



## NOTICE OF MEETING

### CITY OF PACIFIC GROVE

## CITY COUNCIL

### REGULAR MEETING AGENDA

Wednesday, December 4, 2024, 6:00 P.M.

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

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

*Copies of the agenda packet are available for review at the Pacific Grove Library, in the Finance Department, and electronically at [www.cityofpacificgrove.org/agendas](http://www.cityofpacificgrove.org/agendas). The most effective method of communication with the City Council is by sending an email to [citycouncil@cityofpacificgrove.org](mailto: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.*

*Under the Brown Act, public comment for matters on the agenda must relate to that agenda item and public comments for matters not on the agenda must relate to the subject matter jurisdiction of this legislative body. This is a warning that if a member of the public attending this meeting remotely or in-person violates the Brown Act by failing to comply with these requirements of the Brown Act, then the Mayor or Chair may request that speaker be muted. If a member of the public attending this meeting in-person engages in disruptive behavior that disturbs the orderly conduct of the meeting, they may be removed from the meeting after a warning, pursuant to Council Policy 000-17.*

**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](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. **CERTIFICATION OF RESULTS / CERTIFICATES OF APPRECIATION /OATHS OF OFFICE**

A. Declaring the Results of the November 5, 2024 General Election **PG 7**

**Reference:** Sandra Kandell, City Clerk

**Recommended Action:**

1. Approve a resolution declaring the results of the November 5, 2024, General Election
2. Alternatively, discuss and take other action related to this item.

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

B. Certificates of Appreciation **PG 17**

**Reference:** Matt Mogensen, City Manager

**Recommended Action:** Present Outgoing Mayor Peake and Councilmember Coletti with Certificates of Appreciation.

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

C. Oaths of Office for Elected Officials **PG 21**

**Reference:** Sandra Kandell, City Clerk

**Recommended Action:** No action is required by Council. The City Clerk will administer oaths to our newly elected Mayor and Council Members.

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

3. **ADDITIONAL COMMENTS / PUBLIC PARTICIPATION / COUNCIL AND STAFF ANNOUNCEMENTS / BREAK FOR RECEPTION**

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. Rotary Club of Pacific Grove Donation Presentations

B. 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 November 20, 2024 Special and Regular Meetings **PG 26**

**Reference:** Sandra Kandell, City Clerk

**Recommended Action:** Approve minutes.

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

### **6. RESOLUTIONS**

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

### **7. ORDINANCES**

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

### **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 Monthly Status Update **PG 33**

**Reference:** Alyssa Kroeger, Housing Program 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

- B. First Quarter FY 24/25 Capital Project Report & Update

**Reference:** Jazelle Johnson, Accountant **PG 35**

**Recommended Action:**

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

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

9. **REPORTS – REQUIRING ACTION**

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

- A. Proposed Schedule of City Council Meetings for 2025 and 2026 **PG 38**

**Reference:** Sandra Kandell, City Clerk

**Recommended Action:** Adopt the proposed schedule of City Council Meetings for 2025 and 2026.

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

- B. Appointments to Regional Agencies and Liaisons **PG 41**

**Reference:** Nick Smith, Mayor

**Recommended Action:** Motion to approve appointments to regional boards and endorse liaisons effective immediately.

**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*

**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. Ordinance to Amend the Salary Schedule (Minimum Wage) **PG 43**

**Reference:** Staphany Arriola, Management Analyst, Leticia Livian, Human Resources Director

**Recommended Action:**

1. Request the City Attorney read the title of the ordinance;
2. Motion to waive further reading of the ordinance;
3. Introduce and hold first reading of an ordinance to amend the salary classification schedule modifying salary ranges for Cashier, Intern, Lighthouse Docent Coordinator, Recreation Assistant I, and Recreation Assistant II,
4. 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**

13. **NEW BUSINESS**

A. Mayor Pro Tempore Selection **PG 47**

**Reference:** Sandra Kandell, City Clerk

**Recommended Action:** Select a Mayor Pro Tempore in accordance with the Charter and Council Policy through nominations from City Council.

**CEQA:** Proposed Ordinance not subject to CEQA based on Guideline Sections: 15060(c)(3) and 15378; 15060(c)(2); 15061(b)(3); and 150308

B. Discussion of Process for filling Vacancy on City Council and Motion to give direction to City Manager **PG 49**

**Reference:** Matthew Mogensen, City Manager

**Recommended Action:**

1. Discuss the process for filling the vacancy on the City Council due to the resignation of Debby Beck.
2. Motion directing the City Manager to advise potential applicants that they may submit an application to the City Clerk by January 3, 2025 for the position of City Councilmember and that the City Manager return to the City Council at its regular meeting on January 15, 2025 for a review of the applications and the appointment of an applicant to the position of City Councilmember and for the appointed applicant to be sworn in by the City Clerk.

**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  
**MEETING DATE:** December 04, 2024  
**SUBJECT:** Declaring the Results of the November 5, 2024 General Election  
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

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**RECOMMENDATION**

1. Approve a resolution declaring the results of the November 5, 2024 General Election
2. Alternatively, discuss and take other action related to this item.

**DISCUSSION**

City Charter Article 9 requires that the results of Municipal Elections be declared by action of the Council at its first public meeting after certification of the election results. California Elections Code §10263 requires that the Council declare elected the persons for whom the highest number of votes were cast for each office.

Council's adoption of the attached resolution will accomplish this declaration for the Mayoral race, the three Council seats, and the measures approved and disapproved by the voters of the City of Pacific Grove.

The Council's declaration follows the receipt of the Statement of Votes Cast, produced by the Monterey County Elections Department. The official statement was not received at the time of producing the agenda packet. The City Clerk's Office expects to receive it by December 3, 2024, will revise the resolution with the attach statement, and distribute via Errata.

**OPTIONS**

N/A

**FINANCIAL IMPACT:**

While the City Council makes policy that can have a financial impact, the adoption of this resolution does not have an immediate fiscal effect.

**FOCUSED PRIORITY AREA:** Not Applicable.

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**Attachments**

Proposed Reso  
Certificates of Election

## **RESOLUTION NO. 24-XXX**

### **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE DECLARING THE RESULTS OF THE GENERAL MUNICIPAL ELECTION HELD IN THE CITY OF PACIFIC GROVE ON TUESDAY, NOVEMBER 5, 2024**

**WHEREAS**, on June 5, 2024, the City Council adopted Resolution No. 24-022 duly for the election of a Mayor for the full term of two years, three council members for the full term of four years; and

**WHEREAS**, on July 3, 2024, the City Council adopted Resolution No. 24-028 duly for the submission to the electors a measure to amend the City Charter to change the number of elected City Council Members from Six to Four Council Members, consistent charter changes to clarify a quorum, majority vote, and other select actions; and

**WHEREAS**, on July 3, 2024, the City Council adopted Resolution No. 24-029 duly for the submission to the electors a measure amending Pacific Grove Municipal Code adding a definition of Timeshare Project and prohibit advertising and sale thereof and other changes; and

**WHEREAS**, on August 7, 2024, the City Council adopted Resolution No. 24-034 correcting clerical error in Resolution No. 24-028 and 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 Council Members, consistent charter changes to clarify a quorum, majority vote, and other select actions; and

**WHEREAS**, the candidacies for these respective offices, and the measures were submitted to the qualified electors of the City for the November 5, 2024 general municipal election; and

**WHEREAS**, the returns from all of the consolidated election precincts regularly established for holding said election have been duly received by this Council in the form of a document entitled “Certification of Statement of Votes Cast at the Municipal Election Held Throughout the County of Monterey, November 5, 2024,” attached hereto, marked Exhibit A, and incorporated herein by this reference; and

**WHEREAS**, this Council, pursuant to law and the City Charter has met on this 4<sup>th</sup> day of December, 2024, to canvass the returns and to declare the results of the election; and

**WHEREAS**, this Council then and there, in public, proceeded to and did canvass the returns of the election, according to law and the City Charter; and

**WHEREAS**, it appearing to this Council that all vote by mail ballots have been received and returned and accounted for, and the Council, as the canvassing board of the City, having canvassed the returns from all voting precincts, including the vote by mail ballots, has determined the results of the general municipal election;

**WHEREAS**, this action does not constitute a “Project” under California Environmental Quality Act (CEQA) Guidelines Section 15378.

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

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

SECTION 2. The City Clerk hereby is authorized and directed to enter upon the records of this Council a statement of the results of the November 5, 2024 general municipal election, which are hereby declared to be as follows: the total number of votes cast at the general municipal election in each of said voting precincts, and in all of said City; the total number of vote by mail ballots cast at the election; the total number of votes cast at the election; the names of the persons voted for; the offices to fill for which each person was voted; the passing by majority vote by the people of the City of Pacific Grove for Measure Q *Amending Pacific Grove Municipal Code Adding a definition of Timeshare Project and prohibiting advertising and sale thereof and other changes*; and the failing of Measure Z *Amending the Pacific Grove City Charter to change the number of elected City Councilmembers, consistent charter changes to clarify a quorum, majority vote, and other selected actions*. Said Statement is attached hereto as Exhibit A.

SECTION 3. Nick Smith, a duly qualified person, having received the highest number of votes cast at said election for Mayor, is hereby declared elected Mayor of the City of Pacific Grove for the full term of two years.

SECTION 4. Chaps Poduri, Tina Rau, and Paul Walkingstick duly qualified persons, having received the highest numbers of votes cast at said election for three full, four-year Council terms, are hereby declared elected Council Members of the City of Pacific Grove.

SECTION 5. Measure Q *Amending Pacific Grove Municipal Code Adding a definition of Timeshare Project and prohibit advertising and sale thereof and other changes* is hereby approved by a majority vote by the people of the City of Pacific Grove and the Mayor is hereby authorized to sign the Ordinance approved by the voters.

SECTION 6. Measure Z *Amending the Pacific Grove City Charter to change the number of elected City Council Members from Six to Four Council Members, consistent charter changes to clarify a quorum, majority vote, and other select actions* is hereby disapproved for lack of majority vote by the people of the City of Pacific Grove.

SECTION 7. This resolution shall take effect immediately following passage and adoption.

**PASSED AND ADOPTED** BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 4<sup>th</sup> day of December, 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

# **ATTACHMENT A (CERTIFICATION)**



## CERTIFICATE OF ELECTION

*I, Sandra Kandell, City Clerk of the City of Pacific Grove, State of California, certify that, on December 3, 2024, Pacific Grove City Council accepted the Monterey County Registrar of Voters' certification of the November 5, 2024 election and declared the election of the following candidate to office for a two-year term:*

***Nick Smith***  
***City of Pacific Grove***  
***Mayor***

*To which certification I affix my hand and official seal thereto on this \_\_\_\_ day of December 2024.*

---

*Sandra Kandell*  
*Pacific Grove City Clerk*



## CERTIFICATE OF ELECTION

*I, Sandra Kandell, City Clerk of the City of Pacific Grove, State of California, certify that, on December 3, 2024, Pacific Grove City Council accepted the Monterey County Registrar of Voters' certification of the November 5, 2024 election and declared the election of the following candidate to office for a four-year term:*

***Chaps Poduri  
City of Pacific Grove  
Councilmember***

*To which certification I affix my hand and official seal thereto on this \_\_\_\_ day of December 2024.*

---

*Sandra Kandell  
Pacific Grove City Clerk*



## CERTIFICATE OF ELECTION

*I, Sandra Kandell, City Clerk of the City of Pacific Grove, State of California, certify that, on December 3, 2024, Pacific Grove City Council accepted the Monterey County Registrar of Voters' certification of the November 5, 2024 election and declared the election of the following candidate to office for a four-year term:*

***Tina Rau  
City of Pacific Grove  
Councilmember***

*To which certification I affix my hand and official seal thereto on this \_\_\_\_ day of December 2024.*

---

*Sandra Kandell  
Pacific Grove City Clerk*



## **CERTIFICATE OF ELECTION**

*I, Sandra Kandell, City Clerk of the City of Pacific Grove, State of California, certify that, on December 3, 2024, Pacific Grove City Council accepted the Monterey County Registrar of Voters' certification of the November 5, 2024 election and declared the election of the following candidate to office for a four-year term:*

***Paul Walkingstick  
City of Pacific Grove  
Councilmember***

*To which certification I affix my hand and official seal thereto on this \_\_\_\_ day of December 2024.*

---

*Sandra Kandell  
Pacific Grove City Clerk*



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

**AGENDA REPORT**

**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Matthew Mogensen, City Manager  
**MEETING DATE:** December 04, 2024  
**SUBJECT:** Certificates of Appreciation  
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines  
Section 15378

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**RECOMMENDATION**

Present Outgoing Mayor Peake and Councilmember Coletti with Certificates of Appreciation.

**Attachments**

City Certificates  
Other Certificates

# CERTIFICATE OF APPRECIATION



This certificate is awarded to

BILL PEAKE

for outstanding performance and lasting contributions to

CITY OF PACIFIC GROVE

December 4, 2024

A handwritten signature in black ink, appearing to read "Matt Mogensen", is written over a horizontal line.

Matt Mogensen, City Manager

# CERTIFICATE OF APPRECIATION



This certificate is awarded to

LUKE COLETTI

for outstanding performance and lasting contributions to

CITY OF PACIFIC GROVE

December 4, 2024

Matt Mogensen, City Manager

OTHER CERTIFICATES  
TO FOLLOW 12/4/2024



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

**AGENDA REPORT**

**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Sandra Kandell, City Clerk  
**MEETING DATE:** December 04, 2024  
**SUBJECT:** Oaths of Office for Elected Officials  
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

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**RECOMMENDATION**

No action is required by Council. The City Clerk will administer oaths to our newly elected Mayor and Council Members.

**DISCUSSION**

Article 10 of the City Charter requires every officer take and subscribe to the Oath of Office as provided in the Constitution of the State before entering upon the performance of official duties. Elected Mayor Smith and elected Councilmembers Poduri, Rau, and Walkingstick will be asked to orally swear (or affirm) the following oath:

"I solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic, that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California, that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter."

**OPTIONS**

N/A

**FINANCIAL IMPACT:**

While the City Council makes policy that can have a financial impact, the recommendation does not have an immediate fiscal effect.

**FOCUSED PRIORITY AREA:** Not Applicable.

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**Attachments**

Oaths of Office

# OATH OF OFFICE

For Public Officers and Employees  
(State Constitution, Art. XX, Sec. 3 as amended)

STATE OF CALIFORNIA       )  
                                          )  
COUNTY OF MONTEREY     )

I, Nick Smith, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic, that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California, and I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

\_\_\_\_\_  
Signature

Subscribed and Sworn to before me this 4<sup>th</sup> day of December 2024.

\_\_\_\_\_  
Sandra Kandell, City Clerk

**OATH OF OFFICE**  
For Public Officers and Employees  
(State Constitution, Art. XX, Sec. 3 as amended)

**STATE OF CALIFORNIA**           )  
                                                  )  
**COUNTY OF MONTEREY**        )

I, Chaps Poduri, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic, that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California, and I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

\_\_\_\_\_  
Signature

Subscribed and Sworn to before me this 4<sup>th</sup> day of December 2024.

\_\_\_\_\_  
Sandra Kandell, City Clerk

# OATH OF OFFICE

For Public Officers and Employees  
(State Constitution, Art. XX, Sec. 3 as amended)

STATE OF CALIFORNIA       )  
                                          )  
COUNTY OF MONTEREY     )

I, Tina Rau, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic, that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California, and I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

\_\_\_\_\_  
Signature

Subscribed and Sworn to before me this 4<sup>th</sup> day of December 2024.

\_\_\_\_\_  
Sandra Kandell, City Clerk

## OATH OF OFFICE

For Public Officers and Employees  
(State Constitution, Art. XX, Sec. 3 as amended)

**STATE OF CALIFORNIA**       )  
                                          )  
**COUNTY OF MONTEREY**     )

I, Paul Walkingstick, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic, that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California, and I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

\_\_\_\_\_  
Signature

Subscribed and Sworn to before me this 4<sup>th</sup> of December 2024.

\_\_\_\_\_  
Sandra Kandell, City Clerk



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

**AGENDA REPORT**

**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Sandra Kandell, City Clerk/DEI Coordinator  
**MEETING DATE:** December 04, 2024  
**SUBJECT:** Minutes of the November 20, 2024 Special and Regular Meetings  
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines  
Section 15378

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**RECOMMENDATION**

Approve minutes.

**Attachments**

Draft Minutes 11-20-24



**DRAFT MEETING MINUTES**  
**CITY OF PACIFIC GROVE**  
**CITY COUNCIL**  
**SPECIAL MEETING**

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

Join the Zoom Meeting to participate live at:  
<https://www.cityofpacificgrove.org/Zoom> Closed

**CALL TO ORDER**

Mayor Peake called the regular meeting to order at 5:00 p.m. Present in Chamber: Mayor Peake, Mayor Pro Tem Smith, Councilmembers Amelio, Beck, Coletti, and McDonnell. Councilmember Poduri arrived at the meeting at 5:15 p.m.

**APPROVAL OF AGENDA**

**Action:** Upon motion by Councilmember Coletti and seconded by Councilmember Amelio, Council voted 6-0-1, Councilmember Poduri absent, to approve the agenda.

**SPECIAL MEETING**

**PUBLIC COMMENT ON CLOSED SESSION MATTERS**

No public comment received.

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



# DRAFT MEETING MINUTES

## CITY OF PACIFIC GROVE

### CITY COUNCIL

### REGULAR MEETING

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

**JOIN THE ZOOM WEBINAR TO PARTICIPATE LIVE AT:**

[https://www.cityofpacificgrove.org/Zoom\\_CC](https://www.cityofpacificgrove.org/Zoom_CC)

#### CALL TO ORDER

Mayor Peake called the regular 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 Poduri led the pledge of allegiance.

#### 1. APPROVAL OF AGENDA

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

#### 2. PRESENTATIONS

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

##### A. Report on Closed Session by City Attorney

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

Attorney Brian Pierik reported no action was taken.

##### B. Council and staff made general announcements.

#### 4. GENERAL PUBLIC COMMENT

General public comment received from Wendi Giles, Mike Gibbs, Sally Moore, Dixie Layne, Rebecca Lee, Lisa Ciani, Christie Thomas, Anthony Ciani, Carmelita Garcia, and Inge Lorentzen Daumer.

##### 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 Amelio,

Council voted 7-0, to approve the Consent Agenda as modified.

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

- A. Minutes of the November 6, 2024 City Council Special and Regular Meetings

**Action:** Approved minutes.

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

6. **RESOLUTIONS**

- A. Resolution Honoring Monterey County 5th District Supervisor Mary L. Adams

**Action:** Approved Resolution No. 24-044 honoring Mary L. Adams upon her Retirement as Monterey County 5th District Supervisor.

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

7. **ORDINANCES**

- A. Second Reading of an Ordinance to Amend the City Salary Classification Schedule for Police Chief

**Action:** Held second reading and adopted Ordinance No. 24-018 Amending Salary Classification Schedule to include salary for Police Chief.

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

8. **REPORTS – INFORMATION ONLY**

- A. Monterey Salinas Transmit Meeting Minutes: October 14, 2024

**Action:** Received the minutes.

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

- B. 2024 CalCities Annual Conference Report

**Action:** Received the report.

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

- C. First Quarter Treasurer's Quarterly Report

**Action:** Received the report.

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

- D. Check Register for October 2024

**Action:** Received the Check Register for October 2024.

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

- E. Core Revenue Report for October 2024

**Action:** Received the report.

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

F. Unaudited summary of Worker's Compensation Financial and Claim Data - Fourth Quarter of Fiscal Year 2023-24  
**Action:** Received the report.  
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

G. Fourth Quarter Budget Report FY 23-24  
**Action:** Received the report.  
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

H. Interim Fiscal Year 24/25 Purchase Order Report  
**Action:** Received the Fiscal Year 24/25 Interim Purchase Order Report.  
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

9. **REPORTS – REQUIRING ACTION**

A. Planning Commission Recommendation to City Council – Enhance and Expand Multimodal Transit Options ***This item pulled and considered immediately following the Consent Agenda.***

**Reference:** Luke Coletti, Councilmember

**Recommended Action:** Receive the recommendation and take no further action.

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

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

A. Library Board Regular Meeting Minutes: July 2, 2024 and September 9, 2024

**Action:** Received minutes.

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

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9.A. Planning Commission Recommendation to City Council – Enhance and Expand Multimodal Transit Options ***This item pulled and considered immediately following the Consent Agenda.***

Public comment received from Don Murphy, Peter Nodzenski, and Anthony Ciani.

**Action:** Council received the recommendation and took no further action.

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

**REGULAR AGENDA**

11. **PUBLIC HEARINGS**

A. First Public Hearing to Establish District Boundaries to Transition from the City of Pacific Grove City Council At-Large Election System to a District-Based City Council Election System ***This item commenced at 7:00 p.m. as publicly noticed.***

Public comment received from Jane Haines, Mike Gibbs, Anthony Ciani, Carol Marquart, and Carmelita Garcia.

**Action:** Council hold a public hearing to receive input from the community regarding the establishment of district boundaries to transition from an at-large city council election system to a district-based City Council election system in accordance with California Elections Code §10010.

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

12. **UNFINISHED AND ONGOING BUSINESS**

A. Presentation of Draft Outdoor Dining Guidelines

Public comment received from Don Murphy, Wendi Giles, and Liz Jacobs.

**Action:** Council received a presentation of the Draft Outdoor Dining Guidelines and considered comments from the public, Business Improvement District, Economic Development Commission, and Planning Commission.

**Action:** Upon motion by Mayor Pro Tem Smith and seconded by Councilmember Amelio, Council voted 7-0 to find that adoption of the Outdoor Dining Guidelines is not a “project” subject to the California Environmental Quality Act (CEQA) or, assuming that the Guidelines are a project subject to CEQA, that the project is categorically exempt from CEQA pursuant to the categorical exemptions found in CEQA Guidelines Sections 15301 (Class 1 re Existing Facilities), 15303 (Class 3 re New Construction or Conversion of Small Structures), 15304 (Class 4 re Minor Alterations to Land) and 15311 (Class 11 re Accessory Structures).

**Action:** Upon motion by Mayor Pro Tem Smith and seconded by Councilmember McDonnell, Council voted 7-0 to approve Outdoor Dining Guidelines, adding language that allows propane tanks to be used in accordance with fire and safety protocol, and allowing the City Manager discretion with respect to extension times when Outside Dining Areas are not in use pursuant to the required time.

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

13. **NEW BUSINESS**

A. Nomination of Chautauqua Hall to the National Register of Historic Places

Public comment received from Lisa Ciani and Inge Lorentzen Daumer.

**Action:** Upon motion by Mayor Pro Tem Smith and seconded by Councilmember Amelio, Council voted 7-0 to direct the City Manager to investigate the application process and cost to nominate Chautauqua Hall to the National Register of Historic Places.

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

14. **FULL PRESENTATIONS**

A. Overview of Proposed 2024-25 Water Allocation Process Presentation

Public comment received from

**Action:** Received presentation.

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

15. **CLOSED SESSION**

**ADJOURNMENT**

Council adjourned the special and regular meetings at 10:00 p.m.

Respectfully Submitted,

Sandra Kandell  
City Clerk

Approved by Mayor: \_\_\_\_\_ Date \_\_\_\_\_

Attest by City Manager: \_\_\_\_\_ Date \_\_\_\_\_

DRAFT



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

**AGENDA REPORT**

**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Alyssa Kroeger, Housing Program Manager  
**MEETING DATE:** December 04, 2024  
**SUBJECT:** Housing Element Monthly Status Update  
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

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**RECOMMENDATION**

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

**DISCUSSION**

On December 20, 2023, City Council approved the first amendment to the contract with Rincon Consultants, initiating the preparation of the Housing Element Update (HEU), along with related General Plan Amendments, Zoning Amendments, and Environmental Impact Report (EIR). Subsequently, City Staff and Rincon Consultants continued/commenced work and provided the [tenth monthly progress report update](#) to Council on November 6, 2024. Since then, the following tasks have been undertaken:

- **October 25, 2024:** City Staff met to discuss pending HEU points related to the Coastal Zone.
- **October 28, 2024:** The Housing Element Team met to discuss next steps for the HEU, including upcoming amendments to the Zoning Code, Land Use, and Health and Safety Elements, as well as the Program Environmental Impact Report (EIR).
- **October 29, 2024:** City Staff provided Rincon with consolidated comments on the draft summary of Land Use Element revisions.
- **October 30, 2024:** Rincon provided City Staff with emergency shelter suggestions to accommodate the new 2024 Point-In-Time Count numbers.
- **November 6, 2024:** City Staff provided HEU information for the November 8, 2024, City Manager's Report publication.
- **November 12, 2024:** Rincon provided City Staff with zoning test fit deliverables for review. City Staff met to discuss pending HEU points regarding commercial build-out assumptions and emergency shelters. City Staff updated the Housing Element webpage with new information.
- **November 13, 2024:** Rincon's subconsultant team, VTA, provided City Staff with an updated draft emergency shelter write-up for review.
- **November 14, 2024:** The Housing Element Team met to discuss next steps for the Housing Element Update, including upcoming amendments to the Zoning Code, Land Use, and Health and Safety Elements, as well as the Program Environmental Impact Report (EIR). Rincon provided

City Staff with an update on the proposed project schedule for the public release of the second draft.

- **November 20, 2024:** Rincon's subconsultant team, VTA, provided City Staff with an updated matrix of 6th Cycle Housing Element programs for review.
- **November 25, 2024:** The Housing Element Team met to discuss next steps for the Housing Element Update, including upcoming amendments to the Zoning Code, Land Use, and Health and Safety Elements, as well as the Program Environmental Impact Report (EIR). City Staff updated the Housing Element webpage with new information.

Housing Element Team includes City Planning, Housing, and City Manager staff, City legal representation, and Rincon/subconsultant staff.

Staff will provide a monthly status update to the Council throughout the process, leading to an adopted and certified Housing Element.

For more information, please visit the Housing Element Webpage:  
[www.cityofpacificgrove.org/HousingElement](http://www.cityofpacificgrove.org/HousingElement)

## **OPTIONS**

N/A – This is information only.

## **FINANCIAL IMPACT:**

There is no fiscal impact associated with receiving this report.

## **FOCUSED PRIORITY AREA:** Affordable Housing

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

**AGENDA REPORT**

**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Jazelle Johnson, Accountant  
**MEETING DATE:** December 04, 2024  
**SUBJECT:** First Quarter FY 24/25 Capital Project Report & Update  
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

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**RECOMMENDATION**

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

**DISCUSSION**

The attached file provides information on the Adopted and Amended Budgets for each capital improvement project, as well as expenditures. The Amended Budget column references projects that were approved in the last fiscal year but were not completed by September 30, 2024, as well as project budget adjustments that have been approved by the City Council. The Status column references the current phase of the project, as of September 30, 2024.

Out of the 39 Capital Improvement Plan projects, 10 have been successfully completed. An additional 9 projects are currently in the "Construction/Work in Progress Phase" and are showing significant progress.

As of September 30, 2024, approximately 27% of the FY 23/24 CIP Project carry forwards are complete through the end of the First Quarter FY 24/25.

While the financial report shows that 20% of the total collective CIP budgeted funds have been expended, this figure does not fully reflect the true progress of the CIP program or the individual projects. This expenditure figure is influenced by a few large-scale, multi-million dollar, multi-year projects. Despite significant progress, these multi-year projects are more complex due to their scale, with expenditures expected to ramp up over time as engineering and design phases advance and construction commences.

**OPTIONS**

N/A - This is informational only.

**FINANCIAL IMPACT:**

There is no financial impact associated with receiving this report.

**FOCUSED PRIORITY AREA:** Not Applicable.

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### **Attachments**

Q1 CIP Report

| Capital Improvement Project Budget Report       |                         |      |          |         |                                                       |                               |                |                |                              |
|-------------------------------------------------|-------------------------|------|----------|---------|-------------------------------------------------------|-------------------------------|----------------|----------------|------------------------------|
| First Quarter - Fiscal Year 24/25               |                         |      |          |         |                                                       |                               |                |                |                              |
| Project                                         | Fund Name               | Fund | Division | Account | Project Name                                          | Status                        | Adopted Budget | Amended Budget | Expenditures as of 9/30/2024 |
| CIP18-46                                        | Capital Improvement     | 63   |          | 6021    | Tide Pool & Point Pinos                               | Complete                      | \$ -           | \$ 35,902      | \$ 33,246                    |
| CIP18-46 Total                                  |                         |      |          |         |                                                       |                               |                | \$ 35,902      | \$ 33,246                    |
| CIP22-03                                        | Sewer                   | 76   |          | 6051    | Phase 9 Sewer Improvements                            | Complete                      | \$ -           | \$ 997,387     | \$ 767,812                   |
| CIP22-03 Total                                  |                         |      |          |         |                                                       |                               |                | \$ 997,387     | \$ 767,812                   |
| CIP22-13                                        | ARPA                    | 84   |          | 6041    | Backstop Replacement Municipal Ball Park              | Complete                      | \$ -           | \$ 25,736      | \$ 25,736                    |
| CIP22-13                                        | McIndoo Donation        | 92   |          | 6031    | Backstop Replacement Municipal Ball Park              |                               | \$ -           | \$ 17,387      | \$ 17,387                    |
| CIP22-13                                        | Koo Estate Donation     | 93   |          | 6031    | Backstop Replacement Municipal Ball Park              |                               | \$ -           | \$ 7,000       | \$ 5,973                     |
| CIP22-13                                        | Capital Improvement     | 63   |          | 6021    | Backstop Replacement Municipal Ball Park              |                               | \$ -           | \$ 96,000      | \$ 90,254                    |
| CIP22-13 Total                                  |                         |      |          |         |                                                       |                               |                | \$ 146,123     | \$ 139,350                   |
| CIP22-21                                        | Capital Improvement     | 63   |          | 6031    | GW Park Playground & ADA Compliant Playground         | Complete                      | \$ -           | \$ 81,952      | \$ -                         |
| CIP22-21                                        | ARPA                    | 84   |          | 6031    | GW Park Playground & ADA Compliant Playground         |                               | \$ -           | \$ 25,000      | \$ 151                       |
| CIP22-21 Total                                  |                         |      |          |         |                                                       |                               |                | \$ 106,952     | \$ 151                       |
| CIP23-03                                        | RSTP (TAMC)             | 20   |          | 6041    | Cedar, Sunset, & Congress Intersection                | Construction/Work in Progress | \$ -           | \$ 1,000,000   | \$ 349,144                   |
| CIP23-03 Total                                  |                         |      |          |         |                                                       |                               |                | \$ 1,000,000   | \$ 349,144                   |
| CIP23-04                                        | Local Streets and Roads | 17   |          | 6041    | David Ave Street Rehabilitation                       | Project Development           | \$ -           | \$ 266,157     | \$ 14,667                    |
| CIP23-04                                        | Sewer                   | 76   |          | 6041    | David Ave Street Rehabilitation                       |                               | \$ -           | \$ 156,000     | \$ -                         |
| CIP23-04 Total                                  |                         |      |          |         |                                                       |                               |                | \$ 422,157     | \$ 14,667                    |
| CIP23-05                                        | Lighthouse              | 27   |          | 6021    | Point Pinos Lighthouse Roof Repair                    | Project Development           | \$ -           | \$ 57,950      | \$ -                         |
| CIP23-05 Total                                  |                         |      |          |         |                                                       |                               |                | \$ 57,950      | \$ -                         |
| CIP23-06                                        | Sewer                   | 76   |          | 6051    | Pump Station Replacement                              | Bids/RFP                      | \$ 250,000     | \$ 337,095     | \$ 86,933                    |
| CIP23-06 Total                                  |                         |      |          |         |                                                       |                               |                | \$ 250,000     | \$ 337,095                   |
| CIP23-07                                        | Museum Improvement      | 08   | 412      | 6021    | Museum Mezzanine Upgrades                             | Complete                      | \$ -           | \$ 75,000      | \$ 33,768                    |
| CIP23-07 Total                                  |                         |      |          |         |                                                       |                               |                | \$ 75,000      | \$ 33,768                    |
| CIP23-08                                        | Museum Improvement      | 08   | 412      | 6021    | Museum Basement Moisture Control                      | Construction/Work in Progress | \$ -           | \$ 38,800      | \$ -                         |
| CIP23-08 Total                                  |                         |      |          |         |                                                       |                               |                | \$ 38,800      | \$ -                         |
| CIP23-10                                        | ARPA                    | 84   |          | 6021    | Fire Station Roof Repair                              | Complete                      | \$ -           | \$ 44,310      | \$ 32,736                    |
| CIP23-10 Total                                  |                         |      |          |         |                                                       |                               |                | \$ 44,310      | \$ 32,736                    |
| CIP23-12                                        | ARPA                    | 84   |          | 6021    | Fire Dept. Bathroom & Shower Remodel                  | Construction/Work in Progress | \$ -           | \$ 153,550     | \$ 28,729                    |
| CIP23-12 Total                                  |                         |      |          |         |                                                       |                               |                | \$ 153,550     | \$ 28,729                    |
| CIP23-16                                        | ARPA                    | 84   |          | 6041    | Safety Lighting at Robert Down Elementary             | Complete                      | \$ -           | \$ 4,710       | \$ 4,710                     |
| CIP23-16 Total                                  |                         |      |          |         |                                                       |                               |                | \$ 4,710       | \$ 4,710                     |
| CIP23-21                                        | ARPA                    | 84   |          | 6041    | David Ave Sidewalk                                    | Construction/Work in Progress | \$ -           | \$ 625,080     | \$ 28,551                    |
| CIP23-21 Total                                  |                         |      |          |         |                                                       |                               |                | \$ 625,080     | \$ 28,551                    |
| CIP23-22                                        | ARPA                    | 84   |          | 6031    | Recreation Board's Park Inventory                     | Project Development           | \$ -           | \$ 15,000      | \$ -                         |
| CIP23-22 Total                                  |                         |      |          |         |                                                       |                               |                | \$ 15,000      | \$ -                         |
| CIP24-01                                        | Local Streets and Roads | 17   |          | 6041    | FY23/24 Street Rehabilitation Project                 | Complete                      | \$ -           | \$ 536,088     | \$ -                         |
| CIP24-01                                        | RMRA SB1                | 47   |          | 6041    | FY23/24 Street Rehabilitation Project                 |                               | \$ -           | \$ 505,049     | \$ -                         |
| CIP24-01                                        | Capital Improvement     | 63   |          | 6041    | FY23/24 Street Rehabilitation Project                 |                               | \$ -           | \$ 300,000     | \$ 87,045                    |
| CIP24-01                                        | Sewer                   | 76   |          | 6051    | FY23/24 Street Rehabilitation Project                 |                               | \$ -           | \$ 600,000     | \$ 184,573                   |
| CIP24-01 Total                                  |                         |      |          |         |                                                       |                               |                | \$ 1,941,137   | \$ 271,618                   |
| CIP24-02                                        | Local Streets and Roads | 17   |          | 6041    | FY23/24 Crack & Slurry Seal Project                   | Complete                      | \$ -           | \$ 185,000     | \$ 143,495                   |
| CIP24-02                                        | Capital Improvement     | 63   |          | 6041    | FY23/24 Crack & Slurry Seal Project                   |                               | \$ -           | \$ 200,000     | \$ 202,046                   |
| CIP24-02                                        | ARPA                    | 84   |          | 6041    | FY23/24 Crack & Slurry Seal Project                   |                               | \$ -           | \$ 15,290      | \$ 14,400                    |
| CIP24-02 Total                                  |                         |      |          |         |                                                       |                               |                | \$ 400,290     | \$ 359,941                   |
| CIP24-03                                        | Capital Improvement     | 63   |          | 6054    | Priority Stormwater Repair Project on Syida Dr        | Project Development           | \$ -           | \$ 100,000     | \$ 4,077                     |
| CIP24-03 Total                                  |                         |      |          |         |                                                       |                               |                | \$ 100,000     | \$ 4,077                     |
| CIP24-04                                        | Sewer                   | 76   |          | 6051    | Sewer Collection System Master Plan Projects 1,6 & 9  | Construction/Work in Progress | \$ -           | \$ 1,800,000   | \$ 42,396                    |
| CIP24-04 Total                                  |                         |      |          |         |                                                       |                               |                | \$ 1,800,000   | \$ 42,396                    |
| CIP24-05                                        | Capital Improvement     | 63   |          | 6031    | George Washington Park (GWP) Enhancement Project      | Construction/Work in Progress | \$ -           | \$ 50,000      | \$ 11,060                    |
| CIP24-05 Total                                  |                         |      |          |         |                                                       |                               |                | \$ 50,000      | \$ 11,060                    |
| CIP24-06                                        | Capital Improvement     | 63   |          | 6041    | Design of Sidewalk Extension for Outside Dining Uses  | Complete                      | \$ -           | \$ 50,000      | \$ 40,392                    |
| CIP24-06 Total                                  |                         |      |          |         |                                                       |                               |                | \$ 50,000      | \$ 40,392                    |
| CIP25-01                                        | Capital Improvement     | 63   |          | 6041    | FY 24/25 Street Rehabillitation Project               | Project Development           | \$ 300,000     | \$ 30,000      | \$ -                         |
| CIP25-01                                        | Local Streets and Roads | 17   |          | 6041    | FY 24/25 Street Rehabillitation Project               |                               | \$ 730,000     | \$ 730,000     | \$ -                         |
| CIP25-01                                        | RMRA SB1                | 47   |          | 6054    | FY 24/25 Street Rehabillitation Project               |                               | \$ 386,065     | \$ 386,065     | \$ -                         |
| CIP25-01                                        | Sewer                   | 76   |          | 6051    | FY 24/25 Street Rehabillitation Project               |                               | \$ 300,000     | \$ 300,000     | \$ -                         |
| CIP25-01 Total                                  |                         |      |          |         |                                                       |                               |                | \$ 1,716,065   | \$ 1,446,065                 |
| CIP25-02                                        | Local Streets and Roads | 17   |          | 6041    | FY24/25 Crack & Slurry Seal Project                   | Project Development           | \$ 200,000     | \$ 200,000     | \$ -                         |
| CIP25-02                                        | Capital Improvement     | 63   |          | 6041    | FY24/25 Crack & Slurry Seal Project                   |                               | \$ 200,000     | \$ 200,000     | \$ -                         |
| CIP25-02 Total                                  |                         |      |          |         |                                                       |                               |                | \$ 400,000     | \$ 400,000                   |
| CIP25-03                                        | Capital Improvement     | 63   |          | 6041    | Pedestrian Safety - Central Ave & Fountain Ave        | Project Development           | \$ 270,000     | \$ 270,000     | \$ -                         |
| CIP25-03 Total                                  |                         |      |          |         |                                                       |                               |                | \$ 270,000     | \$ 270,000                   |
| CIP25-04                                        | Sewer                   | 76   |          | 6051    | Community Center Sewer Repairs                        | Contract                      | \$ 50,000      | \$ 50,000      | \$ -                         |
| CIP25-04 Total                                  |                         |      |          |         |                                                       |                               |                | \$ 50,000      | \$ 50,000                    |
| CIP25-05                                        | Museum Improvement      | 08   |          | 6021    | PG Museum Flooring Replacement                        | Project Development           | \$ 35,000      | \$ 35,000      | \$ -                         |
| CIP25-05 Total                                  |                         |      |          |         |                                                       |                               |                | \$ 35,000      | \$ 35,000                    |
| CIP25-06                                        | Museum Improvement      | 08   |          | 6021    | Museum Roof Repair - Storage Garage                   | Project Development           | \$ 17,000      | \$ 17,000      | \$ -                         |
| CIP25-06 Total                                  |                         |      |          |         |                                                       |                               |                | \$ 17,000      | \$ 17,000                    |
| CIP25-07                                        | Lighthouse              | 27   |          | 6021    | Point Pinos Lighthouse Electrical Panel               | Project Development           | \$ 20,000      | \$ 20,000      | \$ -                         |
| CIP25-07 Total                                  |                         |      |          |         |                                                       |                               |                | \$ 20,000      | \$ 20,000                    |
| CIP25-08                                        | Golf Course             | 77   |          | 6021    | Golf Course Water Heater                              | Construction/Work in Progress | \$ 20,000      | \$ 20,000      | \$ -                         |
| CIP25-08 Total                                  |                         |      |          |         |                                                       |                               |                | \$ 20,000      | \$ 20,000                    |
| CIP25-09                                        | ARPA                    | 84   |          | 6021    | Library Door Repair                                   | Construction/Work in Progress | \$ 22,000      | \$ 22,000      | \$ -                         |
| CIP25-09 Total                                  |                         |      |          |         |                                                       |                               |                | \$ 22,000      | \$ 22,000                    |
| CIP25-10                                        | Strong Disbursement     | 46   |          | 6021    | Recreation Trail Improvements - Esplanade Park        | Project Development           | \$ 20,000      | \$ 20,000      | \$ -                         |
| CIP25-10 Total                                  |                         |      |          |         |                                                       |                               |                | \$ 20,000      | \$ 20,000                    |
| CIP25-11                                        | Strong Disbursement     | 46   |          | 6031    | Pico Ave & Crocker Ave Stormwater Improvements        | Project Development           | \$ 45,000      | \$ 45,000      | \$ -                         |
| CIP25-11 Total                                  |                         |      |          |         |                                                       |                               |                | \$ 45,000      | \$ 45,000                    |
| CIP25-14                                        | Capital Improvement     | 63   |          | 6041    | Sidewalk Ext at Lighthouse & Fountain                 | Construction/Work in Progress | \$ 340,000     | \$ 340,000     | \$ -                         |
| CIP25-14 Total                                  |                         |      |          |         |                                                       |                               |                | \$ 340,000     | \$ 340,000                   |
| CIP25-15                                        | Capital Improvement     | 63   |          | 6041    | Sidewalk Projects at Sinex & Sunset                   | Project Development           | \$ 175,000     | \$ 175,000     | \$ -                         |
| CIP25-15 Total                                  |                         |      |          |         |                                                       |                               |                | \$ 175,000     | \$ 175,000                   |
| CIP25-16                                        | Capital Improvement     | 63   |          | 6031    | Butterfly Sanctuary Fencing                           | Project Development           | \$ 75,000      | \$ 75,000      | \$ -                         |
| CIP25-16 Total                                  |                         |      |          |         |                                                       |                               |                | \$ 75,000      | \$ 75,000                    |
| CIP25-17                                        | Capital Improvement     | 63   |          | 6031    | GW Park Ball Field Drainage                           | Project Development           | \$ 50,000      | \$ 50,000      | \$ -                         |
| CIP25-17 Total                                  |                         |      |          |         |                                                       |                               |                | \$ 50,000      | \$ 50,000                    |
| CIP25-18                                        | Capital Improvement     | 63   |          | 6031    | Pickleball/Tennis Court Resurfacing and Sound Fencing | Contract                      | \$ 47,000      | \$ 47,000      | \$ -                         |
| CIP25-18 Total                                  |                         |      |          |         |                                                       |                               |                | \$ 47,000      | \$ 47,000                    |
| CIP25-19                                        | Capital Improvement     | 63   |          | 6031    | ADA Access at GW Park                                 | Project Development           | \$ 25,000      | \$ 25,000      | \$ -                         |
| CIP25-19 Total                                  |                         |      |          |         |                                                       |                               |                | \$ 25,000      | \$ 25,000                    |
| Grand Total:                                    |                         |      |          |         |                                                       |                               | \$ 3,577,065   | \$ 11,458,508  | \$ 2,249,280                 |
| Percentage Expended - Projects from Prior Year: |                         |      |          |         |                                                       |                               | 27%            |                |                              |
| Combined Percentage Expended:                   |                         |      |          |         |                                                       |                               | 20%            |                |                              |
| General Fund 63 Projects Completed:             |                         |      |          |         |                                                       |                               | 20%            |                |                              |



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

**AGENDA REPORT**

**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Sandra Kandell, City Clerk  
**MEETING DATE:** December 04, 2024  
**SUBJECT:** Proposed Schedule of City Council Meetings for 2025 and 2026  
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

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**RECOMMENDATION**

Adopt the proposed schedule of City Council Meetings for 2025 and 2026.

**DISCUSSION**

The attached proposed schedule provides for City Council meetings on the first and third Wednesdays of the month, as provided by City Charter Article 13 – Meetings of the Council. Additionally, Article 13 authorizes Council to cancel one of the regularly scheduled meetings, if needed, by five (5) affirmative votes, as well as set special meetings with appropriate notice as required by law.

In keeping with past practice due to holidays, only one meeting is scheduled for January 2025 and January 2026. There are no meetings scheduled for July 2025 and July 2026 in order to allow for a vacation opportunity. There are other public entities in the area which do not have meetings in July, including the school board.

**OPTIONS**

Approve an alternate regular Council meeting schedule.

**FINANCIAL IMPACT:**

There is no fiscal impact associated with the adoption of the regular Council meeting schedule.

**FOCUSED PRIORITY AREA:** Not Applicable.

---

**Attachments**

Proposed Schedule



## CITY COUNCIL

### ADOPTED 2025 REGULAR MEETING SCHEDULE,

#### **1<sup>ST</sup> Wednesday**

#### **3<sup>rd</sup> Wednesday**

\*

January 15

February 5

February 19

March 5

March 19

April 2

April 16

May 7

May 21

June 4

June 18

\*\*

\*\*

August 6

August 20

September 3

September 17

October 1

October 15

November 5

November 19

December 3

December 17

**\*One meeting scheduled.**

**\*\*No meetings scheduled.**



## CITY COUNCIL

### ADOPTED 2026 REGULAR MEETING SCHEDULE

#### **1<sup>ST</sup> Wednesday**

#### **3<sup>rd</sup> Wednesday**

\*

January 21

February 4

February 18

March 4

March 18

April 1

April 15

May 6

May 20

June 3

June 17

\*\*

\*\*

August 5

August 19

September 2

September 16

October 7

October 21

November 4

November 18

December 2

December 16

**\*One meeting scheduled.**

**\*\* No meetings scheduled.**



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

**AGENDA REPORT**

**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Nick Smith, Mayor  
**MEETING DATE:** December 04, 2024  
**SUBJECT:** Appointments to Regional Agencies and Liaisons  
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

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**RECOMMENDATION**

Motion to approve appointments to regional boards and endorse liaisons effective immediately.

**DISCUSSION**

The City is a member of several regional agencies and a self-insurance pool which jointly provide us with vital planning and services. Our participation requires designation of a representative to their respective board of directors. The following appointments require Council approval. They become effective immediately upon approval.

1. Assoc. of Monterey Bay Area Gov'ts (AMBAG) – McDonnell, alternate Walkingstick
2. California Joint Powers Insurance Authority (CJPIA) – Walkingstick
3. Central Coast Community Energy (3CE) – Rau
4. Community Human Services (CHS) – McDonnell, alternate Cohen
5. Monterey One Water (M1W) – Smith, alternate Rau
6. Monterey Regional Waste Management District (ReGen) – Poduri
7. Monterey-Salinas Transit (MST) – Amelio, alternate Poduri
8. Transportation Agency of Monterey County (TAMC) – Poduri, alternate Amelio

Council liaisons are designated for each of our city boards, committees, commissions, and task force. The liaison role is described in the Boards, Committees and Commissions Handbook. Council is asked to endorse the following liaisons which become effective immediately.

1. Architectural Review Board (ARB) - Rau
2. Beautification and Natural Resources Commission (BNRC) – McDonnell
3. Diversity, Equity, and Inclusion Task Force (DEI) - Poduri
4. Economic Development Commission (EDC) - Poduri
5. Historic Resources Committee (HRC) – Rau
6. Library Board - McDonnell
7. Museum Board - Vacant

- 8. Planning Commission - Walkingstick
- 9. Recreation Board - Amelio
- 10. Traffic Safety Commission – Amelio

**OPTIONS**

None.

**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:** Staphany Arriola, Management Analyst, Leticia Livian, Human Resources Director  
**MEETING DATE:** December 04, 2024  
**SUBJECT:** Ordinance to Amend the Salary Schedule (Minimum Wage)  
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

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**RECOMMENDATION**

1. Request the City Attorney read the title of the ordinance;
2. Motion to waive further reading of the ordinance;
3. Introduce and hold first reading of an ordinance to amend the salary classification schedule modifying salary ranges for Cashier, Intern, Lighthouse Docent Coordinator, Recreation Assistant I, and Recreation Assistant II,
4. Direct a summary of a proposed ordinance be published as approved by the City Attorney.

**DISCUSSION**

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

**Increase to State Minimum Wage**

Staff is proposing changes to the salary schedule to comply with an increase to California State Minimum Wage. California's minimum wage will increase from \$16.00 to \$16.50 per hour for all employers on January 1, 2025.

The salary ranges in the following classifications need to be adjusted to meet the State's minimum wage requirements:

- Cashier
- Intern
- Lighthouse Docent Coordinator
- Recreation Assistant I

The recommended approach is to increase the range of the entire classification, which preserves the City's ability to hire personnel in the future at the lowest step, while complying with the new minimum wage law.

Additionally, to avoid salary compaction issues within the effected classification series: Recreation

Assistant I, and Recreation Assistant II, it is also recommended that Recreation Assistant II salary range be adjusted accordingly. Salary compaction is the situation that occurs when there is only a small difference in pay between classifications regardless of their skills, experience, and responsibility levels.

**Proposed New Salary Ranges:**

| <b>Classifications</b>        | <b>Step 1A</b> | <b>Step 2B</b> | <b>Step 3C</b> | <b>Step 4D</b> | <b>Step 5E</b> |
|-------------------------------|----------------|----------------|----------------|----------------|----------------|
| Cashier                       | 16.50          | 17.33          | 18.19          | 19.10          | 20.66          |
| Intern                        | 16.50          | 17.33          | 18.19          | 19.10          | 20.66          |
| Lighthouse Docent Coordinator | 16.50          | 17.33          | 18.19          | 19.10          | 20.66          |
| Recreation Assistant I        | 16.50          | 17.33          | 18.19          | 19.10          | 20.66          |
| Recreation Assistant II       | 20.21          | 21.22          | 22.28          | 23.39          | 24.56          |

The requested change to the salary classification schedule will only impact the classifications listed in this agenda report. All other classification hourly salary ranges will remain the same. To view the entire salary schedule, please refer to the City's website,

<http://www.cityofpacificgrove.org/about-city/human-resources/salaries-benefits-and-mous>.

**OPTIONS**

Provide alternative direction to staff.

**FINANCIAL IMPACT:**

There is no financial impact since the minimum wage was taken into consideration for the following fiscal year.

**FOCUSED PRIORITY AREA:** Not Applicable.

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**Attachments**

Ordinance

## **ORDINANCE NO. 24-0XX**

### **ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE AMENDING THE SALARY CLASSIFICATION SCHEDULE TO COMPLY WITH CALIFORNIA MINIMUM WAGE**

#### **Findings**

1. The State of California has increased minimum wage to \$16.50 per hour effective January 1, 2025; and
2. Cashier, Intern, Lighthouse Docent Coordinator, and Recreation Assistant I, falls below the \$16.50 per hour minimum requirement at the first step; and
3. Amending the salary schedule will meet the State requirements; and
4. Amending the salary schedule by adjusting the range preserves the City's full flexibility for future hiring decisions and observes the intent of the state requirements; and
5. Amending the salary schedule for Recreation II in the classification job family avoids salary compaction issues; and
6. Amending the salary schedule will allow for the new salary rates to take effect; and
7. Amendment to the salary schedule classification plan must be adopted by the City Council pursuant to Pacific Grove Municipal Code (PGMC) Section 4.20.280; and
8. In the enactment of this ordinance, the City followed the guidelines adopted by the State of California and published in the California Code of Regulations, Title 14, Section 15000, et seq. Enactment of this ordinance action does not constitute a "project" as defined by California Environmental Quality Act (CEQA) because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment pursuant Section 15378.

#### **Ordinance**

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

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

SECTION 2. The position classification plan approved and adopted by the City Council pursuant to PGMC § 4.20.280 is amended for Cashier, Intern, Lighthouse Docent Coordinator, Recreation Assistant I, and Recreation Assistant II classifications with the following salary schedule:

| <b>Classifications</b>        | <b>Step 1A</b> | <b>Step 2B</b> | <b>Step 3C</b> | <b>Step 4C</b> | <b>Step 5E</b> |
|-------------------------------|----------------|----------------|----------------|----------------|----------------|
| Cashier                       | 16.50          | 17.33          | 18.19          | 19.10          | 20.06          |
| Intern                        | 16.50          | 17.33          | 18.19          | 19.10          | 20.06          |
| Lighthouse Docent Coordinator | 16.50          | 17.33          | 18.19          | 19.10          | 20.06          |
| Recreation Assistant I        | 16.50          | 17.33          | 18.19          | 19.10          | 20.06          |
| Recreation Assistant II       | 20.21          | 21.22          | 22.28          | 23.39          | 24.56          |

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

SECTION 4. Upon approval at second reading, this ordinance shall be given an effective date of 12/22/2025.

**PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE**  
this \_\_ day of December 2024., by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

\_\_\_\_\_  
NICK SMITH, Mayor

ATTEST:

DATED: \_\_\_\_\_

\_\_\_\_\_  
SANDRA KANDELL, City

ClerkAPPROVED AS TO

FORM:

\_\_\_\_\_  
BRIAN PIERIK, City Attorney



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

**AGENDA REPORT**

**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Sandra Kandell, City Clerk  
**MEETING DATE:** December 04, 2024  
**SUBJECT:** Mayor Pro Tempore Selection  
**CEQA:** Proposed Ordinance not subject to CEQA based on Guideline Sections:  
15060(c)(3) and 15378; 15060(c)(2); 15061(b)(3); and 150308

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**RECOMMENDATION**

Select a Mayor Pro Tempore in accordance with the Charter and Council Policy through nominations from City Council.

**DISCUSSION**

Article 11 of the Charter of the City of Pacific Grove states: “The Council shall choose one of its members to serve as Mayor pro tempore during the absence of the Mayor.” Council Policy 000-28 (attached hereto), sets forth the detailed process.

By precedent, a process of open nominations occurs. Nominations do not require a second. After nominations are made, a motion is made to close nominations. Thereafter, a roll call vote (requiring 4 affirmative votes) is used to select the Mayor Pro Tempore.

**OPTIONS**

Not applicable.

**FINANCIAL IMPACT:**

There is no fiscal impact for the appointment of Mayor Pro Tempore.

**FOCUSED PRIORITY AREA:** Not Applicable.

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**Attachments**

Council Policy 000-28

# City of Pacific Grove, California

## City Council Policy

| Policy Governing                    | Policy No. | Effective Date    | Page   |
|-------------------------------------|------------|-------------------|--------|
| Nomination of the Mayor Pro Tempore | 000-28     | February 15, 2023 | 1 of 1 |

### **PURPOSE:**

This policy establishes the nomination procedure for appointing the Mayor pro tempore.

### **POLICY & PROCEDURE:**

#### **1. Nomination of the Mayor pro tempore**

Pursuant to PGM Section 2.05.050(c) The procedure for nominating the Mayor pro tempore shall be prescribed by City Council Policy.

#### **2. Nomination Procedure**

- The choice of Mayor pro tempore must be by four (4) affirmative votes.
- Any single Councilmember can nominate another member, including themselves, to be chosen as Mayor pro tempore.
- Multiple nominations can be made, until a motion to close nominations is made, and seconded, and receives a majority vote.
- Upon the close of nominations, Councilmembers – by roll call – are asked to cast a single vote by the name of a candidate.
- If one nominee receives four (4) affirmative votes, that person is deemed chosen as Mayor pro tempore.
- If no single candidate receives four (4) affirmative votes, a new round of nominations is made, and the process is repeated until one candidate receives four (4) affirmative votes.

Adopted February 15, 2023 - Minute Order



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

**AGENDA REPORT**

**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Matt Mogensen, City Manager  
**MEETING DATE:** December 04, 2024  
**SUBJECT:** Discussion of Process for filling Vacancy on City Council and Motion to give direction to City Manager  
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

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**RECOMMENDATION**

1. Discuss the process for filling the vacancy on the City Council due to the resignation of Debby Beck.
2. Motion directing the City Manager to advise potential applicants that they may submit an application to the City Clerk by January 3, 2025 for the position of City Councilmember and that the City Manager return to the City Council at its regular meeting on January 15, 2025 for a review of the applications and the appointment of an applicant to the position of City Councilmember and for the appointed applicant to be sworn in by the City Clerk.

**DISCUSSION**

Debby Beck has resigned from the City Council effective at the end of the regular City Council meeting held on November 20, 2024.

City Charter Article 12 provides as follows in regard to the filling of a vacancy on the City Council:

“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 his 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.”

City Clerk prepared the attached Application form for persons who are interested in applying for consideration of appointment to the position of City Councilmember.

The recommendation is for a discussion of the process for the filling of the vacancy and a Motion directing the City Manager to advise potential applicants that they may submit an application to the City Clerk by January 3, 2025 and that the City Manager return to the City Council at its regular meeting on January 15, 2025 for a review of the applications and the appointment of an applicant to the position of City Councilmember. Applications received after January 3, 2025 will not be considered by the City Council.

Since January 15, 2025 is more than 30 days after November 20, 2024 then, under Article 12 of the City Charter, the position shall be filled by appointment by the Mayor. However, Mayor Elect Nick Smith has advised that he will only make the appointment if a majority of the City Council cannot agree upon an Applicant for the appointment.

At the January 15, 2025 City Council meeting, the recommended process to be followed could include the following, subject to modification as the City Council deems appropriate:

1. An Agenda Report will be posted prior to the January 15, 2025 City Council meeting with copies of the Applications for the position attached to the Agenda Report with the telephone numbers and email addresses of the Applicants removed.
2. At the meeting on January 15, 2025, the City Manager will explain the process to be followed during the meeting.
3. City Council may ask questions of the City Manager about the process.
4. Each Applicant will be given the opportunity to make a statement to the City Council for up to five minutes about their interest in the position and qualifications and the Council may ask questions of the Applicant after the statement.
5. After all Applicants have made their statements, the City Council will discuss and then a nomination may be made of an Applicant. If there is a second for the nomination, then the City Council will vote on the nomination. If a majority of the Council vote in favor of the nomination, then that Applicant will be appointed by the Mayor to the City Council position.
6. This process will be followed until an Applicant has received a majority vote of the Council. If, for any reason, a majority of the City Council is unable to agree upon an Applicant for appointment to the position, then the Mayor shall make the appointment.

## **OPTIONS**

A Motion to provide different direction to the City Manager in regard to the process for the appointment of an Applicant to the position of City Manager

## **FINANCIAL IMPACT:**

There is no fiscal impact as a result of this item.

**FOCUSED PRIORITY AREA:** Not Applicable.

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## **Attachments**

Application for Appointment



**CITY OF PACIFIC GROVE**

[www.cityofpacificgrove.org](http://www.cityofpacificgrove.org)

**Application for Appointment to City Council**

Persons interested in being appointed to serve on the City Council of the City of Pacific Grove are invited to complete the following Application. This appointment will expire upon the election and qualification of a successor at the General Election set for November 3, 2026. (City Charter, Article 12 The Council)

Name:

Street Address:

City:

State:

ZIP Code:

Residence Telephone Number:

Work Telephone Number:

E-Mail Address:

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets and Attachment of Resume is Desirable):

**SAMPLE ONLY -- NOT FOR USE**

**NOTE:** An Application may be obtained after December 4, 2024 upon request by email to City Clerk Sandra Kandell at [skandell@cityofpacificgrove.org](mailto:skandell@cityofpacificgrove.org) and the Application must be submitted by email on or before January 3, 2025 at 5 pm to City Clerk Sandra Kandell. An Application may also be obtained after December 4, 2024 in person from City Clerk Sandra Kandell at Pacific Grove City Hall, 300 Forest Avenue, Pacific Grove and returned in person to Sandra Kandell on or before January 3, 2025 at 5 pm. A copy of all Applications received by January 3, 2025 will be attached to an Agenda Report for consideration at a City Council meeting currently scheduled for January 15, 2025 with the Applicant's telephone numbers and email address removed. Applications received after January 3, 2025 will not be considered by the City Council.

I hereby certify that I am a registered voter of the City of Pacific Grove.

Signature of Applicant:

Date:

Print Name:

**FOR CITY USE ONLY / APPOINTMENT TO CITY COUNCIL**

**Date of Appointment:** \_\_\_\_\_

**End of Term:** \_\_\_\_\_