



NOTICE OF MEETING

CITY OF PACIFIC GROVE

CITY COUNCIL

SPECIAL MEETING AGENDA

Wednesday, December 18, 2024, 5:30 P.M.

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

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 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.**

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AGENDA

CALL TO ORDER

APPROVAL OF AGENDA

SPECIAL MEETING

PUBLIC COMMENT ON SPECIAL MEETING 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 Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(d)(1)
Name of Case Enayati v. City of Pacific Grove, Case No. 21CV002786

ADJOURNMENT



NOTICE OF MEETING

CITY OF PACIFIC GROVE

CITY COUNCIL

REGULAR MEETING AGENDA

Wednesday, December 18, 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. 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.

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.

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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:

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AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE: Mayor Smith

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 December 4, 2024 Regular Meeting **PG 9**

Reference: Sandra Kandell, City Clerk

Recommended Action: Approve the minutes.

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

6. **RESOLUTIONS**

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

7. **ORDINANCES**

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

- A. Second reading of an Ordinance to Amend the Salary Schedule (Minimum Wage) **PG 14**

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

Recommended Action: Hold second reading and adopt an ordinance to amend the salary classification schedule modifying salary ranges for Cashier, Intern, Lighthouse Docent Coordinator, Recreation Assistant I, and Recreation Assistant II.

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. First Quarter Budget Report FY 24-25 **PG 18**

Reference: Nicholas Cina, Finance Management Analyst

Recommended Action:

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

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

- B. Check Register for November 2024 **PG 25**

Reference: Nicholas Cina, Finance 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

- C. Monterey Salinas Transit Meeting Minutes: November 4 and November 25, 2024 **PG 33**
Reference: Joe Amelio, Councilmember
Recommended Action: Receive minutes.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

- D. Receive the updated status report on the FY 23/24 & 24/25 Goals and Work Plan. **PG 43**
Reference: Matthew Mogensen, City Manager
Recommended Action: Receive the updated status report on the FY 23/24 & 24/25 Goals and Work Plan.
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. Authorization for the City Manager to enter an Agreement with HdL Companies for Cannabis Business Permitting and Inspection Services **PG 48**
Reference: Matthew Mogensen, City Manager
Recommended Action: Motion to authorize the City Manager to enter an Agreement with HdL Companies for Cannabis Business permitting and inspection services.
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. Beautification and Natural Resources Committee Minutes: May 21, June 18, July 16, August 20, and September 17, 2024 **PG 51**
Reference: George Fuerst, Environmental Program Manager
Recommended Action: Receive minutes.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378
- B. Climate Action and Adaptation Planning Committee Minutes: May 16, and August 15, 2024 **PG 66**
Reference: George Fuerst, Environmental Program Manager
Recommended Action: Receive minutes.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

- C. Recreation Board Meeting Minutes August: August 22, September 26, and October 24, 2024 **PG 71**
Reference: Katie Clark, Recreation Manager
Recommended Action: Receive minutes.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

REGULAR AGENDA

11. PUBLIC HEARINGS

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

- A. Second 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 to commence at 7:00 PM pursuant to public hearing notice.***

Reference: Matthew Mogensen, City Manager **PG 82**

Recommended Action:

1. 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.
2. Take alternative action.

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

12. UNFINISHED AND ONGOING BUSINESS

13. NEW BUSINESS

- A. City Council Discussion and Direction Regarding the Process to Establish City Council Goals and Work Plan Development for FY 25/26 & 26/27 **PG 104**

Reference: Matthew Mogensen, City Manager

Recommended Action: Motion to direct the City Manager to engage Renne Public Management Group (RPMG) to assist the City Council with establishing the FY 25/26 & 26/27 City Council Goals and Work Plan

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

B. Economic Development Commission Efficiency and Effectiveness Review and Staffing
Alternative **PG 106**

Reference: Chaps Poduri, City Council Member

Recommended Action:

1. Motion to sunset the Economic Development Commission (EDC) for efficiency and cost effective purposes.
2. Motion to use funds designated for the EDC (outside of façade improvement) and the Economic Development Division budget to assist with funding a full-time City staff position focused on economic development for the City.
3. Motion to have staff reach out to current EDC commissioner(s) and 2024-25 EDC applicants. This is to convey City direction and to gauge applicants/commissioners' interest in serving on other Boards and Commissions.

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: December 18, 2024
SUBJECT: Minutes of the December 4, 2024 Regular Meeting
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Approve the minutes.

Attachments

Draft Minutes 12-4-24



DRAFT MEETING MINUTES

CITY OF PACIFIC GROVE

CITY COUNCIL

REGULAR MEETING

Wednesday, December 4, 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

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, Coletti, McDonnell, and Poduri. There is one vacancy on the Council due to the recent resignation.

PLEDGE OF ALLEGIANCE

Mayor Peake led the pledge of allegiance.

1. APPROVAL OF AGENDA

Action: Upon motion by Councilmember Coletti and seconded by Mayor Pro Tem Smith, Council voted 6-0, to approve the agenda.

2. CERTIFICATION OF RESULTS / CERTIFICATES OF APPRECIATION / OATHS OF OFFICE

- A. Declaring the Results of the November 5, 2024 General Election
Public comment received from Sharon Miller and Debby Beck.

Action: Upon motion by Councilmember Amelio and seconded by Mayor Pro Tem Smith, Council voted 6-0, to approve Resolution No. 24-045 declaring the results of the November 5, 2024, General Election.

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

- B. Certificates of Appreciation

Action: Council witnessed Certificates of Appreciation to outgoing Mayor Peake and Councilmember Coletti.

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

- C. Oaths of Office for Elected Officials

Action: Council witnessed the City Clerk administer oaths to newly elected Mayor Smith and Council Members Poduri, Rau, and Walkingstick.

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**

4. **GENERAL PUBLIC COMMENT**

General public comment received from Christi Metzner, Kate Daniels, Susan Goldbeck, Carol Marquart, and Alex Miller.

A. Rotary Club of Pacific Grove Donation Presentations

B. Written General Public Comment

CONSENT AGENDA

Action: Upon motion by Councilmember Amelio and seconded by Councilmember Rau, Council voted 6-0, to approve the Consent Agenda.

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

A. Minutes of the November 20, 2024 Special and Regular Meetings

Action: Approved minutes.

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

6. **RESOLUTIONS**

7. **ORDINANCES**

8. **REPORTS – INFORMATION ONLY**

A. Housing Element Monthly Status Update

Action: Received the report.

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

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

Action: Received the report.

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

9. **REPORTS – REQUIRING ACTION**

A. Proposed Schedule of City Council Meetings for 2025 and 2026

Action: Adopted 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

Action: Approved the appointments to regional boards and endorsed 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**

REGULAR AGENDA

11. PUBLIC HEARINGS

- A. Ordinance to Amend the Salary Schedule (Minimum Wage)
No public comment received.

Action: Upon motion by Councilmember Poduri and seconded by Councilmember Amelio, Council voted 6-0 to

1. Request the City Attorney read the title of the ordinance;
2. 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; and
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
No public comment received.

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

Action: Mayor Smith nominated Councilmember Amelio.

Action: Seeing no other nominations, upon motion by Mayor Smith and seconded by Councilmember Rau, the Council voted 6-0 to close the nomination period.

Action: Upon motion by Mayor Smith and seconded by Councilmember Poduri, Council voted to approve Councilmember Amelio as Mayor Pro Tem for a two year term (2025-2026).

Motion carried 6-0 by the following vote:

AYES: Mayor Smith, Councilmembers Amelio, McDonnell, Poduri, Rau and Walkingstick.

NOES: None.

ABSENT: None.

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

- B. Discussion of Process for filling Vacancy on City Council and Motion to give direction to City Manager
Public comment received from Don Murphy, Mike Gibbs, Carmelita Garcia, and Debby Beck.

Action: Upon motion by Councilmember Poduri and seconded by Councilmember Rau, Council voted 6-0, to direct the City Manager to advise potential applicants that they may submit an application to the City Clerk by 5:00 PM on January 3, 2025 for the position of City Councilmember; that those applications received after the deadline will not be considered; that the City Manager will 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 that the appointed applicant will 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

Council adjourned the regular meeting at 7:48 p.m.

Respectfully Submitted,

Sandra Kandell
City Clerk

Approved by Mayor: _____ Date _____

Attest by City Manager: _____ Date _____



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Staphany Arriola, Management Analyst, Leticia Livian, Human Resources Director
MEETING DATE: December 18, 2024
SUBJECT: Second reading of an Ordinance to Amend the Salary Schedule (Minimum Wage)
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Hold second reading and adopt an ordinance to amend the salary classification schedule modifying salary ranges for Cashier, Intern, Lighthouse Docent Coordinator, Recreation Assistant I, and Recreation Assistant II.

DISCUSSION

There were no substantive changes between the first and second readings of this ordinance. The City Clerk caused a summary of the ordinance to be published on December 12, 2024.

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:

Classifications	Step 1A	Step 2B	Step 3C	Step 4D	Step 5E
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.

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:

Classifications	Step 1A	Step 2B	Step 3C	Step 4C	Step 5E
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: Nicholas Cina, Finance Management Analyst
MEETING DATE: December 18, 2024
SUBJECT: First Quarter Budget Report FY 24-25
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 Administrative Services Department produces quarterly financial reports to assist in evaluating the City's fiscal condition. The attached report provides details on General Fund revenues and expenditures, as well as a summary related to enterprise funds.

OPTIONS

N/A - This is information only.

FINANCIAL IMPACT:

There is no fiscal impact.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Q1 24/25 Budget Report



City of Pacific Grove

First Quarter Budget Report (Unaudited) – Fiscal Year 24/25

The City continually monitors the budget on a regular basis. If any significant budgetary variances are identified, a budget amendment will be requested as part of the mid-year budget process, or through a separate budget amendment during the year. Specific information related to major revenue categories and departmental expenditures are provided within this section.

General Fund Major Revenue Categories

Property Taxes - Property tax revenues are received primarily in December and April, with a minor receipt in June. Proposition 13 set the Fiscal Year 75/76 assessed values as the base year for future annual inflationary assessed values, with a growth rate limited to 2% for any given year. The County Assessor also re-appraises each real property parcel when there are purchases, construction, or other statutorily defined, “changes in ownership”. Proposition 13 limits the property tax to 1% of each property’s full value, plus any additional percentages for specific voter approved indebtedness. The City receives approximately sixteen cents of every dollar of the property tax paid on properties assessed within the City, with the balance distributed to the Pacific Grove Unified School District, County of Monterey, and local special districts.

Sales Tax - In April 2022, approximately 60% of voters approved Measure A, a new 0.50% transaction and use tax. This increased the combined sales tax rate to 9.25% in October 2022. The General Fund portion of the City sales tax is comprised of a 1% Bradley-Burns statutory sales tax rate; and Measure U, a 1% transaction and use tax that was approved by voters in 2008. The transactions and use tax portion of the rate increased to 1.5% when Measure A became effective.

Utility Users Tax - The City imposes a utility users tax to residents and businesses within the City that utilize water, gas, electricity, telephone, and cable services. This tax is assessed at a rate of 5% of the amount charged by the utility; and it is paid by the person consuming the service. The amount of revenues received is primarily influenced by updates to the underlying rate structures or new development projects.

Franchise Tax – The City grants franchise or privileges to utilities to construct, maintain, lay infrastructure, or operate any method of transportation on or over streets, alleys, lanes, or any other public place within the City. New franchises or the renewal of any franchises are levied at a tax of at least 2% of gross annual receipts derived from franchises within the City.

Transient Occupancy Tax (TOT) - Is a lodging tax that is collected on overnight rental accommodation stays of 30 consecutive days or less. In 2010, the City updated its municipal code and began collecting TOT on residential or short-term rental properties (STRS). In Fiscal Year 17/18, the City approved an ordinance to reduce the number of short-term rentals, with an effective date of April 30, 2019. A one-time lottery was also conducted that eliminated 51 STR licenses to meet the ordinance’s new density requirements. At the beginning of Fiscal Year 19/20, there were approximately 200 properties, with an additional 12 home-sharing licenses. In November of 2018, 74.9% of voters approved Measure U, allowing the City to increase the TOT rate from 10% to 12%. This new rate became effective on July 1, 2019. This increased tax has been partially offset by Measure M, which eliminated STR’s outside of the Coastal and Commercial zones, which became effective in May of 2020.

Business License Tax - The City charges a business license tax on any person who engages business within the City. The current tax rate is based upon gross receipts of the previous calendar year, with a minimum annual tax of \$15.00 and a maximum annual tax of \$3,000.

Construction Permits - The costs to provide licenses and permits are subject to cost recovery. The revenue generated from construction permits will primarily be used to support contractual building services.

General Fund Expenditures by Department

Police – Expenditures to date are slightly above the % of budget for the fiscal year primarily due to payment of the PERS Pension Obligation Bond paid in full for the year within the first quarter.

Fire – Expenditures to date are above the % of budget for the fiscal year primarily due to payment of the PERS Pension Obligation Bond paid in full for the year within the first quarter and due to the timing of payments made to the City Monterey for Contracted Services.

Public Works – Expenditures to date are below the % of budget for the fiscal year primarily due to variances for Contract Services. When including encumbrances, expenditures are inline with the % of budget for the fiscal year.

Planning & Building – Expenditures to date are below the % of budget for the fiscal year primarily due to variances with Consultant Services and Contract Services.

Administrative Services – Expenditures to date are below the % of budget for the fiscal year due to variances with Fund Transfers, Equipment charges, and Contract Services. Expenditures to date are also below the % of budget for the fiscal year due to staffing shortages within the department for the quarter.

City Manager - Expenditures to date are below the % of budget for the fiscal year primarily due to variances with Subscriptions and Memberships, Internal Service Charges, EDC Contributions, and Legal Services.

Recreation - Expenditures to date are above the % of budget for the fiscal year primarily due to variances with Part-Time Salaries and Utility expenses.

Library - Expenditures to date as a % of budget are presently on target with the current revised departmental budget for the fiscal year.

City Attorney - Expenditures to date are below the % of budget for the fiscal year primarily due to variances with Legal Services.

Museum – Expenditures to date as a % of budget are presently on target with the current revised departmental budget for the fiscal year.

City Council - Expenditures to date are slightly above the % of budget for the fiscal year primarily due to variances with Subscriptions and Memberships and Contract Services.

Enterprise Fund Expenses

Sewer Fund – Expenditures to date are below the % of budget for the fiscal year primarily due to variances with Maintenance Services, Contract Services, Indirect Cost Allocation, and Internal Service Charges.

Local Water Project (LWP) – Expenditures to date are above the % of budget for the fiscal year primarily due to variances with Utility Charges.

Golf – Expenditures to date are above the % of budget for the fiscal year primarily due to variances with Utility Charges.

Cemetery – Expenditures to date are below the % of budget for the fiscal year primarily due to variances with Indirect Cost Allocations and Consultant Services. Expenditures to date are also below the % of budget for the fiscal year due to staffing shortages for the quarter.

CITY OF PACIFIC GROVE
% OF YEAR TO DATE

1ST QUARTER FUND REVENUE REPORT - FY 2024-25 (UNAUDITED)
25%

FUND	CURRENT YEAR BUDGET	CURRENT YEAR REVENUES	BALANCE	CURRENT YEAR %	PRIOR YEAR REVENUES
GENERAL FUND	\$ 33,288,027	\$ 3,882,428	\$ 29,405,599	12%	\$ 4,459,209
<u>ENTERPRISE FUNDS</u>					
SEWER FUND	4,248,000	-	4,248,000	0%	94,392
LOCAL WATER PROJECT	1,310,187	616,832	693,355	47%	382,834
GOLF FUND	762,000	97,670	664,330	13%	128,737
CEMETERY FUND	653,000	178,087	474,913	27%	143,357
<u>INTERNAL SERVICE FUNDS</u>					
LIABILITY INS FUND	752,000	-	752,000	0%	175,585
WORKERS COMP FUND	722,113	85,937	636,176	12%	287,558
EMP BENEFIT FUND	265,000	26,726	238,274	10%	88,290
<u>OTHER FUNDS</u>					
CAPITAL IMPROV PROJ	917,500	-	917,500	0%	241,418
LOCAL STREETS AND RO	840,000	-	840,000	0%	13,412
HOSPITALITY IMPRVMT	663,900	145,602	518,298	22%	117,934
PUB SAFETY AUG FUND	496,025	12,161	483,864	2%	103,221
GAS TAX FUND	382,000	77,229	304,771	20%	75,386
RMRA FUND	374,839	69,970	304,869	19%	36,379
SLESF FUND	277,000	8,333	268,667	3%	9,308
CEMETERY ENDOWMENT F	113,000	17,251	95,749	15%	36,006
LIGHTHOUSE MAINT.& I	90,000	33,193	56,807	37%	24,946
LIBRARY BOOK FUND	55,592	40,187	15,405	72%	40,643
STATE FRANCHISE PEG	48,000	-	48,000	0%	1,228
STRONG DISBURSEMENT	40,500	-	40,500	0%	292
POETRY PROMOTION FUN	36,120	9,870	26,250	27%	10,613
DOWNTOWN BUSINESS DI	31,750	14,901	16,849	47%	17,574
FIRE EMERG EQUIP FUN	27,200	-	27,200	0%	1,923
HOUSING FUND	27,000	532	26,468	2%	4,153
LIBRARY TRUST FUND	22,000	-	22,000	0%	6,078
AMERICAN RESCUE PLAN	15,000	-	15,000	0%	11,981
HYPERBARIC CHAMBER	11,000	6,000	5,000	55%	306
RECREATION DONATION	10,500	-	10,500	0%	428
GEN'L PLAN MAINT FEE	10,200	908	9,292	9%	3,353
CDBG GRANT FUND	10,000	-	10,000	0%	5,500
YOUNT INCOME FUND	8,500	1,205	7,295	14%	1,051
YOUNT NONEXPENDABLE	8,000	-	8,000	0%	4,267
MUSEUM IMPROVEMENT F	4,000	-	4,000	0%	3,679
CALHOME REUSE ACCOUN	4,000	-	4,000	0%	1,932
SEWER LATERAL LOANS	4,000	-	4,000	0%	1,781
LIBRARY BLDG & EQUIP	3,000	-	3,000	0%	1,414
OPERATING DONATIONS	2,400	-	2,400	0%	723
ENVIRONMENTAL ENHANC	1,000	-	1,000	0%	1,277
RECREATION	500	-	500	0%	499
STILLWELL CHILDREN'S	500	-	500	0%	499
MCINDOO DONATION	500	-	500	0%	414
KOO ESTATE DONATION	300	-	300	0%	176
CARILLON FUND	150	-	150	0%	108
RECREATION	-	(360)	360	100%	-
COMMUNITY DEVELOPMEN	-	850	(850)	100%	8
OPERATING GRANTS	-	850	(850)	100%	8
STORM WATER FUND	-	410	(410)	100%	-
TOTAL ALL FUNDS	\$ 46,536,303	\$ 5,326,772	\$ 41,209,531	11%	\$ 6,539,880

CITY OF PACIFIC GROVE

1ST QUARTER FUND EXPENSE REPORT - FISCAL YEAR 2024-25 (UNAUDITED)
% OF YEAR TO DATE 25%

FUND	TITLE	CURRENT YEAR BUDGET	CURRENT YEAR EXP	CURRENT YEAR POs	CURRENT YEAR BALANCE	CURRENT YEAR %	PRIOR YEAR EXP + POs
<u>GENERAL FUND (01)</u>	POLICE	\$ 10,013,665	\$ 2,561,085	\$ 42,420	\$ 7,452,580	26%	\$ 2,853,340
	FIRE	5,779,600	2,148,939	2,185,249	3,630,661	37%	4,057,871
	PUBLIC WORKS	5,194,860	842,895	354,838	4,351,965	16%	1,323,544
	ADMIN SERVICES	4,026,880	503,752	64,108	3,523,128	13%	812,514
	COMMUNITY DEVELOPMEN	2,983,158	448,858	1,007,536	2,534,300	15%	1,373,473
	CITY MANAGER	1,681,819	293,852	6,188	1,387,967	17%	344,736
	RECREATION	1,623,839	445,459	3,014	1,178,380	27%	333,258
	LIBRARY	1,212,017	275,861	19,328	936,156	23%	350,442
	CITY ATTORNEY	1,184,360	164,995	369,413	1,019,365	14%	66,297
	MUSEUM	384,300	94,538	256,725	289,762	25%	316,247
	CITY COUNCIL	294,089	75,711	(432)	218,378	26%	65,713
	General Fund	\$ 34,378,587	\$ 7,855,945	\$ 4,308,387	\$26,522,642	23%	\$11,897,435
<u>ENTERPRISE FUNDS</u>							
76 - SEWER FUND	SEWER	3,250,050	597,793	821,389	2,652,257	18%	878,602
74 - LOCAL WATER PROJECT	LOCAL WATER PROJECT	1,010,925	605,974	404,244	404,951	60%	447,525
77 - GOLF FUND	GOLF	755,057	536,160	-	218,897	71%	125,257
75 - CEMETERY FUND	CEMETERY	720,349	131,752	30,314	588,597	18%	175,815
<u>INTERNAL SERVICE FUNDS</u>							
71 - WORKERS COMP FUND	NON-DEPARTMENTAL	735,949	443,832	-	292,117	60%	341,197
72 - LIABILITY INS FUND	NON-DEPARTMENTAL	717,003	570,938	-	146,065	80%	492,561
70 - EMP BENEFIT FUND	NON-DEPARTMENTAL	332,000	132,755	-	199,245	40%	51,477
<u>OTHER FUNDS</u>							
63 - CAPITAL IMPROV PROJ FUND	PUBLIC WORKS	1,482,000	7,253	247,369	1,474,747	0%	39,479
17 - LOCAL STREETS AND ROADS	LOCAL STREETS AND RO	930,000	-	536,088	930,000	0%	28,519
10 - HOSPITALITY IMPRVMT DIST.	CITY COUNCIL	601,400	40,375	-	561,025	7%	-
42 - PUB SAFETY AUG FUND	POLICE	494,651	134,833	359,818	359,818	27%	463,860
18 - GAS TAX FUND	PUBLIC WORKS	474,834	62,167	-	412,667	13%	141,744
47 - RMRA FUND	PUBLIC WORKS	386,065	-	371,761	386,065	0%	55,287
43 - SLESF FUND	POLICE	281,646	36,080	21,401	245,566	13%	58,440
15 - HOUSING FUND	COMMUNITY DEVELOPMEN	273,718	27,869	-	245,849	10%	33,326
27 - LIGHTHOUSE MAINT.& IMPV.	MUSEUM	141,500	29,009	-	112,491	21%	15,195
06 - STATE FRANCHISE PEG	CITY COUNCIL	81,000	-	-	81,000	0%	-
08 - MUSEUM IMPROVEMENT FUND	MUSEUM	52,000	33,768	5,066	18,232	65%	-
12 - FIRE EMERG EQUIP FUND	FIRE	46,080	-	-	46,080	0%	3,144
46 - STRONG DISBURSEMENT FUND	STRONG DISBURSEMENT	45,000	-	39,950	45,000	0%	-
11 - LIBRARY BOOK FUND	LIBRARY	40,000	-	-	40,000	0%	33
07 - LIBRARY BLDG & EQUIP FUND	LIBRARY	38,000	1,487	-	36,513	4%	20,370
09 - DOWNTOWN BUSINESS DISTRIC	CITY COUNCIL	31,000	-	-	31,000	0%	-
04 - HYPERBARIC CHAMBER	FIRE	24,000	7,839	-	16,161	33%	8,432
36 - CALHOME REUSE ACCOUNT	COMMUNITY DEVELOPMEN	24,000	-	-	24,000	0%	-
84 - AMERICAN RESCUE PLAN-ARPA	AMERICAN RESCUE PLAN	22,000	33,209	120,352	(11,209)	151%	61,822
34 - CDBG GRANT FUND	COMMUNITY DEVELOPMEN	20,000	3,491	-	16,509	17%	-
40 - POETRY PROMOTION FUND	LIBRARY	20,000	5,038	-	14,962	25%	1,205
46 - STRONG DISBURSEMENT FUND	STRONG DISBURSEMENT	20,000	-	-	20,000	0%	-
90 - YOUNT NONEXPENDABLE FUND	YOUNT NONEXPENDABLE	8,000	-	-	8,000	0%	941
02 - CONSOLIDATED INVESTMENT	CONSOLIDATED INVESTM	-	-	-	-		345,775
14 - CIVIC CENTER FUND	NON-DEPARTMENTAL	-	-	-	-		432
20 - RSTP-(TAMC)	PUBLIC WORKS	-	-	-	-		29,500
24 - STILLWELL CHILDREN'S POOL	RECREATION	-	3,394	-	(3,394)		-
30 - OPERATING GRANTS	COMMUNITY DEVELOPMEN	-	25	-	(25)		-
91 - STRONG NONEXPENDABLE FUND	STRONG NONEXPENDABLE	-	-	-	-		3,416
92 - MCINDOO DONATION	PUBLIC WORKS	-	-	192	-		-
93 - KOO ESTATE DONATION	KOO ESTATE DONATION	-	1,166	1,027	(1,166)		8,790
TOTAL ALL FUNDS		\$ 47,436,814	\$11,302,152	\$ 7,267,358	\$36,134,662	24%	\$15,729,579

CITY OF PACIFIC GROVE
% OF YEAR TO DATE

1ST QUARTER GENERAL FUND MAJOR REVENUES - FY 24-25 (UNAUDITED)
25%

ACCOUNT NAME	CURRENT YEAR BUDGET	CURRENT YEAR REVENUES	BALANCE	CURRENT YEAR %	PRIOR YEAR REVENUES	PRIOR YEAR %
PROPERTY TAXES SECURED	\$ 7,311,000	\$ -	\$ 7,311,000	0%	-	0%
TRANSIENT OCCUPANCY TAX	5,685,000	1,446,380	4,238,620	25%	1,385,612	25%
LOCAL SALES TAX	4,133,000	351,513	3,781,487	9%	296,490	7%
PROP TAX IN LIEU OF MVLF	2,349,000	-	2,349,000	0%	-	0%
SALES & USE TAX	1,961,000	178,611	1,782,389	9%	167,539	9%
TOT - RESIDENTIAL	1,237,000	273,354	963,646	22%	244,340	19%
CONSTRUCTION PERMITS	1,191,000	234,510	956,490	20%	589,411	50%
UTILITY USE TAX-GAS & ELE	1,031,000	216,865	814,135	21%	160,054	14%
FRANCHISE TAX-REFUSE COLL	952,000	-	952,000	0%	-	0%
PLAN CHECK FEES	705,000	160,226	544,774	23%	196,477	39%
UTILITY USE TAX-WATER	652,000	151,906	500,094	23%	107,885	17%
WATER ENTITLEMENTS	575,187	146,170	429,017	25%	87,000	15%
INDIRECT COST REIMB	551,000	-	551,000	0%	101,000	25%
BUSINESS LICENSE	393,000	217,467	175,533	55%	360,603	59%
PARKING METERS	373,000	106,141	266,859	28%	97,829	29%
UNSECURED PROPERTY TAXES	354,000	-	354,000	0%	-	0%
ZONING ENFORCEMENT/ARB	283,250	38,240	245,010	14%	76,013	37%
INTEREST EARNED	250,000	-	250,000	0%	59,686	12%
FRANCHISE TAX-GAS & ELEC	242,000	-	242,000	0%	-	0%
FRANCHISE TAX-CABLE TV	233,000	-	233,000	0%	-	0%
FRANCHISE TAX-WATER	232,000	-	232,000	0%	-	0%
UTILITY USE TAX-CABLE TV	228,000	34,452	193,548	15%	35,954	16%
LITTER ABATEMENT	210,000	-	210,000	0%	-	0%
SUPPLEMENTAL ROLL TAX	188,000	-	188,000	0%	-	0%
REAL ESTATE TRANSFER TAX	140,000	15,519	124,481	11%	29,427	18%
UTILITY USE TAX-TELEPHONE	132,000	13,029	118,971	10%	18,631	16%
BATH HOUSE REST. CONCESS.	120,000	27,633	92,367	23%	28,356	36%
CANNABIS TAX	100,000	-	100,000	0%	-	0%
CODE ENFORCEMENT	96,000	-	96,000	0%	-	0%
PARKING ENFORC MUNI CODE	88,000	20,373	67,627	23%	18,870	26%
MISCELLANEOUS REVENUES	84,000	4,762	79,238	6%	11,848	11%
RECREATION - CAMP FEES	75,000	8,615	66,385	11%	16,133	17%
TOTAL MAJOR REVENUES	\$32,154,437	\$ 3,645,766	\$28,508,671	11%	\$ 4,089,158	13%
% OF TOTAL	97%					
TOTAL ALL GENERAL FUND REVENUES	33,288,027	3,882,430	29,405,598	12%	4,459,208	13%

City of Pacific Grove
1st Quarter Interim Statement of Working Capital
Fiscal Year 2024-25 (Unaudited)
25% of Year Complete

	General Fund	Local Water Project (LWP)	Cemetery Fund	Sewer Fund	Golf Fund
Current Assets					
Cash	\$ 14,067,854	\$ 13,129	\$ 1,146,953	\$ 7,918,147	\$ 443,757
Accounts Receivable	50,097	154,634	269		23,011
Total Current Assets	14,117,951	167,763	1,147,222	7,918,147	466,769
Current Liabilities					
Accounts Payable	505,363	95,757		140,183	
Payroll	16,643				
Interest Payable		18,274		4,805	27,664
Other Liabilities	94,130		3,862		10,000
Total Current Liabilities	616,136	114,030	3,862	144,988	37,664
CY Encumbrances Outstanding					
FY25 Fire Services	2,182,072				
Building Dept. Services - 4Leaf	737,763				
City Attorney Services	369,413				
Contract Planning Service	264,906				
Museum Administration	256,725				
LWP O&M - PERC Water Co.		404,243			
Landscaping			26,500		
Street Rehab				635,792	
Lift Station Maintenance				175,760	
Other Encumbrances	495,122		3,814	9,837	
Total CY Encumbrances Outstanding	4,306,001	404,243	30,314	821,389	-
Total Working Capital	\$ 9,195,814	\$ (350,510)	\$ 1,113,046	\$ 6,951,770	\$ 429,105
Target Reserve Levels	35%				
Long Term Debt					
Advance From Sewer Fund		350,000			
State Loan Payable		4,385,661			
Net Opeb Liability			68,304	168,261	
Net Pension Liability			429,766	1,861,831	
Compensated Absences				156,719	
Revenue Bond Payable				573,704	1,526,269
Total Long Term Debt	-	4,735,661	498,070	2,760,514	1,526,269
Long Term Receivables					
Lease Receivable	1,490,488				1,693,882
Cash-Restricted For Debt				296,448	
Advance to LWP				350,000	
Total Long Term Receivables	1,490,488	-	-	646,448	1,693,882



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Nicholas Cina, Finance Management Analyst
MEETING DATE: December 18, 2024
SUBJECT: Check Register for November 2024
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 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 November 2024. The monthly total is provided on the last page of the report.

OPTIONS

N/A - This is informational only.

FINANCIAL IMPACT:

There is no fiscal impact. This is informational only.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Check Register Detailed
Check Register by Fund

Check Register Report - Detailed View - November 2024

FUND	CHECK DATE	NAME	DESCRIPTION	AMOUNT
01 - GENERAL FUND	11/01/24	AFLAC	DED:5201 AFLAC P/T	\$2,272.47
01 - GENERAL FUND	11/01/24	CALIF LAW ENFORCMEN	DED:3200 LTD PD	\$640.00
01 - GENERAL FUND	11/01/24	CALPERS HEALTH	DED:122 HEALTH	\$55,174.28
01 - GENERAL FUND	11/01/24	CITY OF PACIFIC GRO	DED:3301 AFLAC MED	\$1,807.60
01 - GENERAL FUND	11/01/24	EFT	DED:*FT FEDERAL TX	\$73,103.67
01 - GENERAL FUND	11/01/24	PACIFIC GROVE CITY	DED:7000 ASSOC DUES	\$840.00
01 - GENERAL FUND	11/01/24	MASS MUTUAL (457 PL	DED:4000 DEF COMP	\$16,796.44
01 - GENERAL FUND	11/01/24	MTRY COUNTY DEPT OF	DED:0023 GARNISH	\$396.92
01 - GENERAL FUND	11/01/24	PACIFIC GROVE MANAG	DED:7203 ASSOC DUES	\$50.00
01 - GENERAL FUND	11/01/24	CITY OF PACIFIC GRO	DED:1003 WORK COMP	\$11,771.04
01 - GENERAL FUND	11/01/24	CITY OF PACIFIC GRO	DED:7510 PERS REIMB	\$29.42
01 - GENERAL FUND	11/01/24	CITY OF PACIFIC GRO	DED:2103 DENTAL FAM	\$2,317.08
01 - GENERAL FUND	11/01/24	CITY OF PACIFIC GRO	DED:0005 SUTA	\$142.12
01 - GENERAL FUND	11/01/24	PERS	DED:0020 PERS ER M3	\$0.00
01 - GENERAL FUND	11/01/24	POLICE OFFICERS ASS	DED:7205 ASSOC DUES	\$970.68
01 - GENERAL FUND	11/01/24	LEGAL SHIELD	DED:6100 LEGAL SVC	\$31.75
01 - GENERAL FUND	11/01/24	STANDARD INSURANCE	DED:3500 LIFE INS	\$1,496.25
01 - GENERAL FUND	11/01/24	TRANSAMERICA EMPLOY	DED:5202 TRANSAMERI	\$384.68
01 - GENERAL FUND	11/01/24	UNION BANK OF CALIF	DED:4005 PARS-457	\$0.00
01 - GENERAL FUND	11/01/24	VISION SERVICE PLAN	DED:2503 VISION FAM	\$728.16
01 - GENERAL FUND	11/01/24	STATE DISABILITY TA	DED:0026 SDI	\$4,350.08
01 - GENERAL FUND	11/01/24	UNION BANK OF CALIF	PARS-457 PPE 10/26/	\$1,128.04
01 - GENERAL FUND	11/01/24	PERS	26278-17636886	\$78,288.41
01 - GENERAL FUND	11/06/24	EMPLOYMENT DEVELOPM	Q1 2024 DE 9ADJ	\$82,242.06
01 - GENERAL FUND	11/07/24	AFLAC	OCT 2024 BILLING	\$2.36
01 - GENERAL FUND	11/07/24	CALIF LAW ENFORCMEN	NOV 2024 ID0244934	\$32.00
01 - GENERAL FUND	11/07/24	PERS	25299-17704474	\$4,352.83
01 - GENERAL FUND	11/07/24	PERS	348-17673036	\$2,745.30
01 - GENERAL FUND	11/07/24	VISION SERVICE PLAN	NOV 2024 821505250	\$646.26
01 - GENERAL FUND	11/08/24	CALIFORNIA AMERICAN	391 OCEANVW-BERWICK	\$49,786.11
01 - GENERAL FUND	11/08/24	4LEAF	BUILDING DEPT SERVI	\$92,114.91
01 - GENERAL FUND	11/08/24	ALENA RACHELLE WAGR	INSTRUCTOR BALLET P	\$1,096.20
01 - GENERAL FUND	11/08/24	ALHAMBRA & SIERRA S	FD BOTTLE WATER SVC	\$337.08
01 - GENERAL FUND	11/08/24	AMAZON CAPITAL SERV	REC OFFICE SUPPLIES	\$2,944.53
01 - GENERAL FUND	11/08/24	AMERICAN LOCK & KEY	PG MUSEUM REPAIRS	\$172.31
01 - GENERAL FUND	11/08/24	AT&T	LTHSE INTERNET 1267	\$122.34
01 - GENERAL FUND	11/08/24	AT&T CALNET 3	CH GNRTR ALARM 3254	\$31.25
01 - GENERAL FUND	11/08/24	BAKER & TAYLOR COMP	BOOKS & MATERIALS	\$2,835.27
01 - GENERAL FUND	11/08/24	BURKE, WILLIAMS & S	CITY ATTORNEY SERVI	\$82,617.27
01 - GENERAL FUND	11/08/24	GREG PATTERSON	ROUTINE SERVCIE B&G	\$180.00
01 - GENERAL FUND	11/08/24	CALIFORNIA MUNICIPA	DEBT STATEMENT	\$550.00
01 - GENERAL FUND	11/08/24	CAPE ROMAIN Solutio	WATCHGUARD SOFTWARE	\$33,820.15
01 - GENERAL FUND	11/08/24	CATACUTAN CONSULTIN	INTERIM ADMIN SERVI	\$8,960.00
01 - GENERAL FUND	11/08/24	CATALIS PUBLIC WORK	QALERT 2024	\$22,500.00
01 - GENERAL FUND	11/08/24	CENGAGE LEARNING/GA	BOOKS & MATL LIBRAR	\$52.43
01 - GENERAL FUND	11/08/24	COMCAST	PW INTERNET 0194117	\$503.97
01 - GENERAL FUND	11/08/24	CPS HR CONSULTING	CSO PD TESTING MATL	\$1,918.50
01 - GENERAL FUND	11/08/24	AUDREY C CRAY	ASD SVCS 8/9 - 10/3	\$2,206.54
01 - GENERAL FUND	11/08/24	CSMFO	2025 MEMBERSHIP DUE	\$150.00
01 - GENERAL FUND	11/08/24	DAWN DELFINO	MEDIA TRNG PER DIEM	\$193.00
01 - GENERAL FUND	11/08/24	DEMCO	LIBRARY SUPPLIES	\$100.49
01 - GENERAL FUND	11/08/24	DISPLAY SALES	B&G HOLIDAY DECORAT	\$1,397.85
01 - GENERAL FUND	11/08/24	DIVINE POWER USA	RFND PERMIT FEES	\$274.80
01 - GENERAL FUND	11/08/24	DOMINIK PRADO	RFND DAMAGE DEPOSIT	\$206.00
01 - GENERAL FUND	11/08/24	ELIZABETH MCGURRIN	LOCAL HISTORY	\$100.00
01 - GENERAL FUND	11/08/24	FEDERAL EXPRESS COR	PD SHIPPING	\$44.55
01 - GENERAL FUND	11/08/24	FIRST ALARM INC.	PD ALARM TEST	\$143.73
01 - GENERAL FUND	11/08/24	FIRSTTWO, INC.	REL TIME CRTCL SOFT	\$3,600.00
01 - GENERAL FUND	11/08/24	GARDAWORLD	NOV COIN SERVICES	\$93.70
01 - GENERAL FUND	11/08/24	GEORGE WILSON'S PLU	GRILL SINK REPAIR	\$550.00

Check Register Report - Detailed View - November 2024

FUND	CHECK DATE	NAME	DESCRIPTION	AMOUNT
01 - GENERAL FUND	11/08/24	GISELLE ACEVEDO	FORCE TRNG ACEVEDO	\$206.50
01 - GENERAL FUND	11/08/24	GRACE JOHNSON	RFND DAMAGE DEPOSIT	\$206.00
01 - GENERAL FUND	11/08/24	HDL COREN & CONE	23-24 ACFR STAT PKG	\$795.00
01 - GENERAL FUND	11/08/24	HEIHACHIRO TAKARABE	PMT FOR TAI CHI CLA	\$140.00
01 - GENERAL FUND	11/08/24	HOME DEPOT CREDIT S	FINANCE FEE	\$19.09
01 - GENERAL FUND	11/08/24	HOMETEK	MEMORIAL BENCH	\$165.00
01 - GENERAL FUND	11/08/24	KERRIE RODRIGUEZ	RFND DAMAGE DEPOSIT	\$206.00
01 - GENERAL FUND	11/08/24	KIMBALL MIDWEST	MEMORIAL BENCHES	\$472.51
01 - GENERAL FUND	11/08/24	LYDIA MATTA	CEMETERY SEMINAR	\$341.62
01 - GENERAL FUND	11/08/24	MATTHEW ROHLFES	RFND DAMAGE DEPOSIT	\$206.00
01 - GENERAL FUND	11/08/24	MICHAEL HARVEY TRUC	HAULING BROKEN AC	\$1,637.50
01 - GENERAL FUND	11/08/24	MICHAEL ISEKICHI MI	SWAT TRAING M MINE	\$322.00
01 - GENERAL FUND	11/08/24	MIDWEST TAPE	BOOKS& MATLS LIBRAR	\$141.99
01 - GENERAL FUND	11/08/24	MISAC	TRAINING FOR IT	\$1,500.00
01 - GENERAL FUND	11/08/24	MISSION LINEN SUPPL	FD LINEN CLEANING F	\$562.08
01 - GENERAL FUND	11/08/24	MISSION UNIFORM SER	LINEN & UNIFORM CLE	\$3,712.36
01 - GENERAL FUND	11/08/24	MONTEREY BAY PEST C	FY25 PEST CONTROL S	\$175.00
01 - GENERAL FUND	11/08/24	MONTEREY BAY TREEWO	ARBORIST SERVICES F	\$8,300.00
01 - GENERAL FUND	11/08/24	CENTRAL COAST SBDC	SMALL BUS CONTRIBUT	\$5,000.00
01 - GENERAL FUND	11/08/24	MONTEREY COUNTY WEE	PH CC FOR LLP	\$369.75
01 - GENERAL FUND	11/08/24	CITY OF MONTEREY	FY25 FIRE SVCS NOV	\$272,759.00
01 - GENERAL FUND	11/08/24	ODP BUSINESS SOLUTI	CM OFFICE SUPPLIES	\$240.43
01 - GENERAL FUND	11/08/24	O'REILLY AUTO ENTER	B&G REPAIRS UNIT 58	\$97.10
01 - GENERAL FUND	11/08/24	OVERDRIVE, INC.	BOOKS & MATLS LIBRA	\$8.97
01 - GENERAL FUND	11/08/24	P.G. MUSEUM OF NATU	FY24 MUSEUM ADMINIS	\$85,575.00
01 - GENERAL FUND	11/08/24	PACIFIC GAS & ELECT	REC 0956-9	\$5,808.80
01 - GENERAL FUND	11/08/24	PACIFIC LIBRARY PAR	ADDITIONAL DELIVERI	\$3,875.50
01 - GENERAL FUND	11/08/24	REGIONAL GOVERNMENT	PAYROLL ADVISORY SE	\$3,759.60
01 - GENERAL FUND	11/08/24	RYDIN DECAL	2025 RESIDENTIAL PK	\$404.26
01 - GENERAL FUND	11/08/24	SENTRY ALARM SYSTEM	YOUTH CTR ALARM	\$1,061.62
01 - GENERAL FUND	11/08/24	SUSAN GEORGE	REIMBRSMT FALL EVEN	\$31.03
01 - GENERAL FUND	11/08/24	TAMMY K. CREES	HEALTH FAIR HR PRGM	\$360.00
01 - GENERAL FUND	11/08/24	TORO PETROLEUM CORP	DIESEL FIRE STATION	\$1,737.70
01 - GENERAL FUND	11/08/24	VALLEY SAW & GARDEN	CHAINSAW REPAIR STR	\$766.25
01 - GENERAL FUND	11/08/24	VERIZON WIRELESS	PW MOBILE PHONES	\$1,927.45
01 - GENERAL FUND	11/08/24	ROXANE J VIRAY	RETRMNT BENEFITS OC	\$150.00
01 - GENERAL FUND	11/08/24	WATSONVILLE CHRYSL	PD REPAIRS UNIT 1	\$433.65
01 - GENERAL FUND	11/08/24	WATSONVILLE FORD	B&G REPAIRS UNIT 58	\$526.30
01 - GENERAL FUND	11/08/24	WELLS FARGO VENDOR	FY 24/25 KONICA LEA	\$1,269.07
01 - GENERAL FUND	11/08/24	WEX BANK	PD FUEL	\$35.14
01 - GENERAL FUND	11/08/24	BRIAN WHITSON	MUSEUM CLEANING FY2	\$2,480.00
01 - GENERAL FUND	11/08/24	WT COX INFORMATION	BOOKS & MATLS LIBRA	\$3,916.65
01 - GENERAL FUND	11/12/24	EFT	DED:*FT FEDERAL TX	\$251.90
01 - GENERAL FUND	11/12/24	CITY OF PACIFIC GRO	DED:0005 SUTA	\$0.95
01 - GENERAL FUND	11/12/24	PERS	DED:0020 PERS ER M3	\$438.11
01 - GENERAL FUND	11/12/24	STATE DISABILITY TA	DED:0026 SDI	\$30.85
01 - GENERAL FUND	11/12/24	PERS	PPE 10.26.24	\$81,391.66
01 - GENERAL FUND	11/15/24	AFLAC	DED:5201 AFLAC P/T	\$2,272.47
01 - GENERAL FUND	11/15/24	CALPERS HEALTH	DED:122 HEALTH	\$53,612.63
01 - GENERAL FUND	11/15/24	CITY OF PACIFIC GRO	DED:3301 AFLAC MED	\$1,807.60
01 - GENERAL FUND	11/15/24	EFT	DED:*FT FEDERAL TX	\$72,771.55
01 - GENERAL FUND	11/15/24	PACIFIC GROVE CITY	DED:7000 ASSOC DUES	\$840.00
01 - GENERAL FUND	11/15/24	MASS MUTUAL (457 PL	DED:4000 DEF COMP	\$12,895.52
01 - GENERAL FUND	11/15/24	MTRY COUNTY DEPT OF	DED:0023 GARNISH	\$396.92
01 - GENERAL FUND	11/15/24	PACIFIC GROVE MANAG	DED:7203 ASSOC DUES	\$50.00
01 - GENERAL FUND	11/15/24	CITY OF PACIFIC GRO	DED:1003 WORK COMP	\$11,576.43
01 - GENERAL FUND	11/15/24	CITY OF PACIFIC GRO	DED:7510 PERS REIMB	\$29.42
01 - GENERAL FUND	11/15/24	CITY OF PACIFIC GRO	DED:2103 DENTAL FAM	\$2,269.67
01 - GENERAL FUND	11/15/24	CITY OF PACIFIC GRO	DED:0005 SUTA	\$139.53
01 - GENERAL FUND	11/15/24	PERS	DED:0020 PERS ER M3	\$80,534.08

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FUND	CHECK DATE	NAME	DESCRIPTION	AMOUNT
01 - GENERAL FUND	11/15/24	POLICE OFFICERS ASS	DED:7205 ASSOC DUES	\$902.53
01 - GENERAL FUND	11/15/24	TRANSAMERICA EMPLOY	DED:5202 TRANSAMERI	\$0.00
01 - GENERAL FUND	11/15/24	UNION BANK OF CALIF	DED:4005 PARS-457	\$780.64
01 - GENERAL FUND	11/15/24	VISION SERVICE PLAN	DED:2503 VISION FAM	\$728.16
01 - GENERAL FUND	11/15/24	STATE DISABILITY TA	DED:0026 SDI	\$4,163.77
01 - GENERAL FUND	11/15/24	PERS	PPE 11/23/2024	\$3,292.19
01 - GENERAL FUND	11/15/24	CYPRESS COAST FORD/	PATROL VEHICLE	\$64,927.28
01 - GENERAL FUND	11/15/24	US BANK	M KHASIMI HARDWARE	\$19,733.53
01 - GENERAL FUND	11/22/24	CALIFORNIA AMERICAN	391 OCEANVW-BERWICK	\$48,848.61
01 - GENERAL FUND	11/22/24	PACIFIC GAS & ELECT	PUBLIC LIBRARY	\$13,690.97
01 - GENERAL FUND	11/22/24	ACCENT CLEAN & SWEE	STREET SWEEPING	\$18,810.00
01 - GENERAL FUND	11/22/24	ADRIANA GIAOCOMELLI	RFND CANCELED CLASS	\$60.00
01 - GENERAL FUND	11/22/24	ALHAMBRA & SIERRA S	REC BOTTLED WATER	\$24.94
01 - GENERAL FUND	11/22/24	AMAZON CAPITAL SERV	CDD OFFICE SUPPLIES	\$716.46
01 - GENERAL FUND	11/22/24	AMERICAN SUPPLY COM	B&G JANITORIAL SUPP	\$10,271.36
01 - GENERAL FUND	11/22/24	AT&T	ADMIN PHONE 2539	\$63.14
01 - GENERAL FUND	11/22/24	AT&T CALNET 3	ADMIN INTERNET 3242	\$3,434.37
01 - GENERAL FUND	11/22/24	AXON ENTERPRISE, IN	BODY AND FLEET CAMS	\$76,111.78
01 - GENERAL FUND	11/22/24	BAKER & TAYLOR COMP	BOOKS & MATERIALS	\$1,991.08
01 - GENERAL FUND	11/22/24	BAVCO	B&G BACKFLOW	\$1,273.03
01 - GENERAL FUND	11/22/24	BFS LANDSCAPE ARCHI	PW DINING GUIDELINE	\$13,750.00
01 - GENERAL FUND	11/22/24	BOOT BARN INC	PW BOOTS M ALIOTTI	\$250.00
01 - GENERAL FUND	11/22/24	BRYCE CONSULTING IN	COMPENSATION SURVEY	\$6,650.00
01 - GENERAL FUND	11/22/24	VERIZON BUSINESS	PORT ACCESS	\$5,251.21
01 - GENERAL FUND	11/22/24	CA DEPT OF JUSTICE	PD DOJ LIVESCAPS	\$130.00
01 - GENERAL FUND	11/22/24	CALTRONICS BUSINESS	KONICA COPIES FY 24	\$738.93
01 - GENERAL FUND	11/22/24	CENGAGE LEARNING/GA	LIB BOOKS & MATERIA	\$253.41
01 - GENERAL FUND	11/22/24	CENTRALSQUARE TECHN	FINANCE SOFTWARE FY	\$4,962.96
01 - GENERAL FUND	11/22/24	CHRISTIAN MENDELSON	RFND CAMP CHRISTIAN	\$696.00
01 - GENERAL FUND	11/22/24	CLIENTFIRST CONSULT	IT INFRASTRUCTURE H	\$10,030.00
01 - GENERAL FUND	11/22/24	COMCAST	CH INTERNET 0085844	\$75.22
01 - GENERAL FUND	11/22/24	COYOTE VALLEY NURSE	PERKINS PARK PLANTS	\$787.90
01 - GENERAL FUND	11/22/24	DAISY NUNEZ	RFND DAMAGE DEPOSIT	\$206.00
01 - GENERAL FUND	11/22/24	DANIEL M DEIS	PD REIMB BOOTS D DE	\$158.41
01 - GENERAL FUND	11/22/24	REPUBLIC ELEVATOR,	MUSEUM ELEVATOR REP	\$6,525.00
01 - GENERAL FUND	11/22/24	DIANNE LYLE	PMT FOR REC CLASSES	\$770.00
01 - GENERAL FUND	11/22/24	ENGINEERED FIRE SYS	OCT PLAN REVIEW	\$562.50
01 - GENERAL FUND	11/22/24	FEDERAL EXPRESS COR	PD SHIPPING	\$44.02
01 - GENERAL FUND	11/22/24	AT&T MOBILITY	DEPARTMENT CELL PHO	\$1,918.82
01 - GENERAL FUND	11/22/24	GACHINA LANDSCAPE M	NOV PARK MOWING SER	\$1,339.00
01 - GENERAL FUND	11/22/24	GARDAWORLD	OCT EXCESS	\$69.48
01 - GENERAL FUND	11/22/24	GROVE MARKET	REC SUPPLIES	\$148.44
01 - GENERAL FUND	11/22/24	HARRIS & ASSOCIATES	CONTRACT PLANNING S	\$21,647.50
01 - GENERAL FUND	11/22/24	HAYWARD LUMBER COMP	B&G SUPPLIES	\$2,474.01
01 - GENERAL FUND	11/22/24	PACIFIC SMOG	B&G UNIT 54 & 53 SM	\$167.00
01 - GENERAL FUND	11/22/24	IPS GROUP, INC	METER FEES AUG 24	\$5,357.22
01 - GENERAL FUND	11/22/24	IWORQ SYSTEMS	IWORQ - PERMIT MANA	\$22,375.00
01 - GENERAL FUND	11/22/24	JUSTIN HANKES	REIMB RENTAL CAR PD	\$480.36
01 - GENERAL FUND	11/22/24	KIMBALL MIDWEST	B&G REPAIR UNIT 44	\$902.33
01 - GENERAL FUND	11/22/24	MONTEREY PEACE OFFI	MCPOA RANGE OCT 24	\$630.00
01 - GENERAL FUND	11/22/24	MIDWEST TAPE	LIB BOOKS & MATERIA	\$401.95
01 - GENERAL FUND	11/22/24	MISSION LINEN SUPPL	FD LINEN CLEANING F	\$171.70
01 - GENERAL FUND	11/22/24	MISSION UNIFORM SER	LINEN & UNIFORM CLE	\$108.22
01 - GENERAL FUND	11/22/24	MK SOLUTIONS, INC.	DEC 24-25 SUBSCRIPT	\$314.17
01 - GENERAL FUND	11/22/24	MONTEREY BAY PEST C	FY25 PEST CONTROL S	\$1,425.00
01 - GENERAL FUND	11/22/24	MONTEREY BAY TREEWO	ARBORIST SERVICES F	\$5,500.00
01 - GENERAL FUND	11/22/24	MONTEREY COUNTY WEE	PH HRI REMOVAL	\$815.63
01 - GENERAL FUND	11/22/24	MONTEREY TIRE SERVI	PD REPAIR LEASE CAM	\$232.93
01 - GENERAL FUND	11/22/24	CITY OF MONTEREY	FY25 FIRE SERVICES	\$90,842.00
01 - GENERAL FUND	11/22/24	QUADIENT FINANCE US	POSTAGE	\$1,729.94

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FUND	CHECK DATE	NAME	DESCRIPTION	AMOUNT
01 - GENERAL FUND	11/22/24	NOLAND, HAMERLY, ET	ENAYATI CASES #21CV	\$295.17
01 - GENERAL FUND	11/22/24	ODP BUSINESS SOLUTI	ASD OFFICE SUPPLIES	\$658.45
01 - GENERAL FUND	11/22/24	O'REILLY AUTO ENTER	B&G REPAIR UNIT 55	\$4,808.30
01 - GENERAL FUND	11/22/24	PACIFIC CHESS ACADE	PMT FOR CHESS CLASS	\$2,520.00
01 - GENERAL FUND	11/22/24	PACIFIC GROVE HARDW	B&G SUPPLIES	\$2,774.57
01 - GENERAL FUND	11/22/24	PACIFIC WEST WATER	CDD WATER SYSTEM	\$85.70
01 - GENERAL FUND	11/22/24	PROTELESIS	MITEL PHONE SYSTEM	\$6,390.44
01 - GENERAL FUND	11/22/24	PURE WATER	STREET BOTTLED WATE	\$90.60
01 - GENERAL FUND	11/22/24	READY REFRESH	PD WATER SERVICE	\$59.76
01 - GENERAL FUND	11/22/24	REGIONAL GOVERNMENT	PAYROLL ADVISORY OC	\$5,741.75
01 - GENERAL FUND	11/22/24	RESTORATION FIRST R	EAP SERVICES	\$4,907.40
01 - GENERAL FUND	11/22/24	SAFETY-KLEEN SYSTEM	ST USED OIL COLLECT	\$257.73
01 - GENERAL FUND	11/22/24	SAME DAY SHRED	PD SHREDDING	\$60.00
01 - GENERAL FUND	11/22/24	SENTRY ALARM SYSTEM	LIGHTHOUSE ALARM	\$270.33
01 - GENERAL FUND	11/22/24	SPCA OF MONTEREY CO	OCT ANIMAL SERVICES	\$245.00
01 - GENERAL FUND	11/22/24	SPEAKWRITE	OCT TRANSCRIPT SVCS	\$163.21
01 - GENERAL FUND	11/22/24	STEVE RODOLF	RFND CANCELLED CLAS	\$200.00
01 - GENERAL FUND	11/22/24	STURDY OIL COMPANY	A/R FUEL DIST OCT	\$10,158.35
01 - GENERAL FUND	11/22/24	SUMMIT UNIFORMS	UNIFORM DELFINO	\$13.13
01 - GENERAL FUND	11/22/24	TOPE'S TREE SERVICE	CONTRACT TREE SERVI	\$24,250.00
01 - GENERAL FUND	11/22/24	TRANSUNION RISK AND	TLO 4170441	\$75.00
01 - GENERAL FUND	11/22/24	VESTIS SERVICES, LL	LINEN SERVICES FY 2	\$525.99
01 - GENERAL FUND	11/22/24	VICTORY TOYOTA	PW REPAIR UNIT 69	\$147.11
01 - GENERAL FUND	11/22/24	WATSONVILLE FORD	PD REPAIRS UNIT 1	\$3,451.25
01 - GENERAL FUND	11/22/24	WELLS FARGO VENDOR	FY 24/25 KONICA LEA	\$1,269.07
01 - GENERAL FUND	11/22/24	SWIFT CAR WASH	PD CAR WASHES DEC	\$520.00
01 - GENERAL FUND	11/22/24	YAO QIAN	RFND CANCELLED CLAS	\$113.00
01 - GENERAL FUND	11/27/24	AFLAC	DED:5201 AFLAC P/T	\$0.00
01 - GENERAL FUND	11/27/24	CALPERS HEALTH	DED:4304 HEALTH	\$52.59
01 - GENERAL FUND	11/27/24	CITY OF PACIFIC GRO	DED:3301 AFLAC MED	\$1,703.93
01 - GENERAL FUND	11/27/24	EFT	DED:*FT FEDERAL TX	\$93,220.95
01 - GENERAL FUND	11/27/24	MASS MUTUAL (457 PL	DED:4000 DEF COMP	\$12,988.60
01 - GENERAL FUND	11/27/24	MTRY COUNTY DEPT OF	DED:0023 GARNISH	\$396.92
01 - GENERAL FUND	11/27/24	CITY OF PACIFIC GRO	DED:1003 WORK COMP	\$12,081.70
01 - GENERAL FUND	11/27/24	CITY OF PACIFIC GRO	DED:7510 PERS REIMB	\$29.42
01 - GENERAL FUND	11/27/24	CITY OF PACIFIC GRO	DED:0005 SUTA	\$149.34
01 - GENERAL FUND	11/27/24	PERS	DED:0020 PERS ER M3	\$80,567.63
01 - GENERAL FUND	11/27/24	STATE DISABILITY TA	DED:0026 SDI	\$4,388.49
01 - GENERAL FUND	11/27/24	TRANSAMERICA EMPLOY	DED:5202 TRANSAMERI	\$349.26
01 - GENERAL FUND	11/27/24	UNION BANK OF CALIF	DED:4005 PARS-457	\$746.31
01 - GENERAL FUND	11/27/24	PERS	NOV 2024 UAL	\$351,013.58
01 - GENERAL FUND	11/27/24	EFT	DED:*FM MEDICARE	\$8.30
01 - GENERAL FUND	11/27/24	CITY OF PACIFIC GRO	DED:1009 WORK COMP	\$2.38
01 - GENERAL FUND	11/27/24	CITY OF PACIFIC GRO	DED:0005 SUTA	\$0.10
01 - GENERAL FUND	11/27/24	PERS	DED:0020 PERS ER M3	\$45.63
01 - GENERAL FUND	11/27/24	STATE DISABILITY TA	DED:0026 SDI	\$3.15
06 - STATE FRANCHISE PEG	11/08/24	AVI SYSTEMS, INC	COUNCIL CHAMBER AV	\$15,600.00
06 - STATE FRANCHISE PEG	11/22/24	ACCESS MEDIA PRODUC	AMP CONTRACT RENEWA	\$13,000.00
07 - LIBRARY BLDG & EQUIP FUND	11/15/24	US BANK	C COYLE WORKSHOP	\$56.00
07 - LIBRARY BLDG & EQUIP FUND	11/22/24	ACCESS MEDIA PRODUC	LOCAL HISTORY	\$350.00
07 - LIBRARY BLDG & EQUIP FUND	11/22/24	CHRISTINE LEONORA C	LIBRARY ART CURATIO	\$6,790.00
07 - LIBRARY BLDG & EQUIP FUND	11/22/24	ELIZABETH MCGURRIN	LOCAL HISTORY	\$100.00
07 - LIBRARY BLDG & EQUIP FUND	11/22/24	LYDIA NAKASHIMA DEG	LOCAL HISTORY	\$100.00
10 - HOSPITALITY IMPRVMT DIST.	11/22/24	SEE MONTEREY	HID JULY - SEPT 24	\$87,185.46
10 - HOSPITALITY IMPRVMT DIST.	11/22/24	PACIFIC GROVE CHAMB	HID JULY- SEPT 24	\$58,417.00
15 - HOUSING FUND	11/15/24	US BANK	A KROEGER SUMMIT EX	\$690.82
15 - HOUSING FUND	11/27/24	PERS	NOV 2024 UAL	\$1,833.33
17 - LOCAL STREETS AND ROADS	11/08/24	MONTEREY PENINSULA	FY23/24 STREET REHA	\$205,905.55
18 - GAS TAX FUND	11/08/24	CALIFORNIA AMERICAN	ST FUND 50%	\$271.46
18 - GAS TAX FUND	11/08/24	4LEAF	FY24/25 ON-CALL TRA	\$6,032.00

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18 - GAS TAX FUND	11/08/24	BEAR ELECTRICAL SOL	TRAFFIC SIGNAL MAIN	\$250.00
18 - GAS TAX FUND	11/08/24	DAVE'S REPAIR SERVI	FUEL SYS REPAIR PW	\$2,924.47
18 - GAS TAX FUND	11/08/24	MAIN STREET SIGNS	SIGNS FOR STREETS	\$289.60
18 - GAS TAX FUND	11/22/24	CALIFORNIA AMERICAN	ST FUND 50%	\$287.12
18 - GAS TAX FUND	11/22/24	PACIFIC GAS & ELECT	FOREST AV SUNSET AV	\$178.65
18 - GAS TAX FUND	11/22/24	MAIN STREET SIGNS	STREET SIGNS	\$1,564.12
18 - GAS TAX FUND	11/22/24	MIKE HARVEY'S CONCR	17 MILE DRIVE CURB	\$15,617.76
18 - GAS TAX FUND	11/22/24	STURDY OIL COMPANY	GAS TAX FUEL OCT	\$655.36
18 - GAS TAX FUND	11/27/24	PERS	NOV 2024 UAL	\$2,333.33
24 - STILLWELL CHILDREN'S POOL	11/22/24	AMERICAN SUPPLY COM	POOL CHLORINE	\$391.17
27 - LIGHTHOUSE MAINT.& IMPV.	11/08/24	CALIFORNIA AMERICAN	90 ASILOMAR	\$130.94
27 - LIGHTHOUSE MAINT.& IMPV.	11/08/24	AT&T CALNET 3	LH PHONE 3247	\$30.67
27 - LIGHTHOUSE MAINT.& IMPV.	11/08/24	GHOST TOWN PUBLICAT	LIGHTHOUSE BOOKS	\$94.50
27 - LIGHTHOUSE MAINT.& IMPV.	11/08/24	SUNSET HILL STONEWA	LIGHTHOUSE MERCH	\$624.00
27 - LIGHTHOUSE MAINT.& IMPV.	11/22/24	CALIFORNIA AMERICAN	90 ASILOMAR	\$277.30
27 - LIGHTHOUSE MAINT.& IMPV.	11/22/24	PACIFIC GAS & ELECT	ASILOMAR BLVD PG LH	\$25.11
27 - LIGHTHOUSE MAINT.& IMPV.	11/22/24	A JUSTICE DESIGN	LIGHTHOUSE JACKETS	\$94.11
27 - LIGHTHOUSE MAINT.& IMPV.	11/22/24	HISTORIC RESOURCE A	LIGHTHSE CIP23-05	\$1,475.00
27 - LIGHTHOUSE MAINT.& IMPV.	11/22/24	ESCARRAGA'S LUXURY	LIGHTHOUSE CLEANING	\$480.00
27 - LIGHTHOUSE MAINT.& IMPV.	11/22/24	PACIFIC GROVE HARDW	LIGHTHOUSE REPAIR	\$10.91
27 - LIGHTHOUSE MAINT.& IMPV.	11/22/24	SONOMA PROMOTIONAL	LIGHTHOUSE GIFTSHOP	\$635.46
30 - OPERATING GRANTS	11/08/24	COMMUNITY HUMAN SER	PLHA FY24/25 Q1	\$20,664.00
40 - POETRY PROMOTION FUND	11/08/24	ELIZABETH MCGURRIN	POETRY PROMOTION	\$100.00
40 - POETRY PROMOTION FUND	11/15/24	US BANK	R GAITHER REFRESHMT	\$361.84
40 - POETRY PROMOTION FUND	11/22/24	ELIZABETH MCGURRIN	POETRY PROMOTION	\$100.00
40 - POETRY PROMOTION FUND	11/22/24	LYDIA NAKASHIMA DEG	POETRY PROMOTION	\$100.00
40 - POETRY PROMOTION FUND	11/22/24	STEPHEN J MEADOWS	POETRY PROMOTION	\$100.00
43 - SLESF FUND	11/15/24	ENTERPRISE FM TRUST	FY24/25 LEASED VEHI	\$4,366.80
63 - CAPITAL IMPROV PROJ FUND	11/08/24	MONTEREY PENINSULA	FY23/24 STREET REHA	\$257,661.09
63 - CAPITAL IMPROV PROJ FUND	11/22/24	ACOUSTIBLOK INC	MORRIS DILL COURTS	\$24,213.91
63 - CAPITAL IMPROV PROJ FUND	11/22/24	NEILL ENGINEERS COR	FY25 CIP ENGINEERIN	\$13,744.02
70 - EMP BENEFIT FUND	11/06/24	CALPERS HEALTH	NOV24 RET & CHANGES	\$11,072.64
70 - EMP BENEFIT FUND	11/07/24	STANDARD INSURANCE	NOV2024 PREMIUMS	\$3,059.37
70 - EMP BENEFIT FUND	11/08/24	CLAREMONT BEHAVIORA	EAP SVCS NOV 2024	\$3,888.90
70 - EMP BENEFIT FUND	11/13/24	EMPLOYMENT DEVELOPM	Q1 2024 DE9 PENALTY	\$15,589.82
70 - EMP BENEFIT FUND	11/15/24	STANDARD INSURANCE	NOV 2024 DENTAL	\$6,869.92
70 - EMP BENEFIT FUND	11/22/24	PARS	ARS PARS FEES SEPT	\$365.78
71 - WORKERS COMP FUND	11/27/24	PERS	NOV 2024 UAL	\$750.00
72 - LIABILITY INS FUND	11/08/24	CALIFORNIA JPIA	24/25 POLLUTION LIA	\$5,658.00
72 - LIABILITY INS FUND	11/27/24	PERS	NOV 2024 UAL	\$666.67
74 - LOCAL WATER PROJECT	11/08/24	CALIFORNIA AMERICAN	1313 OCEAN VIEW BLV	\$1,032.10
74 - LOCAL WATER PROJECT	11/08/24	PACIFIC GAS & ELECT	LWP 4806080792-1	\$12,660.85
74 - LOCAL WATER PROJECT	11/22/24	CALIFORNIA AMERICAN	1313 OCEAN VIEW BLV	\$1,035.28
74 - LOCAL WATER PROJECT	11/22/24	PERC WATER CORPORAT	FY 24/25 LWP O&M	\$39,215.96
75 - CEMETERY FUND	11/08/24	CALIFORNIA AMERICAN	1254 DELMONTECEM70%	\$280.90
75 - CEMETERY FUND	11/08/24	BEARING ENGINEERING	TORO SWEEPER REPAIR	\$181.08
75 - CEMETERY FUND	11/08/24	CA ASSOCIATION OF P	CEM MEMBERSHIP DUES	\$299.00
75 - CEMETERY FUND	11/08/24	MISSION UNIFORM SER	LINEN & UNIFORM CLE	\$1,181.16
75 - CEMETERY FUND	11/22/24	CALIFORNIA AMERICAN	1254 DELMONTECEM70%	\$270.12
75 - CEMETERY FUND	11/22/24	PACIFIC GAS & ELECT	CEMETERY	\$93.10
75 - CEMETERY FUND	11/22/24	EL CAMINO MACHINE &	CEM REPAIR UNIT 72	\$534.12
75 - CEMETERY FUND	11/22/24	EWING IRRIGATION PR	CEM SEED SOD	\$69.01
75 - CEMETERY FUND	11/22/24	HAYWARD LUMBER COMP	CEM SUPPLIES	\$101.96
75 - CEMETERY FUND	11/22/24	KIMBALL MIDWEST	CEM REPAIR RACO-BAC	\$230.57
75 - CEMETERY FUND	11/22/24	PACIFIC GROVE HARDW	CEMETARY SUPPLIES	\$267.28
75 - CEMETERY FUND	11/22/24	STURDY OIL COMPANY	CEM FUEL DIST OCT	\$292.48
75 - CEMETERY FUND	11/27/24	PERS	NOV 2024 UAL	\$3,750.00
76 - SEWER FUND	11/08/24	CALIFORNIA AMERICAN	1273 CRESPI POND 50	\$152.16
76 - SEWER FUND	11/08/24	ALBION ENVIRONNMENT	ARCHAEOLOGICAL MONI	\$1,839.59
76 - SEWER FUND	11/08/24	AMAZON CAPITAL SERV	SEWER OIL PADS	\$107.76

Check Register Report - Detailed View - November 2024

FUND	CHECK DATE	NAME	DESCRIPTION	AMOUNT
76 - SEWER FUND	11/08/24	EDWARDS TRUCK CENTE	SEWER REPAIR UNIT 4	\$81.11
76 - SEWER FUND	11/08/24	MISSION UNIFORM SER	LINEN & UNIFORM CLE	\$1,181.16
76 - SEWER FUND	11/08/24	MONTEREY PENINSULA	FY23/24 STREET REHA	\$459,633.75
76 - SEWER FUND	11/08/24	NEILL ENGINEERS COR	ADMIN ENGINEERING S	\$1,000.00
76 - SEWER FUND	11/08/24	O'REILLY AUTO ENTER	SEWER REPAIR UNIT 4	\$32.12
76 - SEWER FUND	11/08/24	PACIFIC GAS & ELECT	SEWER 0601805126-5	\$1,209.29
76 - SEWER FUND	11/08/24	WALLACE GROUP	SSMP ANNUAL AUDIT	\$5,233.67
76 - SEWER FUND	11/15/24	US BANK	D GHO INSPEC FORMS	\$539.06
76 - SEWER FUND	11/22/24	CALIFORNIA AMERICAN	1273 CRESPI POND 50	\$157.60
76 - SEWER FUND	11/22/24	PACIFIC GAS & ELECT	PUMP SUNSET ARENA	\$1,840.42
76 - SEWER FUND	11/22/24	ALBION ENVIRONNMENT	ARCHAEOLOGICAL MONI	\$3,534.95
76 - SEWER FUND	11/22/24	AT&T	PW SEWER PHONE 1261	\$126.28
76 - SEWER FUND	11/22/24	DON CHAPIN CO., INC	SEWER LINE MAINTENA	\$45,801.03
76 - SEWER FUND	11/22/24	HAYWARD LUMBER COMP	SEWER SUPPLIES	\$30.36
76 - SEWER FUND	11/22/24	PACIFIC SMOG	SEWER UNIT 45 SMOG	\$63.75
76 - SEWER FUND	11/22/24	NEILL ENGINEERS COR	FY25 CIP ENGINEERIN	\$5,776.00
76 - SEWER FUND	11/22/24	O'REILLY AUTO ENTER	SEWER REPAIR UNIT 4	\$473.02
76 - SEWER FUND	11/22/24	PACIFIC GROVE HARDW	SEWER SUPPLIES	\$10.91
76 - SEWER FUND	11/22/24	PURE WATER	SEWER BOTTLED WATER	\$22.65
76 - SEWER FUND	11/22/24	SAFETY-KLEEN SYSTEM	SEWER USED OIL COLE	\$257.72
76 - SEWER FUND	11/22/24	STURDY OIL COMPANY	SEWER FUEL DIST OCT	\$482.88
76 - SEWER FUND	11/27/24	PERS	NOV 2024 UAL	\$11,750.00
77 - GOLF FUND	11/08/24	CALIFORNIA AMERICAN	77 ASILOMAR GOLF HS	\$2,170.75
77 - GOLF FUND	11/22/24	CALIFORNIA AMERICAN	77 ASILOMAR GOLF HS	\$2,383.78
77 - GOLF FUND	11/22/24	PACIFIC GAS & ELECT	1313 OCEAN VIEW BLV	\$118.39
84 - AMERICAN RESCUE PLAN-ARPA	11/22/24	NEILL ENGINEERS COR	FY25 CIP ENGINEERIN	\$29,854.50
84 - AMERICAN RESCUE PLAN-ARPA	11/22/24	SHELLCO GENERAL CON	CIP 23-12 FIRE DEPT	\$14,286.20
				\$3,939,549.57

Check Register Report - Summary by Fund - November 2024

FUND	AMOUNT
01 - GENERAL FUND Total	\$2,493,869.78
06 - STATE FRANCHISE PEG Total	\$28,600.00
07 - LIBRARY BLDG & EQUIP FUND Total	\$7,396.00
10 - HOSPITALITY IMPRVMT DIST. Total	\$145,602.46
15 - HOUSING FUND Total	\$2,524.15
17 - LOCAL STREETS AND ROADS Total	\$205,905.55
18 - GAS TAX FUND Total	\$30,403.87
24 - STILLWELL CHILDREN'S POOL Total	\$391.17
27 - LIGHTHOUSE MAINT.& IMPV. Total	\$3,878.00
30 - OPERATING GRANTS Total	\$20,664.00
40 - POETRY PROMOTION FUND Total	\$761.84
43 - SLESF FUND Total	\$4,366.80
63 - CAPITAL IMPROV PROJ FUND Total	\$295,619.02
70 - EMP BENEFIT FUND Total	\$40,846.43
71 - WORKERS COMP FUND Total	\$750.00
72 - LIABILITY INS FUND Total	\$6,324.67
74 - LOCAL WATER PROJECT Total	\$53,944.19
75 - CEMETERY FUND Total	\$7,550.78
76 - SEWER FUND Total	\$541,337.24
77 - GOLF FUND Total	\$4,672.92
84 - AMERICAN RESCUE PLAN-ARPA Total	\$44,140.70
Grand Total	\$3,939,549.57



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Joe Amelio, Councilmember
MEETING DATE: December 18, 2024
SUBJECT: Monterey Salinas Transit Meeting Minutes: November 4 and November 25, 2024
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive minutes.

Attachments

Minutes

Minutes

MEETING OF THE MST BOARD OF DIRECTORS

Meeting Minutes

November 4, 2024

10:00 am (Pacific)

Present:	Mary Ann Carbone, Chair Lorraine Worthy, Vice Chair Kim Shirley Ariana Rodriguez Mike LeBarre Liesbeth Visscher Ed Smith Joe Amelio Tony Barrera Dave Pacheco Luis Alejo	City of Sand City City of Gonzales City of Del Rey Oaks City of City of King City of Marina City of Monterey City of Pacific Grove City of Salinas City of Seaside County of Monterey
Absent:	Jeff Baron Anna Velazquez	City of Carmel-by-the-Sea City of Soledad
Counsel:	Michael D. Laredo	General Counsel De Lay & Laredo
Staff:	Carl Sedoryk Lisa Rheinheimer Kelly Halcon Michael Kohlman Michelle Overmeyer Jeanette Alegar-Rocha Andrea Williams Asuzena Flores Beronica Carriedo Christine Church Cristy Sugabo Daysi Chaidez Dave Bielsker Emma Patel Ezequiel Rebollar Ikuyo Yoneda-Lopez Jacob Huggins	General Manager/CEO Deputy CEO Chief Human Resources Officer Chief Information Officer Director of Planning and Innovation Deputy Secretary/Clerk to the Board Finance Manager Grants Analyst C/S & Community Relations Supervisor Communications Systems Supervisor Mobility Manager Customer Service Representative Transit Scheduler Planning Manager IT System Engineer Marketing & Communications Manager IT Specialist

Jarred Augusta
Kevin Allshouse
Marzette Henderson
Natalie Flores
Paul Lopez
Scott Taylor
Sonjé Dayries
Ursulla Sardina
Vince Dang

Risk and Safety Manager
Contract Transportation Manager
Transportation Manager
Associate Planner
Facilities Manager
Information Technology Manager
Compliance Analyst
Communications Specialist
Project Management Coordinator

Public: Jasmine Mejia-Cortez
Linda Gonzales
Luiza Hatlestad

Monterey County Board of Supervisors
Monterey County Board of Supervisors
Member of the Public

1. CALL TO ORDER

1-1. Roll Call. (Jeanette Alegar-Rocha)

1-2. Pledge of Allegiance.

Chair Carbone called the meeting to order at 10:04 a.m. Roll call was taken and a quorum was established. Director Barrera led the pledge of allegiance.

1-3. Review Highlights of the agenda. (Carl Sedoryk)

General Manager/ CEO Carl Sedoryk reviewed the highlights of the agenda.

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

Member of the public, Luiza Hatlestad commented on an issue with bike rack capacity on Line 20 from Salinas to Monterey which is frequently full, leaving many cyclists unable to board and forcing them to wait for the next bus. It inconveniences riders and also discourages the use of public transit for those who rely on the bus and their bike for transportation.

Ms. Hatlestad suggested potential solutions such as adding bike racks to the back of the bus to significantly increase capacity, allowing more cyclists to board with their bike and reducing wait times, increasing the frequency of Line 20 which would provide more options for riders and help alleviate overcrowding, ensuring that more people can use both the bus and their bike without delay, and dedicated bike buses during peak hours that are designed with increased bike capacity.

Ms. Hatlestad commented that implementing these changes would enhance accessibility for cyclists and encourage more sustainable transportation options and thanked the Board for considering the suggestions to improve our transit system.

3. CONSENT AGENDA

These items will be approved by a single motion. Anyone may request that an item be discussed and considered separately.

- 3-1. Financial Report – September 2024. (Lori Lee) (Page 7)
 - a) Accept Report of September 2024 Cash Flow,
 - b) Approve September 2024 Disbursements, and
 - c) Accept Report of September 2024 Treasury Transactions.
- 3-2. Approve Meeting Minutes of the MST Board of Directors Meeting on October 14, 2024. (Jeanette Alegar-Rocha) (Page 19)
- 3-3. Receive Draft Meeting Minutes of the MST Board Operations Performance Committee Meeting on October 14, 2024. (Jeanette Alegar-Rocha) (Page 25)
- 3-4. Receive Draft Meeting Minutes of the Monterey County Regional Tax Authority Board Meeting on October 14, 2024. (Jeanette Alegar-Rocha) (Page 29)
- 3-5. Receive Draft Meeting Minutes of the Mobility Advisory Committee on September 25, 2024. (Ruben Gomez) (Page 35)
- 3-6. Adopt Resolution 2025-07 Recognizing Natalie Flores, Associate Planner as Employee of the Month for November 2024. (Emma Patel) (Page 39)
- 3-7. Adopt Resolution 2025-08 in Appreciation of the Honorable California State Senator Anna Caballero for Her Support of Monterey-Salinas Transit District. (Carl Sedoryk) (Page 41)
- 3-8. Authorize the General Manager/CEO, or Their Designee to Enter into a Three (3) Year Contract with Black Oak Cleaning Services, with the Option to Extend for Three (3) Additional One (1) Year Periods for \$64,580/Year for the Initial Three (3) Year Term, and \$66,480/Year for the Option Years, with a Total Contract Value Not to Exceed \$393,180. (Steven Bruno) (Page 43)

There were no public comments on the Consent Agenda.

On a motion by Director Worthy, seconded by Director Alejo and carried by the following roll call vote, the Board approved all items on the Consent Agenda:

AYES:	11	Alejo, Amelio, Barrera, Carbone, LeBarre, Pacheco, Rodriguez, Shirley, Smith, Visscher, and Worthy
NOES:	0	

ABSENT: 2 Baron and Velazquez
ABSTAIN: 0
RECUSE: 0

4. PUBLIC HEARINGS

None.

5. ACTION ITEMS

5-1. Approve MST Bus Stop Removal Policy. (Michelle Overmeyer) (Page 45)

Member of the public, Luiza Hatlestad commented that with the time, discussion and data collected for the Bus Stop Removal Policy, MST Board and staff can also apply the same towards a broader scope of transit projects.

On a motion by Director Alejo, seconded by Director LeBarre and carried by the following roll call vote, the Board approved item 5-1:

AYES: 11 Alejo, Amelio, Barrera, Carbone, LeBarre, Pacheco, Rodriguez, Shirley, Smith, Visscher, and Worthy
NOES: 0
ABSENT: 2 Baron and Velazquez
ABSTAIN: 0
RECUSE: 0

5-2. Approve the Recommendation of the General Manager/CEO Performance Evaluation Incentive Pay of 5% for the General Manager/CEO. (Mary Ann Carbone) (Page 57)

There were no public comments.

On a motion by Director Pacheco, seconded by Director Amelio and carried by the following roll call vote, the Board approved item 5-2:

AYES: 9 Amelio, Barrera, Carbone, LeBarre, Pacheco, Rodriguez, Shirley, Visscher, and Worthy
NOES: 2 Alejo and Smith
ABSENT: 2 Baron and Velazquez
ABSTAIN: 0
RECUSE: 0

6. RECOGNITIONS AND SPECIAL PRESENTATIONS

6-1. November 2024 Employee of the Month – Natalie Flores, Associate Planner. (Emma Patel)

The MST Board recognized Natalie Flores as the November 2024 Employee of the Month for her outstanding contribution to MST and the entire community.

6-2. Resolution of Appreciation – Senator Anna Caballero. (Carl Sedoryk)

The MST Board recognized Senator Anna Caballero for her outstanding contribution to MST and the entire community.

7. REPORTS & INFORMATION ITEMS

The Board will receive and file these reports, which do not require action by the Board.

7-1. General Manager/CEO Monthly Report – September 2024 (Page 59)

7-2. Federal Legislative Advocacy Report (Page 65)

7-3. State Legislative Advocacy Update (Page 69)

7-4. Staff Trip Reports – (Pages 71-91)

7-5. Correspondence – (Page 93)

8. BOARD REPORTS, COMMENTS, AND REFERRALS

8-1. Reports on Meetings Attended by Board Members at MST Expense. (AB 1234)

Chair MaryAnn Carbone APTA TRANSform Conference & EXPO Trip Report

8-2. Board Member Comments and Announcements.

Clean California Grant Ribbon Cutting – November 15, 2024, Marina Transit Exchange

8-3. Board Member Referrals for Future Agendas.

9. ATTACHMENTS

9-1. The September 2024 Monthly Report can be viewed online at <http://mst.org/about-mst/board-of-directors/board-meetings/>

10. CLOSED SESSION

Members of the public may address the Board on any matter related to Closed Session. There is a time limit of not more than three minutes for each speaker. The

Board will not take action or respond immediately to any public comments presented, but may choose to follow-up at a later time individually, through staff, or on a subsequent agenda. (Please refer to page 1 of the agenda for instructions)

As permitted by Government Code §64956 et seq. of the State of California, the Board of Directors may adjourn to Closed Session to consider specific matters dealing with personnel and/or pending possible litigation and/or conferring with the Board's Meyers-Milias-Brown Act representative.

None.

11. ADJOURN

With no further business to discuss, Vice Chair Worthy adjourned the meeting at 11:39 a.m. (Pacific).

Prepared by: 
Jeanette Alegar-Rocha
Deputy Secretary/Clerk to the Board

Reviewed by: 
Carl G. Sedoryk
General Manager/CEO

MEETING OF THE MST BOARD OF DIRECTORS

Special Meeting Minutes

November 25, 2024

2:00 pm (Pacific)

Present:	Mary Ann Carbone, Chair	City of Sand City
	Lorraine Worthy, Vice Chair	City of Gonzales
	Jeff Baron	City of Carmel-by-the-Sea
	Kim Shirley	City of Del Rey Oaks
	Ariana Rodriguez	City of Greenfield
	Liesbeth Visscher	City of Marina
	Ed Smith	City of Monterey
	Joe Amelio	City of Pacific Grove
	Tony Barrera	City of Salinas
	Dave Pacheco	City of Seaside
	Luis Alejo	County of Monterey
Absent:	Mike LeBarre	City of King
	Anna Velazquez	City of Soledad
Counsel:	Michael D. Laredo	De Lay & Laredo
Staff:	Carl Sedoryk	General Manager/CEO
	Lisa Rheinheimer	Deputy CEO
	Michelle Overmeyer	Director of Planning and Innovation
	Michael Kohlman	Chief Information Officer
	Andrea Williams	Finance Manager
	Beronica Carriedo	C/S & Community Relations Supervisor
	Ezequiel Rebollar	IT System Engineer
	Ikuyo Yoneda-Lopez	Marketing & Communications Manager
	Marzette Henderson	Transportation Manager
	Natalie Flores	Associate Planner
	Ursulla Scardina	Communications Specialist
	Jacqueline Munoz	Customer Service Representative

No public was in attendance.

1. CALL TO ORDER

1-1. Roll Call. (Ikuyo Yoneda-López)

1-2. Pledge of Allegiance.

Chair Carbone called the meeting to order at 2:00 p.m. Roll call was taken, and a quorum was established. Director Smith led the pledge of allegiance.

Director Rodriguez joined the meeting via Zoom from an alternate location previously shared (57 Primrose Way, Greenfield, CA) and open to the public.

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

*Members of the public may address the Board on any matter related to the jurisdiction of MST but not on the agenda. There is a time limit of not more than three minutes for each speaker. The public is encouraged to engage in respectful dialog that supports freedom of speech and values diversity of opinion. **Failure to engage in respectful dialog will result in speakers being muted or required to leave.** The Committee will not take action or respond immediately to any public comments presented, but may choose to follow-up at a later time, either individually, through staff, or on a subsequent agenda. **(Please refer to page 1 of the agenda for instructions)***

There were no public comments.

3. ACTION ITEMS

3-1 Approve Resolution 2025-09 Committing MST to using its Allocation of \$25,975,523 in State SB 125 Funding and \$2,000,000 in MST Capital Reserves for the SURF! Busway and Bus Rapid Transit Project. (Lisa Rheinheimer) (Page 5)

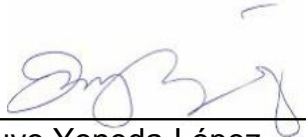
Board members asked questions and made comments.

On a motion by Director Alejo, seconded by Director Smith and carried by the following roll call vote, the Board approved item 3-1:

AYES:	11	Alejo, Amelio, Barrera, Baron, Carbone, Pacheco, Rodriguez, Shirley, Smith, Visscher, and Worthy
NOES:	0	
ABSENT:	2	LeBarre and Velazquez
ABSTAIN:	0	
RECUSE:	0	

4. ADJOURN

With no further business to discuss, Chair Carbone adjourned the meeting at 2:28 p.m. (Pacific).

Prepared by: 
Ikuyo Yoneda-López
Marketing & Communications
Manager

Reviewed by: 
Carl G. Sedoryk
General Manager/CEO



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Matthew Mogensen, City Manager
MEETING DATE: December 18, 2024
SUBJECT: Receive the updated status report on the FY 23/24 & 24/25 Goals and Work Plan.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive the updated status report on the FY 23/24 & 24/25 Goals and Work Plan

DISCUSSION

At the April 19, 2023 City Council meeting, the City Council adopted its Areas of Focus, Goals and Milestones for FY 23/24 & 24/25, including a work plan (attached to this agenda report) that details the anticipated delivery dates for the goal milestones by fiscal year quarter. Staff has been consistently working towards the goals and milestones since adoption. The work plan was reviewed by the City Council at the February 28, 2024, City Council Special Goals Meeting and Budget Workshop for current status and to discuss if the Goals and Milestones are still relevant to the priorities of the City Council. The Council opted to continue the work outlined in the work plan through the remainder of this fiscal year and Council term.

Attached is a matrix containing Community Goals by priority area, the milestones, and the progress made through December of 2024. Progress continues towards the Work Plan, with some work efforts continuing through the 2nd quarter of this fiscal year.

OPTIONS

Take an alternative action.

FINANCIAL IMPACT:

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

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Community Goals and Workplan Matrix for FY 23/24 & 24/25

Attachments
Community Goals & Work Plan 2023-25

PRIORITY AREA: Recreation Services								
POLICY VALUE STATEMENT: Pacific Grove offers robust and accessible recreational and cultural activities for all ages.								
NEW	MANDATE	GOALS	MILESTONES FOR 2023	QUARTER OF COMPLETION (Fiscal Year)	LEAD DEPARTMENT	Status	Percentage Complete	Additional Notes
YES	NO	Expand hours and services of the Youth Center	Submit comprehensive recreation plan to City Council for expanded services, activities and programs; receive Council input. <i>(Plan components include: recruitment strategy, proposed budget including additional FT and Seasonal PT employee hours, expanded hours of operation for all recreational facilities including the Lighthouse. ThePlan will also explain the delta btween 2019 service offerings to what is oroosedl.</i>	Q4 FY22/23	Rec/PW /CMO /ASD	Complete	100%	Comprehensive plan presented to the Council in May 2023.
			Recruit and onboard additional Seasonal PTE (current and expanded summer 2023 programming).	Q4 FY22/23	Rec/PW/CMO	Complete	100%	Onboarded 53 summer staff members (2x the prior year)
			Recruit and onboard additional FTE.	QI FY23/24	Rec/PW/CMO	Complete	100%	All FTE positions filled.
			Complete implementation of comprehensive recreation plan (that includes expanding hours, activities and services for the community).	QI FY23/24	Rec/PW/CMO	Complete, Ongoing	100%	122% increase in swim registration, 27% increase in summer camp registration, new program offerings (sports & gold camp).
YES	NO	Expand or reinstate afterschool and recreational activities, including recreation and sports programs.	Same milestones as above.	Q4 FY22/23	Rec/PW/CMO	Complete	100%	Expanded beyond pre-pandemic opertations.
YES	No	Evaluate fees for use/rental of City facillies (e.g. Chautauqua Hal, etc.) to incentlvize more use by the community.	Assess facility rental fees and submit new proposed fee schedule to the City Council for consideration.	QI FY24/25	ASD/Rec	Complete	100%	Updated User Fee Schedule adopted on September 4, 2024
			Implement new fee schedule.	QI FY24/25	ASD/Rec	Complete	100%	Updated User Fee Schedule adopted on September 4, 2024 and implemented

QUARTER	Fiscaly
Q1	July-Aug-
Q2	Oct-Nov-Dec
Q3	Jan-Feb-
Q4	April-May-June

PRIORITY AREA: Infrastructure								
POLICY VALUE STATEMENT: Pacific Grove prioritizes capital needs and maintains community assets								
NEW	MANDATE	GOALS	MILESTONES FOR 2023	QUARTER OF COMPLETION (Fiscal Year)	LEAD DEPARTMENT	Status	Percentage Complete	Notes
YES	NO	Enhance the process, prioritization, scheduling and completion of CIP projects.	Select consultant to recommend a new approach for Capital Improvement Program, including the development of asset management schedules, recommended funding and prioritization to address ongoing repair and replacement of City facilities, assets and infrastructure. Select a consultant to develop asset management schedules and recommended funding to address repair and replacement of City facilities, assets and infrastructure as part of defining a new approach to CIP process.	Q2 FY24/25	PW/ASD/CMO	Complete	100%	Facility Condition Assessments (FCA) completef for City Hall, Public Works, Youth Center, Fire and Police Stations. Additional assessments to be budgeted in future years.
			Implement recommendations for the development and adoption of a new Capital Improvement Plan. effective July 1, 2024, including a new asset management program.	Q2 FY24/25	PW/ASD/CMO	Initiated	50%	FCAs will inform next years CIP. Working with ASD/CMO to revise the CIP process for FY25/26
YES	NO	Complete Streets Poley: adopt a plan to implement the design of safe walking paths, sldewalks and bike lanes. Including signage.	Retain the services of a qualified firm to assess the City's multi-modal transportation network, including all associated transportation policies and the proposed general plan transportation element, and to draft a Complete Streets Policy and safe routes to school map - specific to the needs of the Pacific Grove community.	Q2 FY24/25	PW/COO	Initiated	50%	No proposals received to RFP released in May 2024. Alternatives being considered.
			Develop and adopt a draft policy and safe routes to school map; shepherd through the Traffic Safety Commission for feedback and public review.	Q2 FY24/25	PW/CDD	Initiated	25%	TAMC presented on the Safe Routes to School Concept to Traffic Safety Commission and City/PGUSD Joint Subcommittee.
			Incorporate policy elements for implementation as a part of subsequent CIP streets infrastructure improvements.	N/A	PW/CDD	Not yet initiated	0%	Though no policy has been developed, complete street concepts are considered during CIP project development.

QUARTER	Fiscal vear
Q1	Julv-Aug-Sept
Q2	Oct-Nov-Dec
Q3	Jan-Feb-March
Q4	April-Mav-June

PRIORITY AREA: Environmental Stewardship								
POLICY VALUE STATEMENT: Pacific Grove Implements environmentally sustainable practices that protect wildlife and the coastal community.								
NEW	MANDATE	GOALS	MILESTONES FOR 2023	QUARTER OF COMPLETION (Fiscal Year)	LEAD DEPARTMENT	Status	Percentage Complete	Additional Notes
YES	NO	Initiate and Complete a Climate Action and Adaptation Plan.	Receive recommendations from City Climate Action and Adaptation Plan Subcommittee to authorize funds for a consultant: present to BNRC and then City Council for review and additional input.	Q2 FY24/25	PW/CDD	In Progress	90%	Bid award schedueld for Q3 of FY24/25.
			Present proposed Climate Action and Adaptation Plan to BNRC and then City Council for review and adoption.	N/A	PW/CD D	Not yet initiated	0%	BNRC and Council will review when plan is developed.
YES	NO	Initiate and complete a Citywide Tree Improvement and Management Plan (e.g., planting In pubic areas, sustainable tree maintenance and removal strategies, review and replacement of non-native plants and species,etc.).	Complete comprehensive Title 12 revisions; revisions focus on replanting compliance and tree appeal process; to be reviewed by the BNRC.	Q2 FY24/25	PW	Complete	100%	Reviewed by BNRC in January, April and July of 2024.
			Complete comprehensive Title 12 revisions; revisions focus on replanting compliance and tree appeal process; to be reviewed City Council.	N/A	PW	Not yet initiated	0%	Planned for City Council review in Q3 of FY24/25.
			Plant and maintain (e.g., additional labor) 150 native trees on public property and public right-of-way.	Q4 FY23/24	PW	Completed	100%	150 trees planted at various locations, including 50+ trees in George Washington Park with community support.
NO	NO	Protect Wldlflfe and Habitat.	Train CSOs in wildlife protection.	Q3 24/25	PD/CM O	Initiated	50%	Contract with Good City (consultant) for CSO training has expired. CSO's are collecting data on calls for service regarding wildlife and coastal contacts. This data is to be compiled at the end of 2024
			Draft and issue RFQ for Local Coastal Program (LCP) amendments.	Q4 FY22/23	CMO/CDD	Completed	100%	Proposal was too high, considering revisings to the RFP to lower costs
			Review and rank RFQ responses: make recommendation for City Council to award contract.	Q2 FY24/25	CDD/CMO	Initiated	50%	Pending new RFP above or Council appropriation of \$300,000
			Release a public draft of LCP amendments for review and City Council adoption; submit to California Coastal Commission for LCP Amendment.	N/A	CDD/CMO	Not yet initiated	0%	This action will not take place prior to the end of Q2 23/24
NO	NO	Review, update and implement George Washington Park Master Plan.	Hire a consultant to conduct biological assessment of GWP in order to update and recommend implementation measures of the GWP master plan.	Q4 FY22/23	PW	Initiated	95%	Study expected to be completed in Q3 of FY24/25
			Receive and review Monterey Fire Department's Community Wildfire Protection Plan for impact to GWP (harmonize and align).	QI FY24/25	MFD/PW	Complete	100%	The final CWPP report is available online: https://haveyoursaymonterey.org/cwpp
			Implement Council adopted policies for GWP Master Plan in alignment with approved City Council direction.	N/A	PW/MFD	Initiated	10%	Improvements consistent with GWP master plan commenced in September 2024. Improvements were halted at request Council & BNRC; Only maintenance for safety will be executed until new plan is approved.

QUARTER	Fiscal year
Q1	July-Aug-Sept
Q2	Oct-Nov-Dec
Q3	Jan-Feb-March
Q4	April-Mav-June

PRIORITY AREA: Affordable Housing POLICY VALUE STATEMENT: Pacific Grove supports a diversity of affordable housing opportunities.								
NEW	MANDATE	GOALS	MILESTONES FOR 2023	QUARTER OF COMPLETION {Fiscal Year}	LEAD DEPARTMENT	Status	Percentage Complete	Notes
YES	NO	Explore and assess the grandfathering of existing non-conforming ADU's	Review, audit and conduct field visits for prior second unit report.	N/A	CDD	Ongoing	20%	Prior second unit report was unable to be located.
			Present findings and staff recommendations to City Council for direction.			Ongoing	N/A	Best addressed on a case-by-case basis as units are discovered and legalization sought.
NO	YES	Complete Housing Element Update (MANDATED}	Prepare and present draft 6th Cycle Housing Element to the Planning Commission, including DEIR (if necessary).	Q2 FY24/25	CDD	Complete, Ongoing	100%	The Planning Commission and City Council reviewed in late 2023. Draft EIR is underway.
			Submit draft 6th Cycle Housing Element to HCD for comments.	Q2 FY23/24	CDD	Complete	100%	Draft Housing Element was submitted to HCD on November 1, 2023. City received formal HCD comments on January 31, 2024. Staff will resubmit to HCD on December 20, 2024
			Integrate HCD revisions into the draft 6th Cycle Housing Element	Q2 FY24/25	CDD	Ongoing	100%	The revised Draft Housing Element containing responses to HCD comments will be submitted to HCD on December 20th.
			Prepare and present draft 6th Cycle Housing Element to the City Council for final adoption and EIR certification (if necessary).	Q1 FY 25/26	CDD	Ongoing	60%	Likely summer 2025.
YES	YES	Initiate a feasibility and site selection process for the design and construction of an affordable housing project	Prepare 6th Cycle Housing Element draft with Rincon Consultants to determine an inventory of feasible development sites for affordable housing.	N/A	CDD	Ongoing	60%	To follow certified Housing Element
			Determine outside developers' interest in sites selected in Housing Element to develop affordable housing.	N/A	CDD	Ongoing	20%	To follow certified Housing Element
			City Council review and consideration of preferred site, including selection of preferred market and/or non-profit developer.	N/A	CDD	Ongoing	60%	To follow certified Housing Element

QUARTER	Fiscal year
Q1	July-Aug-Sept
Q2	Oct-Nov-Dec
Q3	Jan-Feb-March
Q4	April-May-June



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 18, 2024
SUBJECT: Authorization for the City Manager to enter an Agreement with HdL Companies for Cannabis Business Permitting and Inspection Services
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Motion to authorize the City Manager to enter an Agreement with HdL Companies for Cannabis Business permitting and inspection services.

DISCUSSION

At the August 21, 2024, City Council Meeting, the City Council authorized the City Manager to request proposals for cannabis consulting services to assist staff with the implementation of the cannabis licensing and zoning ordinances adopted by the City Council.

Pacific Grove voters approved Measures M and N at the November 8, 2022, general election. Measure M was an advisory measure asking the voters the following question: "Should the Pacific Grove City Council be authorized to amend the Municipal Code to allow retail sales of medical or recreational cannabis, limited to one single location within the City, at a location no closer than 1000 feet from any existing licensed Daycare/Preschools, Youth Center, and Schools, to engage in commercial cannabis activities?" Measure N established a tax on cannabis businesses at the rate of 6% of gross receipts from the retail sale of cannabis (storefront and delivery sales).

As a result of the approval of Measures M and N, the City Council directed the City Manager and City Attorney to create a cannabis licensing program to authorize one cannabis retail storefront to operate in the City. Draft licensing and zoning ordinances were prepared and vetted through a public process that involved the consideration of the ordinances at several meetings of the Planning Commission and City Council. The ordinances were adopted by the Council in December 2023.

The ordinances create a two-step regulatory framework that requires a proposed cannabis retailer to first obtain a license to operate from the City and then a conditional use permit. This allows the City to have regulations in place that address both the use (conditional use permit) and the user (license). One license will be available to operate a storefront retail location, consistent with the Measure M advisory measure. Additionally, licenses will be available to medicinal cannabis retailers proposing to operate delivery-only with no walk-in customers allowed, consistent with SB 1186 which went into effect on January 1, 2024.

The cannabis licensing ordinance calls for administrative rules to be adopted by resolution of the City Council detailing the application and license award process. Consultant services are needed to assist City staff with the application process as it is anticipated to be a time-consuming endeavor. City staff believes it is best to retain a consultant before finalizing the draft administrative rules for presentation to the City Council so that the consultant can provide input on the application process based on their experience.

Proposed Consultant

Staff review of the consultants that specialize in municipal only cannabis business licensing and inspection services has concluded that HdL Companies is the best experienced to provide the services that Pacific Grove will need to ensure our process is fair, meets all requirements of the City's ordinance and state laws, and is thorough to ensure only well qualified operators are considered. Further, HdL is experienced in developing user fees related to Cannabis business services and is well suited to assist the City with finalizing its application procedures which will be presented to the City Council for approval.

The scope of work that HdL Companies Cannabis Division will provide the City include:

- Review and revise the application process and develop the procedures for a quality assurance pass/fail evaluation for the City to be sure only well qualified applicants are included in the lottery drawing to select the sole cannabis business operator.
- Develop cost-recovery fees for the initial application process.
- Conduct quality assurance application reviews to ensure all applicants meet state and federal regulations.
- Background checks.
- Site plan evaluations.
- Pre-license site visits.
- 40-hours of general subject matter expertise, which would be used in part to provide for reviewing and revising the application process as described in the first bullet above.

The contract amount for the initial term of the agreement (through December 2026) is expected to be less than \$24,000. Consultant fees to the City will only be charged for the hours necessary to finalize the application process and establish the user fees. The user fees will cover all other costs associated with the consultant's work and will be charged to the applicant. The user fees that will be developed will cover all application processing related costs and will be no cost to the City.

Should the City Council approve the recommended motion, the City Manager will use the City's standard consultant services agreement to engage HdL for the above described services.

OPTIONS

Take alternative action related to this item.

FINANCIAL IMPACT:

The contract amount for the initial term of the agreement (through December 2026) is expected to be less than \$24,000. Consultant fees to the City will only be charged for the hours necessary to finalize the application process and establish the user fees. The user fees will cover all other costs associated with the consultant's work and will be charged to the applicant. The user fees that will be developed will cover all application processing related costs and will be no cost to the City.

The anticipated revenue from the cannabis business tax is projected to range between \$100,000 annually.

FOCUSED PRIORITY AREA: 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: George Fuerst, Environmental Program Manager
MEETING DATE: December 18, 2024
SUBJECT: Beautification and Natural Resources Committee Minutes: May 21, June 18, July 16, August 20, and September 17, 2024
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive minutes.

Attachments

BNRC minutes May 2024 through October 2024

BEAUTIFICATION AND NATURAL RESOURCES COMMISSION
REGULAR MEETING AGENDA
Tuesday, May 21, 2024, 4:00 P.M.
Council Chamber – City Hall – 300 Forest Avenue, Pacific Grove, CA

AGENDA

1. CALL TO ORDER

Present: Chair Walkingstick and Commissioners Wooten, Gorman, Brisson and Dunn.
Vice-chair Lee and Commissioner Myers absent.

2. APPROVAL OF AGENDA

MSP to approve agenda.

3. COMMISSIONER, SUBCOMMITTEE, AND STAFF ANNOUNCEMENTS

Chair Walkingstick acknowledged the crew and volunteers who did mowing and weeding at GWP . More planting events are on tap. She also noted that Carmel was planning a public meeting on their urban forest.

Staffer Fuerst said that the city's Climate Action Committee has begun an MOU for hiring a consultant to this effort. Council approved an upgrade to the city's electric grid that now enables 100% renewable energy.

The MOU in re the BLOY agreement with Audubon has now begun implementation of the plan; signage around the cliffside areas has begun.

4. COUNCIL LIAISON ANNOUNCEMENTS

No announcements.

5. GENERAL PUBLIC COMMENT

Lisa Ciani thanked the City for the BLOY actions/protections. She said that drone ordinance revision is still needed.

A. Written General Public Comment

None to report, though Mr. Fuerst reminded all that any written public comments are available online.

6. APPROVAL OF THE MINUTES

After correcting the spelling of *Inge Lorentzen Daumer* and Acting City Manager *Mogenson*, and a change to the number of trees (10+) on top of P. 3, the minutes were approved.

7. REGULAR AGENDA

A. Monterey Bay National Marine Sanctuary Water Quality Report

Lindsay Brown, Urban Water Quality Program Coordinator, gave a detailed presentation on the purpose and function of the MRSWMP, a conglomeration of six cities within Monterey County. She outlined the water quality monitoring in PG, including First Flush and Snapshot Day (the first Saturday in May) at Greenwood Park and Asilomar.

There was public commentary from Lisa Ciani (Crespi Pond), Carmelita García ((wastewater plant) and Sally Moore (Greenwood Park).

B. City of Pacific Grove and Regional Storm Water Program Update

George Fuerst, Environmental Program Manager, presented a very informative report on PG's stormwater program. Since 1999, PG has received a Phase II Permit from the National Pollutant Discharge Elimination System. Mr. Fuerst represents PG on the MRSWMP at monthly meetings.

Since 2017, the city has used non-potable water to irrigate the golf course and the cemetery. He said that 80% of his job is tied into this program. The city captures 100% of its dry weather flows and 85% of its storm runoff. We have a partnership with Marina Wastewater Treatment to inject treated water into the ground to recharge the aquifers and counter saltwater intrusion. A 'lift system' augments the gravity flow to get PG's wastewater all the way to Marina. Street sweeping runs about \$250K annually, mostly funded by litter abatement fees from Green Waste. Three challenges to our current street sweeping:

- 1) scheduling around refuse pickup days
- 2) cars parked along routes on pickup days
- 3) budget limitations

DPW needs to meet with WM to plan for changes to improve effectiveness of street sweeping.

The commissioners thanked Mr. Fuerst for his report. More information is available at montereysea.org.

C. Presentation from Lacey Raak, California Green Business Network

Ms. Raak shared news of the CGBN, including their partnership with different water districts and utilities throughout the state. Her associate, Jakki Castorena Dávila, joined in remotely. This is a free service to businesses, of which 109 statewide are active members. It supports the requirements of SB1383. Carmel has integrated CGBN into its climate action plan. PG has never belonged to CGBN; basic city membership is \$5200. 40% of the organization's budget has recently been cut, so this may be their last year.

Public Comment

Lisa Ciani thanked Ms. Raak and said she thought this would be a great idea for PG.

Commissioner Comments

Commissioner Brisson thought '\$5200 sounds like a great bargain, a win-win.'

A recommendation was made that city council move forward with partnering with CGBN: Gorman/Brisson; MSP unanimously.

NEXT MEETING - 16 July 2024 at 4 PM

ADJOURNMENT at 5:45 PM.

Respectfully submitted,
Marty Dunn, Secretary
BNRC

Note suggested next meeting agenda topic to clarify PG's plastics ordinance.

Minutes of the
BEAUTIFICATION AND NATURAL RESOURCES COMMISSION
Tuesday, June 18, 2024, 4:00 P.M.
Council Chamber – City Hall – 300 Forest Avenue, Pacific Grove, CA

1. Chair Walkingstick called the meeting to order at 4PM. Commissioners Gorman, Wooten, Myers, Lee and Dunn present; Commissioner Brisson absent. City staff present: Dan Gho and George Fuerst.
2. The agenda was approved.
3. No commissioner or staff announcements.
4. Councilmember Coletti announced that the city should finalize details in September about hiring a city forester and city engineer.
5. General public comment
Sally Moore spoke to her concerns about the type and health of some of the city-planted trees, specifically citing ginkos and Bradford pears.

Lisa Ciani gave an update on BLOYS.

Inge Lorentzen Daumer called out the condition of the plantings at the intersection of 1st and Central. Who cares for this space?

Tony Ciani requested BNRC to urge the city to immediately rehabilitate Crespi Pond as per specified in the 2001 report. Vegetation and nitrogen levels are 'out of sight.'

6. The May minutes were approved.

7. PUBLIC HEARING
Tree Appeal, 485 Ocean View Boulevard

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

Recommended Action: Deny the appeal of Tree Permit Application 24-023 and uphold the decision of the City Arborist denying the removal of one (1) Norfolk Pine and one (1) Coast Live Oak at 485 Ocean View Boulevard.

Mr. Fuerst gave background to this appeal.

Mr. Gho outlined the status of the request, emphasizing that a Level 3 assessment should be performed since the previous report is now outdated. A new assessment would determine if the Norfolk pine's roots could be cut or shaved to allow for repair to the wall. He also cited the benefits of the trees.

Property owner and petitioner Mr. Fox disputed the city's stance, saying he felt the existing reports clearly meet code standards.

Public comment on this item:

Tony Ciani, Lisa Ciani, Thom Akeman and Inge Lorentzen Daumer all spoke in favor of saving the trees.

Commissioner comments urged a Level 3 assessment be performed before any action could be considered

Commissioner Wooten moved that BNRC uphold the city's denial. MSP unanimously.

8. NEXT MEETING - July 16th, 2024 at 4pm

9. The meeting was adjourned at 4:40 PM.

Respectfully submitted,
Marty Dunn, Secretary

Minutes of the
BEAUTIFICATION AND NATURAL RESOURCES COMMISSION
Tuesday, 16 July 2024, 4:00 P.M.
Council Chamber – City Hall – 300 Forest Avenue, Pacific Grove, CA

1. Chair Walkingstick called the meeting to order at 4PM. Commissioners Gorman, Wooten, Myers, and Dunn present; Commissioners Brisson and Lee absent. City staff present: Dan Gho, Joyce Halabi, Amy Colony and George Fuerst.

2. The agenda was approved.

3. Mr. Fuerst reported the city's plastic ordinances still being worked on.

4. Council member Coletti highlighted the two propositions on the local ballot in November:
a) Redefine time-share prohibitions b) Reduce council members from 6 to 4

5. General public comment:

Jane Haines asked that sufficient time be allowed for item 7C, Monarch Sanctuary discussion..

Lisa Ciani reported BLOY pair near to hatching. Also asked how to repair the graffiti on the rec trail mural.

Inge Lauritzen Daumer asked that public letters be included in the public record and that they be published in the agenda packet online even if received after the agenda packet was originally posted (but before the meeting date).

6. The June minutes were approved.

7 B. Ms. Halabi recapped the Title 12 third iteration. In January, BNRC recommended staff return document for further discussion. In April, an amended document included three new stipulations, and BNRC again asked for further staff revision. In this current document, not all the revisions have been included; in most cases, staff felt that protections were already in place. Staff tried to strike a balance between requested changes and code requirements. Next step is for city council to review this document.

Public comments:

Sally Moore requested reconsideration of the 2-for-1 tree replacement, as trees are very expensive.

Jan Turcott said the the language needs to to be updated to reflect the *value* of trees, and that time is taken to do this revision right.

Carmelita García urged collaboration between the public and government. The Emergency Tree Removal Section of Title 12 is not necessary or needed if regular tree maintenance per other Title 12 sections are performed throughout the year. If 12.10 is retained, it needs to be changed to citing Public Works as the first contact during working hours.

Inge Lauritzen Daumer requested document return to BNRC for 'a little more finesse.'

Tony Ciani asked that LCP policies be incorporated into Title 12.

Lisa Ciani agreed with all these commentaries and pushed for transparency and collaboration.

Committee comments:

Ms. Wooten asked when this document will go to council. Answer is 'likely in the next few months.'

Ms. Myers queried how the LCP works with this document. Is there cross-referencing? Answer is 'yes.' Also aligned with tree-removal process.

Ms. Wooten: Is there any data as to a number of trees to be removed for development? Answer: No, the arborist has that information.

Ms. Gorman: In re: Geo. Washington Park (GWP): is data still being collected on monarchs there? Answer: Yes, twice a year. Clusters have seldom been seen there. Asked about including the entire 20-acre park in Title 12, citing neighbors' activities. Also spoke to the importance of education of neighbors (and contractors)—the city should offer an annual meeting with the arborist to effect this.

In Ms. Gorman's opinion, document not yet finished (ref. section 12-10); it might make sense to have the incoming city forester and city engineer have a chance to offer input before sending this off to council.

Chair Walkingstick mentioned that she's seen lots of growth between the public and BNRC collaboration.

She was okay with the tree appeals period of 10 calendar days.

Consider discussion to expand GWP since only 3% of the town is open space; how best to preserve what we have.

Ensure that BNRC is included in any development projects that impact 10+ trees.

In re birds in GWP, recommended having a qualified wildlife biologist during nesting time (Jan.-Sept.).

Asked council to hold off accepting this document till a forest manager is hired.

7 C.

Mr. Fuerst presented the annual Monarch Sanctuary Report prepared by Creekside Center for Wildlife Management. He gave background information on the sanctuary, sharing graphs of the two annual monarch counts there (Thanksgiving and New Year's). Encouraged BNRC members to come to walkthrough of area with arborist Stuart Weiss on 9 August @ 1PM.

PG is 'doing a really good job' of keeping monarchs here. Their two biggest stressors are milkweed depletion and pesticides. New pines and Toyon shrubs have been planted, but now a hiatus on further tree planting since butterflies need 'dappled' sunlight and too much shade does not allow that.

Public comments:

Jane Haines cited information from Xerxes Society, and said it's essential we're all on the same page. Suggested adding a 4th BNRC member to sanctuary subcommittee so that the Brown Act would then apply, increasing transparency. Add as agenda item for August.

Mary Dainton, volunteer and docent at sanctuary, said it's a huge tourist draw. She urged more public works involvement and questioned Mr. Weiss' involvement. New fence needed there.

Inge Lauritzen Daumer said sanctuary reports are not specific enough for PG—'fresh blood' needed. Why not use the weather station at the site instead of at the airport?

Commissioner comments:

Ms. Gorman asked if the cause of the fire was yet known—no. Replacement trees should not be counted as 'new planting.'

Ms. Wooten cited the excellent recommendations in the Creekside report as much more specific than last year.

Lisa Ciani (from public) thanked volunteers and thanked committee for support BUT is sorry for frustrated volunteers, echoing Jane Haines.

Ms. Myers recalled a pesticide incident last year in which 100-200 monarchs died.

Mr. Fuerst mentioned greater public outreach to include neighborhood meetings.

Ms. Dunn asked about city use of Round-up and/or rodenticides—none at all in the sanctuary. Important to plant *native* milkweed.

Ms. Gorman requested the stakes around trees be removed in sanctuary and GWP. Also said a new split rail fence needs to be built.

Mr. Fuerst hopes for a new fence from grant money in the 'next couple of years.' Also will revisit the 2011 regional Resource Conservation Plan and hope for monies to cover a tree census for city.

Chair Walkingstick added her appreciation for the 'more robust, and earlier,' Creekside report. Also said the monarch subcommittee is organizing an October informational meeting to include hotel personnel. Asked about using weather station in sanctuary.

The meeting was adjourned at 5:42—MSP. Next meeting on Tuesday, 20 August, at 4PM.

Respectfully submitted,
Marty Dunn
Secretary

Minutes of the
BEAUTIFICATION AND NATURAL RESOURCES COMMISSION
Tuesday, 20 August 2024, 4:00 P.M.
Council Chamber – City Hall – 300 Forest Avenue, Pacific Grove, CA

1. Chair Walkingstick called the meeting to order at 4PM. Commissioners Gorman, Wooten, Lee, and Dunn present; Commissioner Myers absent. City staff present: Amy Colony, George Fuerst.

2. The agenda was approved.

3. * Commissioner Lee gave details from a Carmel forestry meeting she recently attended. She also noted that Amanda Preece is training her replacement at Audubon since she has taken a position with State Parks. Suggested perhaps inviting the new hire to make a presentation to BNRC.

* Commissioner Brisson reminded the public to stay back from seals, for the seals' and their own sakes. Call Marine Mammal Center for observed health concerns. Hopkins cove has fewer seals compared to last year—no known definite cause.

* Chair Walkingstick thanked Mr. Fuerst and Creekside's Stuart Weiss for the informative walk-through at the Monarch Sanctuary on 9 August. There will be an informational monarch neighborhood meeting on 6 October at the museum. The monarch subcommittee will meet with Mr. Fuerst the end of the week of 20 August. There is a cleanup of the area on tap to which the public will be welcome.

* Commissioner Gorman announced that the climate action subcommittee met the previous week and will do so again in September.

4. Staff liaison Fuerst thanked the attendees at the sanctuary walk-through and said information on this will be on the next City Council agenda.

Ms. Colony announced the city's fall cleanup days, (the second Saturday of each month) at Jewell Park: 14 Sept.; 12 Oct.; 9 Nov.; 14 Dec. Hours are 10-noon; volunteers can work during all or part of those times.

Council liaison Coletti thanked the Climate Action subcommittee for their efforts to date and said that the city will soon be hiring a vendor to write a Climate Action Plan.

5. Public Comment

Anthony Ciani called in to say that he believes the City should consider adding an Open Spaces Department, separate from Public Works, as is found in some other cities. Sometimes developers and conservationists are at odds, and 'the developer usually wins.'

Lisa Ciani thanked Mr. Fuerst et al for the walk-through at the Sanctuary. She mentioned that Dr. Dave Revel has done excellent work in re sea level rise and erosion. She also reported on 'her' BLOY pair; their chick only lasted two weeks. She thanked Mr. Fuerst for his ongoing support.

6. July minutes : MSP to continue this item till September meeting, pending corrections.

7. A. Christa Rogers from Save Our Shores made a comprehensive presentation outlining the 501(c)(3) organization's history—established in 1978 as a grassroots movement—and mission to work and advocate for Monterey Bay's health and protection. Their next Coastal Cleanup Day is 21 September and will include hubs at Asilomar and Lovers Point beaches. BNRC will staff a table for this event.

B. Chair Walkingstick introduced discussion of City Council policy 000-5, Section 7, in re increasing transparency around the process of getting an item put forward on recommendations from boards, committees and commissions.

Jane Haines, referencing earlier communication with BNRC, said she 'misstated the parameters of the new amendment' and apologized for same.

Lisa Ciani enthused about 'finally having a clearly designed process.'

Commissioner Wooten called this a 'work in progress...creating the future.'

Commissioner Lee queried if this still has to go back to council. Councilmember Coletti said that council wants the various BCCs to be able to communicate directly with council; a special form is part of this process. He noted that it may be likely that, if obstacles arise, a subcommittee will have to be formed to address those issues. He advised BCCs to ‘do the prep and use the form.’

C. The discussion of Pacific Grove Municipal Code Chapter 3.24.080, which chronicles the powers and duties of the BNRC, was hearty. The commissioners heard from Ms. Haines and Ms. Ciani especially as regards the Monarch Sanctuary and BNRC’s duties therein.

It was proposed that BNRC review the annual sanctuary report (Creekside) and include any additional advice before forwarding the report to DPW. Mr. Ciani suggested this was a great idea, ‘proactive rather than reactive.’ He pointed out that the DPW holds an Environmental Enhancement Fund in its budget. Also suggested BNRC take over monitoring the conservation easements at Asilomar from DPW. This could be handled by a subcommittee.

Commissioner Wooten wondered if such a committee might conflict with the Brown Act, to which Councilmember Coletti suggested formulating a question and send it directly to the city attorney.

Commissioner Gorman offered that BNRC might consider incorporating some of these subcommittees. Commissioner Lee added that each subcommittee would ‘have its own protocol—a flow chart protocol,’ and that this information is passed to future BNRCs.

Commissioner Dunn asked about the possibility of BNRC meeting in a ‘retreat’ format to better flesh out ideas, but would that violate the Brown Act? Best to query the city attorney about that.

General committee comments about ways to reach out to public: city manager’s reports, social media perhaps. Chair Walkingstick moved forward and suggested that we restructure our subcommittees with ‘smart goals.’

After further discussion, committee agreed that the various subcommittees should convene and review their goals—which are attainable by the end of the year?—and bring results to September meeting.

D. In re Title 12, the remaining tasked duty is to give a final BNRC recommendation on revisions to City Council. Several suggestions brought forward by members of the BNRC and the public that deserve additional examination, include:

1. BNRC input in the development review process involving projects removing multiple trees.
2. Extend Monarch Protections through George Washington Park
3. Appeals period from 10 days to 30 days.
4. Nesting Bird Survey Regulations
5. Specific language regarding permeable surface within 12.03.030 Protected Trees section 6 and 7.
6. Reclusion of site-coverage information in 12.03.060, Replacement of Protected Trees.

Public Comment: Ms. Daumer pointed out the city has not yet hired a forester, and that more refinements on tree care are needed in this document. Ms. Ciani agreed to the need for a forester review before submitting to council; Mr. Ciani and Paul Walkingstick concurred.

Commissioner Comments: Ms. Gorman emphasized that BNRC role is to ‘conserve and protect,’ that there is no need to rush this, especially since the rule of law is in place. Ms. Brisson asked if #1 (above) is a separate piece or embedded in the proposal. Councilmember Coletti answered that yes, these are separate. A revision might consider removing this from Title 12. Commissioner Lee asked that this return with more revision, perhaps including language to

reflect the value of trees, and the concept of enforcement/accountability around this. The forester should have a vision.

With Councilmember Coletti's input, a motion (Gorman/Lee) was put forth: Title 12 revisions will be reviewed by a qualified professional city forester prior to consideration by City Council. Amendment to the motion: bring back the proposal to BNRC prior to that consideration by council. MSP: 5-1.

The next BNRC meeting will be 17 September at 4PM. The meeting was adjourned at 6:30PM.

Respectfully submitted,
Marty Dunn
Recording Secretary

Minutes of the
BEAUTIFICATION AND NATURAL RESOURCES COMMISSION
Tuesday, 17 September 2024, 4:00 P.M.
Council Chamber – City Hall – 300 Forest Avenue, Pacific Grove, CA

1. Chair Walkingstick called the meeting to order at 4PM. Commissioners Brisson, Gorman, Wooten, Myers, Vice Chair Lee, and Chair Walkingstick present; Commissioner Dunn absent. City staff present: Amy Colony, George Fuerst.

2. Agenda approved.

3. Announcements; Commissioner, Subcommittee and Staff.

Commissioner Brisson: Monarch Neighborhood Meeting Oct 6th 1pm PG Museum of Natural History; Upcoming Monarch Workshop; Wildlife Calendar posted on city website.

Vice Chair Lee: Wildlife Calendar thanks; Library Kiosk update; Topes trimming disagreements, suggestion to City Council not to use Topes as main tree trimming service; Ordinances re: Raccoon trapping, relocation and euthanasia. SPCA and F&W outreach.

Chair Walkingstick: Save Our Shores beach cleanup Sept. 21st 9-noon; New GWP playground equipment.

Staff Announcements. George Fuerst: Library Community Corner; City website Wildlife page updates and Wildlife Calendar; Tree count update; Tree watering update; Cigarette receptacles; Police CSO's; Monarch Neighborhood Meeting Oct. 6th @ 1pm.

4. Council Liaison Announcements. Council Member Coletti absent.

5. General Public Comment: Jane Haines; Oct. meeting req. Creekside/F&W/Althouse and Meade presentation; City Manager email; Creekside Report pg. 4, Site Management Plan.

Lisa Ciani; Crespi Pond/CEQA; Topes tree trimming at ATC; Wildlife Calendar thanks, Amanda Preece-BLOY protection update and report.

Inge Lorentzen Daumer: Topes and trimming; Forester budget agenda item @ tomorrows CC meeting.

6. Minutes approved for August and July.

7. A. PG Deer Awareness Presentation by Carmelita Garcia. Comprehensive presentation on Pacific Grove deer population, health and well-being and data collection. PG Deer Awareness tables @ PG Farmers Market Mondays from 2:30-5:30. Comments: Lisa Ciani; Halloween webbing dangers to wildlife. Vice Chair Lee: SPCA's roll with deer; Fencing awareness; Green strip maintenance as food source. Commissioner Brisson: Social media PSA Halloween blast re wildlife awareness.

B. Monarch Presentation by Natalie Johnston, Community Science Coordinator with Pacific Grove Museum of Natural History. Monarch Butterfly general information, how the PG Museum fits in and current happenings at the Monarch Grove Sanctuary. Comments: Lisa Ciani; Thanks. Commissioner Brisson; Social Media blast on incoming monarchs, native plants, habitat, pesticides. Vice Chair Lee; School outreach and volunteer hours. Commissioner Wooten; Thanks. Chair Walkingstick; exploring a pesticide ordinance.

C. S.M.A.R.T. Goals discussion. Specific, Measured, Achievable, Relevant, Time-bound. Goal; to find subcommittee goals attainable by years end. Comments; Commissioner Gorman; GWP/ Trees and Landscaping Subcommittee. GWP native, pollinator friendly, plant scaping around GWP sign @ Sinex and Alder when sign is implemented as flagship design. Monarch Sanctuary Subcommittee: Chair Walkingstick; Monarch Neighborhood Meeting explanation of process and upcoming event. Wildlife Subcommittee: Commissioner Brisson; Wildlife speakers. Vice Chair Lee: Wildlife Ordinance compilation w/central access location. Collaboration with CSO's, Compliance Officer and Police Chief. Wildlife Ordinance review and revisions. Fencing codes. CSO clarification and training. Climate Adaptation: Commissioner Myers; Goal statement modification: Support the Climate Action Committee to retain a vendor to prepare the CAP plan for PG by 4Q 2024. Current status; CAAC has reviewed and will give

recommendation to RFPs submitted at next CAAC meeting. Plastic Pollution, Litter and Waste Reduction. Update on plastic ban ordinance, obstacles and alignment with regional and state compliances.

8. Next meeting, Tuesday, October 15th @ 4pm

9. Meeting Adjourned @ 5:44pm.

Respectfully Submitted by,
Christine Walkingstick, BNRC Chair

Minutes of the
BEAUTIFICATION AND NATURAL RESOURCES COMMISSION
Tuesday, 15 October 2024, 4:00 P.M.
Council Chamber – City Hall – 300 Forest Avenue, Pacific Grove, CA

1. CALL TO ORDER: Chair Walkingstick called the meeting to order at 4PM. Commissioners Gorman, Wooten, Myers, Brisson, Lee and Dunn present.
2. AGENDA: Approved.

3. COMMISSIONER, SUBCOMMITTEE, and STAFF ANNOUNCEMENTS

Commissioner Lee noted that there is a drug disposal dropbox in the lobby of the PGPD. She has delved into PG's wildlife ordinances and said they need to be more specific; perhaps this can be a future BNRC agenda item. She spoke with PGPD about enforcement abilities of CSOs; anything more than an infraction needs a police officer to handle. She said the Good Cities report is not complete, that \$33K has been spent on it so far; she has shared this information with the city manager. Code-compliant deer fencing can be up to 6 feet; beyond that, a special permit is needed. It is illegal to trap, kill or relocate pest animals.

Commissioner Brisson commended the handling of the recent cougar sighting in George Washington Park with a special nod to DFW and the SPCA.

Commissioner Wooten reported that the September Save Our Shores cleanup was 'wildly successful,' as was the Butterfly Days celebration. She also thanked Xerxes and the organizers of the Monarch neighborhood meeting on 6 October.

DPW Director Gho said there will be an emergency removal of an ailing cypress at Lovers Point and that there will be deadwood removal elsewhere in the park.

4. COUNCIL LIAISON ANNOUNCEMENTS

Councilman Coletti reported that, after a couple of years in process, the vacation of Sloat Avenue is in place with an agreement; council will take action on this at tomorrow's meeting. Also, council voted to transition to district-based elections at their last meeting, and that will soon be fully fleshed out.

With regard to CSOs, code enforcement will have to be adopted by council; City Manager Mogensen is well aware of this and will be coming to council—and maybe to BNRC—with an update at some point.

5. GENERAL PUBLIC COMMENT

Carmelita García applauded the Monarch meeting of 6 October, and also voiced her approval of the wildlife calendar. She suggested two corrections with regard to the length of fawning and rutting seasons.

Lisa Ciani spoke to her husband's letter addressing vegetation management at Crespi Pond. She requested the public be updated with progress there.

Tony Ciani reminded that the BNRC charter states we are responsible to advise city council about landscaping and public land purchases. He has not seen us addressing topics such as a shoreline development plan. Cited the need to be proactive, especially with regard to Crespi Pond and the Great Tidepool.

6. MINUTES: The September minutes were approved as amended.

7A. Shop-Shaping Collaboration with EDC Concept Discussion

Mike Gibbs from the Economic Development Committee (EDC) made a presentation on enhancing the downtown landscape ('shop-shaping') to improve morale and boost sales for merchants. He listed several ideas to this end, including establishing an annual budget, installing a beta facade by 12.31.2024, and asking BNRC to draft a guide for what and how to proceed.

Public comment was very supportive of the idea and of a joint EDC/BNRC collaboration. Tony Ciani suggested investigating the California Main Street Project for help with this, and also thought it wise to put together a public workshop.

Other public and commission comments/queries included issues about general guidelines, watering, volunteer involvement, possible grants, parklets, median planting, pollinator gardens, and DPW staff support (this last being unlikely due to high demands on personnel).

MOTION #1 by Commissioner Lee: Move to accept a partnership with EDC and for BNRC to choose a subcommittee for this. MSP.

MOTION #2 by Commissioner Lee: Move to appoint Commissioners Myers, Wooten and Dunn to this subcommittee. MSP.

7B. Presentation from The SPCA for Monterey County

Laura Lockwood, staffer from the SPCA, made a comprehensive report on the organization, which treats 2000-3000 wild animals annually with the goal to rehabilitate and release them back into their natural habitats. They have a great crew of volunteers. They can be reached at 831.264.5427 and further explored at SPCAMC.ORG

Commissioner Lee asked about help for limping deer. There really is nothing to do as long the animal is mobile; best to give the animal the benefit of the doubt. Euthanasia by the DFW is a last resort.

Commissioner Brisson asked about Open House tours: No, but there are donor tours. She also asked about alternatives to rodenticides and was referred to Humane Wildlife Control.

7C. Presentation from California Department of Fish and Wildlife

Zachary Mills, biologist with the region's Department of Fish and Wildlife (DFW), took to the podium with an overview of his organization's work. They cover 5000+ square miles, in which Pacific Grove presents the most demands. Responding to a query about the recent mountain lion sighting in PG, Mr. Mills said that the lions are 'here all the time,' but that we are rarely aware of their presence. He speculated that this one was likely lost or displaced by an adult male.

For more information, go to <https://wildlife.ca.gov/HWC>

Commissioners had questions/comments about lion mortality on roads (high on #101 and #68). Mr. Miller cited the construction of highway underpasses and the need for more staff; the state has cut positions.

The meeting was adjourned at 6:34 PM. The next meeting will be on Tuesday, 19 November, at 4 PM.

Respectfully submitted,

Marty Dunn

Recording Secretary



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: George Fuerst, Environmental Program Manager
MEETING DATE: December 18, 2024
SUBJECT: Climate Action and Adaptation Planning Committee Minutes: May 16, and August 15, 2024
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive minutes

Attachments

Climate Action and Adaptation Planning Committee Minutes May 2024 and August 2024

CLIMATE ACTION AND ADAPTATION BROWN ACT COMMITTEE REGULAR MEETING MINUTES

Thursday, May 16, 2024

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

1. **CALL TO ORDER & ROLL CALL**

Members Present: McDonnell, Poduri, Coletti, Myers, Wooten, Gorman

Staff Liaison: George Fuerst, Environmental Program Manager

2. **APPROVAL OF AGENDA**

On a motion by Member Gorman, the Committee voted 5-0 to approve the Agenda.

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

Staff Liaison Fuerst acknowledged City Council for their recent approval of 3CPrime energy opt-up. Member Coletti reported on getting three years of the City's PG&E meter records and will be examining the data.

4. **GENERAL PUBLIC COMMENT**

City Manager Matt Mogensen introduced himself to the Committee.

5. **APPROVAL OF MINUTES**

On a motion by Member Myers, the Committee voted 5-0 to approve the April 16, 2024 Minutes.

5. **REGULAR AGENDA**

A. **Presentation from George Fuerst, Environmental Program Manager – Climate Action and Adaptation Planning RFP Review.**

Review of DRAFT Request for Proposal (RFP) to provide climate action and adaptation planning services.

1. Public Comment received from Lisa Ciani and Anthony Ciani.

2. Committee discussed the DRAFT RFP and tentative schedule.

B. **Presentation from George Fuerst, Environmental Program Manager – Selection of Committee Members for RFP Evaluation**

1. Public Comment received from Inge Daumer, Lisa Ciani, and Anthony Ciani.
2. Committee discussed their availability and interest to serve on an evaluation panel for the RFP responses. Ultimately, the Committee decided that all members would like to have the opportunity to score the proposals ahead of potential further discussion, interviews, and or negotiations. Committee asked for scoring criteria to be available to them and included in the RFP.
6. **NEXT MEETING – August 15, 2024**
7. **ADJOURNMENT – 4:57PM**

CLIMATE ACTION AND ADAPTATION BROWN ACT COMMITTEE REGULAR MEETING MINUTES

Thursday, August 15, 2024 4:00 PM

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

1. **CALL TO ORDER & ROLL CALL**

Members Present: McDonnell, Poduri, Coletti, Wooten, Gorman

Not Present: Myers

Staff Liaison: George Fuerst, Environmental Program Manager

2. **APPROVAL OF AGENDA**

On a motion by Member Gorman, the Committee voted 5-0-1, Member Myers absent, to approve the Agenda.

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

Announcement by Coletti inquiring about 3Cprime energy choice action.

GENERAL PUBLIC COMMENT

No comment.

4. **APPROVAL OF MINUTES**

On a motion by Member Wooten, the Committee voted 5-0-1, Member Myers absent, to approve the May 2024 Minutes.

5. **REGULAR AGENDA**

A. **Presentation from Dave Revell, Coastal Geomorphologist with Integral Consulting**

Receive presentation on coastal adaptation and Pacific Grove.

Public Comment received from Anthony Ciani and Lisa Ciani.

Committee Discussion.

B. **Climate Action and Adaptation Planning RFP Update**

Receive report on CAAP RFP status and evaluation process.

No public comment.

Committee Discussion.

6. **NEXT MEETING – September 21, 2024 (Special Meeting)**
7. **ADJOURNMENT – 5:19PM**



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Katie Clark, Recreation Program Manager
MEETING DATE: December 18, 2024
SUBJECT: Recreation Board Meeting Minutes August: August 22, September 26, and
October 24, 2024
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines
Section 15378

RECOMMENDATION

Receive minutes.

Attachments

Recreation Board Meeting Minutes 08-22-2024
Recreation Board Meeting Minutes 09-26-2024
Recreation Board Meeting Minutes 10-24-2024

1. CALL TO ORDER

Chair Colleen Goldsmith called the meeting to order at 4:02 PM. Also present in the chamber were Board Member Ashley Gamble, Board Member Ximena Waissbluth, and Recreation Program Manager Katie Clark.

2. APPROVAL OF AGENDA

Upon motion by Board Member Waissbluth and seconded by Board Member Gamble, the Recreation Board voted unanimously to approve the agenda.

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

Recreation Program Manager Clark announced:

- Congratulations to Board Member Waissbluth for opening her new business.
- Recreation program updates included the summer program evaluations being open, extended recreation swim through September, there are still a few spots available in the preschool program, the Youth Center and after-school program being open for middle and high school students, a Youth Center survey, fall programming being open, and fall break camp information being released; for more information, please check the website.
- Special events include the last EDC concert put on by the Economic Development Committee, Walk with Pride put on by PG Pride, the Butterfly Parade, Sunset Celebration, Butterfly Days, and the Croquet Tournament put on by the PG Heritage Society.

Public Works Director/Deputy City Manager Daniel Gho (joined by Zoom) announced the George Washing Playground equipment project has started.

Board Member Waissbluth announced she will no longer be able to serve on the Recreation Board. However, she plans to continue working with the Recreation Board on the Community Outreach Plan.

Chair Goldsmith announced:

- She received an email update from the City manager, Mr. Morganson, regarding the Morris Dill tennis court quotes for soundproof fencing around the pickleball court. Quotes for repainting and re-striping the tennis courts are still pending.
- There will be striped pickleball courts at the PG High School, and the adult school will conduct its classes at the high school location starting in September.
- Amy Colony, an administrative analyst at Public Works, has outlined some of the next steps for the Chinese Pavilion. The City staff is going to promote fundraising on all city platforms, including the City Manager report, the City website, and social media for the Chinese Pavilion. Physical signage will be posted to provide information and also to let people know how they might want to participate. The Monterey Bay Chinese Association is organizing a fundraising banquet on October 5th at Chef Lee's restaurant. The city will also promote this. The architect for the project will do an on-site physical assessment and develop detailed construction plans. The final design will be presented to boards and commissions for approval.

4. COUNCIL LIAISON ANNOUNCEMENTS

City Council Member Nick Smith was not present.

5. GENERAL PUBLIC COMMENT

Public Comments:

Charles Cha spoke regarding the Chinese Pavilion fundraising campaign.

Written public comment was received from Carmelita Garcia regarding the parks survey and Community Outreach. She asked if the Recreation Trail could be included.

6. APPROVAL OF THE MINUTES

Recreation Board Meeting Minutes from July 25, 2024. Upon motion by Board Member Waissbluth and seconded by Board Member Gamble, the Recreation Board voted unanimously to approve the agenda.

7. REGULAR AGENDA

A. Recommendations to City Council

Chair Goldsmith announced that on July 9th, she attended a meeting of all the City board members and chairpersons, the City Manager, and the Mayor to discuss a process to better communicate proposals and recommendations to the City Council. A form is being introduced for use by City Commissions and Boards to formalize the process whereby the Recreation Board, as well as other commissions and task forces, can bring their recommendations to the City Council for consideration.

Recommendations may include policy work efforts and city resource allocation. The process is as follows: The Rec Board approves a recommendation via an agenda item and a vote by the commissioners and board members. The chair documents the recommendation in the recommendation form, which was part of the agenda package. The chair and council liaison discuss the next steps, such as placement on the City Council agenda or referral back to the Commission, or identification of issues that could preclude implementation. Examples of recommendations to the City Council are new and or revised programs, studies, policies, public notices, public meetings and workshops, and expenditures. Implementation may require legal review and concurrence by the PG City Manager. In addition, it is valuable to have chairpeople and commission members present at City Council meetings.

B. Recommendation to City Council for CIP Projects

Board Member Gamble provided some background on the agenda item. The Recreation Board had recommended capital improvement projects earlier in the year that the City Council did not approve. Both Public Works Director/Deputy City Manager Gho and City Council Member Smith mentioned in the July Recreation Board meeting that the Recreation Board has another opportunity to present those items to the City Council.

Board Member Gamble discussed the importance of finding a solution to the flooding on the baseball field at George Washington because the flooding prevents the use of the field.

Chair Goldsmith said that expanding recreational use is one of our goals as a community, a Recreation Board, and a City. She added that the Morris Dill Tennis Courts might need some additional funds.

Public Works Director/Deputy City Manager Gho confirmed that all three items can be recommended to the City Council for consideration.

Upon motion by Board Member Gamble and seconded by Board Member Waissbluth, the Recreation Board voted unanimously to recommend that the City Council funds the 'Parks and Open Space Plan' the 'George Washington Storm Water Improvements Plan' and the 'Morris Dill Court Improvements' during one of their September meetings when Capital Improvement Projects are discussed.

C. Community Outreach Plan Update

Board Member Waissbluth announced that the Community Outreach Plan is going to be postponed to a later date for several logistical reasons. The subcommittee would like to propose a date in the spring, with the actual date TBD. The board further discussed and clarified logistics with Public Works Director/Deputy City Manager Gho.

8. NEXT MEETING

September 26, 2024, at 4:00 PM at the Council Chamber, City Hall at 300 Forest Avenue, Pacific Grove, CA.

9. ADJOURNMENT

Rec Board Meeting adjourned at 4:52 PM

Minutes respectfully submitted by Board Member Gamble.

1. **CALL TO ORDER**

Chair Colleen Goldsmith called the meeting to order at 4:02 PM. Also present in the chamber were Vice Chair Jay Tulley, Board Member Ashley Gamble, Recreation Program Manager Katie Clark, Deputy Public Works Director Joyce Halabi, and City Council Member Liaison Nick Smith. Board Member Darrel Smith was absent.

2. **APPROVAL OF AGENDA**

Upon motion by Vice Chair Jay Tulley and seconded by Board Member Gamble, the Recreation Board voted unanimously to approve the agenda.

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

Recreation Program Manager Clark announced:

- The final recreation swim of the season will be Saturday, September 28th. Preregistration is available online on our recreation department website. In-person registration is available as well, but in-person registration is cash only. A big thank you to our Aquatics Coordinator and Lifeguard team for making this possible.
- We want to highlight that we still have 2-3 and five-day spaces available in our preschool program. More information about the program and registration is also available on a recreation department webpage.
- The Youth Center after school program is open. This program is open to middle school and high school youth.
- We wanted to send out a big thank you to everyone who participated in the Youth Center Program Survey. The survey has closed and we are currently reviewing the results.
- Special events for October and November include the Butterfly Parade on October 5th. The Sunset Celebration, Butterfly Days, and the Croquet Tournament will be on October 5th and 6th.
- In November, we'll have the Big Sur International Marathon as well as their 3K5K on November 9th and 10th.
- The city of Pacific Grove will have its veteran's day ceremony on November 11th.

Vice Chair Tulley announced:

- He has seen a lot of kids really enjoying the new playground over George Washington Park.
- It's been great to see so many kids playing soccer at Robert Down. So, thanks to Andy and all the Rec staff. He's curious about how the program is doing, and he would like to get a report from Andy at some point, maybe when the season ends. Also, is there a way to increase soccer play with open sessions where it doesn't even have to be Coached or have teams? It would be open free play.
- There is a joint subcommittee meeting on September 30th between the city and PGUSD at 5:30 PM at the City Council Chambers. here at Council.

Chair Goldsmith announced:

- She attended the September 18th City Council meeting and advocated for the funding of additional one-time capital projects for fiscal year 2025. These were the

capital improvement projects approved by the Rec Board at the August 22nd meeting, including the parks and open space study, stormwater improvement plan for the ball field at George Washington Park, and improvements to the tennis courts. It was an opportunity to use the new city recommendation form and coordinate the request with liaison Nick Smith. She is happy to report the City Council approved two of the three proposals. The George Washington Park ball field drainage in the amount of \$50,000, and the pickleball tennis court resurfacing and sound fencing in the amount of \$47,000.

- Mayor Bill Peak has advised the Rec Board that we will be adding a new Board Member in October to fill the vacancy left by Ximena Waissbluth's resignation.
- The most recent City Manager's Report included information regarding the fundraising efforts by the Monterey Bay Chinese Association for the new Chinese Pavilion. Hopefully residents will take the opportunity to look at that City Manager's report and make donations toward the project.
- Another worthwhile fundraising campaign has commenced called the Heritage Society Friends of Chautauqua Hall. The mission is to raise funds for major upgrades to the building, which is a California Registered Historical Landmark. Upgrades include exterior and interior, painting, sound and lighting upgrades, landscaping, replacing damaged windows, and other items, including the roof, decks, and stair reconstruction. Details on how to donate can be found at the Pacific Grove Heritage website.

4. COUNCIL LIAISON ANNOUNCEMENTS

City Council Member Nick Smith announced:

- Two CIP projects are getting approved (The George Washington Park ball field drainage in the amount of \$50,000 and the pickleball tennis court resurfacing and sound fencing in the amount of \$47,000.)
- The new form is being used successfully. The procedure, which is still being developed, worked pretty well in this particular case.
- The adoption of the contract with the police officers association for the new high-tech safety cameras
- The City Council authorized the City Manager to put out an RFP for cannabis consulting so the City Council can move forward in a more efficient manner with that process.
- The Pine Ave and Fountain Ave improvement in front of Robert Down.
- Outdoor dining recommendations
- The Joint Subcommittee between PGUSD and the City of Pacific Grove.
- A budget amendment for the Lighthouse Ave sidewalk project

5. GENERAL PUBLIC COMMENT

No public comments

A. Written General Public Comment

No written general public comments were received.

6. APPROVAL OF THE MINUTES

A. Recreation Board Meeting Minutes from Aug 22, 2024.

Upon motion by Vice Chair Tulley and seconded by Board Member Gamble, the Recreation Board voted unanimously to approve the Meeting Minutes from Aug 22, 2024.

7. REGULAR AGENDA

A. 2024 Summer Programs Report

Received report from Katie Clark, Recreation Manager, that went over the following programs:

- Summer Staff and Training
- Summer Adventure Camp for Tots
- Summer Adventure Camp
- PGUSD ELOP Summer Adventure Camp
- Basketball Mini Sports Camp
- Junior Golf Program
- Play-Well TEKnologies Lego Camp
- Swim Lessons
- Recreation Swim
- Summer Program Evaluations
- Thank You

No public comments.

Vice Chair Tulley expressed thanks for the report and enthusiasm for the program. Questions included using PGUSD facilities and how the pool use numbers are counted. Comments about the survey results and questions about pool registration.

Board Member Gamble spoke about how great the increased numbers are to see and congratulated staff.

Chair Goldsmith also congratulated the staff and asked if this will be shared with City Council.

Vice Chair Tulley asked a follow-up question regarding the pool openings.

B. Recreation Board Park Inventory Project (CIP23-22 - Use of Remaining Funds)

Received a report from Deputy Public Works Director Joyce Halabi about adding trashcans to Lovers Point Park.

ARPA funds have a deadline for use, which is the end of this calendar year. The original \$50,000 was used to buy picnic tables at various parks and storm drain improvements at Arnett Park. With this looming funding deadline and \$15,000 remaining, the Public Works Department is proposing using that remaining funding to purchase new trash and recycling receptacles at Lovers Point Park. It is something that can be done quickly and it would

make a really large impact to a significant number of people who use this recreational amenity. It was also something that was noted in the inventory.

Public Comments: Inge Lorentzen Daumer commented that it is an excellent idea, though she would like to see them emptied more. She thinks it is an excellent use of the remaining ARPA funds, and it is easily doable.

Board Member Gamble agreed that it is an excellent idea.

Chair Goldsmith commented that she is also in agreement. However, she has heard people commenting that they are not able to use the walking path on the Rec Trail sometimes because it gets flooded out. Would it be possible to use funds to help fix that issue?

Deputy Public Works Director Joyce Halabi encouraged people to use <https://pacificgroveca.qscend.com/311> if they would like to report a maintenance issue to Public Works.

Upon motion by Board Member Gamble and seconded by Vice Chair Tulley the recreation board voted unanimously to spend the remaining funds on trashcans and recycle bins as recommended by staff.

8. NEXT MEETING

October 24, 2024, at 4:00 PM at the Council Chamber, City Hall at 300 Forest Avenue, Pacific Grove, CA.

Vice Chair Tulley proposed the November Rec Board meeting is held on November 21st (instead of canceling November's meeting due to the Thanksgiving holiday on November 28th).

9. ADJOURNMENT

Rec Board Meeting adjourned at 5:10 PM

Minutes respectfully submitted by Board Member Gamble.

1. CALL TO ORDER

Vice Chair Tulley called the meeting to order at 4:01 PM. Also present in the chamber were Board Member Ashley Gamble, Board Member Darrell Smith, Board Member Roger O'Sullivan, Public Works Director/Deputy City Manager Daniel Gho, Mayor Bill Peake, City Council Liaison Nick Smith, and Recreation Program Manager Katie Clark.

2. APPROVAL OF AGENDA

Upon motion by Board Member Smith and seconded by Board Member Gamble, the Recreation Board voted unanimously to approve the agenda.

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

Recreation Program Manager Clark announced:

- New Basketball program
- Pumpkin Carving Event, registration is online
- Downtown Trick or treating
- November 11th Veterans's Day
- Big Sur International Marathon
- Christmas Tree Lighting
- Rudolph 1 K and 5 K

Public Works Director/Deputy City Manager Gho announced:

- The ADA access project and drainage project at George Washington are moving forward.
- The pickleball soundproofing has been ordered, and quotes have been requested for resurfacing.

4. COUNCIL LIAISON ANNOUNCEMENTS

City Council Member Nick Smith announced:

- The approval for an agreement in the amount of \$510,000 for the David Ave sidewalk project.
- The approval of the appointments of Roger O'Sullivan to the Rec Board and Greg Marshall to the EDC.
- An ordinance was introduced to increase short-term rental penalties.
- Adopted a resolution declaring the intent to transition from at-large to district-based member elections, which is in keeping with many other local communities.
- Continued the relationship with Four Leaf for traffic engineering services.
- Authorized an agreement with Monterey Peninsula Engineering for on-call concrete services.

5. GENERAL PUBLIC COMMENT

Public Comments:

No public comments were made.

One public comment was received from Christie Thomas regarding pickleball.

6. APPROVAL OF THE MINUTES

Upon motion by Board Member Gamble and seconded by Board Member Smith, the Recreation Board voted unanimously to approve the Meeting Minutes from September 26, 2024.

7. REGULAR AGENDA

A. Pacific Grove Parks and Rec Day

The Board received the report from Vice Chair Tulley. The report included that the event does not have a formal name yet. The idea is to have a community day to inform the community about the parks and to receive feedback from the community. The last recommended date was May 3rd, but because that is the same weekend as Good Old Days, the new recommendation is to hold the event the week following, on May 10th. It will be on the same weekend as The Walk of Remembrance.

PG Rec Board has already decided to host a PG Parks and Rec Day event. Further discussion points include setting the date, whether or not this should be listed as an official event on the City events calendar, setting up a subcommittee to further refine plans with the support of City staff based on previous ideas, requesting funding from the City to provide support as needed, and requesting to have Lovers Point Grill be allowed to provide food for the conclusion of the event at Lovers Point.

As discussed in previous meetings, five different tours will go on simultaneously, from 10 AM to 11 AM and 11 AM to 12 PM, to discuss different parks and hear feedback from the community. Then, everyone will convene at Lovers Point for an event. The subcommittee will decide the details of the event.

Public Comment:

Inge Lorentzen Daumer commented that a subcommittee should be formed, and the date should be finalized.

Board Member O'Sullivan asked if this would be the first event of its kind.

Smith commented about food.

Recreation Program Manager Clark clarified the processes for putting an item on the calendar and fees.

Public Works Director/Deputy City Manager Daniel Gho clarified that this event does not meet the criteria as a special event.

Upon motion by Board Member Smith and seconded by Board Member Gamble, the Recreation Board voted unanimously to move the date to May 10, 2025, and that Board Member Rodger O'Sullivan will join Vice Chair Tulley on the event sub-committee.

B. PG & PGUSD Collaboration

The Board received the report from Vice Chair Tulley. The report included a discussion regarding the Joint Use Agreement at the last PGUSD and City subcommittee meeting, which was on September 30th. There is some ambiguity or potentially some need to clarify the verbiage, and there was a request that the Recreation Board come up with a list of ways that the City's youth could benefit from the Joint Use Agreement.

Smith commented on difficulties he's experienced with the Joint Use Agreement.

Public Comment:

Inge Lorentzen Daumer commented that she couldn't hear Board Member Smith, and she was encouraging the Youth Center to be used more.

Vice Chair Tulley expressed interest in making a formal recommendation. Board Member Smith commented that PGUSD is interested in working with the City. Vice Chair Tulley would like to document the Recreation Board's understanding of the joint use agreement and develop a list of ideas to increase the collaboration between PGUSD and the City.

Public Works Director/Deputy City Manager Gho stated that the Joint Use Agreement is working as intended.

Board Member Gamble mentioned that perhaps the Youth Center could allow 5th graders limited access. Perhaps one day a week.

Vice Chair Tulley encouraged Recreation Board Members to attend future PGUSD and City subcommittee meetings, to read and understand the Joint Use Agreement, and to come up with a list of ideas for ways to use the Joint Use Agreement more at the next meeting.

8. NEXT MEETING

Monday, November 25, 2024, at 4:00 PM at the Council Chamber, City Hall at 300 Forest Avenue, Pacific Grove, CA.

9. ADJOURNMENT

Meeting adjourned at 5:16 PM

Minutes respectfully submitted by Board Member Gamble.



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 18, 2024
SUBJECT: Second 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 to commence at 7:00 PM pursuant to public hearing notice.***
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

1. 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.
2. Take alternative action.

DISCUSSION

On October 2, 2024, the City Council considered and approved Resolution No. 24-042, declaring its intent to initiate procedures for a transition from at-large to district-based council member elections. The staff report package and supporting materials can be accessed at this [link to the October 2 Agenda Report](#).

The City of Pacific Grove currently has an at-large election system, which means that the electors for the entire City choose each of the six Council Members, and a directly elected Mayor. A district-based election is one in which the city is geographically divided into separate districts, each with one Council Member who resides in the district and is chosen by the electors residing in that particular district. The office of the Mayor would still be elected at large.

The first step in the transition process is to hold two public hearings to invite public input regarding the composition of the City's voting districts before any draft maps are drawn. After these two public hearings are complete, the City Council must hold at least two additional public hearings during a 45-day period on the map(s) of the districts themselves. The maps must be publicly available for at least seven days before the public hearing, and if a change is made to the map after the first public hearing, the revised map must be available at least seven days before the districts are adopted by ordinance.

The California Voting Rights Act (CVRA) provides the process of transitioning from at-large elections

to by-district elections in California Elections Code § 10010, which specifically applies to charter cities. The process includes:

1. A Resolution of Intent to Transition from At-Large Elections to By-district Elections; Request to Retain a Demographer to Assist the City with drawing of district maps
2. First Public Hearing on composition of possible districts before draft maps are drawn
3. Second Public Hearing no more than 30 days after First Public Hearing on composition of possible districts before draft maps are drawn
4. Publication of Draft Maps and Election Sequence – at least 7 days prior to public hearing on maps
5. First Public Hearing on Draft Maps
6. Second Public Hearing on Draft Maps no more than 45 days after First Public Hearing on Draft Maps: Consider Introduction (First Reading) of Ordinance to transition from at-large elections to by-district elections.
7. Consider Adoption (Second Reading) of Ordinance to transition from at-large elections to by-district elections; public hearing required in connection with adoption of Ordinance; Ordinance becomes effective 30 days after adoption.

To fulfill the requirements of California Elections Code § 10010, the following timeline has been developed to complete the process by March 31, 2025.

- October 2, 2024 – City Council Adopted Resolution 24-042, declaring its intent to initiate procedures for a transition from at-large to district-based council member elections.
- November 20, 2024 – first public hearing on the composition of possible districts before draft maps are drawn.
- December 18, 2024 – second public hearing on composition of possible districts before draft maps are drawn.
- January 8, 2025 – staff will conduct a “community workshop” format meeting to educate residents on how to use the map drawing tools. The meeting will be noticed as a special meeting of the City Council to allow Council Members to attend if they choose, but no hearings will be held at this community workshop.
- February 5, 2025 – third public hearing on draft maps submitted by Pacific Grove residents.
- March 5, 2025 – fourth public hearing on draft maps submitted by Pacific Grove residents, and First Reading of an Ordinance to adopt a district map and sequencing in which districts will be implemented.
- March 19, 2025 - second reading of the Ordinance adopting the district map and sequencing which districts will be implemented.

Public Hearing Number 1 and 2 Purpose

The purpose of the first two public hearings is to inform the public about the districting process and to hear from the community what factors should be taken into consideration while creating district boundaries. The public is requested to provide input regarding communities of interest and other local factors that should be considered while drafting district maps. A community of interest is a neighborhood or group that would benefit from being in the same district because of shared interests, views, or characteristics. Possible community features include, but are not limited to:

- A. School attendance areas.
- B. Natural dividing lines such as major roads, hills, or highways.
- C. Areas around parks and other neighborhood landmarks.
- D. Common issues, neighborhood activities, or legislative/election concerns; and
- E. Shared demographic characteristics, such as:
 - (1) Similar levels of income, education, or linguistic insolation.
 - (2) Languages spoken at home; and
 - (3) Single-family and multi-family housing unit areas.

In creating the district boundaries, the City must ensure compliance with the following state and federally mandated criteria:

Legal Requirements - Federal :

1. Each council district shall contain a nearly equal population as required by law; and
2. Each council district shall be drawn in a manner that complies with the Federal Voting Rights Act. No council district shall be drawn with race as the predominate factor in violation of the principles established by the United States Supreme Court in *Shaw v. Reno*, 509 U.S. 630 (1993), and its progeny. In connection with compliance with the federal Voting Rights Act, California law requires the City Council to determine whether it is possible to create an election district or districts in which a minority group is sufficiently large and geographically compact to constitute a majority in a single-member district, as set forth in *Thornburg v. Gingles*, 478 U.S. 30 (1986), and publish on its redistricting web page the results of its analysis within seven days of completing the analysis or prior to adopting election district boundaries, whichever occurs first.

In addition to the federal criteria, California has adopted mandatory, prioritized criteria:

1. To the maximum extent practicable, election districts shall be geographically contiguous.
2. To the maximum extent practicable, and where it does not conflict with the preceding criterion, the geographic integrity of any local neighborhood or local community of interest shall be respected in a manner that minimizes its division. Communities of interest do not include relationships with political parties, incumbents, or political candidates.
3. To the maximum extent practicable, and where it does not conflict with the preceding criteria, election districts shall be bounded by natural and artificial barriers, by streets, or by the boundaries of the local jurisdiction. Election district boundaries should be easily identifiable and understandable by residents.
4. To the maximum extent practicable, and where it does not conflict with the preceding criteria, election districts shall be drawn to encourage geographical compactness in a manner that nearby areas of population are not bypassed in favor of more distant populations.
5. The City Council shall not adopt election district boundaries for the purpose of favoring or discriminating against an incumbent, political candidate, or political party.
6. The City Council shall not adopt election district boundaries using any criterion that is prioritized over the criteria described above.
7. Within 21 days of adopting final election district boundaries, the City Council shall issue a report that explains the basis on which it made its decisions in achieving compliance with the requirements and criteria described above, including, as to each neighborhood or community of interest that was split into two or more districts, the reason for that split.

A charter city may adopt comprehensive or exclusive redistricting criteria in its city charter that include a requirement to keep whole either communities of interest or neighborhoods. The City of Pacific Grove has not adopted redistricting criteria in its charter.

The next public hearing before the Council is scheduled for Wednesday, February 5, 2025, at 7 p.m. At that hearing, the Council will consider the first group of draft district maps that are submitted by the public for consideration. Prior to this hearing on January 8, 2025, at 6 p.m., staff with the Demographer will conduct a “community workshop” format meeting to educate residents on how to use the map drawing tools. The workshop will be most beneficial for those that can attend in person, but it will be provided on Zoom for residents that are not able to join in person.

OPTIONS

Other action related to this item.

FINANCIAL IMPACT:

There is no fiscal impact.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

December 18, 2025 Districting Presentation



CITY OF PACIFIC GROVE

Introduction to Districting

December 18, 2024

Dr. Jeff Tilton, Senior Consultant
PGCC 12-18-24
National Demographics Corporation Page 86

Election Systems

“At Large”

“From District” or “Residence” Districts

“By District”

The California Voting Rights Act
was written to specifically
encourage by-district elections.

California Voting Rights Act (CVRA)

- ❑ Under the Federal Voting Rights Act (passed in 1965), a jurisdiction must fail 4 factual tests before it is in violation of the law.
- ❑ The California VRA makes it significantly easier for plaintiffs to force jurisdictions into “by-district” election systems by eliminating two of the US Supreme Court Gingles tests:
 - ~~❑ Can the protected class constitute the majority of a district?~~
 - ❑ Does the protected class vote as a bloc?
 - ❑ Do the voters who are not in the protected class vote in a bloc to defeat the preferred candidates of the protected class?
 - ~~❑ Do the “totality of circumstances” indicate race is a factor in elections?~~
- ❑ Liability is now determined only by the presence of racially polarized voting and dilution of the protected class’s ability to elect or influence the outcome of elections

CVRA Impact

- ❑ **Switched (or in the process of switching) as a result of CVRA:**
 - ❑ At least 328 school districts
 - ❑ 46 Community College Districts
 - ❑ 200 cities
 - ❑ 1 County Board of Supervisors
 - ❑ 73 water and other special districts.
- ❑ **Palmdale, Santa Clara and Santa Monica fought “on the merits.” All lost.**
 - ❑ Santa Monica: CA Supreme Court sent case back down. Now back in Superior Court.
 - ❑ Palmdale spent about \$1.8 million, Santa Clara \$1.37 million, and Santa Monica over \$7 million, just on their defense.
 - ❑ Santa Monica plaintiffs requested \$22 million
 - ❑ So far, no jurisdiction has won a case.
- ❑ **Sample settlements and fee awards:**
 - ❑ Palmdale: \$4.7 million
 - ❑ Santa Clara: \$3.8 million
 - ❑ Modesto: \$3 million
 - ❑ Highland: \$1.3 million
 - ❑ Anaheim: \$1.1 million
 - ❑ Whittier: \$1 million
 - ❑ Santa Barbara: \$600,000
 - ❑ Tulare Hospital: \$500,000
 - ❑ Camarillo: \$233,000
 - ❑ Compton Unified: \$200,000
 - ❑ Madera Unified: about \$170,000
 - ❑ Hanford Joint Union Schools: \$118,000
 - ❑ Merced City: \$42,000
- ❑ **An estimated \$20 million in total settlements and court awards so far.**

Districting Process

Step	Description
Two Initial Hearings November 20 & December 18	- Held prior to release of draft maps - Education and to solicit input on the composition of districts
Release draft maps	Maps must be posted at least 7 days prior to 3rd hearing
Public Forum/Workshop January 8, 2025	- Education and to solicit input on the composition of districts - Mapping tools tutorial
Two hearings on draft maps February 5 & March 5	- Two meetings to discuss and revise the draft maps and to discuss the election sequence <u>Public deadlines to submit maps:</u> ✓ <i>January 24 (for the February 5 hearing)</i> ✓ <i>February 24 (for the March 5 hearing)</i> - Second meeting includes first reading of Ordinance
Map adoption March 19	- Final map must be posted at least 7 days prior to adoption - Map adopted via Ordinance
Within 21 days of Map adoption	Issue compliance report

Districting Rules and Goals

1. Federal Laws

Equal Population
Federal Voting Rights Act
No Racial Gerrymandering



2. California Criteria

Mandatory in prioritized order:

- 1. Geographically contiguous**
- 2. Avoid division of neighborhoods and “communities of interest”**
(Socio-economic geographic areas that should be kept together)
- 3. Easily identifiable boundaries**
- 4. Compact**
(Do not bypass one group of people to get to a more distant group of people)

2. California Prohibition

“Shall not adopt election district boundaries for the purpose of favoring or discriminating against an incumbent, political candidate, or political party.”

No other criterion may be prioritized over statutory criteria.

3. Other Traditional Redistricting Principles

Future population growth

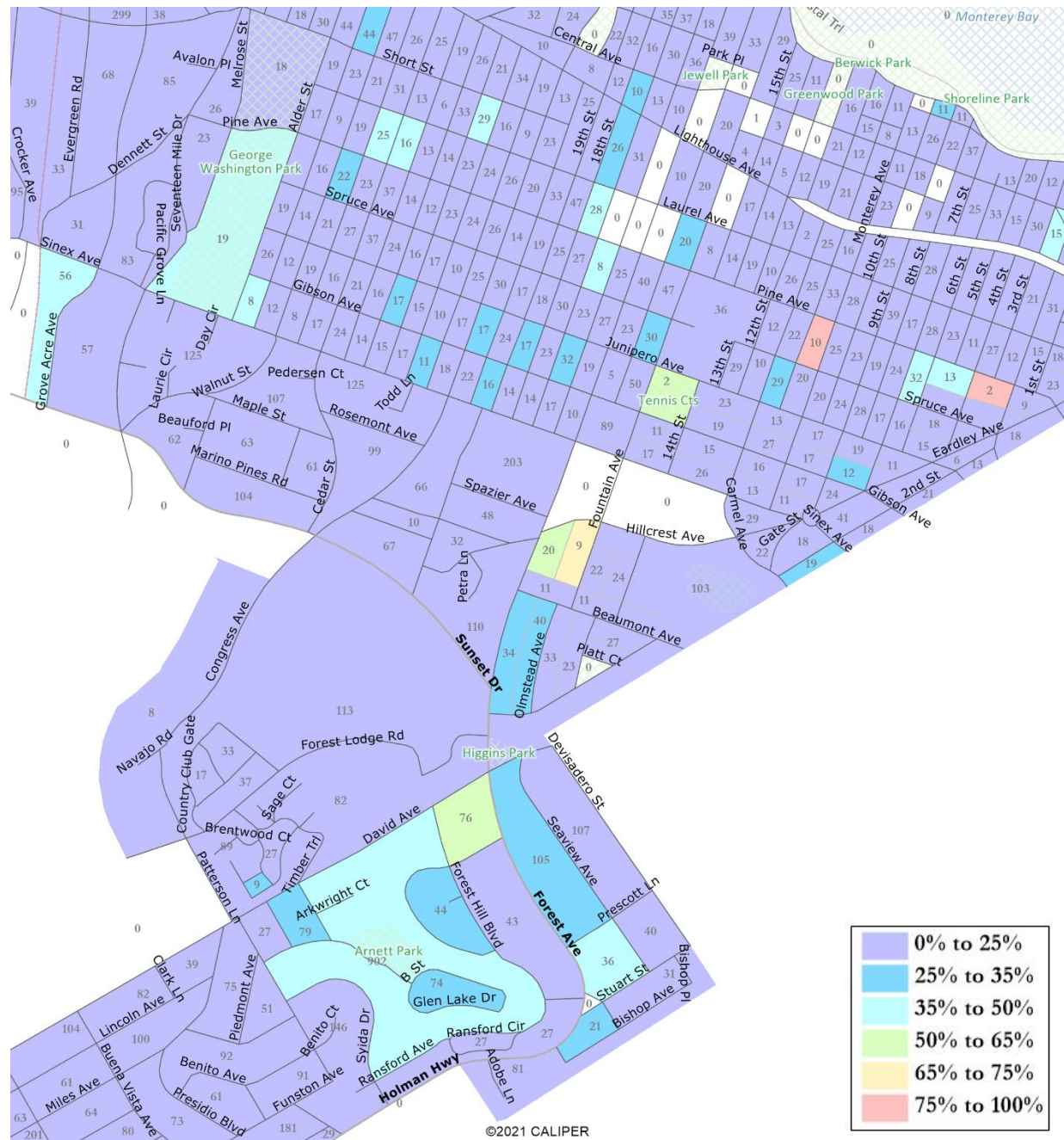
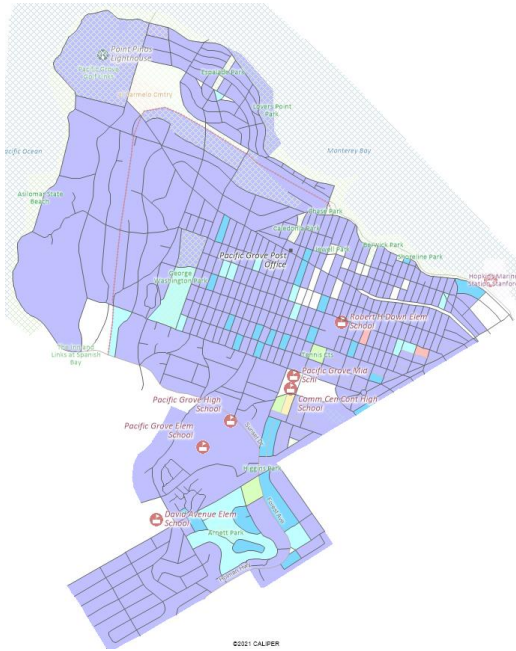
Demographic Summary

Each of the six districts must contain about 2,521 people.

Category	Field	Total	Category	Field	Total
2020 Census	Total Population	15,125	Age	age0-19	18%
Total Pop.	Hispanic/Latino	14%		age20-60	47%
	NH White	71%		age60plus	35%
	NH Black	2%	Immigration	immigrants	13%
	NH Asian/Pac.Isl.	11%		naturalized	68%
	NH Native Amer.	1%	Language spoken at home	english	83%
Citizen Voting Age Pop	Total	11,809		spanish	5%
	Hisp	11%		asian-lang	4%
	NH White	80%		other lang	8%
	NH Black	2%	Language Fluency	Speaks Eng. "Less than Very Well"	3%
	Asian/Pac.Isl.	7%		hs-grad	38%
	Native Amer.	0%	Education (among those age 25+)	bachelor	29%
Voter Registration (Nov 2022)	Total	10,509		graduatedegree	28%
	Latino est.	9%	Child in Household	child-under18	19%
	Spanish-Surnamed	8%	Pct of Pop. Age 16+	employed	54%
	Asian-Surnamed	3%		income 0-25k	9%
	Filipino-Surnamed	1%	Household Income	income 25-50k	12%
	NH White est.	83%		income 50-75k	15%
Voter Turnout (Nov 2022)	NH Black	3%		income 75-200k	44%
	Total	7,310		income 200k-plus	20%
	Latino est.	7%	Housing Stats	single family	68%
	Spanish-Surnamed	7%		multi-family	32%
	Asian-Surnamed	3%		rented	51%
	Filipino-Surnamed	1%		owned	49%
Voter Turnout (Nov 2020)	NH White est.	85%	Total population data from California's adjusted 2020 Census data. Citizen Voting Age Population, Age, Immigration, and other demographics from the 2018-2022 American Community Survey and Special Tabulation 5-year data. Turnout and Registration data from California Statewide Database. "Latino" figures calculated by NDC using Census Bureau's Latino undercount by surname estimate.		
	NH Black	3%			
	Total	9,615			
	Latino est.	8%			
	Spanish-Surnamed	7%			
	Asian-Surnamed	3%			
	Filipino-Surnamed	1%			
	NH White est.	84%			
	NH Black est.	1%			

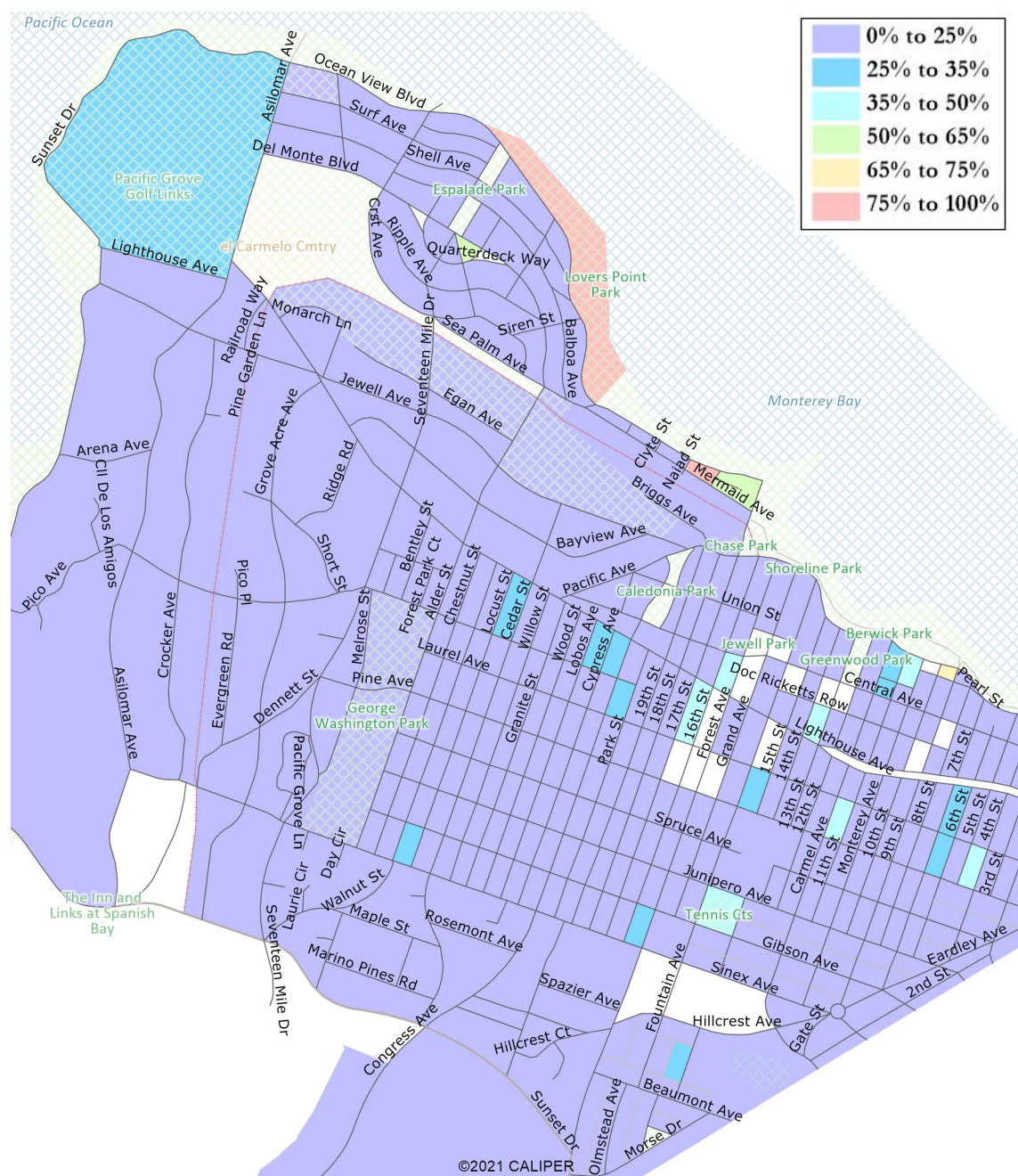
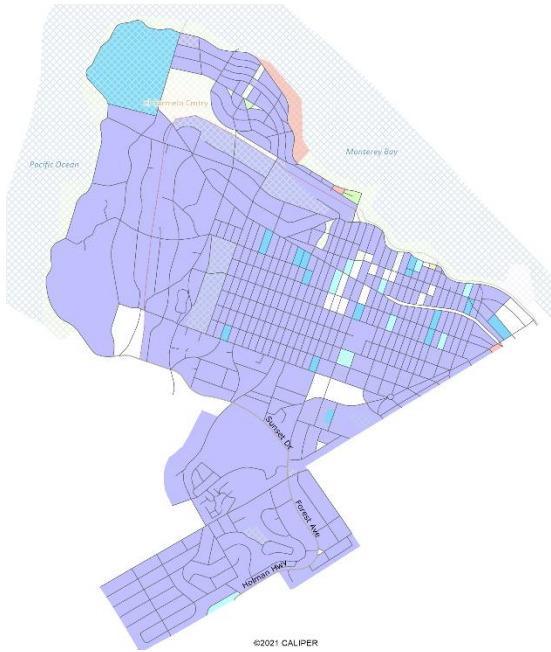
Latino CVAP

There is no large geographic concentration of Latinos in the City:



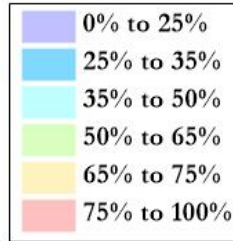
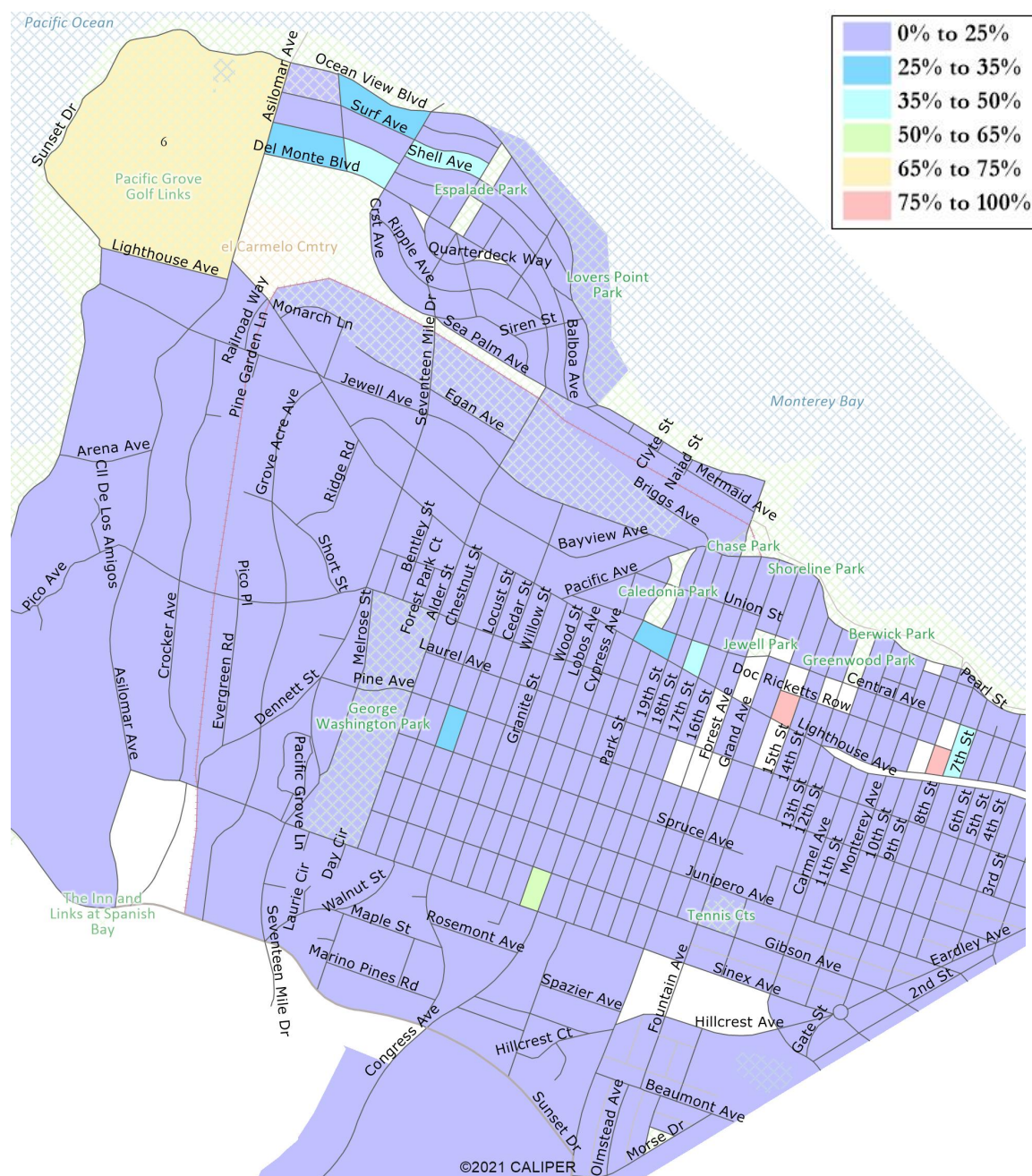
Asian-American CVAP

There is no large
geographic
concentration of Asian-
Americans in the City:



African-American CVAP

There is no large geographic concentration of African-Americans in the City:



The yellow Census Block in the northwest is the PG Golf Course. It contains only 6 total population and 4 CVAP, of whom 3 are African-American.

Defining Neighborhoods

1st Question: How do you describe or name the area where you live?

2nd Question: What are its geographic boundaries?

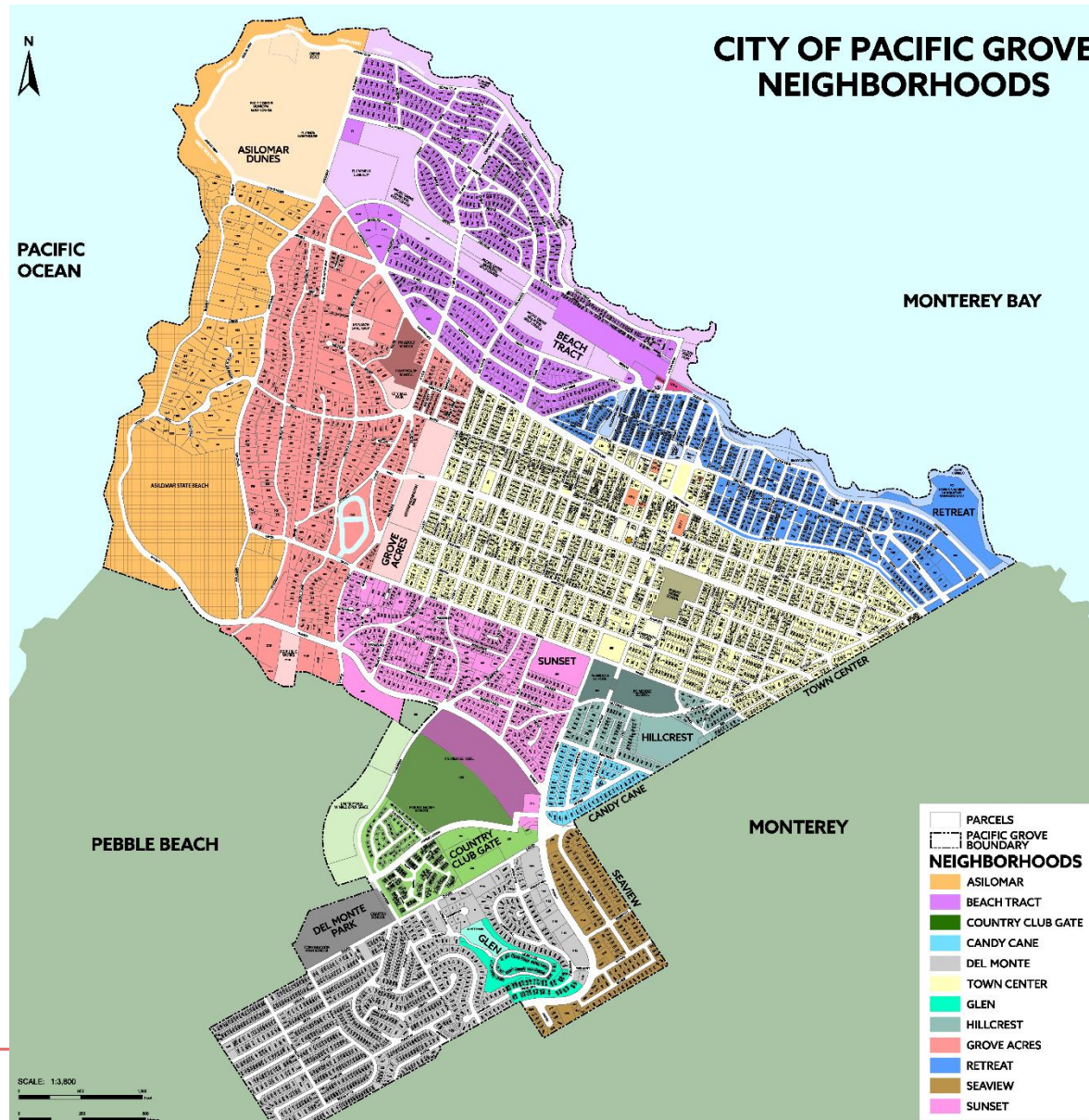
3rd Question: What other neighborhoods are there?

Examples of physical features defining a neighborhood boundary:

- Natural neighborhood dividing lines, such as highway or major roads, rivers, canals and/or hills
- Areas around parks or schools
- Other neighborhood landmarks



Possible Neighborhoods



Defining Communities of Interest

California Elections Code Section 21130(c)(2):

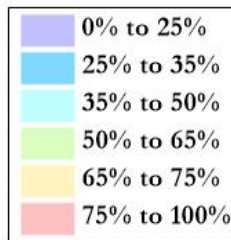
A “community of interest” is a population that shares common social or economic interests that should be included within a single district for purposes of its effective and fair representation.

The shared interests may include (but are not limited to):

- ▣ Shared public policy concerns such as education, public safety, public health, environment, housing, transportation, and access to social services. cultural districts;
- ▣ Shared socioeconomic characteristics;
- ▣ Similar voter registration rates and participation rates; and /or
- ▣ Shared histories.

Definitions of Communities of Interest may not include relationships with political parties, incumbents, or political candidates.

Socio-Economic Demographics



College Graduates

©2021 CALIPER

Renters

©2021 CALIPER

Household Income over \$75,000/year

©2021 CALIPER

Simple Map Drawing Tool

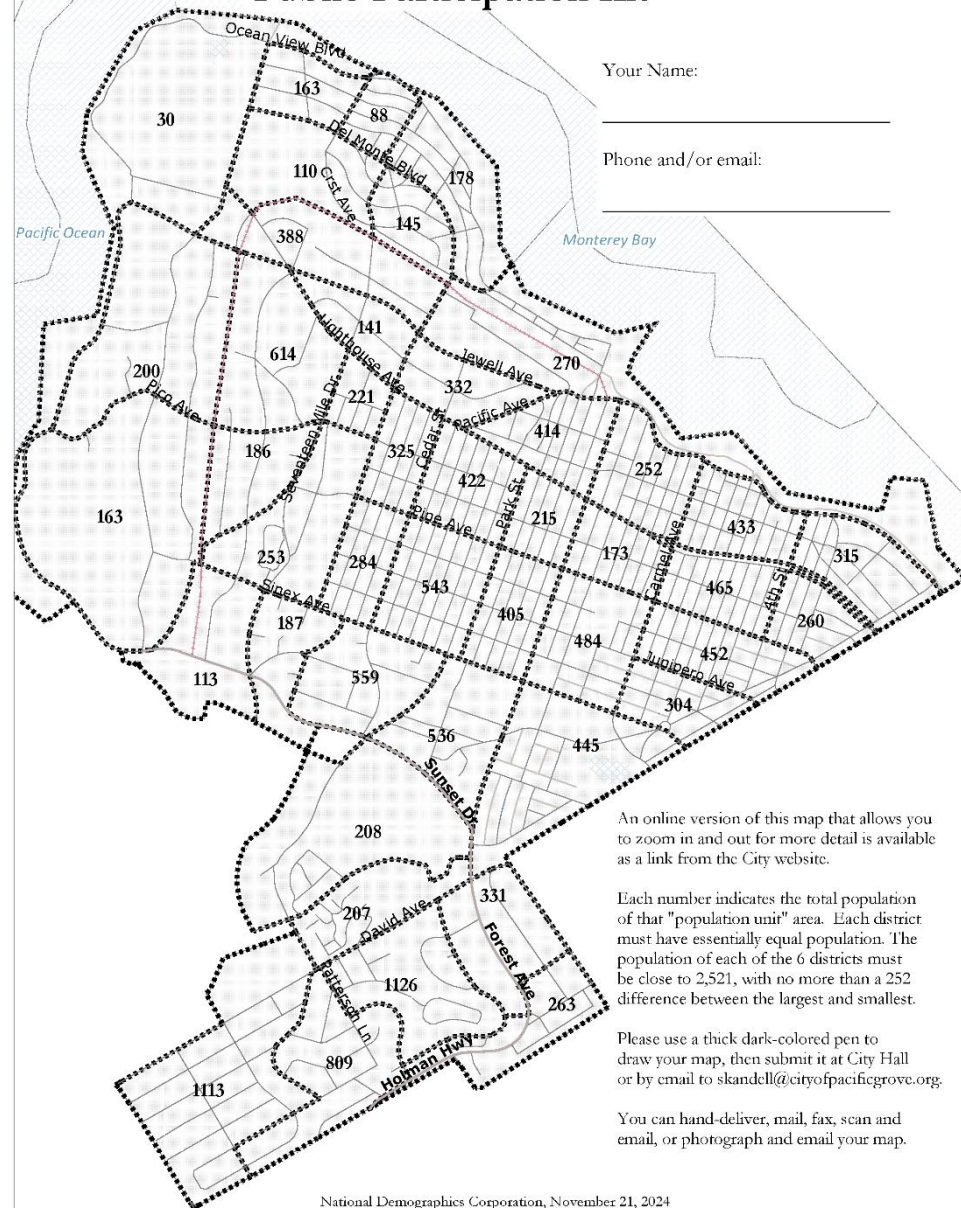
Paper “Public Participation Kit”

- For those without internet access or who prefer paper
- Total Population Counts only – no demographic numbers

Pacific Grove 2024/2025 Districting Public Participation Kit

Your Name: _____

Phone and/or email: _____



An online version of this map that allows you to zoom in and out for more detail is available as a link from the City website.

Each number indicates the total population of that "population unit" area. Each district must have essentially equal population. The population of each of the 6 districts must be close to 2,521, with no more than a 252 difference between the largest and smallest.

Please use a thick dark-colored pen to draw your map, then submit it at City Hall or by email to skandell@cityofpacificgrove.org.

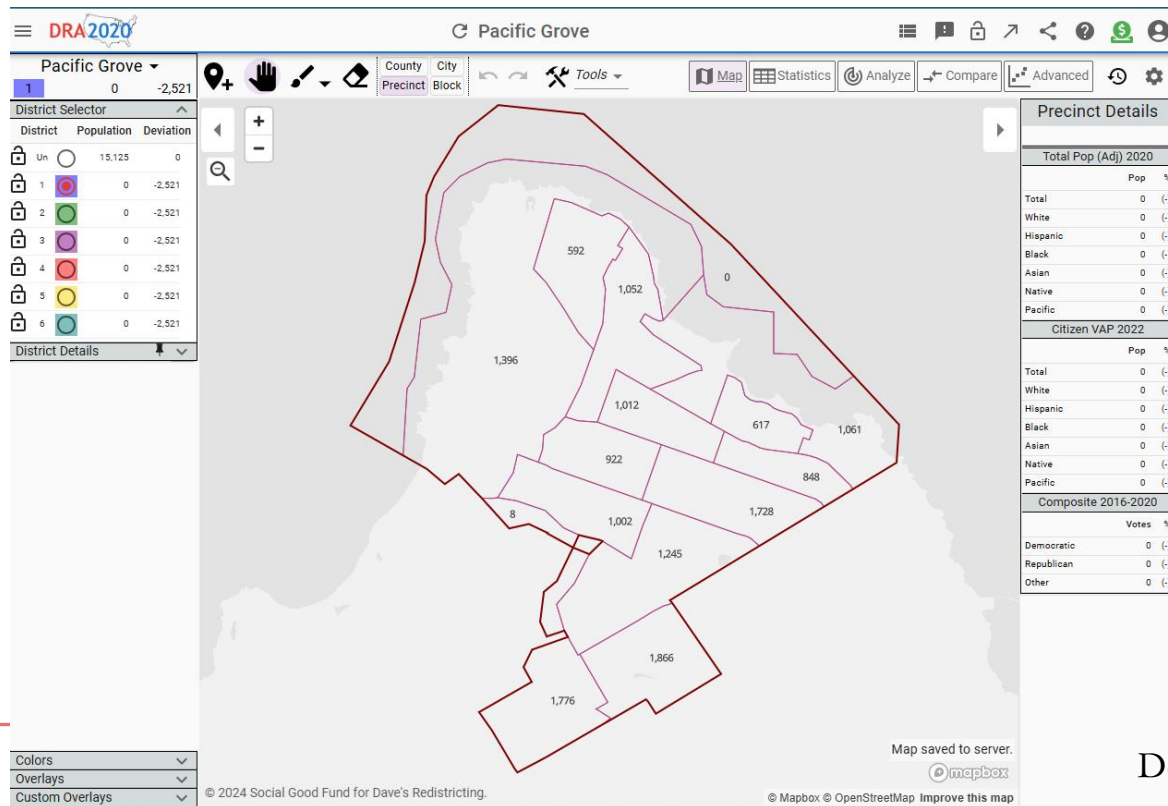
You can hand-deliver, mail, fax, scan and email, or photograph and email your map.

National Demographics Corporation, November 21, 2024

Online Map Drawing Tool

Simple “paintbrush & eraser” tool. A 4-minute “how-to” video is on the website.

- Full demographic data available
- Create, collaborate and share your map
- Remember: Once finished, you must email your map’s hyperlink to the City mapping contact: skandell@cityofpacificgrove.org



Your Turn:

What area do you consider your neighborhood?

What are your “communities of interest”?

For each answer, please provide:

- Geographic boundaries
- The history or defining shared characteristic of the area

In the absence of public testimony, planning records and other similar documents may provide definition.

Any other questions about the process, criteria, maps, or any other part of this process?

Share Your Thoughts

Website

cityofpacificgrove.org

Phone

831.648.3181

Email

skandell@cityofpacificgrove.org



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 18, 2024
SUBJECT: City Council Discussion and Direction Regarding the Process to Establish City Council Goals and Work Plan Development for FY 25/26 & 26/27
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Motion to direct the City Manager to engage Renne Public Management Group (RPMG) to assist the City Council with establishing the FY 25/26 & 26/27 City Council Goals and Work Plan

DISCUSSION

City Council Policy 000-26, Community Goals, provides the guidance that following a general election all newly elected Council will prepare a set of Council goals and accompanying strategies during the first quarter of the calendar year (January 1-March 31) that will be pursued over the next two fiscal years (FY 24/25 & 25/26). The intention of the Council Goals and Work Plan are to provide a unified leadership and shared vision for medium to long-term future needs and service demands of the City. Goals are adopted to meet the vision and community/organizational needs, and work plan strategies are implemented to support the goals adopted. In addition, the Plan provides for accountability through deliverable milestones and assists with budget and work effort prioritization.

A successful and unified Goals and Work Plan requires a highly collaborative process. In 2023, the City Council chose to engage with Renne Public Management Group (RPMG) to assist with facilitating the development of the Goals and Work Plan for FY 23/24 & 24/25. The role of a facilitator such as RPMG is to provide unbiased objectivity to guide the goal setting and setting of actionable work efforts. City Council Policy 000-26 notes that Goals are to be SMART (Specific, Measurable, Achievable, Relevant and Time-Bound). A facilitator can help the City to bring the highly diverse community and organizational needs into clear and forward-looking strategies that are SMART. Ultimately, a facilitator can help us to better prepare the organization to meet the community's expectations through high-quality services.

RPMG has provided a conservative estimate for their services to facilitate the Goals and Work Plan development for the City at \$35,000. This amount is under the signing authority of the City Manager. Should the City Council approve the recommended action, the City Manager will receive the final proposal from RPMG based on the desired scope of work following the City Council discussion, and will utilize the City's standard professional services agreement to engage RPMG for their facilitation services.

It is anticipated that the Goal setting session(s) will take place in early February 2025.

OPTIONS

Direct the City Manager to take an alternative action.

FINANCIAL IMPACT:

RPMG has provided a conservative estimate for their services to facilitate the Goals and Work Plan development for the City at \$35,000. The City budgeted for this anticipated cost for this fiscal year.

FOCUSED PRIORITY AREA: 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: Chaps Poduri, City Council Member
MEETING DATE: December 18, 2024
SUBJECT: Economic Development Commission Efficiency and Effectiveness Review and Staffing Alternative
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

1. Motion to sunset the Economic Development Commission (EDC) for efficiency and cost-effective purposes.
2. Motion to use funds designated for the EDC (outside of façade improvement) and the Economic Development Division budget to assist with funding a full-time City staff position focused on economic development for the City.
3. Motion to have staff reach out to current EDC commissioner(s) and 2024-25 EDC applicants. This is to convey City direction and to gauge applicants/commissioners' interest in serving on other Boards, Committees and Commissions (BCCs).

DISCUSSION

Background

The City of Pacific Grove's Economic Development Commission (EDC) is governed by PGMC Chapter 3.40. The Ordinance provides that the Commission consists of seven voting members appointed by the mayor and approved by the council. In addition, the president of the Pacific Grove Chamber of Commerce serves as an ex officio, nonvoting member. Voting members of the Commission are to be persons selected for their business knowledge and interest in economic development issues. Four members are required to be owners or managers of businesses or commercial property located in a commercial business district in Pacific Grove. The three other members can be residents registered to vote in the City of Pacific Grove.

The powers and duties of the EDC provided include:

- Devise and recommend economic development and enhancement strategies and programs to the city manager and council; and
- Assist the city's businesses and job seekers in their efforts; and
- Help meet the shopping and service needs of local residents by promoting retail business interests; and
- 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

The Commission has met monthly on a regular basis to discuss on-going subcommittee work efforts and consider requests for funding from the City Council allocated EDC contribution (\$50,000 in 2024/25).

The City of Pacific Grove maintains an Economic Development Division (EDD) budget that holds a fraction of the City Manager's salary, ¼ of an employee to support the EDC (unfilled, approx. \$25,000 yr), \$40,000 for consultant services (staff administered), \$50,000 for the EDC to award to projects they determine to further economic development in the City, and \$26,000 for the façade improvement program (staff administered).

Current membership

The EDC currently has one new member (appointed in November 2024) that was appointed to complete the remaining of a term that will expire in January 2026. All other members will need to be appointed at this time in order to have a full commission again.

Present status

- Economic Development efforts provided by the city are currently lacking resources.
- EDC items require staff led and/or facilitated efforts for them to be completed in an efficient and effective manner. Due to resource constraints, items have not taken off.
- The business community is often underserved due to lack of dedicated staff support – for example, new business owners need assistance often to get through the regulations faster to open sooner.
- City services related to businesses need to be streamlined to reduce redundant staff time. As an example of a process that needs improvement is the business licensing process.
- Business partnerships with the Chamber of Commerce, BID, HID, See Monterey, etc. are not being nurtured to maximize value.
- Ongoing events and activities require better management.
- The City will soon have a Cannabis Business Program. This will require dedicated oversight.

Business Liaison

With staffing being a key challenge, it would be prudent for the City to take a step back to assess its approach towards economic development. An effective path forward would be a dedicate EDC funds toward the creation and partial funding of a full-time dedicated City resource to serve the function of a "Business Liaison". This approach allows the City to provide and realize the duties of the EDC as outlined in the municipal code and allows the City to work to streamline current services and enhance business services the City is currently unable to provide.

In the proposed role, a staff person would function as a Business Liaison and serve as the primary City contact coordinating and providing comprehensive services to the business community. The Business Liaison services will include but not be limited to:

- Devise and recommend economic development and enhancement strategies and programs to the city manager and council.
- Assist the city's businesses and job-seekers in their efforts.
- Help meet the shopping and service needs of local residents by promoting retail business interests in partnership with the Chamber of Commerce, See Monterey, etc.
- Ensure coordination of efforts by the Pacific Grove chamber of commerce, the Pacific Grove business improvement district, the hospitality improvement district and the city.
- Hold periodic workshops focused on business development efforts with the business

community.

- Review and streamline current City business services and associated costs.
- Open up new channels of communication where residents and businesses can provide feedback.
- Partner with regional agencies that assist with the development and success of the business community, such as SBDC, Peninsula Chamber, See Monterey, County Economic Development team, and others.
- Oversee the City's Cannabis Business program.
- Prepare periodic reports to the Council in the areas of economic development including small business assistance and other areas for improvement.

Should the City Council make a motion to support this alternative Economic Development Program delivery, staff will return in January with an Ordinance that enacts the dissolution of the EDC and to allocate a business dedicated staff member.

Note that any ongoing EDC projects either recommended to the City Council or underway will continue to be followed up on by the City Council and City staff.

EDC and EDD Funding

EDC and Economic Development Division funds will be consolidated moving forward. The combined amount of \$75,000 will be used toward the funding and creation of this position. The façade improvement funds will remain as is. This efficiency measure would also save approximately 12 hours per month of staff time in the preparation and facilitation of EDC meetings.

Current and future EDC commissioners

Staff will reach out to the current EDC commissioner(s) to understand if they wish to serve in any other capacity within the City's other BCCs. Similarly, staff will reach out to applicants for the 2025 EDC to find out if they wish to serve any other BCC. Those that express such interest will be considered with the rest of the BCC applicants for appointment.

OPTIONS

Take an alternative action or do nothing.

FINANCIAL IMPACT:

There is no additional fiscal impact related to this item at this time. Should the City Council choose to sunset the EDC at this time, the Economic Development Division budget will be utilized to help fund a full-time staff person that would provide business liaison services. EDC and Economic Development Division funds of approximately \$75,000 annually will be used for the creation of this position. The façade improvement funds will remain as is. This efficiency measure would also save approximately 12 hours per month of staff time in the preparation and facilitation of EDC meetings.

FOCUSED PRIORITY AREA: Not Applicable.