condition	Proposed Condition	Notes
Zone District	R-3-PGB			
Building Site Area	1,525 sq.ft.			
Density (multi-family projects only)				
Building Coverage	763	1,154	1,286	
Site Coverage	915	1,372	1,382	
Gross Floor Area	-	2,343	2,474	
Square Footage not counted towards Gross Floor Area		-	-	
Impervious Surface Area Created and/or Replaced			132	
Exterior Lateral Wall Length to be demolished in feet & % of total*	_____	_____	188/ 12%	
Exterior Lateral Wall Length to be built	_____	_____	60'-0"	
Building Height	25'-0"	20'-6"	25'-0"	@ elevator shaft / 22'-2" at roof deck
Number of stories	2	2	2	
Front Setback	12'	0	0	
East Side Setback (specify side)	4'-3"	0	0	
West Side Setback (specify side)	4'-3"	2'-10"	2'-10"	
Rear Setback	8'-0"	6'-0"	1'-0"	
Garage Door Setback	20'	0	0	
Covered Parking Spaces		1	2	
Uncovered Parking Spaces		0	0	
Parking Space Size (Interior measurement)	9' x 20'	9'x20'	18' x 20'	
Number of Driveways	1	-	-	
Driveway Width(s)		-	-	
Back-up Distance		-	-	
Eave Projection (Into Setback)	3' maximum	2"	2"	
Distances Between Eaves & Property Lines	3' minimum	0	0	at OVB & Moss
Open Porch/Deck Projections		-	-	
Architectural Feature Projections		-	-	
Number & Category of Accessory Buildings		0	0	
Accessory Building Setbacks		N/A	N/A	
Distance between Buildings		N/A	N/A	
Accessory Building Heights		N/A	N/A	
Fence Heights		6'	6'	

*If project proposes demolition to an HRI structure, also indicate % of proposed demolition of the surface of all exterior walls facing a public street or streets, if applicable.

[Rev. 01/14/14]

ISSUED FOR: DATE:
ABR 09/30/22
PLANNING COMM. 08/08/23
C.C. REVS/COM 01/29/24
C.C. REVS/COM 02/12/24

JEANNE C. BYRNE, FAIA
ARCHITECTS
291 LIGHTHOUSE AVE., SUITE #5
PACIFIC GROVE, CA 93950
(831)372-5585 FAX (831)372-8159

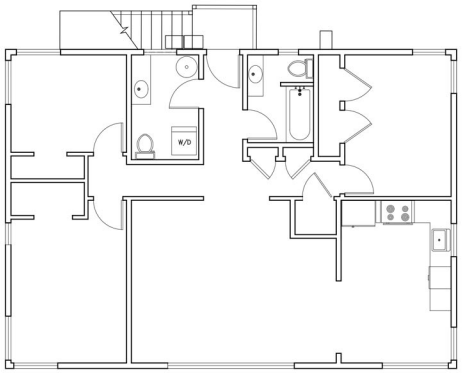
PROJECT DATA
SITE PLAN

REMODEL AND ADDITION FOR:
BRUNO
773-775 OCEAN VIEW BLVD.
PACIFIC GROVE, CA 93950
A.P.N. 006-071-007

DATE: A/ NOTED
SCALE: A/ NOTED
DRAWN BY: PA
JOB NUMBER:

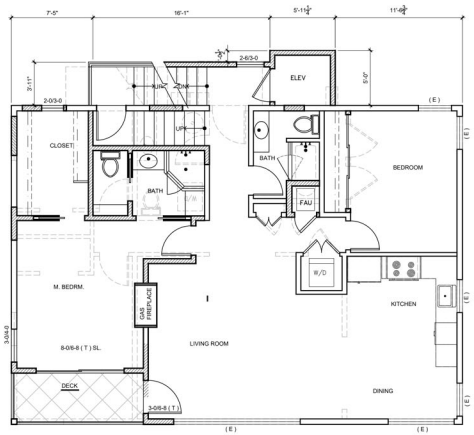
A1.1.3
OF SHEETS

ALL DRAWINGS, CONCEPTS, DESIGNS AND PLANS INDICATED OR REPRESENTED BY THIS DRAWING ARE AND SHALL REMAIN THE PROPERTY OF JEANNE C. BYRNE, FAIA ARCHITECTS AND WERE CREATED AND DEVELOPED FOR USE ON THE DESCRIBED PROJECT. NONE OF SUCH MATERIALS SHALL BE USED BY ANY PERSON, FIRM OR CORPORATION FOR ANY PURPOSE WHATSOEVER OTHER THAN THAT AUTHORIZED BY JEANNE C. BYRNE, FAIA ARCHITECTS.



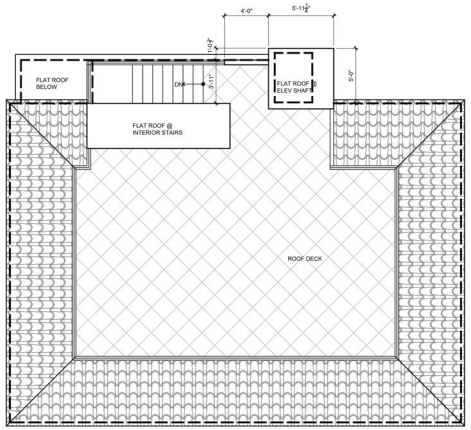
EXISTING SECOND FLOOR PLAN

SCALE: 3/16"=1'-0"



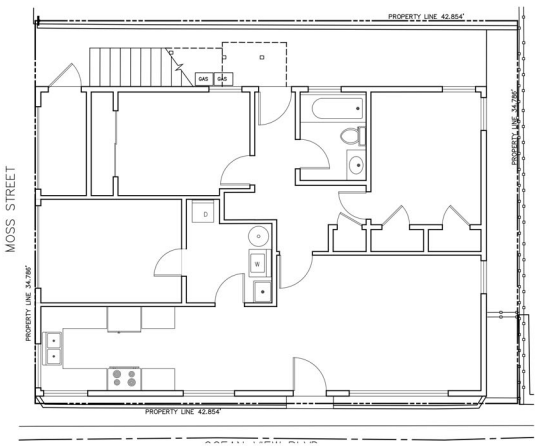
PROPOSED SECOND FLOOR PLAN

SCALE: 3/16"=1'-0"



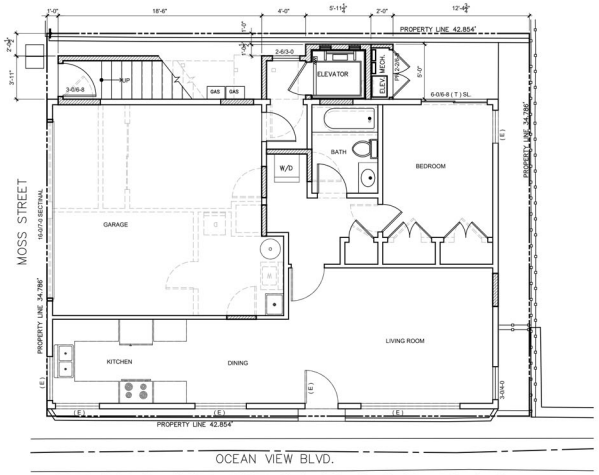
PROPOSED ROOF DECK PLAN

SCALE: 3/16"=1'-0"



EXISTING FIRST FLOOR PLAN

SCALE: 3/16"=1'-0"

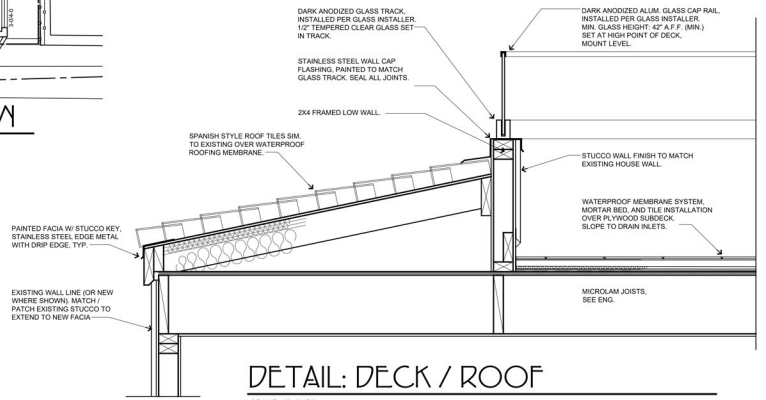


PROPOSED FIRST FLOOR PLAN

SCALE: 3/16"=1'-0"

FLOOR PLAN LEGEND:

- EXISTING WALLS TO REMAIN. PATCH TO MATCH EXISTING FINISHES AT AREAS OF WORK.
- EXISTING WALL TO BE REMOVED.
- NEW WALLS. 2X4 STUDS @ 16" O.C. WITH R-13 BATT INSUL. AT EXTERIOR WALLS TO MATCH EXISTING. 1/2" GYP. BD. AT INTERIORS, TYP., U.O.N. 2X6 STUDS AT PLUMBING WALLS AS REQUIRED. SEE PLAN.
- EXISTING WINDOWS TO REMAIN (E). NEW ALUMINUM DBL. PANE WINDOWS TO BE SIM. TO EXISTING, PER PLANS & ELEV. STUCCO MOLD AND TRIM TO MATCH (E). (T) = TEMPERED GLASS ,TYP. SEE PLAN/ELEV. FOR HEADER HT. TYPICAL HEADER @ 6'-8" U.O.N.
- EXISTING DOORS TO REMAIN (E). NEW ALUMINUM DBL. PANE DOORS TO BE SIM. TO EXISTING, PER PLANS AND ELEV. (HINGED OR SLIDER) (T) = TEMPERED GLASS



DETAIL: DECK / ROOF

SCALE: 1"=1'-0"

JEANNE C. BYRNE, FAIA
ARCHITECT
591 LIGHTHOUSE AVE., SUITE #5
PACIFIC GROVE, CA 93950
(831)372-5583 FAX (831)372-8109

ISSUED FOR:	DATE:
CC REVISION	01/29/24
CC REVISION	02/12/24

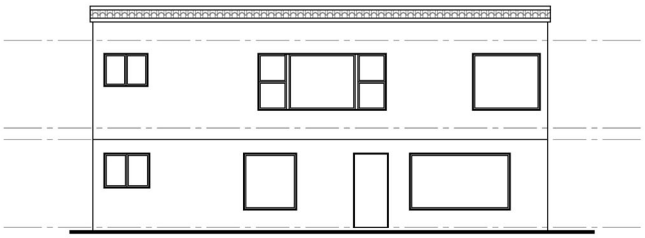
FLOOR PLANS

REMODEL AND ADDITION FOR:
BRUNO
775-775 OCEAN VIEW BLVD.
PACIFIC GROVE, CA 93950
APN: —

DATE: A/ NOTED
SCALE: A/ NOTED
DRAWN BY: PA
JOB NUMBER:

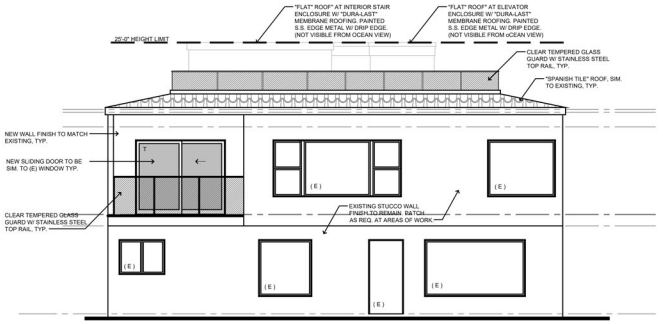
A2.1.3
OF SHEETS

ALL DESIGNS, DRAWINGS, SPECIFICATIONS AND COPYRIGHTS THEREIN ARE AND SHALL REMAIN THE PROPERTY OF JEANNE C. BYRNE, FAIA ARCHITECT. THEY ARE NOT TO BE USED IN WHOLE OR IN PART FOR ANY PURPOSE WHATSOEVER WITHOUT THE WRITTEN PERMISSION OF JEANNE C. BYRNE, FAIA ARCHITECT. ANY UNAUTHORIZED USE SHALL BE AT THE RISK OF THE USER.



EXISTING NORTH ELEVATION

SCALE: 3/16"=1'-0"



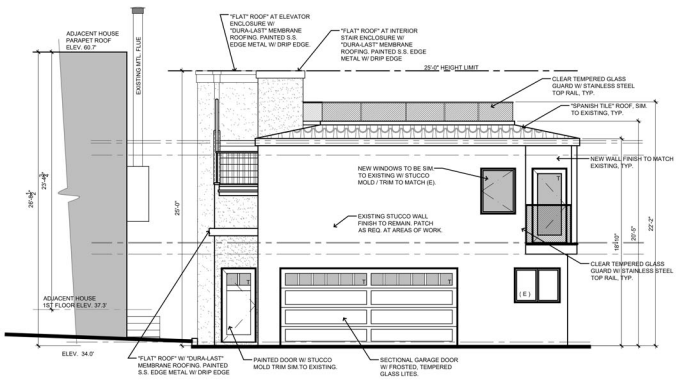
PROPOSED NORTH ELEVATION

SCALE: 3/16"=1'-0"



EXISTING EAST ELEVATION

SCALE: 3/16"=1'-0"



PROPOSED EAST ELEVATION

SCALE: 3/16"=1'-0"

JEANNE C. BYRNE, FAIA
ARCHITECTS
591 LIGHTHOUSE AVE., SUITE #5
PACIFIC GROVE, CALIFORNIA 93950
(831)372-0585 FAX (831)372-4839

ISSUED FOR:	DATE:
ARB	09/30/22
PLANNING COMM.	08/08/23
C.C. REVIEW	01/29/24
C.C. REVIEW	02/12/24

EXTERIOR ELEVATIONS

REMODEL AND ADDITION FOR:
BRUNO
775 - 779 OCEAN VIEW BLVD.
PACIFIC GROVE, CA 93950
APN: —

DATE: A/ NOTED
SCALE: A/ NOTED
DRAWN BY: PA
JOB NUMBER:

A3.1.3

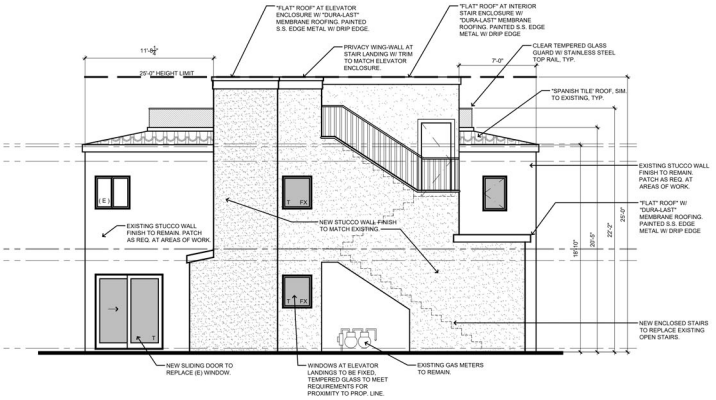
OF SHEETS

ALL DESIGNS, DRAWINGS AND PLANS, AND ALL RIGHTS, COPYRIGHTS, ETC. APPERTAINING THERETO, ARE AND SHALL REMAIN THE EXCLUSIVE PROPERTY OF JEANNE C. BYRNE, FAIA ARCHITECTS AND MAY NOT BE USED, IN WHOLE OR IN PART, WITHOUT THE WRITTEN CONSENT OF JEANNE C. BYRNE, FAIA ARCHITECTS. THEY SHALL NOT BE CHANGED OR COPIED IN ANY FORM OR MANNER WHATSOEVER, NOR ARE THEY TO BE ASSIGNED TO ANY THIRD PARTY, WITHOUT FIRST OBTAINING THE EXPRESS WRITTEN PERMISSION AND CONSENT OF JEANNE C. BYRNE, FAIA ARCHITECTS. ANY UNAUTHORIZED USE OF THESE DRAWINGS AND PLANS SHALL BE AT THE SOLE RISK OF THE PARTY USING OR MAKING THE SAME.



EXISTING SOUTH ELEVATION

SCALE: 3/16"=1'-0"



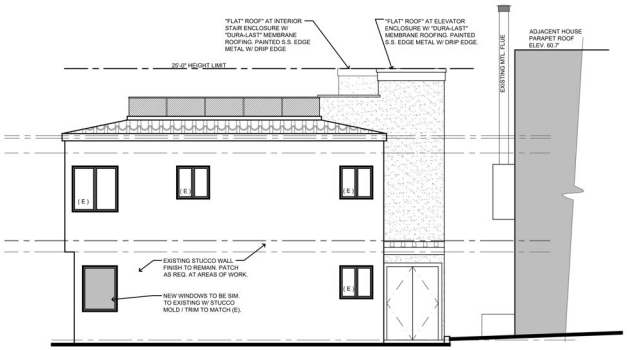
PROPOSED SOUTH ELEVATION

SCALE: 3/16"=1'-0"



EXISTING WEST ELEVATION

SCALE: 3/16"=1'-0"



PROPOSED WEST ELEVATION

SCALE: 3/16"=1'-0"

JEANNE C. BYRNE, FAIA
ARCHITECT
591 LIGHTHOUSE AVE., SUITE #5
PACIFIC GROVE, CA 93950
(831)372-6565 FAX (831)372-8159

ISSUED FOR: DATE:
ARB 09/30/22
PLANNING COMM. 08/08/23
C.C. REVISION 01/29/24
C.C. REVISION 02/12/24

EXTERIOR ELEVATIONS

REMODEL AND ADDITION FOR:
BRUNO
775 - 779 OCEAN VIEW BLVD.
PACIFIC GROVE, CA 93950
A.P.N. ___

DATE: A/ NOTED
SCALE: A/ NOTED
DRAWN BY: PA/
JOB NUMBER:

A3.2.3
OF SHEETS

ALL IDEAS, DESIGNS, ARRANGEMENTS, AND PLANS INDICATED OR REPRESENTED BY THIS DRAWING, ALL WRITTEN AND GRAPHIC MATERIAL APPEARING HEREIN CONSTITUTE ORIGINAL AND UNPUBLISHED WORK OF THE ARCHITECT AND THE SAME MAY NOT BE DUPLICATED, USED OR DISCLOSED WITHOUT THE WRITTEN CONSENT OF THE ARCHITECT. THE ARCHITECT HAS NOT PERFORMED ANY INVESTIGATION WITH RESPECT TO SOIL CONDITIONS ON OR NEAR THE SITE AND ASSUMES NO RESPONSIBILITY FOR ANY SOIL CONDITIONS OR THE RECOMMENDATIONS OF ANY SOILS REPORT. THE ARCHITECT HAS NOT PERFORMED ANY INVESTIGATION WITH RESPECT TO GEOLOGICAL CONDITIONS ON OR NEAR THE SITE AND ASSUMES NO RESPONSIBILITY FOR ANY GEOLOGICAL CONDITIONS OR THE RECOMMENDATIONS OF ANY GEOLOGICAL REPORT.

ANTHONY LOMBARDO & ASSOCIATES
A PROFESSIONAL CORPORATION

ANTHONY L. LOMBARDO
KELLY MCCARTHY SUTHERLAND
JOSEPH M. FENECH
CODY J. PHILLIPS

144 W. GABILAN STREET
SALINAS, CA 93901
(831) 751-2330
FAX (831) 751-2331

March 7, 2024

Our File: 827.011

William Peake, Mayor
Pacific Grove City Council
City Hall
300 Forest Ave.
Pacific Grove, CA 93950

Re: Approval of Proposed Project 773-775 Ocean View Boulevard (22-0284)

Dear Mayor Peake and Members of the City Council:

We represent Mr. Bart Bruno, the owner of a property located at 773-775 Ocean View Boulevard in Pacific Grove. The project was approved by the Planning Commission, and then appealed to the City Council by residents from the adjacent mobile home park.

PROJECT AND SITE DESCRIPTION

The proposed project at 773-775 Ocean View Boulevard consists of an interior remodel of the existing 2,343 square foot two-story duplex and the construction of an enclosed staircase, elevator, and a new roof deck. The project includes the reconfiguration of the former garage, into a new 2-car garage, thus reducing the need for street parking.

The existing home is, as are many of the homes in the neighborhood, non-conforming with respect to setbacks, building coverage, site coverage, lot size, and parking. The proposed project will correct the non-conforming parking issue by restoring the 2-car garage.

Project



View of Front of Home from Ocean View Blvd.



BACKGROUND

On May 16, 2023, the Architectural Review Board (ARB) recommended the project be revised so that the elevator only provide access to the second floor and that access to the rooftop deck be provided by exterior stairs.

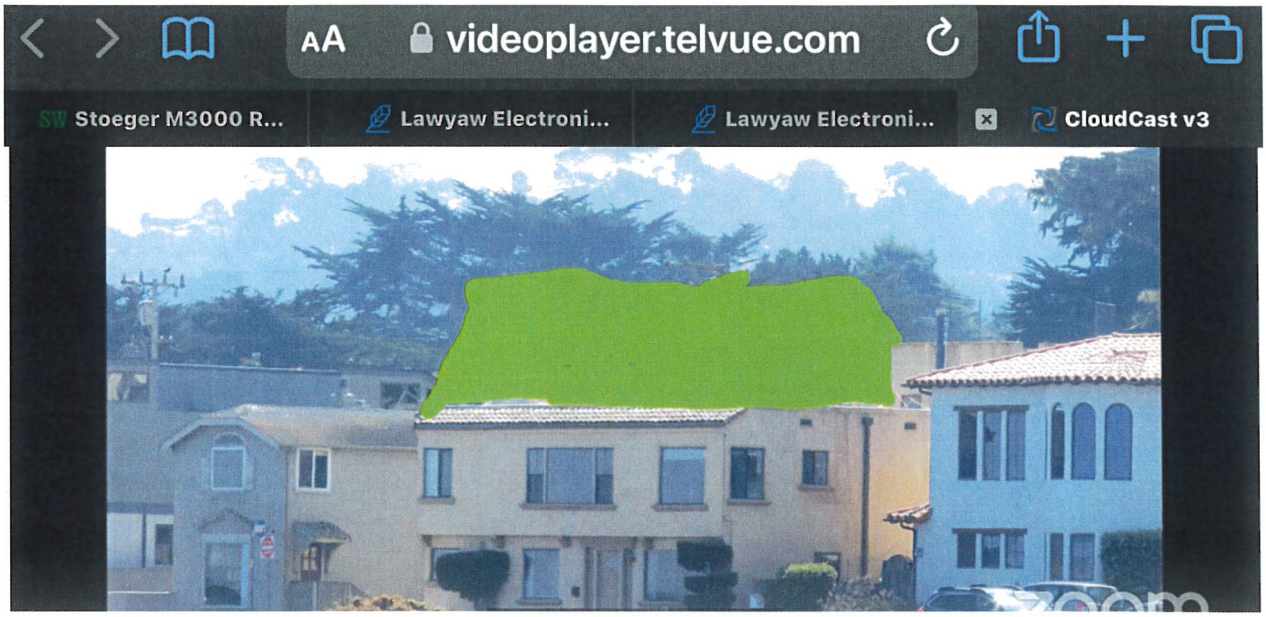
In response to the ARB's recommendation the applicant revised the project, leaving the elevator going to the roof, but decreasing the height and footprint of the elevator shaft and enclosure (known as a penthouse), and reduced the encroachment in the rear setback.

On September 14, 2023, the Planning Commission considered the revised project, including the aforementioned ARB recommendations, and voted to approve the project as revised.

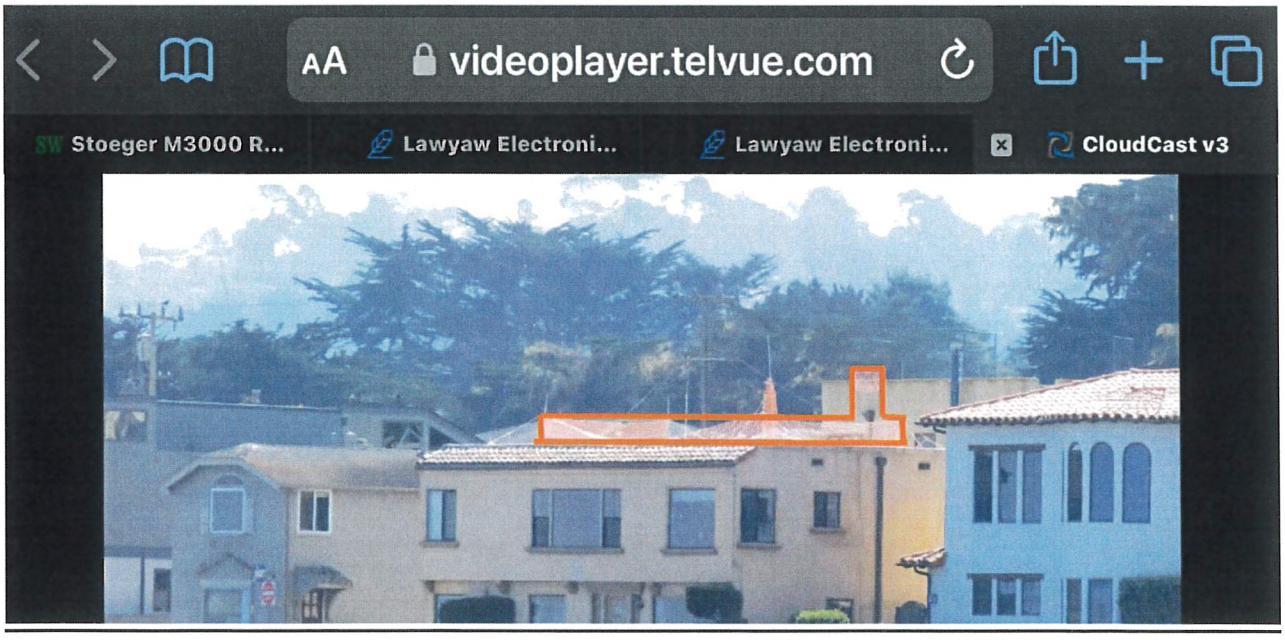
On September 22, 2023, an appeal of the Planning Commission's decision was filed based on alleged concerns with height and setbacks.

On November 1, 2023, the applicant and appellants appeared before the City Council to address the appeal. At the hearing, the appellants showed photos that grossly misrepresented and exaggerated the impacts of the project.

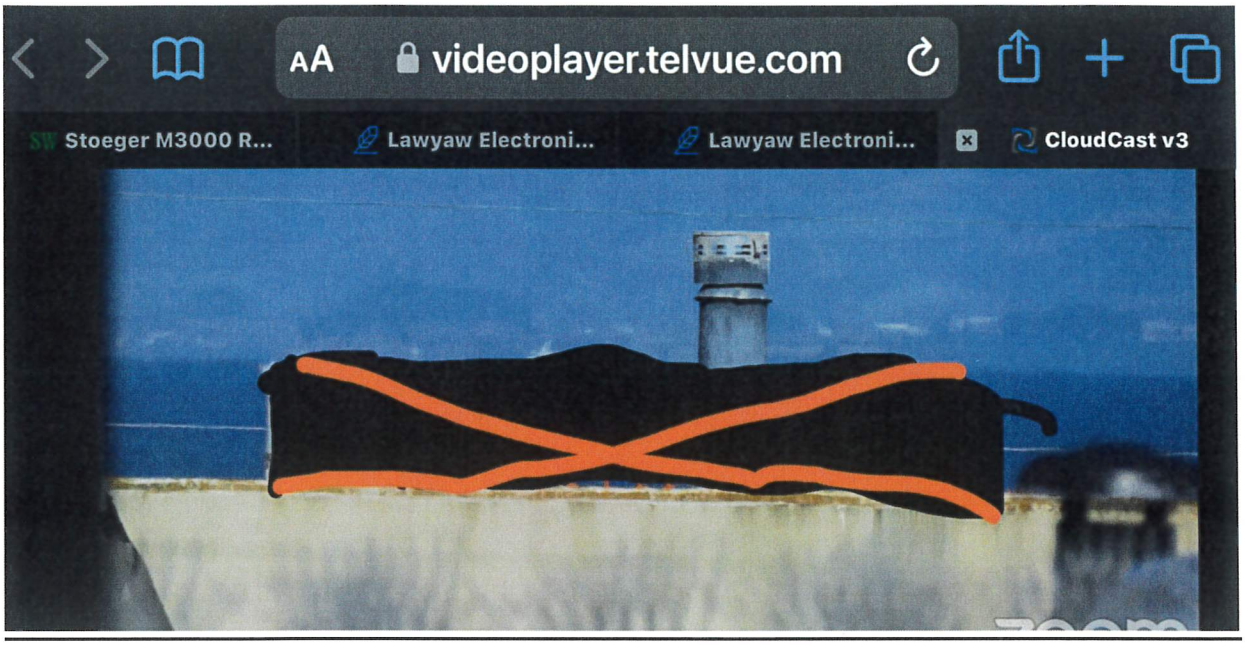
Appellants' Depiction of Visual Impact View of Front of Home from Ocean View Blvd.



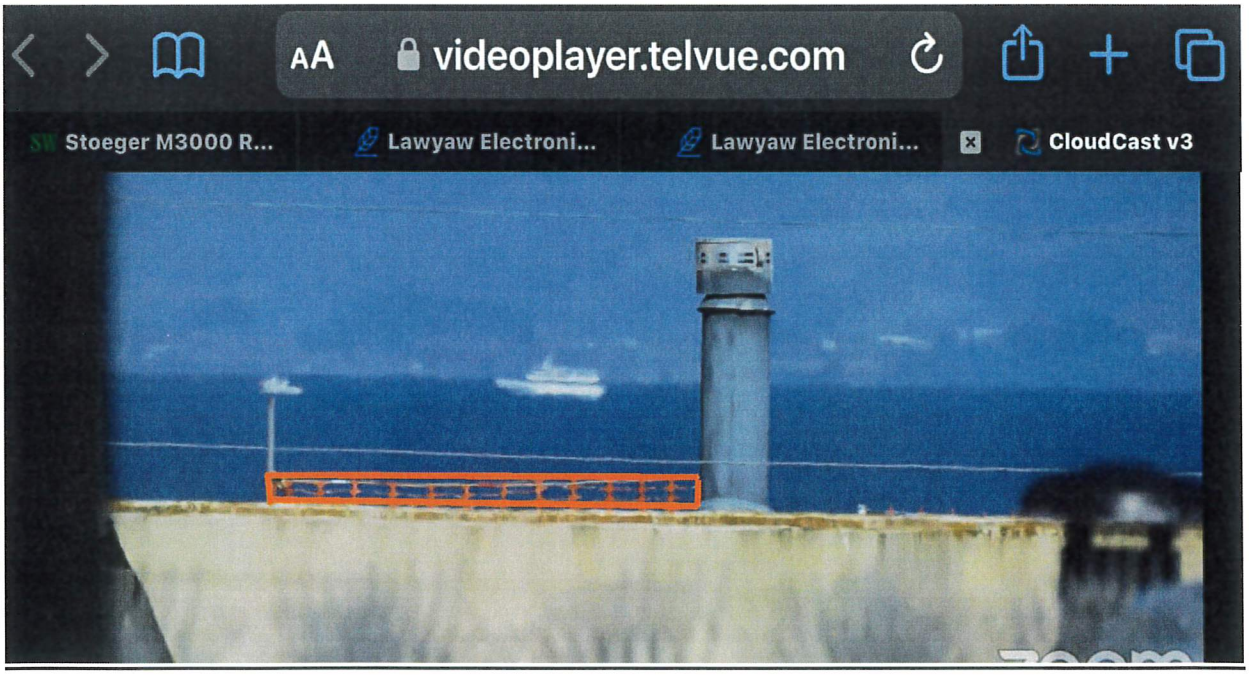
Actual Depiction of the Proposed Project from Ocean View Blvd.



Appellants' Depiction of Visual Impact Rear View of Proposed Project from Mobile Home Park



Actual Depiction the Proposed Project from Mobile Home Park



Unfortunately, due to technical difficulties with the City's audio-visual system, the applicant was not permitted to rebut these gross misrepresentations of the project's visual impacts. After extensive discussion, the City Council continued the hearing, directing the applicant to revise the plans to address the concerns of height and visual impacts, and construct the elevator so as not to exceed 25 feet in height.

The appeal is based on opposition to the project's impact to the viewshed, which are in actuality insignificant, and whether a use permit and variance are appropriate for the elevator enclosure.

MECHANICAL APPURTENANCES, INCLUDING ELEVATOR ENCLOSURES ARE ALLOWED TO EXCEED HEIGHT LIMITS

PGMC section 23.64.120 states, *"Chimneys, cupolas, flagpoles, monuments, water tanks, clock towers and similar structures and **mechanical appurtenances** may be permitted in excess of height limits provided a use permit is first obtained in each case. No portion of a chimney which extends above the height limit in any R district shall have an area over 20 square feet at any cross-section, nor a height more than two feet above the applicable limit. Wireless communications facilities concealed as such structures are subject to height limits and design standards as specified in the Wireless Design Manual."*

The appellants assert, that the elevator shaft does not qualify for a use permit under PGMC section 23.64.120 as a ***chimneys or flagpoles***. The appellants attempt to assert that the elevator "looks like a chimney" so therefore must conform with the maximum 20 square foot regulation chimney size limitation. This is clearly absurd. The elevator is a "**mechanical appurtenance**," not a chimney. A mechanical appurtenance is not limited in size in the PGMC.

While the PGMC is silent as to the definition of "mechanical appurtenance", other jurisdictions include elevator penthouses in the list of exceptions to height requirements.

For example:

The City of El Segundo, Municipal Code states,

Section 15-2-3: EXCEPTIONS TO BUILDING HEIGHT

"***Penthouses or roof structures for the housing of elevators**, stairways, solar panels and related equipment, or mechanical and similar equipment required to operate and maintain a building, fire escapes, open-work guardrails, skylights, clock towers, church steeples and other similar architectural elements, flagpoles, chimneys, smokestacks, radio antennas, and other similar structures may be erected above the height limits prescribed in this title.*"

During the November 1, 2023, City Council hearing, Council requested to have the definition of appurtenance. Staff offered the Legal Information Institute Wex Law definition.

"An appurtenance refers to something that, while technically detachable, is so fundamental to something else that it should be regarded as a part of the whole."

The elevator enclosure houses mechanical elevator components that are essential for its operation. Further, and of great importance, staff acknowledged at the November hearing, that a recent approval of a Use Permit for a rooftop elevator enclosure, which exceeded the height restriction, was approved because there was a **consensus that elevator penthouses and shafts qualified as a mechanical appurtenance** and therefore are allowed to exceed the height restriction.

Per PGMC 23.70.080 the Planning Commission may "*allow for exceptions from the development standards only when, because **of special circumstances applicable** to the property, including location, shape, size, surroundings, topography, or other conditions, the strict application of these regulations **denies the property owner privileges enjoyed by other property owners** in the vicinity or in an identical zoning district. Variances must be **necessary for the preservation and enjoyment of substantial property rights** of the applicant, and may not affect adversely the health or safety of neighbors.*"

APPLICANT IS ENTITLED TO APPROVAL OF THE VARIANCE FOR HIS ELEVATOR UNDER THE PACIFIC GROVE MUNICIPAL CODE STANDARDS

Pursuant to PGMC 23.64.120, a Use Permit and variance are required to allow the elevator shaft and penthouse to exceed the zoning districts maximum allowed height of 25 feet. The plans, submitted to the Planning Commission, show the elevator penthouse exceeding the 25-foot height restriction by 2 feet. This increase in height is necessary to conform with building code standards and allow the elevator to access the second floor and rooftop. The applicant wishes to construct an elevator to provide for access (including for persons of limited mobility), to the second story and roof top deck. The applicant recently had a major heart attack, and will have great difficulty accessing the second floor and roof deck of his home, without the elevator. Access is necessary to preserve the enjoyment of his property rights, and granting of this use permit/variance will not substantially impact the neighborhood because many surrounding properties have similar variances to the height restriction. The applicant's request is similar to other variances to height, currently enjoyed by adjacent neighbors.

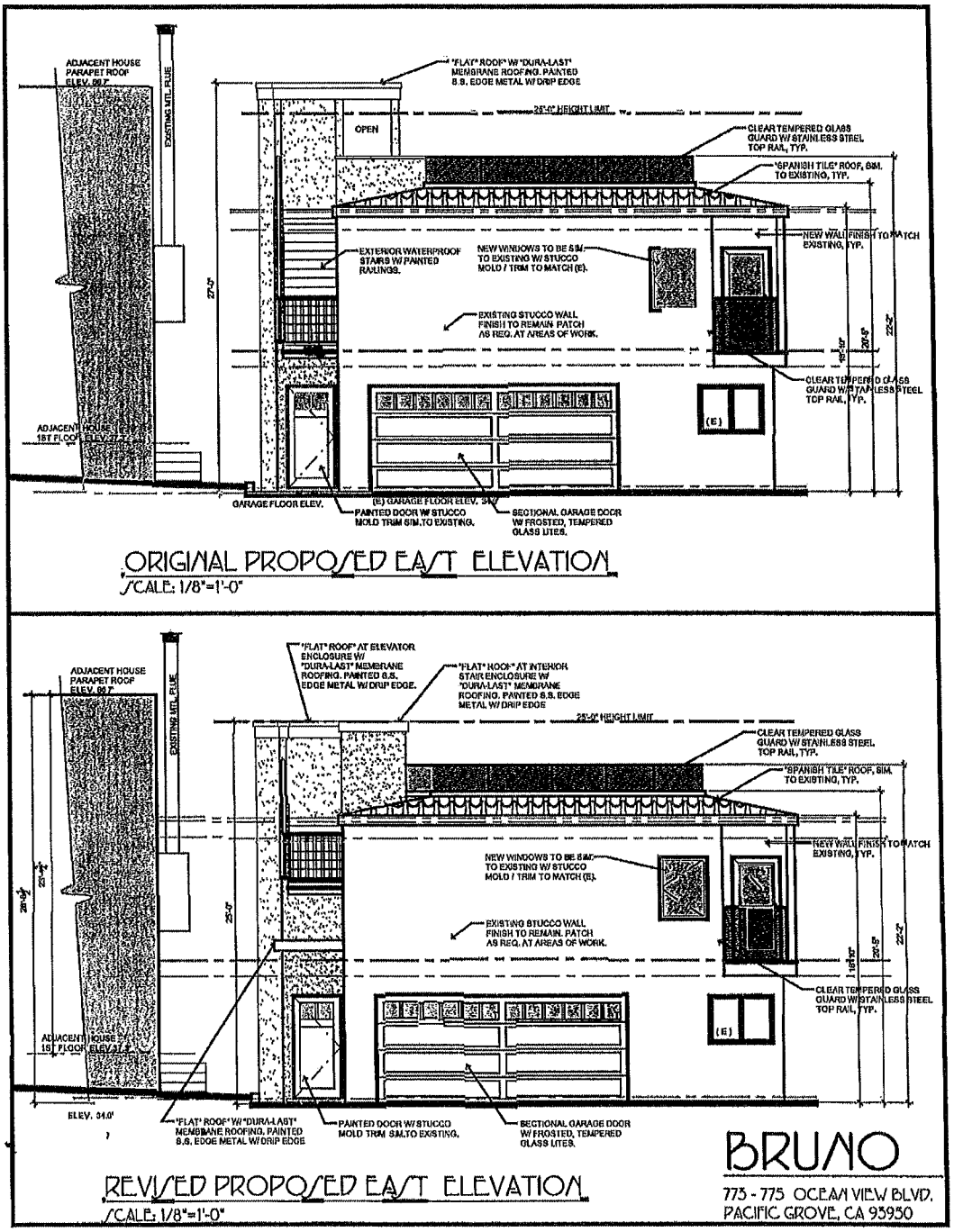
Project

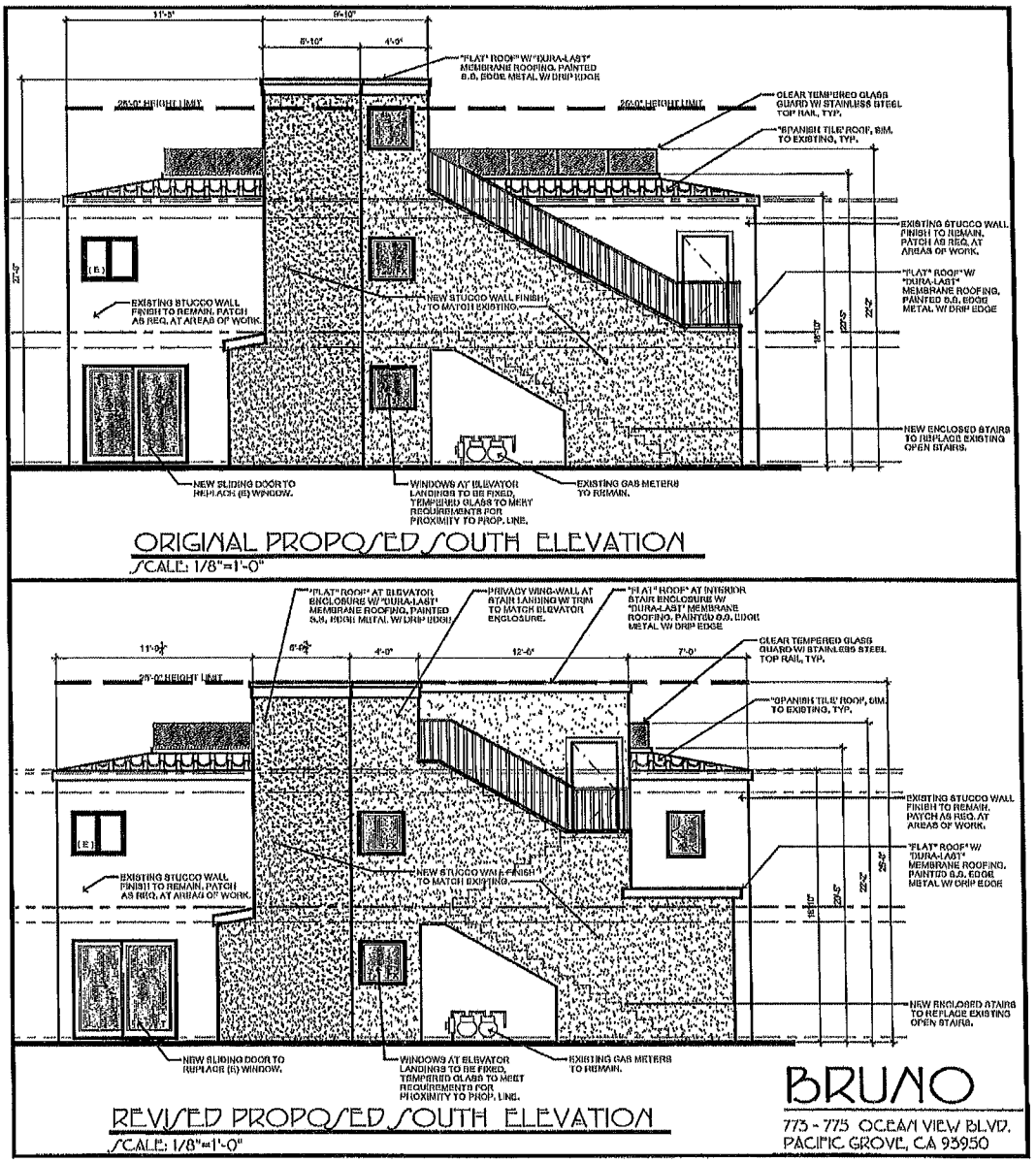
Adjacent neighbor with larger stairwell enclosure, over 25 feet in height.



Notwithstanding the difficulty eliminating elevator access to the roof will cause, Mr. Bruno has again revised the site plans based on the direction from City Council at its last hearing. The revised design eliminates the elevator enclosure on the roof deck, and the home would not exceed 25 feet in height. Access to the rooftop deck will be achieved by a staircase.

REVISED SITE PLAN COMPARISON





CONCLUSION

Based on the gross misrepresentation made by the appellants at the prior hearing, Mr. Bruno respectfully requests the City Council reconsider its direction and deny the appeal.

Alternatively, we respectfully request the City Council approve the revised site plan, which eliminates the elevator to the roof top deck, but includes the necessary variances for setbacks and building/site coverage to allow for the construction of the elevator to the second story, so that Mr. Bruno will at least have elevator access to the second floor of his home.

Respectfully submitted,

Anthony L. Lombardo
/sf

cc. Client
Jeanne Byrne
Joe Sidor

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Robert Perrault, Interim City Manager and Special Counsel Jenica Maldonado, Atkinson Andelson Loya Ruud and Romo
MEETING DATE:	March 20, 2024
SUBJECT:	First Reading of Ordinance Adding Section 2.04.110 to the Pacific Grove Municipal Code to Codify the Provisions of Article 21 of the City Charter (City Councilmember Inquiry Authority)
CEQA:	Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

1. Request the City Attorney read the title of the ordinance;
2. Motion to waive further reading of the ordinance and introduce an Ordinance Adding Section 2.04.110 to the Pacific Grove Municipal Code to Codify the Provisions of Article 21 of the City Charter (City Councilmember Inquiry Authority);
3. Direct a summary of a proposed ordinance be published as approved by the City Attorney;
4. Other action related to this item.

DISCUSSION

The Pacific Grove City Charter includes Article 21: Interference with or by City Manager. This Article provides in part that "[e]xcept for the purpose of inquiry, the Council and its members shall deal with the administrative service solely through the City Manager."

There are over 100 charter cities in the state of California. Approximately 64 have language similar to Pacific Grove's Article 21 in their charters. About 32 have similar language in their municipal code but not their charter. Of those, four cities have specific content about the inquiry process in their municipal code.[1] San Bernardino offers a structure most similar to that of the proposed Ordinance, wherein there is both a charter provision and a clarifying municipal code provision. El Cajon also has both a charter provision and a municipal code provision, but their code section does not define charter terms in a manner similar to the proposed Ordinance.

Monterey County has twelve cities total, and six of those are charter cities. In addition to Pacific Grove, these cities are reflected below.

- King City has Municipal Code Section 2.08.080, which is similar to Article 21.
- Marina has a basic exception for inquiry, similar to Pacific Grove's Article 21, at Marina Municipal Code Section 2.08.080.
- Monterey has no exception for inquiry at all.
- Salinas has Municipal Code section 2-02.01, which is also similar to Article 21.
- Sand City has an inquiry carve-out in their municipal code, but they have also established an "advisory committee" to "maintain active involvement in the City's administration", and the committee is authorized to "work with the City Manager and department heads to implement the City Council's policy directions and to manage the City's affairs." This is codified at Sand City Municipal Code Section 2.50.080.

On December 6, 2023, the City Council discussed a proposed ordinance to codify in greater detail the Council's inquiry authority, as prescribed under the City Charter, Article 21 ("Proposed Ordinance"). At that meeting, the Council took action to make certain modifications to the draft ordinance and directed the City Manager to prepare a related council policy.

On February 14, 2024, the City Council again met to discuss the proposed ordinance. The City Manager brought a proposed council policy and proposed related revisions to the proposed ordinance itself after consulting with Department Directors and the City Attorney's Office and Special Counsel. After discussion, the Council approved the further proposed revisions to the ordinance and gave authority to pursue the first reading of the Proposed Ordinance at a future meeting.

Attachment 1 to this Agenda Report is the current Proposed Ordinance, now including the changes shown in Special Counsel Maldonado's February 14, 2024 PowerPoint Presentation.

The Policy will be brought back to the City Council by the City Manager at the meeting of the City Council which has the Second Reading of this Ordinance.

---

[1] La Quinta Municipal Code Section 2.08.070; San Bernardino Charter Section 3.06 and Municipal Code Section 2.58.050; Sunnyvale City Charter Section 807; and Truckee Municipal Code section 2.08.070.

OPTIONS

1. Approve Ordinance as proposed and direct City Attorney to take necessary actions to properly notice and schedule a second reading and adoption of Ordinance.
2. Take no action. This will result in no change to the Municipal Code.
3. Provide staff alternative direction.

FINANCIAL IMPACT:

There is no fiscal impact related to enactment of the Ordinance.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Proposed Ordinance

ORDINANCE NO. 2024 -

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE ADDING SECTION 2.04.110 TO THE PACIFIC GROVE MUNICIPAL CODE TO CODIFY THE PROVISIONS OF ARTICLE 21 OF THE CITY CHARTER

FACTS

1. The City of Pacific Grove is a charter city organized under the constitution of the State of California.

2. Pacific Grove became a charter city on April 22, 1927. New Charters were adopted in 1955, 1969, and 1974.

3. The Pacific Grove City Charter, in Article 21, currently provides as follows: "Neither the Council nor any of its committees or members shall dictate or attempt to dictate, either directly or indirectly, the appointment of any person to office or employment by the City Manager, or in any manner interfere with the City Manager or prevent the City Manager from exercising his or her own judgment in the appointment of officers and employees in the administrative service. Except for the purpose of inquiry the Council and its members shall deal with the administrative service solely through the City Manager, and neither the Council nor any member thereof shall give orders to any of the subordinates of the City Manager, either publicly or privately."

4. The language of Article 21 has continuously appeared in the City Charter since the City's first adopted Charter in 1927.

5. Article 21 allows direct contact with the administrative service for the purpose of inquiry. The purpose of Article 21 is to define the lines of authority within city government, not to prohibit protected speech. Interpreting Article 21 to prohibit "orders" to members of the administrative service is a bright line consistent with the purpose of Article 21 and the First Amendment. "Council members "'are entitled to speak as they please on matters vital to them; errors in judgment ... may be exposed, of course, but not through punishment for contempt for the expression.'" (See *Levy v. City of Santa Monica* (2004) 114 Cal.App.4th 1252, 1262, quoting *Wood v. Georgia* (1962) 370 U.S. 375, 389.)

6. Council members have First Amendment protection when they comment individually, or respond to inquiries from the public, about the City's actions. Under the First Amendment, "'legislators "are given the widest latitude to express their views" and there are no "stricter 'free speech' standards on [them] than on the general public.'" (See *Levy v. City of Santa Monica* (2004) 114 Cal.App.4th 1252, 1261, quoting *Eller Outdoor Advertising Co. v. Board of Supervisors* (1979) 89 Cal.App.3d 76, 80.)

7. The First Amendment to the United States Constitution provides as follows: "Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances."

8. The California Public Records Act, in Government Code Section 7921.305(a), currently provides as follows: "Notwithstanding the definition of 'member of the public' in Section 7920.515, an elected member or officer of any state or local agency is entitled to access to public records of that agency on the same basis as any other person. Nothing in this section shall limit the ability of elected members or officers to access public records permitted by law in the administration of their duties."

9. The California Public Records Act, in Government Code Section 7921.310, currently provides as follows: "Notwithstanding Section 7921.305 or any other provision of law, when the members of a legislative body of a local agency are authorized to access a writing of the body or of the agency as permitted by law in the administration of their duties, the local agency… shall not discriminate between or among any of those members as to which writing or portion thereof is made available or when it is made available."

10. The Pacific Grove Municipal Code (PGMC), Title 2, Chapter 2.04 sets forth rules regarding Administration and City Government and addresses processes related to the City Council. The PGMC does not include a section addressing the inquiry authority of Council members, as provided under Article 21 of the City Charter.

11. Amending the Municipal Code to clarify the meaning of Article 21 and to authorize preparation of a city council policy establishing procedures and guidelines for submitting inquiries to members of the City's administrative service is consistent with the City Charter, the California Public Records Act, the First Amendment, and related published case law; assists City elected officials in conducting oversight of the City Manager and City operations; and promotes clarity regarding Pacific Grove's Council-Manager form of city government, as established under the City Charter.

12. This ordinance does not constitute a Project as that term is defined by Section 15378 of the California Environmental Quality Act (CEQA) as it is an organizational or administrative activity of government that will not result in direct or indirect physical changes in the environment.

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

SECTION 1. Facts.

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

SECTION 2. Amendment of Pacific Grove Municipal Code to Add Section 2.04.110

The following Section shall be added to the Pacific Grove Municipal Code:

Section 2.04.110 Inquiry

(a) The following definitions shall be used only to interpret the City Council's authority to make inquiries to the City's administrative service under Article 21 of the City Charter and shall control for the purposes of this Section:

(1) "The administrative service" means officers and employees of the City who are under the City Manager's direct supervision and control. Any inquiries regarding contract-related services shall be directed to the City Manager.

(2) "Inquiry" means a specific question from a member of the Council to a member of the administrative service which can be answered by furnishing information available from, or by providing, existing City records to the extent permitted by law, and which does not require a member of the administrative service to discuss or express an opinion concerning any existing or proposed policy of the Council, individual Council member(s), or the City Manager.

(3) "Orders" means commands, directions, or instructions to do something or not do something by a member of the Council, with or without an expectation that the individual will comply.

(b) Pursuant to Article 21 of the City Charter, except for the purpose of inquiry, the Council and its members shall deal with the administrative service solely through the City Manager, and neither the Council nor any member thereof shall give orders to any of the subordinates of the City Manager, either publicly or privately.

(c) Pursuant to the California Public Records Act (CPRA), members of Council are entitled to access public records on the same basis as any other person. A response to an inquiry which requests a City record shall be subject to the provisions of the CPRA in regard to records to be produced and timelines for production. When Council and its members are authorized to access a City record, as permitted by law in the administration of their duties, the City shall not discriminate between or among any of those members as to which record or portion thereof is made available or when it is made available.

(d) An inquiry that communicates a grievance against the government of the City is protected by the First Amendment.

(e) Inquires may be responded to during normal business hours (excluding emergencies) in a manner consistent with the CPRA. If a council member does not receive a response to an inquiry from a member of the administrative service, nothing in this Code Section shall prevent the council member from communicating with the City Manager concerning the inquiry, and nothing in this Code Section shall prevent the Council, acting as a body during a duly convened public meeting, from directing the City Manager to provide the outstanding information in response to the inquiry.

(f) The Council, acting as a body during a duly convened public meeting, may order the City Manager to furnish information or provide existing City records to the extent permitted by law, or direct the City Manager to create City records with the requested information to the extent permitted by law. Individual Council members may not make such orders of the City Manager.

(g) The authority of a Council member to make inquiries under Article 21 of the Charter is limited to inquiries made in their official capacity as an elected official. Nothing in this Section prohibits a Council member from contacting the City in the normal course of business in their private capacity.

(h) The City Manager and members of the administrative service are protected from retaliation that may result from an inquiry from a Council member to the extent provided under California law.

(i) The City Council may adopt a council policy for submitting inquiries to members of the administrative service provided such policy does not conflict or interfere with (1) the Pacific Grove Municipal Code, (2) the City Charter, (3) the California Public Records Act, or (4) the First Amendment, or any other local, state, or federal law.

SECTION 3. Implementation.

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

SECTION 4. Interpretation.

This Ordinance shall be liberally construed to implement its purposes.

SECTION 5. Severability.

If any provision, section, paragraph, sentence, clause or phrase of this ordinance, or any part thereof, or the application thereof to any person or circumstance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such decision

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

SECTION 6. Effective Date.

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

SECTION 7. No Sunset Date.

This ordinance shall have continuing effect and shall not expire.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE THIS ___ day of _____, 2024, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

_____
BILL PEAKE, Mayor

ATTEST:

_____
SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

_____
JENICA MALDONADO, Special Counsel, Atkinson Andelson Loya Ruud & Romo

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Brian Pierik, City Attorney
MEETING DATE: March 20, 2024
SUBJECT: First Reading of Ordinance Amending Section 2.06.010 (a) of the Pacific Grove Municipal Code Relating to Residency Requirement for City Manager
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

1. Request the City Attorney read the title of the ordinance;
2. Motion to waive further reading of the ordinance and introduce an Ordinance Amending Section 2.06.010 (a) of the Pacific Grove Municipal Code Relating to Residency Requirement for City Manager
3. Direct a summary of a proposed ordinance to be published as approved by the City Attorney.

DISCUSSION

Municipal Code Section 2.06.010 currently reads, in pertinent part, as follows:

> "The city manager shall be appointed by the affirmative vote of five-sevenths of the council. The city manager, who shall be the administrative head of the city government, shall be chosen by the council without regard to political consideration and with reference solely to his/her qualifications for such office.
>
> (a) Residence Requirement. It shall not be necessary that he or she reside in the city at the time of his/her appointment, but he or she shall become a resident thereof within 60 days thereafter and thereafter, during his or her incumbency, actually reside in said city."

California Constitution, Article XI, Section 10 (b) reads:

> "(b) A city or county, including any chartered city or chartered county, or public district, may not require that its employees be residents of such city, county, or district; except that such employees may be required to reside within a reasonable and specific distance of their place of employment or other designated location."

Thus, the test to determine whether a residency requirement is valid is one of reasonableness and should be evaluated based on whether it is designed to achieve a legitimate objective.

There are considerations that can be included in determining what is a reasonable distance for a City Manager residence. For example, the City Manager serves as the emergency services director for the City and should be living within a reasonable driving distance to take action during an emergency.

For these reasons, this Ordinance is being proposed to amend Section 2.06.010 (a) to read as follows with the revised text underlined:

> (a) Residence Requirement. It shall not be necessary that he or she reside in the city at the time of his/her appointment, but he or she shall become a resident <u>within 60 days thereafter of the County of Monterey or such other location as mutually agreed upon in writing by the City Council and the City Manager.</u>

With this amendment to Section 2.06.010 (a) the City Manager would not be required to live in the City of Pacific Grove, but would be required to be a resident of the County of Monterey or such other location as mutually agreed upon in writing by the City Council and City Manager.

OPTIONS

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

FINANCIAL IMPACT:

There is no fiscal impact related to enactment of this Ordinance.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Proposed Ordinance

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE AMENDING SECTION 2.06.010 (a) OF THE PACIFIC GROVE MUNICIPAL CODE REGARDING RESIDENCE REQUIREMENT FOR CITY MANAGER

FACTS

1. Municipal Code Section 2.06.010 currently reads, in pertinent part, as follows:

> The city manager shall be appointed by the affirmative vote of five-sevenths of the council. The city manager, who shall be the administrative head of the city government, shall be chosen by the council without regard to political consideration and with reference solely to his/her qualifications for such office.
>
> (a) Residence Requirement. It shall not be necessary that he or she reside in the city at the time of his/her appointment, but he or she shall become a resident thereof within 60 days thereafter and thereafter during his or her incumbency actually reside in said city.

2. This Ordinance will amend Section 2.06.010 (a) read as follows with the revised text underlined:

> (a) Residence Requirement. It shall not be necessary that he or she reside in the city at the time of his/her appointment, but he or she shall become a resident <u>within 60 days thereafter of the County of Monterey or such other location as mutually agreed upon in writing by the City Council and the City Manager.</u>

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

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

SECTION 2. Section 2.06.010 (a) of the Pacific Grove Municipal Code is hereby amended and shall read as follows:

> (a) Residence Requirement. It shall not be necessary that he or she reside in the city at the time of his/her appointment, but he or she shall become a resident within 60 days thereafter of the County of Monterey or such other location as mutually agreed upon in writing by the City Council and the City Manager.

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

SECTION 4. Severability. If any provision, section, paragraph, sentence, clause or phrase of this ordinance, or any part thereof, or the application thereof to any person or circumstance is for any reason held to be invalid or unconstitutional by a court of competent

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

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

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 20th day of March, 2024, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

_____
BILL PEAKE, Mayor

ATTEST:
DATED:_____

_____
SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

_____
BRIAN A. PIERIK, City Attorney

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Daniel Gho, Public Works Director/Deputy City Manager
MEETING DATE:	March 20, 2024
SUBJECT:	Skatepark Project -- City Hall Parking Lot ***This item continued from 2/14/2024.***
CEQA:	Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

1. Receive report and provide direction.
2. Alternative, take other action related to this item.

DISCUSSION

During the Council meeting held on November 15, 2023, the Council received a status report and recommendation from Staff. Additionally, the Council received communication from the Recreation Board. The Recreation Board urged the Council to move forward with the location of a Skatepark on a trial basis at one of two locations: (1) City Hall Employee Parking lot or (2) Northwest corner of the Public Works Corporation Yard. Alternative locations for the Skatepark have been the subject of previous reports and information, linked here. In the past the evaluation of alternative sites did not meet with success. The Recreation Board felt that the construction of the Skatepark for a trial period at one of the sites recommended by the Board would result in a consensus as to where the Skatepark should be ultimately located.

Following the Council's discussion on the matter The Council directed staff to further evaluate the location of skatepark in the Employee Parking lot adjacent to the Youth Center. Specifically, the Council directed staff to complete the following tasks:

1. Discuss a temporary skatepark with the City's insurance representatives: California Joint Powers Authority.
2. Evaluate the Surface for the location of a skatepark.
3. Develop potential project costs.
4. Evaluate Displacement of Employee Parking
5. Prepare a Project description to include:

a. Days and hours of operations
b. Opening and closing
c. Users
d. Signage
e. Measurement of success

6. Reach out to neighbors and perform public outreach.

The purpose of this staff report is to update the Council on the completed tasks and to seek additional direction from the Council.

Discuss a temp skatepark with California Joint Powers Insurance Authority (CJPIA):

City staff has discussed the concept of a temporary skatepark on City property with the CJPIA. The City cannot purchase equipment and install it. The CJPIA supports the project in concept, but the materials, purchase, and installation must be performed by a company that specializes in temporary skateparks or above ground parks. The company must provide the appropriate equipment based on an approved design and then install the equipment to specifications. Once installed the equipment remains in place throughout the duration of the trail period.

Evaluate the surface:

The city reached out to American Ramp Company to seek their advice and expertise on the purchase and installation of a temporary skate park. Public Works discussed the location and sent them pictures of the space, the surface and square footage (4,300 sq ft) available for a park. Upon receipt of the pictures, it was determined that the surface is not suitable for skateboards, primarily due to the slope and coarseness of the asphalt. Since the asphalt is not suitable resurfacing would be recommended. It is anticipated that resurfacing would cost approximately $45,000 - $50,000.

City Hall Employee Park Lot

The City Hall Employee lot is heavily used, that is almost always at full capacity during business hours. This proposal would result in eliminating 12 of the available parking spaces and potentially rendering an additional 4 spots inaccessible. This proposal would also result in the removal of 2 ADA parking spots, half of the ADA parking that services the Youth Center and City Hall facilities. Moreover, the proposal would block a complete exit to the parking lot, causing potential access issues as the lot would only be accessible only from 17th

Street.
Parking is already a present challenge on site for employees as there are not sufficient spaces in the lot as is. Eliminating 12- 16, spots would result in displaced employee parking. Employees would be forced to park on the road in spots currently used for residents and patrons of local businesses.

Project Costs:
American Ramp Company recommends installation of mini ramps, a grind bar and a grind box. Attachment 1 shows renderings of the equipment along with a quote for the purchase and set up of the equipment. For the 3 pieces of equipment the quote is $55,127.

The resurfacing of the lot and the purchase of the equipment would be subject to formal contractual procedures Per Article III. Purchases in Amounts over the Purchasing Agent's Authorization. This would require a Request for Proposal (RFP) to be prepared and issued for the equipment and also an RFP for the resurfacing would need to be issued. The City Engineer would need to prepare engineered plans and specifications for the resurfacing.

Estimated Budget:

a. Resurfacing- $50,000
b. Equipment- $55,127
c. Design- $15,769
d. Contingency $12,000
Total $132, 896

Next steps in the process will be to perform public outreach and prepare a project description if the City Council opts to continue with the process. The following items will need to be identified within a project description:

a. Days and hours of operations
b. Opening and closing
c. Users: Multi Wheel
d. Signage
e. Security: Fencing & lighting
f. Measurement of success for 90 trial period

OPTIONS

1. Direct Staff to continue with the project planning.
2. Or Provide staff with additional direction.

FINANCIAL IMPACT:
Originally, the Skatepark project was to be funded with ARPA funds in the amount of $158,000 and was to be a multi-year project. The ARPA funding was removed and applied to the David Avenue Sidewalk Project which is expected to be under construction later this fiscal year. Should the Council want to move forward with the Skatepark, funding would need to be considered as a new CIP project in FY 24-25.

FOCUSED PRIORITY AREA: Recreation Services

Attachments

PPT
Skatepark Quotes and Rendering

Skatepark Project

City Hall Parking Lot

City Council
City of Pacific Grove

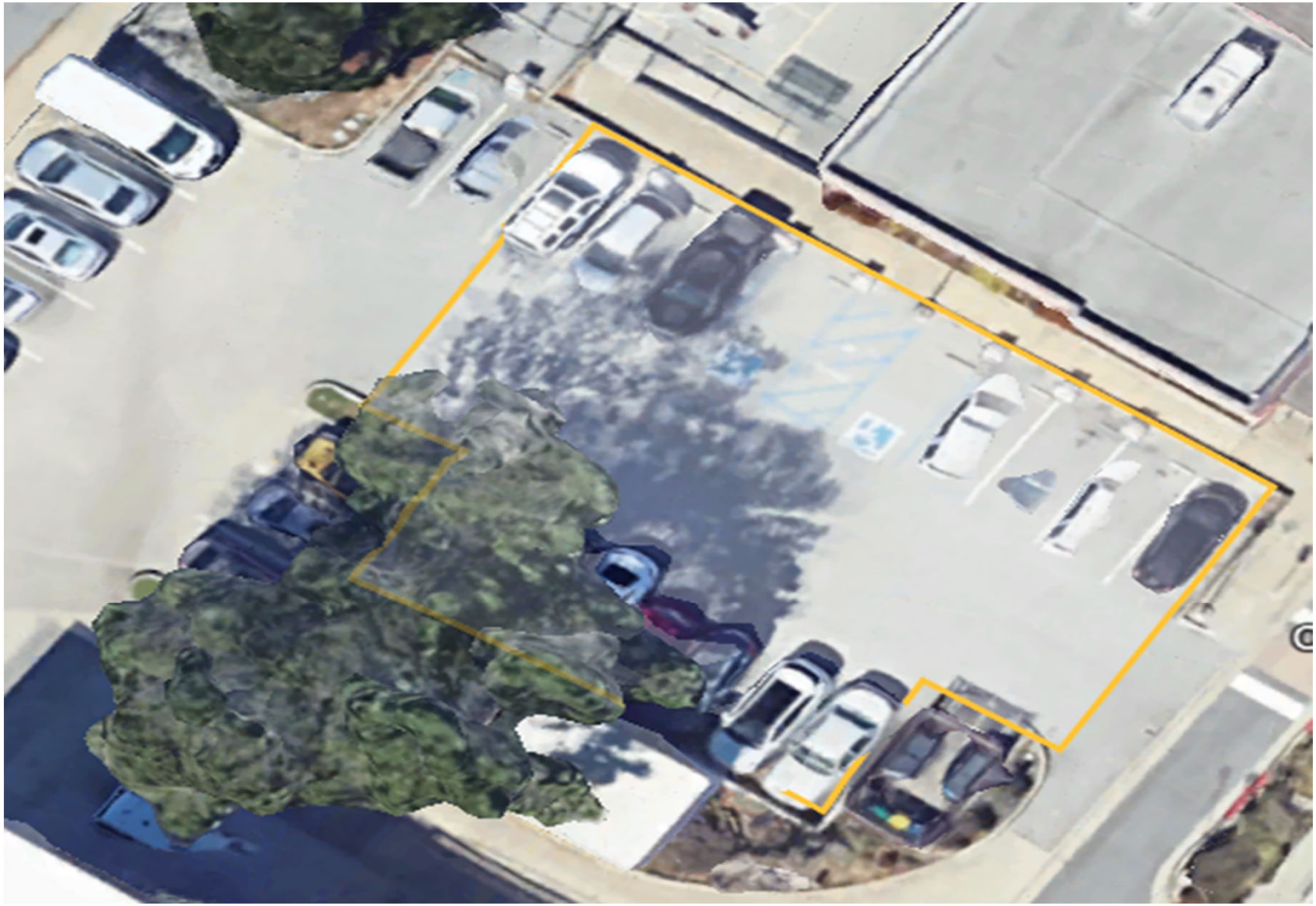
Background

- **Concept of a skatepark began in 2022**
- **Public Works conducted site assessments looking at spaces that could accommodate a skatepark**
- **locations reviewed, determined that no location was suitable**
- **City Council asked staff to review locations that are already paved and will not impact residents**

Additional Sites

- **Recreation Board requested evaluation of two sites**
- **Public Works Corp Yard**
- **Employee Parking Lot at City Hall**
  - **Council requested staff to evaluate the parking lot**





City Parking Lot

1. **Discuss a temporary skatepark with the City's insurance representative: Completed**
2. **Evaluate the surface for the location of a skatepark: Completed**
3. **Develop potential project costs: Estimates provided**
4. **Evaluate Displacement of Employee Parking: Next Steps**
5. **Prepare a Project description: Next Steps**
6. **Measurements of success: Next Steps**


AMERICANRAMPCOMPANY.COM
AMERICAN RAMP COMPANY
8850 - CA, PACIFIC GROVE

Fiscal Impact

Skatepark project currently does not have any funding

Estimated Cost

Resurfacing-	**$50,000**
Equipment-	**$55,127**
Engineering/Design 15%	**$15,769**
Contingency	**$12,000**
Total	**$132, 896**

Next Steps

- **Perform Public Outreach**
- **Evaluate loss of Employee Parking: 12 & 2 ADA spots**
- **Prepare a Project description**
  - **a. Days and hours of operations**
  - **b. Opening and closing**
  - **c. Users: Multi Wheel**
  - **d. Signage**
  - **e. Security: Fencing & lighting**
- **Measurements of success**

Questions?

City Council
City of Pacific Grove



AMERICAN RAMP COMPANY

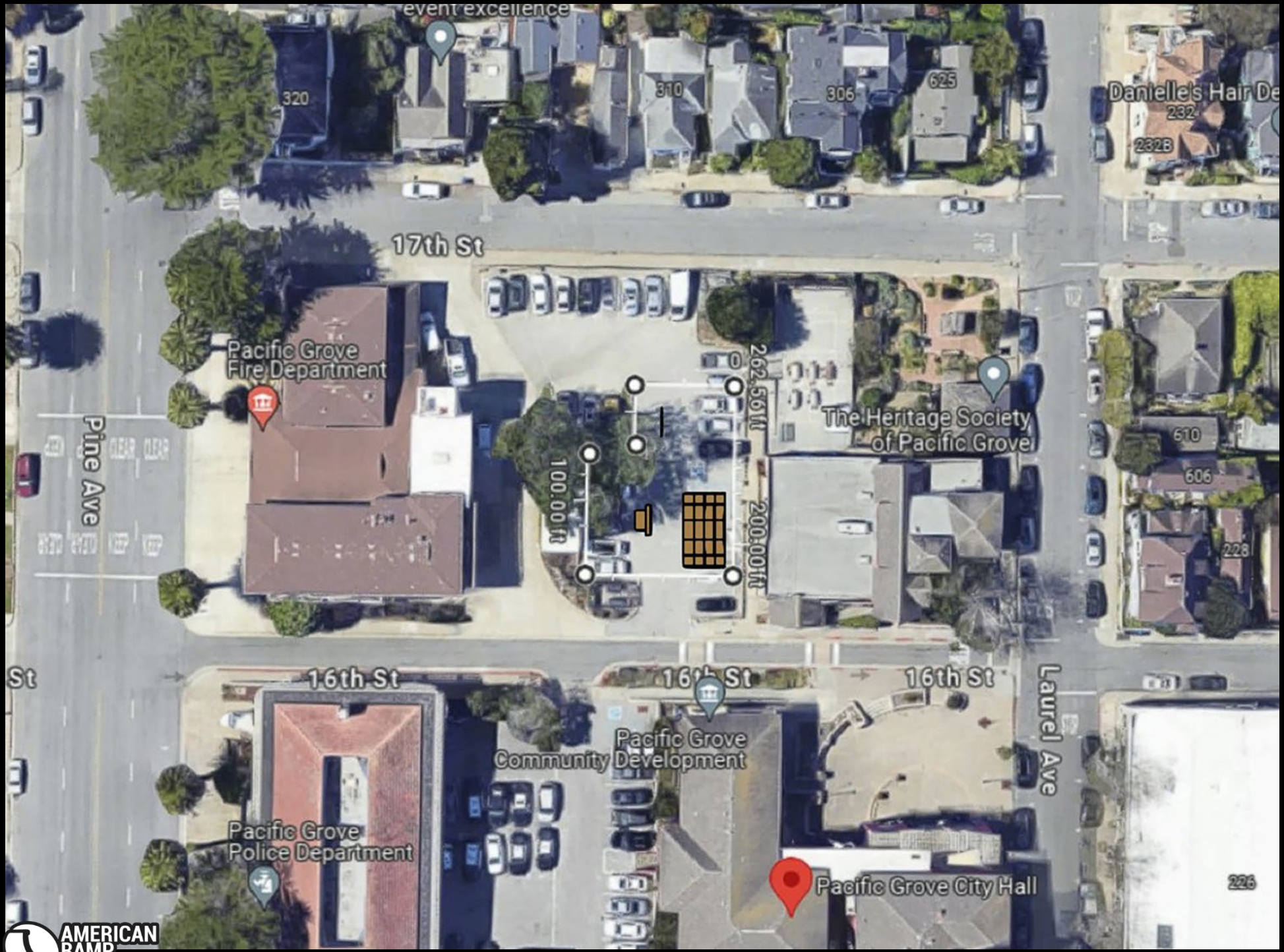
8650 - CA, PACIFIC GROVE



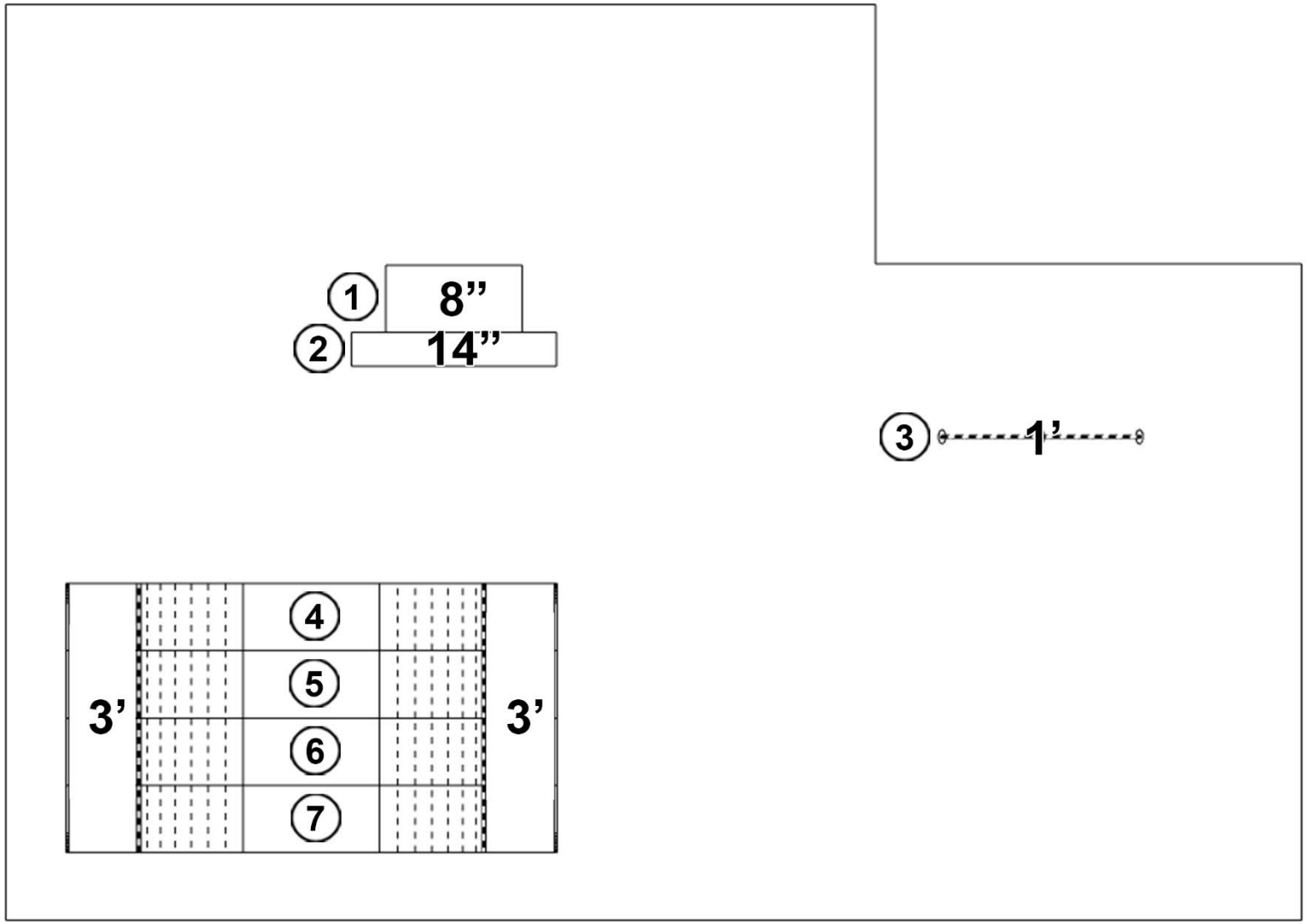
AMERICAN RAMP COMPANY

8650 - CA, PACIFIC GROVE





AMERICAN RAMP COMPANY


1
8”
2
14”
3
1’
4
5
6
7
3’
3’

601 S. McKinley Ave
Joplin, MO 64801
Toll-free: 800-RAMP-778
Local: 417-206-6816
Fax: 417-206-6888
sales@americanrampcompany.com

AMERICAN RAMP COMPANY

Quote #	Design #	Customer	Date	Designer
Q28202.0	8650	City of Pacific Grove	01-08-24	Julia Brueckler

Item	Obstacle	Height	Width	Length	Pro Series
1	Grindbox	8"	4.0'	8.0'	
2	Grindbox (2' Wide)	14"	2.0'	12.0'	
3	Grind Rail (Round)	1.0'	2"	12.0'	
4	Half Pipe	3.0'	4.0'	28.0'	
5	Half Pipe	3.0'	4.0'	28.0'	
6	Half Pipe	3.0'	4.0'	28.0'	
7	Half Pipe	3.0'	4.0'	28.0'	
	TOTAL				**$55,127.27**

Notes:

- This turnkey quote includes Equipment, Shipping, and Installation.
- This quote includes prevailing wage. If not applicable, call for revised quote.
- This quote does not include sales tax. If applicable, call for revised quote.
- Quote is good for 30 days.

Purchase through our competitively bid government Sourcewell contract.

Sourcewell
Awarded Contract
Contract # 112420-ARC

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Joyce Halabi, Deputy Public Works Director
MEETING DATE:	March 20, 2024
SUBJECT:	Fire Station Bathroom & Shower Remodel Project
CEQA:	Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

1. Receive report
2. Direct the City Manager to return with an additional funding allocation to allow for the construction of the project
3. Alternatively, discuss and take other action on this item

DISCUSSION

The Fire Station Bathroom & Shower Remodel Project (CIP23-12) was funded in the FY22/23 Capital Improvement Plan (CIP) with a $50,000 budget derived from American Rescue Plan Act (ARPA) funds.

The purpose of the project is to enhance the functionality of the bathroom facilities located on the dorm side on the Fire Station by designing and constructing improvements that allow for separate shower and restroom facilities that can be used interchangeably by female and male firefighters without privacy concerns. In addition to addressing the functionality and efficient usage of restroom facilities, the project aims to modernize the bathroom by replacing worn appliances that have surpassed their 20-year lifespan, ensuring the safety, efficiency, and comfort of the fire station's facilities.

Currently, there are two (2) bathroom facilities located on the dorm side of the Fire Station:

1. One has a large shower area with three shower heads with no separation for privacy.
2. The other contains a toilet and a urinal with dividers.

When decontaminating after exposure (fire and other types), multiple crew members should be able to shower concurrently or use the restroom without privacy concerns. The current configuration allows for only one crew member to take a shower at a given time.

Engineering Process

The project was engineered by August Design & Build. The design makes the two bathrooms equivalent and consistent by allowing both spaces to have a shower, toilet, and sink -- making the two restrooms usable by any staff member without privacy concerns.

The improvements were designed in a cost-efficient way to harness existing spaces with no large structural modifications; the project entails reconfiguration of the existing spaces, plumbing and electrical work and purchase/installation of new fixtures.

Bid Process

Following engineering, the project was put out to bid on May 25, 2023. The bid process closed on June 16, 2023. One bid was received from Shellco General Contractor; the bid amount was $147,895, well over the allocated budget.

City Staff worked with August Design & Build to value engineer the project. Value engineering was achieved by removing the specificity of materials and fixture types (brand, model, etc.), allowing the contractor to select a cost-efficient model for fixtures and materials vs. sourcing a specific type of material. The value engineered project was rebid.

The rebid process began in September 2023 and closed on October 13, 2023. Four (4) bids were received.

Company	Bid Amount
Shellco General Contractor	$134,950
T&S Intermodal Maintenance, Inc.	$147,953
Commercial Solutions Group, Inc.	$163,757.42
David Construction & Management, Inc	$147,953

Shellco General Contractor was the lowest bidder. The bids are still well above the project budget. There is a $104,173 deficit to fund the base bid ($134,950 plus a standard 10% construction contingency).

City staff is seeking direction from the Council on how to proceed. Options are noted in detail in the "Options" section.

OPTIONS

1. Direct the City Manager to return with an additional funding allocation to allow for the construction of the project
    - If this is the direction provided, staff can work with the Administrative Services Department to determine where the remaining necessary funding can be derived.
    - Staff would return with a budget amendment to formalize and specify the source of additional funding.
2. Pause the project and recommend funding be considered as part of the FY24/25 CIP process.
    - This would halt any additional work in the current Fiscal Year and would allow the project to return with the full budgeted amount for consideration among the other submitted projects as a part of the Council's FY24/25 CIP consideration.
    - Please note, this option may include having to rebid the project as significant time would have passed. The contractor has indicated willingness to honor the low bid at the current time, but that may not be the case if the project were delayed into the next fiscal year.
    - Lastly, please note this is an ARPA funded project; the deadline to use ARPA funding is December 2024. Delaying the project may have impacts to completion by the ARPA deadline.
3. Defund the project and reallocate funds to another project
    - Defunding the project would result in the project halting at the engineering phase.
    - The remaining $44,272 could be reallocated to an existing project.
    - If the project is defunded, the $5,728.15 expended would be absorbed by the general fund because ARPA funding expenses must result in constructed improvements.
    - Staff would return with a budget amendment to formalize this direction
4. Provide alternate direction

FINANCIAL IMPACT:

The original $50,000 project budget was derived from ARPA funds. To date, $5,728 has been expended on the design project. $44,272 remains in the project budget. There is not sufficient funding to allow the project to move forward. There is a $104,173 deficit to fund the base bid ($134,950 plus a 10% contingency).

If the project is defunded, the expended $5,728.15 would need to be absorbed by the General Fund because ARPA funding expenses must result in constructed improvements.

FOCUSED PRIORITY AREA: Infrastructure

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Joyce Halabi, Deputy Public Works Director
MEETING DATE:	March 20, 2024
SUBJECT:	Great Tide Pool Site Storm Damage Repairs
CEQA:	Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

1. Direct the City Manager to proceed with Conceptual Design Option 2
2. Alternatively, discuss and take other action on this item

DISCUSSION

BACKGROUND

During a three-week period in January 2023, California experienced storms and atmospheric rivers that resulted in damage across the State. On January 14, 2023, the Federal Emergency Management Agency (FEMA) declared a major disaster for much of California, including Monterey County, due to the resulting damage and impacts.

Pacific Grove experienced power outages, downed trees and damaged infrastructure. The most impacted infrastructure was the Great Tide Pool Site, located off of Sunset Drive between Lighthouse Ave extension and the south end of the Point Pinos Coastal Trail.

Prior to the storm, the Great Tide Pool Site provided an ADA-accessible boardwalk to a breathtaking viewing platform overlooking the bay. The viewing platform was accessed from the roadway via a boardwalk walkway. The viewing platform connected to a decomposed granite (DG) pedestrian path, with timber edging, served as a walkway along the coastline connecting the viewing platform to the north side of the site and the adjacent south end of the Point Pinos Coastal Trail.

The original Great Tide Pool Site improvements were authorized by City Council and constructed in 2017. Coastal Development Permit (CDP) Waiver 3-14-1603-W was issued to the City by the California Coastal Commission in November 2014 for the improvements.

GREAT TIDE POOL SITE DAMAGE

During the storm, the Great Tide Pool Site sustained significant damage. Damage included:

- ~152 SF of a viewing platform was dislodged and destroyed
- ~11.5 ft of ADA accessible boardwalk walkway to the east edge of the platform was dislodged and destroyed
- ~131 ft of DG and timber boarded trail on the north side of the platform was washed out and destroyed, and
- General erosion of the site area

At the time, repairs were estimated to be approximately $200,000. This was based on the 2017 construction costs, while factoring in an increase based on inflation and current construction costs.

MOVING FORWARD

On March 1, 2023, the City Council approved Resolution 23-004 designating the City's authorized agents for obtaining Federal and State financial assistance associated with FEMA disaster DR-4683-CA (January 2023 storms).

Public Works staff immediately began working with FEMA to submit required documentation necessary to obtain reimbursement for damages and staff time when repairs are complete.

Immediately following the damage, the path and site area were closed off with barricades to prevent access and ensure safety until FEMA was able to assess and document the damage to the site.

On March 15, 2023, FEMA conducted a site inspection and performed a damage assessment. Following FEMA's site visit, Public Works staff installed cable fencing to resecure the restored dune area and placed DG on the north end of the path to minimize the slope/drop off and address rutted and eroded path areas

In June 2023, Denise Duffy & Associates (DDA) was asked to conduct a survey for special status species at the Great Tide Pool site. The purpose of the work was to provide a current distribution map of the special status plants known to occur on the site, identify constraints, and inform proposed repairs to the pedestrian pathway and boardwalk that was damaged during the storms.

Following a site visit with DDA and City Staff regarding the Special Status Plant Survey, City staff requested a proposal for DDA to also perform trail/boardwalk repair conceptual options, designs, and construction administration if/when repairs are approved and permitted.

An agreement was executed with DDA in July 2023 in an amount not to exceed $21,293 plus a 15% contingency to perform the work noted above.

In November 2023, DDA provided the Botanical Survey Results Memo (Memo) to the City (Attachment 1). The memo stated the presence of 3 special status plants were encountered: Tidestrom's lupine, Monterey spineflower, and Menzies wallflower. Only Tidestrom's lupine was found to occur in the vicinity of the trail segments, although not located within the footprint of the trail.

The memo states the least environmentally impactful solution for repairs to the site would be to retain the previous footprint of the trail and perform repairs to the trail within that footprint. Measures to avoid all Tidestrom's lupin plants would need to be developed.

Due to the large occurrence of the Tidestrom's lupine plants in the northern portion of the site, potential ways to reroute the trail away from the shoreline are very limited. Any trail reroutes or other activity that could potentially result in loss of Tidestrom's lupine plants, would require issuance of an Incidental Take Permit from the Department of Fish and Wildlife. This is a lengthy and complex process and could have a significant financial burden on the City.

CONCEPTUAL DESIGN OPTIONS

In light of the findings noted in the Memo, DDA has developed three (3) conceptual options for discussion and consideration that make repairs and/or improvements to the site within the existing path footprint. Options include:

1. Timber Crib Steps to a Modular Boardwalk
2. Interlocking Timber Steps
3. Trail Terminus at Boardwalk Lookout

Please note at this point, the repair options are conceptual and high-level. Once provided direction by the City Council formal engineering will be performed and specific details fleshed out, including analyzing the selected option for CEQA Compliance

The options are discussed at a high-level below and included in Attachment 2.

Option 1 -- Timber Crib Steps to Modular Boardwalk

This option includes:

- Repair of the existing boardwalk to the viewing area
- Repair of the viewing area/platform
- Construction of a new modular boardwalk (connecting the view area/platform to the timber steps)
- Construction of timber steps

In option 1, the boardwalk and viewing area would be repaired in a similar footprint to the original project and size to maintain ADA accessibility.

The boardwalk would be connected to a newly constructed modular cable boardwalk, inspired by the Point Pinos Coastal Trail modular cable boardwalk installed adjacent to Crespi Pond. The modular nature of the boardwalk and cable design provides resiliency and allow for the infrastructure to withstand wave runup and storm surges. In December 2022, storms, tsunami waves, and king tides successfully provide the resiliency of this design adjacent to Crespi Pond.

The last element of this option entails construction of timber crib steps which would lead to the modular cable boardwalk. Timber crib steps would allow the steep drop-off on the north side of the project site to be addressed. The interlocked nature of Timber Crib steps allows for greater resiliency because the steps' construction allow them to act as one cohesive entity, with each step interlocked into the next and embedded securely within the coastline.

Option 1 is the highest cost construction option, estimated at $78,700, but provides the greatest infrastructure resiliency against wave runup, storm events, and coastal erosion. This option will also likely result in the highest long-term cost associated with ongoing maintenance, associated with resetting the boardwalk elements when dislodged, and long-term maintenance.

Option 2 -- Interlocking Timber Steps

This option includes:

- Repair of the existing boardwalk to the viewing area
- Repair of the viewing area/platform
- Installation of interlocking timber steps

Similar to Option 1, Option 2 includes repair to the boardwalk and viewing area in a similar footprint to the original project and size to maintain ADA accessibility.
This option would not include restoration or repairs to the pathway between the South and North end of the site area. Instead, the previous path area would remain unimproved. The area would be accessible from either end of the site, but remain sandy, informal and natural.

Interlocking timber steps would be constructed on the north end of the site, leading to the unimproved area. The timber steps would be constructed to be interlocked and mounted with rebar, providing some level of resiliency from wave runup and storm events.

This option is estimated at $13,600. There is less long-term and ongoing maintenance costs associated with this option, as the most susceptible area, the pathway, will remain unimproved.

Option 3- Trail Terminus at Boardwalk Lookout
This option includes:

- Repair of the existing boardwalk to the viewing area
- Repair of the viewing area/platform
- Construction of a boardwalk lookout
- Abandoning the trail and installing symbolic fencing at the new boardwalk lookout

Option 3 also includes repair to the boardwalk and viewing area in a similar footprint to the original project and size to maintain ADA accessibility.

However, in place of constructing steps to allow access to the coastal water, this option would abandon the trail and construct a boardwalk lookout (similar to the viewing area/platform at the south end of the trail). The two outlook areas would not be connected by either informal or formal infrastructure.

This option is the lowest cost of the three options, estimated at $9,900. This option removes a level of coastal access that is currently offered to visitors and residents by terminating the trail, and thus it is not being recommended by staff. Staff also has concerns that this would create informal pathways around the viewing platform to access the waters edge, with potential to damage sensitive plant species.

STAFF RECOMMENDATIONS

Staff recommends proceeding with Option 2.

Option 2 provides the city with methods to retain the same levels of coastal access (including reestablishing ADA access to the viewing platform), while addressing existing challenges associated with the post-storm damage (steep drop off on the north end of the trail). Moreover, this option does not result in a significant increase in long-term and ongoing maintenance as the most susceptible area will remain unimproved/natural.

NEXT STEPS

Following Council direction, City staff will reengage with FEMA representatives and the California Coastal Commission on the Council's desired path forward. The California Coastal Commission is aware of the damage to the site, and toured the damage on a field trip in March 2023. The City has continued to communicate frequently with FEMA. The City will also commence design.

Following design completion, City Staff will begin the CEQA, permitting, and tribal consultation processes.

OPTIONS

1. Do nothing
2. Direct City Manager to proceed with Option 1
3. Direct City Manager to proceed with Option 2
4. Direct City Manager to proceed with Option 3

FINANCIAL IMPACT:

To date, $7,524 has been incurred on the Botanical Survey and conceptual design options with DDA. As noted above, the executed agreement also includes engineering and construction administration support, if/when construction proceeds.

Repairs to the Great Tide Pool Site will be reimbursed by FEMA. FEMA will reimburse the City 75% of eligible costs and CalOES will cover 18.75%, leaving the City with a 6.25% cost share. Please note the construction cost estimates provided in Attachment 2 are provided as a discussion point. Staff anticipates that these to be lower than actual construction costs if the project was put out to bid today. Moreover, these cost estimates do not include vital elements like the cost of tribal and archeological monitoring, CEQA, etc. Construction estimates will be recalculated once engineering is complete and a CIP project will be added to the FY24/25 Project List for consideration to Council (in line with the direction provided).

FOCUSED PRIORITY AREA: Infrastructure

Attachments

DDA 2023 Botanical Survey Results Memo
Great Tidepool Trail Repair Concepts

Denise Duffy & Associates, Inc.
PLANNING AND ENVIRONMENTAL CONSULTING

November 16, 2023

Daniel Gho
Public Works Director
City of Pacific Grove
300 Forest Avenue
Pacific Grove, CA 93953

Subject: Great Tidepool Restoration & Enhancement Site
Trail Repair Project – 2023 Botanical Survey Results Memo

Dear Mr. Gho:

Denise Duffy and Associates (DD&A) performed a survey for special status plant species at the Great Tidepool Restoration and Enhancement site on June 26, 2023. The purpose of the work is to provide a current distribution map of the special status plants known to occur at the site, identify constraints, and inform proposed repairs to the pedestrian pathway and boardwalk that was damaged during winter 2023 storms.

Background

Multiple occurrences of special-status plants are known to occur at the approximately 3.5-acre site. These include occurrences of federal and state endangered Tidestrom's lupine (*Lupinus tidestromii*), federal threatened Monterey spineflower (*Chorizanthe pungens* var. *pungens*), and federal and state endangered Menzies wallflower (*Erysimum menziesii*). The federal and state endangered beach layia (*Layia carnosa*) has been historically documented at the Point Piños area. However, according to the California Natural Diversity Database (CNDDB), the Point Piños occurrence of beach layia has possibly been extirpated.

Methods

DD&A Senior Environmental Scientist John Wandke conducted a focused survey for special status plants on June 26, 2023. The entire 3.5-acre site was surveyed on foot along a series of parallel walking transects to provide complete visual coverage. All special status plants identified during the survey were mapped using a Trimble Geo7x GPS unit. Occurrences with more than five individuals were mapped as polygons and occurrences with five individuals or less were mapped as points. Plants more than one meter away from adjacent plants were mapped as separate polygons or points. Estimates of density or aerial cover were not performed. The June timing of the survey was adequate to identify Tidestrom's lupine and Monterey spineflower to species, each of which were still in bloom. Menzies wallflower had finished blooming, but the occurrence of this species at the site is confined to a small mitigation planting along the southern property boundary. The distinctive basal rosettes of this plant were not observed at any other location on the property at the time of the survey.

Findings

During the survey, Tidestom's lupine, Monterey spineflower, and Menzies wallflower were encountered. No other special status plant species were found. Only Tidestrom's lupine occurs in the vicinity of the trail segment where repairs are proposed. This species occupies extensive areas in the northern half of the site where open sand and dune ridge topography are present. Although a population estimate was not performed, this occurrence likely consists of thousands of Tidestrom's lupine plants. **Figure 1** depicts the locations of special status plants mapped during the survey. The aerial image shown on **Figure 1** was collected with a City-authorized drone flight on September 12, 2023 and clearly depicts the location of the existing

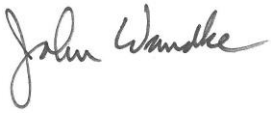
pedestrian trail. Tidestrom's lupine does not occur within the footprint of the trail but does occur in adjacent areas.

Discussion

Based on the results of the survey, the least environmentally impactful solution will be to retain the existing footprint of the trail and perform repairs to the trail within that footprint. Measures to avoid all Tidestrom's lupine plants will need to be developed during the permitting process for the project. Due to the large occurrence of Tidestrom's lupine in the northern portion of the site, potential ways to reroute the trail away from the shoreline are very limited. Any trail reroute or other activity that could potentially result in loss of Tidestrom's lupine plants would require issuance of an Incidental Take Permit from the California Department of Fish & Wildlife. Acquiring take authorization of threatened or endangered species is a lengthy and complex process that can have a significant financial burden on the City. Therefore, a no take approach that avoids special status plants and avoids additional impacts to dune habitat is recommended.

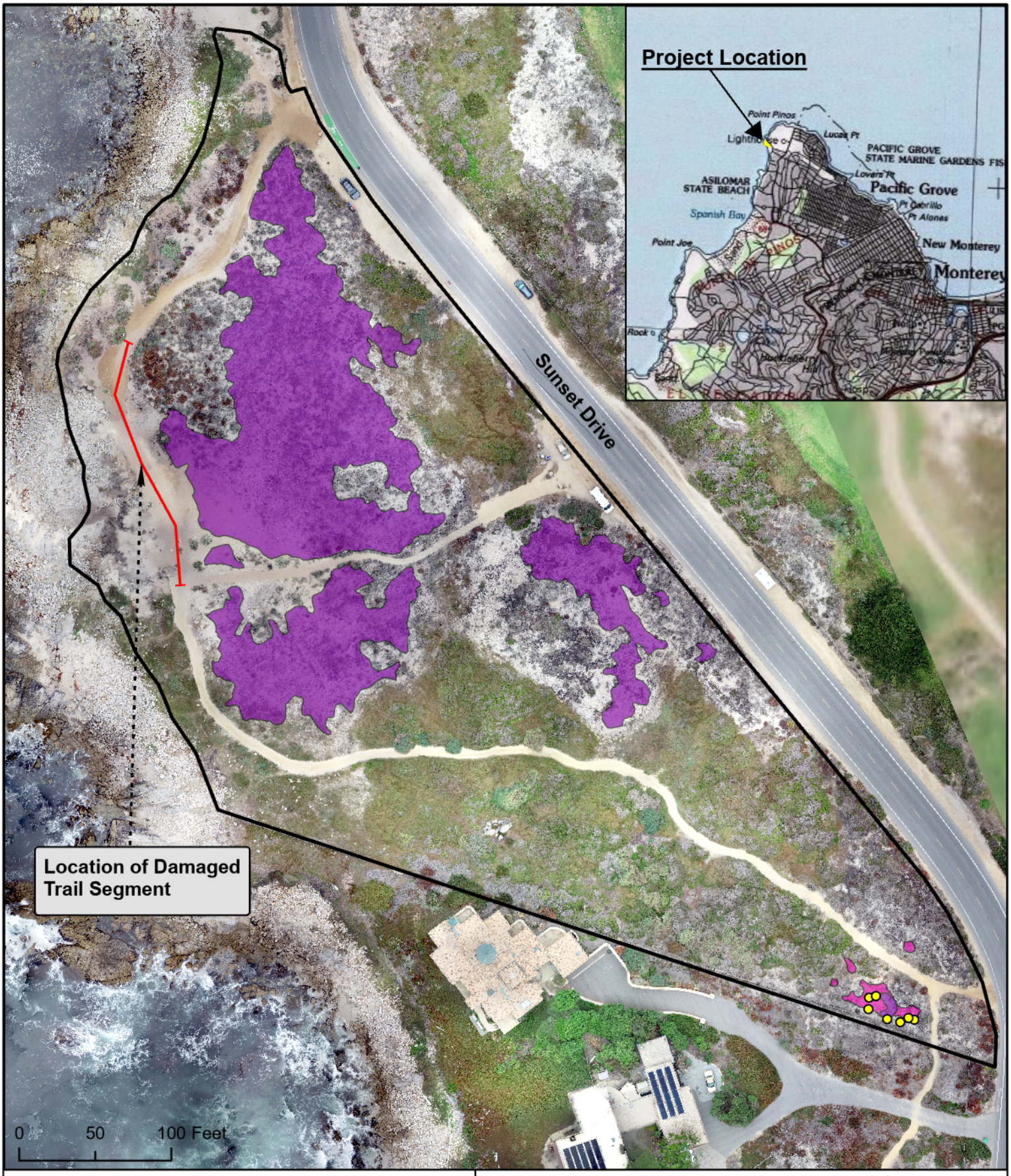
Please feel free to contact me if you have any questions or require further information.

Sincerely,



John Wandke
Senior Environmental Scientist
DENISE DUFFY & ASSOCIATES, INC.
jwandke@ddaplanning.com
(831) 373-4341

Enc: Figure 1 – Special Status Plants 2023



Survey Area

Special Status Plants - June 2023

Chorizanthe punges var. pungens

Lupinus tidestromii

Erysimum menziesii

Special Status Plants 2023

Great Tidepool Restoration & Enhancement Site

Denise Duffy and Associates, Inc.

Planning and Environmental Consulting

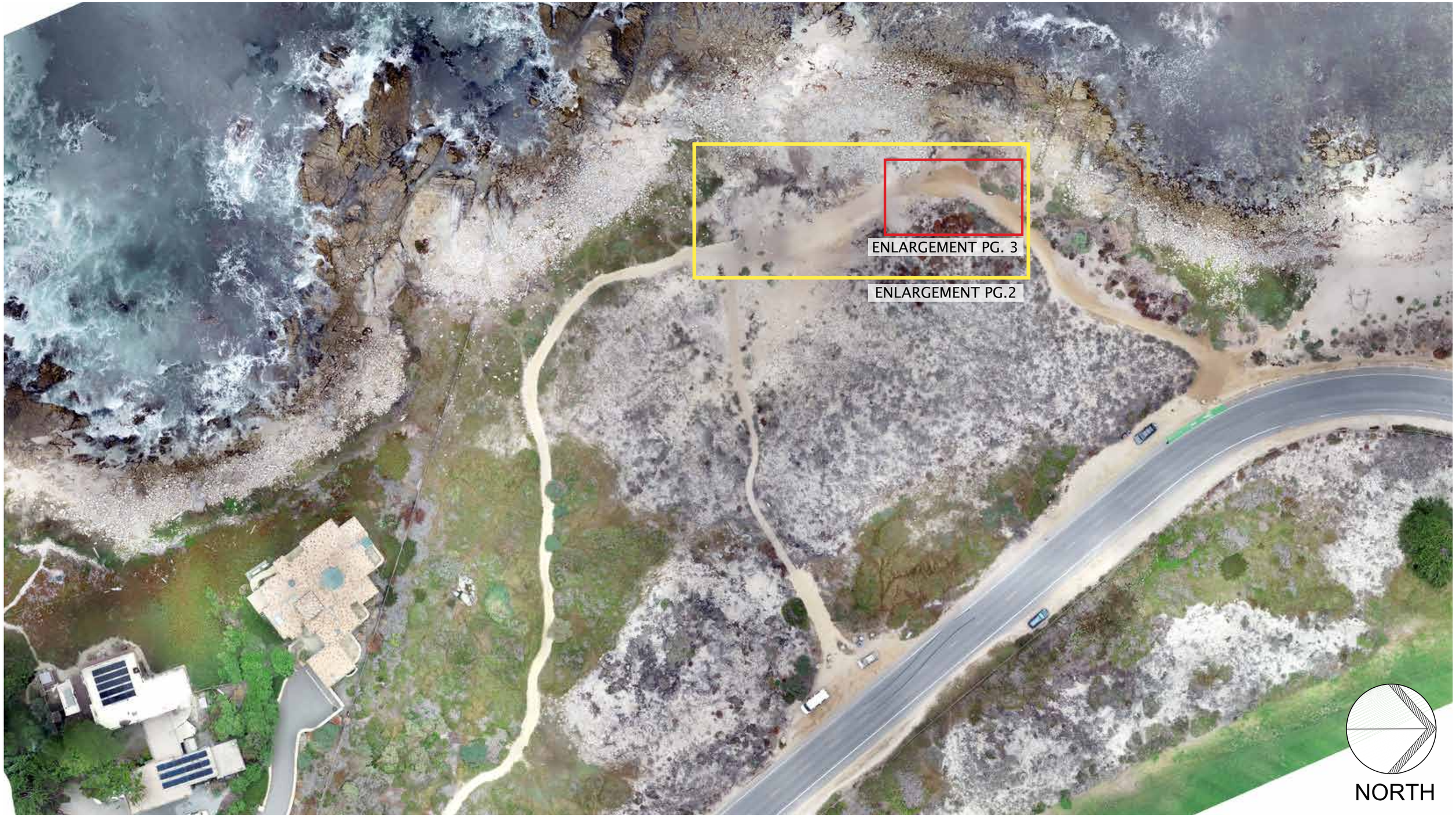
Date 6-2023

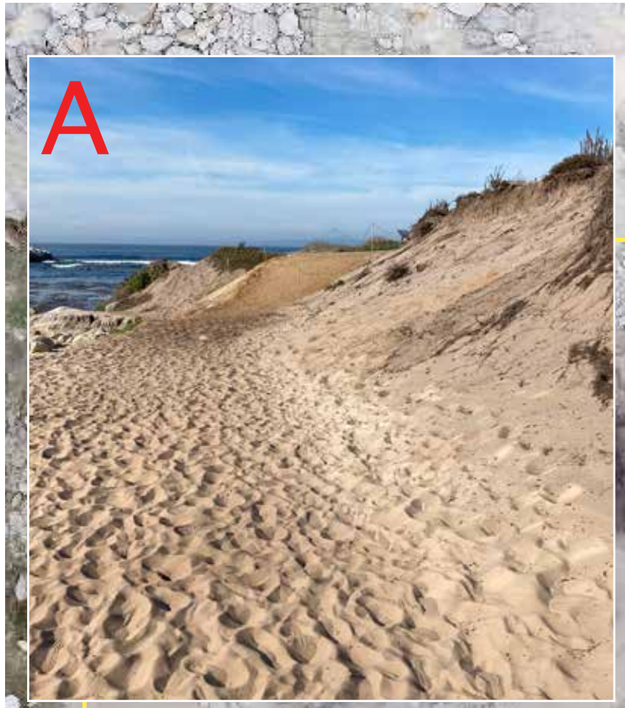
Scale 1:20

Figure 1

Path: C:\JWandkeGIS\GIS_Projects\2023-48 Great Tidepool Pathway\2023-48 Great Tidepool Pathway.aprx

EXISTING CONDITIONS: SITE AERIAL



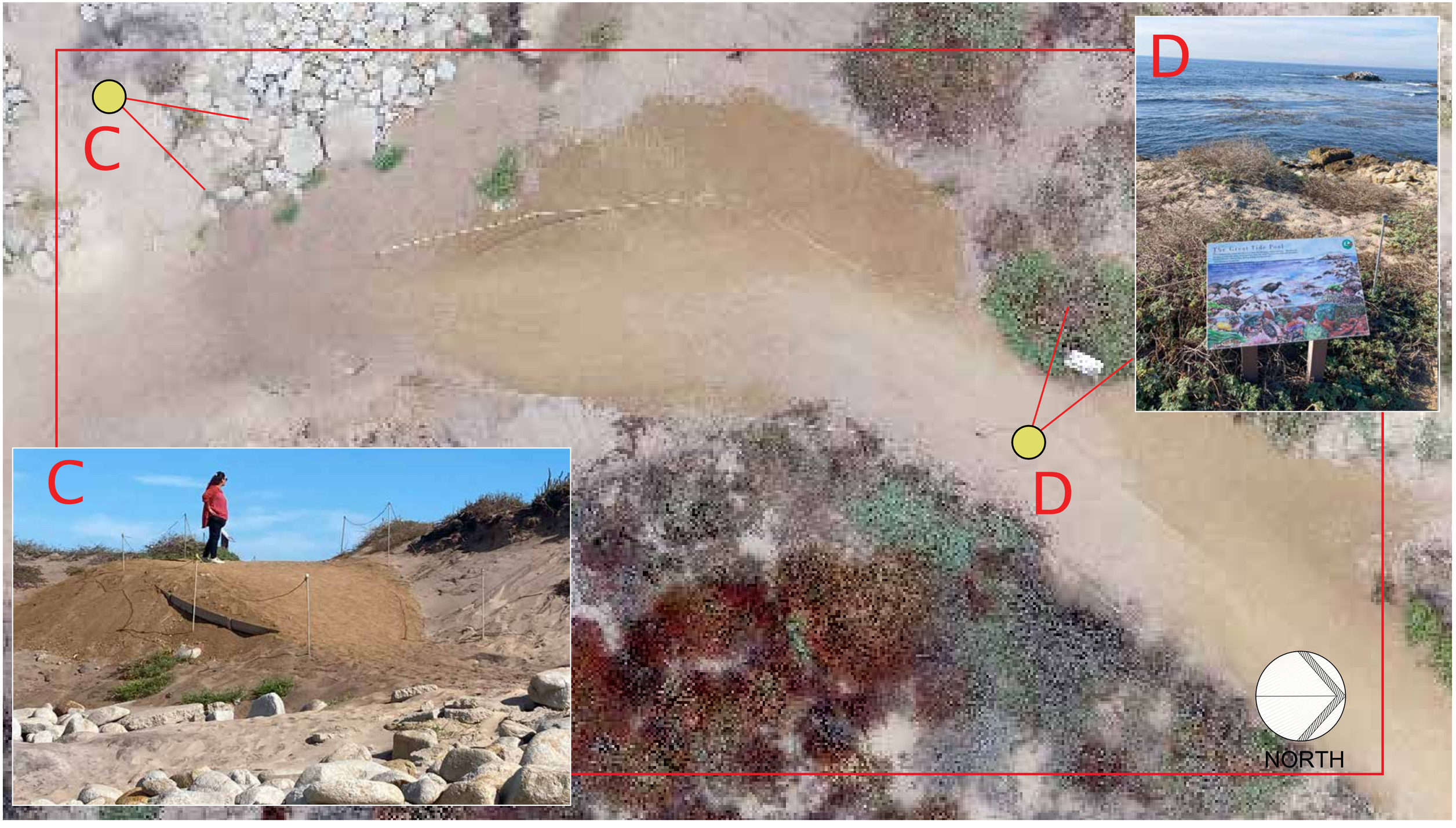


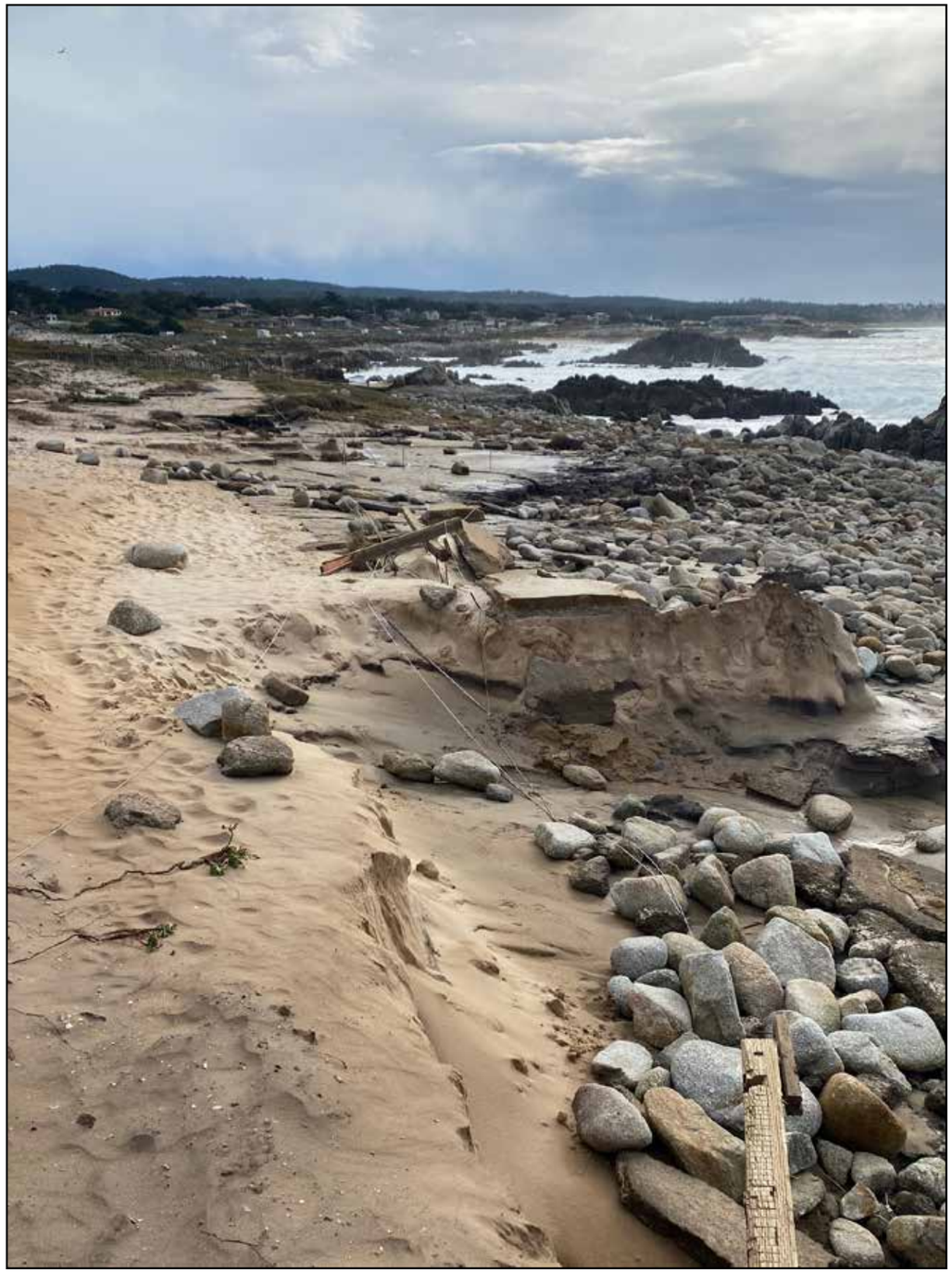
B

A



NORTH


C
D
C
D
NORTH





AFTER EMERGENCY REPAIRS TO THE TRAIL



Existing condition – looking South

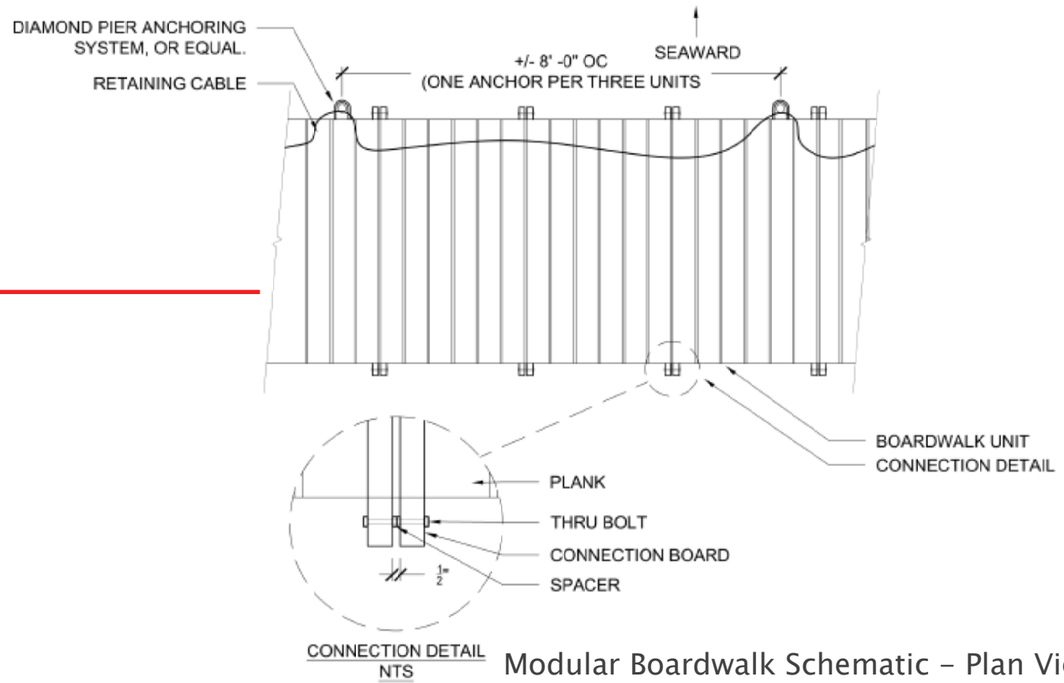


Existing condition – looking North

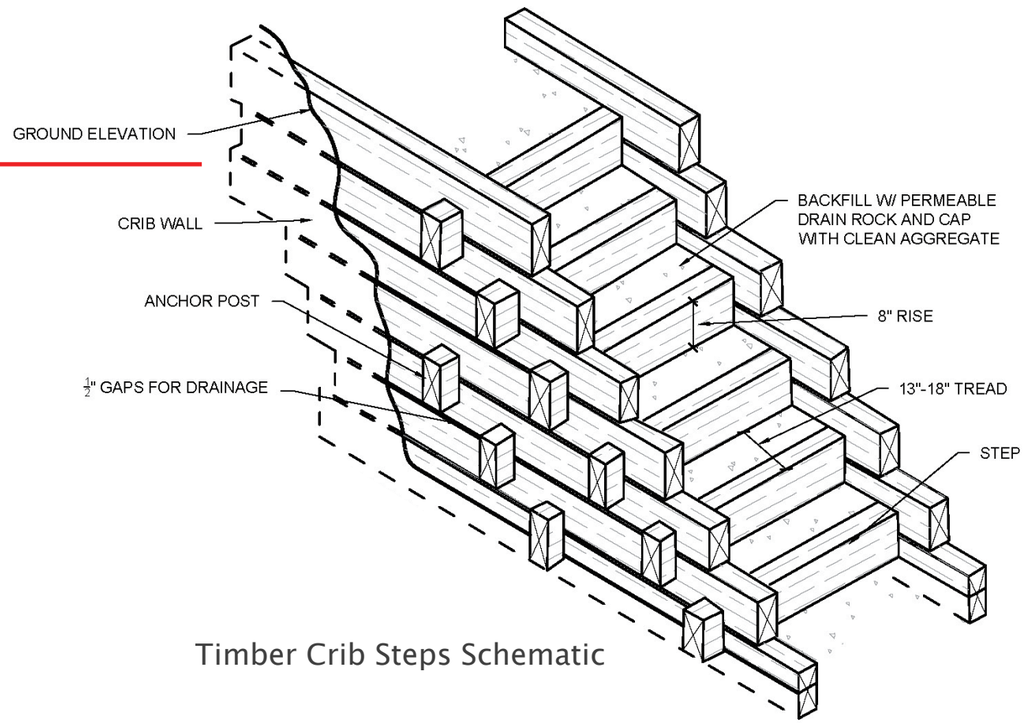
TRAIL REPAIR OPTION 1 – TIMBER CRIB STEPS TO MODULAR BOARDWALK



Photo rendering

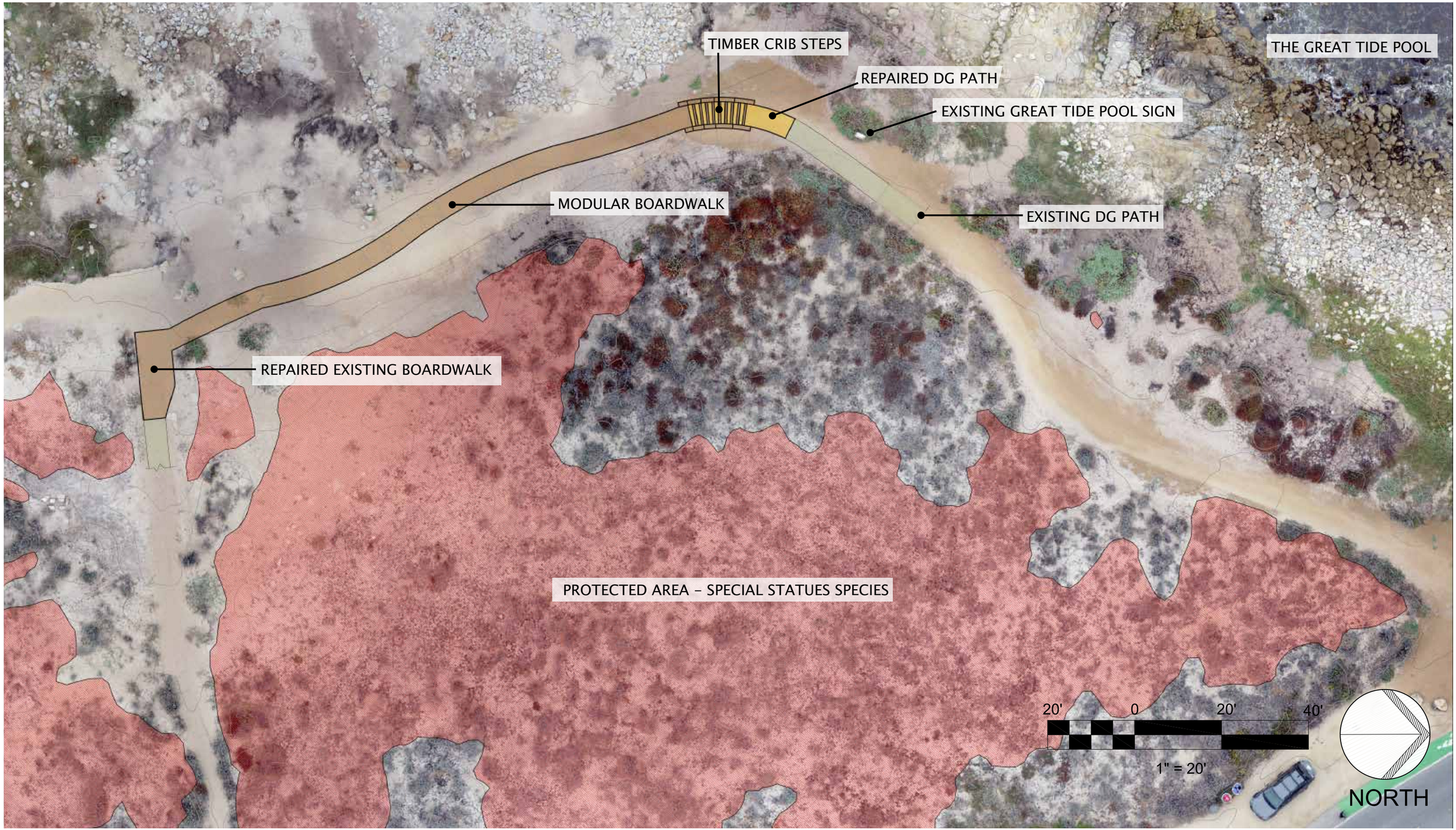


Modular Boardwalk Schematic – Plan View

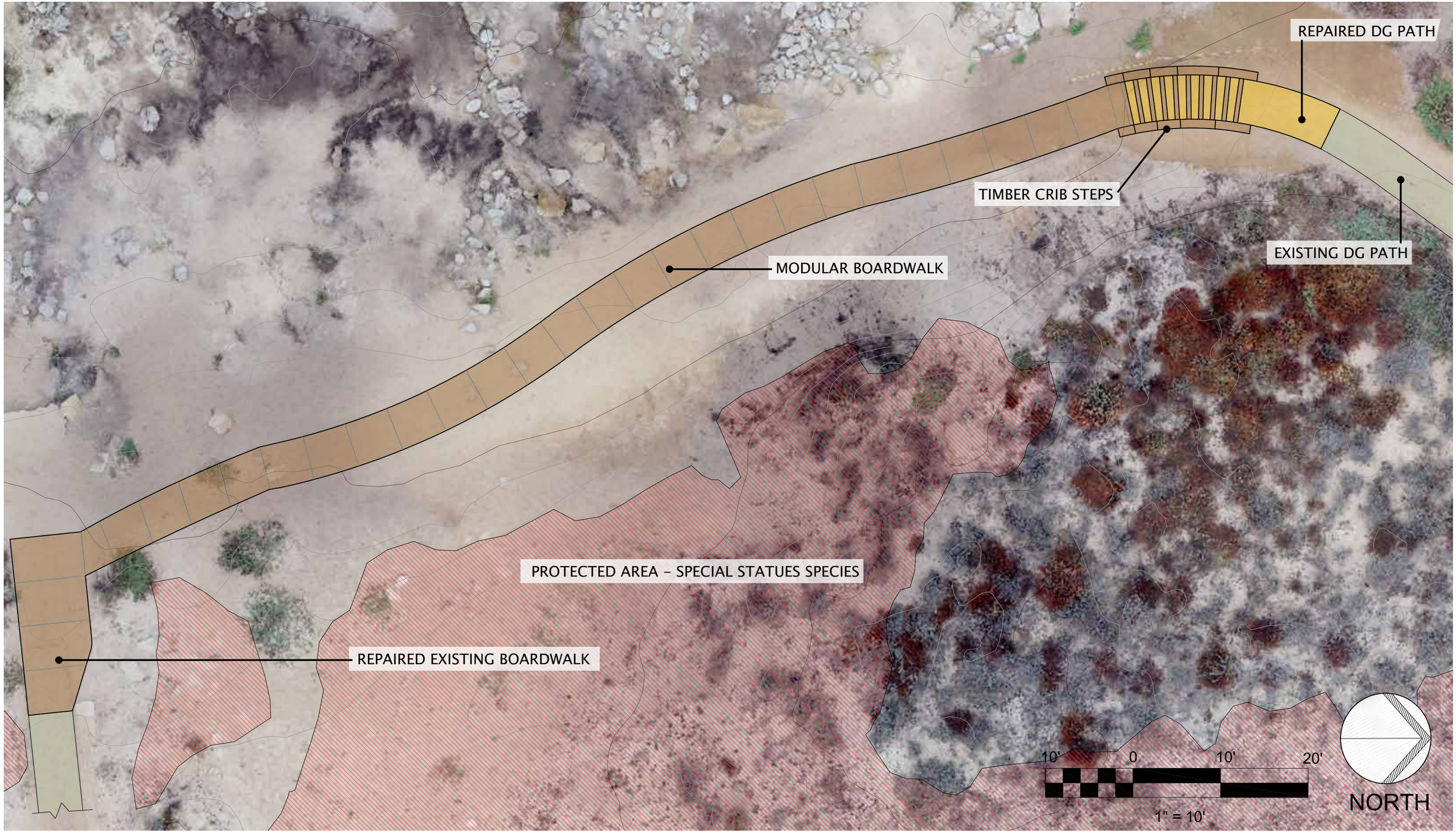


Timber Crib Steps Schematic

TRAIL REPAIR OPTION 1: SITE PLAN



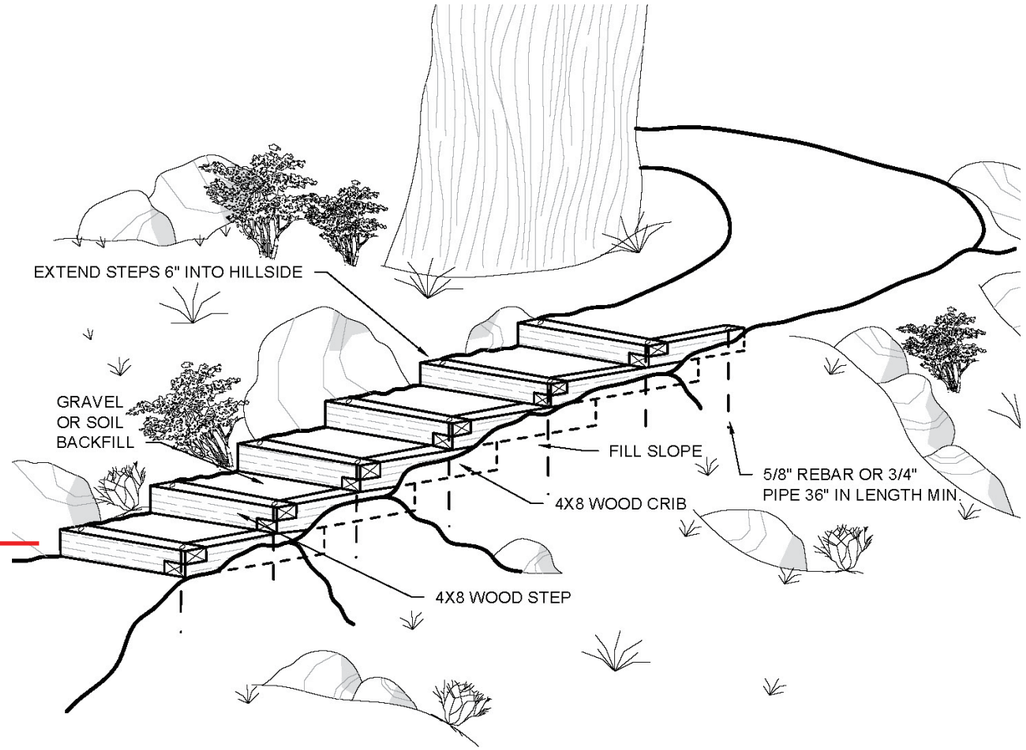
TRAIL REPAIR OPTION 1: SITE PLAN ENLARGEMENT



TRAIL REPAIR OPTION 2 - INTERLOCKING TIMBER STEPS

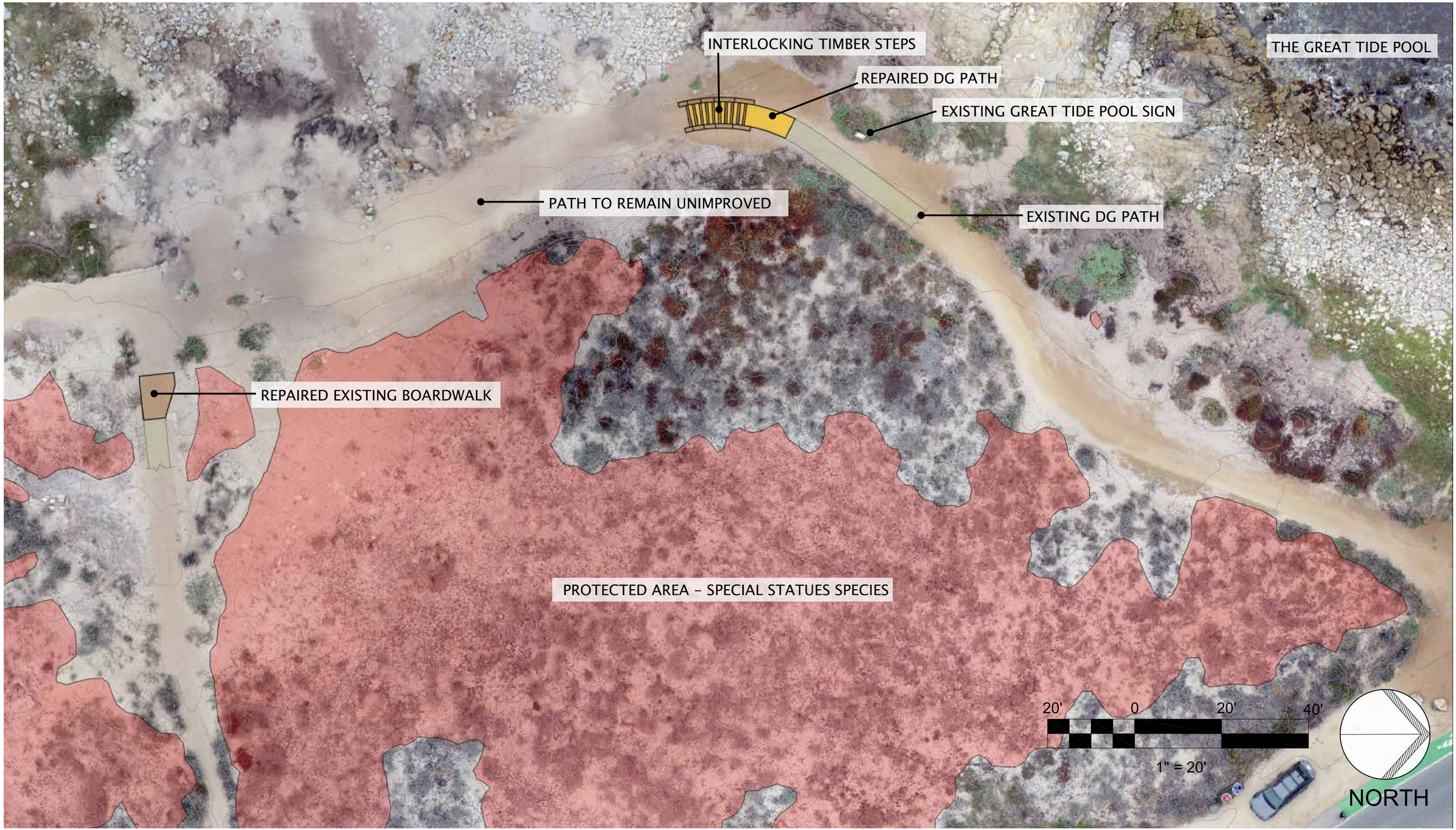


Photo rendering

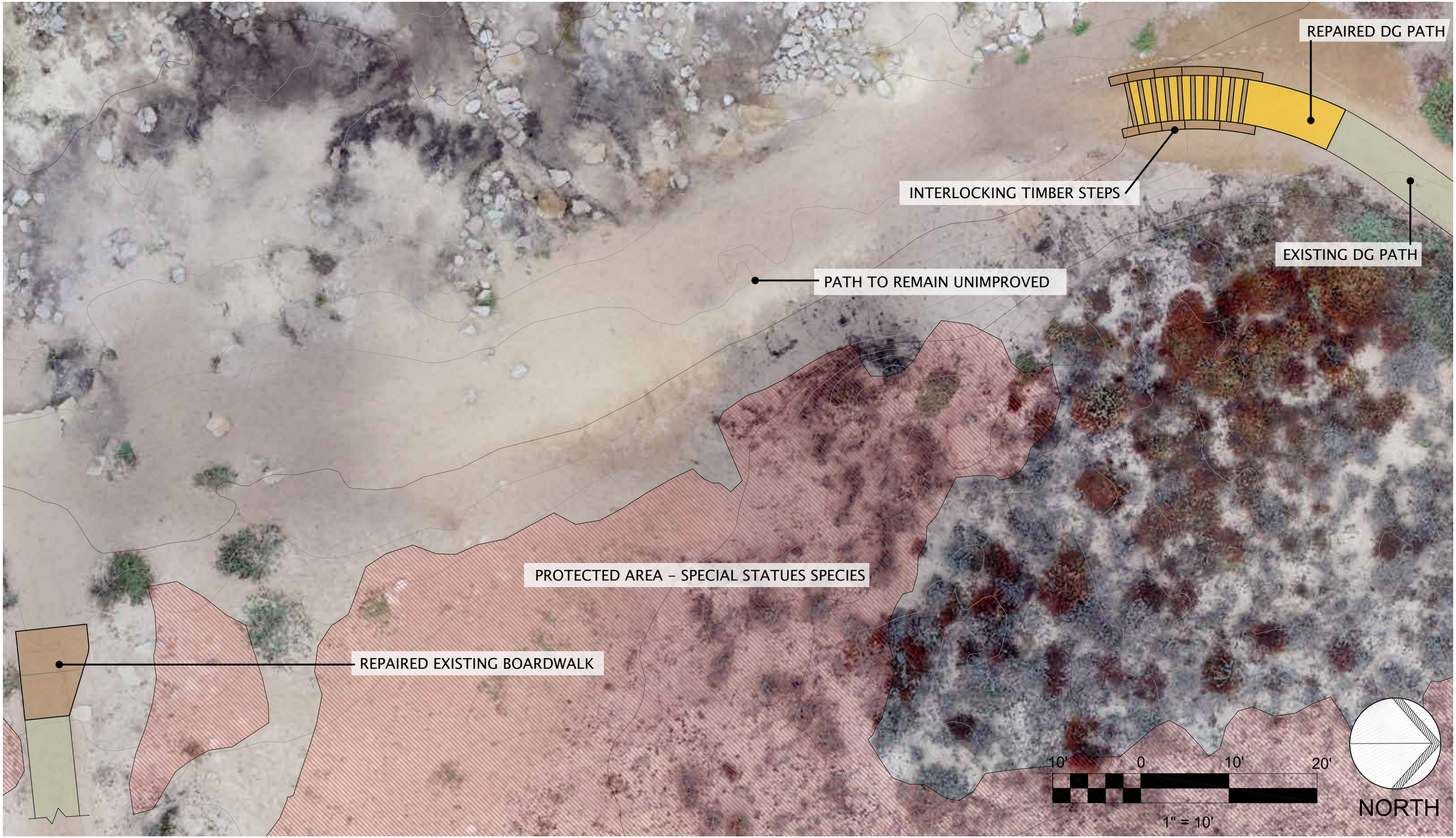


Interlocking Timber Steps Schematic

TRAIL REPAIR OPTION 2: SITE PLAN



TRAIL REPAIR OPTION 2: SITE PLAN ENLARGEMENT

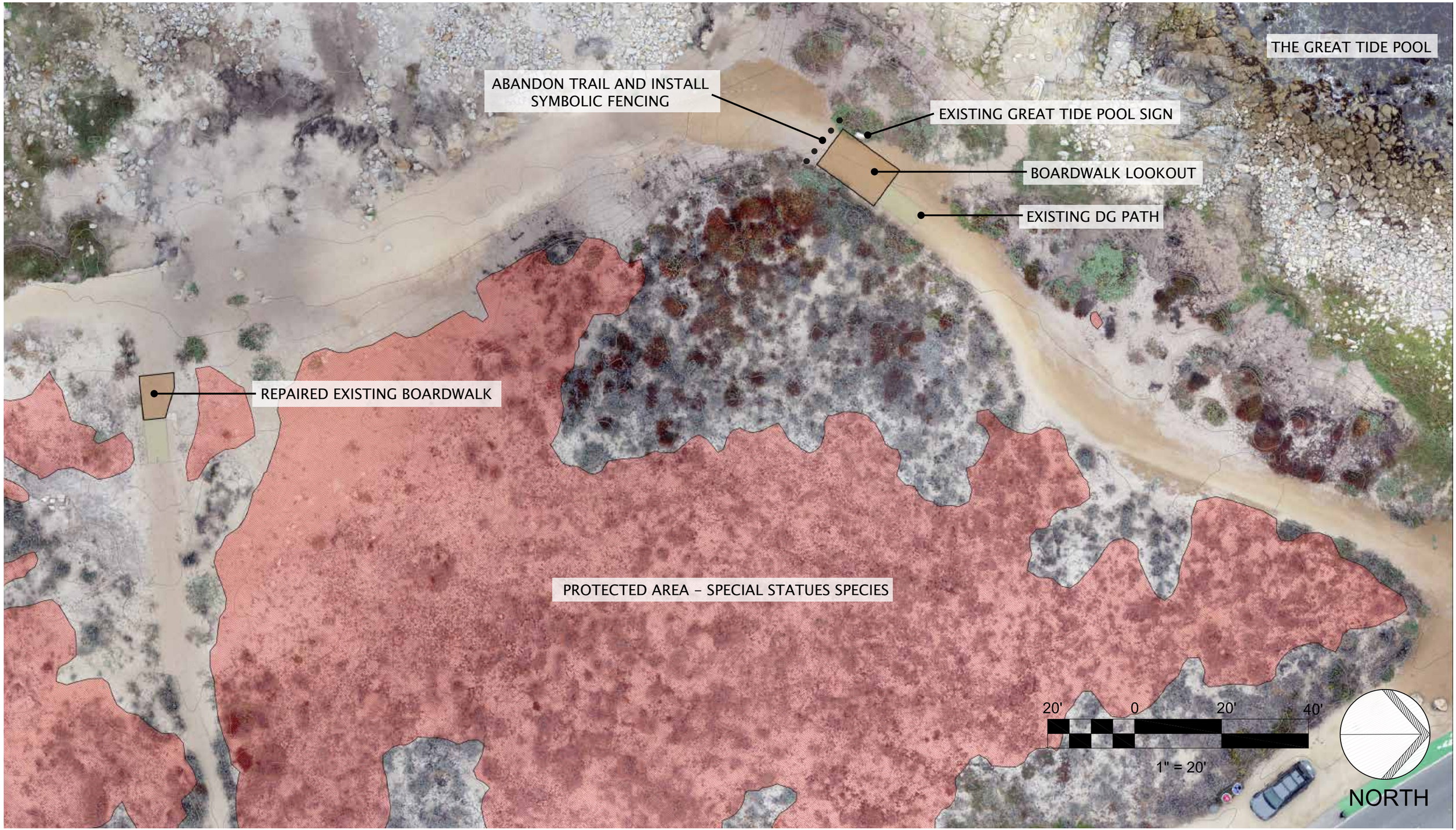


TRAIL REPAIR OPTION 3 – TRAIL TERMINUS AT BOARDWALK LOOKOUT

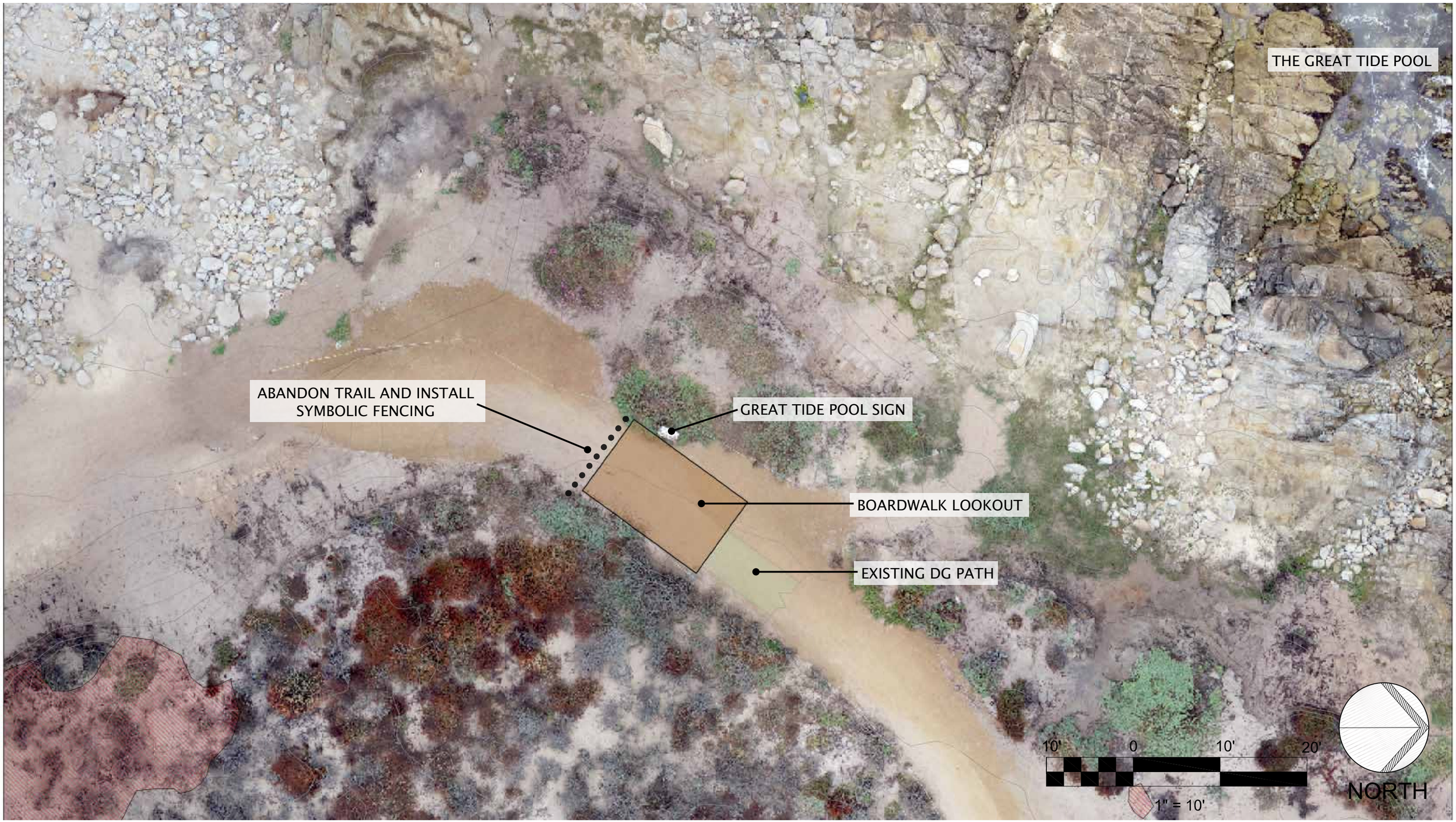


Photo rendering

TRAIL REPAIR OPTION 3: SITE PLAN



TRAIL REPAIR OPTION 3: SITE PLAN ENLARGEMENT





Option 1:
Timber Crib Steps to Modular Boardwalk

Timber Crib Steps	$14,400
Native stone armoring	$2,800
Modular Boardwalk	$60,000
Demo and cleanup of debris	$1,500
Symbolic fencing replace and repair	$1,000
Total	$78,700



Option 2:
Interlocking Timber Steps

Interlocking timber steps	$7,200
Native stone armoring	$2,800
Boardwalk repair and accessibility	$2,100
Demo and cleanup of debris	$1,500
Symbolic fencing replace and repair	$1,000
Total	$13,600



Option 3:
Trail Terminus At Boardwalk Lookout

Boardwalk repair and accessibility	$2,100
Deck Platform	$4,800
Demo and cleanup of debris	$3,000
Symbolic fencing replace and repair	$1,000
Total	$9,900

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Daniel Gho, Public Works Director/Deputy City Manager
MEETING DATE:	March 20, 2024
SUBJECT:	Sewer Collection System Master Plan Projects 1, 6, & 9 Engineering
CEQA:	Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

1. Authorize a contract with the Wallace Group in an amount not to exceed $1,769,097 for the engineering and construction management for Sewer Collection System Master Plan projects 1,6 & 9
2. Alternatively, take other action related to this item

DISCUSSION

The City provides sewer collection services for residences and commercial businesses over an area of approximately 1,414 acres with a population of approximately 15,000 residents. The City's collection and conveyance system is comprised of approximately 58 miles of pipelines: 57 miles of gravity pipelines, which vary in diameter from 4-inch to 18-inch, and one mile of force mains. Maintenance access to the sewers is provided by 904 manholes and a number of structures, such as clean-outs and inspection holes. There are nine sewer lift stations located in the City's service area, seven of which are owned by the City, and two of which are owned by Monterey One Water (MOW). MOW operates and maintains all nine lift stations. Collected sewage is conveyed via an interceptor pipeline to MOW's regional sewer treatment plant located north of the City of Marina.

The City's sewer collection service is a self-sufficient enterprise fund. Revenues are generated from sewer rates, which fund the total cost of service and Capital Improvement Plan (CIP_ projects on an annual basis. At their May 21, 2014 meeting, the City Council received the Sewer Collection System Master Plan (SCSMP) which includes 9 projects to be completed over 10 years. The SCSMP, along with all wastewater documents, can be found on the City's Sewer Collection System webpage. An update to the Plan's project list is included as Attachment 1.

Associated with the SCSMP was a proposal to increase the City's sewer collection system fees. Sewer rate fees are used to pay for sewer collection system capital improvements, but also operations and maintenance. The City initiated the Proposition 218 process in March of 2015, to increase the sewer fees, and the City Council approved and adopted the sewer rate increase in July of 2015. The new fee structure took effect in August 2015; subsequently, the City began implementing the Capital Improvement recommendations noted in the SCSMP.

To date, the City has completed 6 of 9 projects noted in the SCSMP. Only 3 remain:

· Project #1- 17 Mile Drive Sewer Line Upgrade
· Project #6- Hillcrest Sewer Line Replacement
· Project #9- Highway 68 Sewer Line Repair

As part of the FY23/24 Capital Improvement Plan, the multi-year SCSMP Projects 1, 6, & 9 project was approved to address these final 3 projects. $1,800,000 was allocated from the sewer fund to allow for the design/engineering and permitting of the projects.

Project #1- 17 Mile Drive Sewer Line Upgrade: This project proposes to upgrade approximately 2,900 linear feet of the existing 8-inch and 10-inch gravity sewer main with new 12-inch gravity sewer main. The existing sewer main is located in Majella Road and 17-Mile Drive, crosses the Spanish Bay golf course, spans across a creek, and is routed through the City Corporation yard to Sunset Drive. The infrastructure is over 100 years old and has numerous structural defectslike offset joints, sags, roots, and infiltration seepage through joints. There is a hydraulic deficiency in the main due to very flat slopes, which limits capacity and cannot maintain self-cleaning velocities.

This project will increase pipe slope, and where practical, segments of the main would be re-aligned to locate manholes in more serviceable locations. Alternate routes to avoid crossing the creek channel, as well as the Spanish Bay golf course, will be evaluated for feasibility.

Project #1, 17 Mile Drive Sewer Line Upgrade, will take coordination with the Pebble Beach Company, Pebble Beach Services Districts, Spanish Bay Golf Course, and Pebble Beach Residents.

Project #6 - Hillcrest Sewer Line Replacement: This project proposes to replace approximately 4,250 linear feet of 6-inch gravity sewer main with new 8-inch gravity sewer main in the residential neighborhood adjacent to Hillcrest Ave, between Forest Ave and Congress Ave. This project was identified by the City due to root intrusion that has resulted in operations and maintenance concerns. Approximately 1,300 linear feet of the sewer main is located in existing backyard easements, and therefore this project will require coordination with multiple property owners for access/construction.
Relocation of the sewer to the public right-of-way may not be possible without significant upgrades to individual homes. For this reason, the preliminary cost estimate and project description (and this letter proposal) assumes that the existing sewer mains will be replaced in their current location.

Project #9- Highway 68 Sewer Line Repair: This project proposes to construct a short wall to provide protection for approximately 400 linear feet of exposed sewer main on Highway 68 (Forest Avenue) between Adobe Lane and Bishop Ave. The sewer main is located adjacent to a steep slope and was originally constructed along the ground surface. The City is concerned with the potential for damage to the sewer main from traffic on Highway 68. However, subsequent to the SCSMP, the City completed a CCTV inspection of the sewer main in question and it was determined that the sewer main itself has offset joints and is not in good condition. Therefore, it is also proposed to replace the sewer main (500 LF). This project is located within Caltrans right-of-way and will require coordination and permitting through Caltrans.

Since these three projects are very complex and will require significant engineering, stakeholder coordination and construction management, the City reached out to the Wallace Group to seek a quote for the design, engineering and construction management of the 3 projects. The Wallace group prepared the 2014 SCSMP for the City, has also authored our Sewer System Management Plan (SSMP) and Pump Station Master Plan. Recently, the Wallace Group designed, engineered and performed construction management for the City's Area of Special Biological Wet-Dry Weather Stormwater Capture and Diversion Project, which included over a mile of sanitary sewer upgrades.

Navigating the Pebble Beach Company and performing construction management throughout Pebble Beach, as noted in the project #1 description, is going to be challenging task. The Wallace Group has the knowledge, technical expertise and staffing levels to engineer and manage the construction of these three unique and complex sewer infrastructure projects, specifically the project within Pebble Beach. The Wallace Group has been working for Pebble Beach Community Services District since 2011 on undergrounding their utilities. This project has entailed undergrounding over 6 miles of utilities within the right of way owned by Pebble Beach Company including significant upgrades around Pebble Beach Lodge and through Pebble Beach Golf Course. The projects required close coordination with the Company's operations and management to ensure their needs were being met and schedules were adhered to, while understanding the impact the project could have during their peak tourist season and ensuring continued services to their properties, traffic control, road repairs, and easement dedication where all meet.

The Wallace Group has provided the City with a proposal (Attachment 2) for civil engineering services and construction management SCSMP projects 1, 6 & 9. These services will be invoiced monthly on an accrued cost basis, for a total fee, including reimbursables, that will not exceed $1,769,097.

Next Steps
It is anticipated that engineering and stakeholder coordination will take approximately 12-14 months. Once engineering and coordination are complete, all the necessary permits will be obtained and the project will be put out to bid.

The Wallace Group proposal includes engineering, outreach and construction management, but does not include the construction. The Wallace Group and the City will prepare a call for bids for the construction and City Council will approve the construction bids per the purchasing requirements set forth in the City Code.

Public Works reached out to the Wallace Group, because of their extensive knowledge of our sanitary sewer system but also their experience with our neighbors, the Pebble Beach Company. Standard bidding procedures were suspended in accordance with Pacific Grove Municipal Code (PGMC) section 2.16.080 "Bidding procedures- Dispensation When" which provides that the purchasing agent, the City Manager, may dispense with bid procedures for the purchase of services when in his sole discretion and judgment it is in the best interest of the City when (d) a service (such as attorney, accountant, architect or specialized consultant) involves specialized knowledge or personal skill.

The Wallace Group is a firm that specializes in comprehensive civil and transportation engineering, planning services and construction management. The Wallace Group utilizes their expertise, and skillful collaboration, along with design and engineering to derive efficient and environmentally sound solutions to complex projects.

OPTIONS

1. Do not authorize an agreement
2. Provide alternative direction

FINANCIAL IMPACT:

$1,800,000 derived from the Sewer Fund was allocated as a part of the FY23/24 Capital Improvement Plan for the engineering of Sewer Collection System Master Plan 1, 6 & 9. The $1,769,097 proposal the Wallace Group provided the City of Pacific Grove is within the allocated funding for this project.

FOCUSED PRIORITY AREA: Infrastructure

Attachments

Plan Update
Wallace Group Proposal

Project #	Title	Description	Street	Location	Total Project Estimated Cost ($)	Status Update
1	**17 Mile**	Upgrade sewer main due to capacity deficiency	17MileDrive	Majella Road from Treasure Road to 17-Mile Drive, and 17-Mile Drive from Majella Road to Sunset Drive	**$1,624,000**	**Requesting Design and Engineering FY 23/24**
2	**Oceanview & Mermaid**	Replace sewer mains due to age & condition	Mermaid	Oceanview Blvd to Sea Palm Ave	$1,269,000	**Completed 2017**
			Marine	Mermaid to Oceanview Blvd	$116,000	**Completed 2017**
			Clyte	Mermaid to Oceanview Blvd	$101,000	**Completed 2017**
			Oceanview	Marine Street to Balboa Ave	$1,592,000	**Complete** 2021
			Oceanview	Balboa Ave to Lift Station 15	$1,365,000	**Complete** 2021
3	**Asilomar**	Upgrade sewer main due to capacity deficiency	Asilomar Avenue	Lighthouse Ave to Del Monte Blvd	**$1,500,000**	**Complete 2021**
4	**Crocker & Asilomar**	Replace or rehabilitate manholes due to hydrogen sulfide deterioration	Crocker	Sinex to easement to Asilomar	$525,000	**Completed 2021**
			Asilomar	Arena Ave to Oceanview	$682,000	**Completed 2021**
5	**14th: Sinex to Pine**	Consolidate multiple sewer mains	14th	Sinex Street to Junipero Ave	$525,000	**Completed 2016**
		Consolidate multiple sewer mains	Easement	Junipero Ave to Pine Ave	$460,000	**Completed 2021**
		Abandon existing sewer main and tie-over to new sewer main	14th	Gibson Street to Junipero Ave	$42,000	**Completed 2021**
6	**Hillcrest**	Replace sewer mains due to root intrusion	Multiple	Hillcrest Avenue to Sunset Avenue, from Forest Ave to Congress Ave	$1,703,000	**Requesting Design and Engineering FY 23/24**
			Easement	Sunset & Forest Ave to 19th Street & Marino Pines Road	$822,000	**Requesting Design and Engineering FY 23/24**
7	**14th: Lighthouse to Central**	Consolidate multiple sewer mains	14th	Lighthouse Ave to Central Ave	**$448,000**	**Completed 2018**
8	**Carmel**	Replace sewer main to eliminate sags	Carmel	Junipero Ave to Ricketts Row	**$1,104,000**	**Completed 2021**
9	**Hwy 68**	Protect exposed pipe from damage	Hwy 68	Between Adobe Lane & Bishop Ave	**$59,000**	**Requesting Design and Engineering FY 23/24**
				Total	**$13,937,000**	

March 8, 2024

Daniel Gho
City of Pacific Grove
300 Forest Avenue
Pacific Grove, California 93950

Subject: Pacific Grove Sewer Infrastructure Improvements

Dear Mr. Gho:

Wallace Group appreciates the opportunity to provide you with our proposal for civil engineering services for the above referenced project. Based on our discussion, the following Scope of Services has been prepared for your consideration:

PROJECT UNDERSTANDING

In May 2014, the City of Pacific Grove adopted the Sewer Collection System Master Plan, prepared by Wallace Group. As part of the capital improvement projects (CIPs) outlined in this Report, the City has three remaining (short-term) projects to complete:

- CIP Project No. 1 - 17 Mile Sewer line Upgrade
- CIP Project No. 6 - Hillcrest Avenue Sewer Main Replacement
- CIP Project No. 9 - Highway 68 (Forest Avenue) Sewer Pipe Replacement

The CIP Project Descriptions below are taken from the May 2014 Master Plan Report:

- **CIP Project No. 1 - 17 Mile Sewer Line Upgrade:** This project proposes to upgrade approximately 2,900 linear feet of existing 8-inch and 10-inch gravity sewer main with new 12- inch gravity sewer main. The existing sewer main is located in Majella Road and 17-Mile Drive, crosses the Spanish Bay golf course, spans across a creek, and is routed through the City Corporation yard to Sunset Drive. The infrastructure is over 100 years old and has numerous structural defects i.e., offset joints, sags, roots and infiltration seepage through joints. There is a hydraulic deficiency in the main due to very flat slopes, which limits capacity and cannot maintain self-cleaning velocities. This project will increase pipe slope, and where practical, segments of the main would be re-aligned to locate manholes in more serviceable locations. Alternate routes to avoid crossing the creek channel, as well as the Spanish Bay golf course, will be evaluated for feasibility.

- **CIP Project No. 6 - Hillcrest Sewer Line Replacement:** This project proposes to replace approximately 4,250 linear feet of 6-inch gravity sewer main with new 8-inch gravity sewer main in the residential neighborhood adjacent to Hillcrest Avenue between Forest Avenue and Congress Avenue. This project was identified by the City due to root intrusions that result in operations and maintenance concerns. Approximately 1,300 linear feet of existing sewer main is located in existing backyard easements, and therefore this project will require coordination with multiple property owners for access/construction. Relocation of the sewer to the public right-of-way may not be possible without significant upgrades to individual homes. For this reason, the preliminary cost estimate and project description (and this letter proposal) assumes that the existing sewer mains will be replaced in their current location.

- **CIP Project No. 9 - Highway 68 Sewer (Forest Avenue) Line Repair:** Per the Sewer Master Plan, this project proposed to construct a short wall to provide protection for approximately 400 linear feet of exposed sewer main on Highway 68 (Forest Avenue) between Adobe Lane and Bishop Avenue. The sewer main is located adjacent to a steep slope and was originally constructed along the ground surface. The City is

WALLACE GROUP®

CIVIL AND TRANSPORTATION ENGINEERING
CONSTRUCTION MANAGEMENT
LANDSCAPE ARCHITECTURE
MECHANICAL ENGINEERING
PLANNING
PUBLIC WORKS ADMINISTRATION
SURVEYING / GIS SOLUTIONS
WATER RESOURCES

WALLACE GROUP
A California Corporation
612 CLARION CT
SAN LUIS OBISPO
CALIFORNIA 93401
T 805 544-4011
F 805 544-4294
www.wallacegroup.us

concerned with the potential for damage to the sewer main from traffic on Highway 68. However, subsequent to the Sewer Master Plan, the City completed CCTV inspection of the sewer main in question and it was determined that the sewer main itself has offset joints and is not in good condition. Therefore, it is proposed to replace the sewer main (500 LF). This project is located within Caltrans right-of-way and will require coordination and permitting through Caltrans. It is recommended that the project concept be discussed with Caltrans prior to beginning the engineering design for this project.

Note: These projects, once ready for construction, will bid as individual projects. It is expected that various activities related to these projects will overlap through the course of Project implementation. A cost saving measure for the design and construction management would be to bid all three projects either together or at least concurrently.

SCOPE OF SERVICES

Task 1.0: Project Management, QA/QC, and Meetings

Task 1.1: Project Management

This task includes day-to-day coordination of project activities, including scheduling and budget controls, staffing needs and coordination, City coordination, monthly status updates and reporting, and other related project management activities. This effort is based on the scheduled duration of 24 months, based on anticipated duration of preliminary engineering, design, and bid phase schedules for the three capital improvement projects.

Task 1.2: Kick-off Meeting and Field Review of Facilities

We will coordinate and attend a kick-off meeting with key Wallace Group and City team members. This kick-off meeting will be a combined meeting for all three Projects. We will prepare the meeting agenda and minutes for this meeting. This meeting will focus on the project objectives, scope of services, schedule, deliverables, and action items/requirements for each Project. We request that any items that may be of importance for the completion of the report be provided to Wallace Group at the time of the kick-off meeting. We will prepare and provide the City with an agenda and a preliminary list of requested items required for all three projects prior to the kick-off meeting to help facilitate the information collection process. Immediately following the meeting, we will conduct a field investigation of the three Project areas with City staff. It is estimated that this effort will take a full eight hours, based on the meeting taking place at the City's office, plus travel to the various Project sites.

Task 1.3: Project Meetings

We will attend and prepare agendas and meeting minutes for the project meetings. We assumed for budgeting purposes nine, one-hour project meetings via Teams (three meetings per Project), and six in-person meetings at the City offices. The six in-person meetings will be held for all three projects (anticipated two in-person meetings per Project). Meetings will be held at the following milestones:

- 50% Design. The 50% design will include proposed horizontal alignments, depiction of existing utilities, easement/access issues, recommendations on utility pothole locations, outline specifications, preliminary estimate of probable construction cost.
- 90% Design. The 90% design will include plan and profiles of the new utility, tie-in details, trenching details, retaining wall design/layout (Highway 68). Technical specifications will be provided, and up updated opinion of probable construction cost will be included.
- Final Design. The final design will reflect the final design including updates to address City's comments reviewed at the final completion stage, including final estimate of probable construction cost.

Task 1.4: QA/QC
Wallace Group will provide in-house quality assurance and quality control (QA/QC) at all three of the milestone deliverable stages for all three Projects. At each milestone, there is a comprehensive QA/QC review of project research, data, calculations, and reports by senior or principal engineers within our firm.

Task 1.0 Deliverables:
- Meeting Agendas (PDF)
- Meeting Minutes (PDF)

Task 2.0: Preliminary Design Services
Task 2.1: Review Background Information/Utility Research

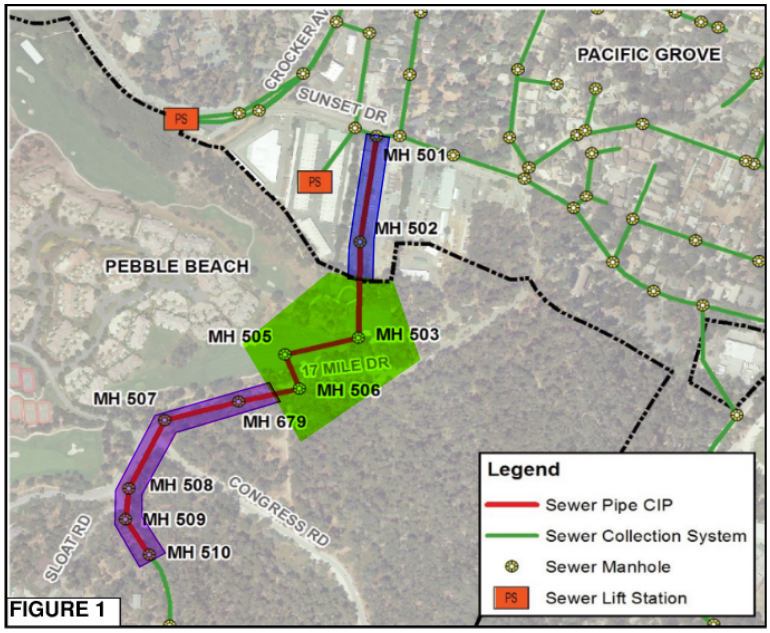
We will review the available information and documents pertinent to the sewer projects. We will:

1. Review relevant documents, including but not limited to, record drawings, prior geotechnical reports, water and sewer Atlas maps, and other documents available and pertinent to the sewer designs.
2. Review City of Pacific Grove and other local special district utility design standards, and determine applicable standards to utilize and which standards may need to be augmented to meet specific project needs.
3. Send out Utility Information Request letters for each of the Project areas. This utility request will be conducted as a single task for all three of the Projects at the same time.

Task 2.2: Survey
Task 2.2a 17-Mile Sewer Line Replacement:
Wallace Group will prepare a topographic survey at a one-foot contour interval and a mapping scale of 1" = 20'. The survey mapping will be constrained horizontally to the California Coordinate System of 1983 (CCS83), Zone 4 projection, and vertically to the North American Vertical Datum of 1988 (NAVD88).

The field survey limits are delineated in blue, green, and purple in Figure 1 and are approximately as follows:

- Blue area: The northerly limits will be 15 feet past MH 501 located at the South Lane/Bike Lane of Sunset Drive. The Easterly/ westerly limits will be the faces of the buildings.
- Green Area: This area is approximately a 600' x 650' polygon centered on the existing sewer line.
- Purple area: The limits will be along 17-mile Drive and Majella Road and approximately 10 feet past the edge of the pavement, assuming no obstruction exists such as buildings or fences, ending 25 feet past MH510.



Within these limits, the survey crew will measure visible major features such as faces of buildings, edges of concrete, edges of pavement, driveways, landscaping, trees (diameter at breast height and tree canopy extent), striping, parking stalls, signage, overhead power lines, traffic signals, utility handholes and vaults, sewer manhole lids, sewer invert and approximate pipe size/material, storm drain invert and approximate size and material, top of grates and manhole covers, water and gas meter boxes, fuel station, and other items typical to standard practice.

For the purple area, we will collect cross-section measurements at an approximate interval of every 25 feet and at horizontal and vertical road direction and geometry changes. We will locate spot elevations along each cross-section and other significant features within the mapping area.

Our field survey team will be collecting road and survey measurements using a Trimble SX10 Scanning Total Station and/or Trimble X7 Scanner, which allow for the collection of dense, color, feature-rich point clouds through remote sensing. The use of these remote sensing tools will keep staff from entering the traveled way of vehicular traffic, providing a safer method of collecting these measurements and reducing the need for traffic control.

We will establish semi-permanent control points throughout the survey area to be used in the future for construction layout work. These control points will be shown on the base map, along with any found survey markers.

We anticipate locating sufficient monuments to establish the record right of way of 17-Mile Drive. Therefore, procuring preliminary title reports is not included in this scope of work.

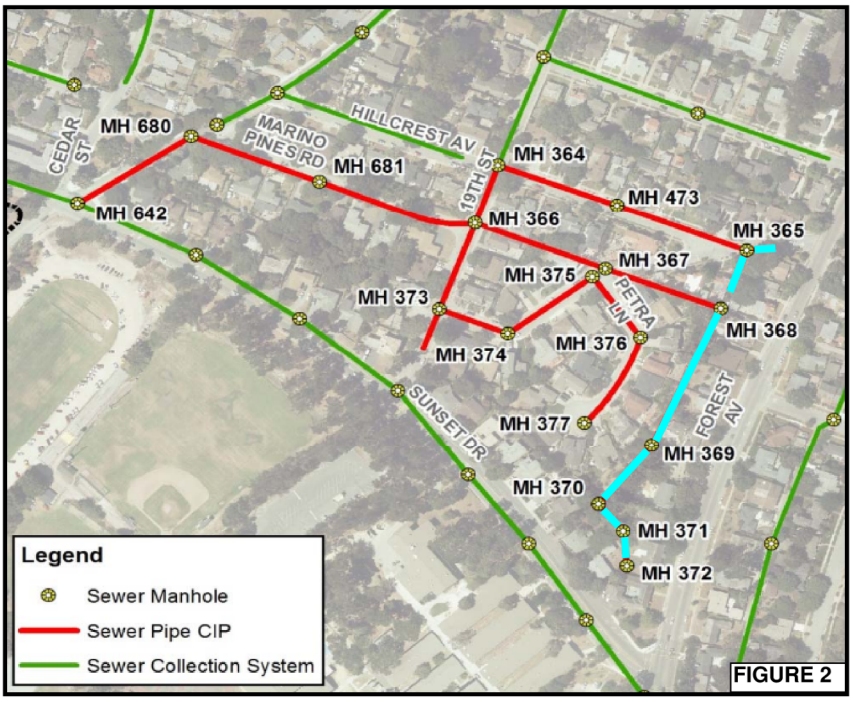
Access to the Golf course will be coordinated by our Engineering team.

Task 2.2b Hillcrest Sewer Line Replacement:

Task 2.2b will be completed in two mobilizations. During the first mobilization, the field crew will measure the rim and invert elevations for storm drain and sewer structures within the surveying limit, shown in red and cyan in Figure 2, and show the approximate size, material, and directions of flow of the pipes entering and exiting these structures. Since these structures will be within the roadway, we have assumed that traffic control will be

required to ensure the safety of the team. Wallace Group will coordinate with a traffic control consultant to provide safety signage to access and measure the inverts of these structures. For budgeting purposes, we have estimated that 1 deployment of traffic control by the sub-consultant will be sufficient, for an approximate $2,000 cost.

We are assuming the City will notify and acquire access to the manholes inside private property.



During the second mobilization, Wallace Group will provide a detailed topographical survey for approximately 4,250 linear feet, including the areas in red in Figure 2, and a potential sewer relocation alignment for the route shown in cyan in Figure 2. The limits of the survey mapping along these sewer line sections will be centered on the road and include a width of approximately 40-60 feet, to include approximately 10 feet beyond the road prism.

The topographic mapping will be compiled at a scale of 1 inch=20 feet showing contours at 1-foot intervals. The mapping will show visible major features such as buildings, concrete, edge of pavement, driveways, landscaping, trees (diameter at breast height, species, tree canopy extent), striping, signage, overhead power lines, traffic signals and traffic loops (pavement cuts), utility handholes and vaults, sewer manhole lids, sewer inverts and approximate pipe size/material, storm drain invert, approximate size and material, top of grates and manhole covers, water and gas meter boxes, and other visible features pertinent to the new utility design. This survey task does not include showing portions of underground utilities that have no visible surface features or appurtenances.

Our field survey team will be collecting road and survey measurements using a Trimble SX10 Scanning Total Station and/or Trimble X7 Scanner, which allow for the collection of dense, color, feature-rich point clouds through remote sensing. The use of these remote sensing tools will keep staff from entering the traveled way of vehicular traffic, providing a safer method of collecting these measurements and reducing the need for traffic control.

We will establish semi-permanent control points throughout the survey area to be used in the future for construction layout work. These control points will be shown on the base map,

along with any found survey markers used to re-establish the Right of Way and boundary lines if applicable.

We anticipate locating sufficient monuments to plot the adjacent record lot lines and record easements along the route shown in Cyan in Figure 2. Therefore, procuring preliminary title reports is not included in this scope of work.

The survey mapping will be constrained horizontally to the California Coordinate System of 1983 (CCS83), Zone 4 projection, and vertically to the North American Vertical Datum of 1988 (NAVD88).

Task 2.2c N.9 Highway 68 Sewer Line Repair:
Wallace Group will perform a topographic survey for approximately 400 linear feet of exposed sewer main along Highway 68 (Forest Avenue) between Adobe Lane and Bishop Avenue, shown in pink in Figure 3.

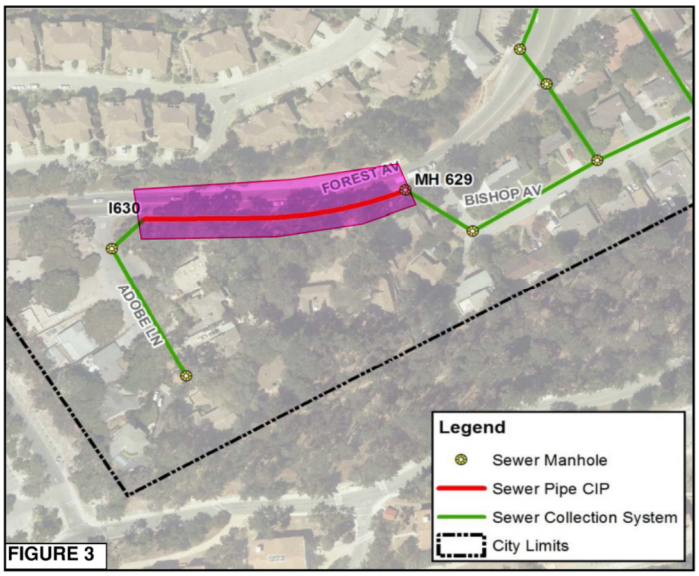


FIGURE 3

The limits of the survey mapping along this sewer line will be centered on the road and include a width of approximately 60-80 feet, to include approximately 10 feet beyond the road prism.

The topographic mapping will be compiled at a scale of 1 inch=20 feet showing contours at 1-foot intervals. The mapping will show visible major features such as buildings, concrete, edge of pavement, driveways, landscaping, trees (diameter at breast height, species, tree canopy extent), striping, signage, overhead power lines, traffic signals and traffic loops (pavement cuts), utility handholes and vaults, sewer manhole lids, sewer inverts and approximate pipe size/material, storm drain invert, approximate size and material, top of grates and manhole covers, water and gas meter boxes, and other visible features pertinent to the new utility design. This survey task does not include showing portions of underground utilities that have no visible surface features or appurtenances.

Due to safety concerns, no sewer or storm drain inverts will be measured for structures within the traveled way of vehicular traffic along Highway 68.

Our field survey team will be collecting road and survey measurements using a Trimble SX10 Scanning Total Station and/or Trimble X7 Scanner, which allow for the collection of dense, color, feature-rich point clouds through remote sensing. The use of these remote sensing

tools will keep staff from entering the traveled way of vehicular traffic, providing a safer method of collecting these measurements and eliminating the need for traffic control.

We will establish semi-permanent control points throughout the survey area to be used in the future for construction layout work. These control points will be shown on the base map, along with any found survey markers.

We anticipate locating sufficient monuments to plot the record Caltrans Right of Way and the record south lot lines adjacent to Highway 68. Therefore, procuring preliminary title reports is not included in this scope of work.

The survey mapping will be constrained horizontally to the California Coordinate System of 1983 (CCS83), Zone 4 projection, and vertically to the North American Vertical Datum of 1988 (NAVD88).

Task 2.2 Assumptions:

- The existing Right of Way lines are consistent with the available record maps on file with the Monterey County Surveyor's Office.
- If additional Right of Way acquisitions have occurred, the City will provide the document so that the Right of Way is established at its current location.
- Procurement and reviewing of Preliminary Title Reports will not be necessary for this project.

Task 2.2 Deliverables:

- Civil 3D (or newer) drawing file of Survey Base map
- Signed and sealed 24"x36 PDF Survey Map

Task 2.3 Legal Descriptions

Task 2.3a 17-Mile Drive:

Wallace Group will provide legal descriptions and exhibit maps for new sewer line easements along 17-Mile Drive and a portion of The Links at Spanish Bay Golf Course, designated as Assessor Parcel Number 007-091-033, and as shown in Book 16 of parcel maps at Page 155.

For budgeting purposes, we have assumed that two (2) legal descriptions and exhibit maps will be required, which includes one (1) draft map check submittal, responding to one (1) set of unified comments, and delivering one signed and sealed submittal.

We will coordinate with the City as needed to provide Exhibit lettering/numbering and other format matters so that our legal description and exhibit map correctly fit the overall recording document.

Task 2.3b Hillcrest:

Wallace Group will provide legal descriptions and exhibit maps of existing backyard sewer easements along the route shown in Cyan in Figure 2, as shown under Task 3.2, to be used in a quitclaim or similar releasing document.

For budgeting purposes, we have assumed that fifteen (15) legal descriptions and exhibit maps will be required, which includes one (1) draft map check submittal, responding to one (1) set of unified comments, and delivering one signed and sealed submittal.

We will coordinate with the City as needed to provide Exhibit lettering/numbering and other format matters so that our legal description and exhibit map correctly fit the overall recording document.

Task 2.3 Deliverables:

- Draft PDF copies of the legal descriptions and exhibit maps
- Signed and sealed legal descriptions and exhibit maps.

Task 2.4 Geotechnical

In conjunction with Earth Systems Pacific, we will provide a geotechnical engineering and soils report characterizing the soil and geotechnical characteristics of the utility corridors, and Highway 68 corridor for new retaining wall. We will document existing pavement and base profile (thickness), subsurface soil conditions, soil classification and bearing capacity (for utility restraint and thrust block design), retaining wall/foundation considerations, suitability of excavated material to be used for pipe zone and subsequent backfill, and other utility related geotechnical recommendations. Wallace Group, Earth Systems Pacific (ESP) and the City will work collaboratively on site access and coordination for the various areas of Work, including the City Corporation yard, Spanish Bay Golf Course, and other areas required for access to conduct geotechnical investigations. The geotechnical investigation will include the following:

- 17 Mile Drive. Approximate 3,000 LF sewer alignment. Four borings to 15 feet, plus four additional borings will be drilled to depths of approximately 30 feet below ground surface. Boreholes will be backfilled with soil cuttings (outside roadways) and cement grout in paved roadways, and the pavement will be patched using cold mix asphalt concrete.
- Hillcrest. Approximately 4,250 LF sewer alignment. Eight borings to 15 feet. It is assumed that drilling will not occur along the existing backyard sewers on private property. Boreholes will be backfilled with soil cuttings (outside roadways) and cement grout in paved roadways, and the pavement will be patched using cold mix asphalt concrete.
- Highway 68. Approximately 500 foot sewer alignment. Two borings to 20 feet. Boreholes will be backfilled with cement grout and pavement patched using cold mix asphalt concrete. This effort will be coordinated with Caltrans.

In general, the scope of work for all three Projects is as follows:

- Explore subsurface soil/rock conditions by drilling soil borings using conventional truck-mounted drilling rig. Selected soil samples collected from these borings will be tested in ESP's laboratory to measure pertinent geotechnical engineering properties such as moisture content and dry unit weight, Atterberg Limits, and R-value. The actual number and types of tests to be performed will be based on the subsurface conditions encountered.

- Site reconnaissance by ESP to evaluate access conditions and mark tentative locations of the proposed borings prior to contacting Underground Service Alert who would be responsible for marking the locations of the known utilities within the marked areas. This step is required by the law and the purpose of this exercise is to minimize the chances of drilling through/damaging the existing utility lines.

- Subsurface conditions encountered in the boreholes will be described to create a continuous log of subsurface conditions. The boring logs will include a description of soil encountered including color, major and minor components, USCS classification, changes in soil conditions with depth, qualitative moisture content, consistency/density and plasticity, sampler type, and sampling depths and laboratory test results. Copies of the boring logs will be included in each report.

- Laboratory analysis of samples collected during our exploratory boring program. Anticipated tests include measurement of Atterberg limits, sieve analysis, direct shear, R-value, dry unit weight, and moisture content.

- Engineering analysis of the data generated from this subsurface exploration, resulting in the compilation of a written report presenting our conclusions and geotechnical engineering recommendations and design criteria for the proposed sewer line upgrades. The following items would be addressed in the report:
    - Measured thickness of various components of existing pavement,
    - Surface and subsurface soil and groundwater conditions encountered at the site,
    - Expansion potential of near surface soil at the site,
    - Recommendations for site preparation and grading,
    - Design recommendations for pipe support at creek crossing locations (Highway 17 Project) if required,
    - Suitability of onsite soils as engineered fill,
    - Design recommendations for backfilling of utility trenches,
    - Surface drainage and finish improvements,
    - Geotechnical observation and testing.

Evaluation of the site geology; assessment of the soil for infiltration rates, LID/BMP improvements, corrosivity, mold or other microbial content, contaminants or other chemical properties; estimates of material shrinkage; construction issues within the domain of contractors; plan reviews; meeting attendance; consultation subsequent to these studies; and any other services not specifically noted in the preceding paragraphs are beyond the scope of the proposed work.

The field geotechnical work includes obtaining encroachment permits for work in the right of way (City of Pacific Grove, State of California (Hwy 68), including the cost of permit fees.

Deliverables:

- Draft and Final Geotechnical Reports (each Project), one PDF

Task 3.0 Plans, Specifications, and Estimate

Wallace Group, in conjunction with subconsultants, will provide detailed design for the various sewer main segments. The design bid documents will include plans, technical specifications, measurement & Payment, bid schedule, and engineer's estimate of probable construction cost. We will utilize the City's boiler plate front end documents. Design milestones will include Preliminary Design Report with 10% schematic, 60%, 95% and Final completion. Each of the three Projects will be designed, bid and constructed as separate Projects. Additional cost savings may be applied if projects are bid together.

Project Manual. The Project Manual will consist of front-end procurement specifications, and technical specifications. Wallace Group will coordinate the front-end documents based on template provided by City of Pacific Grove. Technical specifications will be written in CSI format.

Traffic control plans are excluded from this scope of services; Contractor will be required per the specifications to prepare traffic control plans (in compliance with the encroachment permit).

The utility design excludes updated hydraulic modeling of the gravity sewer and potholing. These services can be added as requested by the City.

17 Mile Drive Sewer Main Replacement
Approximately 3,000 LF of 12-inch PVC SDR 35 sewer main. This will result in approximately six (6) plan and profile sheets, based on fitting approximately 500 LF of pipe per design sheet. The drawing set is anticipated to include a total of approximately 16 sheets, including title sheet, survey, and design plans.

Hillcrest Sewer Main Replacement
Approximately 4,250 LF of 8-inch PVC SDR 35 sewer main. This will result in approximately ten (10) plan and profile sheets, based on fitting approximately 500 LF of pipe per design sheet. The drawing set is anticipated to include a total of approximately 26 sheets, including title sheet, survey, and design plans.

Wallace Group will review the project utility corridors to verify site conditions and constraints. Given the nature of the backyard easements and easement sewer, re-constructing the existing sewers in the neighborhood backyards will be extremely difficult and will have serious impacts on yards, hardscape, established trees, and other private yard improvements. We will evaluate options to gravity sewer replacement in existing easements and evaluate if individual grinder pumps and new gravity sewers in the public right of way can be implemented in lieu of these existing backyard sewers. We will provide a preliminary engineering memorandum for review and approval by the City.

If individual Grinder Pumps/force mains to the new gravity sewer is required, this will need to include additional budget for individual plans for each home. We have also budgeted 16 hours for neighborhood meetings.

Highway 68 Sewer Main Replacement
Approximately 500 LF of 8-inch PVC SDR 35 sewer main. This will result in approximately one (1) plan and profile sheet, based on fitting approximately 500 LF of pipe per design sheet. The drawing set is anticipated to include a total of approximately five (5) sheets, including title sheet, survey, and design plans.

The following is the list of anticipated sheets for each project:

Sheet Title	Length (ft)	# of Sheets
17 Mile Drive Sewer Line Replacement		
Cover, Notes, Abbreviations	--	2
Horizontal Control	--	6
Plan and Profile	3,000	6
Details	--	2
	Total	**14**
Hillcrest Sewer Line Replacement		
Cover, Notes, Abbreviations	--	2
Horizontal Control	--	10
Plan and Profile	4,250	10
Details	--	4
	Total	**26**
Highway 68 Sewer Line Replacement		
Cover, Notes, Abbreviations	--	2
Horizontal Control	--	1
Plan and Profile	500	1
Details	--	1
	Total	**5**

Task 3.0 Deliverables:

- PDR, 60%, 95%, Final Plans (PDF)
- PDR, 60%, 95%, Final Technical Specifications (PDF)
- PDR, 60%, 95%, Final Engineer's Estimate (PDF)

Task 3.1 Preliminary Design Report & 10% Schematic.
Wallace Group will review the project utility corridors to verify site conditions and constraints, review condition of existing pavements, traffic conditions, observation of other utilities in the area, existing signage, utility poles, driveways, potential for parking impacts, striping and other visible features at the surface. We will recommend new sewer alignments for the new sewer, with the goal of minimizing extent of alignment through the Golf Course and minimizing impacts to 17 Mile Drive. The engineering review will also consider what easements, if any, will be needed, and we will meet with stakeholders (up to two in-person meetings) to discuss viability and willingness of stakeholders to grant sewer easements for the Project. We will work in conjunction with EMC to evaluate potential environmental impacts for various sewer alignments. Recommendations for sewer alignment will be summarized in a preliminary design memorandum for review and approval by the City. Approval of the proposed projects will be required for all three projects prior to moving into detailed design. We will provide 10% schematic design (no profile), a list of specifications, and a preliminary engineer's opinion of probable cost.

For Hillcrest Project, We have also budgeted 16 hours for neighborhood meetings.

Task 3.2 60% Plans, Specifications, and Estimate (PS&E).
Once we receive consolidated written comments from the City, we will move into 60% design. We will prepare detailed design for each Project, including plan and profiles of the proposed gravity sewer pipeline. The plans will be at 1"=20' scale in plan view, and 1"=4' in profile/vertical scale. City of Pacific Grove Standards will be referenced to the extent possible, for sewer manholes, lateral tie-ins and new laterals, trench and pavement restoration, pipeline testing (video, low pressure air test, mandrel test). The design effort will include the preparation of plans, technical specifications and Engineer's Estimate of Probable Construction Cost. We will provide plan and profile sheets detailed to a 60% level, draft technical specifications and measurement & payment, and a preliminary engineer's opinion of probable cost.

Task 3.3 95% Plans, Specifications, and Estimate (PS&E).
Once we receive consolidated written comments from the City, we will move into 95% design. We will provide plan and profile sheets detailed to a 60% level, draft technical specifications and measurement & payment, and a preliminary engineer's opinion of probable cost.

Task 3.4 100% Plans, Specifications, and Estimate (PS&E).
Once we receive consolidated written comments from the City, we will move into final design. We will provide a signed, PS&E package ready for bid.

Task 4.0 Environmental Review
All three of these capital improvement projects (CIPs) were evaluated by EMC as part of the City of Pacific Grove Sewer Collection System Master Plan Initial Study/Mitigated Negative Declaration (IS/MND), adopted on May 14, 2014, in compliance with the California Environmental Quality Act (CEQA). Mitigation measures were adopted, and such measures are to be implemented with each improvement project. However, all three of these CIPs maybe subject to modifications to the preliminary routes identified in the master plan, and therefore, each project will need to be evaluated to determine if additional CEQA compliance is required; e.g., preparation of a supplemental or addendum mitigated negative

declaration. This proposal includes three components, or phases, for each of the projects independently. Phases of environmental work is described as follows:

Phase 1. Identification of Environmental Constraints (Task 4.1)
Phase 2. Additional CEQA compliance (Optional Tasks, Task 4.2)
Phase 3. Environmental Mitigation Implementation (see Wallace Group Task 8.0)

Phase 1 and 2 Environmental Review tasks for these three projects are as follows. Note, the task descriptions for Phase 1 and 2 tasks (Task 4.1 and 4.2) are identical; however, level of effort for each three CIP is different.

Task 4.1: Identification of Environmental Constraints.
This phase includes assisting Wallace Group with identification of environmental constraints, which will include both a review of existing environmental maps and documents, and site inspections by an EMC Planning Group biologist and project manager. The purpose of the tasks in this phase is to provide potential environmental constraints for various design alternatives to be reviewed during preliminary design phase efforts, that would be valuable in determining the final design and layout of the projects. This task would include memos with mapping for each CIP, as may be appropriate.

Task 4.1 level of effort is summarized as follows:
- Task 4.1.1, CIP Project No. 1 - 17 Mile Sewer line Upgrade, approximately 40 professional hours (EMC only)
- Task 4.1.2, CIP Project No. 6 - Hillcrest Avenue Sewer Main Replacement, approximately 24 professional hours (EMC only)
- Task 4.1.3, CIP Project No. 9 – Highway 68 (Forest Avenue) Sewer Pipe Replacement, approximately 24 professional hours (EMC only)

Task 4.2: Additional CEQA Compliance – OPTIONAL TASKS
It is anticipated that the mitigated negative declaration prepared for the master plan would be the appropriate CEQA document for these three CIPs. However, if additional CEQA compliance is required due to final project design, this phase would consist of preparation of a supplemental or addendum mitigated negative declaration for each project. Optional task budgets are provided for this Task 4.2, and these budgets should be considered preliminary until final project design is determined.

Task 4.2 level of effort is summarized as follows:
- Task 4.2.1, CIP Project No. 1 - 17 Mile Sewer line Upgrade, 118 professional hours
- Task 4.2.2, CIP Project No. 6 - Hillcrest Avenue Sewer Main Replacement, 110 professional hours
- Task 4.2.3, CIP Project No. 9 – Highway 68 (Forest Avenue) Sewer Pipe Replacement, 110 professional hours

Task 5.0: Bid Phase Services
As indicated earlier, each of these three CIP Projects will be implemented separately, thus there will be three separate bid phases for each project.

Wallace Group will provide bid phase support services during the bidding phases of these three Projects. These services and corresponding fees are estimated based on a bid phase timeline of no more than 90 calendar days for each Project, from bid advertisement date to notice of award. Wallace Group will provide the following bid phase support services:

- **Prepare Bid Advertisement.** To be prepared by City
- **Attend pre-bid meeting with City staff, prospective bidders** – two (2) Wallace Group staff at six (6) hours total each Project (these hours are based on travel to City of Pacific

Grove). The City will coordinate time, date and location of meeting, and Wallace Group will prepare the meeting agenda and minutes for this meeting.

- **Maintain Bidders' List.** Wallace Group will prepare and maintain the bidders' list, including disseminating electronic copies of bid documents to up to 3 local plan rooms.
- **Review and respond to Requests for Interpretation (RFIs).** Wallace Group estimates responding to a total of 12 RFIs per Project, averaging 0.5 hours per RFI response, with a budget of 12 professional hours which includes disseminating RFI responses to prospective bidders.
- **Prepare Addenda to Bid Documents.** Wallace Group has estimated up to 3 Addenda to be issued during the bid period, with an average of 2 hours professional time per Addenda, for a total of 6 hours budget per Project which includes disseminating addenda and verifying receipt of addenda by prospective bidders.
- **Conduct Bid Opening.** Not included, City to conduct Bid Opening.
- **Bid Tabulation.** We will prepare a bid tabulation (in MS Excel) comparing all bid items with the Engineer's Opinion of Probable Construction Cost.
- **Evaluate Bids for Responsiveness.** Wallace Group will review the three lowest bids (for each Project) for responsiveness to the requirements of the bid documents and will prepare a brief memorandum summarizing the bids and any irregularities, and recommending award to the lowest responsive bidder. We will prepare the Notice of Award for signature by the Client.

Task 5 Deliverables (each Project):

- Pre-bid Meeting Minutes (electronic PDF)
- Pre-bid Meeting Agenda (electronic PDF, 10 bond copies for handout at meeting)
- Planholders' List (electronic PDF, final MS Word Document)
- RFI Responses, Issued Addenda (electronic PDF)

Task 6.0: Engineering Services During Construction

Wallace Group will provide engineering support services to the Client during the construction of each Project. These services and corresponding fees are estimated based on a construction contract duration for each Project as follows:

- 17 Mile Drive Project – 180 Calendar Days (26 weeks)
- Hillcrest Drive Project – 180 Calendar Days (26 weeks)
- Highway 68 Project – 120 Calendar Days (17 weeks)

Wallace Group will provide the following engineering support services during construction:

- **Pre-Construction Meeting**. Attend pre-construction meeting with City staff, Contractor and other stakeholders requested by City – one (1) Wallace Group staff at six (6) hours each (these hours are based on travel to City of Pacific Grove.
- **Construction Progress Meetings.** Attend on-site meetings to assess general progress and conformance of construction Work to the contract documents, with City staff and the Contractor at the City's request. Field observations will be provided to the City following each meeting, in a brief email summary. For budgeting purposes, Wallace Group assumes that we will attend a total of two on-site meetings for each Project, one Wallace Group staff at six (6) hours each. It is assumed that the Construction Management team will prepare the agendas and meeting notes for these meetings.
- **Submittals.** Review up to 15 submittals each Project (assuming two (2) reviews per each submittal, average review time 1.5 hours per submittal) per the specifications.
- **RFIs.** Review and respond to Requests for Interpretation (RFIs). Wallace Group estimates responding to a total of 30 RFIs each Project, averaging 0.5 hours per RFI response, with a budget of 15 professional hours.
- **Change Orders.** Review and respond to Contract Change Order (CCO) Requests. Wallace Group has estimated up to 2 CCO requests, average 6 hours professional time per CCO

response, for a total of 12 hours budget per Project. Once approved by Client, Wallace Group CM staff will prepare the formal contract change order for execution by Client and Contractor.

- **Punchlist**. Conduct final walk-through and Punchlist. Wallace Group will attend a final walk-through with City staff and Contractor (for each Project), and will develop a punchlist of deficiencies/items needing correcting prior to reaching Substantial Completion.
- **Notice of Completion**. Not included. It is assumed the City will file the Notice of Completion.
- **Record Drawings**. Wallace Group will prepare record drawings for the City in accordance with the project specifications, based on the field record drawings provided by Contractor. Wallace Group assumes that the Contractor and/or the Client's Inspector will provide sufficient detail (horizontal and vertical) of all facilities, existing and constructed, that are different than what is shown on the signed plan set. This effort excludes field verification of the Contractor's field record drawings. Wallace Group's fee for this task is based on completion of record drawings for each of the three Projects, with budgeted time of 1.0 professional hours per drawing.

Task 6.0: Deliverables (for each Project):

- On-site Meeting Notes, Final Walk-Through Notes (email)
- Stamped Submittals (electronic PDF)
- RFI Responses (electronic PDF)
- CCO Responses (electronic PDF)
- Record Drawings (one electronic PDF, 1 bond set, and the updated CAD files of the record drawing changes.

Task 7.0: Construction Management & Inspection Services

Due to the design of these projects not being completed and actual contractual construction times not established, we have provided preliminary budgeting for construction management and inspection services. Based on the estimated construction schedules presented under Task 6, we have estimated to provide part time inspection (6 hours/day). On-site construction observation will be adjusted depending on the work being performed and may need to be adjusted based on updated contract time, construction scope once 100% design is complete, or based on encroachment permit requirements. Construction Management budgets are based on the projects not running concurrently. If projects are run concurrently, efficiencies will increase and savings may be able to be provided.

We propose to provide the following construction management services for each of the individual projects:

Construction Management (CM) - Pre-Construction Phase

Project Review

1. Perform review of design plans, specifications, and engineers estimate
2. Review applicable Standard Specifications, including City Standard Specifications and Plans
3. Review contractor's contract, bid form, quantities, and payment items

Procore Construction Management Software

1. Establish Procore Construction Management Software project and provide training to City and project staff
2. Procore allows for all team members to be able to access project files, RFIs, submittals, inspector daily logs, and photos in a single location and in-real time

Project Communication and Coordination

1. Facilitate project communication and coordination with the City, Engineers of

Record, emergency services, utility providers, property owners, the contractor, and other stakeholders
2. Coordinate environmental training and other monitoring and survey requirements
3. Communicate with property owners and other stakeholders the schedule and other concerns

Pre-Construction Conference

1. Prepare agenda, schedule, and facilitate the Pre-Construction Conference with input from the City's Representative and Design Team
2. Provide sign in sheet for all attendees
3. Review and accept baseline project schedule from the Contractor
4. Review existing conditions and site constraints
5. Work with contractor and City to develop phasing and sequencing plan to minimize impacts, including public notifications and outreach
6. Work with contractor to identify and prioritize long lead items that can impact critical path
7. Issue minutes for review and finalize for project record

Pre-Construction Photos

1. Prior to the start of construction, collect Pre-Construction photos of project sites
2. Photos will be uploaded into Procore in a separate album for review by the project team
3. Review of Contractors Pre-Construction photos uploaded as submittal into Procore

Submittal and Request for Information (RFI) Management

1. Utilize Procore to track and review submittals and RFI's from Contractor and provide comments/acceptance with the project plans and specifications in coordination with the City
2. We have budgeted for 20 submittals and 30 RFIs for each project
3. Process all submittals and RFIs in a timely manner and make available to project team
4. Maintain electronic copies within Procore and hard copies as requested

Deliverables:

1. Reviewed Submittals and Submittal Log
2. Reviewed RFIs and RFI Log
3. Pre-Construction Photos
4. Pre-Construction Conference Agenda and Minutes

CM - Construction Phase

Weekly Construction Meeting

1. Schedule, develop agenda, and issue minutes for Weekly Progress Meetings with contractor, City staff, and other necessary entities

Project Schedule

1. Monitor project baseline schedule
2. Keep stakeholders informed of the construction schedule
3. Issue Weekly Statement of Working Days
4. Review Contractor's Three Week Look Ahead Schedule

Change Order Management & Force Account

1. Review and qualify contractor requested change orders
2. Investigate proposed change orders, obtaining the City's approval prior to work taking place

3. Establish and maintain files and documentation for use in change order negotiations or potential claims
4. Generate project change orders using the City's template
5. Document delays or possible changes in work or site condition
6. Inspector to document Force Account work and review T&M tickets with Contractor at the end of each shift, as applicable

Quantity Calculations and Progress Estimates

1. Maintain quantity calculations throughout the project
2. Coordinate daily reports and quantities with the Contractor, identify and record potential disputes for future reference
3. Review monthly Request for Payment, sign, and recommend approval for payment to the City
4. Collect delivery and materials tickets for project record

Construction Observation/Inspection

1. Provide onsite inspections and oversight during construction
2. Review compliance with contract documents
3. Prepare inspection reports, including tracking labor (name, classification, and estimated hours worked), equipment, weather, observations/notes, quantities, and photos. Including conversations or discussions that may be important.
    a. Daily reports to be provided weekly to the City's Designated Representative or as requested
4. Notify the Contractor and City when work is performed that is unsatisfactory, faulty, or does not conform to the Contract documents and advise on how the work should be remedied
5. Inspector will help to coordinate notification of Police or other City Departments and may dialogue with the public on-site
6. Provide oversight on the requirements of the encroachment permit and ensure requirements are performed and documented
7. Inspections and oversight include:
    a. Contractors Means and Methods
    b. Review Contractors Survey and Layout
    c. Material Deliveries and Tickets
    d. Traffic control plans and implementation
    e. Construction Staging Area
    f. Site Safety and Signing
    g. Stormwater Controls
8. Record and report design modifications
9. Track inspectors set of as-builts for comparison with set provided by the Contractor for project record
10. Inspection time may be adjusted accordingly based on scope of work and contractors activities

Site Documentation

1. Maintain photos and documentation throughout the project
2. All photos and documentation will be maintained in Procore and available to the entire team at all times

Stormwater Compliance and Permits

1. Monitor stormwater protection measures throughout the project to verify the Contractor is complying the contract provisions

Safety

1. Monitor contractor's safety practices for compliance with safety program
2. Utilize the following documents during field safety monitoring program:

a. CAL-OSHA Construction safety orders
b. Traffic Control Plan
c. Contractor safety plan
d. Work with contractor to resolve any safety concerns on site
e. Advise City of any observed or unresolved deficiencies

Final Inspection and Punch List

1. Schedule punch list walk with the Contractor and City
2. Observe complete and near complete work for deficiencies
3. Establish and maintain punch list and track items to resolution
4. Recommend and approve final payment to Contractor

Deliverables:

1. Weekly Construction Meeting Agendas and Minutes
2. Inspector Daily Logs and Photos
3. Progress Payment Reviews
4. Change Order/Force Account Documentation
5. Punch List

CM - Post-Construction Phase

Record Drawings (See Task 6.0, ESDC)

1. Review as-built drawings with the contractor throughout the project
2. Review final as-built drawings submitted by the contractor
3. Assist City and Design Engineer in review and completion of final certified record drawings

Project Closeout

1. Assemble and deliver all records, reports, certificates, and pictures upon project completion
2. Files can be delivered in hard copy and/or electronic format

Deliverables:

1. Comments and review of Contractors As-Built Drawings
2. Project Close Out Documentation (Submittals, RFIs, Daily Logs, Photos, Change Orders, Progress Payments, etc.)

Task 7.1: Earth Systems - Geotechnical Services, Materials Testing, and Special Inspections

We have provided budget estimates for our subconsultant, Earth Systems, who will provide geotechnical services, materials testing, and special inspections to support construction of the project on a time and materials basis. Based on our prior experience, the following geotechnical services will likely be required for the draft project scopes.

1. Perform compaction testing of native soils, aggregate base, utility trench backfill, and asphalt roadway of the trench excavations
2. Collect concrete cylinder samples for structural concrete pours of slabs and retaining walls (if needed)
3. Perform pre-pour special inspection of reinforcing steel, concrete placements, mechanical anchors, and field welding (if needed)

Task 8.0 Environmental Mitigation Implementation

This task address Phase 4 environmental mitigation implementation. The adopted IS/MND includes mitigation measures that must be implemented before and/or during construction activities. The mitigation measures for biological resources are described in detail in EMC's letter proposal. Only those mitigation measures that must be implemented by the City are described here; other mitigation measures either don't apply to these CIPs, or are the

responsibility of the contractor (and therefore will be included in the contract documents for each CIP).

The scope of services for each CIP is generally described as follows:

- BIO-1, pre-construction survey for nesting birds. CIP1, CIP6, CIP9
- BIO-2, wetland delineation. CIP1 only
- BIO-3, jurisdictional permitting with USACE, CDFW, RWQCB. CIP1 (note: excludes permit fees, estimated at $24,333 per acre [2023 fee schedule]). CIP1 only

SCHEDULE

Upon Notice to Proceed, Wallace Group will work with the City to develop a project schedule for each project. It is understood that this project is to be completed over the 2024-2026 fiscal years.

TO BE PROVIDED BY THE CLIENT

- Sewer and Water Utility record drawings, Atlas Maps for existing sewers in each of the three CIP Project areas.
- Client shall provide the DIR Project Numbers for each project. To do so, the Client will need to complete the PWC-100 forms and submit to the DIR prior to the commencement of the field surveys. This is required to be in compliance with State of California Prevailing Wage laws.

ITEMS NOT INCLUDED IN SCOPE OF SERVICES

The following services are not included in this Scope of Services or estimate of fees:

- Potholing
- Sewer Modeling
- File Notice of Completion
- Labor Compliance
- Regulatory Permit Fees

PROJECT FEES

Wallace Group will perform the services denoted in the proposed Scope of Services in accordance with the attached Standard Billing Rates (Exhibit A). These services will be invoiced monthly on an accrued cost basis, and our total fees (excluding optional task), including reimbursables will not exceed our estimated fee of $1,769,097 without receiving written authorization from the Client.

The estimated fees denoted in Tasks 2 and 7, Survey, Geotechnical, and Inspection Services above are based on prevailing wage rates.

At your request, additional services to the Scope of Services (including optional tasks identified above) will be performed by Wallace Group following the signature of our Contract Amendment or the initiation of a new contract.

TERMS AND CONDITIONS

In order to convey a clear understanding of the matters related to our mutual responsibilities regarding this proposal, the attached Standard Terms and Conditions (Exhibit B) are considered a part of our proposal agreement. If this proposal meets with your approval,

please sign where indicated and return to our office, which will serve as our notice-to-proceed.

We want to thank you for this opportunity to present our proposal for engineering services. If you would like to discuss this proposal in greater detail, please feel free to contact me.

Sincerely,

WALLACE GROUP, **a California Corporation**

Kari E. Wagner, PE C66026
Principal/Director of Water Resources
612 Clarion Court
San Luis Obispo
California 93401
T 805 544-4011
F 805 544-4294
www.wallacegroup.us

TERMS AND CONDITIONS ACCEPTED:

_____
Signature

_____
Printed Name

_____
Title

_____
Date

Attachments
GGM: PP23-7962, 2024, std
Exhibit A
Exhibit B

THIS PROPOSAL IS VALID FOR 60 DAYS FROM THE DATE OF THIS DOCUMENT.

Exhibit A

Standard Billing Rates

Engineering, Design & Support Services:

Assistant Designer/Technician	$120
Designer/Technician I – IV	$125/$135/$145/$155
Senior Designer/Technician I – III	$165/$172/$179
GIS Technical Specialist	$160
Senior GIS Technical Specialist	$170
Associate Engineer I – III	$135/$145/$155
Engineer I – IV	$170/$175/$180/$185
Senior Engineer I - III	$200/$205/$210
Director	$220
Principal Engineer/Consulting Engineer	$245
Principal	$270

Surveying Services:

Party Chief	$182
Party Chief (*Prevailing Wage)	$250
Instrument Person	$125
Instrument Person (*Prevailing Wage)	$150
Associate Survey Technician	$120
Survey Technician I – IV	$135/$140/$150/$155
Land Surveyor I – III	$160/$170/$180
Senior Land Surveyor I - III	$185/$190/$195
Director	$220
Principal Surveyor	$245
Principal	$270

Construction Management / Field Inspection Services:

Construction Inspector I - II	$140/$155
Senior Construction Inspector	$160
Construction Inspector (*Prevailing Wage)	$180
Construction Office Tech I-III	$115/$125/$135
Assistant Resident Engineer I - II	$165/$170
Resident Engineer I - III	$175/$180/$185
Senior Resident Engineer	$195
Director	$220
Principal Construction Manager	$245
Principal	$270

Support Services:

Office Assistant	$110
Project Assistant I – III	$120/$125/$135

***Prevailing Wage:**

State established prevailing wage rates will apply to some services based on state law, prevailing wage rates are subject to change over time and geographic location.

Right to Revisions:

Wallace Group reserves the right to revise our standard billing rates on an annual basis, personnel classifications may be added as necessary.

Additional Professional Services:

Fees for expert witness preparation, testimony, court appearances, or depositions will be billed at the rate of $400 an hour. If required to meet schedule requests, overtime on a project will be billed at 1.5 times the employee's typical hourly rate.

Direct Expenses:

Direct expenses will be invoiced to the client and a handling charge of 15% may be added. Sample direct expenses include, but are not limited to the following:

- travel expenses
- delivery/copy services
- sub-consultant services
- mileage (per IRS rates)
- agency fees
- other direct expenses

Invoicing and Interest Charges:

Invoices are submitted monthly on an accrued cost basis. A finance charge of 1.5% per month may be assessed on all balances that are thirty days past due.

Exhibit B
Standard Terms and Conditions
Wallace Group Proposal No. PP23-7962
Contract Agreement Date: March 8, 2024

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

CONSULTANT: **WALLACE GROUP, A CALIFORNIA CORPORATION**
612 Clarion Court, San Luis Obispo, California 93401

CLIENT and CONSULTANT agree that these Standard Terms and Conditions, comprised of pages 1 through 6, and the associated written Scope of Services and budget constitute the entire Agreement between the CLIENT and the CONSULTANT. It supersedes all prior communications, understandings and agreements, whether oral or written. Amendments to this Agreement must be in writing and signed by both the CLIENT and the CONSULTANT.

ARTICLE 1. GENERAL PROVISIONS

1.1 Preamble
This Agreement is based upon a mutual obligation of good faith and fair dealing between the parties in its performance and enforcement. Accordingly, the CLIENT and the CONSULTANT, with a positive commitment to honesty and integrity, agree to the following:

That each will function within the laws and statutes that apply to its duties and responsibilities; that each will assist in the other's performance; that each will avoid hindering the other's performance; that each will work diligently to fulfill its obligations; and each will cooperate in the common endeavor of the contract.

1.2 Governing Law and Jurisdiction
The CLIENT and the CONSULTANT agree that this Agreement and any legal actions concerning its validity, interpretation and performance shall be governed by the laws of the State of California. It is further agreed that any legal action between the CLIENT and the CONSULTANT arising out of this Agreement or the performance of the services shall be brought in a court of competent jurisdiction in San Luis Obispo, California.

1.3 Precedence of Conditions
Should any conflict exist between the terms herein and the form of any purchase order or confirmation issued, the Terms and Conditions herein shall prevail in the absence of CONSULTANT'S express written consent of others conditions.

1.4 Standard of Care
In providing services under this Agreement, the CONSULTANT will endeavor to perform said services in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

1.5 Corporate Protection
It is intended by the parties to this Agreement that the CONSULTANT'S services in connection with the Project shall not subject the CONSULTANT'S individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary contained herein, the CLIENT agrees that as the CLIENT'S sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against the CONSULTANT, a California corporation, and not against any of the CONSULTANT'S individual employees, officers or directors.

1.6 Confidentiality
The CONSULTANT agrees to keep confidential and not to disclose to any person or entity, other than the CONSULTANT'S employees, Subconsultants and the general Contractor and Subcontractors, if appropriate, any data or information not previously known to and generated by the CONSULTANT or furnished to the CONSULTANT and marked CONFIDENTIAL by the CLIENT. These provisions shall not apply to information in whatever form that is in the public domain, nor shall it restrict the CONSULTANT from giving notices required by law or complying with an order to provide information or data when such order is issued by a court, administrative agency or other legitimate authority, or if disclosure is reasonably necessary for the CONSULTANT to defend itself from any legal action or claim.

1.7 Third-Party Beneficiaries
Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or the CONSULTANT. The CONSULTANT'S services under this Agreement are being performed solely for the CLIENT'S benefit, and no other party or entity shall have any claim against the CONSULTANT because of this Agreement or the performance or nonperformance of services hereunder. The CLIENT and CONSULTANT agree to require a similar provision in all contracts with Contractors, Subcontractors, Subconsultants, vendors and other entities involved in this Project to carry out the intent of this provision.

1.8 Timeliness of Performance
The CLIENT and CONSULTANT are aware that many factors outside the CONSULTANT'S control may affect the CONSULTANT'S ability to complete the services to be provided under this Agreement. The CONSULTANT will perform these services with reasonable diligence and expediency consistent with sound professional practices.

1.9 Severability
Any term or provision of this Agreement found to be invalid under any applicable statute or rule of law shall be deemed omitted and the remainder of this Agreement shall remain in full force and effect.

1.10 Survival
Notwithstanding completion or termination of this Agreement for any reason, all rights, duties and obligations of the parties to this Agreement shall survive such completion or termination and remain in full force and effect until fulfilled.

1.11 Statutes of Repose and Limitation
All legal causes of action between the parties to this Agreement shall accrue and any applicable statutes of repose or limitation shall begin to run not later than the date of Substantial Completion. If the act or failure to act complained of occurs after the date of Substantial Completion, then the date of final completion shall be used, but in no event shall any statute of repose or limitation begin to run any later than the date the CONSULTANT'S services are completed or terminated.

1.12 Defects in Service
The CLIENT shall promptly report to the CONSULTANT any defects or suspected defects in the CONSULTANT'S services of which the CLIENT becomes aware, so that the CONSULTANT may take measures to minimize the consequences of such a defect. The CLIENT further agrees to impose a similar notification requirement on all Contractors in its CLIENT/Contractor contract and shall require all subcontracts at any level to contain a like requirement. Failure by the CLIENT and the CLIENT'S Contractors or Subcontractors to notify the CONSULTANT shall relieve the CONSULTANT of the costs or remedying the defects above the sum such remedy would have cost had prompt notification been given when such defects were first discovered.

1.13 Jobsite Safety
Neither the professional activities of the CONSULTANT, nor the presence of the CONSULTANT or its employees or Subconsultants at a construction/project site, shall relieve the General Contractor of its obligations, duties and responsibilities including, but not limited to, constructions means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the Work in accordance with contract documents and any health or safety precautions required by any regulatory agencies. The CONSULTANT and its personnel have no authority to exercise any control over any construction Contractor or its employees in connection with their work or any health or safety programs or procedures. The CLIENT agrees that the General Contractor shall be solely responsible for jobsite safety, and warrants that this intent shall be carried out in the CLIENT'S contract with the General Contractor. The CLIENT also agrees that the CLIENT, the CONSULTANT and the CONSULTANT'S Subconsultants shall be indemnified by the General Contractor and shall be made additional insured under the General Contractor's policies of general liability insurance.

1.14 Assignment: Subcontracting
Neither CLIENT nor CONSULTANT shall assign its interest in this agreement without the written consent of the other. CONSULTANT may not subcontract any portion of the work to be performed hereunder without such consent.

1.15 Force Majeure
Any delay or default in the performance of any obligation of CONSULTANT under this agreement resulting from any cause(s) beyond CONSULTANT'S reasonable control shall not be deemed a breach of this agreement. The occurrence of any such event shall suspend the obligations of CONSULTANT as long as performance is delayed or prevented thereby, and the fees due hereunder shall be equitably adjusted.

1.16 Disputes
(a) Not withstanding any other provision of this Agreement and except for the provisions of (b) and (c), if a dispute arises regarding CONSULTANT'S fees pursuant to this contract, and if the fee dispute cannot be settled by discussions between CLIENT and CONSULTANT, both the CLIENT and CONSULTANT agree to attempt to settle the fee dispute by mediation through the American Arbitration Association (or other mediation service) before recourse to arbitration. If mediation does not resolve the fee dispute, such dispute shall be settled by binding arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association, and judgment upon the award rendered by the Arbitrator(s) may be entered in any court having jurisdiction thereof.

(b) Subdivision (a) does not preclude or limit CONSULTANT'S right to elect to file an action for collection of fees if the amount in dispute is within the jurisdiction of the small claims court.

(c) Subdivision (a) does not preclude or limit CONSULTANT'S right to elect to perfect or enforce applicable mechanics lien remedies.

1.17 Attorneys' Fees
In the event of any litigation arising from or related to this Agreement or the services provided under this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party all reasonable costs incurred, including staff time, court costs, attorneys' fees and all other related expenses in such litigation.

1.18 Services by CLIENT
CLIENT shall pay all other charges not specifically covered by the terms of this agreement, unless specifically included in the Scope of Services. The CLIENT shall furnish, at the CLIENT'S expense, all information required by this Agreement. The CONSULTANT may use such information, requirements, reports, data, surveys and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof.

1.19 Retention
If any portion of CONSULTANT'S fee is held in retention, such amount shall be released within thirty days after invoicing for completion of corresponding services. Interest shall be paid at the rate of 1.5% per month on any retention amounts not paid within this thirty-day period.

ARTICLE 2. DEFINITIONS

2.1 Burdened Labor Costs
Burdened labor costs shown on the Standard Billing Rates include payroll taxes, worker's compensation insurance, and other overhead costs applicable to the typical standard of care.

2.2 Direct Expenses
Expenditures made by the CONSULTANT, its employees or its Subconsultants in the interest of the Project. Applicable reimbursable direct expenses are defined on the Standard Billing Rates.

ARTICLE 3. COMPENSATION

3.1 Payment Due
Invoices shall be submitted by the CONSULTANT monthly, are due upon presentation and shall be considered past due if not paid in full within thirty (30) days of the invoice date.

3.2 Interest
If payment in full is not received by the CONSULTANT within thirty (30) calendar days of the invoice date, the invoices shall bear interest at one-and-one-half (1.5) percent (or the maximum rate allowable by law, whichever is less) of the past due amount per month, which shall be calculated from the invoice due date. Payment thereafter shall first be applied to accrued interest and then to the unpaid principal.

3.3 Collection Costs
If the CLIENT fails to make payments when due and the CONSULTANT incurs any costs in order to collect overdue sums from the CLIENT, the CLIENT agrees that all such collection costs incurred shall immediately become due and payable to the CONSULTANT. Collection costs shall include, without limitation, legal fees, collection agency fees and expenses, court costs, collection bonds and reasonable CONSULTANT staff costs at Standard Billing Rates for the CONSULTANT'S time spent in efforts to collect. This obligation of the CLIENT to pay the CONSULTANT'S collection costs shall survive the term of this Agreement or any earlier termination by either party.

3.4 Termination or Suspension of Services
This agreement may be terminated or suspended by either party effective seven (7) days from the date of written notice, or if the CLIENT suspends the work for three (3) months. Upon receipt of a notice of termination or suspension, CONSULTANT will stop or suspend its work and provide same direction for the work of all its Subcontractors and suppliers. Failure of CLIENT to make payments when due shall be cause for suspension of services or ultimately, termination, unless and until CONSULTANT has been paid in full all amounts due for services, expenses and other approved related charges. CONSULTANT shall have no liability whatsoever to the CLIENT for any costs or damages as a result of such suspension or termination caused by any breach of this Agreement by the CLIENT. Upon payment-in-full by the CLIENT, CONSULTANT shall resume services under this Agreement, and the time schedule and compensation shall be equitably adjusted to compensate for the period of suspension plus any reasonable time and expense necessary for the CONSULTANT to resume performance.

3.5 Retention Discounts
Payment of invoices shall not be subject to any discounts or retention by the CLIENT, unless agreed to in writing by the CONSULTANT. Payment to the CONSULTANT for services rendered and expenses incurred shall be due and payable regardless of any subsequent suspension or termination of this Agreement by either party.

3.6 Satisfaction with Services
Payment of any invoice by the CLIENT to the CONSULTANT shall be taken to mean that the CLIENT is satisfied with the CONSULTANT'S services to the date of payment and is not aware of any deficiencies in those services.

3.7 Disputed Invoices
If the CLIENT objects to any portion of any invoice, the CLIENT shall so notify the CONSULTANT in writing within ten (10) days of receipt of the invoice. The CLIENT shall identify in writing the specific cause of the disagreement and the amount in dispute and shall pay that portion of the invoice not in dispute in accordance with the other payment terms of this Agreement. Any dispute over invoiced amounts due which cannot be resolved within thirty (30) calendar days after presentation of invoice by direct negotiation between the parties shall be resolved within forty-five (45) calendar days in

accordance with the Dispute Resolution provision of this Agreement. Interest as stated above shall be paid by the CLIENT on all disputed invoice amounts that are subsequently resolved in the CONSULTANT'S favor and shall be calculated on the unpaid balance from the invoice date.

3.8 Payments to the CONSULTANT
Payments to the CONSULTANT shall not be withheld, postponed or made contingent on the construction, completion or success of the project or upon receipt by the CLIENT of offsetting reimbursement or credit from other parties who may have caused additional services or expenses. No withholdings, deductions or offsets shall be made from the CONSULTANT'S compensation for any reason unless the CONSULTANT has been found to be legally liable for such amounts.

3.9 Advance Payment: Withholding Work Product
CONSULTANT reserves the right to require payment in advance for work estimated to be done during a given billing period. CONSULTANT, without any liability to CLIENT, reserves the right to withhold any services and work products herein contemplated pending payment of CLIENT'S outstanding indebtedness or advance payment as required by CONSULTANT. Where work is performed on a reimbursable basis, budget may be increased by amendment to complete the Scope of Services. CONSULTANT is not obligated to provide services in excess of the authorized budget.

ARTICLE 4. SERVICES, ADDITIONAL SERVICES, AND AMENDMENTS

4.1 Definitions
Services and work products not expressly included with those specified in this agreement, as determined by CONSULTANT, are not covered by this agreement. Such services and work products will be provided only upon compliance with the procedures set forth in Article 4.5 of this Agreement.

4.2 Services During Construction
Any construction inspection or testing provided by CONSULTANT is for the purpose of determining the Contractor's compliance with the functional provisions of the project specifications only. CONSULTANT in no way guarantees or insures Contractor's work nor assumes responsibility for methods or appliances used by the Contractor for job site safety or for Contractor's compliance with laws and regulations. CLIENT agrees that in accordance with generally accepted construction practices the construction Contractor will be required to assume sole and complete responsibility for job site conditions during the course of construction of the project including safety of all persons and property and that this responsibility shall be continuous and not be limited to normal working hours.

4.3 Soil Testing
CONSULTANT makes no representations concerning soil conditions, and is not responsible for any liability that may arise out of the making or failure to make soil surveys, or sub-surface soil tests, or general soil testing. It is the CLIENT'S responsibility to obtain a soils report upon which report CONSULTANT can rely.

4.4 Opinion of Probable Construction Costs
In providing opinions of probable construction cost, the CLIENT understands that the CONSULTANT has no control over cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the CONSULTANT'S opinions of probable construction costs are made on the basis of the CONSULTANT'S professional judgment and experience. CONSULTANT makes no warranty, express or implied, that bids or negotiated cost of the Work will not vary from the CONSULTANT'S opinion of probable construction cost.

4.5 Additional Services
Additional services or work products requiring an adjustment of CONSULTANT'S original estimated budget or fixed fee will be provided at CLIENT'S request upon execution of a written amendment to this agreement expressly referring to the same and signed by both parties.

ARTICLE 5. TERMINATION OF AGREEMENT

5.1 Due to Default
This agreement may be terminated by either party upon seven (7) days written notice should the other party fail to substantially perform in accordance with this agreement through no fault of the party initiating the termination.

5.2 Without Cause
This agreement may be terminated by CLIENT upon at least fourteen (14) days written notice to CONSULTANT in the event that the project is abandoned.

5.3 Termination Adjustment: Payment
If this agreement is terminated through no fault of the CONSULTANT, CONSULTANT shall be paid for services performed and costs incurred to the termination notice date, including reimbursable expenses due, plus an additional amount not to exceed ten percent (10%) of charges incurred to the termination notice date to cover services to orderly close the work and prepare project files and documentation, plus any additional direct expenses incurred by CONSULTANT including but limited to cancellation fees or charges. CONSULTANT will use reasonable efforts to minimize such additional charges.

ARTICLE 6. LIMITATION OF LIABILITY: WAIVER: WARRANTY

6.1 Limitation of Liability
In recognition of the relative risks and benefits of the project to both the CLIENT and the CONSULTANT, the risks have been allocated such that the CLIENT agrees, to the fullest extent permitted by law, to limit the liability of the CONSULTANT to the CLIENT for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of the CONSULTANT to the CLIENT shall not exceed $50,000.00, or the CONSULTANT'S total fee for services rendered on this project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

6.2 Contractor and Subcontractor Claims
The CLIENT further agrees, to the fullest extent permitted by law, to limit the liability of the CONSULTANT and the CONSULTANT's officers, directors, partners, employees and Subconsultants to all construction Contractors and Subcontractors on the Project for any and all claims, losses, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of the CONSULTANT and the CONSULTANT's Subconsultants to all those named shall not exceed $50,000.00, or the CONSULTANT's total fee for services rendered on this Project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

6.3 Warranty
CONSULTANT makes no warranty, either express or implied, as to CONSULTANT'S findings, recommendations, specifications, or professional advice, except that the work was performed pursuant to generally accepted standards of practice in effect at the time of performance.

If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to the CONSULTANT are revealed, to the extent that they affect the Scope of Services, compensation, schedule, allocation of risks or other material terms of this Agreement, the CONSULTANT may call for renegotiation of appropriate portions of this Agreement. The CONSULTANT shall notify the CLIENT of the changed conditions necessitating renegotiation, and the CONSULTANT and the CLIENT shall promptly and in good faith enter into renegotiations of this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement, in accordance with the Termination Provision hereof.

If the Scope of Services pursuant to this agreement does not include on-site construction review, construction management, or other construction supervision for this project, or if subsequent to this agreement CLIENT retains other persons or entities to provide such services, CLIENT acknowledges that such services will be performed by others and CLIENT will defend, indemnify and hold CONSULTANT harmless from any and all claims arising from or resulting from the performance of such services by other persons or entities except claims caused by the sole negligence or willful misconduct of CONSULTANT; and from any and all claims arising from or resulting from clarifications, adjustments, modifications, discrepancies or other changes necessary to reflect changed field or other conditions, except claims caused by the sole negligence or willful misconduct of CONSULTANT.

6.4 Interpretation
Limitations on liability, waivers and indemnities in this Agreement are business understandings between the parties and shall apply to all legal theories of recovery, including breach of contract or warranty, breach of fiduciary responsibility, tort (including negligence), strict or statutory liability, or any other cause of action, provided that these limitations on liability, waivers and indemnities will not apply to any losses or damages that may be found by a trier of fact to have been caused by the CONSULTANT'S sole or gross negligence or the CONSULTANT'S willful misconduct. The parties also agree that the CLIENT will not seek damages in excess of the contractually agreed-upon limitations directly or indirectly through suites against other parties who may join the CONSULTANT as a third-party defendant. "Parties" means the CLIENT and the CONSULTANT, and their officers, directors, partners, employees, Subcontractors and Subconsultants.

6.5 Delays
The CLIENT agrees that the CONSULTANT is not responsible for damages arising directly or indirectly from any delays for causes beyond the CONSULTANT'S control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions or other natural disasters; fires, riots, war or other emergencies or acts of God; failure of any government agency to act in a timely manner; failure of performance by the CLIENT of the CLIENT'S Contractors or CONSULTANT'S; or discovery of any hazardous substances or differing site conditions.

ARTICLE 7. HAZARDOUS WASTE MATERIALS

7.1 Liability
CONSULTANT hereby states and CLIENT hereby acknowledges that CONSULTANT has no professional liability insurance for claims arising out of the performance of or failure to perform professional services, including, but not limited to the preparation of reports, designs, drawings and specifications, related to the investigation, detection, abatement, replacement, use or specification, or removal of products, materials or processes containing substances including, but not limited to asbestos, toxic or hazardous waste, PCBs, combustible gases and materials, petroleum or radioactive materials (as each of these is defined in applicable federal statues) or any other substances under any conditions and in such quantities as

would pose a substantial danger to persons or property exposed to such substances at or near the Project site. Accordingly, the CLIENT hereby agrees to bring no claim for negligence, breach of contract indemnity or otherwise against the CONSULTANT, its principals, employees, and agents if such claim, in any way, would involve the CONSULTANT'S services for the investigation, detection, abatement, replacement, use or specification, or removal of products, materials or processes containing asbestos, asbestos cement pipe, and/or hazardous waste materials. CLIENT further agrees to defend, indemnify and hold harmless CONSULTANT, its officers, directors, principals, employees and agents from any asbestos and/or hazardous waste material related claims that may be brought by third parties as a result of the services provided by the CONSULTANT pursuant to this agreement except claims caused by the sole negligence or willful misconduct of the CONSULTANT.

ARTICLE 8. OWNERSHIP AND REUSE OF DOCUMENTS

8.1 CONSULTANT Ownership

All original papers, documents, drawings, electronic media and other work product of CONSULTANT, and copies thereof, produced by CONSULTANT pursuant to this agreement shall remain the property of CONSULTANT and may be used by CONSULTANT without the consent of CLIENT. Upon request and payment of the costs involved, CLIENT is entitled to a copy of all papers, documents and drawings provided CLIENT'S account is paid current.

8.2 Document Reuse

In the event the CLIENT, the CLIENT'S Contractors or Subcontractors, or anyone for whom the CLIENT is legally liable makes or permits to be made any changes to any reports, plans specifications or other construction documents prepared by the CONSULTANT without obtaining the CONSULTANT'S prior written consent, the CLIENT shall assume full responsibility for the results of such changes. Therefore the CLIENT agrees to waive any claim against the CONSULTANT and to release the CONSULTANT from any liability arising directly or indirectly from such changes. In addition, the CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the CONSULTANT from any damages, liabilities or costs, including reasonable attorneys' fees and costs of defense, arising from such changes. In addition, the CLIENT agrees to include in any contracts for construction appropriate language that prohibits the Contractor or any Subcontractors of any tier from making any changes or modifications to the CONSULTANT'S construction documents without the prior written approval of the CONSULTANT and further requires the Contractor to indemnify both the CONSULTANT and the CLIENT from any liability or cost arising from such changes made without proper authorization.

8.3 Electronic Media Alteration and Reuse

Because CADD information stored in electronic form can be modified by other parties, intentionally or otherwise, without notice or indication of said modifications, CONSULTANT reserves the right to remove all indicia of its ownership and/or involvement in the material from each electronic medium not held in its possession. CLIENT shall retain copies of the work performed by CONSULTANT in CADD form only for information and use by CLIENT for the specific purpose for which CONSULTANT was engaged. Said materials shall not be used by CLIENT, or transferred to any other party, for use in other projects, additions to the current project, or any other purpose for which the material was not strictly intended by CONSULTANT without CONSULTANT'S express written permission. Unauthorized modification or reuse of the materials shall be at CLIENT'S sole risk, and CLIENT agrees to defend, indemnify, and hold CONSULTANT harmless, from all claims, injuries, damages, losses, expenses, and attorney's fees arising out of the unauthorized modification or use of these materials.

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Robert Perrault, City Manager
MEETING DATE:	March 20, 2024
SUBJECT:	Consider Transitioning from Six (6) to Four (4) Council Members
CEQA:	Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Direct the City Manager to return to the Council with the documents necessary to place a measure on the ballot reducing the Council's composition from six (6) to (4) members.

DISCUSSION

During the last Council meeting, I received directions from the Council to issue a Request for Proposal (RFP) to retain a demographer. The decision to retain a demographer is the first step taken by the Council to move from the current at large voting system to a district-based voting system. This action was taken based on the recommendation from the City Attorney which stemmed from the City's receipt of a letter from Mr. Sandoval, District Director for the League of United Latin American Citizens (LULAC). In his letter, Mr. Sandoval requested the city transition from the current system to the district-based system to comply with the California Voting Rights Act, and avoid potential litigation based on a possible violation of the Act.

I am in the process of retaining the demographer who will then complete a study of the City based on the 2020 census and will include an analysis of the City's population, its ethnic composition, and proportion of eligible voters according to ethnic group and socioeconomic characteristics. This information will be returned to the Council as a prerequisite for the Council's adoption of a Resolution of Intent to move to the by district voting system and the development of district maps. The information contained in the demographer's report will be used to assist the city with the development of the maps. The creation of the proposed districts along with the amendment to the City Charter would be placed before the electorate in the general election of 2026.

Converting the current at large voting system to the by district voting system raises the issue of Council composition. As outlined in the City's Charter Article 6, the City Council consists of six council members and the mayor, all of which are elected at large. This composition has existed since the Charter's adoption by the voters in 1927. In order to move to a by district voting system, six districts would need to be created to retain the current council composition. More recently, in 2022, the Council placed Measure O on the ballot to reduce the Council membership size from 6 members to 4 members and the mayor. See **agenda report** authored by Council Member Coletti on May 18, 2022. According to the City Clerk, this measure failed to pass by only 13 votes.

As noted, it may be timely to consider once again a reduction in Council seats. In Council Member Coletti's report, he notes that nearly 90% of California cities have a council composition of 5 seats. Cities with a 7-member council composition is more the exception to the rule at 6.5% of the total. Please keep in mind that there are more than 450 cities statewide of varying sizes. All of Monterey County Cities have 5 member councils. Finally, in the 40 years I have served California cities, all have been with cities composed of 5-member councils.

From a very practical perspective, a possible reduction in seats makes sense with respect to the creation of districts. Pacific Grove remains a very small city consisting of approximately 2.5 square miles and a population of slightly more than 15,000. The creation of six districts of equitable size and neighborhoods of interest would be more difficult than the creation of 4 districts. The creation of 6 districts versus 4 with the relatively same number of voters could also prove challenging. The registered voter makeup of the city is between 8 and 10,000 voters. Six districts would equate to between 1300 and 1600 voters per district. Four districts would increase the number of registered voters per district. The creation of four districts will also increase the universe for eligible potential candidates. It has been my experience in small cities with small districts that it is more difficult to find candidates who are willing to step forward to assume the mantle of leadership. In the event no one steps forward and a vacancy exists, the vacancy will need to be filled in keeping with the Charter, which could mean an appointment of an eligible resident of the correlating district. In moving to 4 or 6 districts, I would recommend continuing to elect the mayor at large.

Next Steps.

Should the Council wish to consider the reduction in its composition, it would be appropriate to direct the City Manager to prepare documents necessary to file the measure with the County Clerk for consideration by the voters in November 2024. Staff would also suggest that the Council consider using similar language to that used in 2022. (Please see the attachment.) Should the measure be successful, the reduction in seats would not be implemented until the November 2026 Council election. The advantage of moving forward with this question at this time is that a voter decision on the composition of the Council will provide clear direction in terms of developing maps for 4 or 6 districts.

OPTIONS

1. The Council could take no action at this time; or
2. Provide the City Manager with additional direction.

FINANCIAL IMPACT:
There is no direct financial impact associated with consideration of this item at this time. Placing a measure on the ballot for voter consideration will have associated costs. The City Manager will bring an estimate of costs to the Council for consideration, once the documents are prepared.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

22-039 Charter Amendment Reso

DocuSign Envelope ID: BB184125-C108-4F67-A2EA-43C3B0C2C087

RESOLUTION NO. 22-039

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE SUBMITTING A BALLOT MEASURE TO VOTERS TO AMEND THE PACIFIC GROVE CITY CHARTER TO CHANGE THE NUMBER OF ELECTED CITY COUNCIL MEMBERS FROM SIX TO FOUR BY DIRECTING (1) IN 2024 TWO COUNCIL MEMBERS SHALL BE ELECTED TO FOUR-YEAR TERMS, AND ONE COUNCIL MEMBER SHALL BE ELECTED TO A SINGLE TWO-YEAR TERM, AND (2) EVERY TWO YEARS THEREAFTER BEGINNING IN 2026 TWO COUNCIL MEMBERS SHALL BE ELECTED TO FOUR-YEAR TERMS; CONSISTENT CHARTER CHANGES SHALL CLARIFY A QUORUM, MAJORITY VOTE AND OTHER SELECT ACTIONS; ORDERING AN ELECTION, REQUESTING MONTEREY COUNTY ELECTIONS DEPARTMENT CONDUCT THE ELECTION AND CONSOLIDATE IT WITH THE STATEWIDE ELECTION TO BE HELD ON NOVEMBER 8, 2022

WHEREAS, on July 6, 2022, the City Council voted to adopt Resolution 22-034 (A Resolution of the City Council Of The City Of Pacific Grove Submitting A Ballot Measure To Voters To Amend The Pacific Grove City Charter To Change The Number Of Elected City Council Members From Six To Four By Directing (1) In 2024 Two Council Members Shall Be Elected To Four). However, the number of the words in the Measure referenced in Resolution 22-034 exceeds the 75 word limit. For that reason, Resolution 22-034 is hereby rescinded.

WHEREAS, the Pacific Grove City Charter, since 1927, has required the staggered election of six Council members, in addition to the Mayor, whereby each Council Member is elected to serve a four-year term. This election system was largely based on the "Model City Charter" published in 1926 by the League of California Municipalities, with one notable exception being the "Model City Charter" recommended a five-member council.

WHEREAS, California city councils vary greatly in size from four to 15 members. A clear majority of cities (almost 90%) throughout California call for election of a five-member council. This is the council membership for all cities in Monterey County, excepting Pacific Grove and Salinas. Less than 7% of California cities rely on a seven-member council.

WHEREAS, the proposed Charter Amendment would reduce the size of the City Council from seven to five members, that is, four Council members and a Mayor;

WHEREAS, reducing the number of elected council members from six to four will reduce redundancy, conserve City resources and facilitate decision-making. Some commentators have stated council larger than five increases the opportunity for members to divide into factions.

WHEREAS, any City Charter amendment must be approved by the voters of that City;

WHEREAS, a change to the City election system requires a vote of the electorate and may only be effected prospectively insofar as elected officials, by law, hold office for the entire term of their elected service.

WHEREAS, the change to the City election system proposes to stage this election sequence whereby one council member shall serve a single two-year term to provide a bridge between the six-member group of elected councilmembers to the four-member group of elected councilmembers.

WHEREAS, pursuant to Elections Code Section 10002, the governing body of any city or district may by resolution request the Board of Supervisors of the county to permit the county elections official to render specified services to the city or district relating to the conduct of an election. The city or district shall reimburse the county in full for the services performed upon presentation of a bill to the city or district.

WHEREAS, pursuant to Elections Code Section 10002, Monterey County Elections shall supply the elections official with a list of its precincts, or consolidated precincts, as applicable.

WHEREAS, the City Clerk and County Registrar of Voters are authorized to print forms, publish notices, and provide information as may be necessary or convenient to assure the orderly conduct of the election, and they shall do all other things necessary to facilitate the holding of the election in a manner consistent with law; and

WHEREAS, pursuant to Elections Code Section 10400, whenever two or more elections, including bond elections, of any legislative or congressional district, public district, city, county, or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections.

WHEREAS, pursuant to Elections Code Section 10403, whenever an election called by a district, city or other political subdivision for the submission of any question, proposition, or office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the elections official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot. Upon such request, the Board of Supervisors may order the consolidation. The resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election.

WHEREAS, the City Council finds and determines this resolution is exempt from the California Environmental Quality Act, Public Resources Code Sections 21000 et seq. ("CEQA") and 14 Cal. Code of Regulations, Sections 15000, et seq. ("CEQA Guidelines"). The calling and noticing of an election for the submission of a ballot measure to voters is not a project within the meaning of CEQA Guidelines 15378.

WHEREAS, the City Council desires to submit the proposed Charter Amendment to the voters of the City at a General Municipal Election to be held on Tuesday, November 8, 2022, and to be consolidated with the general municipal election and the statewide election to be held on that date.

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

Section 1. Recitals. The City Council hereby finds and determines that the foregoing recitals are true and correct.

Section 2. Resolution #22-034. Resolution 22-034 is hereby rescinded.

Section 3. Election. Pursuant to Section 3 of Article XI of the California Constitution, Article 8 of the City Charter, and Elections Code Sections 9255(b)(1), 10400, 10401 and 10403, the City Council of the City of Pacific Grove hereby orders an election be called and consolidated with any and all elections also called to be held at the General Election for Tuesday November 8, 2022 (the "Election"), insofar as said elections are to be held in the same territory or in territory that is in part the same as the territory of the Board of Supervisors of the County of Monterey and orders the following proposed Charter Amendment be submitted to the voters at that election.

Measure "___" Charter Amendment – Reducing Number of Councilmembers.

Shall the Pacific Grove City Charter requirement for six elected City Councilmembers be changed to four elected Councilmembers via this sequence: (1) in 2024 two Councilmembers shall be elected to four-year terms, and one shall be elected to a single two-year term, (2) every two years thereafter, beginning in 2026, two Councilmembers shall be elected to four-year terms, with other revisions for votes needed for a quorum, a majority vote and other select actions?	**YES**	
	NO	

Section 4. Proposed Charter Amendment. The text of the proposed Charter Amendment to be submitted to the voters is attached to this Resolution as Exhibit A and incorporated by reference. The full text of the proposed Charter Amendment shall be printed in the Sample Ballot and Voters Pamphlet and shall be made available to the public and to any voter at the County Elections Department and the Pacific Grove City Clerk.

Section 5. Publication of Measure. The City Clerk is directed to publish a synopsis of the measure at least one time not later than one week before the election.

Section 6. Approval. The vote requirement for this measure to pass shall be a majority of those casting ballots on the measure (50% plus 1).

DocuSign Envelope ID: BB184125-C108-4F67-A2EA-43C3B0C2C087

Section 7. Consolidation. Pursuant Section 10400 et seq. of the Elections Code, the governing body of the City of Pacific Grove hereby orders an election be called and consolidated with any and all elections also called to be held and Board of Supervisors of Monterey County is requested to consolidate the Election with the General Municipal Election and Statewide Election to be held on November 8, 2022. The City Clerk and the County Registrar of Voters are authorized to print such forms, publish such notices, and provide such information as may be necessary or convenient to assure the orderly holding of the election, and they shall do all other things necessary to facilitate the holding of the election in a manner harmonious and consistent with law.

Section 8. Canvass. The Board of Supervisors is authorized to canvass the returns of the Election pursuant to Section 10411 of the Elections Code.

Section 9. Conduct of Election. Pursuant to Section 10002 of the Elections Code, the Board of Supervisors is requested to permit the County Elections Department to render all services specified by Section 10418 of the Elections Code relating to the election, for which services the City agrees to reimburse the County, in accordance with current County pro-rations and allocation procedures.

Section 10. Filing with County. The City Clerk shall file a certified copy of this Resolution with the County Elections Department.

Section 11. Analysis and Argument. Pursuant to Elections Code Section 9280, the City Attorney shall prepare an impartial analysis of the measure that shall not exceed 500 words no later than 12:00 p.m. on August 18, 2022. Pursuant to Elections Code Section 9282, the City Council authorizes the Mayor to author and submit the primary argument and pursuant to Elections Code Section 9285(a), authorizes the Mayor to submit a rebuttal argument in favor of the ballot measure. Pursuant to Elections Code Section 9287, if more than one argument is submitted against the measure, the City Clerk shall select the argument to be included with the ballot materials. An argument for or against the measure shall not exceed 300 words in length. The last day to submit arguments for or against the proposed measure shall be August 18, 2022. Submittals are to be delivered to the City Clerk no later than 12:00 p.m. Rebuttal arguments (250 words) shall be permitted pursuant to applicable law. The last day to submit rebuttal arguments to the City Clerk shall be August 25, 2022. Submittals are to be delivered to the City Clerk no later than 12:00 p.m.

Section 12. Implementation. The City Clerk and City Manager are authorized to take all actions as necessary to effectuate the purposes of this resolution and the election. The City Manager is authorized to execute all documents and to perform all other necessary City acts to enter into a service agreement for the provision of election services with Monterey County Registrar of Voters. The City Clerk and City Attorney are authorized to make any typographical, clerical, and non-substantive corrections to this resolution as may be deemed necessary by the Monterey Elections Department.

Section 13. Declaration. The City Council shall meet to declare the results of the election called for by this Resolution at their regular meeting following certification of election results.

Section 14. Effective Date. This Resolution shall take immediate effect upon its adoption by the City Council and the City Clerk shall certify the vote adopting the resolution.

Section 15. Environmental Compliance. The City Council finds the adoption of this resolution is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Division 6, Chapter 3, because it has no potential for resulting in physical change to the environment, directly, or indirectly.

PASSED AND ADOPTED by the Council of the City of Pacific Grove on this 27th day of July, 2022, by the following vote:

AYES: Mayor Peake, Councilmembers Coletti, McAdams, and Smith.
NOES: Mayor Pro Tem Amelio and Councilmember Poduri
ABSENT: Councilmember Tomlinson.

APPROVED:

DocuSigned by:
Bill Peake
2E6F9DE48137414...
BILL PEAKE, Mayor

ATTEST:
DATED: 8/3/2022

DocuSigned by:
Sandra Kandell
7882F89F4EDE420...
SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

DocuSigned by:
Brian Pierik
01871FB17BD8435...
BRIAN A. PIERIK, City Attorney

DocuSign Envelope ID: BB184125-C108-4F67-A2EA-43C3B0C2C087

RESOLUTION NO. 22-039
EXHIBIT A

Text of Proposed Charter Amendment to Be Submitted to the Voters: Proposal to Amend the Pacific Grove City Charter to Reduce the Number of City Council Members from Six (6) to Four (4) and Redefine the Votes Needed for a Quorum, A Majority Vote and Other Select Actions.

TEXT OF AMENDMENT TO PACIFIC GROVE CITY CHARTER

Amended text shown in ***underscored bold italics*** text, and deleted text shown in ~~strikeout~~ text. Highlighted text shown solely for ease of reference.

PART 1: PROPOSED CHARTER AMENDMENT

Section 1. That Article 6 of the City Charter be amended to read as follows:

Article 6 Officers and Employees

The officers of the City of Pacific Grove shall consist of ~~six~~ ***four*** Councilmembers and a Mayor, a City Manager, a City Clerk, a City Treasurer, a City Attorney, other officers as provided by ordinance, and members of Commissions, Boards and Committees as provided by Charter and by ordinance; provided, the Council may by ordinance provide for such subordinate officers, assistants, deputies, clerks and employees as it deems necessary, and that the Council may at any time, when in its judgment the interest of the City so demands, consolidate by ordinance the powers and duties of two or more City officers, and place the same in charge of one such officer. The Mayor and the members of the Council shall be elected from the City at large. All other officers, assistants, deputies, clerks, and employees shall be appointed as provided in this Charter, or as the Council may provide by ordinance in case no provision for their appointment is herein made, and they shall hold their respective offices or positions at the pleasure of the appointing power, except as otherwise herein provided.

Section 2. That Article 11 of the City Charter be amended to read as follows:

Article 11 The Mayor

A Mayor shall be elected at each general municipal election and shall hold office for the term of two years from and after the Tuesday next succeeding the day of such election and until a successor is elected and qualified. The Mayor may receive compensation as provided by ordinance, but in no case shall the compensation exceed that amount which is permitted by State Law for General Law cities of comparable size to Pacific Grove. The Mayor shall be ineligible to hold any office or employment with the City except as a member of any board, commission or committee thereof of which the Mayor is constituted such member by General Law. In the name and on behalf of the City the

DocuSign Envelope ID: BB184125-C108-4F67-A2EA-43C3B0C2C087

Mayor shall sign all contracts, deeds, bonds and other legal instruments in which the city is a party. The Mayor or the Mayor's designate shall represent the City at all ceremonial functions of a social or patriotic character when it is desirable or appropriate to have the City represented officially thereat. The Council shall choose one of its members to serve as Mayor protempore during the absence of the Mayor. The Mayor shall preside over all Council meetings and shall be entitled to one vote.

In the event a vacancy occurs in the office of the Mayor, the remaining Council Members shall appoint, by ~~four~~ ***three*** affirmative votes, one of their number to serve as Mayor for the remaining term of the vacated office of Mayor. If the Council does not fill the Mayoral vacancy within thirty (30) days its appointment power shall lapse and the Mayor Pro Tempore shall assume the office of Mayor. In either event, a vacancy shall then exist as to that Council seat, which shall be filled in accord with the provisions of Article 12 of this Charter.

Section 3. That Article 12 of the City Charter be amended to read as follows:

Article 12 Council

~~Three~~ ***Two*** Councilmembers shall be elected at each general municipal election and shall hold office for the term of four years each from and after the Tuesday next succeeding the day of such election, and until their successors are elected and qualified.

A vacancy in an elective office shall be filled by appointment by the Council, such appointee to hold office until the next general municipal election and until a successor is elected and qualified. Such successor shall be elected for the unexpired term of his or her predecessor at the general municipal election and until a successor is elected and qualified. Such successor shall be elected for the unexpired term of his or her predecessor at the general municipal election next succeeding such appointment. Should the Council fail to fill any such vacancy within thirty days after the same occurs, then it shall be filled by appointment by the Mayor; provided, however, that if the offices of a majority, or more, of the Council shall become vacant, then the City Clerk shall call a special election at once to fill the vacancies for the unexpired terms, and the same shall be conducted substantially in the manner provided for general municipal elections.

If any Councilmember of the City shall be absent for more than two consecutive regular meetings without good cause as determined by the Council, or shall cease to be a resident or elector of the City, or shall fail to qualify, or shall resign or be convicted of a felony, or be adjudged mentally incompetent, the Councilmember's office shall thereupon become vacant.

The Councilmembers may receive compensation as provided by ordinance, but in no case shall the compensation exceed that amount which is permitted by the State Law for General Law cities of comparable size to Pacific Grove.

No Councilmember shall be eligible to hold any other office or employment with the City except as a member of any board, commission, or committee thereof, of which the Councilmember is constituted such member by the General Law of the State.

The term of office for a Councilmember who files as a candidate for the Office of Mayor shall automatically expire on the Tuesday next succeeding the general municipal election held following that filing. The filing period for candidates to fill such Councilmember's term shall be extended an additional five days.

Section 4. That Article 13 of the City Charter be amended to read as follows:

Article 13 Meetings of the Council

All meetings of the Council shall be duly noticed and shall be open to the public and shall otherwise comply with applicable state law. All meetings of the Council shall be held in the Council Chambers, except that the Council may hold meetings at another location either to (1) accommodate those who wish to attend, or to (2) accommodate an emergency situation, or to (3) accommodate the needs of a particular meeting as determined in the sole discretion of the Council. There shall be two regular meetings of the Council in each month at a day and hour by ordinance determined, and any regular meeting may be adjourned to a date and hour certain and such adjourned meeting shall be a regular meeting for all purposes; provided however, the Council may cancel one of those meetings, as circumstances may require, by ~~five (5)~~ ***four (4)*** affirmative votes. The Council shall adopt rules for the conduct of its proceeding and shall provide by ordinance the manner in which its special meetings may be called.

Section 5. That Article 15 of the City Charter be amended to read as follows:

Article 15 Ordinances

(a) The enacting clause of all ordinances passed by the Council shall read as follows: "The Council of the City of Pacific Grove does ordain as follows:" The enacting clause of all ordinances passed by the vote of the electors of the City through the exercise of the initiative or referendum shall be: "The people of the City of Pacific Grove do ordain as follows:"

(b) The affirmative vote of ~~four~~ ***three*** members of the Council shall be necessary to adopt any ordinances, resolutions or claims against the City, which vote shall be taken by ayes and noes and entered upon the record, and upon the request of any member of the Council the ayes and noes shall be taken and recorded upon any vote.

(c) No ordinance shall be passed by the Council on the day of its introduction nor within five days thereafter, nor at any time other than at a regular meeting, nor until its publication at least once in the official newspaper at least three days before its adoption. Provided, that the publication of ordinances as required herein may be satisfied by publication of a summary of a proposed ordinance, if at the time the ordinance is

DocuSign Envelope ID: BB184125-C108-4F67-A2EA-43C3B0C2C087

introduced the Council directs a summary to be published. Any summary so published shall be approved by the City Attorney. A copy of the full text of proposed ordinances for which summaries are published shall be on file in the office of the City Clerk and available to the public on and after the first business day following introduction.

(d) Notwithstanding the five day waiting period required in (c), immediately hereinabove, any ordinance declared by the Council to be necessary as an emergency measure for preserving the public peace, health, safety or public welfare, and containing the reasons for its urgency, may be introduced and if passed by a vote of no fewer than ~~five~~ ***four*** members of the Council shall become effective immediately.

(e) A proposed ordinance may be amended or modified between the time of its introduction and the time of its final passage, provided its general scope and original purpose are retained.

(f) No ordinance or portion thereof shall be repealed, revised or amended except by ordinance, and all ordinances shall be signed by the Mayor and attested by the City Clerk.

(g) Except as provided by General Law, or by this Charter, no action providing for the approval or amendment of the annual fiscal year budget, or for the acquisition, sale, lease, encumbrancing or disposition of real property of the City, or any interest therein, or for the levying of any tax or assessment, or for the granting of any franchise, or for the establishment or changing of zoning regulations, or for the imposing of any penalty, shall be taken except by ordinance.

(h) All ordinances subject to the right of referendum shall become effective 30 days following final passage. All other ordinances shall be effective immediately upon final passage. The provisions of this subarticle shall not affect the ability of the Council to adopt emergency measures pursuant to subarticle (d) of this Article.

Section 6. That Article 19 of the City Charter be amended to read as follows:

Article 19 City Manager

There shall be a City Manager appointed by the affirmative vote of ~~five-sevenths~~ ***four-fifths*** of the Council who shall be the administrative head of the City government. The City Manager shall be chosen by the Council without regard to political consideration and with reference solely to qualifications for such office. The procedure for removal of the City Manager shall be prescribed by ordinance.

It shall not be necessary that the City Manager reside in the City at the time of appointment, but the City Manager shall become a resident thereof within sixty days thereafter and thereafter during incumbency shall actually reside in the City.

The powers and duties of the City Manager shall be:

DocuSign Envelope ID: BB184125-C108-4F67-A2EA-43C3B0C2C087

a. To see that all ordinances are enforced.

b. To appoint all heads of departments, subordinate officials and employees, and remove the same, and have general supervision and control over the same.

c. To exercise general supervision over all privately owned public utilities operating within the City so far as the same are subject to municipal control.

d. To see that the provisions of all franchises, leases, contracts, permits and privileges granted by the City are fully observed and to report to the Council any violations thereof.

e. To act as purchasing agent for the City. The City Manager shall know the exact condition of the treasury at all times, and shall approve all demands before the same have been allowed by the Council if the City Manager is satisfied that the money is lawfully due.

f. To attend all meetings of the Council unless excused therefrom by ~~three~~ ***two*** members thereof or by the Mayor.

g. To examine, or cause to be examined, without notice, the conduct, or the official account and records, of any officer or employee of the City.

h. To keep the Council advised as to the needs of the City.

i. To have supervision over all City property, including public buildings, parks and playgrounds.

j. To appoint such advisory boards as the City Manager may deem desirable to advise and assist the City Manager provided the members of such boards shall receive no compensation.

k. To cause a quarterly statement of all funds in the treasury to be submitted to the Council. Such statements shall be submitted not later than the first meeting in November, February, May and August.

l. To assume general control of the City government and all of its branches in case of riot, insurrection or extraordinary emergency, and to be responsible for the suppression of disorders and the restoration of normal conditions.

Section 7. That Article 24 of the City Charter be amended to read as follows:

Article 24 City Attorney

There shall be a City Attorney appointed by the City Council. The City Attorney shall be an attorney-at-law, admitted to the bar of the Supreme Court of this State, and one who

has been in actual practice in the State, for at least three years next preceding appointment. All other things being equal, an attorney who has had special training for this office or experience in municipal corporation law shall be appointed to this office, if practicable. The City Attorney shall be legal advisor of the Council and shall be available to all other City officials on City business.

The City Attorney shall prosecute all violations of City ordinances, and shall draft all ordinances, resolutions, contracts, or other legal documents or proceedings required by the Council or other officials, except as may be otherwise provided, and shall perform such legal services from time to time as the Council may require, and shall attend all meetings of the Council unless excused therefrom by ~~three~~ ***two*** members thereof or by the Mayor. When from any cause therefrom the City Attorney is unable to perform the duties of office, the City Attorney shall with the consent of the Council appoint some other qualified attorney to act temporarily as City Attorney. Whenever, in the judgment of the Council, the interests of the City require it, assistant counsel may be employed. The City Attorney shall deliver all books, records, papers, documents, and property of every description, under his or her control, owned by the City, to his or her successor in office, and shall possess such other powers, and perform such additional duties, not in conflict with this Charter, as may be prescribed by ordinance.

Section 8. That Article 26 of the City Charter be amended to read as follows:

Article 26 Appointive Commissions and Boards

There shall be the Commission and Boards enumerated in this Article which shall have the powers and duties as provided herein. The appointment of persons to serve on these Commissions and Boards shall be made by the Mayor subject to the confirmation by affirmative vote of ~~four~~ ***three*** members of the Council.

Before making such appointments the Mayor shall consult with the Council and shall consider fully any and all nominations suggested by other members of the Council.

Members of Commissions and Boards shall serve at the pleasure of the Council. The Council, by an affirmative vote of ~~four~~ ***three*** of its members, may remove any member of any Commission or Board at any time during the Commission or Board member's term of office.

The term of office for members of Commissions and Boards shall be four years, but in no event shall any person serve more than three successive full terms on a single Commission or Board. For the purposes of this Article, service upon appointment to a vacated mid-term seat shall be deemed service for a full term. A person who has served for such three term period on a Commission or Board shall be eligible for reappointment to that Commission or Board after the expiration of two years.

Any person appointed to serve on such Commissions or Boards shall be a registered elector of the City and shall not hold any paid office or employment in the City

DocuSign Envelope ID: BB184125-C108-4F67-A2EA-43C3B0C2C087

government or be a member of any other Board as herein enumerated, or be a member of the City Council, except as an ex officio member without vote.

a. CITY PLANNING COMMISSION. There shall be a Planning Commission consisting of seven members, and shall have the following powers and duties:

(1) Recommend to the Council the adoption, amendment, or repeal of a General Master Plan, or any part thereof, for the physical development of the City.

(2) Exercise such functions with respect to land subdivisions, planning and zoning as may be prescribed by ordinance or resolution.

(3) Perform such other duties relating to planning and zoning as the Council may require by ordinance or resolution, or as may be prescribed by the General Laws of the State.

b. LIBRARY BOARD. There shall be a Library Board consisting of five members and shall have the following powers and duties:

(1) Act in an advisory capacity to the Council and City Manager in all matters pertaining to the operation of a public library.

(2) Recommend to the City Council the adoption of such laws, rules, and regulations as it may deem necessary for the administration and protection of the City Library.

(3) Perform such other duties relating to the library services as the Council may require by ordinance or resolution.

c. MUSEUM BOARD. There shall be a Museum Board consisting of five members and shall have the following powers and duties:

(1) Act in an advisory capacity to the Council and City Manager in all matters pertaining to the operation of a public museum.

(2) Recommend to the City Council the adoption of such laws, rules, and regulations as it may deem necessary for the administration and protection of the City Museum.

(3) Perform such other duties relating to the museum service as the Council may require by ordinance or resolution.

d. RECREATION BOARD. There shall be a Recreation Board consisting of five members and shall have the following powers and duties:

(1) Act in an advisory capacity to the Council and City Manager in all matters pertaining to the operation of a City recreation program.

(2) Recommend to the City Council the adoption of such laws, rules and regulations as it may deem necessary for the administration and operation of a City recreation program.

(3) Promote and stimulate public interest in a recreation program and solicit to the fullest extent possible the cooperation of school authorities and other public and private agencies interested therein.

(4) Perform such other duties relating to the recreation program as the Council may require by ordinance or resolution.

Section 9. That Article 40 of the City Charter be amended to read as follows:

Article 40 Contracts on Public Works; Materials and Supplies

(a) In the erection, improvement and repair of all public buildings and works, in all street and sewer work, and in furnishing supplies or materials for same when the expenditure required for the same shall exceed the sum of Fifteen Thousand Dollars ($15,000.00), the same shall be done by contract and shall be let to the lowest responsible bidder, after notice by publication in the official newspaper, and security for the due execution and performance of any such contract may be required of the successful bidder. The Council may provide by ordinance for the detailed procedure for carrying out this Article.

Provided, that the Council may reject any and all bids presented and may re-advertise in their discretion, and provided further, that after rejecting bids the Council may declare and determine by an affirmative vote of ~~five~~ ***four*** of its members that in its opinion the work in question may be more economically or satisfactorily performed by day labor, by either city employees or others, and after adoption of a resolution to this effect, it may proceed to have the same done in the manner stated without further observance of the foregoing provisions of this Article.

Provided, further, that such contracts likewise may be let without advertising for bids if such work shall be deemed by the Council to be of urgent necessity for the preservation of life, health or property, and shall be authorized by resolution passed by an affirmative vote of ~~five~~ ***four*** Council members and containing a declaration of facts constituting such urgency.

(b) The Council by ordinance shall adopt policies and procedures, including appropriate bidding regulations, governing purchases of or contracts for supplies, materials and equipment. Purchases of supplies, materials and equipment shall be made only in accordance with the adopted policies and procedures.

PART 2: BALLOT DESCRIPTION

As provided in Government Code section 34458.5, the following ballot description is in this proposed Charter Amendment measure:

DocuSign Envelope ID: BB184125-C108-4F67-A2EA-43C3B0C2C087

CHARTER AMENDMENT

The proposed Charter Amendment measure would amend Pacific Grove City Charter Articles 6, 11, 12, 13, 15, 19, 24, 26, and 40. The amendment would change the number of elected City Council members from six to four by directing (1) in 2024 two Council members shall be elected to four-year terms, and one Council member shall be elected to a single two-year term, and (2) every two years thereafter beginning in 2026 two Council members shall be elected to four-year terms; Consistent Charter changes shall clarify a quorum, majority vote and other select actions, which shall become effective when the number of Councilmembers is reduced to four (4) after the November 2026 election is certified.

Charter Article 6 would be revised to provide the reduction of the number of Councilmembers from six (6) to four (4).

Charter Article 11 would be revised to provide that in the event a vacancy occurs in the office of the Mayor, the remaining Council Members shall appoint, by three (3) affirmative votes, one of their number to serve as Mayor for the remaining term of the vacated office of Mayor, instead of four (4) votes.

Charter Article 12 would be revised to provide that two (2) Councilmembers shall be elected at each general municipal election rather than three (3).

Charter Article 13 would be revised to provide that the City Council may cancel one of its monthly meetings, by four (4) affirmative votes instead of five (5).

Charter Article 15 would be revised to provide that the affirmative vote of three (3) members of the Council shall be necessary to adopt any ordinances, resolutions or claims against the City instead of four (4).

Charter Article 19 would be revised to provide that the appointment of the City Manager shall require the affirmative vote of four-fifths of the Council instead of five-sevenths and to require the City Manager to attend all meetings of the Council unless excused by two (2) members instead of three (3), or by the Mayor.

Charter Article 24 would be revised to provide that the City Attorney must attend all meetings of the Council unless excused by two (2) members instead of three (3), or by the Mayor.

Charter Article 26 would be revised to provide that the appointment of persons serving on City Commissions and Boards shall be made by the Mayor subject to the confirmation by affirmative vote of three (3) members of the Council instead of four (4). Also the Council, by an affirmative vote of three (3) of its members, may remove any member of any commission, instead of four (4).

DocuSign Envelope ID: BB184125-C108-4F67-A2EA-43C3B0C2C087

Charter Article 40 would be revised to provide that the Council after rejecting all bids may declare and determine by an affirmative vote of four (4) of its members instead of five (5) that in its opinion the work in question may be more economically or satisfactorily performed by day labor, by either city employees or others, and after adoption of a resolution, it may proceed to have the proposed work done without further observance of the foregoing provisions of Article 40.

Article 40 would also be revised to allow the Council to approve a contract without advertising for bids with a finding of urgent necessity for the preservation of life, health or property, with an affirmative vote of four (4) Council members instead of five (5).

PART 3: IMPLEMENTATION

In the event this Charter Amendment measure is approved:

A. Exclusively for the election to be held in November 2024, two councilmembers shall be elected and hold office for a term of four years and one additional councilmember shall be elected and hold office for a term of two years, resulting in a four (4) member City Council and Mayor (5 member) local legislative body after the November 2026 election is certified

B. To further effectuate the purposes of this Charter Amendment measure and the direction of the voters, the City Council shall amend the following sections of the Pacific Grove Municipal Code – Sections 2.04.070 (c)(5), 2.06.020, 3.02.030 and 3.04.030, and such other sections as needed, to modify the number of required council votes for actions referenced in those provisions as may be consistent with this measure.

C. This Charter Amendment measure shall be submitted to the Secretary of State pursuant to Government Code sections 34459 through 34461, inclusive.

PART 4: EFFECTIVE DATES

Section 3 of Article XI of the California Constitution provides:

For its own government, a county or city may adopt a charter by majority vote of its electors voting on the question. This Charter Amendment measure shall become effective in the manner allowed by law.

Each Charter Article amendment, provided herein, shall become effective and implemented in conjunction with the following election dates:

DocuSign Envelope ID: BB184125-C108-4F67-A2EA-43C3B0C2C087

1. Amendment of Charter Article 6 - November 3, 2026.
2. Amendment of Charter Article 11 - November 3, 2026.
3. Amendment of Charter Article 12 - November 5, 2024.
4. Amendment of Charter Article 13 - November 3, 2026.
5. Amendment of Charter Article 15 - November 3, 2026.
6. Amendment of Charter Article 19 - November 3, 2026.
7. Amendment of Charter Article 24 - November 3, 2026.
8. Amendment of Charter Article 26 - November 3, 2026.
9. Amendment of Charter Article 40 - November 3, 2026.

PART 5: SEVERABILITY

It is the intent of the people that the provisions of the Charter Amendment measure are severable and that if any section, subsection, sentence, clause, or phrase of this charter amendment is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Charter Amendment measure. The people of the City of Pacific Grove hereby declare that they would have passed this Charter Amendment measure and each section, subsection, sentence, clause, and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid.