NOTICE OF MEETING

# CITY OF PACIFIC GROVE

# CITY COUNCIL

## REGULAR MEETING AGENDA

Wednesday, April 16, 2025, 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. Public comments received through this email address by noon on the day of the meeting will be posted with the corresponding agenda item.*

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

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

**PLEASE NOTE THE MEETING WILL PROCEED AS NORMAL EVEN IF THERE ARE TECHNICAL DIFFICULTIES ACCESSING ZOOM.**
**THE CITY WILL DO ITS BEST TO RESOLVE ANY TECHNICAL ISSUES AS QUICKLY AS POSSIBLE.**

**THE PUBLIC MAY ALSO VIEW THE MEETING ON PENINSULA CHANNEL 25.**

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

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

# AGENDA

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE:** Mayor Smith

1. **APPROVAL OF AGENDA**

2. **PRESENTATIONS**

A. Mayor's Proclamation: Arbor Day **PG 6**
**Reference:** Nick Smith, Mayor
**Recommended Action:** Receive presentation.
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

B. Service Awards **PG 8**
**Reference:** Matt Mogensen, City Manager
**Recommended Action:** Receive presentations.
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

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

A. Report on Closed Session by City Attorney

B. Other

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

A. Written General Public Comment

**CONSENT AGENDA**
*The Consent Agenda deals with routine and non-controversial matters, and may include action on resolutions, ordinances, or other public hearings for which testimony is not anticipated. The vote on the Consent Agenda shall apply to each item that has not been removed. Any member of Council, staff, or the public may remove an item from the Consent Agenda for individual consideration. When items are pulled for discussion, they will be automatically placed at the end of their respective section within the Regular Agenda. One motion shall be made to adopt all non-removed items on the Consent Agenda.*

5. **APPROVAL OF CITY COUNCIL MEETING MINUTES**
*Items pulled from this section will be placed under 12. Unfinished and Ongoing Business*

A. Minutes of the March 19, 2025 Special and Regular meeting and April 2, 2025 Regular Meeting
**Reference:** Staphany Arriola, Management Analyst **PG 19**
**Recommended Action:** Approve minutes.
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

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

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

A. Ordinance Amending the City's 2024-25 Budget, removing the allocation of one Program Manager Classification in the City Manager's Office and replacing with one Deputy City Manager Classification in the City Manager's Office **PG 33**
**Reference:** Matthew Mogensen, City Manager
**Recommended Action:** Hold second reading and adopt an ordinance to amend the City's 2024-25 Budget, removing the allocation of one Program Manager classification in the City Manager's Office and adding one Deputy City Manager classification to the allocation plan in the City Manager's Office to be funded in 2024-25 with current budget savings.
**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. Community Human Services March 2025 Meeting Board Highlights **PG 38**
**Reference:** Lori McDonnell, Councilmember
**Recommended Action:** Receive highlights.
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

B. Check Register March 2025 **PG 42**
**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. Housing Element Monthly Status Update **PG 49**

**Reference:** Joseph Sidor, Contract Planner

**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

9. **REPORTS – REQUIRING ACTION**

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

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

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

## REGULAR AGENDA

11. **PUBLIC HEARINGS**

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

A. Housing Element - Affirmatively Further Fair Housing Review **PG 51**

**Reference:** Jon Biggs, Interim Community Development Director

**Recommended Action:** Review and provide feedback.

**CEQA:** Environmental Impact Report

12. **UNFINISHED AND ONGOING BUSINESS**

A. AB 481 Military Equipment Annual Report for 2024 **PG 61**

**Reference:** Brian Anderson, Police Commander

**Recommended Action:** Receive the AB 481 Annual Report for 2024.

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

B. Stain Glass Butterflies Window Donation **PG 84**

**Reference:** Matthew Mogensen, City Manager

**Recommended Action:** Receive art donation application for one stained-glass window and provide direction.

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

C. Archaeological Resources Review and Tribal Monitoring Protocol **PG 114**

**Reference:** Joyce Halabi, Deputy Public Works Director

**Recommended Action:**

1. Receive Update
2. Provide direction; authorize staff to proceed with option 1, 2, or 3 as outlined in the staff report
3. Alternatively, discuss and take other action

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

13. **NEW BUSINESS**

A. Financial Obligation and Reserve Policy Review **PG 121**

**Reference:** Fred Marsh, Administrative Services Director

**Recommended Action:** Receive the report and provide staff feedback regarding potential options for further consideration to address the City's Financial Obligations and Reserve Policy.

**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**: Staphany Arriola, Management Analyst (Confidential)

**MEETING DATE:** April 16, 2025

**SUBJECT:** Mayor's Proclamation: Arbor Day

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

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RECOMMENDATION

Receive presentation.

Attachments

Arbor Day Proclamation

TREE CITY USA®
An Arbor Day Foundation Program

# ★★★ OFFICIAL PROCLAMATION ★★★

**WHEREAS** in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, ***and***

**WHEREAS** this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, ***and***

**WHEREAS** Arbor Day is now observed throughout the nation and the world, ***and***

**WHEREAS** trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, ***and***

**WHEREAS** trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, ***and***

**WHEREAS** trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, ***and***

**WHEREAS** trees — wherever they are planted — are a source of joy and spiritual renewal.

**NOW, THEREFORE,** I, Nick Smith, Mayor of the City of Pacific Grove, do hereby proclaim April 25, 2025 as **ARBOR DAY** In the City of Pacific Grove, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, ***and***

**FURTHER,** I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

**DATED THIS** 16th day of April, 2025

Mayor Nick Smith

Arbor Day Foundation®

# 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 (Confidential)

**MEETING DATE:** April 16, 2025

**SUBJECT:** Service Awards

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

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RECOMMENDATION

Receive presentations.

Attachments

Certificates

# CITY OF PACIFIC GROVE

# Service Award Recognition

is hereby granted to:

John Goss

25 Years of Dedicated Public Service

*Awarded: April 16th 2025*

**Matt Mogensen**
**City Manager**

**Nick Smith**
**Mayor**

# CITY OF PACIFIC GROVE

# Service Award Recognition

is hereby granted to:

Martin Gonzalez

20 Years of Dedicated Public Service

*Awarded: April 16th 2025*

**Matt Mogensen**
**City Manager**

**Nick Smith**
**Mayor**

# CITY OF PACIFIC GROVE

# Service Award Recognition

is hereby granted to:

Debbie Gonzales

10 Years of Dedicated Public Service

*Awarded: April 16th 2025*

**Matt Mogensen**
**City Manager**

**Nick Smith**
**Mayor**

# CITY OF PACIFIC GROVE

# Service Award Recognition

is hereby granted to:

Margaret Langford

10 Years of Dedicated Public Service

*Awarded: April 16th 2025*

**Matt Mogensen**
**City Manager**

**Nick Smith**
**Mayor**

# CITY OF PACIFIC GROVE

# Service Award Recognition

is hereby granted to:

Sandra Kandell

10 Years of Dedicated Public Service

*Awarded: April 16th 2025*

**Matt Mogensen**
**City Manager**

**Nick Smith**
**Mayor**




# CITY OF PACIFIC GROVE
## Service Award Recognition

is hereby granted to:

Kyle Baum

5 Years of Dedicated Public Service

*Awarded: April 16th 2025*

**Matt Mogensen**
**City Manager**

**Nick Smith**
**Mayor**

# CITY OF PACIFIC GROVE

# Service Award Recognition

is hereby granted to:

Marsha Martin

5 Years of Dedicated Public Service

*Awarded: April 16th 2025*

**Matt Mogensen**
**City Manager**

**Nick Smith**
**Mayor**

# CITY OF PACIFIC GROVE

# Service Award Recognition

is hereby granted to:

Mohammed Khasimi

5 Years of Dedicated Public Service

*Awarded: April 16th 2025*

**Matt Mogensen**
**City Manager**

**Nick Smith**
**Mayor**

# CITY OF PACIFIC GROVE

# Service Award Recognition

is hereby granted to:

Staphany Arriola

5 Years of Dedicated Public Service

*Awarded: April 16th 2025*

**Matt Mogensen**
**City Manager**

**Nick Smith**
**Mayor**

# CITY OF PACIFIC GROVE

# Service Award Recognition

is hereby granted to:

Uriel Rodriguez

5 Years of Dedicated Public Service

*Awarded: April 16th 2025*

**Matt Mogensen**
**City Manager**

**Nick Smith**
**Mayor**

# 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 (Confidential)

**MEETING DATE:** April 16, 2025

**SUBJECT:** Minutes of the March 19, 2025 Special and Regular meeting and April 2, 2025 Regular Meeting

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

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RECOMMENDATION

Approve minutes.

Attachments

Draft Minutes 3-19-25

Draft Minutes 4-2-25

MEETING MINUTES

# CITY OF PACIFIC GROVE

# CITY COUNCIL

## SPECIAL MEETING

Wednesday, March 19, 2025, 5:00 P.M.
Council Chamber – City Hall – 300 Forest Avenue, Pacific Grove, CA

**CALL TO ORDER**
Mayor Smith called the meeting to order at 5:00 p.m. Present in Chamber: Mayor Smith, Mayor Pro Tem Amelio Councilmembers McDonnell, Rau and Walkingstick. Absent: Councilmembers Poduri and Garfield.

**SPECIAL MEETING**

**PUBLIC COMMENT ON SPECIAL MEETING MATTERS**
No public comment received.

A. Conference with Labor Negotiators (Government Code Section 54957.6)
City Negotiators: Matthew Mogensen, City Manager, Fred Marsh, Administrative Services Director, Che Johnson, Esq. Liebert Cassidy Whitmore
Employee Organization: Police Officers Association

1. Written Public Comment

DRAFT

MEETING MINUTES

# CITY OF PACIFIC GROVE

# CITY COUNCIL

## REGULAR MEETING

Wednesday, March 19, 2025, 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 Smith called the meeting to order at 6:00 p.m. Present in Chamber: Mayor Smith, Mayor Pro Tem Amelio, Councilmembers McDonnell, Poduri, Rau, and Walkingstick. Absent: Councilmember Garfield.

**PLEDGE OF ALLEGIANCE:**
Mayor Pro Tem Amelio led the pledge of allegiance.

1. **APPROVAL OF AGENDA**
**Action:** Upon motion by Mayor Pro Tem Amelio and seconded by Councilmember Rau, Council voted 6-0-1, Councilmember Garfield absent, to approve the agenda.

2. **PRESENTATIONS**
A. Monterey Peninsula Chamber of Commerce Annual Awards Dinner Proclamations
**Action:** Presented Proclamations for
- 2024 Citizen of the Year - Jeff Davi, Monterey Peninsula Home Team and A.G Davi, Lts.
- 2024 Community Impact Award - Sandra Button, Chairman of Pebble Beach Concours d'Elegance
- 2024 Ruth Vreeland Memorial Public - Mayor Ann Carbone, Mayor of Sand City
- 2024 Robert C. Littlefield Award for Lifetime Achievement - Shawn Adams, Owner of Monterey Signs
- 2024 Business of the Year - will be publicly announced the night of event.

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

3. **COUNCIL AND STAFF ANNOUNCEMENTS (City-Related Items Only)**
A. Conference with Labor Negotiators (Government Code Section 54957.6)
City Negotiators: Matthew Mogensen, City Manager, Fred Marsh, Administrative Services Director, Che Johnson, Esq. Liebert Cassidy Whitmore
Employee Organization: Police Officers Association

City Attorney Brian Pierik reported no action was taken.

B. Council and staff made general announcements.

DRAFT

4. **GENERAL PUBLIC COMMENT**
General public comment received from Susan Goldbeck, Jean Anton, Vince Tuminello, Carmelita Garcia, and Cari Rotoli.

A. Written General Public Comment

**CONSENT AGENDA**

**Action:** Consent Agenda item 7B was pulled and considered immediately following the Consent Agenda.

**Action:** Upon motion by Councilmember McDonnell and seconded by Mayor Pro Tem Amelio Council voted 6-0-1, Councilmember Garfield absent, to approve the Consent Agenda as modified.

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

A. Minutes of the City Council's March 5, 2025 Regular Meeting
**Action:** Approved minutes.
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

6. **RESOLUTIONS**

7. **ORDINANCES**

A. Second Reading of an Ordinance Amending Chapter 16.40 Stopping, Standing And Parking By Adding Section 16.40.605 Parking Permits For Volunteers At City Sponsored Events
**Action:** Held second reading and adopted Ordinance No. 25-003 Amending Chapter 16.40 Stopping, Standing And Parking By Adding Section 16.40.605 Parking Permits For Volunteers At City Sponsored Events.
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

B. Second Reading of an Ordinance Regarding Fiscal Year 2024-25 Mid-Year Budget Modifications ***This item was pulled and considered immediately following the Consent Agenda.***
**Reference:** Fred Marsh, Administrative Services Director
**Recommended Action:** Hold second reading and adopt an ordinance amending the Fiscal Year 2024-25 Operating and Capital Improvement Budget.
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

8. **REPORTS – INFORMATION ONLY**

A. Housing Element Annual Progress Report
**Action:** Received the City's Housing Element Annual Progress Report (HE APR) for submittal to the California Department of Housing and Community Development (HCD) and the California Office of Land Use and Climate Innovation (LCI / formerly the Office of Planning and Research).
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

DRAFT

B. General Plan Annual Progress Report (APR) for Reporting Year 2024
**Action:** Received and accepted the General Plan Annual Progress Report (APR) for Reporting (Calendar) Year 2024 for submittal to the California Office of Land Use and Climate Innovation (LCI / formerly the Office of Planning and Research).
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

C. Housing Element Monthly Status Update
**Action:** Received the report.
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

D. Check Register February 2025
**Action:** Received the check register.
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

E. Monterey Salinas Transit Meeting Minutes: February 10, 2025
**Action:** Received minutes.
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

9. **REPORTS – REQUIRING ACTION**

A. Congress, Cedar, and Sunset Intersection Safety Improvement Project
**Action:** Authorized Amendment #1 for Phase 1 of the Congress, Cedar, and Sunset Intersection Safety Improvement Project agreement with GHD to extend the term through June 30, 2026.
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

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

A. Task Force on Diversity, Equity and Inclusion Minutes: February 10, 2025.
**Action:** Received minutes.
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

B. Recreation Board Minutes: January 23, 2025 **Action:** Received minutes.
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

*****

B. Second Reading of an Ordinance Regarding Fiscal Year 2024-25 Mid-Year Budget Modifications
Public comment received from Carmelita Garcia and Inge Lorentzen Daumer.

**Action:** Upon motion by Councilmember McDonnell and seconded by Mayor Pro Tem Amelio, Councilmember Garfield absent, Council voted 6-0-1 to hold second reading and adopt Ordinance

DRAFT

No. 25-004 amending the Fiscal Year 2024-25 Operating and Capital Improvement Budget.
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines Section 1537

**REGULAR AGENDA**

11. **PUBLIC HEARINGS**

A. Fifth 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; Adoption on Second Reading on an Ordinance Establishing District-Based Elections for Council Members, Adopting a District Boundary Map, and Assigning a sequence of Elections and Approval of Report on the Basis for Decisions pursuant to Elections Code Section 21130 (f) . ***This item to commence at 6:15 p.m.***
No public comment received.

**Action:** Upon motion by Councilmember McDonnell and seconded by Mayor Pro Tem Amelio, the Council voted 6-0-1, Councilmember Garfield absent, to
1. Hold a public hearing regarding the Ordinance Establishing District-Based Elections for Council Members;
2. Hold second reading and adopt Ordinance No. 25-005 Establishing District-Based Elections for Council Members; and
3. Approve Report on the Basis for Decisions pursuant to Elections Code Section 21130 (f).

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

B. Tree Appeal 105 20th Street

Mayor Smith announced the quasi-judicial Tree Appeal at 105 20th Street.

Environmental Program Manager George Fuerst presented on behalf of the City.

Appellant Dana Annereau was provided 10 minutes for presentation.

Public comment was received from Christine Walkingstick, Carmelita Garcia, Lucy Moore, Lisa Ciani, Jane Haines, and Inge Lorentzen Daumer.

Appellant Dana Annereau was provided 5 minutes for rebuttal.

The matter returned to Council for questions and dialogue.

**Action:** Upon motion by Mayor Pro Tem Amelio and seconded by Councilmember Walkingstick, Council voted 6-0-1, Councilmember Garfield absent, to hold a de novo public hearing for tree removal permit application #24-176; and uphold the decision of the City Arborist denying the removal of two (2) Palm trees located at 105 20th Street.

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

DRAFT

C. David Avenue Street Rehabilitation – Award of Contract and Budget Modification
Public comment received from Mirabee, Annie Berlin, and Carmelita Garcia.

**Action:** Upon motion by Mayor Pro Tem Amelio and seconded by Councilmember Walkingstick, Council voted 6-0-1, Councilmember Garfield absent, to:

1. Request the City Attorney to read the title of the Proposed Ordinance Amending the Operating and Capital Projects Budget for FY24/25;
2. Waive further reading of the ordinance;
3. Introduce and hold first reading of the Proposed Ordinance Amending the Operating and Capital Projects Budget for FY24/25;
4. Direct a summary of a proposed Ordinance to be published as approved by the City Attorney; and
5. Authorize Agreement with Monterey Peninsula Engineering (MPE) for the David Ave Street Rehabilitation project, which includes replacement of sewer infrastructure, for an amount not to exceed $480,560 plus a 15% contingency.

**CEQA:** Categorical Exemption, CEQA Guidelines Section 15301, Class I, Existing Facilities

12. **UNFINISHED AND ONGOING BUSINESS**

A. Sound Amplification under AB Sales 23.64.290(d)(1)(B)
Public comment received from Unnamed Speaker, Chuck Brewer, Analisa Miller, John Miller, Denise, Christine Walkingstick, Peter, Unnamed Speaker, Joel Hasten, Andrew Kubica, Liz Jacobs, Sammy, Mikayla, Ximena Waisbluth, Annie Berlinie, Carmelita Garcia, Inge Lorentzen Daumer, Cari Rotoli, Christie Thomas, Dixie Layne, Kim Akeman, Lisa Ciani, Sharon Miller, Debby Beck, Atticus Rotoli, Mike Durrant, Jane Haines, John Mothershead, Adam De Boor, and Christi Metzner.

**Action:** Upon motion by Councilmember Rau and seconded by Mayor Pro Tem Amelio, Council voted to direct the City Attorney to return to Council with an ordinance to modify Pacific Grove Municipal Code Section 23.64.290 and other sections of the Pacific Grove Municipal Code as it pertains to sound amplification; increasing 70 decibels to 80 decibels and leave the hour limitations; and limiting to the commercial districts.

Motion carried 4-2-1, by the following roll call vote:

| | |
|---|---|
| AYES: | Mayor Smith, Mayor Pro Tem Amelio, Councilmembers Poduri, and Rau. |
| NOES: | Councilmembers McDonnell and Walkingstick. |
| ABSENT: | Councilmember Garfield. |

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

B. WorkPlan for FY 25-26/26-27, Finalization of Policy Statements and Goals and authorize release to the General Public
Public comment received from Lisa Ciani and Carmelita Garcia.

DRAFT

**Action:** Upon motion by Councilmember McDonnell and seconded by Councilmember Rau, Council voted 6-0-1, Councilmember Garfield absent, to approve the Proposed Policy Statements and Goals for Release to the Public for Comment with minor comments.

**Financial Sustainability**
**Policy Value Statement**: Pacific Grove manages its financial resources to ensure the long-term delivery of municipal services
**Goal 1**: Identify a program to reduce unfunded liabilities
**Goal 2**: Review and revise reserve policies to meet equipment and facility requirements.

**Infrastructure**
**Policy Value Statement**: Pacific Grove prioritizes the provision of facility, human, and technology infrastructure that enhances the quality of life for residents and businesses
**Goal 1**: Complete a five-year capital improvement program to address the completion of priority facility projects (sidewalks, streets, water, wastewater, and parks)
**Goal 2**: Invest in technology and workforce systems

**Environmental Stewardship**
**Policy Value Statement**: Pacific Grove cares for and protects its natural resources and amenities
**Goal 1**: Complete Climate Action and Adaptation Efforts
**Goal 2**: Protect and Preserve the Natural Resources of Pacific Grove

**Community Development**
**Policy Value Statement**: Pacific Grove strategically implements programs to promote housing and economic opportunities.
**Goal 1**: Explore options for an affordable housing project and partner opportunities
**Goal 2**: Review Planning and Permit processes to ensure barriers to housing and business development are eliminated
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

DRAFT

C. Pacific Grove Cares Projects
Public comment received from Christine Walkingstick, Marty Dunn, Marie Hunter, Mike Gibbs, Lisa Ciani, Carmelita Garcia, Atticus Rotoli, Cari Rotoli, Jane Haines, and Kris Lindstrom.

**Action:** Upon motion by Mayor Pro Tem Amelio and seconded by Councilmember Rau, Council voted 6-0-1, Councilmember Garfield absent, to approve Pacific Grove Cares to commence work on two landscape project sites, Caledonia Park by the Tommy Stillwell sign, and Chase Park West, and authorize staff to assist Pacific Grove Cares with the two projects subject to the execution of a contract between the City of Pacific Grove and Pacific Grove Cares.
**CEQA:** Categorical Exemption, CEQA Guidelines Section 15304, Class 4, Minor Alterations to Land

13. **NEW BUSINESS**

14. **FULL PRESENTATIONS**

15. **CLOSED SESSION**

**ADJOURNMENT**
Council adjourned the regular meeting at 10:13 p.m.

Respectfully Submitted,

Staphany Arriola, Management Analyst
for Sandra Kandell, City Clerk

Approved by Mayor: _____Date_____

Attest by City Manager: _____Date_____

DRAFT

DRAFT MEETING MINUTES

# CITY OF PACIFIC GROVE

# CITY COUNCIL

## REGULAR MEETING

Wednesday, April 2, 2025, 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 Smith called the meeting to order at 6:00 p.m. Present in Chamber: Mayor Smith, Councilmembers Garfield, McDonnell, Poduri, Rau, and Walkingstick. Absent: Mayor Pro Tem Amelio.

**PLEDGE OF ALLEGIANCE:**
Councilmember McDonnell led the pledge of allegiance.

1. **APPROVAL OF AGENDA**
**Action:** Upon motion by Councilmember Poduri and seconded by Councilmember Rau, Council voted 6-0-1, Mayor Pro Tem Amelio absent, to approve the agenda.

2. **PRESENTATIONS**
A. Mayor's Proclamation: Methodist Church
**Action:** Council received the presentation.
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

B. See Monterey Updates to City of Pacific Grove
**Action:** Council received the presentation.
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

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

4. **GENERAL PUBLIC COMMENT**
Public comment received from Evelyn Kahan, Marcia, Karen, Jason and Lisa Ciani.

A. Written General Public Comment

**CONSENT AGENDA**
**Action:** Consent Agenda item 6 A was pulled and considered immediately following the Consent Agenda.

**Action:** Upon motion by Councilmember Rau and seconded by Councilmember Garfield,

Council voted 6-0-1, Mayor Pro Tem Amelio absent, to approve the Consent Agenda as modified.

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

6. **RESOLUTIONS**

A. Resolution Amending Council Policy 000-19 for Records Retention and Records Management ***This item was pulled and considered immediately following the Consent Agenda.***
**Reference:** Sandra Kandell, City Clerk
**Recommended Action:** Approve a resolution amending Council Policy No. 000-19 to update the City records retention and records management schedule and reflect revisions.
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

7. **ORDINANCES**

A. Second Reading and Adoption of an Ordinance Establishing District-Based Elections for Council Members
**Action:** Held second reading and adopted Ordinance No. 25-005 Establishing District-Based Elections for Council Members.
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

B. David Avenue Street Rehabilitation – Award of Contract and Budget Modification
**Action:** Held second reading and adopted Ordinance No. 25-004 amending the Operating and Capital Projects Budget for FY24/25.
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

8. **REPORTS – INFORMATION ONLY**

9. **REPORTS – REQUIRING ACTION**

A. Appointments to Boards, Commissions, and Committees
**Action:** Approved appointments to Boards, Commissions, Committees as follows:
- Architectural Review Board: Martin Sublett
- Library Board: Meganne Yeoman

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

B. 2025 Ford Police Interceptor Vehicle Purchase
**Action:** Authorized the City Manager to award a purchase order with Cypress Coast Ford of Seaside for the purchase of (1) 2025 Ford Police Interceptor Vehicle in an amount not to exceed $64,927.28.
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

C. Direction to use WorkPlan Focus Areas, Policy Statements, and Goals for the Development of the FY 25-26 / 26-27 Budget
**Action:** Council directed the use of the FY25-26/26-27 WorkPlan Focus Areas, Policy

DRAFT

Statements and Goals in the Development of the Budget.
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

D. Endorse the proposed Appointment of Council Member Cynthia Garfield as City Council Liaison to the Friends of Chautauqua Hall, a committee of the Heritage Society of Pacific Grove
**Action:** Endorsed the proposed Appointment of Council Member Cynthia Garfield as City Council Liaison to the Friends of Chautauqua Hall, a committee of the Heritage Society of Pacific Grove
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

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

*****

6.A. Resolution Amending Council Policy 000-19 for Records Retention and Records Management ***This item was pulled from the Consent Agenda.***
Public comment received from Sally Moore and Lisa Ciani.

**Action:** Upon motion by Councilmember Walkingstick and seconded by Councilmember Rau, Council voted 6-0-1, Mayor Pro Tem Amelio absent, to approve Resolution No. 25-004 amending Council Policy No. 000-19 to update the City records retention and records management schedule and reflect revisions.
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

**REGULAR AGENDA**

11. **PUBLIC HEARINGS**

A. Introduction of an Ordinance Amending the City's 2024-25 Budget, removing the allocation of one Program Manager Classification in the City Manager's Office and replacing with one Deputy City Manager Classification in the City Manager's Office
Public comment received from Lisa Ciani and Carmelita Garcia.

**Action:** Upon motion by Councilmember Poduri and seconded by Councilmember Rau, Council voted 6-0-1, Mayor Pro Tem absent, to

1. Request the City Attorney read the title of the ordinance;
2. Waive further reading of the ordinance;
3. Introduce and hold a first reading of an ordinance to amend the City's 2024-25 Budget, removing the allocation of one Program Manager classification in the City Manager's Office and adding one Deputy City Manager classification to the allocation plan in the City Manager's Office to be funded in 2024-25 with current budget savings; and
4. Direct that publication of the ordinance will be satisfied by publication of a summary approved by the City Attorney.

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

DRAFT

12. **UNFINISHED AND ONGOING BUSINESS**

A. Annual Financial Reports and Audit
No public comment received.

**Action:** Council received the reports noted in this report.
**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

B. City Council Review and Discussion of the Legacy Parklet Encroachment Permits and a Motion to Waive Fees for Sidewalk Dining Permits
Public comment received from Sally Moore, Unknown speaker, Miles, and Inge Lorentzen Daumer.

**Action:** Upon motion by Councilmember Garfield and seconded by Councilmember Walkingstick Council voted to

1. Review the City's legacy Parklet Encroachment Permits
2. Motion to extend program permit to October 31, 2025, if businesses elect to self-terminate by June 30, 2025 all fees will be waved and the city will do the removal of the parklet.
3. Directed City Manager to return with information on propose alternative for Peppers at the discretion the sunsetting of the legacy Encroachment Permits and come back to council.

Motion carried 5-1-1, by the following roll call vote:

AYES: Mayor Smith, Councilmembers Garfield, McDonnell, Rau and Walkingstick.
NOES: Councilmember Poduri.
ABSENT: Mayor Pro Tem Amelio.

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

13. **NEW BUSINESS**

14. **FULL PRESENTATIONS**

15. **CLOSED SESSION**

**ADJOURNMENT**
Council adjourned the regular meeting at 8:06 p.m.

Respectfully Submitted,

DRAFT

Staphany Arriola, Management Analyst for
Sandra Kandell, City Clerk

Approved by Mayor: _____Date_____

Attest by City Manager: _____Date_____

DRAFT

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

# AGENDA REPORT

**TO:** Honorable Mayor and Members of the City Council

**FROM**: Matt Mogensen, City Manager

**MEETING DATE:** April 16, 2025

**SUBJECT:** Ordinance Amending the City's 2024-25 Budget, removing the allocation of one Program Manager Classification in the City Manager's Office and replacing with one Deputy City Manager Classification in the City Manager's Office

**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 City's 2024-25 Budget, removing the allocation of one Program Manager classification in the City Manager's Office and adding one Deputy City Manager classification to the allocation plan in the City Manager's Office to be funded in 2024-25 with current budget savings.

## DISCUSSION

No changes were made between the first and second readings of this Ordinance. The City Clerk caused a summary of the ordinance to be published on April 10, 2025.

On March 5, 2025, the City Council considered and approved the Fiscal Year 2024-25 Mid-Year Budget Modifications and First Reading of an Ordinance Amending the Fiscal Year 2024-25 Budget. Part of that approval was the allocation of a Program Manager to the City Manager's Office for the purposes of providing for economic development, communications and outreach and special projects needs. The allocation was accomplished through reassigning unspent budget from economic development consultant services and discretionary spending to personnel expenses and adding to an existing .25 unfilled economic development staff allocation. This equated to approximately $100,000 annually. The remainder of the funding was to come from additional general fund monies to be budgeted in the next fiscal year. The total cost for the new position was to be approximately $125,000 annual top step salary plus benefits = approx. $160,000 total for this new position. This action was put in motion following direction from the City Council in December of 2024 to reallocate economic development funds to hiring a person to provide these much-needed services. This proposal put forth for this position did not have the benefit of fully analyzing additional information that came forth late in the development of the Mid-Year Budget Modifications though.

On February 19, 2025, the City Council held a study session and received a presentation on a City-Wide Organizational Diagnostic report performed by Municipal Resource Group (MRG). This report contained findings that identified gaps in service and operational challenges at the department level. In the City Manager's Office the report found there is limited focus on economic development

and tourism and we lack the capacity to achieve a cohesive communications program for our residents and businesses. We also need to improve our ability to provide employee engagement, team-building and enrichment activities, create positive culture and employee retention. In addition, the department is not able to make proactive progress on special projects and other needed proactive activities to move the organization forward and meet community, City Council, and organizational needs. Ultimately, the report recommended that a senior manager was needed to address deficiencies.

Following further review of the findings of the MRG report and discussion on how we move forward to address issues identified, the idea of adding a new Program Manager was found to be not the correct solution. We are better served by taking a step back and adjusting the classification level we are seeking to allow for additional needs to be met and greater flexibility to meet current and near future needs.

It is now recommended that the City Council consider adjusting the new staffing allocation of a Program Manager for the City Manager's Office to a classification already existing in the City's Classification Plan titled Deputy City Manager. This position currently exists on the City's published salary schedule and can be used to better address needs in economic development, communications and outreach, special projects, employee engagement and enrichment activities, further program and project support to accomplish community and City Council goals, proactive addressing of issues and concerns, citizen responsiveness, strategy development and implementation, other higher level needs that arise daily, and the ability to manage programs and city divisions as the organization needs.

The intention in hiring for this position will be to open the recruitment to internal candidates to provide an opportunity for upward career growth and development for employees. This would additionally allow other employees to have an opportunity to achieve upward movement and greater job satisfaction. These types of opportunities are typically very limited in smaller organizations such as ours. When possible opportunities for career growth for employees go a long way to retaining institutional knowledge, creating great culture and providing individual job fulfillment.

The salary range for the Deputy City Manager classification ranges from $138,486.40 annually to $185,577.60 annually. An internal promotion has the opportunity of additional reorganization modifications that could lower the overall costs to the General Fund. However, that will be better known after a successful candidate is chosen and we can evaluate the budget impacts in next year's budget. Also, with this being an internal recruitment, the anticipated starting salary will not be the top of the salary range scale, and benefit costs are already included in the existing budget.

This action would eliminate the recently approved staff allocation of one Program Manager in the City Manager's Office and add one Deputy City Manager to the allocation plan in the City Manager's Office. No additional funds are needed for this fiscal year, but next budget year we will allocate $185,577.60 (for budgeting purposes we budget at top step).

Pursuant to Charter Article 15, approval and amendment to the City budget must be adopted by the Council by ordinance.

**OPTIONS**

Provide alternative direction.

**FINANCIAL IMPACT:**

Previously, the City Council approved the allocation of one Program Manager position to the City Manager's Office. The position was to be funded in 2024-25 from budget savings. The top step salary for the Program Manager position is $123,073.60 annually plus benefits with a total cost of approximately $160,000.

This action would eliminate the previously approved Program Manager position and allocate one Deputy City Manager position. This position can be funded through budget savings through the remaining in fiscal year 2024-25. In FY 2025-26 a total budget for this position will be $185,577 at the top step of the existing salary range plus benefits with a total budgeted amount of approximately $240,000. The actual cost will depend on what placement in the salary step range the incumbent will be placed at.

**FOCUSED PRIORITY AREA:** Not Applicable.

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**Attachments**

Budget Amendment Ordinance

**ORDINANCE NO.**

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE AMENDING THE OPERATING BUDGET FOR FISCAL YEAR (FY) 2024-25**

**FACTS**

1. The City Council approved the Fiscal Year 2024-25 Budget on June 19, 2024, and a Mid-Year Modification on March 5, 2025.

2. It is customary to amend the budget to updated information and adjust to unanticipated changes since the adoption of the Fiscal Year 2024-25 Budget.

3. The City Manager is recommending amendments to the adopted 2024-25 Fiscal Year Budget (as amended by the Mid-Year Budget Modifications approved by the Council on March 5, 2025).

4. The Council has determined it is appropriate to amend the approved 2024-25 Fiscal Year Budget.

5. Pursuant to Charter Article 15, an amendment of the budget must be approved by ordinance.

6. A summary of the Ordinance, approved by the City Attorney, was published on _____.

7. In the enactment of this ordinance, the City followed the guidelines adopted by the State of California and published in the California Code of Regulations, Title 14, Section 15000, et seq.

**8.** Enactment of this ordinance action does not constitute a "project" as defined by California Environmental Quality Act (CEQA) Guidelines Section 15378 because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment.

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

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

SECTION 2: The expenditure budget for the General Fund is amended for the items listed below. Which by reference are incorporated as set forth in its entirety.

| **Proposed Budget Adjustment** | **Amount** |
|---|---|
| Eliminate Allocation of One Program Manager | Funded by 2024/25 budget savings to Economic Development budget. |
| Allocate one Deputy City Manager Classification to the City Manager's office | Funded by 2024/25 budget savings to Economic Development budget. |

SECTION 3. In accord with Article 15 of the City Charter, this ordinance shall become effective upon adoption hereof.

**PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE** this 16th day of April 2025, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

_____
NICK SMITH, Mayor

ATTEST:

_____
SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

_____
BRIAN A. PIERIK, City Attorney

# CITY OF PACIFIC GROVE

**300 Forest Avenue, Pacific Grove, California 93950**

## AGENDA REPORT

**TO:** Honorable Mayor and Members of the City Council

**FROM**: Lori McDonnell, Councilmember

**MEETING DATE:** April 16, 2025

**SUBJECT:** Community Human Services March 2025 Meeting Board Highlights

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

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**RECOMMENDATION**

Receive highlights.

**DISCUSSION**

**OPTIONS**

**FINANCIAL IMPACT:**

**FOCUSED PRIORITY AREA:** Not Applicable.

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**Attachments**

CHS Highlights

**HIGHLIGHTS OF**
**REGULAR BOARD MEETING**
***March 20, 2025***

1. Mary Ann Carbone, Board Chair, called the meeting to order at 11:05 a.m. at City Hall in Sand City.

2. The Board approved routine consent items, including minutes of the February 20, 2025 Board meeting and disbursements for the period of February 1-28, 2025 in the amount of $1,494,355.97.

3. Board Members went into a closed session to conference with legal counsel. Information was received by the board and direction was given.

4. From the CEO report:
    - Total donations for February 2025: $210,194.69.
    - Significant donations were as follows:
        - $499 Anonymous
        - $500 for CDMB
        - $25,000 for Safe Place from Harden Foundation
        - $181,375 from Monterey County Gives (This includes the match of $9,242.66.).
    - Grant applications were submitted to:
        - Nancy Buck Ransom Foundation, $25,000 for Monterey Peninsula Safe Place Youth Shelter and Drop-in Center
        - Montage Health, $5,000 for sponsorship of Solving Homelessness 2025
        - Salinas Valley Health Foundation, $25,000 total for "Banding Together" sponsorship ($5,000) and General Operating Support ($20,000)
        - Dogs of Carmel Adoption Auction Charity Benefactor 2025. Funds raised will be used to support Shuman HeartHouse
    - A fundraising event will take place on Saturday, April 12, from 12-6 pm at the Sand City Art Park—*Banding Together: A Jamfest to Support Mental Health, Substance Abuse, and Homeless Services.* Suggested donation is $30.
    - We continue to interview for the vacant Development Director position.
    - *Solving Homelessness: A Community Conversation* will take place on April 24th from 2-4pm at MIIS Irvine Auditorium, featuring Kevin F. Adler, author of "When We Walk By," who will speak on stigma, broken systems that contribute to homelessness and what we can do.
    - We have started contract negotiations for fiscal year 2025-26 with the Department of Social Services and Probation and will initiate same with Behavioral Health.
    - The Monterey County Behavioral Health Contractors' Association met to discuss contract negotiations and will send a letter to Behavioral Health to communicate our expectations for rate transparency, cost coverage and risk mitigation during upcoming contract negotiations.
    - We have been working with County and Salinas City staff on budget modifications for this FY and proving cost projections for next fiscal year's contract and projecting a need for more income.
    - We have also been strategizing with County and City staff and internally with our staff, as well, to maximize use of our rapid rehousing funding at the SHARE Center. These funds not only pay for some staff salaries and benefits but may also be used to provide rental and other financial assistance to individuals exiting the shelter into permanent housing.
    - We have been coordinating with the production staff of the public television show *Empowered with Meg Ryan* on marketing strategies and preparation for filming in early May

with projected completion by end of June. Our hope is to "premiere" it at the CHS Annual Luncheon Meeting in July.

5. From the COO report:
    - The Senior Program Officer position for Mental Health Services remains vacant, and we've encountered difficulty finding qualified candidates. Fortunately, all programs are running smoothly, with high productivity, particularly within the largest program, the outpatient mental health program.
    - We currently have several key construction projects underway:
        - Genesis House Bathroom Improvement Project – Genesis House continues to operate at full capacity during construction. The project is about 80% complete.
        - Safe Passage Facility Improvements Project – Safe Passage is also fully operational during construction. This project is approximately 25% complete as we await the delivery of the shower units. Once delivered, work will progress quickly.
        - FSC Seaside Mainline Plumbing Project – JD Underground was awarded the winning bid, as recommended by the board last month. I'm in the process of finalizing the contract and planning the schedule. We aim to finalize the contract and begin mobilization during the week of this board meeting. Once signed, the project is expected to take about one month to complete, including permitting.
    - The SHARE Center is doing well and is fully staffed, with a current census of 83. Staff are conducting numerous intakes daily, and despite some no-shows, we've made significant progress in clearing the waitlist. Those removed are either no longer interested, have been housed, or are inaccessible. The waitlist now stands at 160 households, representing 360 individuals.
    - Progress continues on the Off Main Clinic's admissions office expansion. This new space will be dedicated to admissions during the first half of the day, with the second half reserved for Outpatient Drug Treatment services. This expansion will enhance the quality of care at OMC, particularly for clients experiencing withdrawal symptoms or challenges related to substance abuse.
    - Major kudos to Marta Sullivan, Senior Program Officer of Substance Use Disorder Services, who completed a comprehensive supplemental application to the Department of Health Care Services to add the target population of youth and adolescents to the Outpatient Drug Treatment facility in Monterey. Well done!

6. The Finance Committee meeting was held immediately prior to the board meeting. The financial dashboard showed cash went down and correspondingly accounts receivable went up. The Balance Sheet did not show anything unusual. The Agency has healthy net operating income year-to-date. The committee also reviewed action items for JPA allocation requests and an application for a line of credit that were on the agenda for approval.

7. The Board approved a 2.7% increase for JPA allocation requests for FY 2025-26.

8. The Board approved a resolution authorizing the Agency to establish a $1,250,000 line of credit with Pinnacle Bank with defined terms: 2 years, prime +1%, secured with limited title policy on Genesis House with a fee of $425.

9. The Board authorized staff to proceed with the bidding process to make repairs to the deck/parking structure at Family Service Center in Seaside.

10. Board Chair MaryAnn Carbone will be receiving the 2024 Ruth Vreeland Public Official of the Year Award on Saturday, March 29th, at the Monterey Peninsula Chamber of Commerce Gala.

11. Board Chair Mary Ann Carbone adjourned the meeting at 1:23p.m.

**The next regular board meeting is scheduled for Thursday, April 17th from 11:00 a.m. to 1:00 p.m. at the Sand City City Hall, Sand City, CA.**

# 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:** April 16, 2025

**SUBJECT:** Check Register March 2025

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

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**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. 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 March 2025. 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.

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**Attachments**

Check Register (By Fund) - March 2025

Check Register (Detailed) - March 2025

## Check Register Report - Summary by Fund - March 2025

| Fund | | Transaction Amount |
|---|---|---|
| **01 - General Fund Total** | $ | 1,971,226.62 |
| **11 - Library Book Fund Total** | | 8,653.49 |
| **15 - Housing Fund Total** | | 10,613.33 |
| **17 - Local Streets And Roads Total** | | 13,567.88 |
| **18 - Gas Tax Fund Total** | | 11,989.01 |
| **20 - Rstp-(Tamc) Total** | | 14,515.75 |
| **24 - Stillwell Children'S Pool Total** | | 142.24 |
| **27 - Lighthouse Maint.& Impv. Total** | | 3,328.23 |
| **40 - Poetry Promotion Fund Total** | | 1,200.00 |
| **42 - Pub Safety Aug Fund Total** | | 120,032.00 |
| **43 - Slesf Fund Total** | | 2,034.42 |
| **63 - Capital Improv Proj Fund Total** | | 86,441.10 |
| **70 - Emp Benefit Fund Total** | | 12,339.78 |
| **71 - Workers Comp Fund Total** | | 750.00 |
| **72 - Liability Ins Fund Total** | | 666.67 |
| **74 - Local Water Project Total** | | 39,506.52 |
| **75 - Cemetery Fund Total** | | 7,897.79 |
| **76 - Sewer Fund Total** | | 251,848.67 |
| **77 - Golf Fund Total** | | 146.99 |
| **Grand Total** | $ | 2,556,900.49 |

## Check Register Report - Detailed View - March 2025

| Fund | Check Date | Name | Description | Amount |
|---|---|---|---|---|
| 01 - General Fund | 3/7/25 | Aflac | Ded:5201 Aflac P/T | $ - |
| | | Calif Law Enforcmen | Ded:3200 Ltd Pd | 608.00 |
| | | Calpers Health | Ded:122 Health | 61,711.00 |
| | | City Of Pacific Gro | Ded:3301 Aflac Med | 1,630.72 |
| | | Eft | Ded:*Ft Federal Tx | 89,577.44 |
| | | Pacific Grove City | Ded:7000 Assoc Dues | 829.25 |
| | | Mass Mutual (457 Pl | Ded:4000 Def Comp | - |
| | | Mtry County Dept Of | Ded:0023 Garnish | 396.92 |
| | | Pacific Grove Manag | Ded:7203 Assoc Dues | 45.00 |
| | | City Of Pacific Gro | Ded:1003 Work Comp | 11,368.99 |
| | | City Of Pacific Gro | Ded:7510 Pers Reimb | 39.23 |
| | | City Of Pacific Gro | Ded:2103 Dental Fam | 3,529.83 |
| | | City Of Pacific Gro | Ded:0005 Suta | 138.32 |
| | | Pers | Ded:0020 Pers Er M3 | 79,911.40 |
| | | Police Officers Ass | Ded:7205 Assoc Dues | 871.04 |
| | | Legal Shield | Ded:6100 Legal Svc | 31.75 |
| | | State Disability Ta | Ded:0026 Sdi | 4,882.42 |
| | | Standard Insurance | Ded:3500 Life Ins | 1,433.25 |
| | | Transamerica Employ | Ded:5202 Transameri | 311.82 |
| | | Union Bank Of Calif | Ded:4005 Pars-457 | 1,053.42 |
| | | Vision Service Plan | Ded:2503 Vision Fam | 699.64 |
| | 3/10/25 | Mass Mutual (457 Pl | Ppe 3.1.25 457 Plan | 13,913.44 |
| | | Pers | 17825208 Adj 2.15.2 | 55.71 |
| | | Pers | Ppe 2.15.25 | 73,638.63 |
| | 3/14/25 | Us Bank | Khasimi Hardware | 19,158.11 |
| | | 4Leaf | Building Dept Servi | 106,681.01 |
| | | Adeline Finley | Rfnd Cancel Class | 44.00 |
| | | Alhambra & Sierra S | Rec Bottled Water | 137.36 |
| | | Amazon Capital Serv | Pw Desk | 1,525.86 |
| | | Ana Ruelas | Pd Uniform Belt | 37.68 |
| | | Anette Granberg | Rfnd Cancel Class | 10.00 |
| | | Anna Darnell | Rfnd Cancel Class | 10.00 |
| | | At&T | Lh Internet 3200212 | 112.35 |
| | | At&T Calnet 3 | Admin Internet 3242 | 3,479.96 |
| | | Barry'S Carpet Serv | Ch Carpet Cleaning | 630.00 |
| | | Bob Murray & Associ | Cdd Exec Recruitmen | 2,727.47 |
| | | Bryce Consulting In | Consult Services | 5,130.00 |
| | | Burke, Williams & S | City Attorney Servi | 54,452.05 |
| | | Ca Dept Of Justice | Fingerprint Volunte | 175.00 |
| | | Caltrans | Sgnl July-Sep 24 Sv | 2,146.82 |
| | | Casey Day | Pre-Emplymt Travel | 722.50 |
| | | Centralsquare Techn | Finance Software Fy | 4,962.96 |
| | | Chandra Weaver | Rfnd Cancel Class | 10.00 |
| | | Chris Darnell | Rfnd Cancel Class | 10.00 |
| | | Code Publishing, In | Municipal Code Upda | 196.00 |
| | | Comcast | Ch Internet 0085844 | 259.46 |
| | | Corie Beer | Rfnd Cancel Class | 10.00 |
| | | Deckard Technologie | Str Tracking Softwa | 4,500.00 |
| | | Dianne Lyle | Pmt For Rec Classes | 1,130.50 |
| | | Drought Resistant N | City Hall Plants | 52.87 |
| | | Edges Electrical Gr | B&G Led Lamp | 142.77 |
| | | Emerson Development | Rfnd Fee Collected | 3,153.75 |
| | | Ferguson Enterprise | Fd Maintenance | 645.53 |
| | | Florencia De La Pen | Rfnd Cancel Class M | 50.00 |
| | | Forest Hill Ace Har | B&G Trash Bags | 151.00 |
| | | Gardaworld | Mar Services | 148.12 |
| | | Gina Perrone | Rfnd Cancel Class | 22.00 |
| | | Glynis Barrett | Rfnd Cancelled Clas | 20.00 |
| | | Grove Market | Rec Program Supplie | 50.23 |
| | | Hana Gardens Seasid | Gardening Supplies | 238.71 |
| | | Harris & Associates | Contract Planning S | 36,231.25 |
| | | Heather Conner | Rfnd Cancelled Clas | 10.00 |

## Check Register Report - Detailed View - March 2025

| Fund | Check Date | Name | Description | Amount |
|---|---|---|---|---|
| | | Heihachiro Takarabe | Pmt For Tai Chi Cla | $ 70.00 |
| | | Ips Group, Inc | Pd Meter Fees | 2,748.69 |
| | | Jessica Medawar | Csmfo Conf Per Diem | 164.60 |
| | | Kattie Stong | Rfnd Cancelled Clas | 10.00 |
| | | Kerrie Smith | Rfnd Cancel Class | 40.00 |
| | | Kimball Midwest | Mech Stock | 458.99 |
| | | Laura Ireland | Rfnd Cancel Class | 20.00 |
| | | Leslie Dinneen | Rfnd Cancel Class | 10.00 |
| | | Linda Ryan | Plan Check Refund | 702.75 |
| | | Main Street Signs | B&G Signs | 317.30 |
| | | Megan Mckenna | Rfnd Cancel Class | 10.00 |
| | | Michael Finizio | Rfnd Permit Fees | 189.60 |
| | | Miranda Kanon | Rfnd Cancel Class | 37.50 |
| | | Mission Linen Suppl | Fd Linen Cleaning F | 693.80 |
| | | Mission Uniform Ser | Linen & Uniform Cle | 1,737.40 |
| | | Mitchell 1 | Mech Software | 1,908.00 |
| | | Monterey Bay Pest C | Fy25 Pest Control S | 620.00 |
| | | Monterey County Wee | Redistrict Notice | 480.00 |
| | | Monterey Tire Servi | Pd Stock Repairs | 1,413.94 |
| | | Morgan Graham | Duplicate Permit Fe | 246.33 |
| | | Quadient Finance Us | Ch Postage | 221.51 |
| | | Nicole Lucido | Rfnd Cancel Class | 10.00 |
| | | Nolan Maynard | Rfnd Cancel Class | 37.50 |
| | | Noland, Hamerly, Et | Enayati Cases #21Cv | 2,011.00 |
| | | Odp Business Soluti | Admin Office Suppli | 207.44 |
| | | Oleguer Plana Ripol | Rfnd Cancel Class | 75.00 |
| | | O'Reilly Auto Enter | B&G Vehicle Repairs | - |
| | | Overhead Door Of Sa | Fire Dept Door Repa | 358.65 |
| | | Pacific Gas & Elect | Rec Elec 0956-9 | 6,172.22 |
| | | Pacific Grove Chamb | Chamber Luncheon Cc | 650.00 |
| | | Pacific Grove Hardw | B&G Bldg Maintenanc | 2,020.69 |
| | | Pacific West Water | Cdd Water Svcs | 85.70 |
| | | Potter'S Electronic | Fd Battery | 98.30 |
| | | Raymond M Gordano | Pd Boot Reimburemen | 250.00 |
| | | Renee Riggin | Rfnd Cancel Class | 30.00 |
| | | Rincon Consultants, | Rincon - Housing El | 44,086.73 |
| | | Robert Pietrobono | Rfnd Permit Fees | 697.00 |
| | | Salinas Valley Pros | Pd Uniform Biaggio | 380.14 |
| | | Sarah Behm | Rfnd Cancel Class | 10.00 |
| | | Signworks | Fd Medic Engine Sig | 261.56 |
| | | Sirina Warfel | Rfnd Cancel Class | 40.00 |
| | | Sophie Gates | Rfnd Cancel Class | 20.00 |
| | | Spca Of Monterey Co | Pd Animal Shelter | 545.00 |
| | | Suburban Propane | Street Tank Rental | 74.25 |
| | | Tope'S Tree Service | Rfnd Tree Fees | 240.00 |
| | | Trucksis Enterprise | Pd Business Cards | 328.25 |
| | | Turf Star Inc. | Pd Repair Unit Pe2 | 404.29 |
| | | Uline | Erognomic Improvmt | 2,641.44 |
| | | Valley Saw & Garden | B&G Landscape Tools | 274.09 |
| | | Vestis Services, Ll | Linen Services Fy 2 | 182.31 |
| | | Watsonville Ford | Pd Repair Unit 5 | 3,660.05 |
| | | Brian Whitson | Museum Cleaning Fy2 | 2,480.00 |
| | | Swift Car Wash | Pd Car Washes April | 260.00 |
| | | Xi Zhang | Rec Rfnd Request | 153.75 |
| | | Xiaoyan Deng | Rfnd Cancel Class | 10.00 |
| | | Zoe Paris | Rec Rfnd Request | 81.75 |
| | | O'Reilly Auto Enter | B&G Vehicle Repairs | 2,387.95 |
| | | Pacific Gas & Elect | Public Library | 20,981.64 |
| | 3/21/25 | Alhambra & Sierra S | Fd Water Services | 201.23 |
| | | American Supply Com | Pw Janitorial Suppl | 3,875.26 |
| | | Baker & Taylor Comp | Library Supplies | - |
| | | Clientfirst Technol | It Infrastructure H | 13,133.75 |

## Check Register Report - Detailed View - March 2025

| Fund | Check Date | Name | Description | Amount |
|---|---|---|---|---|
| | | At&T Mobility | Pd Cell Phones | $ 1,915.24 |
| | | Central Coast Sbdc | Fy25 Sm Bus Subscrp | 6,000.00 |
| | | Municipal Resource | Org Assist / Analys | 10,400.00 |
| | | Baker & Taylor Comp | Library Supplies | 3,916.56 |
| | | Aflac | Ded:5201 Aflac P/T | 2,306.08 |
| | | Calpers Health | Ded:122 Health | 61,255.74 |
| | | City Of Pacific Gro | Ded:3301 Aflac Med | 1,628.42 |
| | | Eft | Ded:*Ft Federal Tx | 88,352.08 |
| | | Pacific Grove City | Ded:7000 Assoc Dues | 829.25 |
| | | Mass Mutual (457 Pl | Ded:4000 Def Comp | 30,238.44 |
| | | Mtry County Dept Of | Ded:0023 Garnish | 396.92 |
| | | Pacific Grove Manag | Ded:7203 Assoc Dues | 45.00 |
| | | City Of Pacific Gro | Ded:1003 Work Comp | 13,272.45 |
| | | City Of Pacific Gro | Ded:7510 Pers Reimb | 39.23 |
| | | City Of Pacific Gro | Ded:2103 Dental Fam | 3,500.21 |
| | | City Of Pacific Gro | Ded:0005 Suta | 153.27 |
| | | Pers | Ded:0020 Pers Er M3 | 75,423.24 |
| | | Police Officers Ass | Ded:7205 Assoc Dues | 819.33 |
| | | State Disability Ta | Ded:0026 Sdi | 5,411.92 |
| | | Transamerica Employ | Ded:5202 Transameri | 311.82 |
| | | Union Bank Of Calif | Ded:4005 Pars-457 | 883.48 |
| | | Vision Service Plan | Ded:2502 Vision | 692.00 |
| | 3/27/25 | Aflac | Mar 2025 Billing | 2,256.08 |
| | | Pers | Ppe 3.1.25 Pers | 677.55 |
| | | Vision Service Plan | Apr 2025 Coverage | 18.64 |
| | | Pers | Mar 25 Ual | 351,013.58 |
| | 3/28/25 | 4Leaf | Building Dept Servi | 73,917.74 |
| | | Accent Clean & Swee | Street Sweeping | 18,810.00 |
| | | Adeline Finley | Rfnd Cancel Class | 17.00 |
| | | Allison Brooks | Rfnd Cancel Class | 10.00 |
| | | Amazon Capital Serv | Lib Office Supplies | 919.74 |
| | | Anette Granberg | Rfnd Req Prgrm Fees | 90.00 |
| | | At&T | Rec Phone 0960 | 63.14 |
| | | Bear Electrical Sol | Traffic Signal Main | 250.00 |
| | | Boot Barn Inc | B&G Boots Willie | 181.89 |
| | | Burke, Williams & S | City Attorney Servi | 57,756.00 |
| | | Ca Dept Of Justice | Pd Doj Livescans | 66.00 |
| | | Calif Police Chiefs | Pd Wlle Conf 2025 | 1,725.00 |
| | | Caltronics Business | Konica Copies Fy 24 | 1,278.82 |
| | | Chicago Title Compa | Reimb Permit Fees | 121.00 |
| | | Code Publishing, In | Cc Membership | 318.50 |
| | | Comcast | Pw Internet 0194117 | 603.56 |
| | | Coast Counties Glas | Golf Ch Maintenance | 1,040.00 |
| | | Doorking Inc. | B&G Yard Gate Repai | 200.95 |
| | | Engineered Fire Sys | Fd Plan Review Feb | 675.00 |
| | | Ewing Irrigation Pr | B&G Irrigatn Suppli | 12.96 |
| | | Ferguson Enterprise | B&G Supplies | 201.00 |
| | | Gachina Landscape M | Fy25 Park Maint Mar | 1,980.00 |
| | | Gina Perrone | Rfnd Kids Nt Out | 25.00 |
| | | Giselle Acevedo | Pd Acevedo Per Diem | 170.00 |
| | | Hinderliter, De Lla | Sales Tax, Biz Lic | 1,258.30 |
| | | Home Depot Credit S | B&G Tools | 756.12 |
| | | Howard'S Upholstery | Pd Repairs Unit 1 | 238.39 |
| | | Jd Repairs Inc | Fd Repair Unit 6414 | 2,185.85 |
| | | Keith Sours | Rfnd Damage Deposit | 206.00 |
| | | Kerrie Smith | Rfnd Cancelled Clas | 10.00 |
| | | Kimball Midwest | Pw Mech Supplies | 1,360.89 |
| | | Kristina Stillwell | Rfnd Reqst Camp Fee | 153.75 |
| | | Lauren Walsh | Rfnd Request Fees | 542.50 |
| | | Monterey Bay Pest C | Fy25 Pest Control S | 670.00 |
| | | Monterey Bay Proper | Str Use Lic Fee Rfn | 221.00 |
| | | Monterey Bay Treewo | Arborist Services F | 5,100.00 |

## Check Register Report - Detailed View - March 2025

| Fund | Check Date | Name | Description | Amount |
|---|---|---|---|---|
| | | Monterey County Wee | Public Hrg Redistri | $ 600.00 |
| | | Monterey Fire Extin | Chautauqua Kitchen | 777.78 |
| | | Monterey Tire Servi | Pd Vehicle Stock | 1,122.73 |
| | | City Of Monterey | Fy25 Fire Services | 272,759.00 |
| | | Municipal Resource | Org Assist / Analys | 9,317.24 |
| | | Nielsen Merksamer | Prof Svcs Cvra | 5,175.00 |
| | | Noland, Hamerly, Et | Enayati Cases #21Cv | 260.00 |
| | | Odp Business Soluti | Cdd Office Supplies | 239.05 |
| | | Pacific Chess Acade | Contractor Pmt | 1,764.00 |
| | | Pure Water | Street Water Servic | 181.80 |
| | | Regional Government | Payroll Advisory Fe | 416.50 |
| | | Rincon Consultants, | Housing Element | 94,734.80 |
| | | Varajic Consulting | Contract Fees Class | 1,386.00 |
| | | Sentry Alarm System | Fy 24/25 Alarm Serv | 63.00 |
| | | Signworks | Pd Vehicle Decals | 1,178.91 |
| | | Lehr | Pd Repairs Unit 6 | 171.86 |
| | | Sturdy Oil Company | A/R Fuel Feb | 7,806.78 |
| | | Summit Uniforms | Pd Uniform Vests | 1,630.78 |
| | | Super Steam | Chautauqua Kit Clea | 800.00 |
| | | Tope'S Tree Service | Contract Tree Servi | 12,695.00 |
| | | Trina Ammar | Rfnd Request Fees | 205.00 |
| | | All Star Elite Spor | Sport Prgrm Supplie | 541.44 |
| | | Verizon Business | Pw Phones | 1,536.54 |
| | | Vestis Services, Ll | Linen Services Fy 2 | 364.62 |
| | | Watsonville Ford | Pd Repairs Unit 1 | 605.12 |
| | | Wells Fargo Vendor | Fy 24/25 Konica Lea | 1,269.07 |
| | | Brian Whitson | City Hall Cleaning | 380.00 |
| | | Wilson'S Plumbing & | Golf Course Plumbin | 664.29 |
| | | Winners Awards & En | Cc / Mayor Signs | 76.48 |
| | 3/31/25 | Ciara Nardone | Replace Eft Payment | 241.31 |
| 11 - Library Book Fund | 3/14/25 | Us Bank | Canales Zip Books | 417.87 |
| | | Amazon Capital Serv | Lib Books & Materia | 364.12 |
| | | Cengage Learning/Ga | Lib Books & Materia | 71.64 |
| | | Overdrive, Inc. | Lib Books & Materia | 3,500.00 |
| | 3/21/25 | Baker & Taylor Comp | Books And Materials | - |
| | | Baker & Taylor Comp | Books And Materials | 3,851.47 |
| | 3/28/25 | Amazon Capital Serv | Lib Books & Materia | 328.71 |
| | | Cengage Learning/Ga | Lib Books & Materia | 98.75 |
| | | Overdrive, Inc. | Lib Books & Materia | 20.93 |
| 15 - Housing Fund | 3/21/25 | Benevate Inc | Neighborly Software | 8,780.00 |
| | 3/27/25 | Pers | Mar 25 Ual | 1,833.33 |
| 17 - Local Streets And Roads | 3/28/25 | Kimley Horn | Pine Ave Traffic St | 4,902.50 |
| | | Neill Engineers Cor | David Avenue Street | 8,665.38 |
| 18 - Gas Tax Fund | 3/14/25 | Pacific Gas & Elect | Forest Av Sunset Av | 195.43 |
| | 3/21/25 | Pacific Gas & Elect | Pw Elec 4482-4 | 8,930.58 |
| | 3/27/25 | Pers | Mar 25 Ual | 2,333.33 |
| | 3/28/25 | Amazon Capital Serv | Streets Light Bulbs | 152.84 |
| | | Sturdy Oil Company | Gax Tax Fuel Feb | 376.83 |
| 20 - Rstp-(Tamc) | 3/28/25 | Ghd Inc. | Cedar, Sunset, Cong | 14,515.75 |
| 24 - Stillwell Children'S Pool | 3/21/25 | American Supply Com | Pool Chlorine | 142.24 |
| 27 - Lighthouse Maint.& Impv. | 3/14/25 | Federico'S Embroide | Lighthouse Hat Merc | 1,070.65 |
| | | Ken Hinshaw | Lighthouse Maintena | 871.39 |
| | | Pacific Grove Hardw | Lh Repair Supplies | 284.24 |
| | | Pacific Gas & Elect | Asilomar Blvd Pg Lh | 237.50 |
| | 3/28/25 | Ghost Town Publicat | Lh Gift Shop Merch | 154.20 |
| | | Hike America | Lh Gift Shop Merch | 710.25 |
| 40 - Poetry Promotion Fund | 3/14/25 | Marie Butcher | Poetry Promotion | 100.00 |
| | 3/14/25 | Christiana Pilar Gr | Poetry Promotion | 100.00 |
| | | Daniel Summerhill | Poetry Promotion | 750.00 |
| | 3/28/25 | Iskandar Soekardi | Lib Poetry Promotio | 100.00 |
| | | Rachel Huerta | Poetry Promotion | 50.00 |
| | | Victoria Banales | Lib Poetry Promotio | 100.00 |

## Check Register Report - Detailed View - March 2025

| Fund | Check Date | Name | Description | | Amount |
|---|---|---|---|---|---|
| 42 - Pub Safety Aug Fund | 3/14/25 | Monterey County Eme | Fy24/25 Emergency D | $ | 120,032.00 |
| 43 - Slesf Fund | 3/21/25 | Enterprise Fm Trust | Fy24/25 Leased Vehi | | 2,034.42 |
| 63 - Capital Improv Proj Fund | 3/14/25 | Green Valley Landsc | Gwp Ball Field Drai | | 22,064.91 |
| | | Signworks | Gwp Entrance Signs | | 6,620.63 |
| | 3/21/25 | Signworks | Gwp Playground | | 854.06 |
| | 3/28/25 | Neill Engineers Cor | Fy25 Cip Engineerin | | 56,901.50 |
| 70 - Emp Benefit Fund | 3/14/25 | Claremont Behaviora | Eap Svcs March 25 | | 648.15 |
| | 3/27/25 | Standard Insurance | Apr 2025 Premiums | | 2,885.56 |
| | | Standard Insurance | Mar 2025 Coverage | | 7,137.68 |
| | 3/28/25 | Claremont Behaviora | Eap Services Jan | | 1,296.30 |
| | | Pars | Ars Pars Jan Fees | | 372.09 |
| 72 - Liability Ins Fund | 3/27/25 | Pers | Mar 25 Ual | | 1,416.67 |
| 74 - Local Water Project | 3/14/25 | Pacific Gas & Elect | Lwp Elec 0792-1 | | 4,203.44 |
| 74 - Local Water Project | 3/28/25 | Perc Water Corporat | Fy 24/25 Lwp O&M | | 35,303.08 |
| 75 - Cemetery Fund | 3/14/25 | Amazon Capital Serv | Cem Office Supplies | | 29.40 |
| | | Howard'S Upholstery | Cem Repair Unit 71 | | 266.78 |
| | | Kimball Midwest | Cem Repairs Unit 73 | | 35.51 |
| | | Mission Uniform Ser | Linen & Uniform Cle | | 456.62 |
| | | O'Reilly Auto Enter | Cem Vehicle Repairs | | - |
| | | Pacific Grove Hardw | Cem Repair Supplies | | 192.18 |
| | | O'Reilly Auto Enter | Cem Equip Repair | | 14.44 |
| | | Pacific Gas & Elect | Cemetery | | 159.60 |
| | 3/27/25 | Pers | Mar 25 Ual | | 3,750.00 |
| | 3/28/25 | Csc Of Salinas | Cem Repair Unit 73 | | 162.10 |
| | | Ewing Irrigation Pr | Cem Irrigation Supp | | 110.66 |
| | | Llorin-Velasquez Co | Fy24/25 Cemetery Fe | | 2,650.00 |
| | | Odp Business Soluti | Cem Office Supplies | | 72.60 |
| | | Sturdy Oil Company | Cr Cem Fuel Feb | | (2.10) |
| 76 - Sewer Fund | 3/14/25 | Arcpoint Labs Of Mo | Sewer Labs Svcs | | 1,530.00 |
| | | Bear Electrical Sol | Electrical Repair O | | 6,316.19 |
| | | Kimball Midwest | Sewer Repair Unit 4 | | 82.82 |
| | | Mission Uniform Ser | Linen & Uniform Cle | | 456.60 |
| | | Pacific Gas & Elect | Pw Sewer Elec 5126- | | 1,401.92 |
| | | Pacific Grove Hardw | Sewer Repair Suppli | | 138.46 |
| | | Suburban Propane | Sewer Tank Rental | | 24.75 |
| | | Pacific Gas & Elect | O V 9Th Pump #2 | | 2,608.57 |
| | 3/27/25 | Pers | Mar 25 Ual | | 11,750.00 |
| | 3/28/25 | At&T | Pw Sewer Phone 2931 | | 126.28 |
| | | Csc Of Salinas | Sewer Repair Unit 1 | | 160.09 |
| | | Kimball Midwest | Sewer Vehicle Repai | | 842.13 |
| | | Monterey One Water | Lift Station Mainte | | 57,307.60 |
| | | Monterey Peninsula | Emergency Sewer Wor | | 25,332.91 |
| | | Neill Engineers Cor | Fy25 Cip Engineerin | | 6,172.00 |
| | | Pacific Sewer Maint | Fy 24/25 Root Contr | | 119,762.20 |
| | | Pure Water | Sewer Water Service | | 45.45 |
| | | Safety-Kleen System | Sewer Oil Collectio | | 326.73 |
| | | Signworks | Sewer Vehicle Repai | | 40.78 |
| | | Sturdy Oil Company | Sewer Fuel Feb | | 95.19 |
| | | Wallace Group | Scsmp 1, 6, 9 Cip24 | | 17,328.00 |
| 77 - Golf Fund | 3/14/25 | Pacific Gas & Elect | 1313 Ocean View Blv | | 146.99 |
| **Grand Total** | | | | **$** | **2,556,900.49** |

# CITY OF PACIFIC GROVE

**300 Forest Avenue, Pacific Grove, California 93950**

## AGENDA REPORT

**TO:** Honorable Mayor and Members of the City Council

**FROM**: Joseph Sidor, Contract Planner

**MEETING DATE:** April 16, 2025

**SUBJECT:** Housing Element Monthly Status Update

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

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**RECOMMENDATION**

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

**DISCUSSION**

On December 20, 2023, the City Council approved the first amendment to the contract with Rincon Consultants, initiating the preparation of the Housing Element Update (HEU), along with related General Plan Amendments, Zoning Amendments, and Environmental Impact Report (EIR). Subsequently, City Staff and Rincon Consultants continued/commenced work and provided the fourteenth monthly progress report update to Council on March 19, 2025. Since then, the following tasks have been undertaken:

March 19, 2025: City Staff provided Rincon with an updated EIR cumulative project list.

March 20, 2025: The Housing Element Team met to discuss next steps for the Housing Element Update, including amendments to the Zoning Code, Land Use, and Health and Safety Elements, as well as the Program Environmental Impact Report (EIR).

March 24, 2025: Rincon provided City Staff with the administrative draft EIR sections for review.

March 26, 2025: The Housing Element Team met with HCD to discuss the newly drafted Housing Mobility Program.

March 26, 2025: Rincon provided City Staff with a revised Housing Mobility Program per the meeting with HCD.

March 28, 2025: Rincon provided City Staff with a clean version of the Land Use Element for final review.

March 28, 2025: Rincon provided City Staff with draft zoning ordinance amendments for review.

April 3, 2025: The Housing Element Team met to discuss next steps for the Housing Element Update, including amendments to the Zoning Code, Land Use, and Health and Safety Elements, as well as the Program Environmental Impact Report (EIR).

April 9, 2025: The Housing Element Team met to discuss the EIR Alternatives section.

April 10, 2025: City Staff presented a draft of Program 10, Enhanced Housing Mobility Options, to the Planning Commission at its regular meeting. This draft program is in response to recent direction from HCD regarding Affirmatively Furthering Fair Housing.

The Housing Element Team includes City Planning, Housing, and City Manager staff, City legal representation, and Rincon/subconsultant staff. Staff will provide a monthly status update to the Council throughout the process, leading to an adopted and certified Housing Element.

For more information, please visit the Housing Element webpage: www.cityofpacificgrove.org/HousingElement

**OPTIONS**

N/A - This is information only.

**FINANCIAL IMPACT:**

There is no fiscal impact associated with receiving this report.

**FOCUSED PRIORITY AREA:** Affordable Housing

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

# AGENDA REPORT

| | |
|---|---|
| **TO:** | Honorable Mayor and Members of the City Council |
| **FROM**: | Jon Biggs, Interim Community Development Director |
| **MEETING DATE:** | April 16, 2025 |
| **SUBJECT:** | Housing Element - Affirmatively Further Fair Housing Review |
| **CEQA:** | Environmental Impact Report |

## RECOMMENDATION
Staff recommends that the City Council review the Draft of Program 10, Enhanced Housing Mobility Options for the Housing Element Update and provide its feedback.

## DISCUSSION
### BACKGROUND
The City submitted a revised draft Housing Element to the State Department of Housing and Community Development (HCD) on December 20, 2024. Thereafter, the City met with HCD and in response to informal feedback from HCD the City revised the draft Housing Element, posted those revisions for the statutorily required 7-day public comment period, and submitted the revised draft Housing Element to HCD. HCD sent the City comments on the revised draft of the Housing Element on February 18, 2025 (Attachment 1). Staff believes that the majority of HCD's comments can be readily addressed, however, one of HCD's comments requires the City to include additional programs to Affirmatively Further Fair Housing (AFFH).

The goal of AFFH is to provide housing mobility opportunities in the City, which are a challenge because of the high cost of housing in Pacific Grove. Efforts to further AFFH are also intended to combat housing discrimination, eliminate racial bias, undo historic patterns of segregation, and lift barriers that restrict access in order to foster inclusive communities and achieve racial equity, fair housing choice, and opportunity for all Californians.

## DISCUSSION
In an effort to address the recent direction on AFFH from HCD, the consultant team, in conjunction with City staff and the City Attorney's office has drafted Program 10. Enhanced Housing Mobility Options, which is included as Attachment 2 to this agenda report. The methods identified in Program 10 to further fair housing opportunities include:

<u>Maintain a List of Potential Sites for Affordable Housing</u>
This list would include local sites as well as funding sources (when available) – with annual updates to the list.

Develop a Home-Share program
This would provide opportunities for homeowners to rent spare rooms in their homes.

Develop Residential Development Standards for Religious Facilities
Residential development standards for religious facilities in line with SB 4 and AB 1851 will be drafted for consideration. Establishing standards for residential uses on religious facilities sites could provide opportunities for housing in a variety of locations throughout the City, providing mobility options for residents.

Expand Residential Uses in the Downtown
This would allow residential units on the rear portion of some commercial buildings. These residential uses would be permitted on commercial sites and residential units would not be permitted to front on major commercial corridors including Lighthouse Avenue, Forest Avenue and Grand Avenue.

Establish a Housing Trust Fund
This commits the City to developing a Housing Trust Fund to help fund the development of affordable housing for a variety of workers who wish to live in the community they serve, including but not limited to first responders.

As noted in the draft program, the time frame for implementation of two of the above options is by the end of 2027. Also, the quantified objective of this program is to facilitate the development of 50 residential units, 20 of which are attributed to the Home-Sharing strategy. Staff notes this objective has been revised downward from the initial requests by HCD for between 75 and 125 residential units, which are in addition to the RHNA allocation.

The review of this program by the City Council is intended to solicit feedback before returning to the Planning Commission and the City Council with the final draft of the Housing Element, so each will have at least one more opportunity to review the language of this program, along with the entire housing element.

Staff and the consultant team are continuing to keep the Housing Element Update moving towards completion. Simultaneously with completing the Housing Element, the consultant team is working to finalize the draft EIR, prepare the other required general plan amendments, and the necessary zoning amendments that are identified in the Housing Element programs. Late summer is still being targeted for completion of these efforts.

**PLANNING COMMISSION REVIEW**
The Planning Commission is slated to take up consideration of the draft language for Program 10 at its meeting of April 10, 2025. The comments and input of the Commission will be provided to the City Council prior to its April 16, 2025 meeting because the Commission's comments were not developed prior to the publication date for this agenda report.

**OPTIONS**
Refer to Staff with specific direction.

**FINANCIAL IMPACT:**

Staff does not anticipate any significant financial impact due to the City Council's review of Program 10. Enhanced Mobility Housing Options.

**FOCUSED PRIORITY AREA:** Affordable Housing

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**Attachments**

Attachment 1

Attachment 2

PC Comments for AFFH Programs

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**
**DIVISION OF HOUSING POLICY DEVELOPMENT**
651 Bannon Street, Suite 400
Sacramento, CA 95833
(916) 263-2911 / FAX (916) 263-7453
www.hcd.ca.gov

February 18, 2025

Jon Biggs, Interim Director
Community Development Department
City of Pacific Grove
300 Forest Avenue
Pacific Grove, CA 93950

Dear Jon Biggs:

**RE: City of Pacific Grove's 6th Cycle (2023-2031) Revised Draft Housing Element**

Thank you for submitting the City of Pacific Grove's (City) revised draft housing element update that was received for review on December 20, 2024, along with revisions that were received on February 18, 2025. The revisions were posted and made available to the public for seven days prior to review. Pursuant to Government Code section 65585, the California Department of Housing and Community Development (HCD) is reporting the results of its review. In addition, HCD considered comments from Marcia Wright and Janet Gray pursuant to Government Code section 65585, subdivision (c).

The revised draft element, with revisions, addresses many statutory requirements; however, revisions will be necessary to substantially comply with State Housing Element Law (Gov. Code, § 65580 et seq), as follows:

1. *An inventory of land suitable and available for residential development, including vacant sites and sites having realistic and demonstrated potential for redevelopment during the planning period to meet the locality's housing need for a designated income level, and an analysis of the relationship of zoning and public facilities and services to these sites. (Gov. Code, § 65583, subd. (a)(3).)*

   *Identify actions that will be taken to make sites available during the planning period with appropriate zoning and development standards and with services and facilities... …Sites shall be identified as needed to facilitate and encourage the development of a variety of types of housing for all income levels, including multifamily rental housing, factory-built housing, mobilehomes, housing for agricultural employees, supportive housing, single-room occupancy units, emergency shelters, and transitional housing. (*Gov. Code, § *65583, subd. (c)(1).)*

   Nonvacant Sites: For your information, since the element relies on nonvacant sites to accommodate 50 percent or more of the lower-income Regional Housing

Needs Allocation (RHNA), requirements are triggered to make findings based on substantial evidence (as part of adoption) that the existing use is not an impediment and will likely discontinue in the planning period pursuant to Government Code section 65583.2, subdivision (g)(2).

Electronic Sites Inventory: For your information, pursuant to Government Code section 65583.3, the City must submit an electronic sites inventory with its adopted housing element. While the City has submitted an electronic version of the sites inventory, if changes occur, any future adopted versions of the element must also submit the electronic version of the sites inventory.

Program 10 (Water Supply): The Program should commit to specific actions beyond checking-in with partners. For example, the Program could commit to at least bi-annually seeking additional water allocations to support housing affordable to lower income households. In addition, the Program should commit to actions beyond reporting on efforts to support housing development such as pursuing creative solutions at least twice a year.

Program 12 (Zoning Code Amendments – Emergency Shelters): The Program should clarify that zoning will be amended to permit emergency shelters *without discretionary action*.

2. *Promote and affirmatively further fair housing opportunities and promote housing throughout the community or communities for all persons regardless of race, religion, sex, marital status, ancestry, national origin, color, familial status, or disability, and other characteristics... (Gov. Code, § 65583, subd. (c)(5).)*

   Programs: While the element includes many potentially meaningful actions to affirmatively further fair housing (AFFH), programs generally should be revised to geographically target resources to better promote inclusive and equitable neighborhoods. Examples of geographic targeting include focusing resources and programs in relatively lower-income or higher income areas or throughout the City in all neighborhoods. For example, Programs 1 (Housing Preservation and Rehabilitation) and 18 (Resource Conservation in Existing Homes) could be geographically targeted in relatively lower-income neighborhoods. Also, Program 21 (Meaningful Actions to Address Fair Housing Issues) could be revised with geographic targeting throughout all actions. Other Examples, include Programs 6 (Shopping Centers Redevelopment), 9 (Accessory Dwelling Units) and 13 (Affordable Housing Development) that could be geographically targeted in relatively higher income areas or throughout the City in all neighborhoods.

   In addition, some actions in Program 20 (Affirmatively Furthering Fair Housing) generally should be revised with metrics or numerical objectives in terms of housing or neighborhood outcomes. For example, actions to diversify the housing stock should have a specific metric in terms of housing units, in addition

to a generalized metric. Actions to prioritize water credits or other strategies to promote affordable housing should have a specific metric in terms of housing units. Actions to improve neighborhood infrastructure and conditions should have metrics in terms of number of improvements.

Finally, as noted in the prior review, among other factors, the City is wholly the highest resource community in contrast to the rest of the region. As a result, the element should include significant and robust actions with numerical targets (not limited to the RHNA) to promote housing mobility and increase housing choices and affordability throughout the City. Examples include promoting more housing choices and affordability in lower density areas, religious institutional sites and enhancing accessory dwelling units (ADUs) and junior accessory dwelling units (JADU) and home sharing strategies.

The element will meet the statutory requirements of State Housing Element Law once rezoning has been completed (see below) and the element has been revised, adopted, submitted to, and reviewed by HCD to comply with the above requirements pursuant to Government Code section 65585.

As a reminder, the City's 6th cycle housing element was due December 15, 2023. As of today, the City has not completed the housing element process for the 6th cycle. The City's 5th cycle housing element no longer satisfies statutory requirements. HCD encourages the City to revise the element as described above, adopt, and submit to HCD to regain housing element compliance.

For your information, pursuant to Assembly Bill 1398 (Chapter 358, Statutes of 2021), if a local government does not adopt a compliant housing element within 120 days of the statutory deadline (December 15, 2023), then any rezoning to make prior identified sites available or accommodate the RHNA shall be completed no later than one year from the statutory deadline pursuant to Government Code sections 65583, subdivision (c) and 65583.2, subdivision (c). As this year has passed and the rezoning has not been completed, the housing element will remain out of compliance until the rezoning has been completed.

Public participation in the development, adoption and implementation of the housing element is essential to effective housing planning. Throughout the housing element process, the City should continue to engage the community, including organizations that represent lower-income and special needs households, by making information regularly available and considering and incorporating comments where appropriate. Please be aware, any revisions to the element must be posted on the local government's website and to email a link to all individuals and organizations that have previously requested notices relating to the local government's housing element at least seven days before submitting to HCD.

Several federal, state, and regional funding programs consider housing element compliance as an eligibility or ranking criteria. For example, the CalTrans Senate Bill (SB) 1 Sustainable grant, the Affordable Housing and Sustainable Communities program, and HCD's Permanent Local Housing Allocation consider housing element compliance and/or annual reporting requirements pursuant to Government Code section 65400. With a compliant housing element, the City will meet housing element requirements for these and other funding Communities sources.

For your information, some general plan element updates are triggered by housing element adoption. HCD reminds the City to consider timing provisions and welcomes the opportunity to provide assistance. For information, please see the Technical Advisories issued by the Governor's Office of Planning and Research at: https://www.opr.ca.gov/planning/general-plan/guidelines.html.

HCD appreciates the hard work and dedication of the housing element update team during the housing element update and review. HCD is committed to assisting the City in addressing all statutory requirements of State Housing Element Law. If you have any questions or need additional technical assistance, please contact Mao Lee at Mao.Lee@hcd.ca.gov.

Sincerely,



Paul McDougall
Senior Program Manager

### *Program 10. Enhanced Housing Mobility Options*

Similar to the rest of the Monterey Peninsula, Pacific Grove is entirely composed of highest resource areas. This makes mobility options difficult due to high housing costs in the City. Pacific Grove will encourage and facilitate affordable housing development options for low, very low and extremely low-income and special needs populations by exploring and pursuing one or more of the following methods:

- *Maintain a list of potential sites for affordable housing:* Include sites as well as local funding sources (when available). Update this list annually and send out to local and regional affordable housing developers.
- *Develop a Home-Sharing Program:* Home-sharing can be an additional source of income for homeowners while providing affordable housing for those looking to live in Pacific Grove. This option can be beneficial for homeowners who have extra living space and are looking for sources of income to help maintain their homes.
- *Residential Development Standards for Religious Facilities :* SB 4 (Housing on Higher Education Institution and Religious Institution Sites), effective in January 2024, ensures that churches, faith institutions, and nonprofit colleges are able to build affordable housing on their land without having to go through an expensive and difficult rezoning and discretionary approval process. AB 1851 (Religious Facility Housing) provides relief in parking requirements when a religious institution partners with a nonprofit organization to provide affordable housing on site. AB 1851 applies only to religious facility properties in residential zones or nonresidential zones that also allow residential uses. Interest has been expressed in Pacific Grove by religious facilities to build residential uses onsite. Establishing standards for residential uses on religious facilities sites could provide opportunities for housing in a variety of locations throughout the City, providing mobility options for residents. To promote these opportunities, the City would create an outreach and technical advisory program that would consist of:
    - Conducting a workshop in 2027 and 2029 to explain SB 4, AB 1851 and how it can apply to religious facility properties in Pacific Grove
        - Invite religious facility owners and local nonprofit developers to participate;
        - provide informational materials on the development process
    - Upon request, City staff will provide technical assistance to religious facility property owners to assist with the SB 4 process.
- *Potential Expansion of Residential Uses in Downtown.* Currently, first floor residential uses are not allowed in the Downtown District. As part of the General Plan and Zoning Ordinance updates, discussions have occurred about opening up ground floor area in the rear of the buildings for live-work units or other living quarters. These residential uses would be permitted on commercial sites located on non-arterial streets only and would not be permitted along major commercial corridors including Lighthouse Avenue, Forest Avenue and Grand Avenue.
- *Housing Trust Fund:* Housing Trust Funds are dedicated funds that are held in trust to be used to provide affordable housing. The agencies that administer them can take many forms, such as a local housing department, a multi-city agency, or a private nonprofit organization. Local housing trust funds share three common features:
    - They receive ongoing revenues, usually from dedicated sources, and are not dependent exclusively on annual appropriations.
    - Funds are designated to support affordable housing rather than other community needs.

- They include sources of funding in addition to those that are otherwise restricted or available to support housing.

In accordance with Fair Housing law, the City will create a Housing Trust Fund to help fund the development of affordable housing for a variety of workers who wish to live in the community they serve including but not limited to first responders.

**Responsible Department:** Community Development Department – Planning Division

**Timeframe:**

- By the end of 2027, choose a minimum of two options from above for implementation in order to expand affordable housing options in Pacific Grove.
- Conduct an outreach and education campaign in 2027 and 2029 to inform public officials, affordable housing developers, residents and other interested parties about additional options available for affordable housing.
- Upon request from property owners, provide technical assistance for applicants, property owners and interested parties as needed with the goal of assisting five property owners annually.

**Housing Objective:** Facilitate the development of 50 residential units utilizing the strategies chosen as part of this program, including 20 as part of the Home-Sharing strategy. By the end of 2029, if these methods have not resulted in additional residential units, the City will develop alternative strategies to provide a variety of affordable housing options.

DRAFT

# April 10, 2025 Planning Commission Feedback from its Review of the Draft Enhanced Housing Mobility Options Program

Feedback from the Commission:

There was Commission support for the program and the mix of methods intended to foster and encourage development of affordable housing, with the following suggestions:

- Consider including language in the standards for religious facilities and the Housing Trust Fund that provides opportunities for a linkage between the funds in the Trust and affordable housing projects on a religious facility. In other words, make it clear when Trust guidelines are developed that, subject to appropriate approvals, partnerships can be developed between the city and a religious institution that funds in the trust can be requested as part of the financing package for an affordable housing project.

- Change the language of the Home Share program to reflect the language used in the Home Share Program in the City of Carmel-By-The-Sea's current Housing Element.

- Include in the standards for the Home Share program protections for both the renters and property owners.

- Design standards for the front of an allowed residential unit on the first floor of a building in the downtown should be developed and there should be an effort made to protect commercial, and retail uses on that portion of a site in the Downtown with frontage on the Downtown's principal streets.

# CITY OF PACIFIC GROVE

**300 Forest Avenue, Pacific Grove, California 93950**

# AGENDA REPORT

**TO:** Honorable Mayor and Members of the City Council

**FROM**: Brian Anderson, Police Commander

**MEETING DATE:** April 16, 2025

**SUBJECT:** AB 481 Military Equipment Annual Report for 2024

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

## RECOMMENDATION

Receive the AB 481 Annual Report for 2024.

## DISCUSSION

### BACKGROUND

On September 30, 2021, Governor Newsom signed California Assembly Bill (AB) 481. AB 481 requires California law enforcement agencies to obtain approval for a Military Equipment Use Policy from their applicable governing body before taking certain actions related to the funding, acquisition, or use of military equipment as defined by the legislature.

The intention behind AB481 is to increase transparency, accountability, and oversight for the acquisition and use of equipment. It safeguards the public's welfare, safety, civil rights, and liberties.

The Pacific Grove Police Department does not participate in the 1033 Program. It has not obtained any military equipment from the military, nor does it possess any equipment that was designed for military use.

The acquisition of military equipment and deployment in our communities may impact the public's safety and welfare. The public has a right to know about any funding, acquisition, or use of military equipment by local government officials, as well as a right to participate in any government agency's decision to fund, acquire, or use such equipment. Decisions regarding whether and how military equipment is funded, acquired, or used should give strong consideration to the public's welfare, safety, civil rights, and civil liberties. They should be based on meaningful public input.

The Pacific Grove Police Department has a robust military equipment policy. The policy is available to the public on the Department's website.

### SUMMARY OF USE

The Pacific Grove Police Department did not use any of the listed military use equipment during 2024. There were instances where officers had military equipment ready for use in the field. However, there were no direct uses of any military equipment acquired by the Pacific Grove Police Department.

## COMMUNITY ENGAGEMENT

Pacific Grove Police Department policy states that within 30 days of submitting and publicly releasing the annual report, the Department shall hold at least one well-publicized and conveniently located community engagement meeting, at which the Department should discuss the report and respond to public questions regarding the funding, acquisition, or use of military equipment.

The Pacific Grove Police Department conducted a public meeting regarding the Military Equipment Policy on March 17, 2025. The meeting was held in the City Council Chambers at 6 p.m., was open to the public, and was advertised on the police department's website, social media, and the City of Pacific Grove website.

The meeting was available for those who wanted to attend in person and those who wanted to attend virtually. Two members of the public attended in person and two members of the public attended virtually. The meeting was recorded and is available on the department website.

## ANALYSIS

Pacific Grove Police Department policy section 706.7 ANNUAL REPORT states:
The Chief of Police or the authorized designee shall submit a military equipment report to the City Council for each type of military equipment approved within one year of approval and annually thereafter, for as long as the military equipment is available for use (Government Code § 7072). The Chief of Police or the authorized designee shall also make each annual military equipment report publicly available on the department website for as long as the military equipment is available for use.

The report shall include the following information for the immediately preceding calendar year as required by Government Code § 7072 for each type of military equipment in department inventory.

1. A summary of how the military equipment was used and the purpose of its use.
2. A summary of any complaints or concerns received concerning the military equipment.
3. The results of any internal audits, any information about violations of the military equipment use policy, and any actions taken in response.
4. The total annual cost for each type of military equipment, including acquisition, personnel, training, transportation, maintenance, storage, upgrade, and other ongoing expenses, and from what source funds will be provided for the military equipment in the calendar year following submission of the annual military equipment report.
5. The quantity possessed for each type of military equipment.
6. If the law enforcement agency intends to acquire additional military equipment in the next year, the quantity sought for each type of military equipment.

**Department Responses:**

1. A summary of how military equipment was used and the purpose of its use.

**The equipment was available to officers during their daily activities. None of the listed equipment was directly used, but it was used during training.**

2. A summary of any complaints or concerns related to military equipment.

**The Department did not receive any complaints concerning military equipment in 2024.**

3. The results of any internal audits, any information about violations of the military equipment use policy, and any actions taken in response.

**A monthly audit/inventory is taken for ALL firearms owned by the Pacific Grove Police**

**Department. There were no discrepancies during any of the audits. The audits include all rifles and less lethal launchers included in the military equipment use policy. There were no violations of the military equipment use policy.**

4. The total annual cost for each type of military equipment, including acquisition, personnel, training, transportation, maintenance, storage, upgrade, and other ongoing expenses, and from what source funds will be provided for the military equipment in the calendar year following submission of the annual military equipment report.

**Rifle/Pistol Ammunition: 13,000 rounds/$5266.77 (Practice ammunition)**
**Total cost for ammunition: $5,266.77**

- **Training: Firearms/Less Lethal**

  **Rifle training for the Pacific Grove Police Department is conducted simultaneously with pistol training during two annual firearms training days. To complete training for the entire Department while maintaining adequate patrol staffing, most of this training is conducted on officers' days off and compensated as overtime.**

**In 2024, the Department completed 240 hours of firearms training. To fulfill mandated safety ratios for training, 128 instructor hours were used. Not all the instructor hours were conducted as overtime, and the cost was covered as "on-duty" hours.**

**The total cost for firearms training was approximately $19,900.00**

- **Less Lethal:**

  **Less lethal training is conducted bi-annually. Less lethal training was conducted in 2024.**
- **Maintenance:**

  **Department armorers did it on duty as needed—no additional costs for 2024.**
- **Storage:**

  **They are stored on-site in the department armory—no additional costs.**
- **Transportation:**

  **Equipment is carried daily in officers' police vehicles and transported to and from training sites in police vehicles. There are no additional costs.**
- **Upgrades:**

  **No equipment was upgraded in 2024.**
- **Ongoing costs:**

  **There are no additional ongoing costs for the military equipment.**
- **Funding Source:**

  **All equipment was acquired through the Department's equipment fund, and all training was completed either on duty or during overtime and funded through the Department's FY 24/25 operating budget.**

5. The quantity possessed for each type of military equipment.

**See attached tables of military equipment.**

6. If the law enforcement agency intends to acquire additional military equipment in the next year, the quantity sought for each type of military equipment.

**The Pacific Grove Police Department acquired five additional rifles in 2025 at an approximate**

**cost of $7,767.68. The Department has no other plans to acquire additional military equipment next year. In the event any of the currently owned equipment becomes non-operational or needs replacement, we will replace it. Replaced equipment will be noted in the subsequent annual report. Training and Duty ammunition will be used and replenished as needed and will be listed in the subsequent annual report.**

## COORDINATION WITH OTHER JURISDICTIONS

Military equipment used by any member of this jurisdiction shall be approved for use and in accordance with this Department's policy. Military equipment used by other jurisdictions providing aid to the Pacific Grove Police Department shall comply with their respective military equipment use policies in rendering mutual aid.

Military equipment used by any member of this jurisdiction shall be approved for use and in accordance with this Department's policy. Military equipment used by other jurisdictions providing aid to the Pacific Grove Police Department shall comply with their respective military equipment use policies in rendering mutual aid.

The Pacific Grove Police Department is a participating member of the Monterey Peninsula Regional Special Response Unit (MPRSRU), which collaborates with other law enforcement agencies on the Monterey Peninsula. The MPRSRU provides capabilities to address specific law enforcement issues, such as active shooter incidents, hostage situations, barricaded subject incidents, etc. The Pacific Grove Police Department also collaborates with the Monterey County Sheriff's and other local, state, and federal law enforcement agencies that may be needed to aid the Pacific Grove Police Department.

The Pacific Grove Police Department currently has one officer assigned to the Special Response Unit as a team member, one sergeant and one corporal assigned as tactical negotiators. While deployed with the MPRSRU, our members must follow all the policies of the Pacific Grove Police Department.

## OPTIONS

Not applicable.

## FINANCIAL IMPACT:

1. Rifle/Pistol Ammunition: 13,000 rounds/$5266.77 (Practice ammunition) Total cost for ammunition: $5,266.77 which was budgeted in the FY 24/25.
2. The total cost for firearms training was approximately $19,900.00 which was budgeted in the FY 24/25.

**FOCUSED PRIORITY AREA:** Not Applicable.

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**Attachments**

Military Equipment

AB 481 Presentation

| Less Lethal Weapon | |
|---|---|
| **Type** | 40mm Launcher |
| **Description** | Penn Arms GL1 40mm launcher |
| **Quantity** | 2 |
| **Capabilities** | The Penn Arms GL 40mm launcher will launch a 40mm less lethal projectile approximately 130 feet |
| **Expected lifespan** | 15 years |
| **Manufacturer's description** | A 40mm compact single-shot break-open frame launcher with a rifled barrel and folding stock. Features include: Double-action trigger, trigger lock push button and hammer lock safeties |
| **Purpose and authorized uses** | To compel an individual to cease his/her actions when such less lethal weapon presents a reasonable option. A verbal warning of the intended use of the device should precede its application. |
| **Fiscal impact** | $1500 (each) |
| **Legal and procedural rules** | Refer to policies 300, 301, 301.8-301.11 |
| **Required training** | Sworn members utilizing the 40mm less lethal impact rounds are trained in their use by CA POST certified less lethal instructors. |
| **Compliance mechanisms** | Use is subject to the applicable policies (300.5, 300.5.1, 300.5.3, 301, 303.4). |

| Less Lethal Weapon | |
|---|---|
| **Type** | Less Lethal Shotgun |
| **Description** | Remington 870 Less Lethal Shotgun with Orange Stock and Fore-end denoting less lethal |
| **Quantity** | 5 |
| **Capabilities** | The Remington 870 Less Lethal Shotgun is used to deploy the less lethal 12-guauge Drag Stabilized Round up to a distance of 75 feet |
| **Expected lifespan** | 25 years |
| **Manufacturer's description** | The Remington Model 870 Pump Shotgun is a reliable 12-gauge with double-action bars for smooth pump operation. A steel-lined/grooved fore-end provides a stronger grip, while the Flexitab feeding system provides positive and easier cycling. A less-lethal application shotgun is available with the addition of a blaze orange synthetic SpeedFeed stock and fore-end for the instant recognition required. |
| **Purpose and authorized uses** | To compel an individual to cease his/her actions when such munitions present a reasonable option. A verbal warning of the intended use of the device should precede its application. |
| **Fiscal impact** | $950 each |
| **Legal and procedural rules** | Refer to policies 300, 301, 301.8-301.11 |
| **Required training** | Sworn members utilizing the Remington 870 less lethal shotguns are trained in their use by CA POST certified less lethal instructors. |
| **Compliance mechanisms** | Use is subject to the applicable policies (300.5, 300.5.1, 300.5.3, 301, 303.4). |

| Less Lethal Ammunition | |
|---|---|
| **Type** | Defense Technology Exact Impact 40mm kinetic energy projectiles |
| **Description** | 40mm, foam-tipped kinetic energy fired from an agency-authorized 40mm launcher. |
| **Quantity** | 38 |
| **Capabilities** | Operational range 5-131 ft. |
| **Expected lifespan** | 5 yrs. |
| **Manufacturer's description** | The eXact iMpact™ 40 mm Sponge Round is a point-of-aim, point-of-impact direct-fire round. This lightweight, high-speed projectile consisting of a plastic body and sponge nose that is spin stabilized via the incorporated rifling collar and the 40 mm launcher's rifled barrel. The round utilizes smokeless powder as the propellant, and, therefore, have velocities that are extremely consistent. Used for Crowd Control, Patrol, and Tactical Applications. |
| **Purpose and authorized uses** | To compel an individual to cease his/her actions when such munitions present a reasonable option. A verbal warning of the intended use of the device should precede its application. |
| **Fiscal impact** | Approximately $33 per projectile |
| **Legal and procedural rules** | Refer to policies 300, 301, 301.8-301.11 |
| **Required training** | Sworn members utilizing the 40mm less lethal impact rounds are trained in their use by CA POST certified less lethal instructors. |
| **Compliance mechanisms** | Use is subject to the applicable policies (300.5, 300.5.1, 300.5.3, 301, 303.4). |

| Less Lethal Ammunition | |
|---|---|
| **Type** | Defense Technology/Safariland Drag Stabilized 12-Guage Less Lethal Round |
| **Description** | A less lethal 2.5-inch 12-gauge shotgun round firing a ballistic fiber bag filled with 40 grams of lead shot at a velocity of 270 feet per second (FPS). |
| **Quantity** | 340 |
| **Capabilities** | 12-guauge Drag Stabilized Round has an effective range from 20 feet up to a distance of 75 feet |
| **Expected lifespan** | 5 years |
| **Manufacturer's description** | The 12-Gauge Drag Stabilized™ Round is comprised of a translucent 12-Gauge shell loaded with a 40 gram, tear shaped bag made from a cotton and ballistic material blend and filled with #9 shot. This design utilizes four (4) stabilizing tails. The 12-Gauge Drag Stabilized™ Round utilizes smokeless powder as the propellant. |
| **Purpose and authorized uses** | To compel an individual to cease his/her actions when such munitions present a reasonable option. A verbal warning of the intended use of the device should precede its application. |
| **Fiscal impact** | Approximately $5 per round |
| **Legal and procedural rules** | Refer to policies 300, 301, 301.8-301.11 |
| **Required training** | Sworn members utilizing the Remington 870 less lethal shotguns are trained in their use by CA POST certified less lethal instructors. |
| **Compliance mechanisms** | Use is subject to the applicable policies (300.5, 300.5.1, 300.5.3, 301, 303.4). |

| Lethal Weapon | |
|---|---|
| **Type** | Semi-Auto Patrol Rifle |
| **Description** | Daniel Defense DDM4V7, Semi-Auto rifle, black in color, with aluminum handguard, and adjustable stock. |
| **Quantity** | 14 |
| **Capabilities** | A rifle that fires an intermediate-power cartridge (.223/5.56) which is more powerful than a standard pistol. |
| **Expected lifespan** | 10 years |
| **Manufacturer's description** | The DDM4 V7 AR15 style firearm features M-LOK attachment technology with the Daniel Defense MFR 15.0 rail. Built around a Cold Hammer Forged, 16-inch barrel, the V7 has a DD improved Flash Suppressor to reduce flash signature. The mid-length gas system provides smooth and reliable cycling under any condition and reduces both perceived recoil and wear on moving parts. With the M-LOK attachment points that run along 7 positions and an uninterrupted 1913 Picatinny rail on top, the V7 has plenty of room for the sights, optics, and accessories the user may require. The independently ambi GRIP-N-RIP Charging Handle accommodates left- and right-handed shooters. This rifle also comes with the ergonomic Daniel Defense Buttstock and Pistol Grip. |
| **Purpose and authorized uses** | The Daniel Defense DDM4V7 enables officers when in compliance with the PGPD's Use of Force Policy, to address short to long distance threats, or those threats who are heavily armed, armored or both. Further, in both short and long-distance deployments, they allow officers precision shot placement minimizing the risk to officers and innocent citizens. There are no known alternatives to these weapons that will provide the same level of distance and precision. |
| **Fiscal impact** | $1,554.00 (each) |
| **Legal and procedural rules** | Refer to policies 300, 300.4, 300.4.1, 300.4.2, 300.5.1, 300.5.2, 300.5.3, 300.11, 303 |
| **Required training** | Sworn members utilizing the Daniel Defense DDM4V7 are trained is their use by CA POST certified firearms instructors. |
| **Compliance mechanisms** | Use is subject to the applicable policies (300.4, 300.9, 303.3.2, 303.5, 303.7, 303.8, 303.9) |

| Lethal Weapon | |
|---|---|
| **Type** | Semi-Auto Patrol Rifle |
| **Description** | Colt LE6920, Semi-Auto rifle, black in color, with plastic handguard, and adjustable stock. |
| **Quantity** | 13 |
| **Capabilities** | A rifle that fires an intermediate-power cartridge (.223/5.56) which is more powerful than a standard pistol. |
| **Expected lifespan** | 10 years |
| **Manufacturer's description** | The Colt M4 Carbine is a Gas Operated Semi-Auto rifle, chambered in 223 Remington/5.56 NATO. The M4 Carbine features a 16.1" barrel and Reversible safety selector and has an overall expanded length of 35.5". The M4 Carbine utilizes a 4-position collapsible stock and A2 flash hider. |
| **Purpose and authorized uses** | The Colt M4 Carbine enables officers when in compliance with the PGPD's Use of Force Policy, to address short to long distance threats, or those threats who are heavily armed, armored or both. Further, in both short and long-distance deployments, they allow officers precision shot placement minimizing the risk to officers and innocent citizens. There are no known alternatives to these weapons that will provide the same level of distance and precision. |
| **Fiscal impact** | $1,100 (each) |
| **Legal and procedural rules** | Refer to policies 300, 300.4, 300.4.1, 300.4.2, 300.5.1, 300.5.2, 300.5.3, 300.11, 303 |
| **Required training** | Sworn members utilizing the Colt M4 Carbine are trained is their use by CA POST certified firearms instructors. |
| **Compliance mechanisms** | Use is subject to the applicable policies (300.4, 300.9, 303.3.2, 303.5, 303.7, 303.8, 303.9) |

| Lethal Ammunition | |
|---|---|
| **Type** | Speer Gold Dot Duty Ammunition .223 Caliber 55 grain rifle round |
| **Description** | Speer Gold Dot features nickel plated brass cases and Boxer primers and is a non-corrosive round. The Gold Dot projectile goes through a process of joining the jacket and core one molecule at a time which eradicates the potential for the leading cause of bullet failure (jacket/core separation). This process will guarantee extraordinary weight retention through barriers as strong as auto-glass. Gold Dot rifle ammunition asserts remarkable accuracy with exact tolerances and unparalleled bullet uniformity. |
| **Quantity** | 6,480 |
| **Capabilities** | Operational range 0-300 yards |
| **Expected lifespan** | 10 years |
| **Manufacturer's description** | SPEER LE® Gold Dot® Duty Rifle brings proven bullet technology to rifle platform. The Gold Dot® bullet was the first high performance, bonded-core bullet available in handgun ammunition, and has since set the bar for duty ammunition. The nation's number one law enforcement option is now available in rifle ammunition for agencies everywhere. These specially designed loads bring law enforcement rifle ammunition to the next level. Gold Dot rifle bullets are optimized to ensure expansion out of barrels down to 10" at a wide variety of velocities out to 200 yards. This kind of performance greatly increases the capabilities of duty rifles and gives law enforcement personnel a distinct advantage when it matters most. In addition, these new loads boast outstanding feeding in short, very short and standard-length AR platforms. Like their handgun counterparts, the Gold Dot rifle bullets are constructed using Gold Dot technology. The process of joining the jacket and core one molecule at a time eliminates the potential for the leading cause of bullet failure—jacket/core separation. It also ensures impressive weight retention through barriers as tough as auto-glass. In addition to being tough, Gold Dot rifle loads boast outstanding accuracy. Exact tolerances and unprecedented bullet uniformity of jacket thickness give Gold Dot rifle loads outstanding accuracy. In addition, these loads feature flash suppressed propellants and a muzzle velocity of up to 3000 fps. The versatility, reliability, and superior construction of the new Speer LE Gold Dot Duty Rifle loads allow law enforcement agencies to utilize this tested and proven bullet technology in duty rifles with complete confidence. |
| **Purpose and authorized uses** | To project a force against a selected target to have an effect and stop the threat when other reasonable options are not viable. A verbal warning should precede its application. |
| **Fiscal impact** | $294.00 per case of 500 |
| **Legal and procedural rules** | Refer to policies 300, 300.4, 300.4.1, 300.5, 300.5.1, 300.5.3, 300.11, 303, 303.3 |
| **Required training** | Sworn members utilizing Speer Gold Dot ammunition are trained in their use by CA POST certified instructors. |
| **Compliance mechanisms** | Use is subject to applicable policies (303.3, 303.3.2) |

| Lethal Ammunition | |
|---|---|
| **Type** | Winchester Target Ammunition 5.56 Caliber 55 grain rifle round |
| **Description** | Winchester Target Ammunition features brass cases and Boxer primers and is a non-corrosive round. This ammunition is loaded with a full metal jacket bullet which is known for its positive functioning and exceptional accuracy. On impact this bullet does not expand and is ideal for target shooting. |
| **Quantity** | 2,600 |
| **Capabilities** | 0-300 yards |
| **Expected lifespan** | 10 years |
| **Manufacturer's description** | Winchester "USA White Box" stands for consistent performance and outstanding value, offering high-quality ammunition to suit a wide range of shooter's needs by providing consistent accuracy, positive functioning, and no expansion. |
| **Purpose and authorized uses** | Practice |
| **Fiscal impact** | $500.00 per case of 1000 |
| **Legal and procedural rules** | Refer to policies 300, 300.4, 300.4.1, 300.4.2, 300.5.1, 300.5.3, 300.11 303 |
| **Required training** | Sworn members utilizing Winchester Target Ammunition are trained in their use by CA POST certified instructors. |
| **Compliance mechanisms** | Use is subject to applicable policies (303.3, 303.3.2) |

| Lethal Ammunition | |
|---|---|
| **Type** | Federal Target Ammunition .223 Caliber 55 grain rifle round |
| **Description** | Federal American Eagle Target Ammunition features brass cases and Boxer primers and is a non-corrosive round. This ammunition is loaded with a full metal jacket bullet which is known for its positive functioning and exceptional accuracy. On impact this bullet does not expand and is ideal for target shooting. |
| **Quantity** | 4,000 |
| **Capabilities** | 0-300 yards |
| **Expected lifespan** | 10 years |
| **Manufacturer's description** | American Eagle® rifle ammunition offers consistent, accurate performance at a price that's perfect for high-volume shooting. The loads feature quality bullets, reloadable brass cases and dependable primers.<br><br>Ideal for target practice<br>Accurate and reliable<br>Consistent primers and brass |
| **Purpose and authorized uses** | Practice |
| **Fiscal impact** | $217.00 per case of 500 |
| **Legal and procedural rules** | Refer to policies 300, 300.4, 300.4.1, 300.4.2, 300.5.1, 300.5.3, 300.11 303 |
| **Required training** | Sworn members utilizing Federal Target Ammunition are trained in their use by CA POST certified instructors. |
| **Compliance mechanisms** | Use is subject to applicable policies (303.3, 303.3.2) |

| Lethal Ammunition | |
|---|---|
| **Type** | Winchester Ranger Frangible Ammunition .223 Caliber 55 grain rifle round |
| **Description** | Winchester Ranger Frangible Ammunition features brass cases and Boxer primers and is a non-corrosive round. This ammunition is loaded with lead-free-powdered metal projectiles. There is no jacket, plating or surface treatment on the projectiles, nothing but fine, low-energy dust particles remain after impact with hard surface targets and reducing ricochet and the target backsplash. |
| **Quantity** | 480 |
| **Capabilities** | 0-300 yards |
| **Expected lifespan** | 10 years |
| **Manufacturer's description** | This Winchester Ranger 223 Remington ammo features 55 grain centerfire frangible bullets. This Winchester Ranger centerfire Frangible gives military law enforcement individual a realistic, reduced hazard option for close quarters training and special purpose application. By including lead-free-powdered metal projectiles, Ranger Frangible centerfire ammunition delivers superior frangibility against hard targets and is lethal against soft targets. Since there is no jacket, plating or surface treatment on the projectiles, nothing but fine, low-energy dust particles remain after impact with hard surface targets and reducing ricochet and the target backsplash. With a muzzle velocity of 3150 feet per second and muzzle energy of 1435 foot pounds, making this Winchester Ranger 223 Remington ideal for target shooting. |
| **Purpose and authorized uses** | Practice |
| **Fiscal impact** | $20.00 per box of 20 |
| **Legal and procedural rules** | Refer to policies 300, 300.4, 300.4.1, 300.4.2, 300.5.1, 300.5.3, 300.11 303 |
| **Required training** | Sworn members utilizing Winchester Ranger Frangible Ammunition are trained in their use by CA POST certified instructors. |
| **Compliance mechanisms** | Use is subject to applicable policies (303.3, 303.3.2) |

| Lethal Ammunition | |
|---|---|
| **Type** | Federal BallistiClean Lead Free Frangible Ammunition 5.56 Caliber 45 grain rifle round |
| **Description** | Federal BallistiClean Frangible Ammunition features brass cases and Boxer primers and is a non-corrosive round. This ammunition is loaded with lead-free-powdered metal projectiles. There is no jacket, plating or surface treatment on the projectiles, nothing but fine, low-energy dust particles remain after impact with hard surface targets and reducing ricochet and the target backsplash. |
| **Quantity** | 1,640 |
| **Capabilities** | 0-200 yards |
| **Expected lifespan** | 10 years |
| **Manufacturer's description** | The BallistiClean RHT is the first lead-free training bullet to be accurate out to and past 200 yards. It also functions in various semi and full-auto guns. The entire load is lead-free, meaning it is ideal for indoor training. Law enforcement personnel can now train realistically and lead-free with this new BallistiClean RHT offering. |
| **Purpose and authorized uses** | Practice |
| **Fiscal impact** | $9.99 per box of 20 |
| **Legal and procedural rules** | Refer to policies 300, 300.4, 300.4.1, 300.4.2, 300.5.1, 300.5.3, 300.11 303 |
| **Required training** | Sworn members utilizing Winchester Target Ammunition are trained in their use by CA POST certified instructors. |
| **Compliance mechanisms** | Use is subject to applicable policies (303.3, 303.3.2) |

# AB 481
# Military Equipment

City Council April 16, 2025

# AB 481 Background

- September 30, 2021 – Governor Newsom signed AB 481
- Increase transparency, accountability, and oversight for the acquisition and use of equipment
- Provide safeguards to protect the public's welfare, safety, civil rights, and liberties

# Annual Reporting

- Annual town hall meeting at least 30 days before presenting the annual report to the City Council.
- Community meeting March 17th, 2025

# Annual Report

1. A summary of:
   - How military equipment was used & its purpose.
   - Complaints or concerns related to military equipment and any actions taken in response.

2. The total annual cost for each type of military equipment and how the funds were sourced.

3. The quantity possessed for each type of military equipment.

4. Intention to acquire additional military equipment in the current or following year, the quantity sought for each type of military equipment.

# PGPD Military Equipment

- (2) 40mm Projectile Launchers
- (5) Less Lethal Shotguns
- (27) Department Rifles
  - 14 Daniel Defense DDM4V7
  - 13 Colt LE6920
- (11) Issued Department Rifles

# Purchase of (5) Additional Rifles 2024

- **Operational Need:** Enhance our capability with responding to critical incidents.
- **Uniformity in Training:** Every officer will be using the same platform.
- **Spare Rifles:** Will ensure that we can replace malfunctioning equipment.
- **Technological Advancements:** Improved accuracy & accessory compatibility.
- **Cost :** $7,767.68

# Monterey Peninsula Special Response Unit (SRU)

- PGPD receives and provides mutual aid to/from all area law enforcement agencies.
- AB 481 requires agencies to get approval from the Governing Body for the equipment they own. The City of Pacific Grove currently does not own or maintain SRU equipment.
- One member on SRU
- SRU did not respond to any incidents in Pacific Grove during 2024

# Questions?

# 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:** April 16, 2025

**SUBJECT:** Stain Glass Butterflies Window Donation

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

## RECOMMENDATION

Receive art donation application for one stained-glass window and provide direction.

## DISCUSSION

The City has received an Art Acceptance Form for a proposed donation of a butterflies stained glass window that once hung in the Holman Building. Per Council Policy 900-3, the City Council needs to either accept or decline the proposed donation. This item was to be heard on September 17, 2024. A subcommittee report provided with that application with included on the October 2, 2024, Council Agenda. That application was withdrawn and not heard.

The application form submission packet is attached for reference.

## OPTIONS

1. Do not accept art donation
2. Approve donation and authorize staff to begin to find a suitable location for the butterfly stained glass window

## FINANCIAL IMPACT:

To be determined pending City Council consideration of acceptance of the Stain Glass Butterflies Window donation.

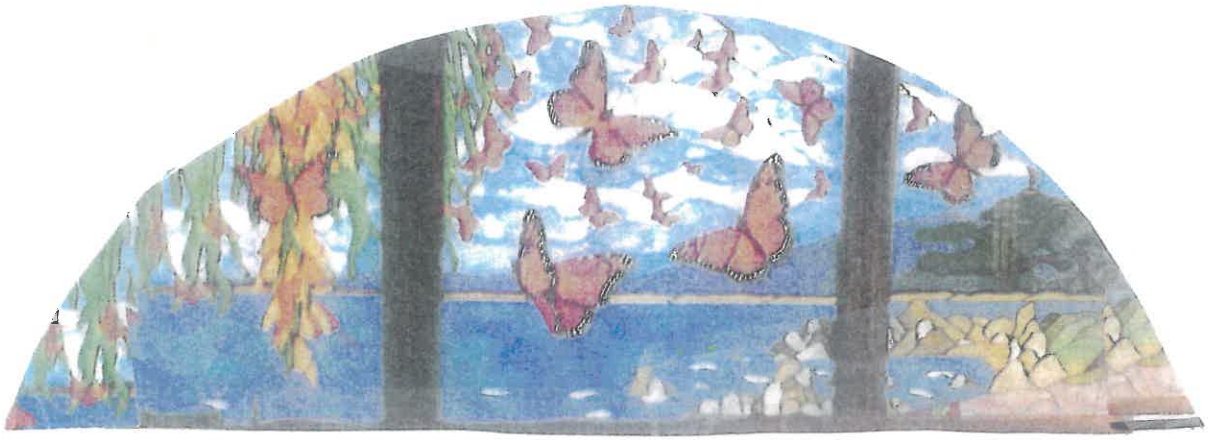
**FOCUSED PRIORITY AREA:** Not Applicable.

## Attachments

Butterfly Art Application

October 2 2024 Staff Report from Subcommittee

Letter from PG Museum of Natural History 3.31.25



To: City Manager, Mayor Smith and the Pacific Grove City Council
Re: The Butterflies Application
Date: February 19, 2025

A copy of Nader Agha's application to the City of Pacific Grove and a report concerning it is attached. All concerned expect the process of consideration of this important gift will take a number of public meetings before the City Council. The application is provided to the entire City Council now so that the Mayor and City Council will be aware of the need for an early planning meeting before the public and the City Council. The City Manager has indicated he cannot go forward in terms of giving permission for the Applicant to get critical information, such as estimates for costs of installation etc. until the application is submitted and he gets direction from the City Council.

Because of the inordinate delay in putting the matter on the agenda when it was submitted last time, it is important that the entire council be aware that the Applicant, The B.B.B. and the public is anxious to get the matter on a track for consideration and expect the matter be given the urgency it deserves.

# CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, CA 93950
Tel: 831.648.3190 Fax: 831.648.3184
www.cityofpacificgrove.org

## Art Acceptance Form

### HISTORY OF THE PIECE PROPOSED FOR DONATION

| Donor | |
|---|---|
| Name | Nader Agha\The Agha Family |
| Phone | 831 5949711 |
| Fax | |
| Email | naderagha43@gmail.com |
| Mailing Address | 449 Alvarado St. Monterey, Ca 93940 |

| Legal Owner | |
|---|---|
| Name | Nader Agha /The Agha Family |
| Phone | 831 6949711 |
| Fax | |
| Email | nadrer agha43@gmail.com |
| Mailing Address | 449 Alverado St. Monterrey, Ca 93940 |

| Applicant | |
|---|---|
| Name | Nader Agha/The Agha Family |
| Phone | Se above |
| Fax | |
| Email | |
| Mailing Address | |

| Previous Owner(s)/History of Ownership |
|---|
| Nader Agha |
| |
| |
| |
| |
| |

*(Attach additional pages if necessary for any section)*

Date of Application to Donate 2-20-25

Signature of Applicant Nader Agha

## DESCRIPTION OF WORK (PHOTO MUST BE ATTACHED)

| | |
|---|---|
| Name of Work | The Butterflies |
| Artist | Nader Agha |
| Medium | stained glass |
| Date of Work | 1995 |
| Dimensions of Work | approximately 11 by 7 |
| Appraised Value | Not appraised. Applicant Has been offfered 100K for the work. |
| Content/Description | This gift tentatively includes the costs of installation. (pending estimate<br>The Butterflies is a stained glass window whcih is one of a kind,<br>which hung in the front window of the Holman building for decades.<br>and is perfect for the front window of the P.G.Museum. |
| Condition | excellent |
| Artist Biography (Summary) | Nader Agha is a real estate developer who is also an accomplished<br>artist. He designed and commissioned the piece. |
| Special Requirements / Conservation Measures | Mr. Agha requires that The Butterflies be either installed within five<br>years or returned. This reversionary clause will expire the day<br>installation has been completed. P.G. Museum<br>front window is Appliant's perferred locaton. |
| Maintenance (materials, cost, etc) | No special maintaince required over present window cleaning. |

## INTENDED USE

| | |
|---|---|
| Selective Display/Exhibit | |
| Research | |
| Circulation/Loan | |
| Sale | |

## REASONS FOR ACCEPTANCE

| | |
|---|---|
| Artistic Merit | |
| Historical Significance | |
| Local Interest | |
| Commercial Value | |

## CONDITIONS OF ACCEPTANCE

| | |
|---|---|
| Specified Recipient | |
| Storage Requirements | |
| Proposed Location | |
| Special Requirements / Conservation | |

*(Attach additional pages if necessary for any section)*

**(Leave blank; this page is for City use only)**

## INTENDED USE

| | |
|---|---|
| Selective Display/Exhibit | |
| Research | |
| Circulation/Loan | |
| Sale | |

## REASONS FOR ACCEPTANCE

| | |
|---|---|
| Artistic Merit | |
| Historical Significance | |
| Local Interest | |
| Commercial Value | |

## CONDITIONS OF ACCEPTANCE

| | |
|---|---|
| Storage Requirements | |
| Cost Impact and Maintenance | |
| Proposed Location | |
| Proposed Department Responsibility | |
| Special Requirements / Conservation | |

## RECOMMENDATIONS FOR ACCEPTANCE (ACCEPT / DECLINE, SIGNATURE, DATE)

| | |
|---|---|
| Beautification Commission | |
| Museum of Natural History | |
| Public Library | |
| Other Recipient Department (if Applicable) | |

Approved by City Council Date _____

Mayor's Signature _____ Date _____

# Exhibit A

1.

## Introduction

This report is the result of an investigation undertaken by the applicant Nader Agha and the citizens outreach organization the B.B.B. (Bring Butterflies Back) It involves both issues that have arisen by staff, by the public input, and by Rachel Miller the director of the Pacific Grove Museum of Natural history Foundation.)

The investigation consisted of obtaining and reviewing public records, research on the internet and consultation with stained glass experts, numerous meetings with the museum staff and the City manager and public works personnel, obtaining input from over three hundred residents, from the representatives of the Kimpton Hotel, the Pacific Grove Chamber of Commerce, the Pacific Grove Rotary, and the Pacific Grove library director.

The most common remark heard made by folks considering this gift and its placement in the Museum window is this: Why wouldn't anyone want this? Indeed. See photo of the Butterflies stained glass. #1,2 the former installation in Holman building, drawing of proposed installation #3-4, #5 Coletti installation mock- up showing existing windows.

The B.B.B. did this work because the City manager indicated that he couldn't authorize staff time until the application was resubmitted and he received City Council direction. Apparently this included permitting an estimate by preferred contractor by Del Monte Glass for installation before the application was submitted.

So, the issues related to the work to be done by Del Monte Glass could not be included here and will be addressed after the application is submitted. This includes such issues as measurement of the window opening and The Butterflies, stained glass piece, details of what the installation would cost and what the work would involve. The Applicant has tentatively promised to pay for installation costs but he cannot do this with certainty until he knows what the costs are.

In response to the City Manager's concerns, we indicated that the BBB we would do as much of the leg work as we could and he agreed. He indicated that

he wanted the Applicant to specify his preferred location as to where The Butterflies would land, if at all, and respond to all of the issues raised by staff in the October Council agenda packet and otherwise. This included the issues raised but not investigated by Museum Director Rachel Miller in her letter of September 2024 and in later meetings with her.

The BBB found in its public inquiries as to the location of the Butterflies that the overwhelming public preference was the Museum of Natural History, as it was "the home of the Monarch butterflies," as many citizens put it. (56 citizens made this comment.) The other most frequent comment was simply, why wouldn't anyone want this? (162 citizens.)

This location was first proposed by former councilmember Luke Coletti in the October 2024 City Council meeting and everyone at the meeting seemed to warm to the idea. The Applicant agreed. City staff which has worked on the issue more than a year told us in the October meeting that they had eliminated a number of other sites for installation of the Butterflies but they didn't tell us the basis for this determination.

The City Manager, in a December meeting with representatives of BBB and the Applicant, suggested that in our public outreach which included the representatives of the Kimpton Hotel, that we ask if they would be interested in placing The Butterflies in their hotel. We did so. They declined. In any event, Applicant is not interested in donating this valuable piece to a private business.

What is the way forward for this important project?

1. The matter should be placed on the city council agenda as soon as possible for this purpose: To plan the way forward, and so that the City council can give the requested direction to the City Manager.
2. The City Council should direct the City Manager that any conditions to approval or obstacles found in connection with the project, raised by staff in their work, should be discussed with the Applicant when they arise and certainly prior to the meeting where these conditions or obstacles are raised.

This is obviously so that Mr. Agha's position with regard to the recommenced conditions, and the facts in support or against imposing such conditions should be known to the public and The City Council who can make an informed decision.

This is critical so that our City Council, with public input, can determine whether the recommended conditions or obstacles are reasonable, compelling, and most important, whether they can or should be overcome. It may be expensive to do this or that, but that is something the City Council can only consider if it knows what is involved. Maybe they have some ideas how obstacles can be overcome. And of course the conditions recommended by staff should include facts related to the condition such as how much money City expenditure of staff time or funds are involved.

This is an important project for P. G. residents and business owners who are very excited about it. It will be an important addition to our museum as The Butterflies shines down at nighttime looking over the square. (Butterfly Square?)

There should be plenty of time for the public to weigh in on this important contribution to the future of their town. That means having reasonable notice to the public each time this issue will be before the City Council.

One reason this project was removed from City Council consideration after the first meeting last October, is that Mr. Agha believed that there was little public input on this important gift. The B.B.B. took up the task to change that and has worked very hard to educate the public and invite their participation. This effort is ongoing.

It was felt that citizen and business input was needed to provide some balance to the staff presentation given to the City Council so the application was pulled to be resubmitted only if the public was in support of it. It enthusiastically was.

3. When the matter is agendized it is requested that Applicant be given reasonable notice of the upcoming hearing so that he can be available and the public be informed on a timely basis. Applicant also requests that and that he be given fifteen minutes to present the project to the Council and answer questions

rather than three minutes of public comment as was afforded by staff the first time this was before the City Council.

Placement on the agenda each time this issue is to be discussed should be at a place most favorable to public participation, not at the tail end of the agenda late at night as was the case in October.

4. The public strongly support the Museum of Natural History as the location. But, all concerned recognize that this may not be feasible. It is a large piece of art and it may not work at the museum location or anywhere in our town. The reason that the Applicant has input as to the location is that he tentatively has agreed to pay for the installation costs. Mr. Agha cannot commit to paying for these costs until he knows what they are.

It is requested that the City Manager be directed to allow this work to be done as soon as possible as these costs are central to the City Council's consideration of this gift. At the same time there can be a professional measurement of the window opening at the museum. If it doesn't fit in the window opening at the museum, this would be a deal breaker.

Members of the BBB have measured the space it seems to be a good fit but they are not experts. Staff has not yet measured the space or The Butterflies. The City Manager should be directed to have the staff do so as soon as possible. Del Monte glass will do their own measurement s as well.

The public and the Applicant want only one thing from the City Council in its consideration of what will be an iconic contribution to the Pacific Grove landscape and its history: that it be given fair treatment.

This means an investigation and staff report that contains facts on both sides of the issue with a view towards providing information as to how this might work, both financially and otherwise. We need to know if the project is feasible and good for our town.

And consider this: you just might be the Council that made The Butterflies grace our town for decades to come. There will be nothing like it anywhere.

2.

History of the project

The City's B.N.R.C. (Beautification and Natural Resources Committee) held two public hearings in the fall of 2023 on the proposed gift of The Butterflies to the City. It was met with unanimous support by members of the public at the meeting and by the Committee who sent it up to the Council for further consideration. It took nearly nine months for it to be put on the agenda. After repeated complaints in a City Council meeting requesting the matter be put on the agenda, it finally was scheduled late at night in October 2024. The City Council voted unanimously to appoint a City Council subcommittee, Lou Coletti and Debby Beck to do some of the groundwork needed.

Before the subcommittee could complete their work, the election happened and Lou Coletti left the council. Debby Beck resigned shortly thereafter. Applicant (Mr. Agha) pulled the gift of the Butterflies from consideration at that time pending some public input and consideration by a new mayor and City Council.

Questions raised by staff and, the Museum Foundation Director about the proposed installation of the Butterflies at the Museum are set forth below. The City Manager specifically asked the Applicant to address these issues.

## A. Concerns raised by Museum Director Rachel Miller

By way of background, The Museum Foundation operates the museum and has its own employees including its director. The agreement is not exactly a tenant relationship but is controlled by the terms of a written agreement which specifies the responsibilities of each party, The City and The Foundation. Generally this agreement provides the City will make the capitol and other improvements to the building and grounds and The Foundation will run the operation of the museum and pays for some costs related to doing so such as the electricity.

1. Would the installation of the Butterflies require special maintenance?

No. The Butterflies stained glass and the existing glass at the museum front window require the same cleaning routine which is performed by Public Works annually. (ref.Rachel Miller)

3. What about damage by vandals?

4. A few of the existing windows at the Museum reflects that some window panes have been replaced over the years but there is no indication they were damaged by vandals. (ref. Public works files and other city records.)The cost of replacing individual panes of the stained glass would be at a cost of $500.or less. And, the current replacements do not match and look pretty bad. A replacement of a damaged pane of stained glass may not be a perfect match but this would not be evident because of the random placement of various colored panes. (ref. consultation with stained glass installers and experts) The window is easily accessible by repair people simply by walking up to the second floor. As in the present situation, the window panes of The Butterflies would not have to be replaced in its entirety.

3. The bird -poop problem.

Museum Director Miller advised the BBB that birds attack the windows in question from time to time and deposit their guano (poop) on the windows that needs to be washed off.

She admitted at a recent meeting with BBB representatives that The Butterflies stained glass would be subject to the same "poop risk," as currently exists. Birds apparently don't have a preference for stained glass and it requires the same cleaning regime. (Rachel Miller)

4. Museum Director Miller raised what she described as her personal concern that installation of The Butterflies stained glass window would require the services of a civil engineer. She was unable to say why except she noted that it was a very heavy piece of glass. (Sept.2024 letter to City in the October City Council packet.)

After consultation with representatives of two respected glass companies who do this type of work all the time, they indicated no civil engineer is necessary for this installation. Two large windows were already installed at the museum next to the arched window, and no civil engineer was required.

If The Butterflies piece fits, it is not a complicated installation according to both experts consulted by the BBB. Del Monte Glass who the applicant prefers to do the work, and the city has employed them a number of times in the past, has done this type of work without a civil engineer for decades.

Once the Council accepts the gift, it can inquire further on this issue if need be. Del Monte Glass, after inspection is allowed, will report on the costs and other issues such as length of time to do the work, possible museum down time etc. and the need for a civil engineer.

5. The installation of The Butterflies stained glass will reduce the already poor lighting at the museum.

Possibly. There is no evidence that the stained glass will reduce the lighting more than the present tinted windows as the Museum Director believes. See windows in attached photograph 5.

But even if that were true, The Butterflies will have L.E.D. lighting behind it to illuminate it at night on the outside of the museum, and these lights will actually increase the poor lighting situation inside of the museum during the day. This is a non-issue, because the poor lighting issue already exists whether the Butterflies are installed or not.

Ms. Miller said that even LED lights would increase the light bill paid for by the Foundation. This is true, but not significantly. The benefit this beautiful icon would bring to the Museum would far outweigh this extra cost to this tenant. BBB has already made inquiries about the possibility of installing solar for all of the electrical needs at the Museum. See discussion below on need for electrical work at Museum.

Ms. Miller told us that some of the track lighting doesn't work and urgently calls for repair and replacement. She's right. It's dark in there! The Council should direct the City Manager to correct that situation forthwith. And, the electrical system is ancient (nob and tube) and may need replacement for fire reasons. In any event, it should be evaluated and a current estimate for fixing the issue should be obtained.

Solar panels should certainly be considered. BBB has contacted a respected roofing-solar company to explore the issue but the contractor will have to do an inspection and a feasibility report .The Council should direct the City Manager to allow an inspection on the solar issue to give this possibility some meat on the bone. It might solve the problem. City staff can call a contractor or BBB representatives would be happy to do the job to save staff time; whatever the Council prefers.

Again, lighting is a valid concern which needs addressing whether The Butterflies come to land at the Museum or not. And if the museum installs LED light replacements throughout the system, and /or if solar panels are installed on the roof, there may not be any increase in monthly lighting costs at all as a result of the Butterflies coming to the museum. Indeed this may reduce overall costs if the lighting issue is addressed by the City as it should have long ago.

Issues raised by City staff:

6. Will Applicant Mr. Agha agree, as they have suggested as a condition of acceptance, all future maintenance of the stained glass window? (October City Council staff report)

No. This is a very generous gift and the future maintenance does not increase in any way the present requirements of Public Works personnel washing the windows once a year. (Rachel Miller, and also a stained glass expert)

7. Will Mr. Agha agree to indemnify the City for any future damage to The Butterflies window? (October City Council meeting staff report)

No. There have been a few window replacements over the decades which have required replacement but this breakage was not caused by vandals.

History has told us that damage by vandals had been virtually non- existent in the present window. But if it happens, the City should have at least this much "skin in the game." See sections #1-2-3 above. Replacement of a section of the stained glass window would allow for replacement that doesn't need to be an exact match as is needed with the present window installation.

8. It has been suggested a number of times by staff that the Museum may be historic and should be treated as such.

Not true. The City has never gone through the steps to have it listed on the historic inventory. In addition, two modern windows and an entire modern front door opening were installed and changed its original front view. These additions were allowed with a consideration in the approval process that the Museum was historic. (Museum file at CDD)

9. Mr. Agha's gift is conditioned on its return after five years if the City does not install it before that time should be viewed with Council Policy 900-3.

True. But this City Council policy is not binding on the Council. It is but a suggested direction to later City Councils and does not have the force of law. This has been confirmed by the City Attorney. Mr. Agha is only concerned that the Butterflies will be sold or stored. He wants to make sure that the party he gives it to appreciates it enough to display it. Five years would give plenty of time for that.

10. Staff suggested that the installation of The Butterflies might cause light damage to exhibits. This too is a non- issue. It took approximately two minutes to find out on the internet that a film is installed in all museum windows, including those in the P.G. Museum, which removes in excess of 99 % of ultra violet rays. This film would be used on the Butterflies window. (This was confirmed by Museum Director Miller.)

11. Staff has suggested that the Butterflies might be too big for the arched window opening in front of the museum but never measured either the window or the piece. The Butterflies will be made available for Staff upon request.

BBB has measured the window and it appears to be a remarkable fit. It is slightly smaller than the opening at the Museum. But, staff could have solved this mystery long ago by measuring The Butterflies when they inspected it, and then measured the window opening at the museum which is easily accessible.

This is because if it doesn't fit, none of this work would have been necessary and a new location for the Butterflies should be found. Hopefully now that this application is in the City will permit Del Monte glass to do measurements.

Very little staff work has to be done at this point as the BBB has already done it. But, new issues will undoubtedly come up. It is urged that this mayor and

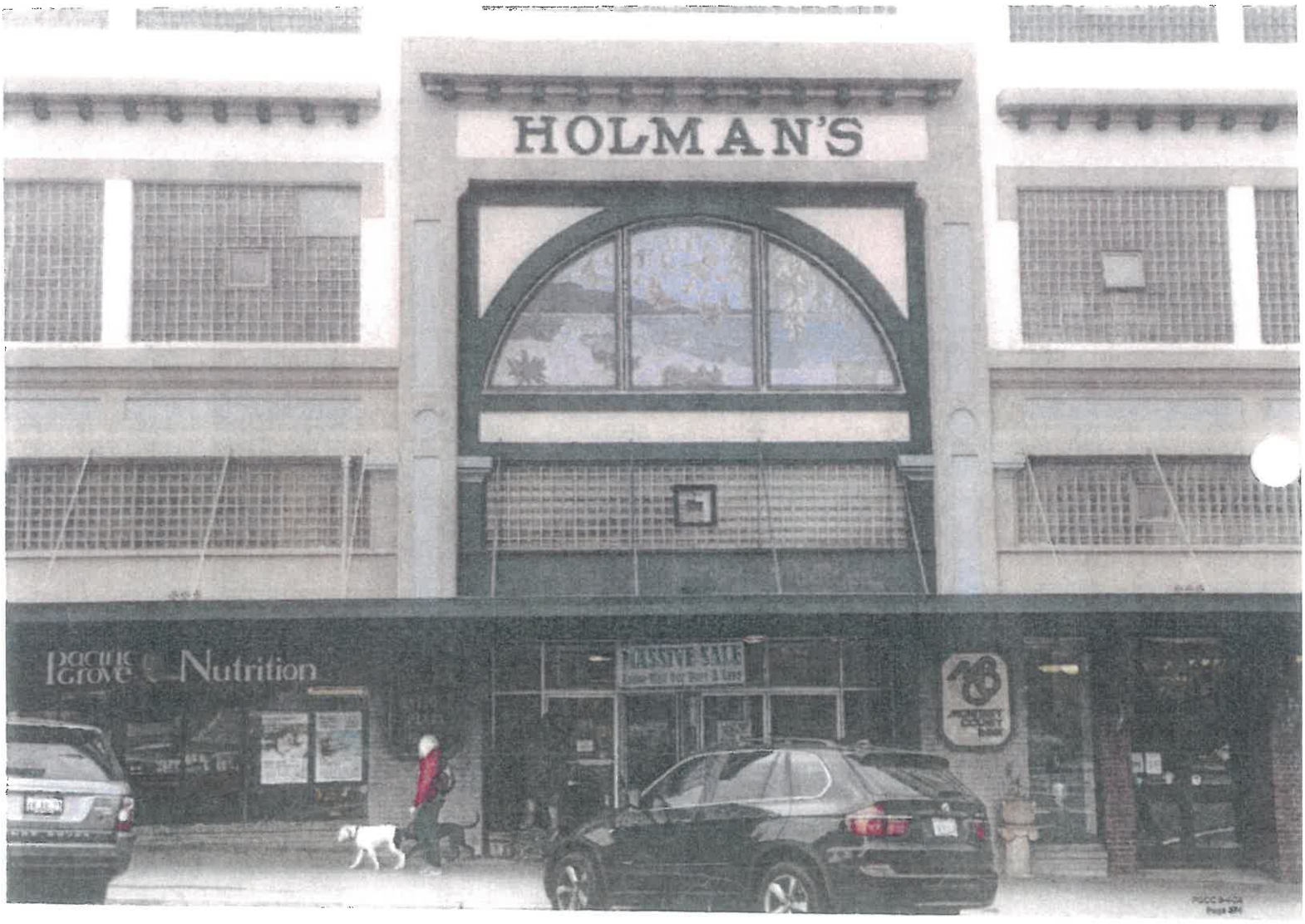
this council get the balling rolling so we can have this window in place by our annual Christmas tree lighting in December.

Finally, please note that in the colored schematic the lower windows are not paned. Exhibits 3-4 It is BBB suggestion that this window be replaced with a solid window like the modern windows to its immediate right. The BBB will have no trouble raising the funds to make this happen.

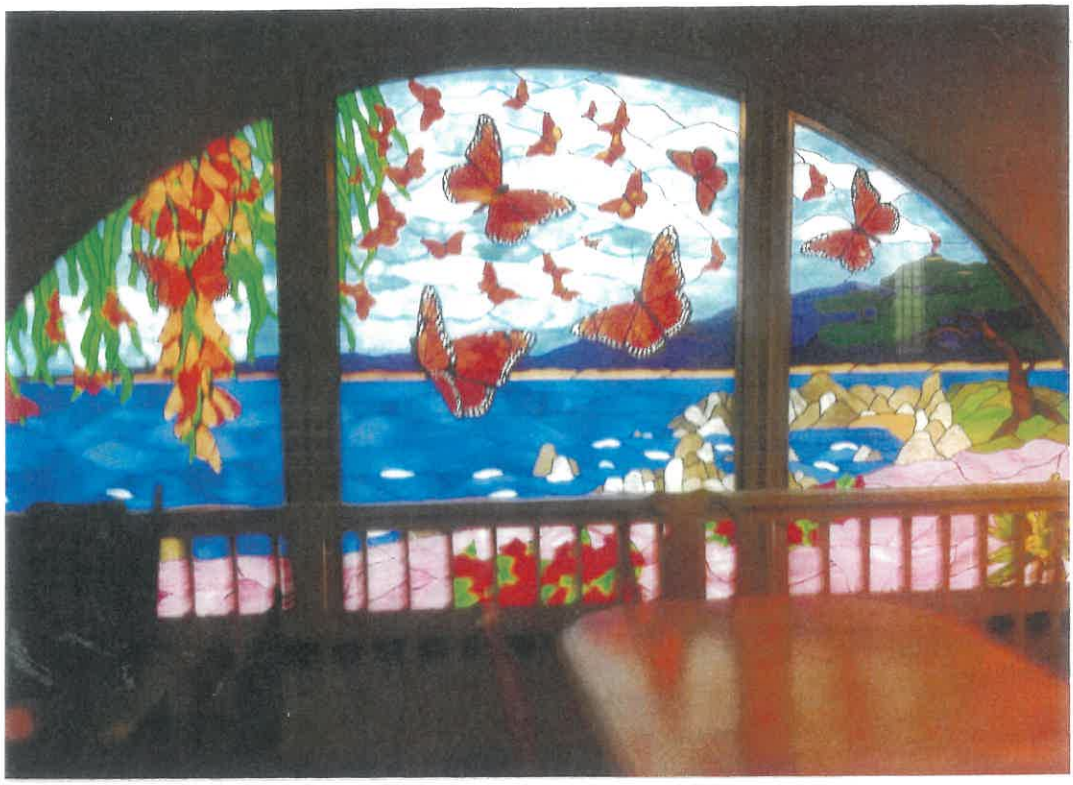
We at the BBB already consider the prospect of a "Butterfly Square" to be magical and indeed we have already found artists interested in making a Butterfly sculpture for the square. Who knows, there may be more than one.

The Butterflies stained glass will be a great contribution to the future of our town and to the museum itself as people will come to town just to see it. What a site for visitors to the new hotel right which is right there on the square! Lets

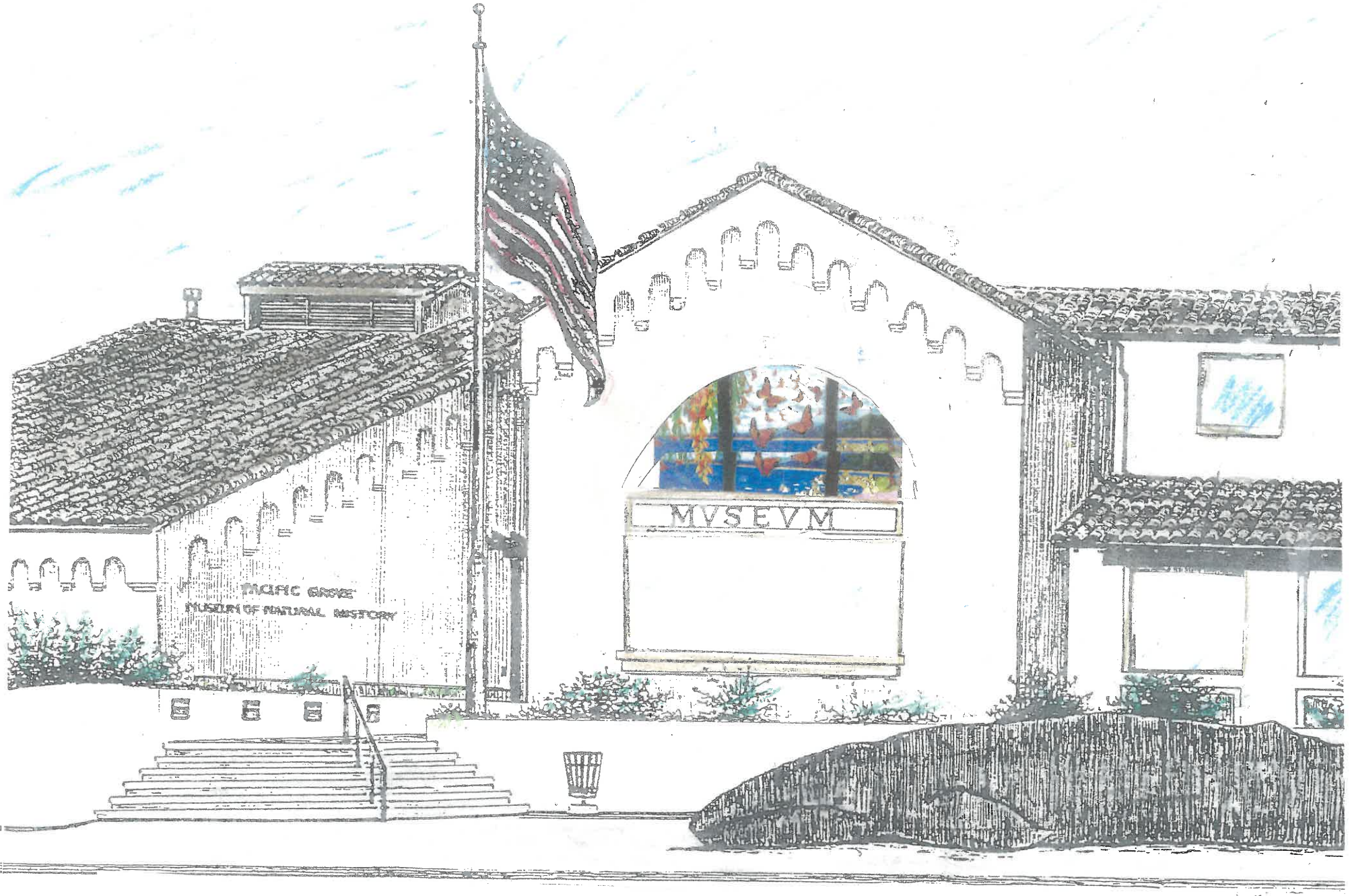
Let's make this happen.




The Butterflies in the Holman building

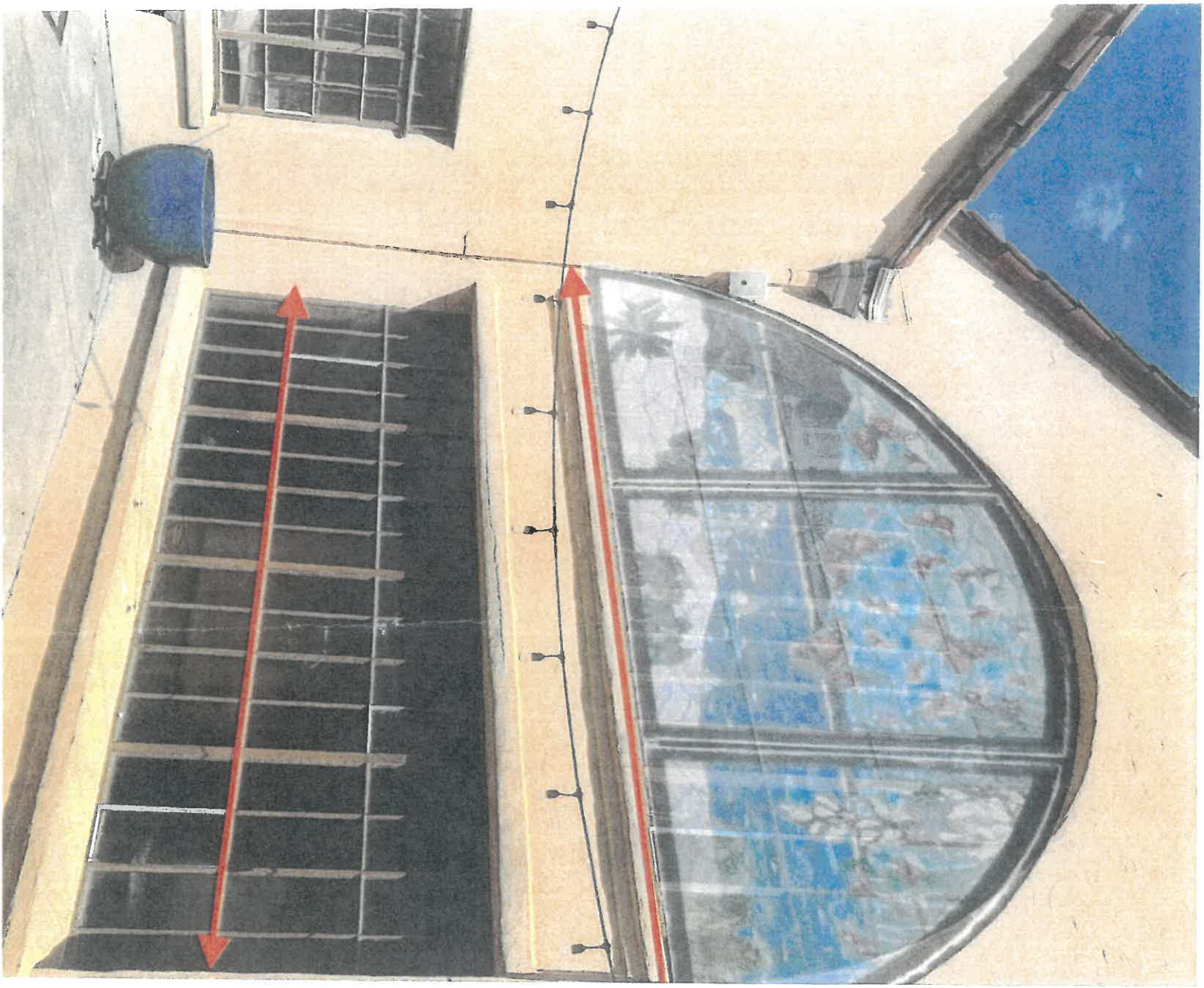







The Butterflies proposed installation at P.G. Museum. Although not part of the Council's consideration note the replacement of the window under The Butterflies which match the two existing windows to it's right.

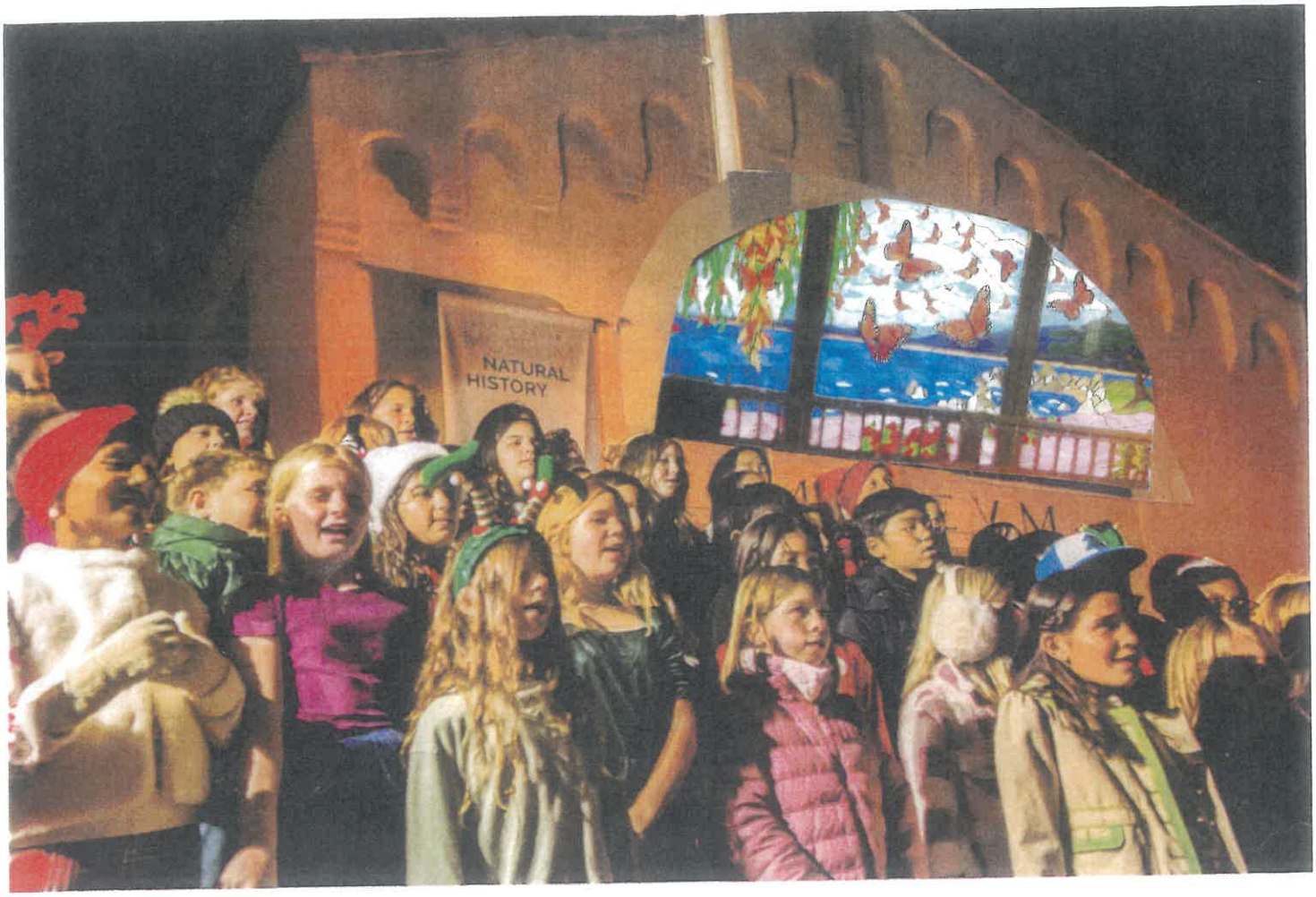

MUSEUM



Former Councilmember Lou Coletti's mock- up showing the dark existing windows at Museum




Picture depicts P.G. kids caroling at last year's tree lighting event in front of arched window where The Butterflies lighted behind them would shine down on them.


NATURAL
HISTORY

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

# AGENDA REPORT

| | |
|---|---|
| **TO:** | Honorable Mayor and Members of the City Council |
| **FROM**: | Debby Beck, Councilmember, Luke Coletti, Councilmember |
| **MEETING DATE:** | October 02, 2024 |
| **SUBJECT:** | "The Butterflies" Art Donation Subcommittee Report |
| **CEQA:** | Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378 |

## RECOMMENDATION

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

## DISCUSSION

At its September 4, 2024, meeting the City Council discussed Nader Agha's proposed gift of a large stained-glass window titled "The Butterflies." The Council took the following action:

> *Discussed proposed gift of a stained-glass window and created a subcommittee to look at locations for the stained-glass window and report back to council the first week in October.*

The September 4, 2024, agenda report describes the window as follows: a 12' x 8' stained-glass window, consisting of three panels forming a semicircle of fluttering monarchs, which was designed by Nader Ahga and spent decades as the feature fenestration of the Holman Building.

The Subcommittee reviewed the plan set for the Holman Building Condominium Project and located a detail for the window (see page 2 of Attachment-1). The detail indicates the window is approximately 19' wide.

As the theme of the piece is Monarch butterflies, the Subcommittee concluded the best location for the proposed gift would be the Pacific Grove Museum of Natural History. On Sept 18, 2024, the Subcommittee met with Museum Director Rachel Miller. We discussed where the piece might be placed and agreed the arched window on the south wall was likely the best location. The concept would be to enclose the piece in a weatherproof frame that is mounted to the outside of the building. The Subcommittee developed a concept image showing the piece at this location (see page 1 of Attachment-1).

An alternate location would be to individually hang the three panels at City Hall. A stained-glass window from the Old Methodist Church currently hangs at City Hall (see Attachment-2).

If the donor wishes to pursue either of these two locations more detailed plans will need to be developed and brought to Council for approval.

This concludes the Subcommittee's involvement.

**OPTIONS**

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

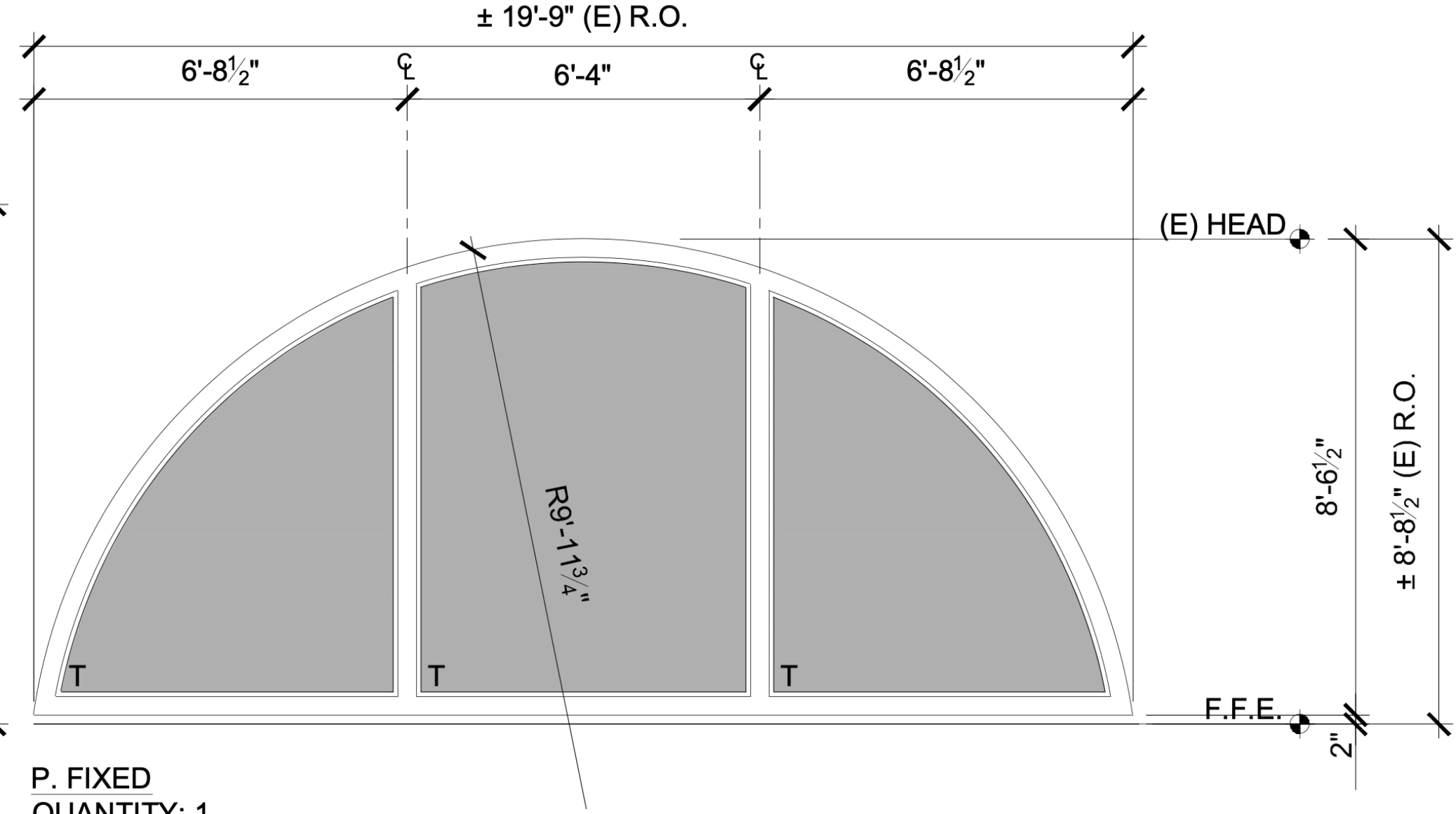
**FINANCIAL IMPACT:**
There is no cost associated with receiving the report.

**GOAL ALIGNMENT:** Not Applicable.

**Attachments**

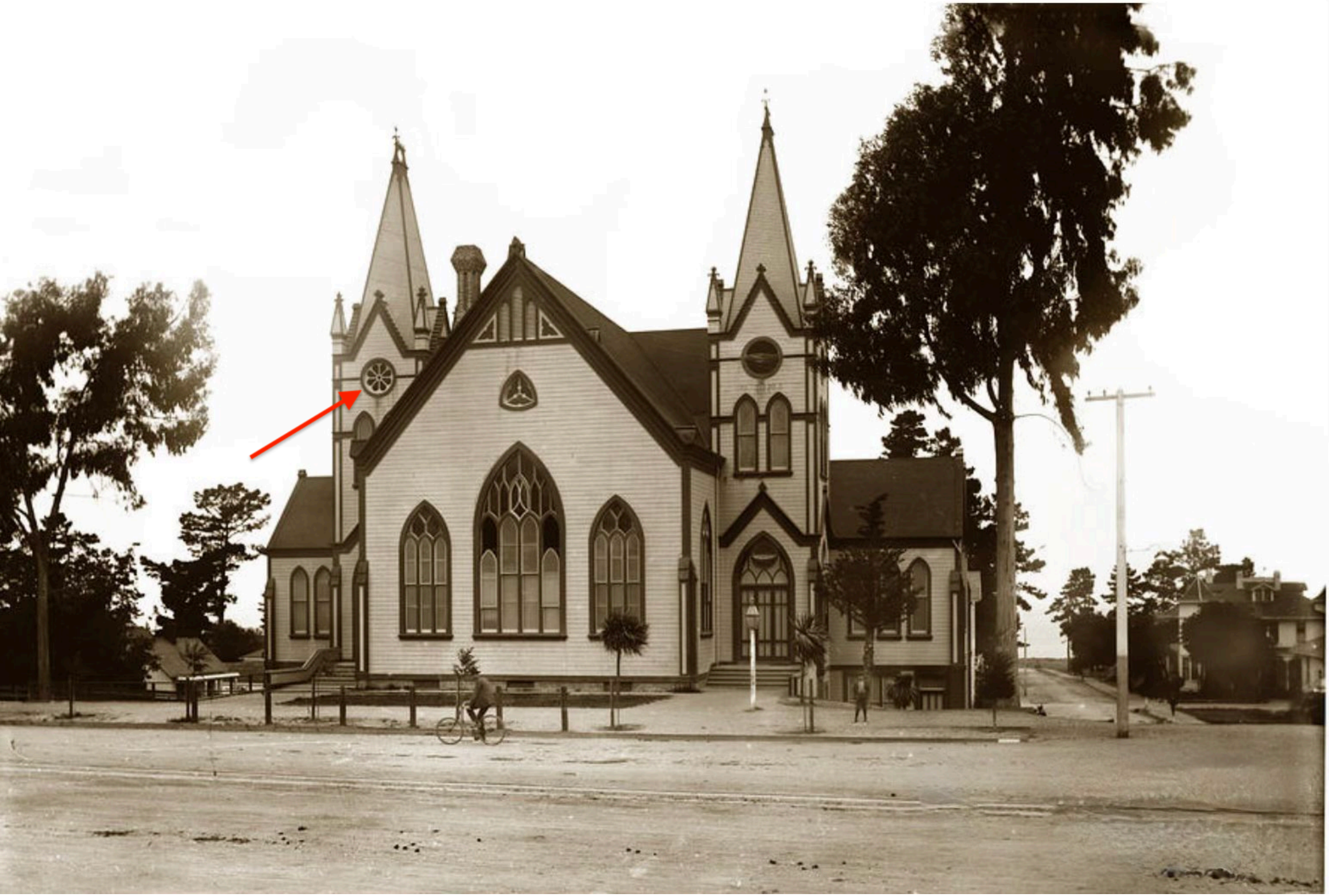
1 - "The Butterflies" Window at Museum
Methodist Window at City Hall


19 feet
17 feet




P. FIXED
QUANTITY: 1


CITY OF PACIFIC GROVE, CA
INC. 1889
300



PACIFIC GROVE
MUSEUM
of NATURAL
HISTORY

*Celebrating over 140 years of discovery*

March 31, 2025

Dear City Council of Pacific Grove,

On behalf of the Museum Foundation of Pacific Grove Board of Directors, I am writing to reaffirm our concerns regarding the proposal to install the Holman Building stained-glass butterfly window at the Pacific Grove Museum of Natural History.

As outlined in our September 27, 2024, letter, the proposed location in our mezzanine gallery already suffers from inadequate lighting, and replacing the current arched window with a multi-colored stained-glass window would further diminish visibility, negatively impacting the *Changes* exhibition, which was funded through capital campaign contributions. Additionally, installation would require structural assessment, potential electrical upgrades, and ongoing maintenance costs, such as window cleaning, that have not been accounted for.
Contrary to the claims in the current donation application, our concerns are not the personal opinions of our Executive Director, Dr. Rachel M. Miller, but reflect the official position of the Museum Foundation's leadership.

Fabricated in 1995, the window is not historical and falls outside our collections' scope of preserving Pacific Grove's natural and cultural history. Our collections already includes two historical stained-glass windows from the original First Methodist Church of Pacific Grove, which we struggle to conserve and display due to limited funding and space.

With ongoing federal funding uncertainties, including proposed cuts to the Institute of Museum and Library Services (IMLS) – the Pacific Grove Museum is a current IMLS grantee - now is not the time to take on unplanned financial and operational burdens. Accepting this donation would divert essential resources from our mission and core programs.

We urge the City Council to prioritize the Museum's long-term sustainability and decline the proposal to install the window at the Pacific Grove Museum. Thank you for your consideration.

Sincerely,



John O' Sullivan, Chairman
Museum Foundation of Pacific Grove Board of Directors

# CITY OF PACIFIC GROVE

**300 Forest Avenue, Pacific Grove, California 93950**

## AGENDA REPORT

**TO:** Honorable Mayor and Members of the City Council

**FROM**: Joyce Halabi, Deputy Public Works Director

**MEETING DATE:** April 16, 2025

**SUBJECT:** Archaeological Resources Review and Tribal Monitoring Protocol

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

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## RECOMMENDATION

1. Receive Update
2. Provide direction; authorize staff to proceed with option 1, 2, or 3 as outlined in the staff report
3. Alternatively, discuss and take other action

## DISCUSSION

The city is committed to protecting its cultural resources. To reinforce this commitment, development of a protocol that builds on existing regulations and policies for the preservation of archaeological resources, is underway. While not a mandated requirement, the protocol aims to strengthen current policies and clarify policy grey areas related to ground-disturbing activities.

The city currently complies with all federal, state, and local regulations regarding cultural and archaeological resources, including the Municipal Code, Local Coastal Plan (LCP), General Plan, California Environmental Quality Act (CEQA), California Assembly Bill 52 (AB52), and California Senate Bill 18 (SB18).

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## BACKGROUND

A draft Archaeological Resources Review and Tribal Monitoring Protocol (draft Protocol) was developed between 2020 and 2023. The process took longer than expected due to high staff turnover and challenges in scheduling tribal consultation, a key component of the development process.

In September 2023, the draft protocol was scheduled for review by the Planning Commission. The Planning Commission's review was ultimately postponed after hearing the presentation due to time constraints from a long meeting. This delay depleted the consultant's remaining budget and placed the project on hold.

This pause gave the city an opportunity to reassess the policy, particularly in light of significant leadership changes. The 2023 draft protocol was a lengthy and multi-layered document with numerous steps for both applicants and staff. While it enhanced existing regulations, its complexity made it overly complicated and challenging to implement effectively.

In September 2024, staff presented, and the City Council approved a request for additional funding to streamline the protocol without compromising its core objectives.

The draft protocol has been streamlined, but concerns remain about:

1. The impact to property owners and/or project applicants
2. Staff resources required for effective implementation

This agenda report is intended to provide an overview of the current thresholds and regulatory context, the draft protocol thresholds, and its potential impacts to residents, project applicants, and staff.

Ultimately, staff is seeking Council direction during the draft phase to help move the project forward efficiently.

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The draft protocol significantly expands ground disturbance thresholds that trigger a Phase 1 Archaeological Resources Inventory (Phase I Report). A Phase 1 Report is intended to identify archaeological resources in a project site, consider potential impacts, and make recommendations to eliminate or mitigate those impacts if applicable. These reports are prepared under the supervision of a qualified archaeologist and must meet the requirements guided by the Office of Historic Preservation (OHP).

**CURRENT REGULATORY THRESHOLDS**

Currently, a Phase 1 Report is primarily triggered by discretionary permit applications:

- 1 foot depth or greater in the Coastal Zone, and Archaeological Sensitive Area, per the Local Coastal Plan (LCP) Land Use Plan (LUP) and Pacific Grove Municipal Code Title 23 § 23.90.200 Cultural resources.

  LCP LUP Figure 7, Archaeological Sensitive Area is included as Attachment 1

Additional triggers for review include ground disturbance on parcels previously identified as sensitive for archaeological resources and projects that trigger a CEQA analysis.

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**DRAFT PROTOCOL THRESHOLDS**

The draft protocol proposes to expand the threshold for ground disturbance activities that trigger a Phase 1 Report.

The expanded thresholds are based on a General Archaeological Sensitivity Map that was developed as an element of this protocol. This map establishes High, Medium, and Low/Unknown Sensitivity Zones (Attachment 2).

The General Archaeological Sensitivity Map is based on the location of previously recorded resources and areas developed early in the City's history where refuse deposits or other features such as wells, privies, foundations, etc., are most likely to occur.

- The ***"High Sensitivity Zone"*** includes all areas located within 500 feet of a previously recorded archaeological resource of Native American origin or an area developed early in the City's history where post-contact refuse deposits or other features are most likely to occur.
  - This zone includes 1,709 parcels
- The ***"Moderate Sensitivity Zone"*** includes all areas located within 1,000 feet of previously recorded archaeological resources of Native American origin and/or dating to the post-contact period.
  - This zone includes 2,409 parcels

- All other areas encompass the ***"Unknown/Low Sensitivity"*** Zone
    - This zone includes 1,995 parcels

***Draft Protocol Thresholds***

The draft protocol proposes that the city require a Phase 1 report for any project subject to the protocol, unless the project is exempt. The thresholds are:

- Activities requiring discretionary permits on private property within the High Sensitivity Zone with proposed ground disturbance of more than 1 foot depth (as specified in PGMC 23.90.200).
- Activities requiring discretionary permits on private property within the Moderate Sensitivity Zone with proposed ground disturbance of more than 3 feet in depth.
- Activities conducted by the city within the High Sensitivity Zone with a proposed ground disturbance of more than 1foot depth, or within the Moderate Sensitivity Zone with a proposed ground disturbance of 3 feet or more in depth.

***Draft Protocol Exemptions***

- The following activities are exempt from the protocol requirements:
- Activities with no ground disturbance
- Activities on private property with no required permitting
- Ministerial permits, including encroachment permits
- Activities on private property outside the High & Moderate Sensitivity Zones
- Activities requiring discretionary permits on private property within the Moderate Sensitivity Zone with proposed ground disturbance of 3 feet or less
- Activities requiring discretionary permits on private property within the High Sensitivity Zone with proposed ground disturbance 1 foot or less
- Emergency Work
- Previously disturbed areas that verifiably documented as having undergone substantial subsurface disturbance with no documented archaeological finds.
    - Documentation must include reporting from a qualified archaeologist on the results of subsurface investigation.
- Projects that meet the state laws that steamline administrative review processes and exempt qualifying housing projects from CEQA, including but not limited to SB 25, SB 330, AB 2011, and AB2221, and similar future laws, are exempt from the protocol.
    - These bills are intended to remove barriers to build affordable housing and take precedence over the requirements of this protocol.

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**COMPARISON OF EXISTING THRESHOLDS VS. DRAFT PROTOCOL THRESHOLDS**

The proposed change is significant—more than 2,409 additional parcels would be subject to increased regulatory requirements.

Currently, the existing LCP LUP Archaeologically Sensitive Area Map aligns with the Coastal Zone boundary. The draft protocol's General Archaeological Resources Sensitivity Map, however, expands the area governed by the 1-foot threshold—referred to as the "High Sensitivity Zone," beyond the Coastal Zone. Under this draft map, 28% of all parcels in the city's jurisdiction fall within the "High Sensitivity Zone" and would require Phase I reporting for all discretionary permits involving ground disturbance of 1 foot or more, unless exempt.

In addition to "High Sensitivity Zone," the draft protocol introduces a new zone, the "Moderate Sensitivity Zone," which applies a 3-foot depth threshold. The "Moderate Sensitivity Zone" is geographically extensive and encompasses 39% of all parcels. While this area is currently subject to minimal requirements, the proposed change would impose new protocol requirements for any ground

disturbance of 3 feet or more, unless exempt, representing a substantial increase in regulatory requirements.

It is estimated that approximately 96-120 permits per year may trigger the new thresholds.

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**IMPACTS**
This expansion of regulatory oversight carries important implications for both property owners and staff. These impacts are discussed in greater detail below.

***Impacts to Property Owners & Project Applicants***
One major impact to property owners and project applicants will be increased costs due to the expanded thresholds triggering the requirement for a Phase I report.

Report costs vary based on factors such as project size, location, and complexity, as well as the consultant's fee structure. While prices can differ, they typically range from $7,000 to $15,000.

This expanded requirement will place a significant financial burden on property owners and/or project applicants beyond any required existing stipulations by local, state or federal requirements.

The increased requirements and financial burden may discourage residents/property owners from making necessary property upgrades and, in some cases, may lead residents to bypass the permitting process to avoid added expenses.The additional burdens would also create new impediments to the development of housing in the city, a constraint the city's Housing Element is intended to identify and lessen.

Additionally, review timelines may be extended due to the time needed for report preparation by a qualified professional and staff review.

***Staffing Impacts***
Each Phase I Report is reviewed by CDD staff, requiring approximately 2 to 3 hours per review. Based on current estimates, the draft protocol could result in an additional 96 to 120 reviews annually.

The increased demand will place additional strain on staff and could extend processing timelines in a department already operating under substantial workload pressures and elevated public expectations.

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**OPTIONS**
At this key stage in the protocol development process, this report provides an update and seeks Council direction in response to the challenges identified.

There are several potential paths forward:

**1. Proceed with the protocol thresholds as currently drafted.**

Public input from property owners/residents would be an essential element of moving forward with this approach. Please note, public outreach would be staff-driven due to limited remaining project funding. Under this option, the draft protocol will return to the Planning Commission for review of the requirements to be imposed on private property.

**2. Proceed with the draft protocol thresholds applied only to projects and initiatives led by the city.**

This approach allows for a more rigorous regulatory strategy specifically for city-led efforts. All private projects would follow the existing regulatory thresholds, including the 1-foot depth trigger

in the Coastal Zone and compliance with CEQA and AB52 requirements.

This option is based on the understanding that applying expanded requirements more broadly would place an undue financial burden on several more parcels within the city and would create additional impediments to the development of housing. This option aims to strike a balance—advancing the goals of the policy without imposing unnecessary hardship on property owners.

It's also important to note that all existing regulatory requirements will remain in place, including CEQA and AB52 compliance during permit review and the inclusion of inadvertent discovery regulations in the Conditions of Approval for discretionary permits. This option would result in staff presenting the final draft protocol directly to the City Council since it only impacts public property with additional requirements

**3. Forgo continued development of the protocol.**

Development of this protocol is not a mandated requirement. The protocol intends to reinforce existing regulations. Although the draft meets these objectives, it also introduces unintended consequences, including substantial cost burdens to property owners and increased workload to staff.

If development ceases, additional efforts can be directed toward enhancing public and contractor understanding of existing regulations, requirements, and expectations.

***Next Steps***

Next steps and necessary reviews will align with the direction selected moving forward.

**OPTIONS**

Options provided above.

**FINANCIAL IMPACT:**

Receiving this report has no fiscal impact. Its purpose is to gather Council feedback before finalizing a draft. Funding is available to accommodate minor revisions in one additional review cycle and presentation/review of the Planning Commission and City Council.

**FOCUSED PRIORITY AREA:** Not Applicable.

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**Attachments**

Attachment 1 - LCP LUP Archaeologically Sensitive Area Map

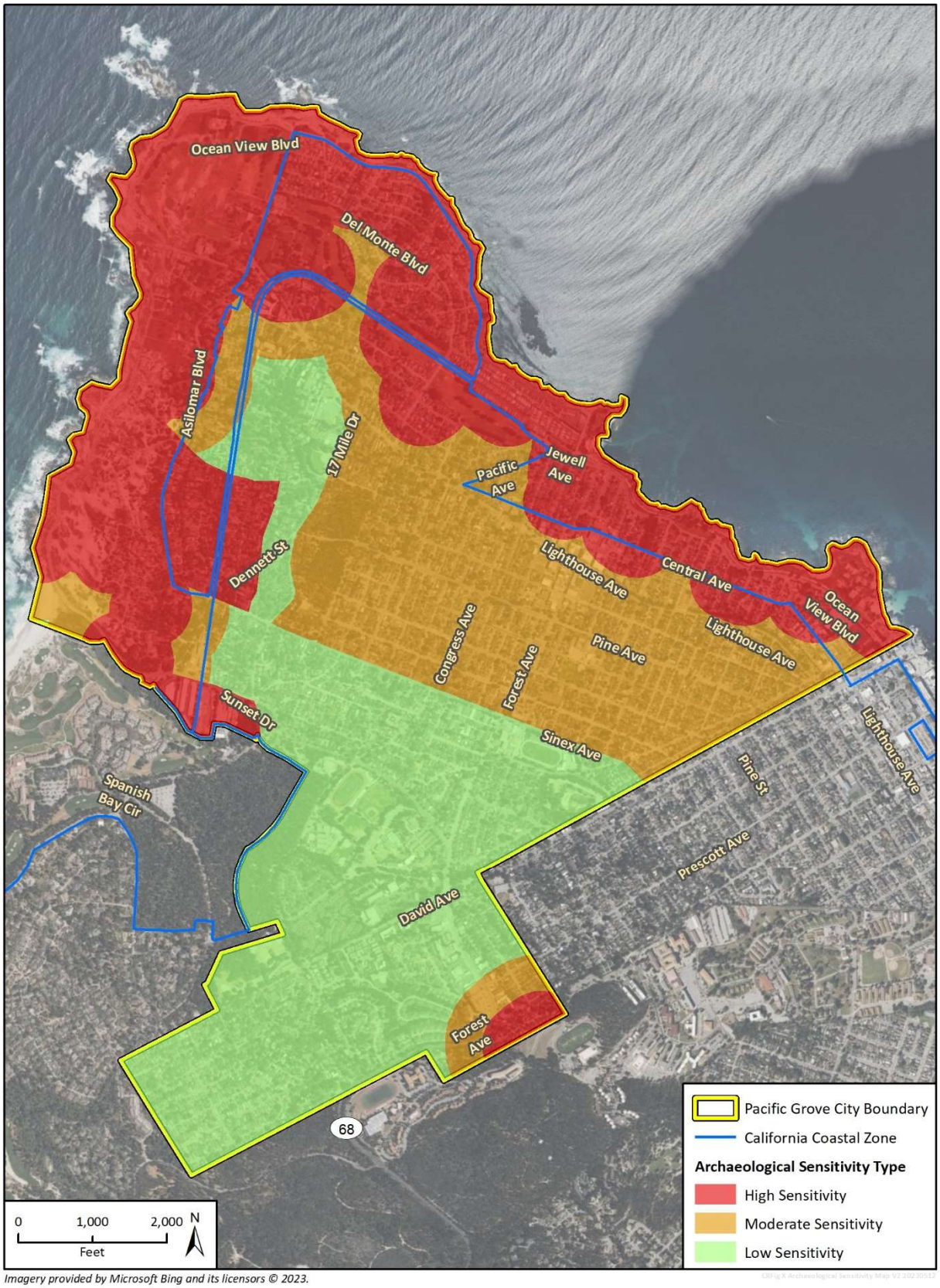
Attachment 2 - Draft Protocol General Archaeological Sensitivity Map

**Figure 7: Archaeologically Sensitive Area**




Figure 7
Archaeologically Sensitive Area
City of Pacific Grove Land Use Plan

## General Archaeological Resources Sensitivity




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# CITY OF PACIFIC GROVE

**300 Forest Avenue, Pacific Grove, California 93950**

# AGENDA REPORT

**TO:** Honorable Mayor and Members of the City Council

**FROM**: Fred Marsh, Administrative Services Director

**MEETING DATE:** April 16, 2025

**SUBJECT:** Financial Obligation and Reserve Policy Review

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

## RECOMMENDATION

Receive the report and provide staff feedback regarding potential options for further consideration to address the City's Financial Obligations and Reserve Policy.

## DISCUSSION

Staff will be presenting tonight as part of a PowerPoint presentation an update on the City's long-term obligations, including its pension, retiree health (OPEB) and compensated absence liabilities. In addition, staff will be reviewing the City's current reserve policies governing its General, Enterprise and Internal Service Funds. Staff will also provide comparisons of reserve policies and the long-term obligations of the cities in the Monterey region and provide some ideas to consider regarding possible changes and improvements to the City's reserve policy.

## OPTIONS

Take an alternative action.

## FINANCIAL IMPACT:

There is no financial impact associated with receiving this report.

**FOCUSED PRIORITY AREA:** Not Applicable.

**Attachments**

Attachment 1 - Summary of pension obligation and financial policies

Attachment 2 - Budget and Financial Management Policy

**WEBSITE PAGE TO BE PUBLISHED ON FINANCIAL POLICIES**

The City establishes financial policies to help ensure that the City's financial resources are managed in a manner that fosters administrative transparency and confidence among the City Council, citizenry, and staff that the City's resources shall be available to fund ongoing City services, consistent with local economic conditions and the City Council's service priorities.




- Budget and Financial Management
- Fees, Charges and Cost Recovery
- Investments
- Procurement Manual

**Key Aspects of Financial Policies**

| Category | Policy |
|---|---|
| Revenue Budgets | Include a 1% contingency |
| Expense Budgets | Include a 1% contingency |
| Balanced Budget | Operating Revenues >= Operating Expenditures |
| Budget Adjustments | City Manager may transfer between departments<br>Council must approve increases to a fund's budget |
| Capital Improvement Project | Useful life >= 2 years and a cost >= $2,500 |
| Fixed Assets | Capitalized if cost per unit >= $5,000 |
| General Fund Reserves | 35% of Budgeted Expenditures |
| Golf Fund Reserves | 25% of Revenues of the Golf Fund |
| Sewer Fund Reserves | At Least $500,000 |
| Worker's Compensation Fund | At least 67% of total fund liabilities |
| Liability Insurance Fund | At least $300,000 |

**WEBSITE PAGE TO BE PUBLISHED ON PENSION OBLIGATIONS**

Information contained in this section is based on the most recent risk analyses from CalPERS. Per the most recent CalPERS actuarial schedule, the Net Pension Liability is scheduled to be paid off in 2044. The City will look into establishing a pension trust fund to assist with the repayment of this liability. The $5.5 million of outstanding Pension Obligation Bonds have an interest rate of 6% and mature in 2029.

CalPERS targeted annual rate of return is 6.9%, if it reduces this discount rate by 1%, the City's projected liability would increase by $21 million. Reducing the amortization of this debt would result in projected savings of $4 million and $16 million by reducing the amortization period to either 15 and 10 years respectively. The City requires employees to pay the entire amount of the employee pension contribution, plus between 3-5% of the City's employer contribution for classic members (Normal Cost), whereas employees covered under PEPRA pay ½ of the Normal Cost for their plan.

- CalPERS Actuarials
- CalPERS Investment Performance
- Pension Terms
- PEPRA for New Employees

**Key Pension Statistics**

| Item | Amount |
|---|---|
| Net Pension Liability | $55.0 million |
| Change in Liability from Prior Year | $2.7 million |
| % of Gross Liability Funded | 76% |
| Debt Service on Pension Bonds | $1.6 million |
| Annual Pension Contributions | $2.9 million |
| Contributions as % of Payroll | 31.5% |
| Active Employees | 89 |
| Retired Employees | 272 |

**Annual Unfunded Liability Payments**

| Fiscal Year | Amount |
|---|---|
| 2024-25 | $5,000,758 |
| 2025-26 | $5,299,352 |
| 2026-27 | $5,559,441 |
| 2027-28 | $6,058,012 |
| 2028-29 | $6,199,042 |
| **Alternate Payment Schedules** | |
| 15 Years | $5,984,912 |
| 10 Years | $7,775,514 |

**Normal Cost by Pension Plan**

| Pension Plan | Total Normal Cost | Employer Share | Employee Share |
|---|---|---|---|
| Classic – Miscellaneous (2% at 55) | 19.51% | 7.51% | 12.00% |
| Classic – Safety (3% at 50) | 36.37% | 24.37% | 12.00% |
| PEPRA – Miscellaneous (2% at 62) | 15.62% | 7.87% | 7.75% |
| PEPRA – Safety (2.7% at 57) | 27.51% | 13.76% | 13.75% |

**City of Pacific Grove**
**Council Policy**

| Subject | Policy Number | Effective Date | Page |
|---|---|---|---|
| **Budget and Financial Management** | **400-6** | **October 1, 2014** | **Page 1 of 7** |

**Purpose**
This Budget and Financial Management policy is established to help ensure that the City's financial resources are managed in a manner that fosters administrative transparency and confidence among the City Council, citizenry, and staff that the City's resources shall be available to fund ongoing City services, consistent with local economic conditions and the City Council's service priorities.

**Budget Process**
Budget management occurs year-round, with ongoing City Council direction and public input. In addition to formal updates on the budget and fiscal forecast, staff provides periodic updates on revenues and expenditures.

The City uses a five-year fiscal planning horizon, in which the annual budget is the first year of the forecast. The forecast is a tool that helps decision-makers identify important trends and understand long-term consequences of budget decisions. Importantly, the forecast is not a budget and does not represent a plan. It is a model based on cost and revenue assumptions that is updated continuously. Since the degree of revenue uncertainty increases with each successive year of the forecast (i.e., we can place much more confidence in projections for the first year of the forecast period than for the last, the forecast is a more viable framework for decision-making in the near-term, and only suggests relative financial health based on stated economic assumptions in the later years.

The annual budget process begins in January or February with City Council discussion of goals for the following year. At this meeting, staff presents an update of the current year budget and five-year fiscal forecast, as well as estimates of revenues for the following year and baseline expenditure assumptions. Baseline expenditures include existing staffing levels and other costs required to continue current service levels. At this meeting, the City Council provides direction to staff on the goals for the following budget year and five-year forecast, which include both goals for services and capital projects as well as the amount of additional funding or expenditure reduction required to achieve the goals.

Based on this direction, the City Manager distributes budget instructions and baseline staffing cost information to department managers for developing the budget. Subsequently, the City Manager and Finance Director work with program managers to develop the budget consistent with Council goals.

In February and March, the City Council reviews evolving revenue information and expenditure assumptions and determines the process for City Council consideration of the budget.

The City Manager finalizes the recommended budget and presents it to the City Council in May. After public input and discussion at this meeting, the City Council either directs modifications to the budget or introduces an ordinance adopting the budget. At the second reading of the ordinance at a subsequent regular City Council meeting, the budget is adopted and effective July 1st of the fiscal year.

**Fiscal Forecast**

- Staff shall maintain a five-year General Fund fiscal forecast to include revenues, expenditures, as well as the net results of operations and the beginning and ending fund balances for each year of the forecast.

**Operating Budget**

- The City Council shall adopt an annual operating budget, pursuant to Article 29 of the City Charter, prior to the start of the fiscal year.
- Revenue projections for a given year shall include a contingency reserve of 1%, either positive or negative, depending on the general direction of the economy. The need for such a contingency can be re-evaluated after January 1 of the budget year.
- Subject to exception for specific circumstances, the City Manager's recommended budget shall include an expenditure contingency in the General Fund equal to 1%, which may only be spent on projects required to advance City Council goals, expressed either explicitly or through the City Council's work plan.
- The operating budget shall include ongoing operating revenues sufficient to fund ongoing operating expenditures. Reserves may be used as a resource to fund operations, with City Council acknowledgement of such use and a plan for re-establishing operations within annual anticipated revenues.
- The budget shall provide for adequate maintenance and the orderly replacement of fixed assets and equipment.
- Each October, staff shall present a report to the City Council estimating the year-end results for the preceding fiscal year. This report shall compare unaudited actual figures with budgeted and the most recently estimated actual figures.
- Appropriations are approved at the fund level, and in the case of the General Fund, at the department or program level. All amendments to the budget at these levels may be approved only by the City Council.
- For budget purposes, programs and departments are defined as follows:
    - City Council
    - Legal Services
    - City Manager/Human Resources/City Clerk
    - Finance
    - Information Systems
    - Community and Economic Development
    - Police and Disaster Preparedness
    - Fire and Emergency Medical Services
    - Library
    - Museum
    - Recreation
    - Public Works

The City Manager shall have authority to transfer funds within a given fund and between department appropriations to ensure that programmatic budgets may adapt throughout the year to evolving circumstances. Departmental appropriations in the 5100 series of the chart of accounts (salary and benefits) that reflect salary and benefit savings, may not be used to offset expenditures in the 5200 series of account codes (services and supplies) or the 6000 series of account codes (capital expense) without the express, written approval of the City Manager. These changes shall have no negative effect on the given fund or the General Fund.

**Capital Projects**

The City shall adopt a five-year capital improvement and maintenance plan, with the first year of the plan to be appropriated as part of the operating budget. The purpose of the plan is to identify and prioritize capital project needs.

The budget shall also include capital expenditures; where possible, such capital expenditures will be funded with non-recurring revenues or grants.

At least the first two years of the plan shall be fully funded, with funding shortfalls and challenges clearly identified in remaining years.

A Capital Improvement is defined as property, plant, or improvements having a useful life of two or more years and a total amortized acquisition and maintenance cost of $2,500 or more. All estimated construction, maintenance, and operating costs and potential funding sources for each proposed capital improvement shall be identified.

The City shall finance only those capital improvements consistent with the adopted capital improvement plan and City priorities. All capital improvement operating and maintenance costs shall be included in the fiscal forecast.

**Basis of Accounting**

Financial statements are prepared in accordance with General Accepted Accounting Principles and all relevant Pronouncements promulgated by the Governmental Accounting Standards Board (GASB). All governmental fund types are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. An exception to this general rule is principal and interest on general long-term debt, which is recognized when due. Financial resources usually are appropriated in other funds for transfer to a debt service fund in the period in which maturing debt principal and interest must be paid. Such amounts are not current liabilities of the debt service fund, as their settlement shall not require expenditure of existing fund assets.

All proprietary fund types and nonexpendable trust funds are accounted for using the accrual basis of accounting. Their revenues are recognized when they are earned, and their expenses are recognized when they are incurred.

**Basis of Budgeting**
The basis of budgeting is the same as the basis of accounting.

**Treasury and Cash Management**
The City shall manage the treasury in compliance with California Government Code Section 53600 and City Council Policy 400-5, which requires quarterly Treasurer's Reports to the City Council, reconsideration of Policy 400-5 by the Council at least once every two years, and selection of investments based on considerations of safety, liquidity, and yield, in order of decreasing priority.

In circumstances where short-term borrowing (i.e., fewer than 12 months) is required to mitigate the effects of uneven revenue disbursements from the state and ensure expenditure cash-flow demands may be met, the following options shall be considered, with the ultimate course of action dependent on the least cost, greatest security for the City, and administrative efficiency:

- Tax and Revenue Anticipation Notes (TRAN)
- Treasury Loan from Monterey County
- Inter-fund loans
- Commercial line of credit.

Should inter-fund loans be selected as a cash-flow strategy, the following conditions shall apply:

- City Council approval required for all loans;
- Duration of less than 12 months with the loan and repayment occurring within the same fiscal year;
- Fixed loan term (i.e., specific number of months with repayment date);
- Borrowing fund must pay interest at level to result in no loss of interest revenue to the lending fund;
- Specific revenue pledged to repay the loan based on realistic expectations for receipt;
- Funds in the lending fund must not be needed for operations during the period of the loan; and
- Loans must not be made from grant funds or other funds enabled by State or Federal legislation.

The City Council shall receive real-time reports of warrants drawn on the City Treasury.

**Reserves**
Reserves are established to ensure that sufficient resources shall be maintained in specified funds in amounts sufficient to manage reasonable risks, meet unanticipated needs, capitalize on opportunities, and provide for reasonable contingencies. Further, reserve balances shall be categorized and prioritized in accordance with GASB Statement #54 (GASB 54).

- In the City of Pacific Grove, "operating reserve" is equivalent to portions of the accumulated fund balance that are classified as either committed, assigned, or unassigned, per GASB 54.

- The order in which spendable reserves may be used is prioritized as follows: restricted, committed, assigned, and then unassigned, per GASB 54. Council action is required to increase, decrease, eliminate or reclassify amounts reported in each category.

- Use of reserves must be authorized in advance by the City Council.

- If reserve balances fall below the stated target amount, the City will strive to restore reserves to the stated level within five years. As revenues versus expenditures improve, the City will allocate at least half of the funds to reserve restoration, with the balance available to fund asset replacements, unfunded liabilities, capital improvement projects, service level restorations or other Council priorities.

- The actual City reserve balances shall be reported each year, along with City reserve policy levels. This information should appear in the Transmittal Letter which accompanies the audited financial statements.

General Fund

The City will strive to maintain a minimum unassigned fund balance of at least 35% of operating and debt service expenditures in the General Fund for fiscal stability, cash flow and contingencies/strategic opportunities. This balance is based on the risk assessment methodology for setting reserve levels developed by the Government Finance Officers Association of the United States and Canada (GFOA) in adequately addressing:

- Revenue source stability, local disasters and other financial hardships or downturns in the local or national economy.
- Contingencies for unseen operating or capital needs, including strategic investment opportunities.
- Unfunded liabilities such as self-insurance, pensions and retiree health obligations.
- Dependency of other funds on the General Fund.
- Institutional changes, such as State budget takeaways and unfunded mandates.
- Cash flow requirements.

The unassigned fund balance of 35% is allocated into three separate categories to reflect the following intended uses:

- Cash Flow: 20%
  - Provides assistance in meeting cash flow needs during the fiscal year
  - Closes a projected *short-term* revenue-expenditure gap

- Fiscal Stability: 10%
  - Responds to unexpected expenditure requirements or revenue shortfalls
  - Offers a resource to reduce unfunded liabilities
  - Provides strategic bridge funds, when a forecast shows an ongoing structural gap

- Contingencies/Strategic Opportunities: 5%
  - Supports expenses associated with emergencies, natural disasters, and unplanned capital repairs
  - Provides a resource for economic development and revenue base improvements, productivity improvements, and other strategic opportunities that will strengthen City revenues, reduce future costs, or achieve high-priority City goals.

Reserves should not be used to fund ongoing costs or projected systemic "gaps." They should be restricted to one-time or short-term uses.

*Future Capital Project or Other Long-Term Goal Assignments or Commitments*
The Council may also commit or assign specific General Fund balance levels above the reserve target for future development of capital projects, unfunded liabilities or other long-term goals that it determines to be in the best interests of the City.

*Other Commitments and Assignments*
In addition to the 35% target noted above, unrestricted fund balance levels will be sufficient to meet funding requirements for approved programs or projects which are carried forward from the prior year; debt service reserve requirements; commitments for encumbrances; and other restrictions, commitments or assignments required by contractual obligations, state law or generally accepted accounting principles.

Golf Fund

The purpose of the Golf Fund is to enable operation of the golf course as an enterprise without operating subsidies from the General Fund, unless deliberately authorized. The City establishes a target reserve level of 25% of revenues of the Golf Fund, as of June 30th of two fiscal years prior, to be used for capital improvements, cash management, and emergency protection. Given the vulnerability of the golf business to recession, 20% of the 25% would be retained for use in mitigating the effects of unexpected revenue downturns, and 5% would be available retained for emergency repairs or other emergencies.

Sewer Fund

The Sewer Fund shall maintain a reserve of at least $500,000.

Workers Compensation Fund

The Workers Compensation Fund shall maintain a balance of current assets equal to 67% of total liabilities, or higher, should actuarial analysis conclude an imminent risk to the City for unanticipated losses.

Liability Insurance Reserve

The Liability Insurance Reserve shall maintain a balance of at least $300,000 in current assets, which is equivalent to the maximum amount the City would be required to pay in the event of two catastrophic losses in a single year (City's Self-Insured Retention Limit is currently $150,000 per claim).

**Debt Management**

- Long-term borrowing shall be restricted to the purpose of funding capital improvement projects and equipment. The use of long-term borrowing for ongoing operations shall be avoided.

- The term of the debt shall not exceed the expected useful life of the object of the financing.

- Debt obligations shall be prioritized in the budget process and payments shall be made in a timely and efficient manner.

- Refunding techniques shall be employed where appropriate, and with all due City Council approval, to allow for restructuring of outstanding debt to remove or change restrictive covenants, and/or to reduce annual debt service in an amount sufficient to justify the costs related to restructuring the debt.

- Total debt in any fund shall not exceed prudent levels.

**Property Acquisition and Disposition**

- Acquisition of real property shall be tied to a specific objective, with the source of adequate funds identified and considerations given for the long-term fiscal and policy impacts.

- Disposition of real property shall be considered for those properties without specific deed restrictions and that are unused, under-utilized, economically not viable, or that were acquired for an outdated plan or purpose.

**Annual Audit**

The City of Pacific Grove shall undertake an annual independent audit.

- The City's Comprehensive Annual Financial Report (CAFR) including accompanying schedules and notes shall be completed no later than December 31 of each contract year.

- All funds of the City shall be audited in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards, issued by the Comptroller of the United States.

- The form of the CAFR shall be compliant with the requirements of the Government Finance Officers Association (GFOA) Certificate Program and will include the independent auditor's opinion on the Government-Wide Financial Statements and Fund Financial Statements.

- A separate "management letter" shall be published that includes recommendations for improvements in internal control, accounting procedures and other significant observations.

**Capital Policy**

All assets, including land, buildings, machinery and equipment, with an original cost in excess of $5,000 and a useful life of three years or more will be subject to capitalization.

- The capitalization threshold is applied to individual units of fixed assets. For example, ten chairs purchased via a single order, each costing $600 will not qualify for capitalization although the total cost of $6,000 exceeds the threshold of $5,000.
- Repair costs for fixed assets will be subject to capitalization when the repair extends the useful life of the related fixed asset.
- Useful Life Schedule

| Description | Useful Life In Years |
|---|---|
| Buildings | 100 Years |
| Machinery and equipment | 5 Years |
| Furniture and fixtures | 5 Years |
| Improvements other than buildings | 3 Years |
| Sidewalks, curb, gutters, and streets | 20-50 Years |
| Traffic signals | 15 Years |
| Street signs | 15 Years |
| Storm drains | 20-50 Years |
| Park equipment | 10-50 Years |

- For construction in progress, no depreciation is recorded until the asset is placed in service. When construction is completed, the asset shall be reclassified as building, building improvement, land improvement, or equipment and should be capitalized and depreciated.
- The City shall use the straight-line method for depreciating all fixed assets (the basis of the asset is written off evenly over the useful life of the asset). Depreciation shall begin in the month the asset is placed in service.
- All computer and computer related equipment will be recorded and controlled as inventory and not depreciated. Constant changes in technology, software demands, and system configurations cause this asset class to be obsolete before it reaches its useful life.

Donated Assets

Fixed assets acquired by gift, donation or payment of a nominal sum not reflective of the asset's market value shall be assigned cost equal to the fair market value at the time of receipt.

Adopted: Resolution 11-086 November 2, 2011
Amended: Resolution 14-063 October 1, 2014
Amended: Resolution 15-055 October 21, 2015
Amended: Resolution 16-048 September 7, 2016
Amended: Resolution 18-008 March 7, 2018