NOTICE OF MEETING

CITY OF PACIFIC GROVE

CITY COUNCIL

REGULAR MEETING AGENDA

Wednesday, May 21, 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: Councilmember Rau

1. **APPROVAL OF AGENDA**

2. **PRESENTATIONS**

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

   A. 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 City Council May 7, 2025 Special Session and Regular Meeting **PG 8**
   Reference: Sandra Kandell, City Clerk
   Recommended Action: Approve the minutes.
   CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

6. **RESOLUTIONS**

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

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

A. Second Reading of an Ordinance Increasing the Compensation of the Mayor and City Councilmembers **PG 16**
Reference: Brian Pierik, City Attorney
Recommended Action: Hold second reading and adopt an Ordinance of the City Council of the City of Pacific Grove Increasing the Compensation of the Mayor and Councilmembers.
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. Third Quarter FY 24/25 Capital Project Report & Update **PG 22**
Reference: Jazelle Johnson, Accountant
Recommended Action:

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

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

B. Third Quarter Treasurer's Quarterly Report **PG 32**
Reference: Jazelle Johnson, Accountant
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

C. Third Quarter 24-25 Interim Financial Statements **PG 47**
Reference: Fred Marsh, Administrative Services Director
Recommended Action:

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

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

D. Check Register April 2025 **PG 60**
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

E. Monterey-Salinas Transit Meeting Minutes for April 14, 2025 **PG 67**

Reference: Joe Amelio

Recommended Action: Receive the minutes.

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

9. **REPORTS – REQUIRING ACTION**

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

A. Contract Amendment Number 3 with Harris and Associates for Planning Services

Reference: Jon Biggs, Interim Community Development Director **PG 76**

Recommended Action: Approve a Professional Services Agreement amendment with Harris & Associates, Inc. for a total contract agreement amount not to exceed $876,805 (Addition of $152,100 to the $724,705 not to exceed amount of the current agreement) for c ontract planning staffing services for Fiscal Year 25-26.

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

B. Final Draft 2025-2027 Community Goals and Workplan **PG 94**

Reference: Matthew Mogensen, City Manager

Recommended Action: It is recommended the Council approve/modify the Final Draft 2025-2027 Community Goals and Workplan.

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

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

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

A. Task Force on Diversity, Equity and Inclusion Meeting Minutes: 3/10/25 and 4/14/25

Reference: Sandra Kandell, City Clerk/DEI Coordinator **PG 101**

Recommended Action: Receive the minutes.

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

B. Library Board Regular Meeting Minutes: March 4, 2025 **PG 105**
Reference: Rachel Gaither, Library Director
Recommended Action: Receive the minutes.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

C. Museum Board Minutes - 5/14/24, 8/13/24, 11/12/24 **PG 108**
Reference: Joyce Halabi, Deputy City Manager
Recommended Action: Receive the minutes.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

REGULAR AGENDA

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

A. Local Coastal Program Amendment - Coastal Hazards **PG 116**
Reference: Joseph Sidor, Contract Planner
Recommended Action:

1. Acknowledging receipt of the California Coastal Commission resolution approving the City of Pacific Grove Local Coastal Program Amendment Number LCP-3-PGR-24-0065-1 (Coastal Hazards Update).
2. Discuss the proposed City Council resolution amending the text, policies, and figures of the Land Use Plan (LUP), including the addition of a definition for Critical Public Infrastructure (LUP Section 1.10), updating the data and information sources (LUP Section 2.1.1), updating LUP Figure 3 (LUP Section 2.1.2), and amending Policy HAZ-12 (LUP Section 2.1.4) and provide direction to the City Manager regarding changes, if any, to the proposed resolution.
3. Discuss the proposed ordinance amending the Implementation Plan (IP) of the Pacific Grove Municipal Code (PGMC Title 23, Chapter 90), including revising the text of IP section 23.90.140(b) and provide direction to the City Manager regarding changes, if any, to the proposed ordinance.
4. Motion finding that adoption of the proposed resolution and ordinance is statutorily exempt from CEQA pursuant to CEQA Guidelines section 15265.
5. Request the City Attorney read the title of the proposed ordinance amending Municipal Code Section 23.90.140(b) to allow for completion of an initial assessment by City Staff.
6. Motion to waive further reading of the ordinance.
7. Introduce and hold the first reading of the proposed ordinance amending Municipal Code Section 23.90.140(b) to allow for completion of an initial assessment by City Staff.

8. Direct a summary of a proposed ordinance be published as approved by the City Attorney.

CEQA: Statutory Exemption, CEQA Guidelines Section 15265, Adoption of Coastal Plans and Programs

B. Hospitality Improvement District (HID) program for Fiscal Year 2025-26 **PG 162**
Reference: Lori Frati, Finance Manager
Recommended Action: Hold a public hearing to determine majority protests to the annual assessment were not received, adopt the resolution to approve the annual report, levy the annual assessment, approve the recommended Fiscal Year 2025-26 program, appoint the HID Advisory Board for Fiscal Year 2025-26, and authorize the City Manager to execute an agreement allowing the Pacific Grove Chamber of Commerce to administer the HID budget.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

C. Downtown Business Improvement District (BID) Program for Fiscal Year 2025-26
Reference: Lori Frati, Finance Manager **PG 185**
Recommended Action: Hold a public hearing to determine majority protest to the annual assessment were not received, adopt the resolution to approve the annual report, levy the annual assessment, approve the recommended Fiscal Year 2025-26 program, appoint the BID Advisory Board for Fiscal Year 2025-26, and authorize the City Manager to execute an agreement allowing the Pacific Grove Chamber of Commerce to administer the BID budget.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

D. Master Fee Schedule for Fiscal Year 2025-26 **PG 206**
Reference: Lori Frati, Finance Manager
Recommended Action:

1. Approve Resolution adopting the City's FY 25-26 Master Fee Schedule, including the annual Consumer Price Index (CPI) adjustment and other changes as directed by Council
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

12. UNFINISHED AND ONGOING BUSINESS

A. Review of Proposed Two Year General Fund Budget and Review of Investment and Financial Policies **PG 250**
Reference: Fred Marsh, Administrative Services Director
Recommended Action: Receive the report and provide additional direction to Staff regarding the proposed General Fund two year budget, as well as the proposed changes to the City’s financial and investment policies.

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

13. **NEW BUSINESS**

A. "Dancing Monarchs" Art Donation Proposal **PG 267**

Reference: George Fuerst, Environmental Program Manager

Recommended Action:

1. Receive art donation application for one fused glass and stainless steel monarch sculpture.
2. Provide direction regarding the site selection for the sculpture.
3. Alternatively, discuss and take other action related to this item.

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

14. **FULL PRESENTATIONS**

15. **CLOSED SESSION**

ADJOURNMENT

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

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Sandra Kandell, City Clerk/DEI Coordinator

MEETING DATE: May 21, 2025

SUBJECT: Minutes of the City Council May 7, 2025 Special Session and Regular Meeting

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

RECOMMENDATION

Approve the minutes.

Attachments

Draft Minutes 5-7-25

DRAFT MEETING MINUTES

CITY OF PACIFIC GROVE

CITY COUNCIL

SPECIAL MEETING

Wednesday, May 7, 2025, 5:00 P.M.
Council Chamber – City Hall – 300 Forest Avenue, Pacific Grove, CA

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

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

SPECIAL MEETING

PUBLIC COMMENT ON SPECIAL MEETING MATTERS
Public comment received from Jane Haines.

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

1. Written Public Comment

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DRAFT MEETING MINUTES

CITY OF PACIFIC GROVE
CITY COUNCIL
REGULAR MEETING

Wednesday, May 7, 2025, 6:00 P.M.

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

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

PLEDGE OF ALLEGIANCE
Councilmember Poduri led the pledge of allegiance.

1. **APPROVAL OF AGENDA**
Upon motion by Councilmember Poduri and seconded by Mayor Pro Tem Amelio, Council voted 7-0, to approve the agenda.

2. **PRESENTATIONS**

A. Pacific Grove Golf Links / CourseCo Presentation
Action: Received the presentation.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

B. National Public Works Week
Action: 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. Report on Closed Session by City Attorney

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

City Attorney Brian Pierik reported no action was taken.

B. Council and staff made general announcements.

4. **GENERAL PUBLIC COMMENT**
General public comment received from Marabee Boone, Andrew Kubica, Vince Tuminello, Lisa Ciani, Nina Beety, Inge Lorentzen Daumer, Carol Marquart and Carmelita Garcia.

A. Written General Public Comment

CONSENT AGENDA

Action: Consent Agenda item 9A was pulled and continued to the next available regular meeting.

Action: Upon motion by Mayor Pro Tem Amelio and seconded by Councilmember McDonnell Council voted 7-0, to approve the Consent Agenda as modified.

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

A. Minutes of the City Council April 16, 2025 Regular Meeting
Action: Approved minutes.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

6. **RESOLUTIONS**

A. Resolution of Intention to Levy the Annual Assessment for the Hospitality Improvement District (HID)
Action:
1. Approved a Resolution of Intention to Levy an Assessment for the Hospitality Improvement District for Fiscal Year 2025-26 (Resolution No. 25-005).
2. Directed staff to notice a public hearing to be held on May 21, 2025 for the purpose of hearing any protests and determining whether to levy the assessment.

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

B. Resolution of Intention to Levy the Annual Assessment for the Downtown Business Improvement District (BID)
Action:
1. Approved a Resolution of Intention to Levy an Assessment for the Downtown Business Improvement District for Fiscal Year 25-26 (Resolution No. 25-006).
2. Directed staff to notice a public hearing on May 21, 2025 to hear protests and determine whether to levy the assessment.

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

C. Acceptance of Conservation Easement Deeds for 1661 Sunset Drive and 236 Asilomar Avenue, Pacific Grove (APNs 007-041-036 and 007-041-035)
Action: Found that accepting the Conservation Easement Deeds is categorically exempt per Section 15317 of the CEQA Guidelines; accepted the Conservation Easement Deeds to satisfy Condition of Approval No. 7 of Coastal Development Permit Amendment No. 24-0186; adopted the resolution authorizing the City Manager to accept the deeds or grants conveying an interest in or easement upon the subject real property or real estate (Resolution No. 25-007); and directed the City Manager to accept and submit the Conservation Easement Deeds to the County Recorder for recordation with all applicable recording fees paid by the applicant.
CEQA: Categorical Exemption, CEQA Guidelines Section 15317, Class 17, Open Space Contracts or Easements

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7. **ORDINANCES**

8. **REPORTS – INFORMATION ONLY**

A. Monterey Salinas Transit Minutes for March 10, 2025
Action: Received the minutes.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

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

9. **REPORTS – REQUIRING ACTION**

A. Pedestrian Safety - Central/Fountain Ave & Grand/Fountain Ave ***This item was pulled and continued to the next available regular meeting.***
Reference: Daniel Gho, Public Works Director/Deputy City Manager
Recommended Action: Approve the Central, Grand and Fountain Avenue reconfiguration; and authorized staff to issue a call for bids for the project.
CEQA: Categorical Exemption, CEQA Guidelines Section 15301, Class I, Existing Facilities

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

A. Beautification and Natural Resources Commission Minutes: November 19, 2024, January 21, 2025 and February 18, 2025
Action: Received minutes.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

REGULAR AGENDA

11. **PUBLIC HEARINGS**

A. Update Regarding Changes to Government Code Section 36516 (City Council Compensation) and Consideration of Potential Ordinance of the City Council of the City of Pacific Grove Increasing the Compensation of the Mayor and City Councilmembers and Providing Medical Benefits Available to City Management Employees
Public comment received from Dan Miller, Christi Thomas, Colleen Goldsmith, Kevin Handly, Vince Tuminello, Joe Sadi, Nancy Parsons, Darla Vining, Andrew Kubica, Sally Moore, unnamed speaker, Bruce, Arnaud Teil, Kris Lindstrom, Wendi Giles, Inge Lorentzen Daumer, Mike Gibbs, Lisa Ciani, and Carmelita Garcia.

Action: A motion by Mayor Smith and seconded by Mayor Pro Tem Amelio to modify the proposed ordinance to increase the compensation of the Mayor and City Councilmembers as outlined via Errata, including Sections 1 through 5 and excluding Section 6, was substituted with a motion by Councilmember Walkingstick.

Action: Upon motion by Councilmember Walkingstick and seconded by Councilmember McDonnell, Council voted to refer the proposed ordinance for City Council salary increase only and omitting medical benefits to the public as a ballot measure at the next general

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election in November 2026 to take effect with the swearing in of the new Council.

Motion failed 2-5, by the following roll call vote:

AYES: Councilmembers McDonnell and Walkingstick.
NOES: Mayor Smith, Mayor Pro Tem Amelio, Councilmembers Garfield, Poduri, and Rau.
ABSENT: None.

Action: Upon motion by Mayor Smith and seconded by Mayor Pro Tem Amelio Council voted to modify the proposed ordinance to increase the compensation of the Mayor and City Councilmembers as outlined via Errata, including Sections 1 through 5 and excluding Section 6.

Motion carried 6-1, by the following roll call vote:

AYES: Mayor Smith, Mayor Pro Tem Amelio, Councilmembers Garfield, McDonnell, Poduri, and Rau.
NOES: Councilmember Walkingstick.
ABSENT: None.

Action: Upon motion by Mayor Smith and seconded by Mayor Pro Tem Amelio, Council voted to request the City Attorney read the title of the ordinance as modified; waive further reading of the ordinance; introduce and hold first reading of an ordinance of the City Council of the City of Pacific Grove increasing the compensation of the Mayor and City Councilmembers including Sections 1 through 5 and excluding Section 6; and direct that publication of the ordinance be satisfied by publication of a summary approved by the City Attorney.

Motion carried 5-2, by the following roll call vote:

AYES: Mayor Smith, Mayor Pro Tem Amelio, Councilmembers Garfield, Poduri, and Rau.
NOES: Councilmembers McDonnell and Walkingstick.
ABSENT: None.

Action: Upon motion by Councilmember Garfield and seconded by Councilmember Walkingstick, Council voted to defer the issue of medical benefits for Mayor and City Councilmembers until the completion of the budget.

Motion carried 6-1, by the following roll call vote:

AYES: Mayor Smith, Councilmembers Garfield, McDonnell, Poduri, Rau, and Walkingstick.
NOES: Mayor Pro Tem Amelio.
ABSENT: None.

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

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12. **UNFINISHED AND ONGOING BUSINESS**

A. Authorization of Interim Fuel Management Activities in George Washington Park
Public comment received from Kevin Handly, Kris Lindstrom, Arnaud Teil, Andrew Kubica, Inge Lorentzen Daumer, and Lisa Ciani.

Action: Upon motion by Mayor Pro Tem Amelio and seconded by Councilmember McDonnell, Council voted to determine the Project to be exempt from CEQA and authorize interim fuel management activities in George Washington Park in accordance with the CEQA memo prepared by Denise Duffy & Associates.

Motion carried 7-0, by the following roll call vote:

AYES:	Mayor Smith, Mayor Pro Tem Amelio, Councilmembers Garfield, McDonnell, Poduri, Rau, and Walkingstick.
NOES:	None.
ABSENT:	None.

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

13. **NEW BUSINESS**

A. Five-Year CIP Recap
No public comment received.

Action: Council received presentation.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

B. FY25/26 - FY26/27 Capital Improvement Plan & SB1 Project List
Public comment received from Tama Olver, Lisa Ciani, and Inge Lorentzen Daumer.

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

1. Receive and approve the Fiscal Year 25/26 - 26/27 Capital Improvement Plan (CIP) for inclusion in the Budget, and
2. Approve Resolution No. 25-008 adopting the FY25/26 Senate Bill 1 Project List.

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

14. **FULL PRESENTATIONS**

15. **CLOSED SESSION**

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ADJOURNMENT
Council adjourned the regular meeting at 10:08 pm.

Respectfully Submitted,

Sandra Kandell
City Clerk

Approved by Mayor: _____Date_____

Attest by City Manager: _____Date_____

DRAFT

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Brian Pierik, City Attorney

MEETING DATE: May 21, 2025

SUBJECT: Second Reading of an Ordinance Increasing the Compensation of the Mayor and City Councilmembers

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

RECOMMENDATION

Hold second reading and adopt an Ordinance of the City Council of the City of Pacific Grove Increasing the Compensation of the Mayor and Councilmembers.

DISCUSSION

The City Clerk caused a summary of the ordinance to be published on May 15, 2025.

At the City Council meeting on May 7, 2025, the City Council introduced an Ordinance Increasing the Compensation of the Mayor and City Councilmembers and the Council directed not to include medical benefits for the Mayor or Councilmembers. The Agenda Report for the May 7, 2025 City Council meeting is on the City website.

Attachment 1 to this Agenda Report is the Ordinance Increasing the Compensation of the Mayor and City Councilmembers without the inclusion of medical benefits for the Mayor or Councilmembers.

OPTIONS

1. Take alternative action related to this subject.
2. Take no action.

FINANCIAL IMPACT:

If the Ordinance is adopted, then the following increased annual costs would be incurred by the City which has been confirmed by the City Finance Management Analyst:

1. **Compensation.** The annual cost for six City Councilmembers compensation will increase from $30,240 to $69,552 which is an increase of $39,312. The annual cost for the Mayor's compensation will increase from $8400 to $19,320 which is an increase of $10,920. The total increase will be $39,312 plus $10,920 which is an increase of $50,232.
2. **Compensation Related Increases.** With the compensation increases, Finance has calculated the following annual compensation related increases: Medicare ($728), PERS ($1391) and Workers

Compensation ($417) which combined equals $2,536.

3. **Total Annual Increase for Compensation and Compensation Related Increases for Mayor and City Councilmembers.** The annual increase for compensation and compensation related increases for Mayor and City Councilmembers if the Ordinance is adopted would be $50,232 in compensation plus $2,536 for compensation related increases for a total of $52,758.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

1 - Ordinance Increasing the Compensation of the Mayor and City Councilmembers

ORDINANCE NO. 25-_____

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE INCREASING THE COMPENSATION OF THE MAYOR AND CITY COUNCILMEMBERS

FINDINGS

WHEREAS, Article 11 of the Charter of the City of Pacific Grove provides that the Mayor may receive compensation as provided by ordinance, but in no case shall the compensation exceed that amount which is permitted by State Law for General Law cities of comparable size to Pacific Grove; and

WHEREAS, Article 12 of the Charter of the City of Pacific Grove provides Councilmembers may receive compensation as provided by ordinance, but in no case shall the compensation exceed that amount which is permitted by the State Law for General Law cities of comparable size to Pacific Grove.

WHEREAS, by Ordinance No. 1682 N.S., passed and adopted by council on July 19, 1989, compensation for Pacific Grove Councilmembers was set at $300.00/month and compensation for the Pacific Grove Mayor was set at $500.00; and

WHEREAS, the most recent increase in salaries for the Mayor and City Councilmembers was by Ordinance No. 98-24 adopted on August 19, 1998 (effective December 1, 1998), 26 years ago as of December 1,2024, which increased the compensation of the Mayor from $500 a month to $700 a month and increased the compensation of City Councilmembers from $300 a month to $420 a month; and

WHEREAS, on June 29, 2023, Senate Bill No. 329 was adopted by the California State Legislature and approved by the Governor pertaining to the compensation of City Councilmembers and became effective on January 1, 2024; and

WHEREAS, the findings in SB 329 regarding the permitted compensation increases for the Councilmembers included the following:

SECTION 1. The Legislature finds and declares all of the following:

(a) The compensation schedule for general law cities has not been adjusted since 1984, meaning that city council compensation has not kept pace with inflation.

(b)Allowing cities to adjust their compensation for inflation since 1984 may help city councils become more diverse because increased compensation can help individuals from across different income levels receive sufficient income from their service to help ensure that they can continue to serve the public and support their families.

WHEREAS, the changes made by SB 329 to Government Code Section 36516 included the following permitted compensation increases for City Councilmembers:

1. For cities with a population of 35,000 or less, the compensation permitted increased from $300 dollars to $950 dollars.

2. In the alternative, the compensation of City Councilmember could be increased by the greater amount of:

   (A) An amount equal to 5 percent for each calendar year from the operative date of the last adjustment of the compensation in effect when the ordinance or amendment is enacted.

   (B) An amount equal to inflation since January 1, 2024, based upon the California Consumer Price Index, which shall not exceed 10 percent for each calendar year.

WHEREAS, the California Consumer Price Index increased from December 1998 to December 2024 by 107.9 percent; and

WHEREAS, the cost of living in the City of Pacific Grove is 19% higher than the California state average, due in large part to the cost of housing; and

WHEREAS, Government Code Section 36516(f) states: "A city council member may waive any or all of the compensation permitted by this section."; and

WHEREAS, City Ordinance No. 1872 was adopted on December 16, 1992 which allowed for the mayor and council members to decline all of their compensation, but may not decline the compensation in part or accept in part; and

WHEREAS, Government Code Section 36516.5 provides for general law cities that an increase in compensation shall be become effective whenever one or more members of the city council becomes eligible for a salary increase by virtue of the council member beginning a new term of office which would be in December 2026; and

WHEREAS, the California Attorney General has determined in 57 Ops. Cal. Atty. Gen 11 that where a city charter provides that members of the city council shall receive salary in such amount as the city council may approve by ordinance that the increase may become effective at a time different from that provided in Government Code Section 36516.5; and

WHEREAS, there are no provisions in the Government Code which specify the amount of the additional compensation which may be received by an elected mayor, but since the Pacific Grove Mayor also serves as a member of the City Council, the percentage for compensation increases specified in Government Code Section 36516 as described above can be applied for the Mayor's compensation; and

WHEREAS, applying the 5% per year formula of Government Code Section 36516, there would be a compensation increase for City Councilmembers from the current $420 a month to $966 a month using 5% annual increase for the 26 year period from December 1998 (the last compensation increase) through December 2024 which is 26 years. 5% of $420 is $21 multiplied by 26 years is a $546 increase. $420 plus $546 equals $966; and

WHEREAS, applying the 5% per year formula of Government Code Section 36516, there would be a compensation increase for the Mayor from the current $700 a month to $1610 a month using 5% annual increase for the 26 year period from December 1998 (the last compensation increase) through December 2024 which is 26 years. 5% of $700 is $35 multiplied by 26 years is a $910 increase. $700 plus $910 equals $1610; and

WHEREAS, the City does not currently pay for any medical benefits for the Mayor or City Councilmembers; and

WHEREAS, Government Code Section 53208.5 (b) provides that a City may provide medical benefits for the Mayor and City Councilmembers not greater than the most generous schedule of medical benefits being received by any category of nonsafety employees; and

WHEREAS, the most generous schedule of medical benefits received by City nonsafety employees is set forth in Memorandum of Understanding Management Employees Association July 1, 2023 to June 30, 2026; and

WHEREAS, this City Council desires to increase City Councilmember compensation for the reasons stated in the Findings by the Legislature for adoption of SB 329 as recited above by the allowable five percent per calendar year, and, further, to increase the Mayor's compensation by using the same formula.

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

SECTION 1. Findings. The foregoing Findings are hereby incorporated by reference in full.

SECTION 2. Effective Date. This Ordinance shall become effective 30 days after the second reading of this Ordinance ("Effective Date").

SECTION 3. Repeal of Ordinance No. 1872 N.S. Ordinance No. 1872 N.S. is hereby repealed in its entirety.

SECTION 4 Compensation of Councilmembers and Mayor. As of the Effective Date of this Ordinance, the compensation for City Councilmembers and the Mayor shall be as follows:

Council Members .....$966 per month
Mayor.....$1610 per month

SECTION 5. Waiver of Compensation. The Mayor and/or individual Councilmembers may waive any or all of the compensation permitted by this Ordinance.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this ____ day of _____, 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: Jazelle Johnson, Accountant

MEETING DATE: May 21, 2025

SUBJECT: Third Quarter FY 24/25 Capital Project Report & Update

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

RECOMMENDATION

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

DISCUSSION

The attached file provides information on the Adopted and Amended Budgets for each capital improvement project, as well as expenditures. The Project Budget column references projects that were approved in the prior fiscal years but were not completed by June 30, 2024, as well as new project budget adjustments that have been approved by the City Council. The status column references the current phase of the project, as of March 31, 2025.

Out of the 38 Capital Improvement Plan projects, 22 have been successfully completed as of the 3rd quarter. An additional 4 projects are currently in the "Construction/Work in Progress Phase" and are showing significant progress.

As of March 31, 2024, approximately 77% of the General CIP Fund Projects are expensed through the end of the Third Quarter FY 24/25.

While the financial report shows that 57% of the total collective CIP budgeted funds have been expended, this figure does not fully reflect the true progress of the CIP program or the individual projects. This expenditure figure is influenced by a few large-scale multi-year projects. Despite significant progress, these multi-year projects are more complex due to their scale, with expenditures expected to ramp up over time as engineering and design phases advance and construction commences.

OPTIONS

N/A - This is informational only.

FINANCIAL IMPACT:

There is no financial impact associated with receiving this report.

FOCUSED PRIORITY AREA: Not Applicable.

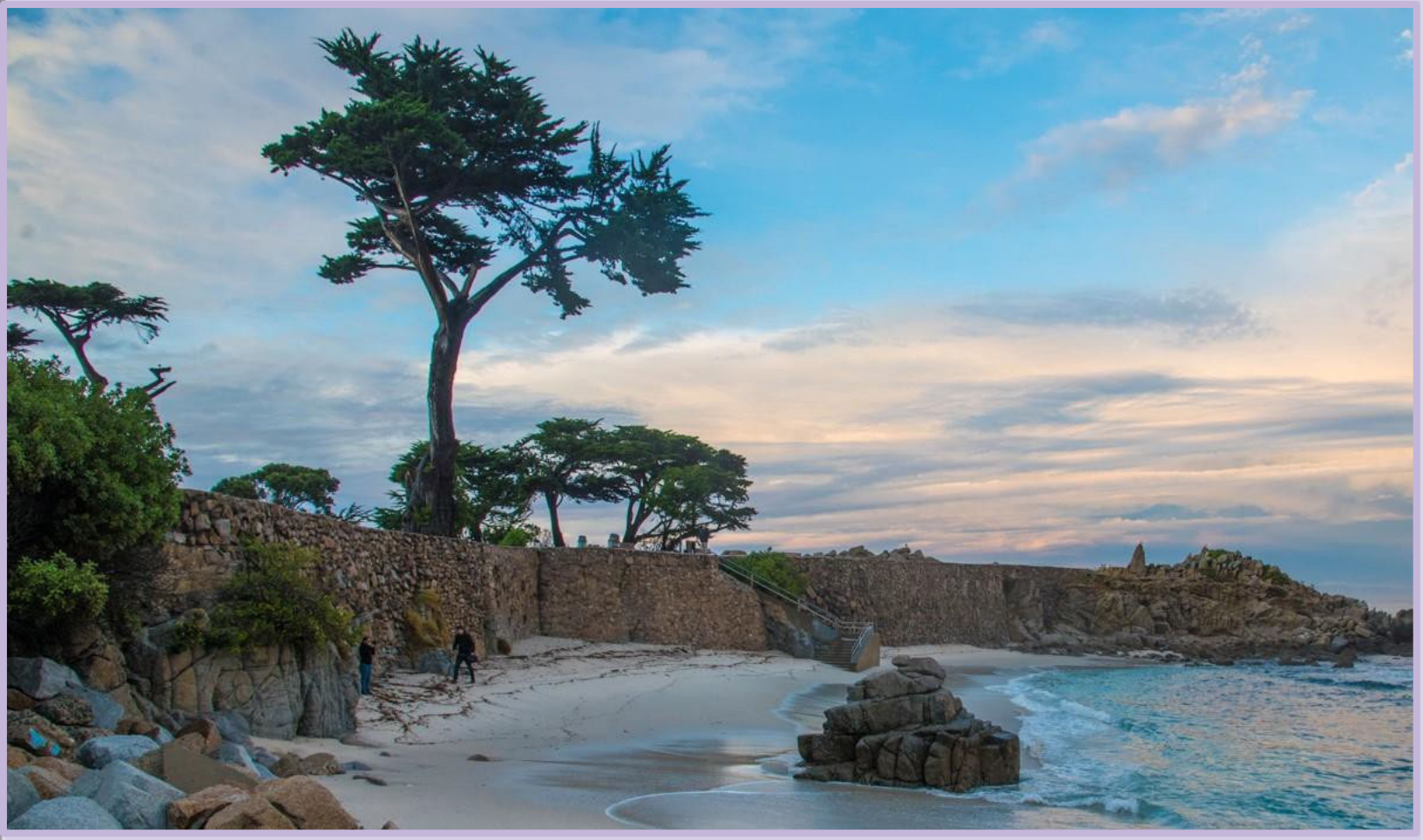
Attachments

Q3 CIP Report

City of Pacific Grove California

Interim Capital Projects Report

For the Fiscal Year Ended June 30, 2025



City of Pacific Grove
300 Forest Avenue
Pacific Grove, CA 93950
www.cityofpacificgrove.org

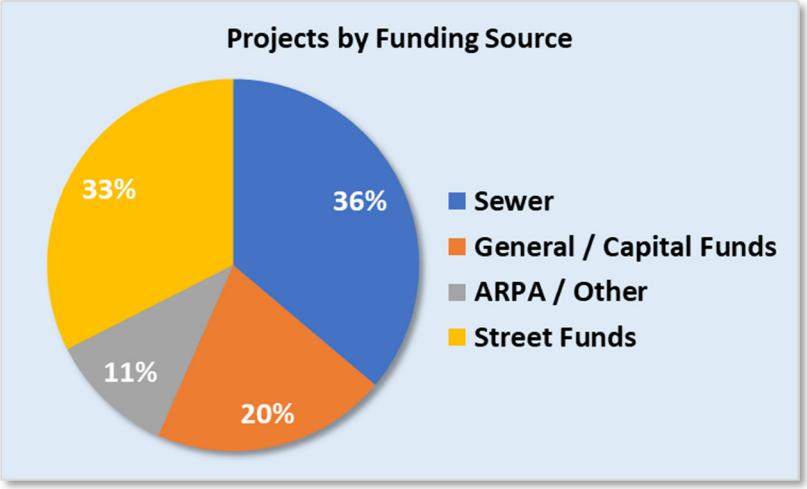
City of Pacific Grove – Capital Project Overview

Fiscal Year 2024-25 Total - $12 million (With PY Carryovers)

The City's capital improvement plan (CIP) is an integral part of the City's annual budget process. The CIP serves as a public relations and economic development tool and focuses on preserving infrastructure while ensuring efficient use of public funds. Council Policy 400-6 defines a Capital Improvement or asset as buildings, machinery, or equipment, with an original cost more than $5,000 and a useful life of three years or more. Items listed within this section reference capital projects that are related to facilities, streets, and infrastructure.

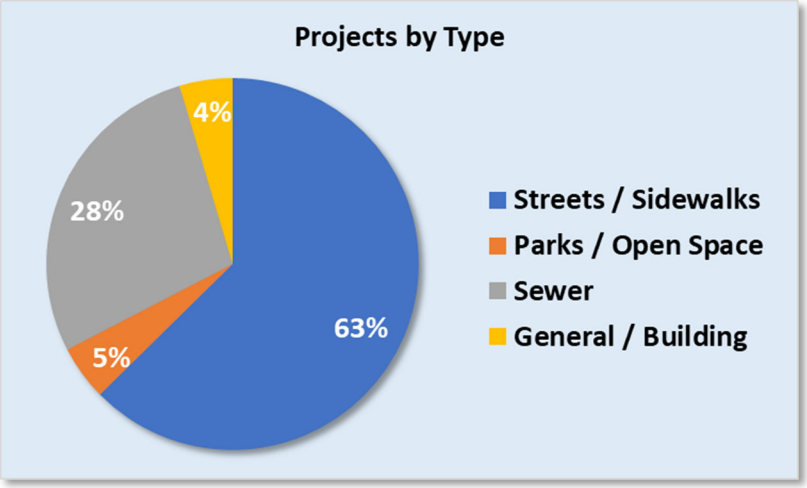
The City prepares a capital improvement plan to assist with the resiliency of public assets. This includes the following objectives:

- Capital projects / equipment purchases
- An implementation schedule
- Options for project financing
- Links to Council's strategic initiatives
- Budgetary information
- Project justification



As part of the annual budget process, City departments submit project requests to the Public Works Department. Projects are identified based on input received from the community, the Mayor and City Council, as well as City staff. The Staff identifies projects that are based on critical needs, including those due to safety issues or to comply with new mandates. Each project proposal is reviewed from a variety of approaches and is prioritized based on the following criteria:

- Greatest need
  (e.g. mandates and public safety)
- Meeting Council's Priority Areas
- Consequences of delay
  (ex: potential to incur increased costs, asset preservation)
- Readiness
- Opportunities to accomplish multiple goals or align timing with another project(s)
- Availability of funding (ex: grants)



Under the direction of the City Manager, the Public Works and Finance Departments reviewed the proposed projects and prepared the CIP for submittal to the Mayor and City Council. The proposed CIP is then presented, discussed, and acted upon by the City Council in public sessions during the budget hearings.

City of Pacific Grove

Capital Project (CIP) Descriptions

Project Carryovers from Prior Fiscal Years

General Building Improvements



Point Pinos Coastal Trail (CIP 18-46)
This project involves constructing a 5-foot-wide decomposed granite pedestrian coastal trail seaward of Ocean View Blvd. along Point Pinos.

Point Pinos Lighthouse Roof Repair (CIP 23-05)
This project would allow for the installation of a new roof at the historic Point Pinos Lighthouse.

Museum Mezzanine Upgrades (CIP 23-07)
This project will improve the staircase and mezzanine at the Pacific Grove Museum of Natural History and bring the structure into compliance with current standards including rail spacing and heights.

Museum Basement Moisture Control (CIP 23-08)
This project will aim to address the moisture control issues via improvements to the sump pump and exploring methods for preventing moisture from seeping through the east side wall of the building.

Fire Station Roof Repair (CIP 23-10)
This project will repair portions of the fire station roof, adjacent to the apparatus bay and eastern stair well.

Fire Dept. Bathroom & Shower Remodel (CIP 23-12)
This project will provide separation in the dorm side bathroom for male and female facilities; additionally, the project would entail replacement of appliances that are over twenty years old and are extremely worn.

Sewer System Improvements

Phase 9 Sewer Improvements (CIP 22-03)
This project will allow the City to make vital sewer infrastructure improvements. Segments for repair were identified based on videoing of the lines and maintenance logs. Original repair locations Included: Bently, Railroad Way, Areas between Sunset Ave and Asilomar Ave by Forest Ave and Del Monte Park.

Pump Station Replacement (CIP 23-06)
This project would allow for a full replacement of lift station 15.5, located at Crespi Pond. Per the 2021 Pump Station Condition Assessment, lift station 15.5 is in the worst condition of the City's seven lift stations.

Priority Stormwater Repair Project on Syida Drive (24-03)
The 12" corrugated steel stormwater pipe has deteriorated and resulted in several large sinkholes throughout the pipe segment that runs along the property line of 4 properties (Benito Court to Syida Dr). The scope of work includes installation of a fiberglass lining and installation of three stormwater access points.

Sewer Collection System Master Plan Projects 1 ,6 & 9 (CIP 24-04)

The Sewer Collection System Master Plan (SCSMP) identifies CIP projects and necessary upgrades to the collection system. Over the years the City has completed 6 of the 9 SCSMP near term CIP Projects. This multi-year project will allow the City to commence the remaining three (3) near term projects 1, 6 & 9.

Project Carryovers from Prior Fiscal Years (Continued)

Park, Open Space Improvements

Backstop Replacement Municipal Ball Park (CIP 22-13)
This project would facilitate a full replacement of the backstop at the Municipal Ball Park located at 230 17 Mile Drive. The existing backstop has significantly deteriorated and needs replacement.

Recreation Board's Park Inventory (CIP 23-22)
The Planning Commission supports the Recreation Board's inventory of improvements to park facilities. This project will allow for the implementation of some of the improvements noted in the park inventory.

Street, Sidewalk Improvements

Cedar, Sunset, & Congress Intersection (CIP23-03)
This multi-year project would allow for the design, permitting, environmental review, and construction of safety and multi-modal improvements at the Cedar, Sunset, and Congress intersection. This project was identified via the Highway 68 Corridor Study conducted in conjunction with the Transportation Agency of Monterey County (TAMC).



David Ave Street Rehabilitation (CIP 23-04)
This project will address David Ave from Divisadero Avenue to Forest Avenue. This segment of roadway is currently in "poor " condition with a Pavement Condition Index rating of 48.

Safety Lighting at Robert Down Elementary (CIP 23-16)
This project would allow for the installation of "Wig-Wag" lights to be added to both crosswalks in front of Robert Down School. The lights would be like those located adjacent to the Lovers Point Coastal Access Project at the corner of Ocean View Blvd and Forest Ave.

David Ave Sidewalk (CIP 23-21)
This multi-year project would entail engineering, design and construction of an ADA compliant sidewalk on David Avenue between Patterson Lane and Montecito Ave.

FY 23/24 Street Rehabilitation Project (CIP 24-01)

This project will address the aging road infrastructure network, increase the PCI on five road segments that are in "failed" condition, address underground aging infrastructure, and ensure the City meets Maintenance of Effort (MOE) requirements. This project will address these "failed" segments of roadway:

(1) Locust St, Sinex Ave to Junipero Ave (PCI 3)
(2) Willow St, Sinex Av e to Junipero Ave (PCI 7)
(3) Wood St, Sinex Ave to Junipero Ave (PCI 19)
(4) Grand Ave, Sinex Ave to Junipero Ave (PCI 10)
(5) Pearl St, 8th St to Monterey Ave (PCI 0)

FY 23/24 Crack & Slurry Seal Project (CIP 24-02)
Crack and Slurry sealing helps preserve the City's roads against rapid deterioration and potholes due to inclement weather. This is a cost effective maintenance treatment that helps ensure roads remain in good condition for years to come. Streets to receive the crack & slurry seal treatment are identified via the City's Pavement Management Program, maintenance logs, and in-field observations.

Design of Sidewalk Extension for Outside Dining Uses (CIP 24-06)
The curb and sidewalk on the south side of Lighthouse Ave on the eastbound approach to Fountain Ave is to be extended ten feet into the parking area, which had a parklet for outdoor dining.

New Capital Projects for Fiscal Year 2024-25

General Building Improvements



PG Museum Flooring Replacement (CIP 25-05)
The project will replace the deteriorated carpet at the Pacific Grove Museum of Natural History.

Museum Roof Repair - Storage Garage (CIP 25-06)
This project rectifies the leaking roof above the storage garage at the Museum of Natural History

Point Pinos Lighthouse Electrical Panel (CIP 25-07)
This project splits the Point Pinos Lighthouse property's electrical circuits from the US Coast Guard's meter.

Golf Course Water Heater (CIP 25-08)
This project installs a new water heater to ensure a dedicated hot water supply for the leased restaurant.

Library Door Repair (CIP 25-09)
The projects involve installing a new automatic belt drive door, featuring 1/4" clear tempered glass.

Recreation Trail Improvements - Esplanade Park (CIP 25-10)
This multi-year project addresses needed improvements on the Recreation Trail at this specific location.

Sewer System Improvements

Community Center Sewer Repairs (CIP 25-04)
The current cast iron sewer lateral line has deteriorated, resulting in reduced functionality and susceptibility to blockages due to its degraded condition. Replacement of the lateral line from the sewer main connection on Junipero to the facility is imperative to maintain uninterrupted operation of public restrooms and sinks.

Park, Open Space Improvements

Pico Ave & Crocker Ave Stormwater Improvements (CIP 25-11)
This project involves installing approximately 120 feet of rolled berm and adding a new drain inlet to connect to the underground storm drain system. This is necessary to address flooding and pooling water issues during rain events in the area.

Street, Sidewalk Improvements

FY 24/25 Street Rehabilitation Project (CIP 25-01)
This project aims to improve the aging road infrastructure network by enhancing the Pavement Condition Index (PCI) on two road segments currently in poor condition, addressing aging underground infrastructure, and ensuring compliance with Maintenance of Effort (MOE) requirements.

FY 24/25 Crack & Slurry Seal Project (CIP 25-02)
Crack and Slurry sealing is a vital maintenance activity that helps preserve the City's roads against rapid deterioration and potholes due to inclement weather. This is a cost effective maintenance treatment that helps ensure roads remain in good condition for years to come. Streets to receive crack & slurry seal treatment are identified via the City's Pavement Management Program, maintenance logs, and in-field observations.

Pedestrian Safety - Central Ave & Fountain Ave (CIP 25-03)
The project will reconfigure the intersection of Central Ave & Fountain Ave to provide an All-Way Stop intersection, as identified in the Environmental Impact Report (EIR) for the Pacific Grove Hotel. The Applicant shall pay 25% of the cost for design and construction of the reconfiguration of the intersection to accommodate a new raised pavement crosswalk across the intersection on the south side of Central Ave.

Capital Improvement Project Budget Report

3rd Quarter - Fiscal Year 2024-25

Link amounts from Individual Fund Sheets

Project	Project Name	Status of Project	Estimated Completion	Fund No.	Acct	Fund Name	Project Budget	Project LTD Expenses	PO Balances	Remaining Balance	% of Budget
	Street, Sidewalk Improvements (Object 6041)										
CIP23-03	Cedar, Sunset, & Congress Intersection	Work in Progress	FY 24-25	20	6041	RSTP (TAMC)	$ 1,000,000	$ 445,219	$ 358,538	$ 196,243	80%
CIP23-04	David Ave Street Rehabilitation	Work in Progress	FY 24-25	17	6041	Local Streets and Roads	266,157	82,378	-	183,779	31%
				76	6041	Sewer	156,000	-	-	156,000	0%
							422,157	82,378	-	339,779	20%
CIP23-16	Safety Lighting at Robert Down Elementary	Complete	FY 24-25	84	6041	ARPA	4,710	4,710	-	-	100%
CIP23-21	David Ave Sidewalk	Complete	FY 24-25	84	6041	ARPA	662,378	662,378	-	-	100%
CIP24-01	FY23/24 Street Rehabilitation Project	Complete	FY 24-25	17	6041	Local Streets and Roads	536,088	482,656	520	52,913	90%
				47	6041	RMRA SB1	505,049	268,814	49,702	186,533	63%
				63	6041	Capital Improvement	300,000	300,000	-	-	100%
				76	6051	Sewer	872,000	714,149	35,594	122,258	86%
							2,213,137	1,765,619	85,816	361,703	84%
CIP24-02	FY23/24 Crack & Slurry Seal Project	Complete	FY 24-25	17	6041	Local Streets and Roads	185,000	185,000	-	0	100%
				63	6041	Capital Improvement	200,000	200,000	-	-	100%
				84	6041	ARPA	15,290	14,400	-	890	94%
							400,290	399,400	-	890	100%
CIP24-06	Design of Sidewalk Extension for Outside Dining Uses	Complete	FY 24-25	63	6041	Capital Improvement	50,000	48,264	-	1,736	97%
CIP25-01	FY 24/25 Street Rehabilitation Project	Project Development	FY 25-26	63	6041	Capital Improvement	300,000	76,092	4,666	219,242	27%
				17	6041	Local Streets and Roads	730,000	-	-	730,000	0%
				47	6054	RMRA SB1	386,065	-	-	386,065	0%
				76	6051	Sewer	300,000	13,782	-	286,218	5%
							1,716,065	89,874	4,666	1,621,525	6%
CIP25-02	FY 24/25 Crack & Slurry Seal Project	Project Development	FY 24-25	17	6041	Local Streets and Roads	200,000	-	-	200,000	0%
				63	6041	Capital Improvement	200,000	-	-	200,000	0%
							400,000	-	-	400,000	0%
CIP25-03	Pedestrian Safety - Central Ave & Fountain Ave	Project Development	FY 24-25	63	6041	Capital Improvement	270,000	41,100	240	228,660	15%
CIP25-14	Sidewalk Ext at Lighthouse & Fountain	Complete	FY 24-25	63	6041	Capital Improvement	340,000	265,424	46,688	27,888	92%
CIP25-15	Sidewalk Projects at Sinex & Sunset	Project Development	FY 24-25	63	6041	Capital Improvement	175,000	11,082	-	163,918	6%
	Streets						**$ 7,653,737**	**$ 3,815,447**	**$ 495,948**	**$ 3,342,342**	**56%**

Capital Improvement Project Budget Report

3rd Quarter - Fiscal Year 2024-25

Link amounts from Individual Fund Sheets

Project	Project Name	Status of Project	Estimated Completion	Fund No.	Acct	Fund Name	Project Budget	Project LTD Expenses	PO Balances	Remaining Balance	% of Budget
	Park, Open Space Improvements (Object 6031)										
CIP22-13	Backstop Replacement Municipal Ball Park	Complete	FY 24-25	84	6041	ARPA	25,736	25,736	-	-	100%
				92	6031	McIndoo Donation	17,529	17,529	-	-	100%
				93	6031	Koo Estate Donation	7,000	5,973	-	1,027	85%
				63	6031	Capital Improvement	96,000	90,681	-	5,319	94%
							146,265	139,919	-	6,346	96%
CIP22-21	GW Park Playground & ADA Compliant Playground	Complete	FY 24-25	63	6031	Capital Improvement	81,952	81,853	-	99	100%
				84	6031	ARPA	25,000	25,000	-	-	100%
							106,952	106,853	-	99	100%
CIP23-22	Recreation Board's Park Inventory	Complete	FY 24-25	84	6031	ARPA	25,071	25,071	-	-	100%
CIP24-05	George Washington Park (GWP) Enhancement Project	Complete	FY 24-25	63	6031	Capital Improvement	50,000	17,656	-	32,344	35%
CIP25-11	Pico Ave & Crocker Ave Stormwater Improvements	Complete	FY 24-25	46	6031	Strong Disbursement	45,000	41,371	-	3,629	92%
CIP25-16	Butterfly Sanctuary Fencing	Project Development	FY 24-25	63	6031	Capital Improvement	75,000	-	-	75,000	0%
CIP25-17	GW Park Ball Field Drainage	Complete	FY 24-25	63	6031	Capital Improvement	50,000	22,065	-	27,935	44%
CIP25-18	Pickleball/Tennis Court Resurfacing & Sound Fencing	Contract	FY 24-25	63	6031	Capital Improvement	47,000	24,214	-	22,786	52%
CIP25-19	ADA Access at GW Park	Project Development	FY 24-25	63	6031	Capital Improvement	25,000	-	-	25,000	0%
	Parks/Open Space						**$ 570,288**	**$ 377,149**	**-**	**193,140**	**66%**
	General Building Improvements (Object 6021)										
CIP18-46	Tide Pool & Point Pinos	Complete	FY 24-25	63	6021	Capital Improvement	$ 2,875,205	$ 2,873,911	$ -	$ 1,294	100%
CIP23-05	Point Pinos Lighthouse Roof Repair	Project Development	FY 24-25	27	6021	Lighthouse	60,000	3,525	-	56,475	6%
CIP23-07	Museum Mezzanine Upgrades	Complete	FY 24-25	08	6021	Museum Improvement	75,000	33,768	5,065	36,166	52%
CIP23-08	Museum Basement Moisture Control	Complete	FY 24-25	08	6021	Museum Improvement	40,000	26,241	-	13,759	66%
CIP23-10	Fire Station Roof Repair	Complete	FY 24-25	84	6021	ARPA	59,476	59,476	-	-	100%
CIP23-12	Fire Dept. Bathroom & Shower Remodel	Complete	FY 24-25	84	6021	ARPA	152,277	145,360	-	6,917	95%
CIP25-05	PG Museum Flooring Replacement	Bids/RFP	FY 24-25	08	6021	Museum Improvement	35,000	-	-	35,000	0%
CIP25-06	Museum Roof Repair - Storage Garage	Project Development	FY 24-25	08	6021	Museum Improvement	17,000	-	-	17,000	0%
CIP25-07	Point Pinos Lighthouse Electrical Panel	Complete	FY 24-25	27	6021	Lighthouse	20,000	3,810	-	16,190	19%
CIP25-08	Golf Course Water Heater	Complete	FY 24-25	77	6021	Golf	20,000	16,850	-	3,150	84%
CIP25-09	Library Door Repair	Complete	FY 24-25	84	6021	ARPA	22,000	-	20,672	1,328	94%
CIP25-10	Recreation Trail Improvements - Esplanade Park	Work in Progress	FY 25-26	46	6021	Strong Disbursement	20,000	6,812	-	13,188	34%
	Building						**$ 3,395,957**	**$ 3,169,753**	**$ 25,737**	**200,467**	**94%**

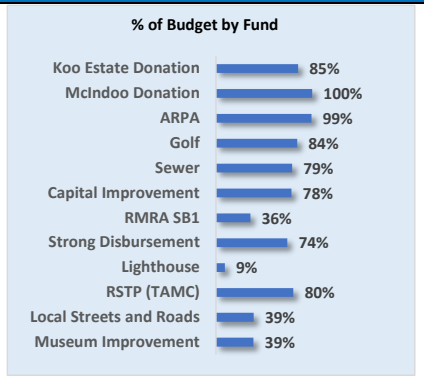
Capital Improvement Project Budget Report

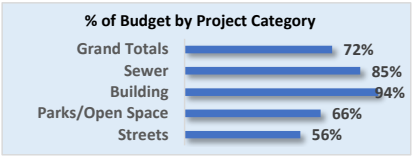
3rd Quarter - Fiscal Year 2024-25

Link amounts from Individual Fund Sheets

Project	Project Name	Status of Project	Estimated Completion	Fund No.	Acct	Fund Name	Project Budget	Project LTD Expenses	PO Balances	Remaining Balance	% of Budget
	Sewer System Improvements (Object 6051)										
CIP22-03	Phase 9 Sewer Improvements	Complete	FY 24-25	76	6051	Sewer	$ 997,387	$ 901,588	$ 12,822	$ 82,977	92%
CIP23-06	Pump Station Replacement	Bids/RFP	FY 24-25	76	6051	Sewer	337,095	87,096	-	249,999	26%
CIP24-03	Priority Stormwater Repair Project on Syida Dr	Project Development	FY 24-25	63	6054	Capital Improvement	100,000	4,077	-	95,923	4%
CIP24-04	Sewer Collection System Master Plan Projects 1,6 & 9	Work in Progress	FY 24-25	76	6051	Sewer	1,800,000	138,983	1,630,114	30,903	98%
CIP25-04	Community Center Sewer Repairs	Complete	FY 24-25	76	6051	Sewer	50,000	32,246	-	17,754	64%
	Sewer						**3,284,482**	**1,163,989**	**1,642,937**	**477,556**	**85%**
	Grand Totals						**$ 14,904,465**	**$ 8,526,338**	**$ 2,164,623**	**$ 4,213,505**	**72%**

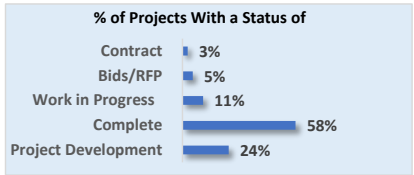
Fund No.	Fund Name	% of Budget Spent	Budget	YTD Exps	PO Balance	Balance	% Budget
8	Museum Improvement	36%	167,000	60,009	5,065	101,925	39%
17	Local Streets and Roads	39%	1,917,245	750,033	520	1,166,692	39%
20	RSTP (TAMC)	45%	1,000,000	445,219	358,538	196,243	80%
27	Lighthouse	9%	80,000	7,335	-	72,665	9%
46	Strong Disbursement	74%	65,000	48,183	-	16,817	74%
47	RMRA SB1	30%	891,114	268,814	49,702	572,598	36%
63	Capital Improvement	77%	5,235,157	4,056,417	51,595	1,127,145	78%
76	Sewer	42%	4,512,482	1,887,843	1,678,531	946,108	79%
77	Golf	84%	20,000	16,850	-	3,150	84%
84	ARPA	97%	991,938	962,131	20,672	9,134	99%
92	McIndoo Donation	100%	17,529	17,529	-	-	100%
93	Koo Estate Donation	85%	7,000	5,973	-	1,027	85%
		57%	**14,904,465**	**8,526,338**	**2,164,623**	**4,213,505**	**72%**





Project Count **38**

% of Projects with a Status of	% of Total	% of Total
Project Development	9	24%
Complete	22	58%
Work in Progress	4	11%
Bids/RFP	2	5%
Contract	1	3%
	38	**100%**



CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Jazelle Johnson, Accountant

MEETING DATE: May 21, 2025

SUBJECT: Third Quarter Treasurer's Quarterly 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

Article 19, Section (K) of the City Charter requires that a quarterly statement of all funds in the treasury be submitted to the Council. The Treasurer's report allows the Council and public to verify that the City's funds are invested in a safe and prudent manner, and that such investments comply with City policy and state law. The Treasurer's Report is different from a budget report, as its purpose is to report on cash balances.

This report reflects the City's balances as of March 31st, 2025 and shows that cash and investments were held citywide, with a market value of $35.9 million. The average yield on the City's portfolio for the quarter is 3.48%. This represents a yield rate that is 0.36% more than the prior quarter and 0.29% more than the same quarter of the prior year. All investments are in government securities, certificates of deposit (CD), or other approved investment vehicles. The maturity dates are laddered, to ensure liquidity. Investments that have matured will be reinvested according to the cities' applicable policies. All bank balances are insured. The City does not actively trade either certificates of deposits or federal agency securities but usually holds investments in the portfolio for maturity. The table below shows the activity for the quarter.

Date	Description	Rate	Dollar Amt./ Face Value	Activity
01/21/2025	Technology Cr Union	5.00%	$248,000	Matured
01/24/2025	Baycoast Bnk Swansea Mass	1.70%	$247,000	Matured
01/31/2025	Manufacturers & Traders	4.50%	$244,000	Matured

01/31/2025	Merrick Bank	1.70%	$249,000	Matured
02/18/2025	First Technology Fed Cr	4.85%	$249,000	Matured

OPTIONS

N/A – This is an informational report.

FINANCIAL IMPACT:

There is no fiscal impact. This is informational only.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Q3 Treasurer's Report

City of Pacific Grove
California

Interim Investment Report

For the Fiscal Year Ended June 30, 2025



City of Pacific Grove
300 Forest Avenue
Pacific Grove, CA 93950
www.cityofpacificgrove.org

City of Pacific Grove Investment Report Fiscal Year 2024-25

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Investment Summary and Details.....6

Long Term Investment Restrictions

Only debt reserve funds may be invested in securities exceeding five years without prior Council approval, so long as their maturities coincide with the expected use of funds.

Liquidity Objectives

The City's investments will remain liquid to enable it to meet all operating requirements which might be reasonably anticipated. Maturities of some investments for which there is limited opportunity for resale shall be staggered to maximize liquidity.

Safety Objectives

The City's investments shall be overseen in a manner to ensure preservation of capital in the portfolio. The City will diversify its funds among a variety of securities with varying maturities.

Additional Resources for Information

Website: cityofpacificgrove.org

Facebook: CityofPacificGrove

X/Twitter: @PacificGrove

Welcome Message From the City Manager

The City of Pacific Grove presents its investment report for the current fiscal year, including details on types of securities held and maturities of its investments, as well as reporting on compliance with the City's investment policy and recent market conditions.



Matthew Mogensen
City Manager

Cash Overview

The City pools its cash for investment purposes. Highly liquid market investments with maturities of one year or less at time of purchase are stated at amortized cost. All other investments are stated at fair value. Certain restricted funds, held by outside firms through agreements with the City, are not pooled and reported as restricted cash.

Investment Reporting Standards

The City reports its investments in accordance with its investment policy, which has been adopted by the Council. The policy is designed to meet the standards of the Government Finance Officers Association (GFOA), California Municipal Treasurer's Association (CMTA) California Debt and Investment Advisory Committee (CDIAC) and the Association of Professional Treasurers of the United States and Canada (APTUSC).

Yield Objectives

The objective is to attain a established benchmark or an acceptable rate of return commensurate with the City's risk constraints identified in its investment policy and its cash flow requirements.

Overview of Investment Policy

The following provides a summary of the City's investment policy, which provides guidelines that City staff follow in placing investments. Investments of bond proceeds are governed by the debt issue covenants. Per the City investment policy, any investments temporarily in non-compliance will be addressed in subsequent months. The City is projected to have sufficient funds to meet its expenses for the next six months.

Investment Type	Maximum % or $ of Portfolio Or In One Issuer	Minimum Required Rating	Maximum Maturity	Agency in Compliance?
Demand Deposits	None	None	5 years	Yes
U.S. Treasuries	None	N/A	5 years	Yes
U.S. Agencies	None	N/A	5 years	Yes
Joint Powers Agency Pool	100% - CAMP/CalTrust	None	N/A	N/A
Money Market Funds	20%	AAA	N/A	No
Bankers Acceptances	40% (10% with one institution)	A1/P1	180 days	None Held
Commercial Paper	25% (10% with one firm)	A1/P1	270 days	None Held
Placement Service / Negotiable CDs	50% / 30% (10% with one bank)	A1 < 1 year A for 1-5 years	5 years	Yes
LAIF	Per State Statute $75 million per account	N/A	N/A	Yes
State / Local Agency Debt Issues	None	AA (except City bonds)	5 years	None Held
County Pool	100%	None	N/A	None Held

Additional information on the investments allowed under the City's investment policy is provided below, as described in the footnotes to the City's annual financial report:

• Certificates of Deposit - Non-Negotiable Certificates of Deposits will be made only in FDIC or FSLIC insured accounts. For deposits in excess of the insured maximum of $250,000, approved collateral shall be required in accordance with Government Code 53652 and/or 53651 (m) (1). Investment in these instruments shall be limited to financial institutions that, in the Treasurer's judgement, are of high quality, and shall not have a term exceeding five years from the date of purchase.

• Securities of the U.S. Government or its Agencies - Includes obligations issued by Federal Home Loan Banks, Government National Mortgage Association, Farm Credit System, the Federal Home Loan Bank, Federal Home Loan Mortgage Association, Federal National Mortgage Association, or obligations or other instruments of or issued by a federal agency or a United States Government sponsored enterprise.

• Treasury Bills and Notes - U.S. Treasury Bills, Notes, Bonds, or Certificates of Indebtedness, or those for which the full faith and credit of the United States are pledged for the payment of principal and interest.

• Local Agency Investment Fund (LAIF) - Investment of funds in the California LAIF which allows the State Treasurer to invest through the Pooled Money Investment Account (PMIA). Maximum investment is subject to state regulation. LAIF determines fair value on its investment portfolio based on market quotations for those securities where market quotations are readily available and based on amortized cost or best estimate for those securities where market value is not readily available. LAIF is reported at amortized cost, which approximates fair value.

Custodial Credit Risk

For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the City will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The California Government Code and the City's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for investments. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or government investment pools (such as LAIF).

Fair Value of Investments

The three levels of the fair value measurement hierarchy are described below:

Level 1 – Inputs are unadjusted, quoted prices for assets liabilities in active markets at the measurement date.

Level 2 – Inputs, observable for the assets through corroboration with market data at the measurement date.

Level 3 – Unobservable inputs reflecting the City's best estimate of market pricing at the measurement date.

Federal Agency Securities and corporate bonds categorized as Level 2 are valued based on quoted prices for similar instruments in active markets, quoted prices for identical or similar instruments in markets that are not active and model-based valuations for which all significant assumptions are observable or can be corroborated by observable market data.

PMIA/LAIF Performance Report as of 04/09/25

Quarterly Performance Quarter Ended 12/31/24

LAIF Apportionment Rate[2]:	4.62
LAIF Earnings Ratio[2]:	0.00012664187216722
LAIF Administrative Cost[1]*:	0.28
LAIF Fair Value Factor[1]:	0.999621985
PMIA Daily[1]:	4.40
PMIA Quarter to Date[1]:	4.48
PMIA Average Life[1]:	252

PMIA Average Monthly Effective Yields[1]

March	**4.313**
February	4.333
January	4.366
December	4.434
November	4.477
October	4.518

Pooled Money Investment Account Monthly Portfolio Composition [1] 2/28/25 $156.8 billion

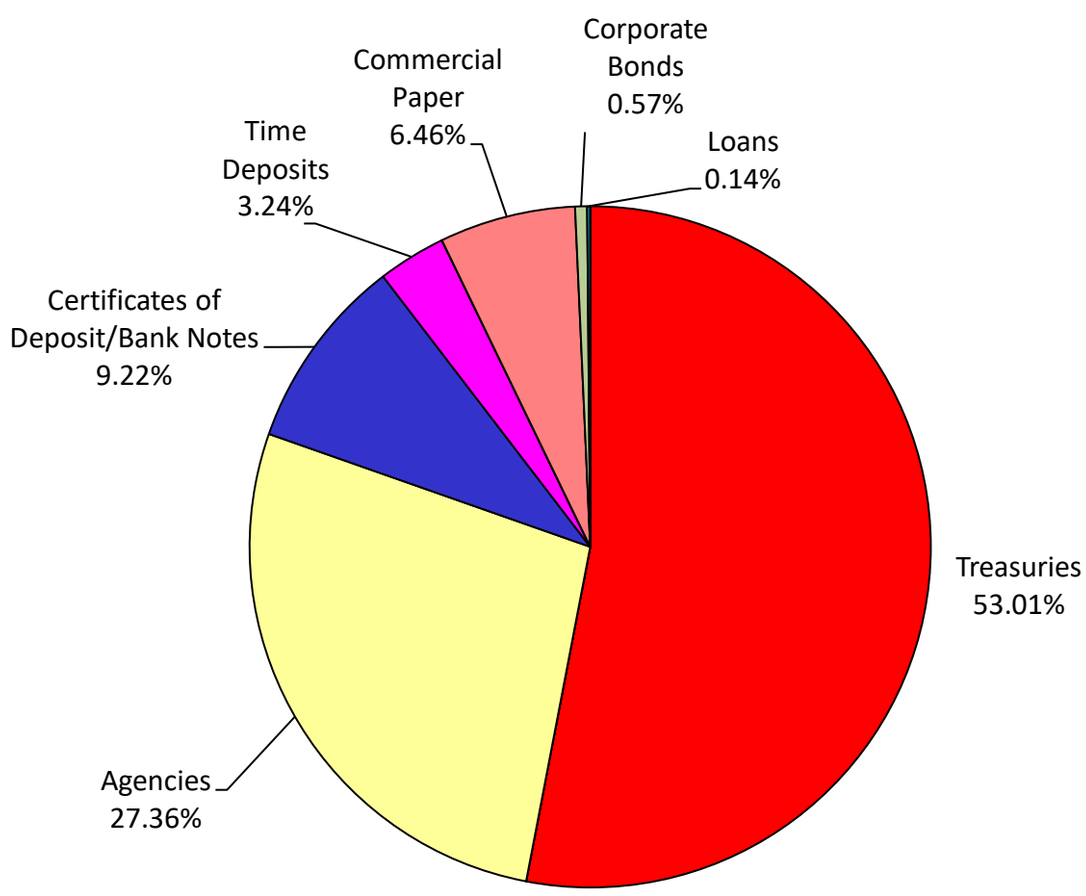


Chart does not include $1,188,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

Daily rates are now available here. **View PMIA Daily Rates**

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

**The percentage of administrative cost equals the total administrative cost divided by the quarterly interest earnings. The law provides that administrative costs are not to exceed 5% of quarterly EARNINGS of the fund. However, if the 13-week Daily Treasury Bill Rate on the last day of the fiscal year is below 1%, then administrative costs shall not exceed 8% of quarterly EARNINGS of the fund for the subsequent fiscal year.*

Source:
[1] State of California, Office of the Treasurer
[2] State of California, Office of the Controller

Monthly Market Review

Fixed Income | March 2025

Information provided by CAMP's Program Administrator PFM Asset Management, a division of U.S. Bancorp Asset Management, Inc.

CAMP® CALIFORNIA ASSET MANAGEMENT PROGRAM

Uncertainty Taking a Toll

Economic Highlights

► Market sentiment shifted towards the end of February as several survey-based measures showed consumers becoming increasingly nervous about the future trajectory of the economy. The potential for federal job cuts and the looming threat of tariffs were top of mind for consumers.

► Tariffs on Mexico and Canada went into effect in early March with a one-month exemption for autos and any items covered under the United States-Mexico-Canada Trade Agreement ("USMCA"). An additional 10% tariff was levied on China, and a 25% tariff on steel and aluminum is set to take effect on March 12. The market is also focusing on the potential for reciprocal tariffs to be announced in early April, which may be met by retaliatory tariffs.

► Minutes from the January Federal Open Market Committee (FOMC) meeting showed that the Federal Reserve (Fed) is willing to keep the federal funds rate unchanged as long as the labor market remains strong. Participants noted additional upside risks to inflation from proposed trade and immigration policy, although policymakers were unsure if the new policies would lead to a persistent or more temporary increase in inflation.

► The month-over-month change in the Core Personal Consumption Expenditures Index (PCE), which is the Fed's preferred measure of inflation, increased to its highest level since October on higher goods prices. Core PCE, which omits volatile food and energy prices, slowed to 2.6% year-over-year mainly on favorable base effects.

► Consumer spending for the month of January fell by -0.5% on an inflation-adjusted basis, marking the weakest print since February 2021. While this came on the heels of a strong 2024 holiday shopping season, there is increasing concern that consumers are becoming more cautious with their spending.

► In February, nonfarm payrolls grew 151,000, slightly missing expectations, but continuing to show solid growth. The unemployment rate also missed expectations and rose to 4.1%. Initial jobless claims for federal workers will be a focus going forward as markets look for the first signs of the potential impact of federal job cuts.

Bond Markets

► The short end of the U.S. Treasury yield curve was unchanged in February as expectations for a Fed pause over the next several months held yields on the short end of the curve steady.

► U.S. Treasury yields beyond one year declined notably over the latter half of the month on fears related to inflation and its impact on the consumer and growth. The yield on the 10-year U.S. Treasury remains firmly above its two-year average while 2-year yields have now moved below their two-year average.

► Yields on 2-year and 10-year Treasuries declined 20 basis points (bps) and 33 bps, respectively, underscoring uncertainty in the market surrounding geopolitical tensions, inflation expectations, and labor market conditions. This resulted in the yield curve inverting again in February as yields on 3-month, 2-year, and 10-year U.S. Treasuries ended the month at 4.29%, 3.99%, and 4.21%, respectively.

► The move lower in yields resulted in positive total returns for fixed income for the month, with longer duration indices outperforming shorter-term strategies. The ICE BofA 3-month, 2-year, and 10-year U.S. Treasury indices returned +0.32%, +0.68%, and +3.09%, respectively.

Equity Markets

► Equity markets retreated in February as the "Magnificent Seven" stocks fell over 11% since peaking in mid-December. The Dow Jones Industrial Average ended the month down 1.4%, the S&P 500 Index finished down 1.3%, and the NASDAQ fell 3.9%.

► International equities (measured by MSCI ACWI ex-U.S. Net Index) advanced 1.4% as investors trimmed domestic profits and diversified holdings globally. The U.S. Dollar Index ended the month 1% weaker.

PFMAM Strategy Recap

► We will continue to maintain portfolio durations near 100% of benchmarks given the ongoing rate and policy uncertainty and the attractive level of absolute yields. For longer duration strategies, we continue to prefer a bulleted yield curve structure as we expect the yield curve to steepen further.

► Investment-grade (IG) corporate bond valuations remain expensive. Our view is that the combination of preliminary Q4 earnings data releases, heightened market volatility, and fiscal policy uncertainty may create opportunities to increase allocations at more attractive levels. We also believe strong technicals and favorable fundamentals may limit spread widening. As a result, we will look to tactically reduce allocations in the sector to make room for future opportunities, with a focus on industry and credit quality-specific selectivity.

► Asset-backed securities (ABS) spreads widened marginally over the month and market demand remains robust. The consumer's response to prior monetary policy easing remains a key factor for the sector's outlook in the near term.

► Valuations in most agency-backed mortgage-related sectors are stretched as spreads remain narrow. Rate volatility has increased modestly over recent weeks due to heightened domestic policy uncertainty. We expect this trend to continue, which may put pressure on total return potential.

► The supply of U.S. Treasury Bills is expected to decline as the U.S. Treasury approaches the limit of its extraordinary measures, which may put downward pressure on the money market yield curve.

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U.S. Treasury Yields

Maturity	Feb 29, 2024	Jan 31, 2025	Feb 28, 2025	Monthly Change
3-Month	5.38%	4.29%	4.30%	0.01%
6-Month	5.33%	4.30%	4.28%	-0.02%
2-Year	4.62%	4.20%	3.99%	-0.21%
5-Year	4.25%	4.33%	4.02%	-0.31%
10-Year	4.25%	4.54%	4.21%	-0.33%
30-Year	4.38%	4.79%	4.49%	-0.30%

Yields by Sector and Maturity

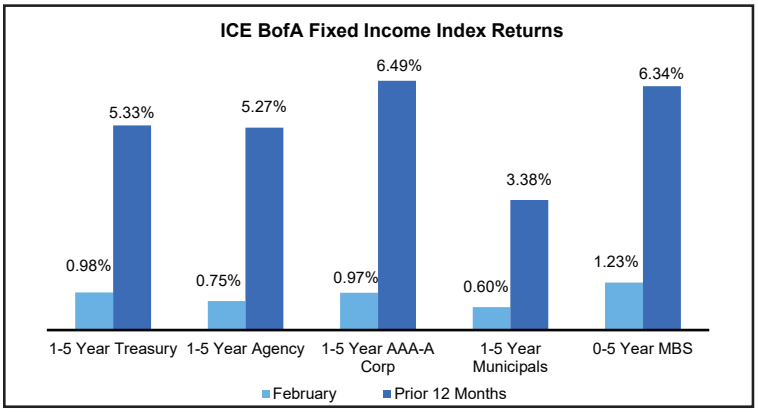
Maturity	U.S. Treasury	Federal Agency	Corporates-AA-A Industrials	AAA Municipals
3-Month	4.30%	4.31%	4.49%	-
6-Month	4.28%	4.28%	4.58%	-
2-Year	3.99%	4.00%	4.35%	2.63%
5-Year	4.02%	4.03%	4.61%	2.71%
10-Year	4.21%	4.27%	4.96%	2.96%
30-Year	4.49%	-	5.47%	3.48%

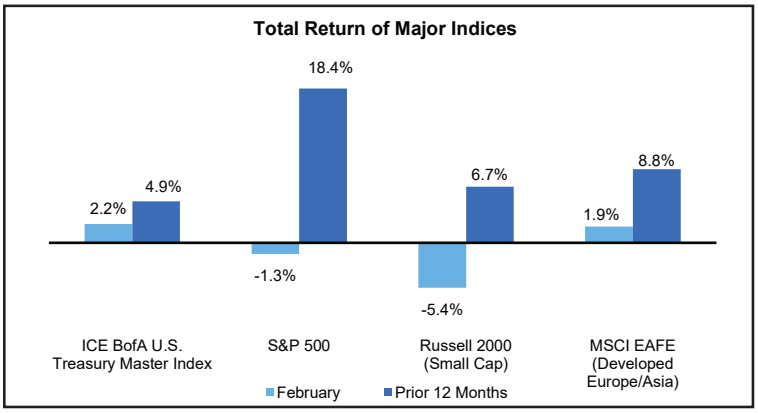
Spot Prices and Benchmark Rates

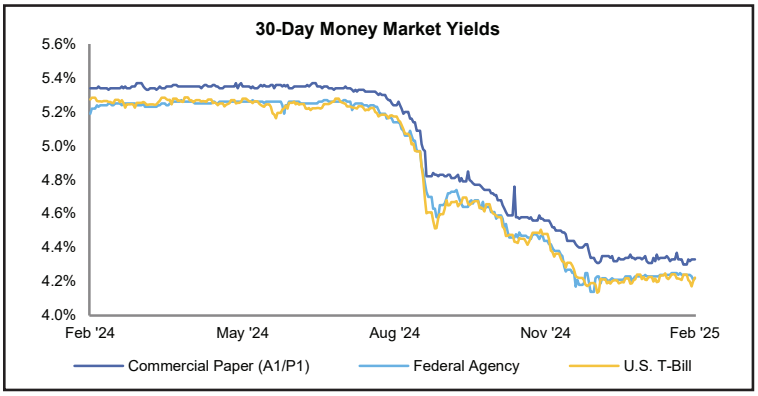
Index	Feb 29, 2024	Jan 31, 2025	Feb 28, 2025	Monthly Change
1-Month SOFR	5.32%	4.31%	4.32%	0.01%
3-Month SOFR	5.33%	4.30%	4.32%	0.02%
Effective Fed Funds Rate	5.33%	4.33%	4.33%	0.00%
Fed Funds Target Rate	5.50%	4.50%	4.50%	0.00%
Gold ($/oz)	$2,055	$2,813	$2,849	$36
Crude Oil ($/Barrel)	$78.26	$72.53	$69.76	-$2.77
U.S. Dollars per Euro	$1.08	$1.04	$1.04	$0.00

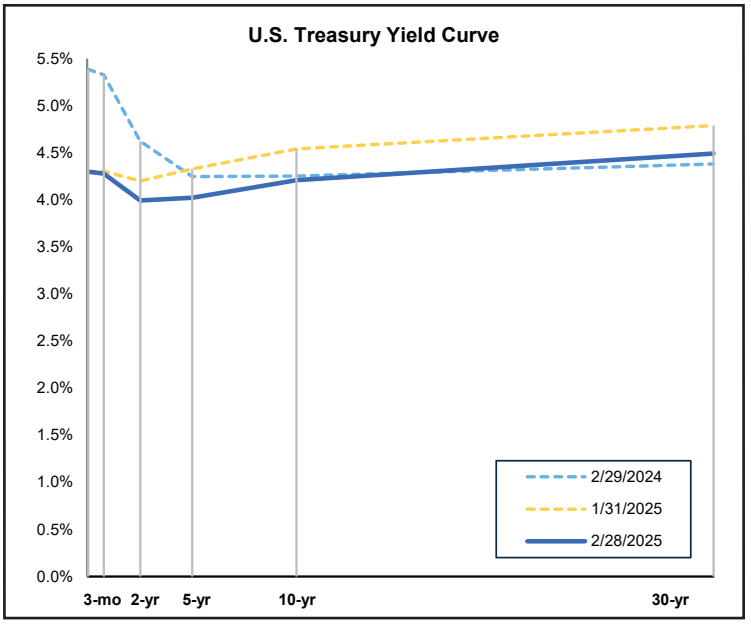
Economic Indicators

Indicator	Release Date	Period	Actual	Survey (Median)
ISM Manufacturing	3-Feb	Jan	50.9	51.2
Change in Nonfarm Payrolls	7-Feb	Jan	143K	175K
Retail Sales Advance MoM	14-Feb	Jan	-0.90%	-0.20%
U. of Mich. Consumer Sentiment	21-Feb	Feb F	64.7	67.8
Existing Home Sales MoM	21-Feb	Jan	-4.90%	-2.60%
GDP Annualized QoQ	27-Feb	4Q S	2.30%	2.30%
PCE YoY	28-Feb	Jan	2.60%	2.60%









Source: Bloomberg. Data as of February 28, 2025, unless otherwise noted.

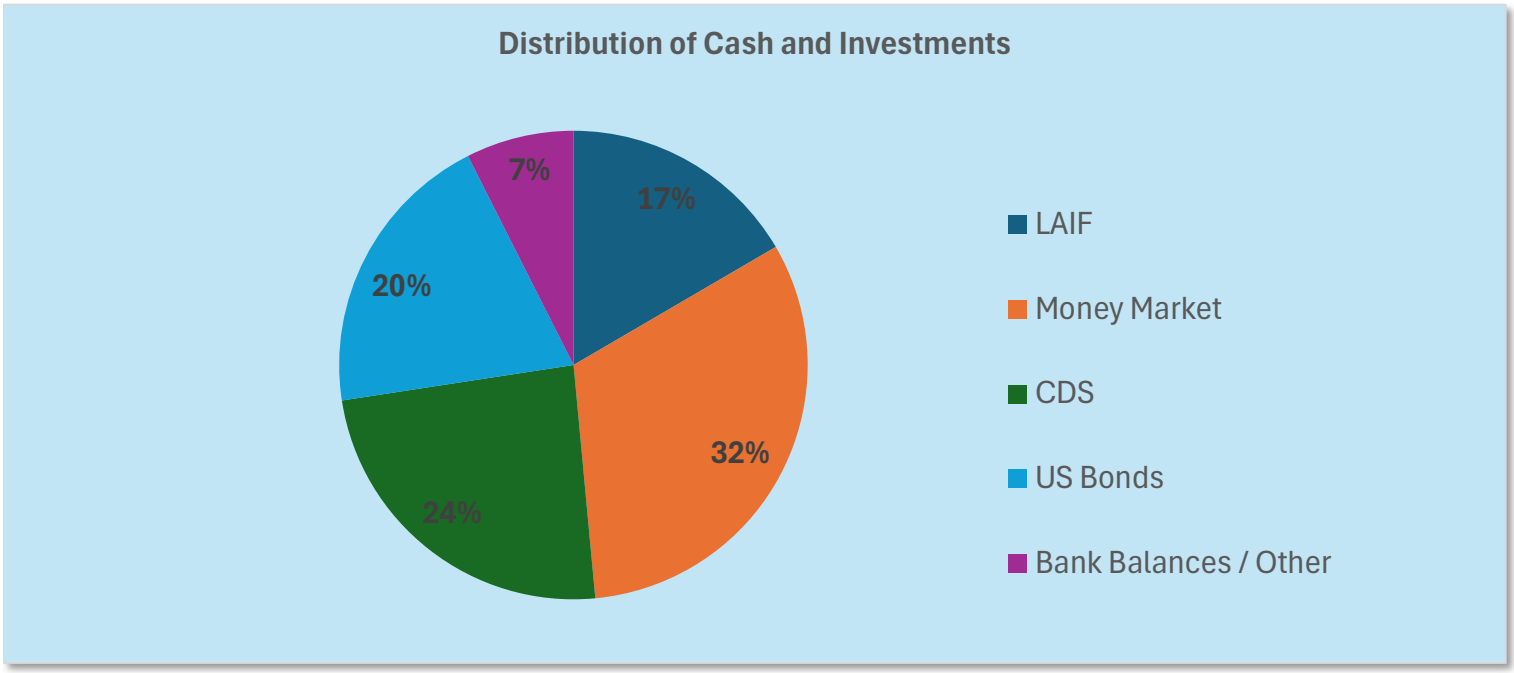
Indices shown are not available for investment. The index data reference herein is the property of the index provider and/or its licensors. The index provider assumes no liability in connections with its use and does not sponsor, endorse or recommend the products or services contained herein. Index returns do not reflect payment of any sales charges or fees an investor would pay to purchase the securities they represent. The imposition of these fees and charges would cause investment performance to be lower than the performance shown.

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NOT FDIC INSURED : NO BANK GUARANTEE : MAY LOSE VALUE

City of Pacific Grove
Cash and Investments Summary - All Funds
As of March 31, 2025

Institution	Category	Rating	% of Total	% Yield	Book Value	Market Value
Cash Deposits						
Petty Cash			0.03%	0.00%	685	685
Bank of America Checking			100%	0.00%	2,475,972	2,475,972
Total Cash Deposits			**100%**	**0.00%**	**2,476,657**	**2,476,657**
Investments - Yount Trust						
Money Market	Uncategorized	Not Rated	0%	4.00%	164	164
Fixed Income	Uncategorized	Not Rated	20%	0.50%	205,000	199,094
U.S. Government Bonds	Level 2	AA/AAA	80%	1.58%	843,164	825,519
Total Investments - Yount Trust			**100%**	**1.37%**	**1,048,328**	**1,024,777**
Investments - Other City Wide						
State Local Agency Fund (LAIF)	Uncategorized	Not Rated	18%	4.43%	5,978,944	5,978,944
Dreyfus Money Market (TVI)	Uncategorized	Not Rated	29%	4.00%	9,491,497	9,491,497
Umpqua Bank Money Market	Uncategorized	Not Rated	6%	0.01%	2,017,917	2,017,917
Certificates of Deposit	Level 2	Not Rated	27%	3.17%	8,677,000	8,623,099
U.S. Government Bonds	Level 2	AA/AAA	16%	3.98%	5,361,000	5,357,590
U.S. Treasury Securities	Level 1	AA/AAA	3%	2.00%	1,000,000	982,856
Total Investments - Other City Wide			**100%**	**3.55%**	**32,526,358**	**32,451,903**
Total Cash and Investments - City Wide				**3.48%**	**36,051,343**	**35,953,337**
Difference in Cost/Market Value					**(98,006)**	**-0.27%**
Net Deposits / (Withdrawals) for Quarter						



TIME VALUE INVESTMENTS®

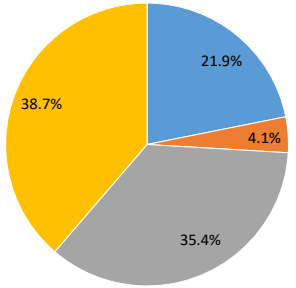
FOR INSTITUTIONAL INVESTOR USE ONLY

Portfolio Summary

Wgtd Avg YTM *	3.38%
Wgtd Avg YTM with Liq. Bal.*	3.62%
Wgtd Avg YTW **	3.38%
Wgtd Avg Mat (no call)	2.2 yrs
Wgtd Avg Mat with Liq. Bal.	1.35 yrs
Wgtd Avg Mat (all called)	2.1 yrs
Market Value 3/31/2025	14,963,543
Par Value	15,038,000
Liquid Balances	9,491,497
Total Par with Liquid Bal.	**24,529,497**
Current MV with Liquid Bal.	**24,455,040**

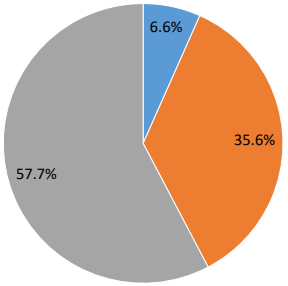
Portfolio Composition (incl. Liquid Balances)

Sector	Par Value	YTM *	Weight
Agencies	5,361,000	3.98%	21.9%
Treasuries	1,000,000	2.00%	4.1%
Certificates of Deposit	8,677,000	3.17%	35.4%
Municipal Bonds			
Corporate Bonds			
Mortgages			
Commercial Paper			
Supra Nationals			
Total	**15,038,000**	**3.38%**	**61.3%**
Account Name	**Balance**	**Rate**	**Weight**
Money Market	9,491,497	4.00%	38.7%
Total Liquid Balances	**9,491,497**	**4.00%**	**38.7%**



Agencies Treasuries Certificates of Deposit Liquid Balances

Portfolio Ratings (Worst***)



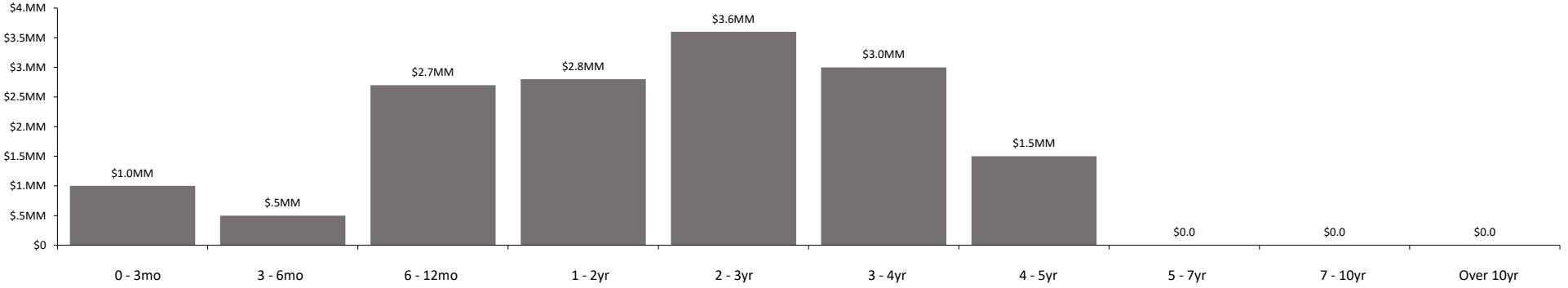
AAA AA+ NR

*** All ratings are shown in S&P format.
Ratings Do Not Include Liquid Balances.

* Purchase Yield to Maturity

** Purchase Yield to Worst

Maturity Distribution



Performance versus Benchmark as of 3/31/2025

	1Yr Average	As of 3/31/2025	1Mo Ago	3Mos Ago	6Mos Ago	9Mos Ago	As of 12/31/2024	1Yr Ago	3Yrs Ago	5Yrs Ago
Yield to Maturity:										
Portfolio	n/a	3.38%	3.38%	n/a	n/a	n/a	n/a	n/a	n/a	n/a
2-Year Treasury	4.29%	3.89%	3.99%	4.25%	3.66%	4.71%	4.25%	4.59%	2.28%	0.23%
Fed Funds	5.08%	4.50%	4.50%	4.50%	5.00%	5.50%	4.50%	5.50%	0.50%	0.25%

Excluded Securities

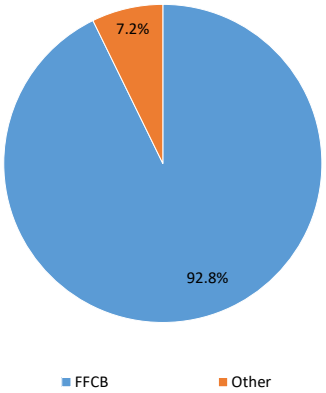
Bonds that are not found will not be shown

Cusip	Reason

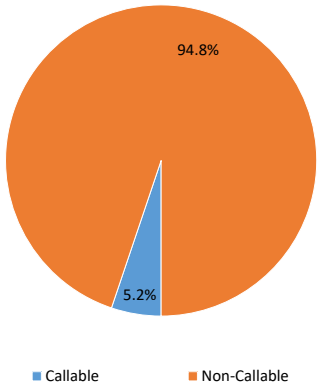
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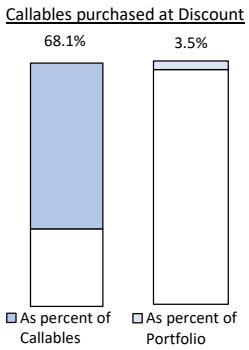
FOR INSTITUTIONAL INVESTOR USE ONLY

Agency Distribution

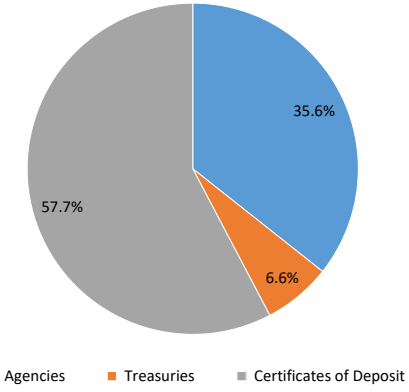


Callable Breakdown





Portfolio Composition *



Amortization/Accretion Book Calculations

#	CUSIP/Sec-ID	Sec Desc 1	Cpn	Mat Dt	Par Value	Cost	Purch Px	Book Val	Book Px	Book YTM	Mkt Val	Mkt Px	Mkt YTM	Unrealized Gain/Loss
1	91282CEH0	T	2.63	4/15/2025	500,000	490,320	98.06	499,843	99.97	3.35	498,957	99.79	7.61	(885)
2	33847GAK8	FLAGSTAR BK NATL ASSN HICK	5.25	4/24/2025	243,000	243,000	100.00	243,000	100.00	5.25	243,160	100.07	4.15	160
3	14042TGR2	CAPITAL ONE NATL ASSN VA C	3.00	6/9/2025	246,000	246,000	100.00	246,000	100.00	3.00	245,348	99.74	4.35	(652)
4	60425SHY8	MINNWEST BK REDWOOD FALL	0.50	7/15/2025	249,000	249,000	100.00	249,000	100.00	0.50	246,054	98.82	4.57	(2,946)
5	06063HMT7	BANK OF BARODA	0.65	7/22/2025	249,000	249,000	100.00	249,000	100.00	0.65	245,347	98.53	0.65	(3,653)
6	91282CAM3	TREAS SER AD-202	0.25	9/30/2025	250,000	246,367	98.55	249,563	99.83	0.60	244,202	97.68	5.00	(5,362)
7	05580AXU3	BMW BK NORTH AMER SALT L	0.50	11/20/2025	249,000	249,000	100.00	249,000	100.00	0.50	243,144	97.65	4.26	(5,856)
8	88241TJN1	TEXAS EXCHANGE BANK SSB	0.60	11/25/2025	249,000	249,000	100.00	249,000	100.00	0.60	242,000	97.19	4.98	(7,000)
9	108622LL3	BRIDGEWATER BK ST LOUIS PK	0.45	11/28/2025	249,000	249,000	100.00	249,000	100.00	0.45	242,850	97.53	4.24	(6,150)
#	02357QAN7	AMERANT BK NATL ASSNCORAL	0.45	12/3/2025	249,000	249,000	100.00	249,000	100.00	0.45	242,700	97.47	4.28	(6,300)
#	48128UTP4	JPMORGAN CHASE BK N A CD	0.50	12/15/2025	248,000	248,000	100.00	248,000	100.00	0.50	241,547	97.40	4.26	(6,453)
#	25844MAM0	DORT FINL CR UN GRAND BLA	4.50	1/12/2026	247,000	247,000	100.00	247,000	100.00	4.50	247,672	100.27	4.14	672
#	530520AA3	LIBERTY FIRST CR UN LINCOLN N	4.55	1/20/2026	249,000	249,000	100.00	249,000	100.00	4.55	249,742	100.30	4.17	742
#	45581ECE9	INDUSTRIAL &COML BK CH	0.45	2/11/2026	249,000	249,000	100.00	249,000	100.00	0.45	241,139	96.84	4.19	(7,861)
#	552249CG7	LYONS NATL BK N Y CD	4.75	3/16/2026	244,000	244,000	100.00	244,000	100.00	4.75	245,376	100.56	4.14	1,376
#	89789AAJ6	TRULIANT FEDERAL CREDIT UN	5.00	3/27/2026	247,000	247,000	100.00	247,000	100.00	5.00	248,880	100.76	4.21	1,880
#	91282CCF6	T	0.75	5/31/2026	250,000	250,596	100.24	250,144	100.06	0.70	239,697	95.88	4.41	(10,447)
#	02007GSU8	ALLY BK SANDY UTAH CD	3.00	6/9/2026	246,000	246,000	100.00	246,000	100.00	3.00	242,817	98.71	4.12	(3,183)
#	90348JN48	UBS BK USA SALT LAKECITY UT C	0.75	6/23/2026	249,000	249,000	100.00	249,000	100.00	0.75	238,950	95.96	4.14	(10,050)
#	649447UZ0	FLAGSTAR BK NATL ASSN HICK	0.70	7/1/2026	249,000	249,000	100.00	249,000	100.00	0.70	238,689	95.86	4.12	(10,311)
#	25460FDV5	DIRECT FED CR UN NEEDHAM	4.75	11/9/2026	249,000	249,000	100.00	249,000	100.00	4.75	251,575	101.03	4.08	2,575
#	07181JAV6	BAXTER CR UN VERNON HILLS IL	5.00	11/30/2026	248,000	248,000	100.00	248,000	100.00	5.00	251,688	101.49	4.07	3,688
#	87164WH84	SYNCHRONY BANK CD	1.25	12/10/2026	248,000	248,000	100.00	248,000	100.00	1.25	236,679	95.44	4.06	(11,321)
#	052392CH8	AUSTIN TELCO FED CR UN TEX C	4.95	12/16/2026	249,000	249,000	100.00	249,000	100.00	4.95	252,546	101.42	4.08	3,546
#	3133ENKG4	FFCB	1.47	1/11/2027	530,000	524,988	99.05	528,147	99.65	1.67	506,611	95.59	4.07	(21,536)
#	15118RE78	CELTIC BK SALT LAKE CITY UTAH	4.70	3/17/2027	249,000	249,000	100.00	249,000	100.00	4.70	251,886	101.16	4.08	2,886

Amortization/Accretion Book Calculations													
# 32116QBK1	FIRST NATL BK MIDDLETENN CD	4.45	5/19/2027	244,000	244,000	100.00	244,000	100.00	4.45	245,767	100.72	4.09	1,767
# 254673G34	DISCOVER BK CD	3.15	6/7/2027	246,000	246,000	100.00	246,000	100.00	3.15	241,146	98.03	4.10	(4,854)
# 58404DSN2	MEDALLION BK UTAH CD	4.50	6/16/2027	249,000	249,000	100.00	249,000	100.00	4.50	251,139	100.86	4.09	2,139
# 438649AJ4	HONOLULU FIRE DEPT FED CR U	4.65	6/22/2027	249,000	249,000	100.00	249,000	100.00	4.65	251,946	101.18	4.09	2,946
# 02589ADB5	AMERICAN EXPRESS NATL BK I	3.25	7/13/2027	246,000	246,000	100.00	246,000	100.00	3.25	241,471	98.16	4.10	(4,529)
# 90352RCU7	USALLIANCE FCU RYE NEW YOR	4.00	9/30/2027	249,000	249,000	100.00	249,000	100.00	4.00	248,378	99.75	4.11	(623)
# 31422XH70	FAMCA	3.79	10/4/2027	334,000	325,656	97.50	328,433	98.33	4.50	331,001	99.10	4.17	2,568
# 914098DJ4	UNIVERSITY BK ANN ARBOR M	4.20	11/30/2027	249,000	249,000	100.00	249,000	100.00	4.20	249,585	100.24	4.11	585
# 01664MAB2	ALL IN FEDERAL CREDIT UNION	4.40	12/20/2027	249,000	249,000	100.00	249,000	100.00	4.40	249,887	100.36	4.26	887
# 51828MAC8	LATINO CMNTY CR UN DURHAM	4.50	12/21/2027	249,000	249,000	100.00	249,000	100.00	4.50	251,480	101.00	4.11	2,480
# 45157PAZ3	IDEAL CR UN WOODBURYMN CI	4.50	12/29/2027	249,000	249,000	100.00	249,000	100.00	4.50	250,576	100.63	4.25	1,576
# 01882MAA0	ALLIANT CR UN CHICAGO IL	4.85	12/30/2027	249,000	249,000	100.00	249,000	100.00	4.85	252,815	101.53	4.26	3,815
# 82671DAB3	SIGNATURE FED CR UN ALEXAN	4.40	1/31/2028	249,000	249,000	100.00	249,000	100.00	4.40	249,989	100.40	4.25	989
# 61690U3L2	MORGAN STANLEY BK N A CD	4.90	3/23/2028	244,000	244,000	100.00	244,000	100.00	4.90	249,185	102.13	4.13	5,185
# 91527PBW6	UNIVEST NATL BK TR SOUDERT	4.10	5/5/2028	249,000	249,000	100.00	249,000	100.00	4.10	248,826	99.93	4.12	(174)
# 3130AXEL8	FEDERAL HOME LOAN BANK M1	4.75	9/8/2028	250,000	249,783	99.91	249,844	99.94	4.77	256,088	102.44	3.98	6,243
# 3133EPF91	FFCB	4.50	11/27/2028	500,000	502,222	100.44	501,645	100.33	4.40	507,945	101.59	4.03	6,300
# 3130AYJ31	FEDERAL HOME LOAN BANK TU	4.38	1/17/2029	250,000	251,500	100.60	251,153	100.46	4.24	249,575	99.83	4.42	(1,578)
# 3133EPW84	FFCB	3.88	1/18/2029	750,000	748,500	99.80	748,801	99.84	3.92	745,740	99.43	4.04	(3,061)
# 3133ERQD6	FFCB	3.63	2/20/2029	500,000	500,309	100.06	500,255	100.05	3.61	492,520	98.50	4.04	(7,735)
# 3133EP5J0	FFCB	4.13	3/12/2029	500,000	497,883	99.58	498,279	99.66	4.22	501,505	100.30	4.04	3,226
# 3133EPXV2	FFCB	4.63	4/5/2029	500,000	499,400	99.88	499,511	99.90	4.65	510,595	102.12	4.05	11,084
# 3133ERKX8	FFCB	4.25	7/12/2029	1,000,000	1,007,345	100.73	1,006,366	100.64	4.09	1,007,130	100.71	4.07	764
TOTAL and AVERAGES				**15,038,000**	**15,018,867**		**15,035,984**		**3.38**	**14,963,543**		**4.22**	**(72,441)**

TIME VALUE INVESTMENTS®

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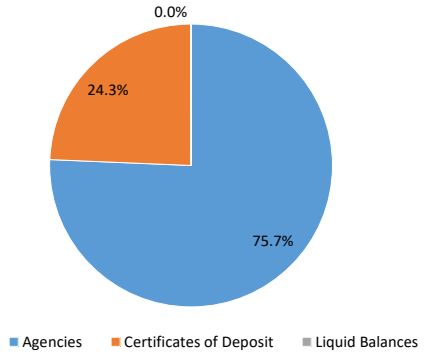
Portfolio Summary

Wgtd Avg YTM *	1.58%
Wgtd Avg YTM with Liq. Bal.*	1.58%
Wgtd Avg YTW **	1.58%
Wgtd Avg Mat (no call)	1.6 yrs
Wgtd Avg Mat with Liq. Bal.	1.6 yrs
Wgtd Avg Mat (all called)	1.13 yrs
Market Value 3/31/2025	825,355
Par Value	843,000
Liquid Balances	164
Total Par with Liquid Bal.	**843,164**
Current MV with Liquid Bal.	**825,519**

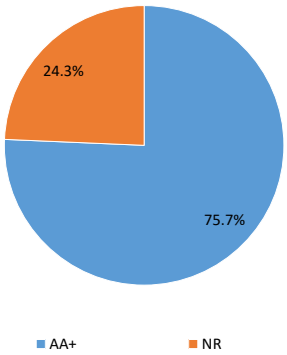
Portfolio Composition (incl. Liquid Balances)

Sector	Par Value	YTM *	Weight
Agencies	638,000	1.93%	75.7%
Treasuries			
Certificates of Deposit	205,000	0.50%	24.3%
Municipal Bonds			
Corporate Bonds			
Mortgages			
Commercial Paper			
Supra Nationals			
Total	**843,000**	**1.58%**	**100.0%**

Account Name	Balance	Rate	Weight
Money Market	164	4.00%	0.0%
Total Liquid Balances	**164**	**4.00%**	**0.0%**



Portfolio Ratings (Worst***)

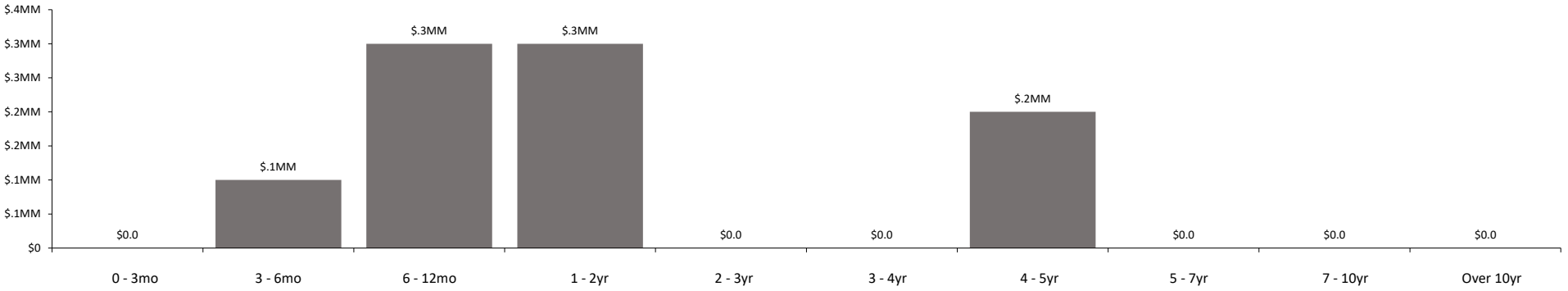


*** All ratings are shown in S&P format.
Ratings Do Not Include Liquid Balances.

* Purchase Yield to Maturity

** Purchase Yield to Worst

Maturity Distribution



Performance versus Benchmark as of 3/31/2025

	1Yr Average	As of 3/31/2025	1Mo Ago	3Mos Ago	6Mos Ago	9Mos Ago	As of 12/31/2024	1Yr Ago	3Yrs Ago	5Yrs Ago
Yield to Maturity:										
Portfolio	n/a	1.58%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
2-Year Treasury	4.29%	3.89%	3.99%	4.25%	3.66%	4.71%	4.25%	4.59%	2.28%	0.23%
Fed Funds	5.08%	4.50%	4.50%	4.50%	5.00%	5.50%	4.50%	5.50%	0.50%	0.25%

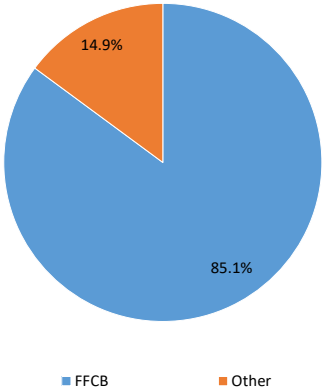
Excluded Securities

Bonds that are not found will not be shown

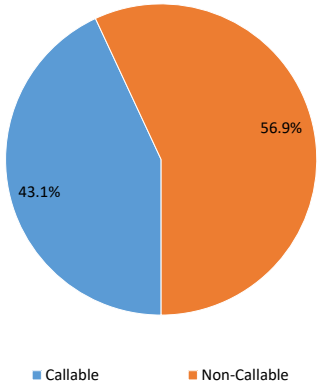
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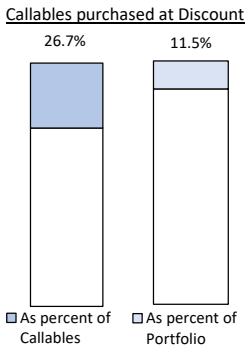
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Agency Distribution

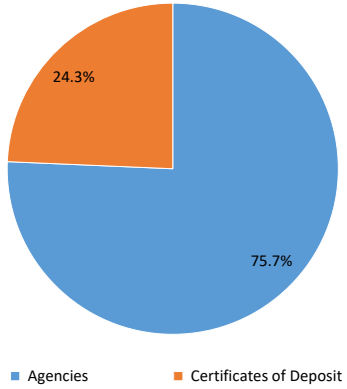


Callable Breakdown





Portfolio Composition *



Amortization/Accretion Book Calculations

#	CUSIP/Sec-ID	Sec Desc 1	Cpn	Mat Dt	Par Value	Cost	Purch Px	Book Val	Book Px	Book YTM	Mkt Val	Mkt Px	Mkt YTM	Unrealized Gain/Loss
1	3133EL7K4	FFCB	0.55	9/16/2025	96,000	96,189	100.20	96,018	100.02	0.51	94,356	98.29	4.33	(1,661)
2	06251A2Q2	BANK HAPOALIM B M NEW YO	0.50	12/15/2025	205,000	205,000	100.00	205,000	100.00	0.50	199,094	97.12	4.67	(5,906)
3	31422B6K1	FAMCA	0.48	1/15/2026	95,000	95,373	100.39	95,060	100.06	0.40	91,913	96.75	4.72	(3,147)
4	3133EMZC9	FFCB	0.88	5/13/2026	170,000	170,291	100.17	170,066	100.04	0.84	163,459	96.15	4.44	(6,607)
5	3133ENKG4	FFCB	1.47	1/11/2027	97,000	96,081	99.05	96,661	99.65	1.67	92,719	95.59	4.07	(3,941)
6	3133EPXV2	FFCB	4.63	4/5/2029	180,000	179,759	99.87	179,803	99.89	4.66	183,814	102.12	4.05	4,011
	TOTAL and AVERAGES				**843,000**	**842,692**		**842,607**		**1.58**	**825,355**		**4.39**	**(17,252)**

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: May 21, 2025

SUBJECT: Third Quarter 24-25 Interim Financial Statements

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

RECOMMENDATION

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

DISCUSSION

The Administrative Services Department produces quarterly Interim Financial reports to assist in evaluating the City's fiscal condition. The attached report provides details on General Fund revenues and expenditures, as well as a summary related to its other funds.

OPTIONS

N/A - This is information only.

FINANCIAL IMPACT:

There is no fiscal impact.

FOCUSED PRIORITY AREA: Not Applicable.

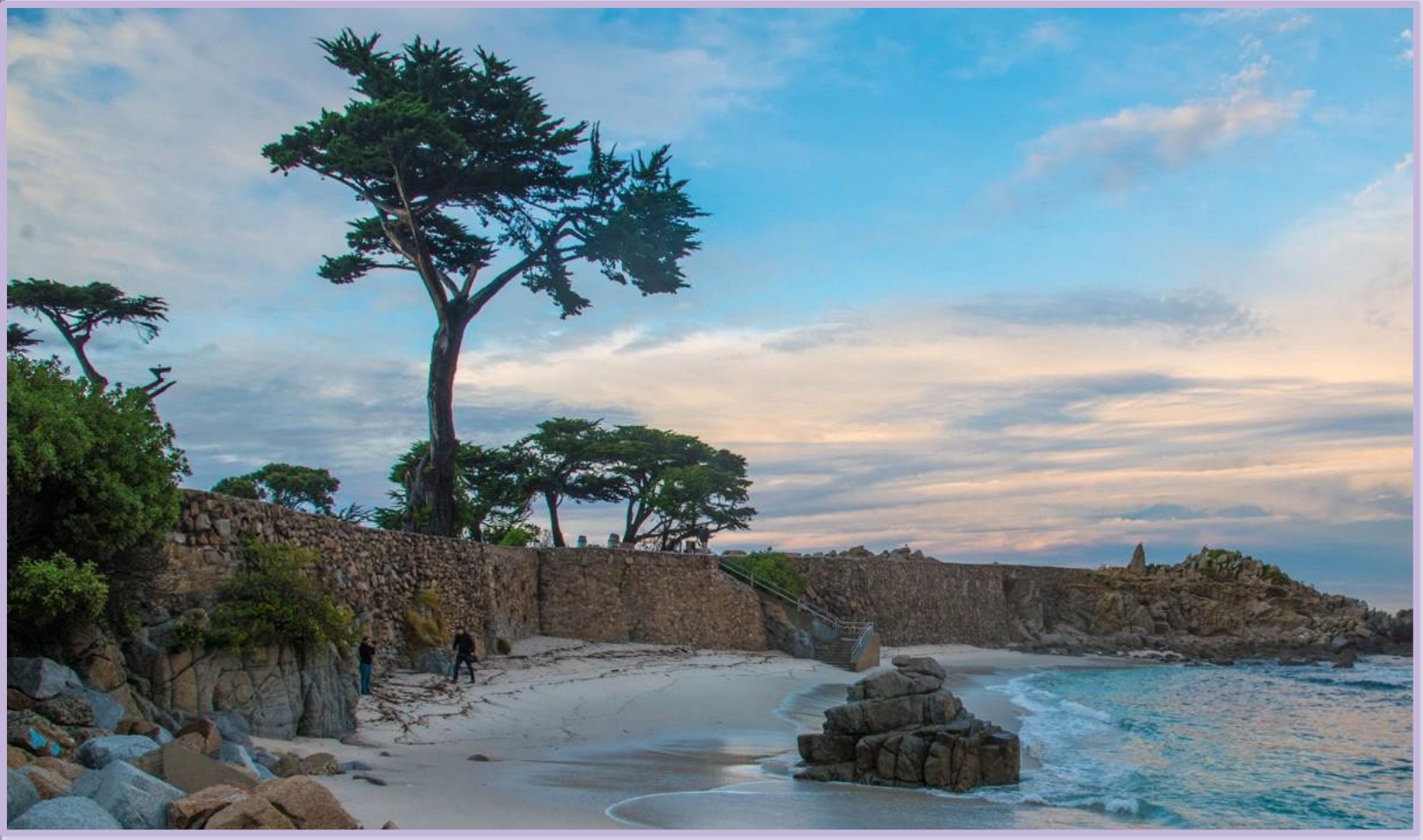
Attachments

Combined Interim Financials

City of Pacific Grove
California

Interim Financial Statements

For the Fiscal Year Ended June 30, 2025



City of Pacific Grove
300 Forest Avenue
Pacific Grove, CA 93950
www.cityofpacificgrove.org

City of Pacific Grove Interim Financials Fiscal Year 2024-25

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General Fund Revenue and Expense Reports 5
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Internal Service Expense Reports 9
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General Fund Revenue Overview 11
Departmental Expenditure Overview 12

Mission and Vision

- Mission: To deliver quality professional public services in the City and region
- Vision: To thoughtfully grow as an inclusive community, protecting its character

Core Values

- Leadership: Uphold the highest work ethic
- Inclusiveness: Cultivate an environment of trust
- Integrity: Safeguard public trust
- Collaboration: Promote transparent engagement
- Stewardship: Protect our natural environment

Focused Priority Areas and Goals

- Recreation: Robust and accessible activities
- Infrastructure: Maintain community assets
- Stewardship: Implement sustainable practices
- Housing: Diversity affordable opportunities

City Council Fiscal Year 2024-25

Mayor: Nick Smith
Councilmembers: Joe Amelio, Mayor Pro Tempore
Cynthia Garfield
Lori McDonnell
Chaps Poduri
Tina Rau
Paul Walkingstick

Welcome Message From the City Manager

The City of Pacific Grove presents its interim financials for Fiscal Year 2024-25.

This report presents the City's overall financial condition in an easy to read format for all users, focusing on major revenues and expenses by major fund type.



Matthew Mogensen
City Manager

Summary of Annual Report

This report is an interim financial update on the City's various funds, including its General, Sewer, Local Water and Cemetery funds, as presented in more detail in the City's adopted budget for FY 2024-25.



Audit Opinion / Awards for Excellence

The City has received a "clean" unmodified audit opinion for its prior audited financial reports, and a Certificate of Achievement for Excellence in Financial Reporting (COA) from the Government Finance Officers Association (GFOA). In addition, the City has received awards for excellence for its operating budget from GFOA and the California Society of Municipal Finance Officers. These awards focus on providing quality documents that are easy to understand by the public.

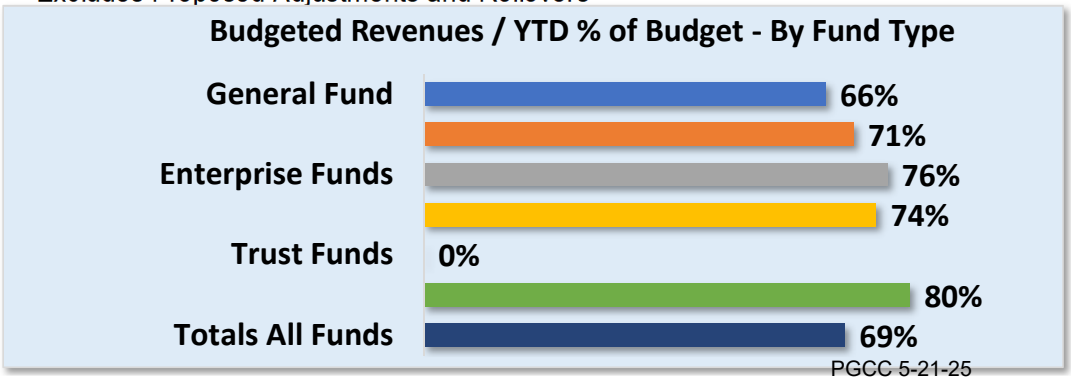
Social Media for the City

Website: cityofpacificgrove.org
Facebook: CityofPacificGrove
X/Twitter: @PacificGrove

Revenues by Fund - FY 2024-25 (Unaudited)
Through March 2025
75% of Budget Year Complete

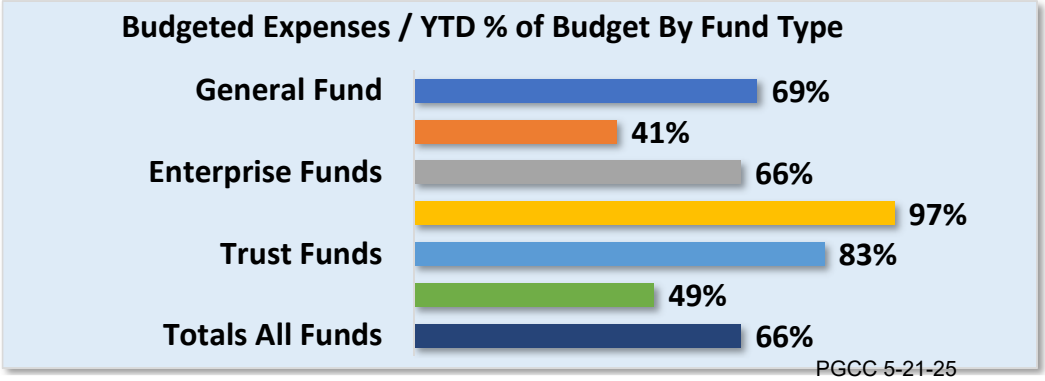
Fund	Revenues				Working Capital	
	Revised Budget	YTD	YTD % of Budget	Prior YTD	Projected Change for Fiscal Year	Projected Ending Reserves *
Main Fund - Fund 01	$ 33,288,027	$ 21,927,628	66%	$ 20,375,610	$ (1,863,688)	$ 15,532,502
Other Funds Included	24,700	30,176	>100%	27,427	(1,493)	184,105
General Fund	**33,312,727**	**21,957,804**	**66%**	**20,403,037**	**(1,865,181)**	**15,716,607**
Capital Projects	$ 917,500	$ 646,975	71%	$ 679,466	(1,019,533)	(659,337)
Capital Funds	**917,500**	**646,975**	**71%**	**679,466**	**(1,019,533)**	**(659,337)**
Local Water Project	1,310,187	1,355,452	>100%	769,133	299,262	76,696
Cemetery	653,000	470,870	72%	444,776	(67,349)	1,018,896
Sewer	4,248,000	2,714,148	64%	1,522,218	(1,784,635)	6,809,583
Golf	762,000	760,976	100%	624,825	6,943	874,537
Sewer Lateral Loans	4,000	6,652	>100%	5,894	4,000	170,928
Enterprise Funds	**6,977,187**	**5,308,098**	**76%**	**3,366,846**	**(1,541,779)**	**8,950,640**
Employee Benefit	265,000	202,221	76%	262,701	(67,000)	92,520
Worker's Compensation	722,113	516,269	71%	567,351	(13,836)	584,944
Liability Insurance	752,000	572,572	76%	821,450	34,997	627,716
Internal Service Funds	**1,739,113**	**1,291,062**	**74%**	**1,651,502**	**(45,839)**	**1,305,180**
Library	22,000	45,168	>100%	34,691	22,000	587,637
Cemetery	113,000	123,519	>100%	115,665	113,000	2,258,254
Yount	8,000	23,292	>100%	29,570	-	781,371
Trust Funds	**143,000**	**191,979**	**>100%**	**179,926**	**135,000**	**3,627,262**
Library / Poetry	97,283	86,748	89%	88,669	(3,288)	256,963
Museum	4,000	12,429	>100%	12,175	(161,800)	183,023
Public Safety	800,225	531,960	66%	535,877	(22,152)	335,912
Housing	31,000	59,462	>100%	93,360	(266,718)	780,386
Streets	1,596,839	1,361,786	85%	992,480	(2,177,002)	(583,097)
Lighthouse	90,000	97,204	>100%	73,027	(109,450)	114,520
Community Development/CDBG	21,200	32,620	>100%	52,349	1,200	1,454,089
ARPA	15,000	29,269	>100%	37,957	(813,872)	81,297
Downtown/Hospitality Districts	695,650	426,141	61%	399,077	63,250	94,721
Cable Franchise / Other	97,650	113,082	>100%	430,682	(93,350)	216,726
Other Funds	**3,448,847**	**2,750,701**	**80%**	**2,715,653**	**(3,583,182)**	**2,934,540**
Totals All Funds	**$ 46,538,374**	**$ 32,146,619**	**69%**	**$ 28,996,430**	**$ (7,920,514)**	**$ 31,874,892**

* Excludes Proposed Adjustments and Rollovers



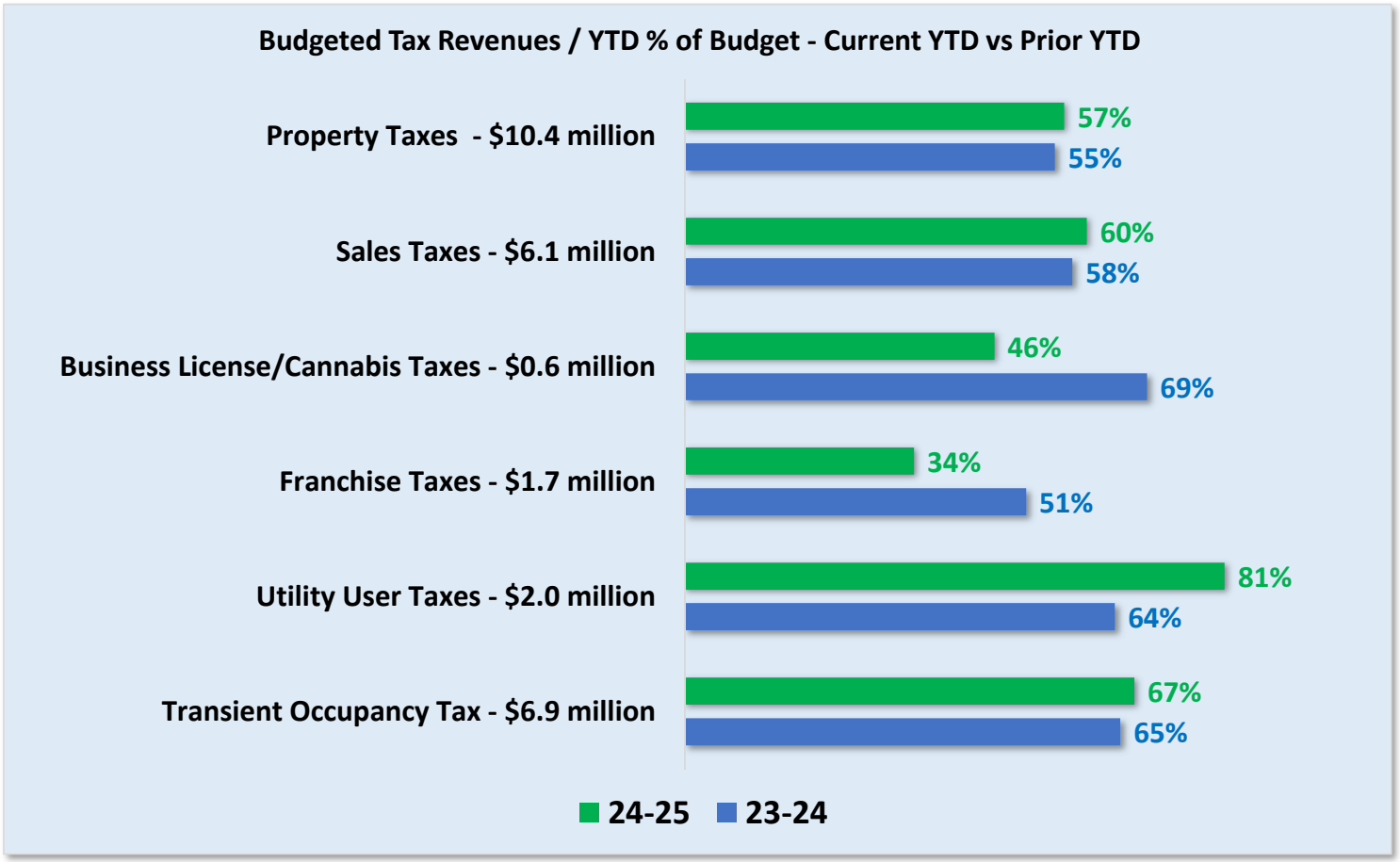
Expenses by Fund - FY 2024-25 (Unaudited)
Through March 2025
75% of Budget Year Complete

Fund	Expenses					
	Revised Budget	YTD	YTD % of Projected	Purchase Orders	YTD % with POs	Prior YTD
Main Fund - Fund 01	$ 35,151,715	$ 24,404,543	69%	$2,239,002	76%	$ 21,760,883
Other Funds Included	26,193	14,384	55%	-	55%	15,911
General Fund	**35,177,908**	**24,418,927**	**69%**	**2,239,002**	**76%**	**21,776,794**
Capital Projects	$ 1,937,033	$ 795,755	41%	$ -	41%	$ 185,584
Capital Funds	**1,937,033**	**795,755**	**41%**	**-**	**41%**	**185,584**
Local Water Project	1,010,925	1,485,344	>100%	146,939	>100%	638,773
Cemetery	720,349	498,918	69%	9,631	71%	409,095
Sewer	6,032,635	2,689,595	45%	2,197,046	81%	1,745,925
Golf	755,057	952,181	>100%	-	>100%	479,897
Sewer Lateral Loans	-	-	0%	-	0%	-
Enterprise Funds	**8,518,966**	**5,626,038**	**66%**	**2,353,616**	**94%**	**3,273,690**
Employee Benefit	332,000	279,554	84%	-	84%	215,855
Worker's Compensation	735,949	791,717	>100%	-	>100%	777,581
Liability Insurance	717,003	662,460	92%	-	92%	832,950
Internal Service Funds	**1,784,952**	**1,733,731**	**97%**	**-**	**97%**	**1,826,386**
Library	-	-	0%	-	0%	-
Cemetery	-	-	0%	-	0%	-
Yount	8,000	6,637	83%	-	83%	5,658
Trust Funds	**8,000**	**6,637**	**83%**	**-**	**83%**	**5,658**
					0%	
Library / Poetry	100,571	39,659	39%	7,649	47%	67,489
Museum	165,800	58,809	35%	5,066	39%	-
Public Safety	822,377	618,621	75%	26,737	78%	497,538
Housing	297,718	80,254	27%	-	27%	99,864
Streets	3,773,841	1,194,366	32%	600,756	48%	1,278,364
Lighthouse	199,450	85,690	43%	-	43%	58,114
Community Development/CDBG	20,000	12,615	63%	39,000	>100%	5,027
ARPA	828,872	812,068	98%	20,672	>100%	117,190
Downtown/Hospitality Districts	632,400	366,596	58%	-	58%	329,730
Cable Franchise / Other	191,000	145,686	76%	39,000	97%	333,622
Other Funds	**7,032,029**	**3,414,364**	**49%**	**738,880**	**59%**	**2,786,938**
Totals All Funds	**$ 54,458,888**	**$ 35,995,452**	**66%**	**$ 5,331,498**	**76%**	**$ 29,855,050**



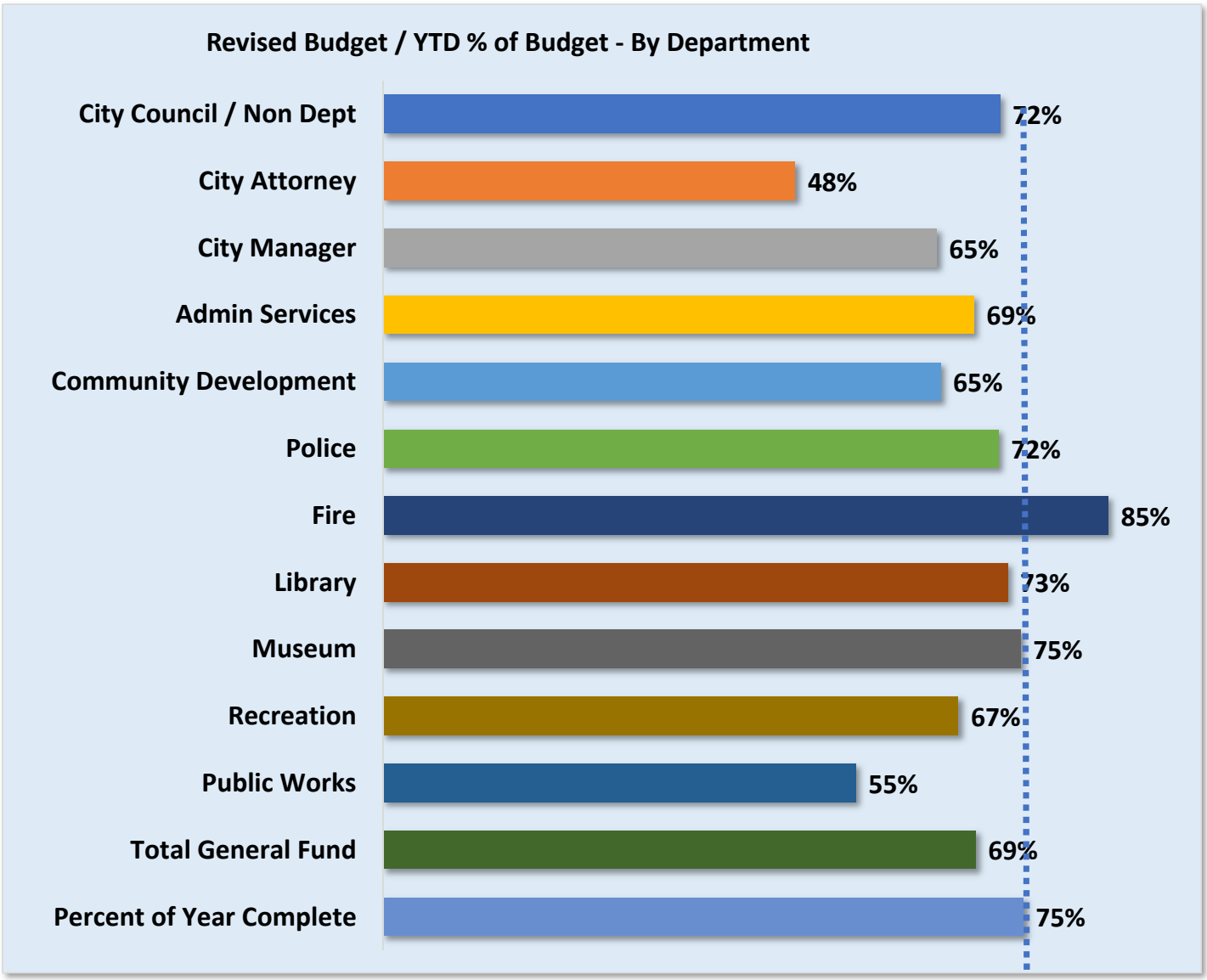
General Fund Revenues - FY 2024-25 (Unaudited)
Through March 2025
75% of Budget Year Complete

Revenue Account	Revised Budget	YTD Revenues	YTD % of Budget	Year End Projection	Prior YTD Revenues	Prior YTD % of PY Budget
Property Taxes	$ 10,411,000	$ 5,911,606	57%	10,672,000	5,614,820	55%
Sales Taxes	6,094,000	3,667,469	60%	6,324,000	3,465,550	58%
Business License/Cannabis Taxes	583,000	270,209	46%	391,000	482,681	69%
Franchise Taxes	1,659,000	569,266	34%	1,115,000	835,727	51%
Utility User Taxes	2,043,000	1,650,613	81%	2,511,000	1,362,969	64%
Transient Occupancy Tax	6,922,000	4,657,218	67%	7,147,000	4,386,041	65%
Litter Abatement	210,000	106,163	51%	214,000	100,634	50%
Construction Permits	1,191,000	670,836	56%	817,000	962,270	82%
Zoning Enforcement	283,250	154,307	54%	175,000	181,825	88%
Plan Check Fees	705,000	456,875	65%	557,000	412,744	82%
Parking Meters	373,000	261,541	70%	361,000	244,589	72%
Water Entitlements	575,187	1,462,066	>100%	1,500,000	370,659	64%
Interest Earned	250,000	366,690	>100%	634,000	281,256	58%
Investment Market Value Gain/Loss	-	269,311	>100%	-	212,995	60%
Indirect Cost Reimbursement	551,000	414,000	75%	552,000	303,000	75%
Total Major Revenues	**31,850,437**	**20,888,170**	**66%**	**32,970,000**	**19,217,760**	**61%**
Total General Fund Revenues	**33,312,727**	**15,261,090**	**46%**	**34,433,000**	**15,424,403**	**46%**



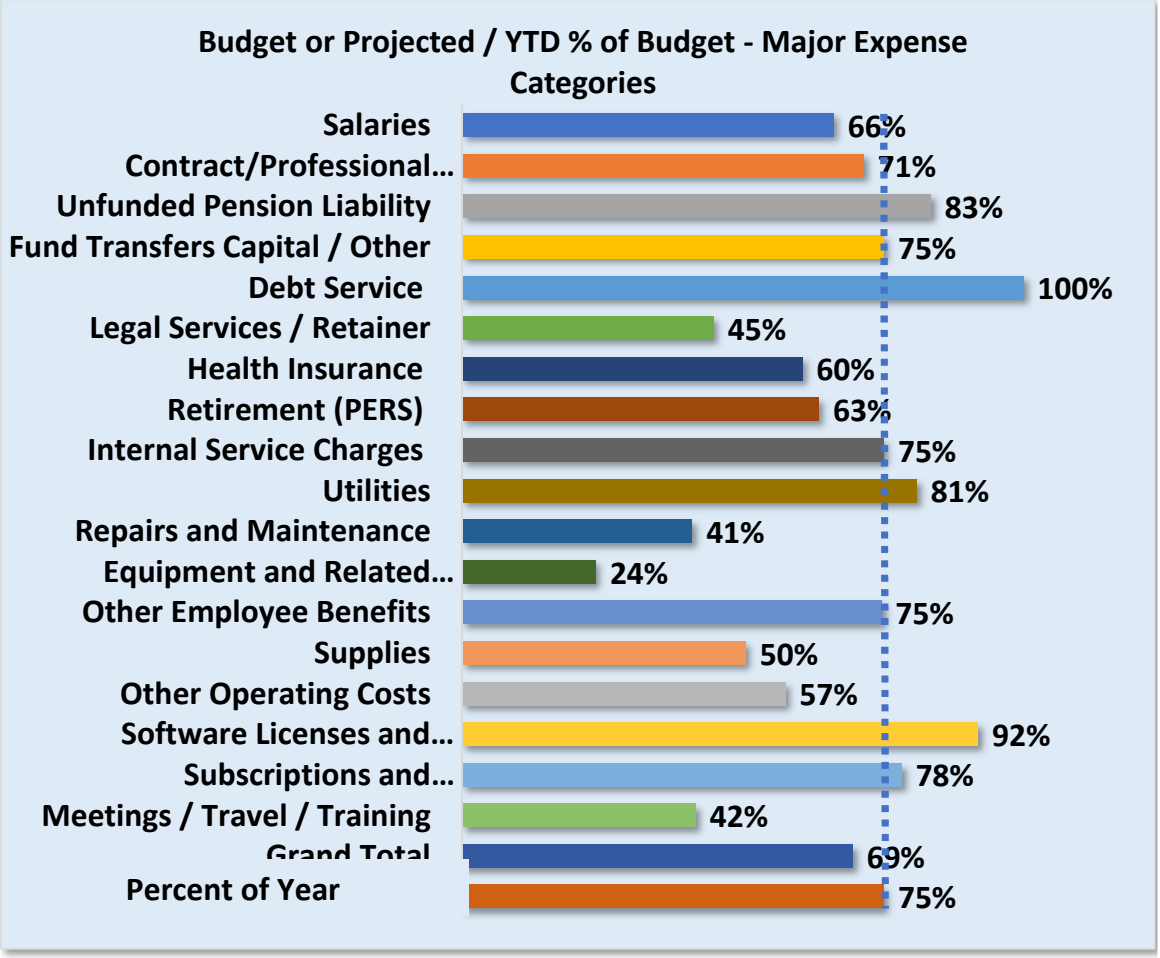
General Fund Expenses (including Transfer) by Department - FY 2024-25 (Unaudited)
Through March 2025
75% of Budget Year Complete

Department	Revised Budget	YTD Expenditures	YTD % of Budget	PY YTD % of PY Budget	Outstanding Purchase Orders	YTD % with POs	Year End Projection
City Council / Non Dept	$ 1,519,276	$ 1,097,722	72%	56%	$ 17,151	73%	$ 1,519,000
City Attorney	1,184,360	571,816	48%	63%	3,439	49%	1,184,000
City Manager	1,681,819	1,090,491	65%	51%	46,044	68%	1,650,000
Admin Services	2,801,693	1,939,803	69%	35%	128,986	74%	3,900,000
Community Development	3,283,158	2,144,621	65%	83%	847,671	91%	3,200,000
Police	10,098,665	7,278,745	72%	28%	145,054	74%	10,000,000
Fire	5,779,600	4,908,428	85%	21%	547,730	94%	5,770,000
Library	1,240,145	907,407	73%	28%	2,796	73%	1,200,000
Museum	384,300	286,955	75%	23%	85,575	97%	384,000
Recreation	1,683,839	1,134,507	67%	47%	1,969	67%	1,744,000
Public Works	5,494,860	3,044,048	55%	49%	412,587	63%	5,315,000
Total General Fund	**$ 35,151,715**	**$ 24,404,543**	**69%**	**39%**	**$ 2,239,002**	**76%**	**$ 35,866,000**



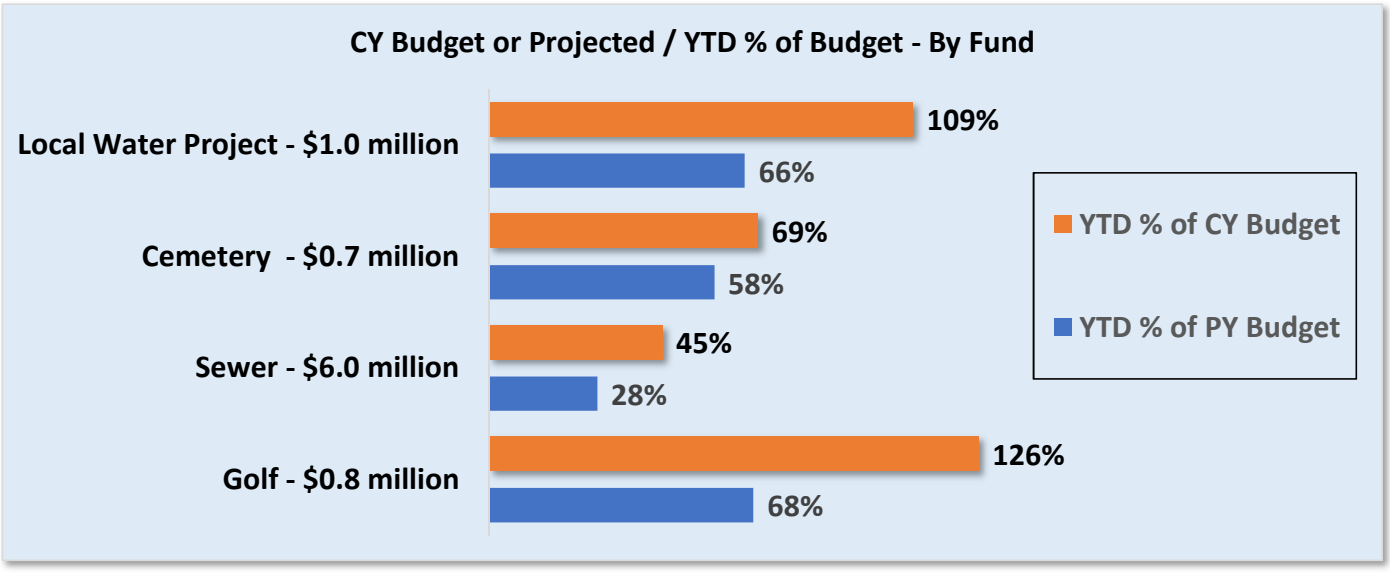
General Fund Expenditure Report - FY 2024-25 (Unaudited)
Through March 2025
75% of Budget Year Complete

Expense Line Item	Revised Budget	YTD	YTD % of Budget	Purchase Orders	YTD % with POs
Salaries	10,944,312	7,229,044	66%	0	66%
Contract/Professional Services	7,766,001	5,547,509	71%	2,051,728	98%
Unfunded Pension Liability	4,212,163	3,510,136	83%	0	83%
Fund Transfers Capital / Other	1,555,187	1,166,823	75%	0	75%
Debt Service	1,462,562	1,459,421	100%	0	100%
Legal Services / Retainer	1,293,360	578,326	45%	3,439	45%
Health Insurance	1,251,945	757,407	60%	0	60%
Retirement (PERS)	1,098,588	696,875	63%	0	63%
Internal Service Charges	1,090,000	817,500	75%	0	75%
Utilities	804,309	650,329	81%	14,651	83%
Repairs and Maintenance	671,050	274,509	41%	20,039	44%
Equipment and Related Leases	649,999	154,545	24%	35,623	29%
Other Employee Benefits	587,666	438,235	75%	0	75%
Supplies	513,572	259,064	50%	16,941	54%
Other Operating Costs	455,850	261,901	57%	34,474	65%
Software Licenses and Support	337,451	309,559	92%	21,733	98%
Subscriptions and Memberships	282,200	220,470	78%	40,375	92%
Meetings / Travel / Training	175,500	72,891	42%	0	42%
Grand Total	**35,151,715**	**24,404,543**	**69%**	**2,239,002**	**76%**



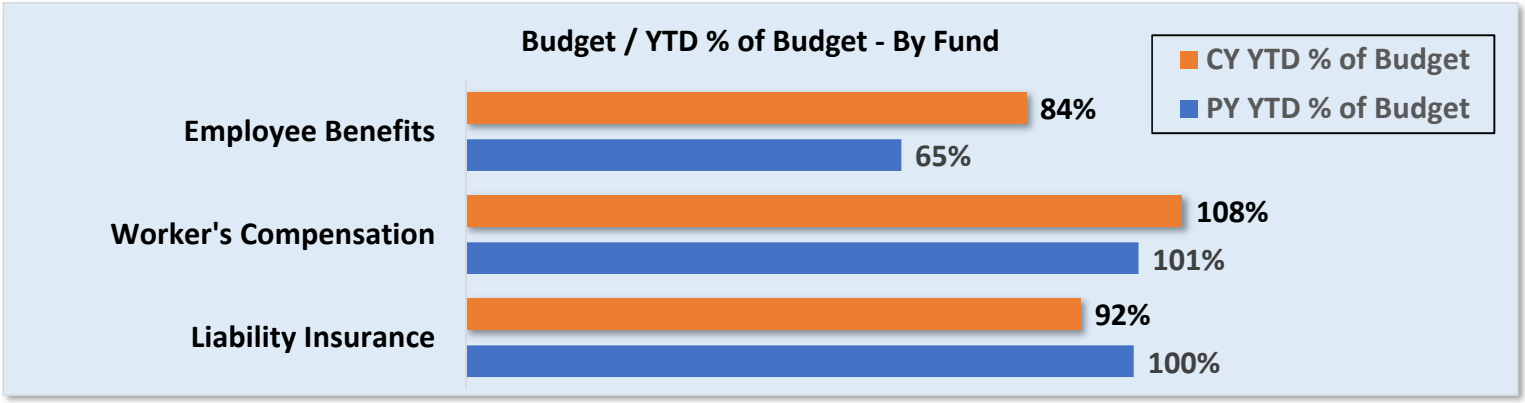
Expense Report by Object - Enterprise Funds - FY 2024-25 (Unaudited)
Through March 2025
75% of Budget Year Complete

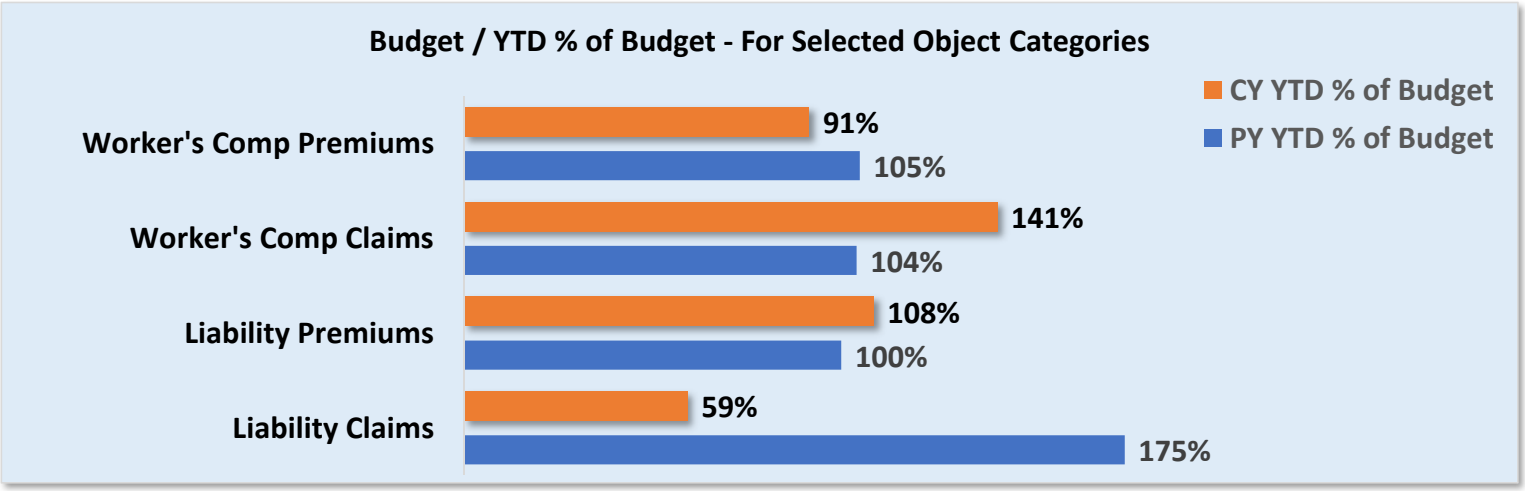
Fund / Expense Line Item	CY BUDGET	CY Expenses	% CY Budget	PY Budget	PY Expenses	% PY Budget
74 - Local Water Project	**1,360,925**	**1,485,344**	**109%**	**1,159,949**	**763,773**	**66%**
Supplies And Services	25,000	1,467	6%	15,000	1,428	10%
Contract Services	419,476	371,275	89%	410,000	266,319	65%
Fund Transfers	350,000	262,500	75%	187,500	125,000	67%
Indirect And ISF Charges	50,000	37,500	75%	31,000	23,000	74%
Debt Service	206,449	206,448	100%	206,449	206,448	100%
Project Utilities	310,000	606,154	196%	310,000	141,578	46%
Cemetery Services And Supplies	**720,349**	**498,918**	**69%**	**704,746**	**409,095**	**58%**
Services And Supplies	114,650	49,932	44%	170,750	104,824	61%
Salaries And Benefits	315,699	192,884	61%	224,996	120,291	53%
Indirect Costs And Isf Charges	169,000	126,750	75%	120,000	88,000	73%
Utilities	121,000	129,351	107%	189,000	95,980	51%
Sewer Debt Service / Asbs Grant	**6,032,635**	**2,689,595**	**45%**	**6,262,165**	**1,745,925**	**28%**
Debt Service	89,689	88,689	99%	86,815	86,814	100%
Other Operating Costs	394,069	83,219	21%	394,069	152,909	39%
Capital Improvements	3,248,637	904,429	28%	3,633,560	219,242	6%
Employee Salaries	637,237	482,432	76%	578,069	416,178	72%
Contract Services	374,725	239,128	64%	374,725	67,243	18%
Employee Benefits	174,278	121,719	70%	166,362	119,820	72%
Indirect Cost / ISF Charges	423,000	317,250	75%	376,000	279,500	74%
Maintenance Services	450,000	272,176	60%	429,565	258,950	60%
Unfunded Pension Liability	141,000	117,500	83%	123,000	92,250	75%
Utilities	100,000	63,053	63%	100,000	53,020	53%
Golf Cip And Equipment	**755,057**	**952,181**	**126%**	**705,098**	**479,897**	**68%**
Capital Projects And Equipment	108,000	78,818	73%	68,000	15,946	23%
Services And Supplies	30,000	0	0%	30,000	21,929	73%
Debt Service	272,057	272,004	100%	272,098	265,773	98%
Utilities	20,000	16,035	80%	20,000	17,088	85%
Indirect Cost Allocation	20,000	15,000	75%	10,000	7,500	75%
Utilities	305,000	570,324	187%	305,000	151,661	50%
	8,868,966	**5,626,038**	**63%**	**8,831,958**	**3,398,690**	**38%**



Internal Service Funds Expense Report - FY 2024-25 (Unaudited)
Through March 2025
75% of Budget Year Complete

Fund / Expense Line Item	CY BUDGET	CY Expenses	% CY Budget	PY Budget	PY Expenses	% PY Budget
70 - Employee Benefit Fund	**332,000**	**279,554**	**84%**	**330,000**	**215,855**	**65%**
Other Costs	89,000	70,390	79%	80,100	58,414	73%
Health Benf. Reimbrmst	57,000	34,312	60%	62,000	42,868	69%
Health Insurance Cost	183,000	188,426	103%	185,000	111,722	60%
Unemployment Claims	3,000	-13,573	-452%	2,900	2,851	98%
71 - Workers Compensation	**735,949**	**791,717**	**108%**	**769,566**	**777,581**	**101%**
Services And Supplies	25,000	6,713	27%	24,500	8,929	36%
Salary And Benefits	55,949	13,853	25%	20,066	14,522	72%
Insurance Premiums	305,000	277,919	91%	275,000	287,582	105%
Insurance Claims	350,000	493,233	141%	450,000	466,549	104%
72 - Liability Insurance	**717,003**	**662,460**	**92%**	**830,500**	**832,950**	**100%**
Services And Supplies	39,200	10,820	28%	256,200	216,300	84%
Salaries And Benefits	49,803	27,241	55%	34,300	25,989	76%
Insurance Premiums	515,000	557,706	108%	470,000	468,430	100%
Insurance Claims	113,000	66,693	59%	70,000	122,231	175%
Grand Total	**1,784,952**	**1,733,731**	**97%**	**1,930,066**	**1,826,387**	**95%**





Other Related Information for Insurance Funds:

Recommended Reserve Levels:	65% of outstanding liabilities for Insurance ISF Funds
Self Insured Retention Amount:	$150,000 per occurrence
New Claims for Quarter:	↓ 4 (7 compared to 11 in same quarter of prior fiscal year)
Claims Outstanding:	↓ 6 (33 compared to 39 in same quarter of prior fiscal year)

City of Pacific Grove, California
Fund Numbers and Descriptions

General and Capital Project Funds

General Fund - Accounts for funds not accounted for and reported in another fund, including the following subfunds:

- General Fund (01)
- Civic Center (14)
- Drug Awareness (21)
- Asset Seizure (22)
- Stillwell Children's Pool (24)
- Youth Center Donation (25)
- Operating Donations (31)
- Vehicle Replacement (32)
- Storm Water (44)
- Small Business Assistance (48)
- Reiko Koo Estate Donation (93)

Capital Projects (63) - Accounts for capital projects funded fully or in part by discretionary General Fund revenues.

Enterprise Funds

Cemetery (75) - Accounts for revenue from El Carmelo Cemetery site sales and the Little Chapel lease.

Local Water Project (74) - Accounts for the reclamation plant's operation, treatment, and sale of recycled water.

Sewer (76,78) - Accounts for the City's sewer operations and maintenance (76) and provides funds for sewer lateral loans (78).

Golf Course (77) - Accounts for the concessionaire leases for the golf course, property improvement costs, and debt service.

Internal Service Funds

Employee Benefit (70) - Accumulates contributions from departments to pay for a variety of employee benefit costs.

Workers' Compensation (71) – Accumulates contributions from departments to pay for premiums, claims and administrative costs.

Liability Insurance (72) – Accumulates contributions from departments for claims, legal costs, and insurance premiums.

Trust (Permanent) Funds

Library (85) - Retains donations and bequeaths for the benefit of Library materials and collections.

Cemetery (86) - Accounts for perpetual expenses; and preservation of burial sites, grounds, paths, roadways and structures.

Yount (90) - Supports beautification of the City and minor improvements to education or recreational facilities.

Other Funds

Library / Poetry (7,11,40) – Accounts for funds to support the promotion of poetry and library improvements and equipment.

Museum (8) – Accounts for donations designated for improvements to the City's museum of natural history.

Public Safety (12,42-45) – Accounts for funds in support of fire and police safety programs, SRO and 911 services and equipment.

Housing (15,28,36) – Accounts for affordable housing activities for residents and seniors and supports loans for affordable housing.

Streets (17-20,47) – Accounts for Gas and RMRA taxes, Measure X, and other grant funds for street maintenance and improvements.

Lighthouse (27) – Supports the operation at the Point Pinos Lighthouse including staffing, supplies, maintenance and improvements.

Community Development/CDBG (5,34,55) – Accounts for Community Development Block Grants and other department activities.

ARPA (84) – Accounts for funds received and expenditures from the American Rescue Plan Act provided by the federal government.

Downtown/Hospitality Districts (9-10) – Funds support the Chamber of Commerce and Convention/Visitor's Bureau operations.

Cable Franchise / Other (6, Other) – Funds programming on public access television (PEG) and other donations and grants, including:

- ASBS Grant (79)
- Coastal Conservancy Grant (69)
- Operating Grants (30)
- Yount Income (41)
- Strong Disbursements (46)
- Carillon Fund (03)
- Chautauqua Hall (26)
- Mcindoo Donation (92)

City of Pacific Grove

General Fund Revenue Overview

Information related to major revenues categories is provided within this section. All graphs are in millions.

Property Taxes

Property tax revenues are received in December and April, with a minor amount in June. Proposition 13 sets FY 75-76 assessed values as the base year, with a growth rate limited to 2% for future years. The County Assessor also reappraises each real property parcel when there are purchases, construction, or other statutorily defined changes in ownership. Proposition 13 limits the property tax to 1% of each property's full value, plus additional percentages for voter approved indebtedness. The City receives approximately sixteen cents of every dollar of property tax. Variations can result from timing differences, changes in assessed valuations, new developments and property sales during the year.



Sales Tax

Voters approved Measure A, a new 0.50% transaction and use tax. This increased the combined sales tax rate to 9.25% in October 2022. The General Fund portion of the City sales tax is comprised of a 1% Bradley-Burns statutory sales tax rate; and Measure U, a 1% transaction and use tax that was approved by voters in 2008. Restaurants and Hotels are the largest providers of sales tax to the City, followed by businesses in the building and construction category and from the County/State sales tax pool. Variances can occur annually resulting from timing differences, changes in car sales and online purchases, the two largest categories of its use tax, and from variances in tourism in the area.



Transient Occupancy Tax (TOT)

TOT is a lodging tax received on a monthly basis that is collected on overnight rental accommodation stays of 30 consecutive days or less. In 2010, the City updated its municipal code and began collecting TOT on residential or short-term rental properties (STRS). In Fiscal Year 17/18, the City approved an ordinance to reduce the number of short-term rentals, effective April 30, 2019. A one-time lottery was also conducted that eliminated 51 STR licenses to meet the ordinance's new density requirements. In November of 2018 voters approved Measure U, increasing the TOT rate to 12%. This increased tax was partially offset by Measure M, eliminating STRs outside of the Coastal and Commercial zones. Variances can be affected by timing differences and changes in room and hotel occupancy rates.



Other Taxes

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



The City grants franchises to utilities to construct, maintain, lay infrastructure, or operate transportation on or over streets, alleys, lanes, or other public places within the City. New franchises or their renewal are levied a tax of at least 2% of gross annual receipts from franchises within the City.

The City charges a business license tax on entities doing business within the City. The tax rate is based upon gross receipts of the previous calendar year, with a minimum annual tax of $15 and a maximum of $3,000. The tax is payable on July 31st of each year along with a business improvement district assessment of 35% of the tax. The amounts can vary annually due to timing differences and periodic external audits and changes in business activity.

Note that expenditures for most operating departments include amounts budgeted for personnel costs, including allocations for payment of the City's unfunded pension liability, meeting and travel costs (except the City Attorney, Fire and Museum departments, operated on a contract basis), and internal service charges for support provided by other departments. In addition, most departments include allocations for utilities and contracted professional services. The departments' budgets also include the following, with the overall variances for the departments being related to changes from year to year in costs incurred for these items and the items previously noted:

General Fund

City Council – Includes annual association memberships

City Attorney – Includes the legal retainer and contract legal services

City Manager – Includes economic development and human resources programs and consultants

Administrative Services – Includes contracted technology services, bank fees, leases for equipment and cloud based services, communication / phone services, software licenses, computer equipment / support and repairs

Community Development – Includes contracted building, planning and dept legal professional services, bank fees, advertising for bidding, leases for equipment and cloud based services and software licenses

Police – Includes dept legal services, communication / phone services, bank fees, safety and computer equipment / support, vehicle fuel and dept related debt service payments and fund transfers

Fire – Includes contracted fire services, repairs, fire prevention services and dept related debt service / transfers

Library – Includes new library books, leases for equipment and cloud based services and building repairs

Museum – Includes the operation of the museum and building repairs

Public Works – Includes maintenance of buildings, equipment, grounds and trees, street cleaning, maintenance of the fleet, leases for equipment and cloud based services, supplies and services and communication charges

Recreation - Includes bank fees, advertising for recreation programs, building repair and operating supplies

Enterprise / Internal Service Funds

Local Water Project – Funds equipment and its debt service payments. This fund may exceed budget by year end due to higher than expected utility costs

Cemetery – Includes its staffing and for operating supplies

Sewer– Funds maintenance, equipment and vehicle repairs, equipment, supplies, capital and debt service

Golf – Includes operations, improvements and for its debt service.

Employee Benefit – Includes contributions for various employee benefits

Worker's Compensation / Liability Insurance – Funds claims, administration and insurance premiums

See additional details on capital expenditures for these funds in the City's separate quarterly capital project report.

Other Funds

Several of the City's funds will require mid-year adjustments due to the carryover of several capital projects from Fiscal Year 2023-24 to Fiscal Year 2024-25, as shown in detail on the City's separate quarterly capital project report. These include the following funds:

- Museum (Fund 08)
- Local Streets / Roads (Fund 17)
- ARPA (Fund 84)
- RSTP / TAMC Transportation (Fund 20)
- Lighthouse (Fund 27)
- Road Maintenance RMRA (Fund 47)
- General Fund Capital Projects (Fund 63)
- Sewer (Fund 76)

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: May 21, 2025

SUBJECT: Check Register April 2025

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

RECOMMENDATION

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

DISCUSSION

The check register is an 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. Attached is the check register report for April 2025. In addition, a detailed listing of the checks issued for the month is available on the City's website.

OPTIONS

N/A - This is informational only.

FINANCIAL IMPACT:

There is no fiscal impact. This is informational only.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Check Register (By Fund) - April 2025

Check Register (Detailed) - April 2025

Check Register Report - Summary by Fund - April 2025

Fund	Transaction Amount
01 - General Fund Total	$ 1,932,002.73
07 - Library Bldg & Equip Fund Total	1,800.00
11 - Library Book Fund Total	4,693.66
15 - Housing Fund Total	1,833.33
18 - Gas Tax Fund Total	16,102.02
24 - Stillwell Children'S Pool Total	271.46
27 - Lighthouse Maint.& Impv. Total	3,060.39
40 - Poetry Promotion Fund Total	1,826.08
43 - Slesf Fund Total	2,034.40
47 - Rmra Fund Total	49,702.20
70 - Emp Benefit Fund Total	17,769.27
71 - Workers Comp Fund Total	750.00
72 - Liability Ins Fund Total	666.67
74 - Local Water Project Total	65,477.57
75 - Cemetery Fund Total	8,403.18
76 - Sewer Fund Total	156,348.69
77 - Golf Fund Total	17,167.48
Grand Total	$ 2,279,909.13

Check Register Report - Detailed View - April 2025

Fund	Check Date	Name	Description	Amount
01 - General Fund	4/4/2025	Aflac	Ded:5201 Aflac P/T	$ 2,022.66
		Calif Law Enforcmen	Ded:3200 Ltd Pd	544.00
		Calpers Health	Ded:122 Health	59,085.04
		City Of Pacific Gro	Ded:3301 Aflac Med	1,520.72
		Eft	Ded:*Ft Federal Tx	64,250.37
		Pacific Grove City	Ded:7000 Assoc Dues	829.25
		Mass Mutual (457 Pl	Ded:4000 Def Comp	12,715.36
		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	10,115.27
		City Of Pacific Gro	Ded:7510 Pers Reimb	39.23
		City Of Pacific Gro	Ded:2103 Dental Fam	3,424.87
		City Of Pacific Gro	Ded:0005 Suta	128.88
		Pers	Ded:0020 Pers Er M3	72,407.59
		Police Officers Ass	Ded:7205 Assoc Dues	765.61
		Legal Shield	Ded:6100 Legal Svc	31.75
		State Disability Ta	Ded:0026 Sdi	4,551.45
		Standard Insurance	Ded:3500 Life Ins	1,417.50
		Transamerica Employ	Ded:5202 Transameri	311.82
		Union Bank Of Calif	Ded:4005 Pars-457	711.07
		Vision Service Plan	Ded:2502 Visioneoee	692.00
	4/11/2025	Us Bank	L.Frati Fd Washer/D	13,820.39
		Adeline Finley	Rfnd Cancel Class	17.00
		Alexandra Barber-Ve	Rfnd Damage Deposit	206.00
		Alhambra & Sierra S	Rec Bottle Water	25.94
		Amazon Capital Serv	Pd Rifle Lights	1,290.47
		Arcpoint Labs Of Mo	Pre-Emp Screening	110.00
		At&T	Lh Internet 1267	112.35
		At&T Calnet 3	Pd Data Lines 8120	1,116.91
		Ca Building Standar	Cbsc Fees Jan-Mar	437.85
		Ca Dept Of Conserva	Smip Fee Jan-Mar 20	1,038.90
		Ca Dept Of Justice	Cm Fingerprinting	141.00
		California Animal W	Cal Animal Welfare	150.00
		Carahsoft	Docusign Subscripti	6,610.50
		Carly Adams	Rfnd Request	168.75
		Centralsquare Techn	Finance Software Fy	-
		Cypress Coast Fence	Gwp Fence Repair	1,840.00
		Darryl Pang	Pd Backgrounds	375.00
		David Eckstaedt	Rfnd Pool Fees	145.00
		Coast Counties Glas	Pg Museum Door	5,783.00
		Diana Bronson	Rfnd Damage Deposit	206.00
		Dwan Elevator Co	Rec Elevator Repair	3,117.50
		Engineered Fire Sys	Fd Plan Review Marc	202.50
		Forest Hill Ace Har	Street Supplies	601.86
		Fuse Hvac & Applian	Pd Fridge Repairs	99.00
		Gachina Landscape M	Fy25 Park Mowing Se	1,339.00
		Gardaworld	April Services	98.53
		Grand Avenue Floori	Community Center Cu	6,664.55
		Granite Constructio	Street Supplies	568.10
		Granite Rock Compan	Concrete Mix Street	3,337.15
		Greg P. Beardsley	Facade Program Fee	3,746.00
		Grove Market	Rec Program Supplie	6.39
		Hayward Lumber Comp	B&G Repairs Supplie	1,957.44
		Heihachiro Takarabe	Tai Chi Class Pmts	84.00
		Hinderliter, De Lla	Biz Taxes Jan-Mar 2	1,110.80
		Jd Repairs Inc	Fd Repairs Unit 641	4,485.61
		Jennifer Staples	Rfnd Program Fees	90.00
		Kyle Robert Molina	B&G Certifcation	200.94
		Lexipol Llc	Lefta Subscription	6,195.00
		Liebert Cassidy Whi	Poa Legal Services	1,935.00
		Mike Harvey'S Concr	Ada Ramp At 153 Pac	9,500.00
		Mission Uniform Ser	Linen & Uniform Cle	1,762.58

Check Register Report - Detailed View - April 2025

Fund	Check Date	Name	Description	Amount
		Monterey Bay Pest C	Fy25 Pest Control S	175.00
		Monterey County Wee	Rec Wedding Ads	$ 700.00
		Monterey One Water	B&G Sewer Treatment	6,684.40
		Monterey Peninsula	Emergency Stormwate	30,135.58
		Andrea M. Moreland	Pd Background Cop	2,750.60
		Municipal Resource	Org Assist / Analys	16,651.24
		Odp Business Soluti	Fin Office Supplies	584.49
		P.G. Museum Of Natu	Fy24 Museum Adminis	85,575.00
		Pacific Gas & Elect	Rec Elec 0956-9	6,126.37
		Pacific Grove Hardw	B&G Repair Supplies	1,746.18
		Pape Machinery Exch	St Repair Unit 13A	221.71
		Paul Byrne Architec	Chinese Pavilion Ar	2,000.00
		Quadient Leasing Us	Fy24/25 Mail Machin	-
		Rooter King	Emergency Stormwate	23,716.00
		Same Day Shred	Cmo Shred Services	50.00
		Sara Heindel	Rfnd Requested	135.00
		Sentry Alarm System	Fy 24/25 Alarm Serv	1,969.84
		Shutterbug Studios	Cc / Staff Portrait	275.00
		Signature Furniture	Fd Furniture	4,241.08
		Sir Speedy	Admin Business Card	325.96
		Speakwrite	Pd Transcriptn Svcs	102.77
		Lehr	Pd Car Repair Freig	13.36
		Summit Uniforms	Pd Uniform Vests	1,312.50
		Tamc	Tamc Fees Jan-Mar '	7,977.68
		The Monterey County	Memorial Bench Ads	397.74
		Transunion Risk And	Pd Tlo Fees March	150.00
		United Way Monterey	Cc Membership Fees	5,000.00
		Valley Saw & Garden	B&G Small Tools	419.39
		Verizon Business	Pd Cell Phones	1,003.84
		Vestis Services, Ll	Linen Services Fy 2	364.62
		Watsonville Ford	Mech Repair Unit 35	1,065.42
		Brian Whitson	Museum Cleaning Fy2	2,480.00
		Wilson'S Plumbing &	Golf Bathroom Repai	3,060.97
		Centralsquare Techn	Finance Software Fy	4,962.96
		Quadient Leasing Us	Fy24/25 Mail Machin	464.15
	4/18/2025	Aflac	Ded:5201 Aflac P/T	2,022.66
		Calpers Health	Ded:122 Health	59,032.45
		City Of Pacific Gro	Ded:3301 Aflac Med	1,520.72
		Eft	Ded:*Ft Federal Tx	67,474.28
		Pacific Grove City	Ded:7000 Assoc Dues	829.25
		Mass Mutual (457 Pl	Ded:4000 Def Comp	12,740.36
		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	10,724.68
		City Of Pacific Gro	Ded:7510 Pers Reimb	39.23
		City Of Pacific Gro	Ded:2103 Dental Fam	3,424.87
		City Of Pacific Gro	Ded:0005 Suta	133.99
		Pers	Ded:0020 Pers Er M3	77,160.77
		Police Officers Ass	Ded:7205 Assoc Dues	765.61
		State Disability Ta	Ded:0026 Sdi	4,731.70
		Transamerica Employ	Ded:5202 Transameri	311.82
		Union Bank Of Calif	Ded:4005 Pars-457	790.06
		Vision Service Plan	Ded:2502 Visioneoee	692.00
	4/22/2025	Cypress Coast Ford/	New Patrol Vehicle	64,927.28
	4/25/2025	Pacific Gas & Elect	Public Library	16,932.77
		California American	711 Oceanview Irrg	20,073.91
		California American	711 Oceanview Irrg	20,069.61
		4Leaf	Building Dept Servi	105,962.76
		Afterthought Media	Pd Meeting Photos	381.38
		Alena Rachelle Wagr	Pmt For Classes	1,050.00
		Alert-All Corporati	Fire Safety Supplie	152.95
		Alhambra & Sierra S	Fd Mar Bottle Water	163.16

Check Register Report - Detailed View - April 2025

Fund	Check Date	Name	Description		Amount
		Amazon Capital Serv	Pd Chief Office Sup		978.43
		American Lock & Key	B&G Lock Repairs		328.31
		American Supply Com	Janitorial Supplies	$	7,994.01
		Andrew Lipsig	Reimb Office Suppli		5.98
		At&T	Rec Phone 0960		63.14
		At&T Calnet 3	Admin Internet 3242		2,390.94
		Baker & Taylor Comp	Lib Office Supplies		137.00
		Brandon Sturm	Reimb Physical Fees		-
		Bryce Consulting In	Contract Services		380.00
		Burke, Williams & S	City Attorney Servi		72,271.63
		Ca Dept Of Justice	Pd Doj Livescans		351.00
		Caltronics Business	Konica Copies Fy 24		1,002.31
		Chicago Title Compa	City Cncl Prof Svcs		618.00
		Comcast	Pw Internet 0194117		493.21
		Demco Inc	Lib Office Supplies		261.20
		Department Of Human	Cmo Training		150.00
		Dianne Lyle	Pmt For Classes		1,093.75
		Doctors On Duty Med	Dmv Physical		300.00
		Edges Electrical Gr	Street Seal Fence		208.75
		Ewing Irrigation Pr	Museum Irrigatn Sup		748.16
		Coastal Fabrication	B&G Repairs Unit 61		2,367.83
		First Alarm Inc.	Pd Alarm Service		149.04
		At&T Mobility	Pd Cell Phones 5185		1,915.24
		Gachina Landscape M	Gohper/Mole Svc Apr		641.00
		Gardaworld	March Excess Fees		40.23
		Mark'S Barn Auto Bo	Pd Repairs Unit 4		3,713.79
		Gemma Peterson	Pmt For Yoga Classe		806.40
		Harris & Associates	Contract Planning S		27,142.50
		Hinderliter, De Lla	Sales Tax, Biz Lic		2,700.00
		Home Depot Credit S	B&G Seal Fencing		1,255.56
		Howard'S Upholstery	B&G Repair Unit 50		157.50
		Jd Repairs Inc	Fd Repairs Unit 641		270.00
		Jennifer Travis	Rfnd Camp Fees		39.00
		Kidwell'S Inc.	Mem Bench Supplies		89.19
		Language Line Servi	Pd Language Svcs		7.52
		Hometek	Mem Bench Program		165.00
		Main Street Signs	Street Seal Signs		317.30
		Mccleoa	Pd Mccleoa Training		100.00
		Milia Gray	Lib Travel Training		115.78
		Miranda Kanon	Rfnd Cancel Class		37.50
		Mission Linen Suppl	Fd Linen Cleaning F		287.23
		Monterey Bay Pest C	Fy25 Pest Control S		805.00
		Monterey Bay Treewo	Arborist Services F		2,400.00
		See Monterey	Tot Mktg Fy25 Apr-J		40,375.00
		Monterey County Ele	Election Services		57,893.08
		Monterey County Wee	Rec Family Guide Ad		1,652.00
		City Of Monterey	Fy25 Fire Svcs May		276,239.00
		Nathan Cohen	Rfnd Cancel Class		37.50
		Nolan Maynard	Rnfd Canel Class		37.50
		Odp Business Soluti	Cdd Office Supplies		286.16
		Oleguer Plana Ripol	Rfnd Cancel Class		75.00
		O'Reilly Auto Enter	Pw Repair Supplies		618.66
		Overhead Door Of Sa	B&G Door Repairs		326.39
		Pacific West Water	Cdd Water Svcs		85.70
		Pebble Beach Compan	Forestry Supplies		2,500.00
		Pure Water	Pw Bottle Water Svc		99.00
		Qwik Code	Pd Code Literature		511.95
		Regional Government	Payroll Advisory Ma		1,398.25
		Salinas Valley Pros	Pd Uniforms Day		4,603.60
		Same Day Shred	Pd Shredding Svcs		60.00
		Savage Training Gro	Pd Training Baliter		904.00
		Republic Elevator,	Elevator Inspection		2,118.27

Check Register Report - Detailed View - April 2025

Fund	Check Date	Name	Description	Amount
		Sentry Alarm System	Fy 24/25 Alarm Serv	150.00
		Signworks	Pd Signs Unit 6	1,056.56
		Spca Of Monterey Co	Animal Shelter	980.00
		Speakwrite	Pd Dictation Svcs	$ 31.76
		Sturdy Oil Company	A/R Fuel	13,356.41
		Tope'S Tree Service	Contract Tree Servi	6,870.00
		Tramaine Lamb	Rfnd Permit Fees	533.60
		Trucksis Enterprise	Pd Bus Cards C.Day	54.60
		Urban Sdk, Inc	Annual Renewal - Ub	19,000.00
		Verizon Business	Pw Phones	1,514.12
		Vestis Services, Ll	Linen Services Fy 2	546.93
		Watsonville Ford	Pd Repairs Unit Pd	2,539.08
		Wells Fargo Vendor	Fy 24/25 Konica Lea	1,614.14
		Wex Bank	Pd Fuel Card	52.39
		Swift Car Wash	Pd Car Washes May	280.00
		Wilson'S Plumbing &	Golf Grill Repairs	5,197.66
		Pers	Apr 25 Ual	351,013.58
07 - Library Bldg & Equip Fund	4/25/2025	Crozier Studios	Art Curation And In	1,800.00
11 - Library Book Fund	4/11/2025	Us Bank	A.Canales Lib Books	2,890.93
	4/25/2025	Amazon Capital Serv	Lib Books & Materia	74.85
		Baker & Taylor Comp	Books And Materials	1,318.90
		Cengage Learning/Ga	Lib Books & Materia	31.46
		Library Ideas, Llc	Lib Books & Materia	3.50
		Midwest Tape	Lib Books & Materia	356.08
		Overdrive, Inc.	Lib Books & Materia	17.94
15 - Housing Fund	4/25/2025	Pers	Apr 25 Ual	1,833.33
18 - Gas Tax Fund	4/11/2025	Caltrans	Sgnls Oct-Dec 2024	856.28
	4/25/2025	Pacific Gas & Elect	Forest Av Sunset Av	114.62
		California American	St Fund 50%	352.43
		California American	St Fund 50%	535.80
		Bear Electrical Sol	Traffice Maintenanc	250.00
		Main Street Signs	Street Signs	651.96
		Minuteman Press	Parking Signs	943.19
		Pacific Gas & Elect	Pw Elec 4482-4	9,014.46
		Sturdy Oil Company	Gas Tax Fuel March	1,049.95
		Pers	Apr 25 Ual	2,333.33
24 - Stillwell Children'S Pool	4/25/2025	American Supply Com	Pool Chlorine	271.46
27 - Lighthouse Maint.& Impv.	4/11/2025	At&T Calnet 3	Lighthse Phone 3247	31.65
		Minuteman Press	Lighthouse Brochure	335.13
		Monterey One Water	Lh Sewer Treatment	118.08
		Pacific Grove Hardw	Lh Repair Supplies	295.75
	4/25/2025	Pacific Gas & Elect	Asilomar Blvd Pg Lh	136.00
		California American	90 Asilomar	112.12
		California American	90 Asilomar	171.01
		At&T Calnet 3	Lh Phone 3247	31.65
		Escarraga'S Luxury	Lh Cleaning	480.00
		Life At Sea	Lh Gift Shop Merch	940.00
		Ziga Media Llc	Lh Gift Shop Merch	409.00
40 - Poetry Promotion Fund	4/11/2025	Us Bank	A.Canales Poet Prom	238.52
		Monterey One Water	Poetry Sewer Treatm	171.56
	4/25/2025	Barbara Mossberg	Lib Poetry Promotio	1,000.00
		Carmel Pine Cone	Lib Poetry Promotio	416.00
43 - Slesf Fund	4/25/2025	Enterprise Fm Trust	Fy24/25 Leased Vehi	2,034.40
47 - Rmra Fund	4/11/2025	Monterey Peninsula	Fy23/24 Street Reha	49,702.20
70 - Emp Benefit Fund	4/4/2025	Calpers Health	Apr25 Ret & Changes	9,729.83
	4/11/2025	Claremont Behaviora	Eap Services April	648.15
	4/18/2025	Standard Insurance	Apr 2025 Coverage	7,020.48
	4/25/2025	Pars	Ars Pars Fees Feb	370.81
71 - Workers Comp Fund	4/25/2025	Lwp Claims Solution	Claim # 189270003	-
72 - Liability Ins Fund	4/25/2025	Pers	Apr 25 Ual	1,416.67
74 - Local Water Project	4/11/2025	Monterey One Water	Lwp Sewer Treatment	19,805.28
		Pacific Gas & Elect	Lwp Elec 0792-1	4,237.62

Check Register Report - Detailed View - April 2025

Fund	Check Date	Name	Description		Amount
	4/25/2025	California American	1313 Ocean View Blv		1,400.25
		California American	1313 Ocean View Blv		2,791.29
		Perc Water Corporat	Fy 24/25 Lwp O&M		37,243.13
75 - Cemetery Fund	4/11/2025	Hayward Lumber Comp	Cem Repair Supplies		988.40
		Mission Uniform Ser	Linen & Uniform Cle	$	465.02
		Odp Business Soluti	Cem Office Supplies		63.71
		Pacific Grove Hardw	Cem Repair Supplies		206.45
		Quadient Leasing Us	Fy24/25 Mail Machin		-
		Quadient Leasing Us	Fy24/25 Mail Machin		36.00
	4/25/2025	Pacific Gas & Elect	Cemetery		74.64
		California American	1254 Delmontecem70%		378.43
		California American	1254 Delmontecem70%		668.91
		Asco Pacific Supply	Cem Inventory		1,290.88
		Ewing Irrigation Pr	Cemetery Supplies		123.62
		Home Depot Credit S	Cemetery Canopy		139.84
		Odp Business Soluti	Cem Office Supplies		86.53
		Office Replacement	Cem Office Supplies		48.93
		Sturdy Oil Company	Cem Fuel March		81.82
		Pers	Apr 25 Ual		3,750.00
76 - Sewer Fund	4/11/2025	Csc Of Salinas	Sewer Repair Unit 4		25.06
		Mission Uniform Ser	Linen & Uniform Cle		465.02
		Monterey One Water	Lift Station Mainte		69,543.88
		Monterey Peninsula	Fy23/24 Street Reha		35,593.75
		Pacific Gas & Elect	Pw Sewer Elec 5126-		1,246.05
		Wallace Group	Scsmp 1, 6, 9 Cip24		14,458.50
	4/25/2025	Pacific Gas & Elect	O V 9Th Pump #2		1,891.24
		California American	100 Oceanvw Irrig		268.71
		California American	1273 Crespi Pond 50		208.38
		At&T	Pw Sewer Phone 2931		126.28
		California Marine S	E9C Water Quality M		9,300.00
		Don Chapin Co., Inc	Sewer Line Maintena		2,770.00
		O'Reilly Auto Enter	Sewer Repair Suppli		455.01
		Pj Trucking Academy	Class B Training -		5,800.00
		Pure Water	Pw Bottle Water Svc		24.75
		Sturdy Oil Company	Sewer Fuel March		330.81
		Toro Petroleum Corp	Fd Diesel March		2,091.25
		Pers	Apr 25 Ual		11,750.00
77 - Golf Fund	4/25/2025	Pacific Gas & Elect	1313 Ocean View Blv		56.99
		California American	77 Asilomar Golf Hs		2,182.37
		California American	77 Asilomar Golf Hs		2,663.27
		Pacific Grove Capit	Jan-Mar 2025 Cpg		12,264.85
				$	2,279,909.13

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Joe Amelio, Mayor Pro Tem

MEETING DATE: May 21, 2025

SUBJECT: Monterey-Salinas Transit Meeting Minutes for April 14, 2025

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

RECOMMENDATION

Receive the minutes.

Attachments

MST Minutes 4-14-25

MEETING OF THE MST BOARD OF DIRECTORS

Meeting Minutes
April 14, 2025
10:00 am (Pacific)

Present:	Mary Ann Carbone, Chair	City of Sand City
	Lorraine Worthy, Vice Chair	City of Gonzales
	Bob Delves	City of Carmel-by-the-Sea
	Kim Shirley	City of Del Rey Oaks
	Ariana Rodriguez	City of Greenfield
	Mike LeBarre	City of King
	Bruce Delgado, Alternate	City of Marina
	Ed Smith	City of Monterey
	Tony Barrera	City of Salinas
	Dave Pacheco	City of Seaside
	Fernando Cabrera	City of Soledad
	Luis Alejo	County of Monterey
Absent:	Joe Amelio	City of Pacific Grove
Counsel:	Michael D. Laredo	General Counsel, De Lay & Laredo
Staff:	Carl Sedoryk	General Manager/CEO
	Lisa Rheinheimer	Deputy CEO
	Kelly Halcon	Chief Human Resources Officer
	Michael Kohlman	Chief Information Officer
	Norman Tuitavuki	Chief Operating Officer
	Michelle Overmeyer	Director of Planning and Innovation
	Jeanette Alegar-Rocha	Deputy Secretary/Clerk to the Board
	Andrea Williams	Finance Manager
	Beronica Carriedo	C/S & Community Relations Supervisor
	Christine Church	Compliance Analyst
	Cristy Sugabo	Mobility Manager
	Daniel Bruno	Scheduling Assistant
	Daniel Rodriguez	Customer Service Representative
	David Bielsker	Transit Scheduler
	Elena Grigorichina	Operations Specialist
	Emma Patel	Planning Manager
	Ezequiel Rebollar	IT System Engineer

	Ikuyo Yoneda-Lopez	Marketing & Communications Manager
	Jacob Huggins	IT Specialist
	Jarred Augusta	Risk and Safety Manager
	Jose Sanchez Barajas	Assistant Planner
	Kaleb Aquino	Mobility Specialist
	Kevin Allshouse	Contract Transportation Manager
	Luiza Hatlestad	Mobility Specialist
	Natalie Flores	Associate Planner
	Paul Lopez	Facilities Manager
	Rolando Munoz	Mobility Specialist
	Scott Taylor	Information Technology Manager
	Steven Bruno	Purchasing Agent
	Susie Flores	Grants Analyst
	Tiziano Minelli	Operations Superintendent
	Ursulla Scardina	Communications Specialist
	Vince Dang	Project Management Coordinator
Public:	Jasmine Mejia-Cortes	Monterey County Board of Supervisors
	Todd Muck	Transportation Agency Monterey County
	Christopher Wilmot	Bus Rider
	Argelia Pesenas	Greenfield Resident
	Maria Ramirez	Greenfield Resident
	Aurora Martinez	Greenfield Resident
	Elvira Mora	Greenfield Resident
	Teresa Gonzalez	Greenfield Resident

1. CALL TO ORDER

1-1. Roll Call.

1-2. Pledge of Allegiance

Chair Carbone called the meeting to order at 10:06 a.m. Roll call was taken and a quorum was established. Alternate Bruce Delgado led the pledge of allegiance.

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

General Manager/CEO, Carl Sedoryk reviewed highlights of the Agenda.

Director Fernando Cabrerra arrived at 10:10 a.m.

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

There were no public comments.

3. CONSENT AGENDA

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

3-1. Financial Reports – February 2025 (Lori Lee) (Page 9)
   a) Accept Report of February 2025 Cash Flow
   b) Approve February 2025 Disbursements, and
   c) Accept report of February 2025 Treasury Transactions

3-2. Approve Minutes of the MST Board Meeting March 10, 2025. (Jeanette Alegar-Rocha) (Page 23)

3-3. Receive Draft Minutes of the MST Board Administrative Performance Committee Meeting on March 10, 2025. (Jeanette Alegar-Rocha) (Page 29)

3-4. Receive Draft Minutes of the Measure Q Oversight Committee Meeting March 17, 2025. (Jeanette Alegar-Rocha) (Page 33)

3-5. Adopt Resolution 2025-19 Recognizing Kaleb Aquino, Mobility Specialist as Employee of the Month for April 2025. (Ruben Gomez) (Page 37)

3-6. Adopt Resolution 2025-20 in Appreciation of Sid Williams, His 9 Years of Support to the Measure Q Oversight Committee and Positive Contribution to the Community. (Carl Sedoryk) (Page 39)

3-7. Authorize the General Manager/CEO or Their Designee to Execute an Agreement Granting the Transportation Agency for Monterey County an Access Easement, Slope Easement, and Temporary Construction Easement on MST Real Property Located on Imjin Road in Marina to Construct the California Avenue Segment of the Fort Ord Regional Trail and Greenway Project. (Lisa Rheinheimer) (Page 41)

3-8. Adopt Resolution 2025-21 Authorizing the Certifications and Assurances, Authorized Agent Forms, and Execution of the Low Carbon Transit Operations Program (LCTOP) for FY 2024/25. (Susie Flores) (Page 45)

3-9. Receive Letter from Measure Q Oversight Committee Reporting that FY 2024 Funds were Spent on Eligible Expenses. (Lisa Rheinheimer) (Page 49)

3-10. Authorize the General Manager/CEO to purchase four (4) Ford trucks at the lowest price/best options at the time of purchase utilizing the CA Department of General Services (DGS) Contract #1-22-23-20F in an amount not to exceed $380,940. (Norman K. Tuitavuki) (Page 53)

End of Consent Agenda

There were no public comments on the consent agenda.

On a motion by Alternate Delgado and seconded by Director LeBarre, the Board approved items 3-1 through 3-10 on the Consent Agenda with Directors Alejo and Amelio noted as absent.

4. RECOGNITIONS AND SPECIAL PRESENTATIONS

4-1. April 2025 Employee of the Month Kaleb Aquino, Mobility Specialist. (Cristy Sugabo)

The MST Board recognized Mobility Specialist, Kaleb Aquino as the April 2025 Employee of the Month for his outstanding contribution to MST and to the entire community.

There were no public comments.

4-2. 25-Year Service Anniversary for Ernie Sanchez, Coach Operator. (Tiziano Minelli)

The MST Board recognized Coach Operator, Ernie Sanchez, for 25 years of service and his outstanding contribution to MST and to the entire community.

There were no public comments.

4-3. Recognition and Appreciation for Sid Williams. (Carl Sedoryk and Mary Ann Carbone)

Although Sid Williams was not present, General Manager/CEO Carl Sedoryk read the MST Board adopted Resolution 2025-20 in recognition and appreciation of Mr. Williams service on the Measure Q Oversight Committee and for his dedication to Monterey-Salinas Transit and its vision of connecting communities, creating opportunity, and being kind to our planet. Directors Delgado and Chair Carbone commented and thanked Sid Williams for his services.

There were no public comments.

4-4. Receive Presentation on 10-Year Anniversary of Measure Q Accomplishments. (Cristy Sugabo/Carl Sedoryk) (Page 55)

The MST Board received a presentation from Mobility Manager, Cristy Sugabo, on the 10 year anniversary of Measure Q accomplishments. Carl Sedoryk, General Manager/CEO, announced that a community event will be held

at the Salinas Mobility Center, 15 Lincoln Avenue, Salinas, CA, on Wednesday, May 21, 2025 at 9:00 a.m.

There were no public comments.

5. PUBLIC HEARINGS

None.

Director Luis Alejo arrived at 10:41 a.m.

6. ACTION ITEMS

6-1. Receive Update on Greenfield Line 33 Bus Stop Construction and Circulator Service Implementation, and Provide Staff with Alternative Direction, if Any, for On Call Service. (Carl Sedoryk) (Page 61)

Public comments were received from the following Greenfield residents: Argelia Pesenas, Maria Ramirez, Aurora Martinez, Elvira Mora and Teresa Gonzalez.

Vice Chair Lorraine Worthy left the meeting at 12:00 Noon

Director Bob Delves left the meeting at 12:25 p.m.

Director Luis Alejo left the meeting at 12:27 p.m.

Director Cabrera requested a report on the South County TRIPS Program, Navigator Volunteer Program, and usage of MST RIDES in Soledad and Gonzales to report back to Greenfield.

On a motion by Director Smith and seconded by Alternate Director Delgado, the Board provided staff direction to continue with implementation of Line 33 Greenfield and continue On Call service to the end of the contract with service provider MV Transportation, Inc by June 30, 2025; and, further directed staff to continue to work with Greenfield to educate and communicate the new circulator service and MST RIDES; and, further directed staff to continue to look for opportunities to provide other mobility options. Directors Rodriguez and Cabrera opposed the motion. Directors Alejo, Amelio, Delves, and Worthy were noted as absent.

6-2. SURF! Busway and Bus Rapid Transit Project. (Lisa Rheinheimer) (Page 65)

a) Authorize the General Manager/CEO or Their Designee to Execute a Construction Contract with Graniterock-Myers JV (GRM) for the

SURF! Busway and Bus Rapid Transit Project in a Guaranteed Maximum Price (GMP) Amount of Not More than $59,200,000,

b) Authorize the General Manager/CEO or their Designee to Execute Contract Change Orders Up to $250,000 Each for this Project but Not to Exceed the Maximum Budget, and

c) Allocate $11,100,000 in Project Contingency Funding as Required by the Federal Transit Administration to Pay for Unanticipated Costs During Construction.

Christopher Wilmot made public comments on item 6-2.

On a motion by Alternate Director Delgado and seconded by Director Pacheco, the Board unanimously approved item 6-2 with Directors Alejo, Amelio, Delves, and Worthy noted as absent.

6-3. Authorize the General Manager/CEO or Their Designee to Enter into a Contract with Kimley-Horn and Associates, Inc. to Conduct an East Alisal Bus Rapid Transit Feasibility Study and Salinas Transit Center Relocation Study in an Amount Not to Exceed $547,420 for the Required Scope of Work, and a Total of $79,119 in Optional Tasks, of Which Not All May Be Conducted, With a Total Contract Value Not to Exceed $626,539. (Emma Patel/Steven Bruno) (Page 69)

There were no public comments.

On a motion by Director Barrera and seconded by Director Pacheco, the Board unanimously approved item 6-3 with Directors Alejo, Amelio, Delves, and Worthy noted as absent.

7. REPORTS & INFORMATION ITEMS

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

7-1. General Manager/CEO Monthly Report – February 2025 (Page 71)

7-2. Federal Legislative Advocacy Report – (Page 79)

7-3. State Legislative Advocacy Update – (Page 83)

7-4. Staff Trip Reports – (Pages 89-107)

7-5. Correspondence –

a. Continuation of On-Call Services in Greenfield, California COUNTY OF MONTEREY Board of Supervisors (Chris Lopez-Third District Supervisor) (Page 109)

8. BOARD REPORTS, COMMENTS, AND REFERRALS

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

8-2. Board Member Comments and Announcements.

a. Naloxone and Fentanyl Test Strip Vending Machine Ribbon Cutting – May 1, 2025 at 1:00 p.m. at the Salinas Transit Center, 110 Salinas Street, Salinas
b. Measure Q 10-Year Anniversary – May 21, 2025 at 9:00 a.m. at the Salinas Mobility Center, 15 Lincoln Avenue, Salinas
c. SURF! Groundbreaking – June 28, 2025 at 2:00 p.m. at the future 5th Street Station in Marina

8-3. Board Member Referrals for Future Agendas.

Director Pacheco requested staff to look into options and cost for translation services for Board meetings.

9. ATTACHMENTS

9-1. The Monthly Report for January 2025 can be viewed online: http://mst.org/about-mst/board-of-directors/board-meetings/

10. CLOSED SESSION

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

10-1. Conference with Real Property Negotiators, Gov. Code § 54956.8
Property Address: 271 Rianda Street, Salinas, CA
MST Negotiators: Carl Sedoryk, General Manager/CEO
Owner of Parcel: Joseph V. Rossi
Under Negotiation: Price and Terms for Leasing Property for MST Use

There were no public comments.

Michael Laredo reported that the Board provided direction on closed session item 10-1 with no reportable action.

11. ADJOURN

With no further business to discuss, Chair Carbone adjourned the meeting at 12:51 p.m. (Pacific).

Prepared by: _____ Reviewed by: _____

Jeanette Alegar-Rocha
Deputy Secretary/Clerk to the Board

Carl G. Sedoryk
General Manager/CEO

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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Jon Biggs, Interim Community Development Director

MEETING DATE: May 21, 2025

SUBJECT: Contract Amendment Number 3 with Harris and Associates for Planning Services

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

RECOMMENDATION

Approve a Professional Services Agreement amendment with Harris & Associates, Inc. for a total contract agreement amount not to exceed $876,805 (Addition of $152,100 to the $724,705 not to exceed amount of the current agreement) for contract planning staffing services for Fiscal Year 25-26.

DISCUSSION

In 2021, the City executed an agreement with Harris & Associates, Inc. (Harris) for contract planning services to backfill vacant planning positions within the Community Development Department (CDD). The City Council approved a contract amendment in March of 2024 (Amendment #2), which raised the not to exceed amount of the agreement to $724,705. Due to ongoing workload within the Department and staff resource levels, additional budget funds to continue the contract planning consulting services throughout FY 25-26 are sought.

Harris has been providing exemplary in-person planning consulting service to the City by serving as a trusted urban planning expert. Harris provides project management for complex project entitlement applications, Coastal Development Permit (CDP) application review, (like the American Tin Cannery Hotel project) and process appeals. Harris is also managing the environmental impact report (EIR) for the City's Housing Element Update.

The current agreement provides for up to four (4) days/32 hours per week; however, with the recent filling of the Associate Planner vacancy, the projected need for the senior planner is two (2) days/16 hours per week in addition to the one (1) hour per month for Project Management.

In an effort to continue planning services for project review and ensure adequate resources for the Housing Element Update EIR staff is seeking a budget amendment of $152,100 to extend the current agreement with Harris and Associates for planning consulting services, at 16 hours per week, through June 30, 2026, for an overall not to exceed amount of $876,805.

OPTIONS

1. Take no action. This would result in the conclusion of the Harris contract services to the City at the end of FY 25 and would impact the ability of the Department to meet statutory project timelines and current service delivery levels. This would also impact the schedule for the Housing Element Update EIR.
2. Provide alternative direction, such as authorizing the contract amendment for a different length of time or dollar amount.

FINANCIAL IMPACT:

For FY 2025-26, an appropriation of $152,100 will be needed to fund the services provided under this agreement. If approved, these amounts will be incorporated into the proposed Fiscal Year 2025-26 Budget.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Attachment 1

AMENDMENT #3

AGREEMENT FOR PROFESSIONAL SERVICES WITH **HARRIS & ASSOCIATES**

WHEREAS, the City of Pacific Grove ("City") and **Harris & Associates, Inc.** ("Contractor") entered into a Professional Services Agreement ("Agreement") dated July 1, 2022; and

WHEREAS, the City and contractor amended the Agreement (Amendment #2) dated March 27, 2024 to increase the Agreement amount to $724,705.00 and extend the Agreement to June 30, 2025; and

WHEREAS, the City and Contractor desire to amend certain terms of the Agreement.

NOW, THEREFORE, the parties agree to amend the Agreement as follows:

1. SERVICES TO BE PROVIDED. The City hereby engages CONTRACTOR to perform, and CONTRACTOR hereby agrees to perform, the services described in **Exhibit A** in conformity with the terms of this Agreement. The services are generally described as follows: Provide contract planning services.

2. PAYMENTS BY CITY. City shall pay the CONTRACTOR in accordance with the payment provisions set forth in Exhibit A, subject to the limitations set forth in this Agreement. The total amount payable by City to CONTRACTOR under this Agreement shall not exceed the sum of **$724,705.00.**

3. TERM OF AGREEMENT. The term of this Agreement is from July 1, 2022, to June 30, 2026, unless sooner terminated pursuant to the terms of this Agreement. This Agreement is of no force or effect until signed by both CONTRACTOR and City and with City signing last, and CONTRACTOR may not commence work before City signs this Agreement. All other terms of the Agreement remain the same.

Dated: _____ _____
Kate Elliott, Director, Environmental Planning + Compliance

Dated: _____ _____
Jon Biggs, Community Development Director

Dated: _____ _____
Fred Marsh, Administrative Services Director

Dated: _____

_____
Brian Pierik, City Attorney

Dated: _____

_____
Nick Smith, Mayor

EXHIBIT A

SCOPE OF SERVICES / PAYMENT PROVISIONS

CONTRACTOR shall assign an individual to provide contract planning consulting and project management services commensurate with the specialized skills and experience of a senior level planner, ("contract planning consultant") as approved by the City Manager and/or Director of Community Development. The contract planning consultant will provide in-person (City Hall) and/or remote contract planning consulting services (as approved by the Director of Community Development) to supplement the City's planning operations for complex projects requiring the contract planning consultant's expertise. The contract planning consultant will provide high-level planning support services, on a project-by-project basis, up to two (2) days (16 hours) per week, as determined by the City Manager and/or Director of Community Development. Assigned work may include, but would not be limited to, the following:

- High-level project review
- Preparing agenda report/resolutions and ordinances related to assigned projects
- Planning project management for complex or controversial development applications
- Management of environmental determinations and reports
- Public hearing support related to assigned projects

The city shall pay CONTRACTOR $195 per hour for existing senior planner staffing support services at a discounted rate, and $195 per hour for project management. Project management services are anticipated to require one (1) hour per month. Payment shall be made by City after submittal of an invoice from CONTRACTOR itemizing the costs incurred by City.

1 Approved by the Pacific Grove City Council on June 15, 2022.

ORIGINAL AGREEMENT

CITY OF PACIFIC GROVE AGREEMENT FOR PROFESSIONAL SERVICES (OVER $40,000)[1]

This Professional Services Agreement ("Agreement") is made by and between the City of Pacific Grove, a political subdivision of the State of California (hereinafter "City") and Harris & Associates, Inc., (hereinafter "CONTRACTOR").

In consideration of the mutual covenants and conditions set forth in this Agreement, the parties agree as follows:

1. **SERVICES TO BE PROVIDED.** The City hereby engages CONTRACTOR to perform, and CONTRACTOR hereby agrees to perform, the services described in **Exhibit A** in conformity with the terms of this Agreement. The services are generally described as follows: Provide contract planning services.

2. **PAYMENTSBY CITY.** City shall pay the CONTRACTOR in accordance with the payment provisions set forth in **Exhibit A**, subject to the limitations set forth in this Agreement. The total amount payable by City to CONTRACTOR under this Agreement shall not exceed the sum of **$ 135,000.00.**[1]

3. **TERM OF AGREEMENT.** The term of this Agreement is from July 1, 2022, to June 30, 2023, unless sooner terminated pursuant to the terms of this Agreement. This Agreement is of no force or effect until signed by both CONTRACTOR and City and with City signing last, and CONTRACTOR may not commence work before City signs this Agreement.

4. **ADDITIONAL PROVISIONS/EXHIBITS.** The following attached exhibits are incorporated herein by reference and constitute a part of this Agreement: **Exhibit A: Scope of Services / Payment Provisions**

5. **PERFORMANCE STANDARDS.**

5.01. CONTRACTOR warrants that CONTRACTOR and CONTRACTOR's agents, employees, and subcontractors performing services under this Agreement are specially trained, experienced, competent, and appropriately licensed to perform the work and deliver the services required under this Agreement and are not employees of the City, or immediate family of an employee of the City.

5.02. CONTRACTOR, its agents, employees, and subcontractors shall perform all work in a safe and skillful manner and in compliance with all applicable laws and regulations. All work performed under this Agreement that is required by law to be performed or supervised by licensed personnel shall be performed in accordance with such licensing requirements.

5.03. CONTRACTOR shall furnish, at its own expense, all materials, equipment, and personnel necessary to carry out the terms of this Agreement, except as otherwise specified in this Agreement. CONTRACTOR shall not use City premises, property (including equipment, instruments, or supplies) or personnel for any purpose other than in the performance of its obligations under this Agreement.

6. **PAYMENT CONDITIONS.**

6.01. CONTRACTOR shall submit to the Contract Administrator an invoice on a form acceptable to City. If not otherwise specified, the CONTRACTOR may submit such invoice monthly or at the completion of each phase of the project, as provided on page 6 of the proposal, but in any event, not later than 30 days after completion of services. The invoice shall set forth the amounts claimed by CONTRACTOR for the previous period, together with an itemized basis for the amounts claimed, and such other information pertinent to the invoice as the City may require. The Contract Administrator or his or her designee shall certify the invoice, either in the requested amount or in such other amount as the City approves in conformity with this Agreement, and shall promptly submit such invoice to the City Auditor-Controller for payment. The City Auditor-Controller shall pay the amount certified within 30 days of receiving the certified invoice.

6.02. CONTRACTOR shall not receive reimbursement for travel.

6.03. All payments by the City will be made by Electronic Funds Transfer (EFT). CONTRACTOR will provide the City with its bank ABA number, account number and designation of the account to which such EFT shall be made. CONTRACTOR will be responsible for notifying the City when CONTRACTOR's EFT information changes. Payments shall be for the invoiced amount, with no retention.

7. **TERMINATION.**

7.01. During the term of this Agreement, the City may terminate the Agreement, with or without cause, by giving written notice of termination to the CONTRACTOR at least thirty (30) days prior to the effective date of termination. Such notice shall set forth the effective date of termination. In the event of such termination, CONTRACTOR shall cease immediately all work in progress.

7.02. CONTRACTOR may terminate this Agreement at any time upon thirty (30) days' written notice of termination to City.

7.03. If either CONTRACTOR or City fail to perform any material obligation under this Agreement, then, in addition to any other remedies, either CONTRACTOR or City may terminate this Agreement immediately upon written notice.

7.04. Upon termination of this Agreement by either CONTRACTOR or City, all property belonging exclusively to City which is in CONTRACTOR's possession shall be returned to City. CONTRACTOR shall furnish to City a final invoice for work performed and expenses incurred by CONTRACTOR, prepared as set forth in Section 6 of this Agreement. This final invoice shall be reviewed and paid in the same manner as set forth in Section 6 of this Agreement.

8. **INDEMNIFICATION.**

8.01. As respects all acts or omissions which do not arise directly out of the performance of professional services, including but not limited to those acts or omissions normally covered by general and automobile liability insurance, CONTRACTOR shall indemnify, defend, and hold harmless the City, its officers, agents, and employees, from and against any and all claims, liabilities, and losses whatsoever

1 Approved by the Pacific Grove City Council on June 15, 2022.

(including damages to property and injuries to or death of persons, court costs, and reasonable attorneys' fees) occurring or resulting to any and all persons, firms or corporations furnishing or supplying work, services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims, liabilities, and losses occurring or resulting to any person, firm, or corporation for damage, injury, or death to the extent caused by CONTRACTOR's negligence, negligent acts, errors or omissions.

❑ Exemption/Modification (Justification attached; subject to approval).

9. **INSURANCE.**

9.01. Insurance Coverage Requirements: Without limiting CONTRACTOR's duty to indemnify, CONTRACTOR shall maintain in effect throughout the term of this Agreement a policy or policies of insurance with the following minimum limits of liability:

Commercial general liability insurance, no less broad than Insurance Services Office (ISO) CG 00 01, including but not limited to premises and operations, including coverage for Bodily Injury and Property Damage, Personal Injury, Contractual Liability, Broadform Property Damage, Independent Contractors, Products/Completed Operations, with minimum limits: $1,000,000 per Occurrence; $2,000,000 General Aggregate; $2,000,000 Products/Completed Operations Aggregate. The required limits may be provided by a combination of General Liability Insurance and Commercial Excess or Umbrella Liability Insurance. If CONTRACTOR maintains higher limits than the specified minimum limits, City requires and shall be entitled to coverage for the higher limits maintained by CONTRACTOR.

❑ Exemption/Modification (Justification attached; subject to approval).

Business automobile liability insurance, covering all motor vehicles, including owned, leased, non-owned, and hired vehicles, used in providing services under this Agreement, with a combined single limit for Bodily Injury and Property Damage of not less than $1,000,000 per occurrence. ❑ Exemption/Modification (Justification attached; subject to approval).

Workers' Compensation Insurance, if CONTRACTOR employs others in the performance of this Agreement, in accordance with California Labor Code section 3700 and with Employer's Liability limits not less than $1,000,000 each person, $1,000,000 each accident and $1,000,000 each disease.

❑ Exemption/Modification (Justification attached; subject to approval).

Professional liability insurance, if required for the professional services being provided, (e.g., those persons authorized by a license to engage in a business or profession regulated by the California Business and Professions Code), in the amount of not less than $1,000,000 per claim and $2,000,000 in the aggregate, to cover liability for malpractice or errors or omissions made in the course of rendering professional services. If professional liability insurance is written on a "claims-made" basis rather than an occurrence basis, the retroactive date shall be no later than the commencement of the work. Coverage applicable to the work performed under this Agreement shall be continued for three (3) years after completion of the work. Such continuation coverage may be provided by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.

❑ Exemption/Modification (Justification attached; subject to approval).

9.02. Other Insurance Requirements. All insurance required by this Agreement shall be with a company acceptable to the City and issued and executed by an admitted insurer authorized to transact Insurance business in the State of California. Unless otherwise specified by this Agreement, all such insurance shall be written on an occurrence basis, or, if the policy is not written on an occurrence basis, such policy with the coverage required herein shall continue in effect for a period of three years following the date CONTRACTOR completes its performance of services under this Agreement.

CONTRACTOR shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. In the event of any cancellation or reduction in coverage or limits of any insurance, CONTRACTOR shall forthwith obtain and submit proof of substitute insurance. Should CONTRACTOR fail to immediately procure other insurance, as specified, to substitute for any canceled policy, the City may procure such insurance at CONTRACTOR's sole cost and expense.

Commercial general liability and automobile liability policies shall provide an endorsement naming the City of Pacific Grove, its officers, agents, and employees as Additional Insureds with respect to liability arising out of the CONTRACTOR'S work, including ongoing and completed operations, and shall further provide that such insurance is primary insurance to any insurance or self-insurance maintained by the City and that the insurance of the Additional Insureds shall not be called upon to contribute to a loss covered by the CONTRACTOR'S insurance. The required endorsement form for Commercial General Liability Additional Insured **is ISO Form CG 20 10 11-85 or CG 20 10 10 01 in tandem with CG 20 37 10 01 (2000)**. The required endorsement form for Automobile Additional Insured endorsement is **ISO Form CA 20 48 02 99**.

The general liability policy shall cover inter-insured suits and include a "separation of Insureds" or "severability" clause which treats each insured separately.

CONTRACTOR shall provide to City an endorsement that the insurer waives the right of subrogation against the City, its officers, officials, employees, agents and volunteers.

Prior to the execution of this Agreement by the City, CONTRACTOR shall file certificates of insurance with the City's contract administrator and City's Contracts/Purchasing Division, showing that the CONTRACTOR has in effect the insurance required by this Agreement. The CONTRACTOR shall file a new or amended certificate of insurance within five calendar days after any change is made in any insurance policy which would alter the information on the certificate then on file. Acceptance or approval of insurance shall in no way modify or change the indemnification clause in this Agreement, which shall continue in full force and effect.

CONTRACTOR shall at all times during the term of this Agreement maintain in force the insurance coverage required under this Agreement and shall send, without demand by City, annual certificates to City's Contract Administrator and City's Contracts/Purchasing Division. If the certificate is not received by the expiration date, City shall notify CONTRACTOR and CONTRACTOR shall have five calendar days to send in the certificate, evidencing no lapse in coverage during the interim. Failure by CONTRACTOR to maintain such insurance is a default of this Agreement which entitles City, at its sole discretion, to terminate this Agreement immediately.

10. **RECORDS AND CONFIDENTIALITY.**

10.01. Confidentiality. CONTRACTOR and its officers, employees, agents, and subcontractors shall comply with any and all federal, state, and local laws which provide for the confidentiality of records

1 Approved by the Pacific Grove City Council on June 15, 2022.

and other information. CONTRACTOR shall not disclose any confidential records or other confidential information received from the City or prepared in connection with the performance of this Agreement, unless City specifically permits CONTRACTOR to disclose such records or information. CONTRACTOR shall promptly transmit to City any and all requests for disclosure of any such confidential records or information. CONTRACTOR shall not use any confidential information gained by CONTRACTOR in the performance of this Agreement except for the sole purpose of carrying out CONTRACTOR's obligations under this Agreement.

10.02. City Records. When this Agreement expires or terminates, CONTRACTOR shall return to City any City records which CONTRACTOR used or received from City to perform services under this Agreement.

10.03. Maintenance of Records. CONTRACTOR shall prepare, maintain, and preserve all reports and records that may be required by federal, state, and City rules and regulations related to services performed under this Agreement. CONTRACTOR shall maintain such records for a period of at least three years after receipt of final payment under this Agreement. If any litigation, claim, negotiation, audit exception, or other action relating to this Agreement is pending at the end of the three-year period, then CONTRACTOR shall retain said records until such action is resolved.

10.04. Access to and Audit of Records. The City shall have the right to examine, monitor and audit all records, documents, conditions, and activities of the CONTRACTOR and its subcontractors related to services provided under this Agreement. Pursuant to Government Code section 8546.7, if this Agreement involves the expenditure of public funds in excess of $10,000, the parties to this Agreement may be subject, at the request of the City or as part of any audit of the City, to the examination and audit of the State Auditor pertaining to matters connected with the performance of this Agreement for a period of three years after final payment under the Agreement.

10.05. Royalties and Inventions. City shall have a royalty-free, exclusive and irrevocable license to reproduce, publish, and use, and authorize others to do so, all original computer programs, writings, sound recordings, pictorial reproductions, drawings, and other works of similar nature produced in the course of or under this Agreement. CONTRACTOR shall not publish any such material without the prior written approval of City.

11. **NON-DISCRIMINATION**. During the performance of this Agreement, CONTRACTOR, and its subcontractors, shall not unlawfully discriminate against any person because of race, religious creed, color, sex, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age (over 40), or sexual orientation, either in CONTRACTOR's employment practices or in the furnishing of services to recipients. CONTRACTOR shall ensure that the evaluation and treatment of its employees and applicants for employment and all persons receiving and requesting services are free of such discrimination. CONTRACTOR and any subcontractor shall, in the performance of this Agreement, fully comply with all federal, state, and local laws and regulations which prohibit discrimination. The provision of services primarily or exclusively to such target population as may be designated in this Agreement shall not be deemed to be prohibited discrimination.

12. **COMPLIANCE WITH TERMS OF STATE OR FEDERAL GRANT.** If this Agreement has been or will be funded with monies received by the City pursuant to a contract with the state or federal government in

which the City is the grantee, CONTRACTOR will comply with all the provisions of said contract, to the extent applicable to CONTRACTOR as a subgrantee under said contract, and said provisions shall be deemed a part of this Agreement, as though fully set forth herein. Upon request, City will deliver a copy of said contract to CONTRACTOR, at no cost to CONTRACTOR.

13. **INDEPENDENT CONTRACTOR.** In the performance of work, duties, and obligations under this Agreement, CONTRACTOR is at all times acting and performing as an independent contractor and not as an employee of the City. No offer or obligation of permanent employment with the City or particular City department or agency is intended in any manner, and CONTRACTOR shall not become entitled by virtue of this Agreement to receive from City any form of employee benefits including but not limited to sick leave, vacation, retirement benefits, workers' compensation coverage, insurance or disability benefits. CONTRACTOR shall be solely liable for and obligated to pay directly all applicable taxes, including federal and state income taxes and social security, arising out of CONTRACTOR's performance of this Agreement. In connection therewith, CONTRACTOR shall defend, indemnify, and hold City harmless from any and all liability which City may incur because of CONTRACTOR's failure to pay such taxes.

14. **NOTICES.** Notices required under this Agreement shall be delivered personally or by first-class, postage pre-paid mail to the City's and CONTRACTOR'S contract administrators at the addresses listed below:

FOR CITY:	**FOR CONTRACTOR:**
John Kuehl, Interim Director Community Development Department	Kate Elliott, Director Cc: David Mack, Joseph Sidor
Name and Title	Name and Title
City of Pacific Grove 300 Forest Avenue	Harris & Associates, Inc. 450 Lincoln Avenue, Suite 103
Pacific Grove, CA 93950 Address	Salinas, CA 93940 Address
(831) 648-3127 Phone	(831) 789-8670 Phone

15. **MISCELLANEOUS PROVISIONS.**

15.01. Conflict of Interest. CONTRACTOR represents that it presently has no interest and agrees not to acquire any interest during the term of this Agreement which would directly or indirectly conflict in any manner or to any degree with the full and complete performance of the professional services required to be rendered under this Agreement.

15.02. Amendment. This Agreement may be amended or modified only by an instrument in writing signed by the City and the CONTRACTOR.

1 Approved by the Pacific Grove City Council on June 15, 2022.

15.03. Waiver. Any waiver of any terms and conditions of this Agreement must be in writing and signed by the City and the CONTRACTOR. A waiver of any of the terms and conditions of this Agreement shall not be construed as a waiver of any other terms or conditions in this Agreement.

15.04. Contractor. The term "CONTRACTOR" as used in this Agreement includes CONTRACTOR's officers, agents, and employees acting on CONTRACTOR's behalf in the performance of this Agreement.

15.05. Disputes. CONTRACTOR shall continue to perform under this Agreement during any dispute. Contractor and the CITY hereby agree to make good faith efforts to resolve disputes as quickly as possible. In the event any dispute arising from or related to this Agreement results in litigation or arbitration, the prevailing party shall be entitled to recover all reasonable costs incurred, including court costs, attorney fees, expenses for expert witnesses (whether or not called to testify), expenses for accountants or appraisers (whether or not called to testify), and other related expenses. Recovery of these expenses shall be as additional costs awarded to the prevailing party, and shall not require initiation of a separate legal proceeding.

15.06. Assignment and Subcontracting. The CONTRACTOR shall not assign, sell, or otherwise transfer its interest or obligations in this Agreement without the prior written consent of the City. None of the services covered by this Agreement shall be subcontracted without the prior written approval of the City. Notwithstanding any such subcontract, CONTRACTOR shall continue to be liable for the performance of all requirements of this Agreement.

15.07. Successors and Assigns. This Agreement and the rights, privileges, duties, and obligations of the City and CONTRACTOR under this Agreement, to the extent assignable or delegable, shall be binding upon and inure to the benefit of the parties and their respective successors, permitted assigns, and heirs.

15.08. Compliance with Applicable Law. The parties shall comply with all applicable federal, state, and local laws and regulations in performing this Agreement.

15.09. Headings. The headings are for convenience only and shall not be used to interpret the terms of this Agreement.

15.. Time is of the Essence. Time is of the essence in each and all of the provisions of this Agreement.

15.. Governing Law. This Agreement shall be governed by and interpreted under the laws of the State of California.

15.. Non-exclusive Agreement. This Agreement is non-exclusive and both City and

CONTRACTOR expressly reserve the right to contract with other entities for the same or similar services.

15.. Construction of Agreement. The City and CONTRACTOR agree that each party has fully participated in the review and revision of this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any amendment to this Agreement.

15.. Counterparts and Electronic Signatures. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement. By executing this Agreement, the City and CONTRACTOR also consent and agree that any electronic signature, as defined by Civil Code § 1633.2(h), affixed thereon shall have the full force and effect as a wet or manual signature.

15.. Authority. Any individual executing this Agreement on behalf of the City or the CONTRACTOR represents and warrants hereby that he or she has the requisite authority to enter into this Agreement on behalf of such party and bind the party to the terms and conditions of this Agreement.

15.. Integration. This Agreement, including the exhibits any documents incorporated by reference, represent the entire Agreement between the City and the CONTRACTOR with respect to the subject matter of this Agreement and shall supersede all prior negotiations, representations, or agreements, either written or oral, between the City and the CONTRACTOR as of the effective date of this Agreement, which is the date that the City signs the Agreement.

15.. Interpretation of Conflicting Provisions. In the event of any conflict or inconsistency between the provisions of this Agreement and the Provisions of any exhibit or other attachment to this Agreement, the provisions of this Agreement shall prevail and control.

15.. Severability. If any of the provisions contained in the Contract are held illegal, invalid, or unenforceable, the enforceability of the remaining provisions shall not be impaired thereby. Limitations of liability and indemnities shall survive termination of the Contract for any cause. If a part of this Contract is valid, all valid parts that are severable from the invalid part remain in effect. If a part of this Contract is invalid in one or more of its applications, the part remains in effect in all valid applications that are severable from the invalid applications.

This space is left blank, intentionally.

IN WITNESS WHEREOF, City and CONTRACTOR have executed this Agreement as of the day and year written below.

1 Approved by the Pacific Grove City Council on June 15, 2022.

CITY OF PACIFIC GROVE	CONTRACTOR
_____ City Mayor	_____ By: Harris & Associates, Inc.
_____	_____ Contractor's Business Name*
_____ Department Head	Date: By: (Signature of Chair, President, or Vice-President)*
_____	By: Diane Sandman, Vice President, EPC _____ Name and Title
	Date:
_____ City Attorney	_____ By: (Signature of Secretary, Asst. Secretary, CFO, or Approved as to Form Asst. Treasurer)*
_____	_____
Approved as to Fiscal Provisions	By: Name and Title
_____ Finance	Date:
_____	[2]Date:
Approved as to Liability Provisions [3]	By:
_____ Risk Management	Date:
Date: _____	

City Agreement Number: _____.

[2] Approval by Finance necessary only if financial questions or issues raised in Council approval of agreement.

[3] Approval by Risk Management is necessary only if changes are made in paragraph 8 or 9.

*INSTRUCTIONS: If CONTRACTOR is a corporation, including limited liability and non-profit corporations, the full legal name of the corporation shall be set forth above together with the signatures of two specified officers. If CONTRACTOR is a partnership, the name of the partnership shall be set forth above together with the signature of a partner who has authority to execute this Agreement on behalf of the partnership. If CONTRACTOR is contracting in an individual capacity, the individual shall set forth the name of the business, if any, and shall personally sign the Agreement.

1 Approved by the Pacific Grove City Council on June 15, 2022.

EXHIBIT A SCOPE OF SERVICES / PAYMENT PROVISIONS

CONTRACTOR shall provide contract planning services provided by a senior planner, as approved by the City Manager and/or Director of Community Development. The planner will provide in-person (City Hall) and/or remote contract planning services (as approved by the Director of Community Development) to support City planning staff. The planner will provide planning support up to three (3) days (24 hours) per week, as determined by the City Manager and/or Director of Community Development. Duties may include, but would not be limited to, the following:

- Customer service/counter support
- Phone calls and email correspondence
- Ministerial and discretionary project review
- Staff report/resolution and ordinance preparation
- Current planning support including large, controversial development applications
- Public hearing support

City shall pay CONTRACTOR $165 per hour for Senior Planner staffing support services, and $190 per hour for Project Manager contract management. Project management services are anticipated to require one (1) hour per month. Payment shall be made by City after submittal of an invoice from CONTRACTOR itemizing the costs incurred by City.

DocuSign Envelope ID: D98A4E4E-1494-4EF7-8E73-AF0C83DA5D5A

AMENDMENT #1
AGREEMENT FOR PROFESSIONAL SERVICES WITH **HARRIS & ASSOCIATES**

WHEREAS, the City of Pacific Grove ("City") and **Harris & Associates, Inc.** ("Contractor") entered into a Professional Services Agreement ("Agreement") dated July 1, 2022; and

WHEREAS, the City and Contractor desire to amend certain terms of the Agreement; NOW, THEREFORE, the parties agree as follows: A. The Agreement is amended as follows:

1. SERVICES TO BE PROVIDED. The City hereby engages CONTRACTOR to perform, and CONTRACTOR hereby agrees to perform, the services described in **Exhibit A** in conformity with the terms of this Agreement. The services are generally described as follows: Provide contract planning services.

2. PAYMENTS BY CITY. City shall pay the CONTRACTOR in accordance with the payment provisions set forth in Exhibit A, subject to the limitations set forth in this Agreement. The total amount payable by City to CONTRACTOR under this Agreement shall not exceed the sum of **$343,145.00.**

3. TERM OF AGREEMENT. The term of this Agreement is from July 1, 2022, to June 30, 2024, unless sooner terminated pursuant to the terms of this Agreement. This Agreement is of no force or effect until signed by both CONTRACTOR and City and with City signing last, and CONTRACTOR may not commence work before City signs this Agreement.

B. All other terms of the Agreement remain the same.

Dated: 5/4/2023

DocuSigned by:
Kate Elliott
302C051F1B3441F...

Kate Elliott, Director, Environmental Planning + Compliance

Dated: 5/5/2023

DocuSigned by:
Anastacia Wyatt
64B91A02E6054D0...

Anastacia Wyatt, Community Development Director

Dated: 5/8/2023

DocuSigned by:
Tori Hannah
3B02FAB081E94DB...

Tori Hannah, Administrative Services Director

Dated: 5/12/2023

DocuSigned by:
Gregory Rubens
22EB9D6BCF144BF...

Gregory Rubens, City Attorney

Dated: _____ 5/12/2023

DocuSigned by:
Bill Peake
2E6F9DE48137414...
Bill Peake, Mayor

DocuSign Envelope ID: D98A4E4E-1494-4EF7-8E73-AF0C83DA5D5A

EXHIBIT A
SCOPE OF SERVICES / PAYMENT PROVISIONS

CONTRACTOR shall provide contract planning services provided by a senior planner, as approved by the City Manager and/or Director of Community Development. The planner will provide in-person (City Hall) and/or remote contract planning services (as approved by the Director of Community Development) to support City planning staff. The planner will provide senior planning support up to four (4) days (32 hours) per week, as determined by the City Manager and/or Director of Community Development. Duties may include, but would not be limited to, the following:

- Customer service/counter support
- Phone calls and email correspondence
- Ministerial and discretionary project review
- Staff report/resolution and ordinance preparation
- Current planning support including large, controversial development applications
- Public hearing support

City shall pay CONTRACTOR $170 per hour for existing senior planner at a discounted rate, and $200 per hour for Project Manager contract management. Project management services are anticipated to require one (1) hour per month. Payment shall be made by City after submittal of an invoice from CONTRACTOR itemizing the costs incurred by City.

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:	May 21, 2025
SUBJECT:	Final Draft 2025-2027 Community Goals and Workplan
CEQA:	Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

It is recommended the Council approve/modify the Final Draft 2025-2027 Community Goals and Workplan.

DISCUSSION

The development of the FY 25-26/26/27 Community Goals and Workplan began with a special meeting on February 26th. At the meeting, the Council received a status report on the 23-2025 Community Goals and Workplan, and reviewed the current challenges and opportunities facing the City. At the March 5, 2025, City Council meeting the Council received the Mid-year Financial Report that detailed the expenditures and revenues at the halfway point of the current fiscal year. The Council also received a summary of the input provided by the City's Board, Commission, Committees, and Task Force for consideration in the development of the Council's goals. At successive City Council meetings, the Council finalized the four Focus Areas, provided value policy statements and approved supporting goals.

Staff has now finalized the Supporting Tasks portion of the workplan for use in the budget preparation for the next two fiscal years. The supporting tasks that are provided were primarily derived using the existing workplan, comments and suggestions provided by the City Council in this process, and input from the Boards, Commissions and Committees. Following establishment of the draft document, staff vetted each Supporting Task to ensure it is realistic, a lead is identified to accomplish the Task and that it has a scheduled end date or deliverable.

Attachment 1 to this report is a summary of the 2025-2027 Focus Areas with Value Statements and Proposed Supporting Tasks. Attachment 2 contains the 2026/2027 Community Goals and Workplan Matrix with the lead staff assigned and target completion dates.

Staff is requesting the Council approve, or provide direction, to modify the Final Draft 2025-2027 Community Goals and Workplan.

OPTIONS

The Council could modify this list as presented.

FINANCIAL IMPACT:

There is no direct impact associated with continuing the development of the Workplan. However, completion of this process will guide the development of the Budget over the next two years.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

2025-2027 Focus Areas with Value Statements and Proposed Supporting Tasks

2025-27 Community Goals & Work Plan

2025-2027 Focus Areas with Value Statements and Proposed Supporting Tasks

Financial Sustainability

Policy Value Statement: Pacific Grove manages the City's financial resources to ensure the long-term delivery of municipal services

Goal 1: Identify a program to reduce unfunded liabilities

- Develop a plan to reduce our long-term pension obligations
- Secure funding to repay the debt service for the water reclamation facility
- Develop options for a long-term storm drain infrastructure funding plan.

Goal 2: Review and revise reserve policies to meet equipment and facility needs

- Update the City Council Financial and Budgetary Policies to revise the City's reserve fund policies and present to the City Council
- Create Capital Replacement Funds to plan for regular maintenance and replacement of vehicles, facilities, equipment, infrastructure and park amenities, and present to the City Council

Goal 3: Identify and reduce expenditures and enhance revenues

- Review low/no cost recovery programs for effectiveness and recommend improvements
- Identify potential new revenue sources and present to the City Council
- Implement risk management assessments findings and recommendations to reduce workers compensation and liability claim exposures

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 public facility projects (sidewalks, streets, water, wastewater, and parks)

- Develop and present a 5-year CIP plan to the City Council
- Develop a new asset management database
- Present updates to City Council Policy 700-4 regarding sidewalk repairs and installation, to include a plan for City property and a sidewalk repair process for private property owners

Goal 2: Invest in technology and workforce systems

- Develop RFP and select vendor for new Enterprise Resource System
- Develop a business continuity plan for IT infrastructure and electronic databases
- Develop a plan to develop and retain key staff members

Goal 3: Address critical physical infrastructure needs

- Develop a safe route to school plan and present to the City Council
- Create a downtown streetscape improvement plan
- Release a sewer master plan RFP

Environmental Stewardship

Policy Value Statement: Pacific Grove cares for and protects its natural resources and amenities

Goal 1: Complete Climate Action and Adaptation Efforts

- Present a Climate Action and Adaptation Plan to the City Council for approval
- Provide fire safety inspection services for residents living near George Washington Park and in High Fire Severity Zones
- Complete a George Washington Park Master Plan

Goal 2: Protect and Preserve the Natural Resources of Pacific Grove

- Complete the comprehensive update to Title 12 of the municipal code; revisions to focus on replanting compliance and tree appeal process; to be presented to the City Council for approval
- Assess Wildlife Protection efforts within the City that can be achieved, within available resources and present feasible measures to the City Council for consideration

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

- Present findings and staff recommendations to City Council for direction regarding unpermitted ADUs
- Identify a preferred affordable housing project location

Goal 2: Review all Permit processes to eliminate barriers to housing and economic development

- Evaluate the City's current and future water allocations and facilitate a City Council discussion on the prioritization of water credits
- Review business license process and implement efficiency measures
- Evaluate timelines and permit processes for commercial and residential permits and implement efficiency measures where feasible

Policy Value Statements and Goals by Focus Area ADDITIONAL Milestone Tasks

- Initiate and complete an updated sewer rate study and present to the City Council
- Facilitate a Prop 218 rate setting process
- Evaluate existing services/programs to identify efficiencies and cost savings
- Provide cost and revenue analysis for the City Council's review when new or expanded programs and services are proposed
- Evaluate potential new revenue sources and present to the City Council
- Amend threshold from $2,500 to $40,000 for a CIP project, with projects under new threshold considered maintenance
- Develop an information technology master plan and present to the City Council
- Present the City Council a report on technological solutions with recommended prioritization that increase efficiency, reduce costs and improve service delivery
- Develop a safe route to school plan with funding options and present to the City Council
- Create a downtown streetscape improvement plan and present to the City Council
- Complete a sewer master plan update and present to the City Council
- Evaluate LCP Amendments needed to protect the coastline and wildlife and recommend a scope of work and present to the City Council for direction
- Evaluate the City's current and future water allocations and facilitate a City Council discussion on the prioritization of water credits
- Conduct outreach to the business community to identify barriers to economic development and provide a report to the City Council regarding the findings
- Review business license process and implement efficiency measures
- Evaluate timelines and permit processes for commercial and residential permits and implement efficiency measures where feasible
- Evaluate the City's BCC review process and recommend improvements to enhance efficiency, effectiveness and lower costs for housing and business development, to the City Council

2025/2026 Community Goals and Workplan Matrix

PRIORITY AREA: 1. Fiscal Sustainability

POLICY VALUE STATEMENT: Pacific Grove manages the City's financial resources to ensure the long-term delivery of municipal services

Goal	Supporting Task	Lead Division/ Support	FY 2025/26 Q1 9/30	FY 2025/26 Q2 12/31	FY 2025/26 Q3 3/30	FY 2025/26 Q4 6/30	FY 2026/27 Q1 9/30	FY 2026/27 Q2 12/31	FY 2026/27 Q3 3/30	FY 2026/27 Q4 6/30	Complete	Notes
1.1 Identify a program to reduce unfunded liabilities	Develop a plan to reduce our long-term pension obligations	AS	x									
	Secure funding to repay the debt service for the water reclamation facility	PW, AS				x						
	Develop options to fund long-term storm drain infrastructure needs	PW, AS						x				
1.2 Review and revise reserve policies to meet equipment and facility needs	Update the City Council Financial and Budgetary Policies to revise the City's reserve fund policies and present to the City Council	AS		x								
	Create Capital Replacement Funds to plan for regular maintenance and replacement of vehicles, facilities, equipment, infrastructure and park amenities, and present to the City Council	AS, PW, CM				x						
1.3 Identify and reduce expenditures and enhance revenues	Review low/no cost recovery programs for effectiveness and recommend improvements	All Depts				x						
	Identify potential new revenue sources and present to the City Council	AS & CM lead		x								
	Implement risk management assessments findings and recommendations to reduce workers compensation and liability claim exposures	AS & CM			x							

PRIORITY AREA: 2. 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	Supporting Task	Lead Division/ Support	FY 2025/26 Quarter of Completion Q1 9/30	Q2 12/31	Q3 3/30	Q4 6/30	FY 2026/27 Quarter of Completion Q1 9/30	Q2 12/31	Q3 3/30	Q4 6/30	Complete	Notes
2.1 Complete a five-year capital improvement program to address the completion of priority public facility projects (sidewalks, streets, water, wastewater, parks)		AS, PW	x									
	Develop a new asset management database	AS, PW			x							
	Present updates to City Council Policy 700-4 regarding sidewalk repairs and installation, to include a plan for City property and a sidewalk repair process for private property owners	PW, CD			x							
2.2 Invest in technology and workforce systems	Develop RFP and select vendor for new Enterprise Resource System	AS						x				
	Develop a business continuity plan for IT infrastructure and electronic databases	AS				x						
	Develop a plan to develop and retain key staff members	CM				x						
2.3 Address critical physical infrastructure needs	Develop a safe route to school plan and present to the City Council	PW					x					
	Create a downtown streetscape improvement plan	PW, CD, CM					x					
	Release a sewer master plan RFP	PW								x		

PRIORITY AREA: 3. Environmental Stewardship

POLICY VALUE STATEMENT: Pacific Grove cares for and protects its natural resources and amenities

Goal	Supporting Task	Lead Division/ Support	FY 2025/26 Quarter of Completion Q1 9/30	Q2 12/31	Q3 3/30	Q4 6/30	FY 2026/27 Quarter of Completion Q1 9/30	Q2 12/31	Q3 3/30	Q4 6/30	Complete	Notes
3.1 Complete Climate Action and Adaptation Efforts	Present a Climate Action and Adaptation Plan to the City Council for approval	PW			x							
	Provide fire safety inspection services for residents living near George Washington Park and in High Fire Severity Zones	Fire		x								
	Complete a George Washington Park Master Plan	PW, CD				x						
3.2 Protect and Preserve the Natural Resources of Pacific Grove	Complete the comprehensive update to Title 12 of the municipal code; revisions to focus on replanting compliance and tree appeal process; to be presented to the City Council for approval	PW		x								
	Assess Wildlife Protection efforts in the City that can be achieved, within available resources and present feasible measures to the City Council for consideration	PD, PW				x						

PRIORITY AREA: 4. Community Development

POLICY VALUE STATEMENT: Pacific Grove strategically implements programs to promote housing and economic opportunities

Goal	Supporting Task	Lead Division/ Support	FY 2025/26 Quarter of Completion Q1 9/30	Q2 12/31	Q3 3/30	Q4 6/30	FY 2026/27 Quarter of Completion Q1 9/30	Q2 12/31	Q3 3/30	Q4 6/30	Complete	Notes
4.1 Explore options for an affordable housing project and partner opportunities	Present findings and staff recommendations to City Council for direction regarding unpermitted ADUs	CD		x								
	Identify a preferred affordable housing project location	CD				x						
4.2 Review all Permit processes to eliminate barriers to housing and economic development	Evaluate the City's current and future water allocations and facilitate a City Council discussion on the prioritization of water credits	CD, CM	x									
	Review business license process and implement efficiency measures	CD, CM		x								
	Evaluate timelines and permit processes for commercial and residential permits and implement efficiency measures where feasible	CD, PW, PD				x						

A.S. = Administrative Services	P.D. = Police Department
C.D = Community Development	FIRE = Fire
C.M. = City Manager	LIB. = Library
P.W. = Public Works	REC = Recreation

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Sandra Kandell, City Clerk/DEI Coordinator

MEETING DATE: May 21, 2025

SUBJECT: Task Force on Diversity, Equity and Inclusion Meeting Minutes: 3/10/25 and 4/14/25

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

RECOMMENDATION

Receive the minutes.

Attachments

DEI Minutes 3-10-25

DEI Minutes 4-14-25

MEETING MINUTES

CITY OF PACIFIC GROVE

TASK FORCE ON DIVERSITY, EQUITY, AND INCLUSION

REGULAR MEETING

Monday, March 10, 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_DEI

1. **CALL TO ORDER / ROLL CALL**
Vice-Chair Fryberger called the meeting to order at 6:00 p.m. City Clerk/DEI Coordinator Kandell conducted roll call with the following Task Force members present in person: Vice-Chair Fryberger, Secretary Pye, Members Doneux and Rubin. Absent: Chair Bui.

2. **APPROVAL OF AGENDA**
Action: Upon motion by Vice-Chair Fryberger and seconded by Member Doneux, the Task Force voted 4-0-1, Chair Bui absent, to approve the agenda.

3. **PRESENTATIONS**
No presentations scheduled.

4. **TASK FORCE AND STAFF ANNOUNCEMENTS (City-Related Items Only)**
Member Doneux gave an announcement regarding upcoming holidays.

5. **COUNCIL LIAISON ANNOUNCEMENTS**
No Council Liaison announcement.

6. **GENERAL PUBLIC COMMENT**
General public comment received from Carol Marquart, Colleen Ingram, Inge Lorentzen Daumer, and Sharon Miller.

   A. Written General Public Comment.

7. **CONSENT AGENDA**
Action: Upon motion by Member Rubin and seconded by Member Doneux, the Task Force voted4-0-1, Chair Bui absent, to approve the Consent Agenda.

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

8. **REGULAR AGENDA**

A. Appointment of Work Plan Subcommittees
No public comment received.

Action: Upon motion by Secretary Pye and seconded by Member Doneux, the Task Force voted 4-0-1, Chair Bui absent, to appoint Diversity, Equity, and Inclusion (DEI) Work Plan Subcommittees.

B. Further Discussion Regarding City Council Goals
No public comment received.

Action: The Task Force discussed and had no further proposed goals for recommendation to the City Council.

C. Approval and Submission of the Cultural Calendar
Public comment received from Carol Marquart, Collen Ingram, Inge Lorentzen Daumer, and Sharon Miller.

Action: Upon motion by Member Rubin and seconded by Secretary Pye, the Task Force voted 4-0-1, Chair Bui absent, to approve the Cultural Calendar, including definition, purpose, and Value Statement, and make a formal submission to the City Council through the Task Force on Diversity, Equity and Inclusion Council Liaison.

9. **NEXT MEETING:** ***April 14, 2025 at 6:00 p.m.***

10. **ADJOURNMENT**
The regular meeting was adjourned at 6:48 p.m.

Respectfully submitted,

Kimberly Pye
Secretary

Approved by Chair:_____Date_____

MEETING MINUTES

CITY OF PACIFIC GROVE

TASK FORCE ON DIVERSITY, EQUITY, AND INCLUSION

SPECIAL STUDY SESSION

Monday, April 14, 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_DEI

1. **CALL TO ORDER / ROLL CALL**
   Chair Bui called the meeting to order at 6:00 p.m. Management Analyst Arriola conducted roll call with the following Task Force members present in person: Chair Bui, Secretary Pye, Members Doneux and Rubin. Absent: Vice-Chair Fryberger.

2. **APPROVAL OF AGENDA**
   Action: Upon motion by Chair Bui and seconded by Member Doneux, the Task Force voted 4-0-1, Vice-Chair Fryberger absent, to approve the agenda.

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

4. **COUNCIL LIAISON ANNOUNCEMENTS**

5. **SPECIAL STUDY SESSION AGENDA**
   A. Education and Resources Webpage
   Public comment received from Sue Pams.

   Action: The Task Force received the presentation.
   CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

6. **NEXT REGULAR MEETING:** *May 12, 2025 at 6:00 PM*

7. **ADJOURNMENT**
   The special study session was adjourned at 7:05 p.m.

Respectfully submitted,

Kimberly Pye
Secretary

Approved by Chair:_____Date_____

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Rachel Gaither, Library Director

MEETING DATE: May 21, 2025

SUBJECT: Library Board Regular Meeting Minutes: March 4, 2025

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

RECOMMENDATION

Receive the minutes.

Attachments

LAB Minutes May 2025

MEETING MINUTES

CITY OF PACIFIC GROVE

LIBRARY BOARD

REGULAR MEETING

Tuesday, March 4, 2025, 4:00 p.m.

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

LIVE VIA ZOOM AT: https://www.cityofpacificgrove.org/Zoom_LB

CALL TO ORDER/ROLL CALL

The meeting was called to order at 4 p.m. by Chair Olver who conducted roll call with the following LAB Members present in person: Chair Olver, Vice Chair Perez, Member Moore, and Member Oldham. Absent: None.

1. **ELECTION OF BOARD OFFICERS**

Action: By way of nomination, Alycia Perez elected chair for the Library Advisory Board.
Motion Carried 4-0-0:

AYES: Chair Olver, Vice Chair Perez, Member Moore, Member Oldham
NOES: None
ABSENT: None

Action: By way of nomination, Lucy Moore elected vice chair for the Library Advisory Board.
Motion Carried 4-0-0:

AYES: Chair Olver, Vice Chair Perez, Member Moore, Member Oldham
NOES: None
ABSENT: None

Action: By way of nomination, Tama Olver elected secretary for the Library Advisory Board.
Motion Carried 4-0-0:

AYES: Chair Olver, Vice Chair Perez, Member Moore, Member Oldham
NOES: None
ABSENT: None

2. **APPROVAL OF AGENDA**

Action: Upon motion by Secretary Olver and Seconded by Vice Chair Moore the Board voted unanimously, 4-0-0, to approve the Agenda.

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

The Board received staff announcements from Library Director Gaither.

A. Poetry Programming Report

Action: The Board received a report prepared by Director Gaither on the Poetry Program.

4. **COUNCIL LIAISON ANNOUNCEMENTS**

The Board received staff announcements from Council Liaison McDonnell.

5. **GENERAL PUBLIC COMMENT/WRITTEN PUBLIC COMMENT**
Public comment not received.

APPROVAL OF THE MINUTES

January 7, 2025 Library Board Regular Meeting Minutes

Action: Upon motion by Member Oldham and seconded by Secretary Olver, the Board voted unanimously, 4-0-0, to approve the minutes.

REGULAR AGENDA

6. **UNFINISHED AND ONGOING BUSINESS**

A. Work Plan for the Board
Public comment not received.
Action: Secretary Olver will update the document to reflect discussion. She and Member Oldham will take ongoing responsibility for the document's maintenance. Upon motion by Secretary Olver and seconded by Vice Chair Moore, the Board voted unanimously, 4-0-0, to draft a recommendation to approve spending to complete the ADA Transition Plan.

7**. NEW BUSINESS**

A. City Council Goals Discussion and Recommendations
Public comment not received.
Action: Upon motion by Member Oldham and seconded by Vice Chair Moore, the Board voted unanimously, 4-0-0, to endorse the goals developed in discussion and forward them goals to Council Liaison McDonnell.

B. Future Agendas
Public comment not received.
Action: Discussed proposals for future agenda items.

Proposals include: Monitoring of the Workplan, Review of the Budget, Recommendation for funding to Complete the ADA Transition Plan, Results of the Patron Survey, Schedule for the July, 2025 Meeting.

NEXT MEETING – May 6, 2025, at 4pm.

ADJOURNMENT – The meeting was adjourned at 5:26 p.m.

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 Director Public Works

MEETING DATE: May 21, 2025

SUBJECT: Museum Board Minutes - 5/14/24, 8/13/24, 11/12/24

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

RECOMMENDATION

Receive the minutes.

Attachments

May 14, 2024 Minutes

August 13, 2024 Minutes

November 12, 2024 Minutes

MEETING MINUTES
CITY OF PACIFIC GROVE
MUSEUM BOARD

REGULAR MEETING
Tuesday, May 14, 2024 at 5:00 p.m.

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

1. CALL TO ORDER

Present: Chair David Messman and Board Members Calvin Tom, Dana Allen-Greil, Christine Bertko and Donna Foote; Museum Executive Director Rachel Miller; Deputy Director of Public Works Joyce Halabi, Volunteer Program Coordinator Amy Colony and Council Liaison Joe Amelio.

2. APPROVAL OF AGENDA

Pursuant to motion made by Ms. Foote and seconded by Ms. Bertko, the agenda was approved with no changes.

3. COMMISSION AND STAFF ANNOUNCEMENTS/COMMENTS

Ms. Halabi reported that the Capital Improvement Program would be presented to the City Council the following day and included museum recommendations relating to carpeting and roof repairs.

4. CITY COUNCIL LIAISON ANNOUNCEMENTS

Councilmember Amelio first introduced the new city manager, Matt Mogenson, and Mr. Mogenson addressed the board. Councilmember Amelia then provided an update on various matters that recently had been approved by, or where soon to be considered by, the City Council.

5. GENERAL PUBLIC COMMENT

No public comments and no written comments were received.

6. APPROVAL OF MINUTES

Pursuant to motion made by Ms. Allen-Greil and seconded by Ms. Foote, the Museum Board minutes for February 14, 2024 were unanimously approved.

7. REGULAR AGENDA

A. Executive Director's Monthly Report (report received)

Ms. Miller, the Museum's new Executive Director, introduced herself to the Board and provided the quarterly Executive Director's Report. Her report included discussions of attendance, special events, field trips, the newsletter and developments regarding the collection. She also reported on staff additions. Mr. Tom stated that the operating agreement should be reviewed for possible changes to align with the current strategic plan. Ms. Miller also responded to questions about her early impressions of the museum as she begins her new role. She indicated that she has been especially impressed by the museum's community outreach efforts and by the success of the newsletter. She mentioned business memberships as an opportunity that she would like to pursue. Pursuant to questions from Ms. Allen-Greil, there was a discussion of progress on the garden renovation project.

B. Museum Annual Metrics Report (report received)

Ms. Miller provided the annual Museum metrics report. Ms. Miller pointed out that the report covers a 10-month period for the current fiscal year though April 30. Ms. Miller described attendance and other metrics. She discussed awards received by the museum. She discussed special exhibits presented by the museum during the fiscal year.

C. Public Works Deputy Director's Update on the Pt. Pinos Lighthouse (report received)

Deputy Director of Public Works Halabi reported on the Point Pinot Lighthouse. She reported to the Board that the Lighthouse had recently had success expanding hours on a Monday holiday and hoped to continue this practice in the future. She said that Lighthouse operations have increased to five days a week, which is back to the pre-pandemic number of operational days per week. She reported that an additional cashier had been hired for the Lighthouse and that additional docents have been recruited and trained. She noted that revenue amounts have now been added to her written report. Pursuant to Board member questions, there was a discussion of how Lighthouse admission fees are set. Admission numbers and opportunities for growth were also discussed.

8. NEXT MEETING

Tuesday, August 13, 2024, at 5:00 pm

9. ADJOURNMENT

Pursuant to motion made by Ms. Allen-Greil and seconded by Ms. Foote, the meeting adjourned at 6:03 pm.

MUSEUM BOARD MINUTES

REGULAR MEETING
Tuesday, August 13, 2024 at 5:00 p.m.
THIS MEETING WAS HELD IN PERSON AND VIRTUALLY (HYBRID).

1. CALL TO ORDER
Chair David Messman called the meeting to order at 5:00 pm. Present in Chamber: Chair David Messman, Vice-Chair Dana Allen-Greil (joined at 5:03 pm) and Board Members Donna Foote and Calvin Tom; Executive Director Rachel Miller, Director of Collections and Exhibits Chris Green and Exhibits Coordinator Maya Sosa; Deputy Director of Public Works Joyce Halabi, Volunteer Program Coordinator Amy Colony and Council Liaison Joe Amelio.

2. APPROVAL OF AGENDA
Action: Chair Messman began the meeting by noting that Christine Bertko has resigned from the Board and, for the time being, the Board will consist of four members. Next, upon motion by Board Member Foote and seconded by Board Member Tom; Board members voted 3-0 to approve agenda. Board Member Allen-Greil was not present for the vote.

3. COMMISSION AND STAFF ANNOUNCEMENTS/COMMENTS
Deputy Director of Public Works Joyce Halabi provided an update on the current Museum mezzanine railing improvements.

4. CITY COUNCIL LIAISON ANNOUNCEMENTS
Council Member Amelio provided an update on various matters that were on the August 7th City Council Agenda. He also provided a heads-up on a new protocol that facilitates recommendations to the City Council from a Boards, Committees and Commissions.

5. GENERAL PUBLIC COMMENT
No public comments and no written comments.

6. APPROVAL OF MINUTES
A. Minutes of the May 14, 2024, Regular Meeting
Action: Upon motion by Board Member Foote and seconded by Board Member Tom, Board members voted 4-0 to approve the minutes.

7. REGULAR AGENDA

A. City Board Secretary Election
Action: Upon motion by Board Member Foote and seconded by Board Member Allen-Greil, Board members voted 4-0 to approve the election of Board Member Tom as Secretary.

B. PG Museum Executive Director's Monthly Report (report received)

Executive Director Miller reported on the Q4 FY23-24 highlights. Collections and Exhibits have a new IPMP (Integrated Pest Management Plan) and has developed a NAGPRA (Native American Graves Protection Act) work plan. Major project updates include the current mezzanine railing install plus the design of the Native Plant Garden renovation. The Wonder on Wheels mobile museum testing phase begins in September.

C. Point Pinos Lighthouse Update (report received)
Deputy Director of Public Works Halabi reported the FY23/24 Lighthouse metrics on visitations, revenue, and volunteers.

D. PG Museum Audited Financials (report received)
Executive Director Miller explained the major changes to the balance sheet due to spending on capital projects and exhibits plus the transfer of assets from Morgan Stanley to the Community Foundation of Monterey County.

E. PG Museum Business Plan (report received)
Executive Director Miller gave an overview of the FY24/25 Business Plan. The goals and objectives have not changed from the prior fiscal year. Key initiatives for FY24/25 are as follows: 1) Enhance Fund Development and Museum Membership; 2) Be An Employer of Choice for Museum Professionals; 3) Increase Community Engagement + Diverse Audiences; 4) Build + Deliver Exhibits; and 5) Launch 2024-2029 Strategic Plan & Prepare for Re-accreditation.

F. PG Museum Exhibits Plan (report received)
Director Green provided the Museum's Exhibits Plan in three buckets: 1) priority initiatives for next fiscal year; 2) intermediate-term priorities out 1-3 years; and 3) long term visions and goals out 5 to 10 years.

8. NEXT MEETING

Tuesday, November 12, 2024, at 5:00 pm

9. ADJOURNMENT

Action: Upon motion by Board Member Foote and seconded by Board Member Tom, Board members voted 4-0 to adjourn the meeting at 5:58 pm.

MEETING MINUTES
CITY OF PACIFIC GROVE
MUSEUM BOARD
REGULAR MEETING

TUESDAY, NOVEMBER 12, 2024, 6:00 P.M.
COUNCIL CHAMBER — CITY HALL — 300 FOREST AVENUE, PACIFIC GROVE, CA

1. CALL TO ORDER
Chair David Messman called the meeting to order at 5:01 pm. Present in Chamber: Chair David Messman, Vice-Chair Dana Allen-Greil and Board Members Donna Foote and Calvin Tom; Museum Executive Director Rachel Miller and Collections and Research Manager Nate King; Deputy Public Works Director Joyce Halabi, Volunteer Program Coordinator Amy Colony, Council Liaison Joe Amelio and Mayor Bill Peake.

2. APPROVAL OF AGENDA
Action: Upon motion by Board Member Foote and seconded by Board Member Allen-Greil; Board members voted 4-0 to approve the agenda.

3. COMMISSION AND STAFF ANNOUNCEMENTS/COMMENTS
Deputy Director of Public Works Joyce Halabi provided that there was no update to the Sam Farr Monterey County Weekly article on Point Pinos Lighthouse Reservation and its inclusion into the National Register of Historic Places.

4. CITY COUNCIL LIAISON ANNOUNCEMENTS
Council Member Amelio provided an update on various council matters plus an update on Veteran's Day activities at Point Pinos Lighthouse.

5. GENERAL PUBLIC COMMENT
No public comments and no written comments.

6. APPROVAL OF MINUTES
A. Minutes of the August 13, 2024 Regular Meeting
Action: Upon motion by Board Member Foote and seconded by Vice-Chair Allen-Greil, Board members voted 4-0 to approve the minutes.

7. REGULAR AGENDA

A. <u>PG Museum Executive Director's Monthly Report (report received)</u>
Executive Director Miller reported on the Q1 FY24-25 highlights. The foundation received two $250,000 unrestricted gifts. One of the gifts was from the Shelby Foundation and the other was anonymous. The museum has completed all of the NAGPRA (Native American Graves

Protection Act) notice of inventory letters for their object entity list. Chris Green (Director of Exhibits and Collections) and Hannah Quinnell left the museum in early September. Their workload has been absorbed by existing staff. Executive Director Miller will now lead the reaccreditation efforts. Lisa Max, former interim executive director, joined the museum part-time as a deputy director. She will oversee human resources and facilities management. The Wonder on Wheels (WOW) mobile museum launched on September 15.

B. Point Pinos Lighthouse Update (report received)
Deputy Director of Public Works Halabi updated the Board on Q1/24-25 attendance statistics. Responding to board questions, Deputy Director Halabi noted that the number of docents trained to handle Title 1 student tours (i.e., from schools that qualify for Title 1 federal funding based on having a high percentage of students from low income families) was supply constrained.

C. PG Museum Collections Care Report (report received)
Collections and Research Manager Nate King provided the yearly statistics for collections. The online database is now close to the 10,000, a major milestone. A CAP assessment (Collective Assessment for Preservation) was completed for the collections and the building in advance of the upcoming museum reaccreditation efforts.

D. PG Museum 2024-2029 Strategic Plan (report received)
Executive Director Miller presented the five goals in the strategic plan. She explained how they mapped to the previous seven strategic goals that were a part of the Operating Agreement between the City and the Foundation.

E. PG Museum Business Facility Management Plan (report received)
Deputy Director Halabi discussed the three projects that are either underway or funded for FY24/25: 1) Museum roof repair of storage garage; 2) Museum carpet replacement; and 3) Museum basement/collections area moisture control (back-up generator).

F. 2025 Museum Board Planning Calendar
Action: Board member Tom corrected two report titles:

1) From Museum Board Chair Annual Report 2020 to Museum Board Chair Annual Report 2024
2) From PG Museum Audited Financials 2019-2020 to PG Museum Audited Financials 2023-2024

and made a motion to approve and was seconded by Board Member Foote, Board members voted 4-0 to approve the Planning Calendar. The updated planning calendar is attached to the minutes.

The topic of annual site tours was brought up and it was agreed between the Board and the City that site tours for incoming and existing board members were encouraged and to be handled on a as needed basis.

8. NEXT MEETING

Tuesday, February 11, 2025, at 5:00 pm

9. ADJOURNMENT

Action: Upon motion by Vice Chair Allen-Greil and seconded by Board Member Foote, Board members voted 4-0 to adjourn the meeting at 5:51 pm.

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Joseph Sidor, Contract Planner

MEETING DATE: May 21, 2025

SUBJECT: Local Coastal Program Amendment - Coastal Hazards

CEQA: Statutory Exemption, CEQA Guidelines Section 15265, Adoption of Coastal Plans and Programs

RECOMMENDATION

1. Acknowledging receipt of the California Coastal Commission resolution approving the City of Pacific Grove Local Coastal Program Amendment Number LCP-3-PGR-24-0065-1 (Coastal Hazards Update).
2. Discuss the proposed City Council resolution amending the text, policies, and figures of the Land Use Plan (LUP), including the addition of a definition for Critical Public Infrastructure (LUP Section 1.10), updating the data and information sources (LUP Section 2.1.1), updating LUP Figure 3 (LUP Section 2.1.2), and amending Policy HAZ-12 (LUP Section 2.1.4) and provide direction to the City Manager regarding changes, if any, to the proposed resolution.
3. Discuss the proposed ordinance amending the Implementation Plan (IP) of the Pacific Grove Municipal Code (PGMC Title 23, Chapter 90), including revising the text of IP section 23.90.140(b) and provide direction to the City Manager regarding changes, if any, to the proposed ordinance.
4. Motion finding that adoption of the proposed resolution and ordinance is statutorily exempt from CEQA pursuant to CEQA Guidelines section 15265.
5. Request the City Attorney read the title of the proposed ordinance amending Municipal Code Section 23.90.140(b) to allow for completion of an initial assessment by City Staff.
6. Motion to waive further reading of the ordinance.
7. Introduce and hold the first reading of the proposed ordinance amending Municipal Code Section 23.90.140(b) to allow for completion of an initial assessment by City Staff.
8. Direct a summary of a proposed ordinance be published as approved by the City Attorney.

DISCUSSION

City Council Action on November 6, 2024

On November 6, 2024, the City Council considered a Resolution of Intent (attached) to adopt the proposed Local Coastal Program (LCP) amendments to the text, policies, and figures of the Land Use Plan (LUP) and the text of the Implementation Plan (IP), and by motion on a 7-0 vote adopted the Resolution of Intent. After the City Council's action, City Staff forwarded the proposed amendments to the California Coastal Commission for certification. On October 10, 2024, prior to the City Council action, the Planning Commission initiated and recommended approval of the LCP amendments by a

vote of 6-0-1 (6 yes, 0 no, and 1 absent).

California Coastal Commission Action on April 11, 2025
On April 11, 2025, the Coastal Commission considered certification of the proposed LCP amendments (Commission Resolution attached). The Coastal Commission unanimously approved and certified the amendments without modification (City of Pacific Grove LCP Amendment Number LCP-3-PGR-24-0065-1 (Coastal Hazards)).

Per State regulations, in order for the LCP amendments to take effect, the City Council must acknowledge receipt of the Coastal Commission certification of the amendments, formally adopt the certified amendments, and transmit the amendments to the CCC for confirmation. The City Council is considering final adoption of a resolution amending the LUP and introduction of an ordinance amending the IP, as certified by the Costal Commission. At the time of the second reading of the proposed Ordinance, staff will return to the City Council with a proposed Resolution to adopt the LCP amendments.

Background
In 2022, the City applied for and received a $100,000.00 grant from the Coastal Commission to update its coastal hazard mapping. This effort is intended to support a technical update or refinement of the City's LCP coastal hazard overlay data, which is based on modeling data from 2008. The grant funding was used to hire Integral Consulting to perform modeling and analysis of the City's coastline to provide more accurate data consistent with current state guidance on sea level rise. Integral Consulting completed the technical analysis and presented an overview of the modeling methodology and key coastal hazard analysis results to the Planning Commission on August 8, 2024.

City Staff, in collaboration with Coastal Commission Staff, then prepared minor technical refinements to the text, policies, and figures of the LUP and IP. City Staff coordinated extensively with the Coastal Commission Staff to ensure that the final LCP amendments would be acceptable to the Coastal Commission and result in timely certification without any modifications. As intended and defined by the grant agreement, these minor technical updates to the coastal hazards section of the LCP implement the updated technical analysis and tools used to determine coastal hazard vulnerability.

The draft amendments (attached) consist primarily of the following:

1) The addition of a definition for Critical Public Infrastructure (LUP Section 1.10). This definition will assist City Staff in determining what constitutes Critical Public Infrastructure, which will be evaluated at a higher standard than development on private property. Coastal Commission staff provided guidance on the types of infrastructure to include in the definition.

2) Updates to the data and information sources (LUP Section 2.1.1). The addition or deletion of sources used to prepare the analysis of coastal hazards.

3) Update to LUP Figure 3 (LUP Section 2.1.2). LUP Figure 3 has been updated to reflect the new technical analysis and data. It's also important to remember that LUP Figure 3 is a static "snapshot" and that City staff will use GIS data to complete an initial assessment of future projects.

4) Text revisions to Policy HAZ-12 (LUP Section 2.1.4). LUP Policy HAZ-12 would be amended to include a paragraph regarding critical public infrastructure and to differentiate between the level of review required for private and public development. Within the GIS data, an additional safety setback distance has been added to the calendar year 2100 erosion hazard zone to

approximate a more severe sea level rise scenario for critical public infrastructure.

LUP Policies HAZ-1 through HAZ-11 and HAZ-13 through HAZ-16 remain valid as written. No changes to these policies are necessary to implement the updated coastal hazards technical analysis.

Per the Resolution of Intent adopted on November 6, 2024, the City Council directed staff to request the Coastal Commission staff review a change to the first sentence of Policy HAZ - 6 from "The City will prepare a Shoreline Management Plan (SMP)..." to "The City has prepared a Shoreline Management Plan (SMP)..." City Staff forwarded and discussed this request with Coastal Commission Staff; however, Coastal Commission Staff chose not to recommend modification of the LCP amendment to include this change.

5) Text revisions to the IP (PGMC Section 23.90.140(b)). This revision shifts the responsibility for completion of an initial assessment to City Staff.

The updated coastal hazards mapping will assist City Staff when determining which properties within the Coastal Zone are susceptible to coastal hazards and need to submit a Coastal Hazards Report at the time of the proposed development application, and which properties are unlikely to be impacted and may be exempted from this requirement. Put another way, this more detailed analysis will provide staff with the tools to correctly determine when additional study may be required. Hence, the associated LCP amendment is a limited technical refinement of the policies and implementing regulations that will be used by City Staff.

Since this effort is intended as a limited technical update to better inform applicants and City Staff, Coastal Commission Staff advised City Staff to tie the LCP amendments specifically to the technical analysis. Therefore, the proposed amendment is a technical refinement to the LCP and does not include substantive policy changes. Additionally, the proposed LCP amendments are limited by a very defined scope that was formulated by the Coastal Commission Staff and included as part of the grant agreement and timeline (see Timeline below).

The adoption of these technical amendments by the Coastal Commission in April of this year cemented the purpose of the grant the city received and is the final step by the Coastal Commission, save for receipt of the amendments for confirmation, in this process. Any modifications to the proposed ordinance or resolution will require review by Coastal Commission Staff and may result in the reconsideration of these by the Coastal Commission at one of their public meetings.

Timeline

April 20, 2022 – City Council directed staff to apply for grant funding.
November 9, 2022 – Coastal Commission grant agreement signed and funding awarded to the City.
February 3, 2023 – City approves contract with Integral Consulting to perform technical analysis and mapping.
January 29, 2024 – Coastal Commission approved a grant amendment to extend the grant deadline to March 30, 2025.
June 4, 2024 – Draft technical analysis provided to City and Coastal Commission for review.
July 29, 2024 - Coastal Commission approved a grant amendment to update the budget.
August 8, 2024 – Draft technical analysis presented to the Planning Commission for public review and comment.
August 19, 2024 – Final technical analysis and mapping completed.
October 10, 2024 – Public hearing at the Planning Commission for proposed LCP amendments.

November 6, 2024 – Public hearing at the City Council for proposed LCP amendments.
December 18, 2024 - City Staff submits LCP amendment packet to Coastal Commission.
April 11, 2025 - Coastal Commission certifies proposed LCP Amendments.
May 21, 2025 - LCP amendments considered by the City Council for final adoption (First Ordinance Reading).
June 4, 2025 - LCP amendments adopted by the City Council (Second Ordinance Reading).

Noticing
City staff completed the required noticing pursuant to Pacific Grove Municipal Code Sections 23.86.040 and 23.90.070. On May 8, 2025, a Notice of Public Hearing was published in the Monterey County Weekly and posted at City Hall. In this case, no permanent structural development is proposed; therefore, story poles and netting are not warranted or required.

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)
In reviewing this action, the City has followed the CEQA statute adopted by the State of California as published in the California Public Resources Code, Division 13, §21000, et seq., and the California Code of Regulations, Title 14, §15000, et seq. (i.e., CEQA Guidelines). Pursuant to CEQA Guidelines Section 15265 (Adoption of Coastal Plans and Programs), an amendment to a Local Coastal Program is statutorily exempt. Per Section 15265, CEQA does not apply to activities and approvals pursuant to the California Coastal Act by any local government necessary for the preparation and adoption of a local coastal program. This section shifts the burden of CEQA compliance from the local agency to the Coastal Commission. Pursuant to Public Resources Code Sections 21080.5 and 21080.9, and CEQA Guidelines Section 15251(f), the Coastal Commission is identified as a certified regulatory program which meets the requirements of Public Resources Code involving the preparation, approval, and certification of local coastal programs. As such, the Coastal Commission report prepared for the LCP Amendment qualifies as a functional equivalent environmental review document with regard to CEQA. The analysis in the report (Coastal Hazards Modeling Technical Methods and Results) prepared for the LCP Amendment provided the Coastal Commission with the technical background information they required to analyze the proposed LCP Amendment. Therefore, the City is not required to take further CEQA action on the proposed LCP Amendment.

OPTIONS

1. Acknowledged receipt of the California Coastal Commission resolution approving the City of Pacific Grove Local Coastal Program Amendment Number LCP-3-PGR-24-0065-1 (Coastal Hazards); discuss the proposed City Council resolution and ordinance and provide direction to the City Manager regarding changes, if any; find that adoption of the proposed resolution and ordinance is statutorily exempt from CEQA pursuant to CEQA Guidelines section 15265; request the City Attorney read the title of the proposed ordinance; move to waive further reading of the ordinance; introduce and hold the first reading of the proposed ordinance; and direct a summary of a proposed ordinance be published as approved by the City Attorney.
2. Take other action related to this item.

FINANCIAL IMPACT:
There is no financial impact resulting from this action.

FOCUSED PRIORITY AREA: Infrastructure

Attachments

City Council Resolution of Intent 24-043, November 6, 2024

Docusign Envelope ID: 5A22913A-EF0A-4C56-8E65-DAF525915501

RESOLUTION 24-043

A RESOLUTION OF INTENTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE, PURSUANT TO PACIFIC GROVE MUNICIPAL CODE CHAPTER 23.84, TO AMEND THE LOCAL COASTAL PROGRAM, INCLUDING THE TEXT, POLICIES, AND FIGURES OF THE LAND USE PLAN (LUP SECTIONS 1.10, 2.1.1, 2.1.2, AND 2.1.4) AND TEXT OF THE IMPLEMENTATION PLAN (PACIFIC GROVE MUNICIPAL CODE, CHAPTER 23.90 (SECTION 23.90.140(b))

RECITALS

1. Section 65300 et seq. of the California Government Code requires each city to adopt a comprehensive, long-term General Plan for the physical development of each city.

2. On October 5, 1994, the City Council of the City of Pacific Grove ("City" or "City Council") adopted a city-wide General Plan ("General Plan") pursuant to California Planning, Zoning and Development law.

3. Section 30500 of the Public Resources Code requires each County and City to prepare a Local Coastal Program ("LCP") for that portion of the coastal zone within its jurisdiction.

4. On January 15, 2020, the City adopted the LCP, comprised of a Land Use Plan ("LUP") and Implementation Plan ("IP"), pursuant to the California Coastal Act and consistent with Section 30512 of the Public Resources Code. This separate mandate replaces policy guidance for most policy topics found in the General Plan and is applied in the Coastal Zone. The primary policy topics of noise and housing (to include other minor specific policies) are not addressed under the LCP - Coastal Act mandate although they are still applicable in the Coastal Zone under the jurisdiction of the General Plan – Planning Zoning and Development law mandate.

5. On March 11, 2020, the California Coastal Commission ("Coastal Commission") acknowledged certification of the City's LCP.

6. Section 30514 of the Public Resources Code provides for amendments to adopted LCP's in accordance with certain procedures. Proposed amendments are to be submitted to and processed by the Coastal Commission in accordance with applicable procedures. The City may make no more than three submittals of proposed amendments per calendar year; however, each submittal may contain multiple amendments. To date, the City has made no submittals of LCP amendments in 2024.

7. Pursuant to Public Resources Code Sections 30000 et seq., and Title 23 of the Pacific Grove Municipal Code ("PGMC"), the City may amend the adopted LCP provided the City follows certain procedures, including that the City of Pacific Grove Planning Commission ("Planning Commission") hold a noticed public hearing and make a written recommendation to the City Council on the proposed amendment of the LCP, and that the City Council hold a public hearing to determine whether to adopt a resolution of intent to approve, and if affirmative, submit the proposed amendment to the Coastal Commission for certification. The Coastal Commission may certify the amendments or may suggest modifications. The amendments become final and effective only after the Council acknowledges certification, including any suggested modifications, and formally adopts

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the amendments and the Executive Director of the Coastal Commission confirms, without objection by the Coastal Commission, that the City's action conforms to the Coastal Commission's certification order.

8. Pursuant to Government Code Sections 65350 et seq., the City may amend the adopted General Plan provided the City follows certain procedures, including that the Planning Commission hold a noticed public hearing and make a written recommendation to the City Council on the proposed amendment of the General Plan. In this case, the proposed LCP amendment is consistent with the General Plan and no amendment to the General Plan is needed.

9. All policies of the General Plan and the Land Use Plan have been reviewed by the Community Development Department staff to ensure that the proposed amendments maintain the compatibility and internal consistency of the General Plan and the Land Use Plan.

10. Pursuant to Pacific Grove Municipal Code (PGMC) Sections 23.84.060, Findings, and 23.84.070, Amendments to the Local Coastal Program, in considering the proposed LCP Amendment, the City Council makes the applicable findings as described below.

11. In reviewing this action, the City has followed the CEQA statute adopted by the State of California as published in the California Public Resources Code, Division 13, §21000, et seq., and the California Code of Regulations, Title 14, §15000, et seq. (i.e., CEQA Guidelines). Pursuant to CEQA Guidelines Section 15265 (Adoption of Coastal Plans and Programs), an amendment to a Local Coastal Program is statutorily exempt. Per Section 15265, CEQA does not apply to activities and approvals pursuant to the California Coastal Act by any local government necessary for the preparation and adoption of a local coastal program. This section shifts the burden of CEQA compliance from the local agency to the Coastal Commission. Pursuant to Public Resources Code Sections 21080.5 and 21080.9, and CEQA Guidelines Section 15251(f), the Coastal Commission is identified as a certified regulatory program which meets the requirements of Public Resources Code involving the preparation, approval, and certification of local coastal programs. As such, the Coastal Commission report that will be prepared for the LCP Amendment qualifies as a functional equivalent environmental review document with regard to CEQA. The analysis in the report (Coastal Hazards Modeling Technical Methods and Results) prepared for the LCP Amendment provides the Coastal Commission with the technical background information they require to analyze the proposed LCP Amendment. Therefore, the City is not required to take further CEQA action on the proposed LCP Amendment.

12. The City of Pacific Grove Land Use Plan sections proposed to be amended, in a version showing the changes with strikethrough and underline and in a "clean" version, is attached hereto and incorporated herein by reference. The proposed ordinance amending the Implementation Plan is also attached hereto and incorporated herein by reference.

13. This is a minor technical update to the coastal hazard sections of the Local Coastal Program and is intended to implement the updated technical analysis and tools used to determine coastal hazard vulnerability. These amendments to the Land Use Plan (LUP) and Implementation Plan (IP) do the following:

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a. Add a definition for Critical Public Infrastructure.

b. Update the data and information sources.

c. Update LUP Figure 3.

d. Revise the text of LUP Policy HAZ-12.

e. Revise the text of IP Section 23.90.140(b).

14. On October 10, 2024, the Planning Commission held a duly noticed public hearing to consider initiating amendments to the City's LCP, as required by PGMC Section 23.84.020, and making a recommendation to the City Council regarding approving amendments to the LCP, including amending the text, policies, and figures of the LUP (LUP Sections 1.10, 2.1.1, 2.1.2, and 2.1.4) and text of the IP (PGMC Section 23.90.140(b)). On September 26, 2024, at least 10 days before the first public hearing date, notice of the hearing before the Planning Commission was published in the Monterey County Weekly. The Planning Commission, by a vote of 6-0-1 (6 yes, 0 no, and 1 absent), initiated the LCP amendments and recommended approval (Planning Commission Resolution Nos. 2024-004 and 2024-005). The Planning Commission resolutions were transmitted to the City Council as part of the November 6, 2024, agenda report.

15. On November 6, 2024, the City Council held a duly noticed public hearing to consider a resolution of intent to adopt the proposed amendments to the text, policies, and figures of the LUP and the text of the IP. On October 24, 2024, at least 10 days before the first public hearing date, notice of the hearing before the City Council was published in the Monterey County Weekly and posted at City Hall.

16. This amendment is intended to be carried out in a manner fully in conformity with the California Coastal Act (Public Resources Code Sections 30512, 30513, and 30519).

FINDINGS

Pursuant to Pacific Grove Municipal Code (PGMC) Sections 23.84.060, Findings, and 23.84.070, Amendments to the Local Coastal Program, in considering the proposed LCP Amendment, the City Council considered the Planning Commission resolutions, agenda report, written and oral testimony, and administrative record as a whole and, on that basis, finds that:

General Plan or Local Coastal Program Amendments

1. The proposed amendment is internally consistent with all other provisions of the local coastal program;

2. The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or welfare of the city; and

3. The site is physically suitable (including access, provision of utilities, compatibility with adjoining land uses, and absence of physical constraints) for the requested and anticipated land uses.

Zoning Ordinance Amendments

1. The proposed amendment is consistent with the general plan and the certified local coastal program; and

Docusign Envelope ID: 5A22913A-EF0A-4C56-8E65-DAF525915501

2. The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or welfare of the city; and

3. The proposed amendment is internally consistent with applicable provisions of the Zoning Ordinance.

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

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

2. Adopts a resolution of intent to adopt the amended sections of the Land Use Plan, attached hereto and incorporated by reference.

3. Adopts a resolution of intent to adopt an ordinance, attached hereto and incorporated by reference, to amend the Implementation Plan.

4. Certifies that the amendments are intended to be carried out in a manner fully in conformance with the Coastal Act.

5. Directs staff to transmit the proposed amendments to the California Coastal Commission for certification together with materials sufficient for a thorough and complete review.

6. Directs staff to request the Coastal Commission staff review a change to the first sentence of Policy HAZ - 6 from "The City will prepare a Shoreline Management Plan (SMP)..." to "The City has prepared a Shoreline Management Plan (SMP)..."

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE on this 6TH day of November, 2024, by the following vote:

AYES: Mayor Peake, Mayor Pro Tem Smith, Councilmember Amelio, Beck, Coletti, McDonnell, and Poduri.

NOES: None.

ABSENT: None.

ABSTAIN: None.

APPROVED:

DocuSigned by:
Bill Peake
2E6F9DE48137414...

BILL PEAKE, Mayor

ATTEST:
DATED: 11/19/2024

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SANDRA KANDELL, City Clerk

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City of Pacific Grove
Draft Local Coastal Program (LCP) Amendment
Coastal Hazards Technical Refinements

Land Use Plan (LUP):

1.10 TERMINOLOGY USED IN THE LAND USE PLAN

Critical Public Infrastructure: Processes, systems, facilities, technologies, networks, assets, and services essential to the health, safety, security, or economic well-being of the City. Examples include, yet are not limited to, the following: potable water treatment facilities and distribution networks, wastewater treatment facilities, wastewater collection (i.e., sewer main lines) networks, stormwater infrastructure, public roads, other public utilities (e.g., gas, electrical, and internet/telephone), and public sidewalks/trails associated with public roads. Examples of non-critical public infrastructure would include, yet are not limited to, the following: public sidewalks/trails not associated with public roads and public parks.

2.1 COASTAL HAZARDS (HAZ)

2.1.1 Background – Coastal Hazards and Sea Level Rise

Large winter waves and bluff erosion have long been hazardous to the built environment, as well as to natural systems and resource management in the Coastal Zone. Now, added to those historical challenges are changes brought by global climate change and the effects of sea level rise. Global climate change is amplifying other threats to ocean and coastal ecosystems, including erosion, pollution, and habitat loss. This Land Use Plan contains policies to respond to and address these hazards in the City's planning and permitting process.

Among the most significant natural hazards along the Pacific Grove coastline are large winter storms and waves, and ongoing bluff and shoreline erosion. Impacts associated with storms, waves and erosion have fallen disproportionately on the built environment and natural systems at the ocean-land interface. In addition, the Hopkins Marine Station has long been listed as being particularly vulnerable to tsunamis. The City's 2015 Climate Change and Vulnerability Analysis outlines many of these challenges but indicates that tsunamis have a relatively lower potential for damage to life and property due to the configuration of Monterey Bay and orientation of the Pacific Grove Coastline.

The geologic foundation of the entire Monterey Peninsula is a granitic rock called granodiorite overlain by marine terrace deposits. The marine terrace deposits are typically between 2 and 12 feet thick and capped by topsoil. The marine terrace deposits general consist of uncemented, friable, thinly laminate to thickly bedded silty very fine to coarse grained sand with pebbles and cobbles. The upper six inches to four feet of the marine terrace deposits are dark brown and clay rich due to topsoil. The base is generally marked in spots by a cobble and pebble rich deposit where the terrace deposits rest on top of the wave-cut platform. The contact between the granodiorite rock and marine terrace deposits typically has a seaward gradient. The terrace deposits exposed in the upper bluff are extremely erodible and unstable. When ocean wave run up impacts the terrace deposits, they erode, particularly near the base. That process undermines the terrace deposits and the upper terrace deposits slump downward onto the bedrock platform.

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The granodiorite rock is sturdy in earthquakes, resists waves, and generally breaks up into sand and gravel rather than mud so the water is clear. The upper portion of the granite is highly weathered and portions are prone to erosion. At depth the granite is less weathered and is very erosion resistant. Pacific Grove's Coastal Zone also includes areas of sand dune on the Asilomar coast, and marine terrace deposits along both the bay and ocean shores. There are rock bluffs consisting of bedrock that is slowly eroding and decomposing, which separates the exposed rocky shore and beaches from the coastal terrace and dune landforms immediately inland. There are also rock outcrops and promontories, boulders, offshore sea stacks, and a string of islets off of point Pinos, all of which contribute to an extraordinarily scenic coastline. The granodiorite erodes very slowly, replenishing the sand supply which is not fed by the littoral drift that disperses into other beaches on the southern shore of Monterey Bay.

The Asilomar Dunes complex is a distinct geologic formation that extends from Point Pinos to Cypress Point in Pebble Beach. In Pacific Grove, the Asilomar Dunes encompass the area between Asilomar Avenue and the shoreline. The dune landforms are composed almost entirely of pure quartz sand, which accounts for the beautiful white sand beaches whose well-rounded frosted quartz grains indicate they were at one time in a dune field in the open air, away from the water.

The exposed granite rock mass at the Pacific Grove shoreline is generally erosion-resistant, except for localized erosion where wave action at faults can break the rock. This fracturing is minimal both on the City's northeast shoreline along Monterey Bay, due to its orientation away from the predominantly northwest direction of the waves; and on the Asilomar coastline along the open ocean, due to the many off-shore reefs that dissipate the wave energy. The most rapid erosion along the shoreline has occurred in the natural coastal terrace deposits and midden, and various areas of rock and soil fill. A combination of ground squirrel and other animal activities; wave and tidal action; stormwater runoff and heavy pedestrian use has resulted in localized shoreline erosion sometimes affecting trails, bluffs, parking lots, and even the road. The City has historically sought to remedy this problem through a sea wall and rip rap revetment construction program and other shoreline armoring. As a result, the natural and scenic character of the Bay shoreline within the City has been altered to some extent by shoreline armoring that has been installed between Point Pinos and the Monterey Bay Aquarium at the City's eastern boundary.

While bluff erosion along the Pacific Grove shoreline has generally been a localized problem, the winter storms of 1982-83 resulted in extensive damage. Rip rap revetments were washed out, storm drains were damaged, and parking areas were destroyed by the strong waves from these storms. Except for Hopkins Marine Station, a portion of the Monterey Bay Aquarium, two single family residences, and sewer pumping stations, the immediate shoreline area is used predominately for open space recreational purposes.



Damage from strong storm surges at Hopkins Marine Station. Photo Credit - Gary Griggs, Ph.D., presentation: Sea-Level Rise, Shifting Shorelines and El Niño 11/11/15



Monterey Herald pictures of storm surges crashing over Ocean View Boulevard, Pacific Grove CA. Photo Credit- Monterey Herald, 2001.

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The natural coastal hazards and sea level rise policies in the Land Use Plan recognize the potential risks and hazards associated with development along Pacific Grove's coast, including the probable impact of climate change and associated sea level rise. Land Use Plan policies both govern potential development in this area and address potential impacts. The best available science at the time of Coastal Development Permit review, including data and information recommended for use by the *California Adaptation Planning Guide* and the California Coastal Commission's *Sea Level Rise Policy Guidance* must be used to help determine sea levels and potential hazards until such time as new data and information is available. This data may include:

- Cal-Adapt interactive website designed to provide data and information produced by the State's scientific and research community that provides a view of how climate change might affect California at the local level;
- The Ocean Protection Council's 2024 Science and Policy Update on Sea Level Guidance: State of California Sea Level Guidance;
- ~~The National Research Council's 2012 Report: *Sea Level Rise for the Coasts of California, Oregon and Washington: Past Present and Future*; and~~
- California Geologic Survey's California Tsunami Hazard Area Maps for Monterey County;
- Local data as available, which in the case of Pacific Grove currently includes the data set from the *Monterey County Multi-Jurisdictional Hazard Mitigation Plan – Final Draft 2014* and the City of Pacific Grove Climate Change Vulnerability Assessment, completed in January 2015;
- National Data Buoy Center (Scripps Institution of Oceanography Station 46249 – Cabrillo Point, and NDBC Station 46042 – Monterey Bay); and
- Monterey Tide Gauge (NOAA Station 9413450).

All the above listed reports project that climate change will intensify a variety of coastal hazards, as a result of sea level rise.

A *Climate Change and Vulnerability Analysis Report*, as well as a *Background Report*, both dated January 12, 2015 were prepared in support of the Local Coastal Program. Potential climate changes that may affect Pacific Grove's Coastal Zone include increases in temperature, shifts in precipitation, higher sea level, more severe storms, and ocean acidification. Although a secondary impact of climate change, Pacific Grove's Coastal Zone is also at increased risk of exposure to wildfire. Specific changes are difficult to predict, and considerable complexities arise when calculating potential risks.

The City's *Climate Change and Vulnerability Analysis* found that Pacific Grove's development pattern, particularly the City's coastal park and trail system, in conjunction with setting development back from the coast, well-position the City's residential and commercial areas to help withstand effects of sea level rise and tsunami inundation. Additionally, the City's location on granitic bluffs also limits erosion susceptibility. Nevertheless, the City may be susceptible to potential impacts, as all areas along California's coast are subject to some level of inherent hazards risk. The climate change and vulnerability assessment modeling showed potential flooding along the City's coastline, including the City's coastal park system and developed residential areas. Additionally, modeling utilized in the City's *Climate Change and Vulnerability Analysis* showed erosion potential, again primarily along the City's north shore, which, in the long run, would affect the City's coastal parks and trails along with areas developed with residential, commercial and institutional uses. Figure 3, Coastal Hazards and Areas of Potential Sea Level Rise, shows the areas of potential hazards related to projected sea level rise as identified in the Coastal Hazards Modeling Technical Methods and Results ~~*Climate Change and Vulnerability Analysis*~~ report prepared in ~~2015~~2024.

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The best available and most recent scientific information with respect to the effects of long-range sea level rise, including the coastal hazards analysis identified in the *Background Report* and *Climate Change and Vulnerability Analysis*, must be considered in the preparation of findings and recommendations for all geologic, geotechnical, hydrologic, and engineering investigations. Furthermore, the City will continue to consider the findings of future scientific studies that increase and refine the body of knowledge regarding potential sea level rise and coastal hazards in Pacific Grove and along the Monterey Bay, and possible responses to it. Additionally, the City may utilize the variety of academic institutions and non-governmental organizations in the region with expertise in climate change such as the University of California Santa Cruz, California State University Monterey Bay, Naval Postgraduate School, Middlebury Institute for International Studies at Monterey, Stanford-Hopkins Marine Station, Stanford-Center for Ocean Solutions, the Nature Conservancy, and the Monterey Bay Aquarium, to assist the City with data collection and research regarding the potential impacts of climate change and possible adaptation responses. Also, data from the Monterey Tide Gauge (NOAA Station 9413450) which was installed in 1973 can be utilized to report local sea levels and track sea level rise.

2.1.2 Coastal Act Policies – Coastal Hazards and Sea Level Rise

Various parts of the Coastal Act support policies in Local Coastal Program Land Use Plan that address climate change, sea level rise, and coastal hazards. Additionally, the California Coastal Commission Sea Level Rise Policy Guidance provides information for local municipalities updating Local Coastal Programs. The guidance document recognizes that the Coastal Act supports:

1. Use of best available science to guide decisions;
2. Minimization of coastal hazards through planning and development standards;
3. Maximization of protection of public access, recreation, public views and other coastal resources; and
4. Maximization of agency coordination and public participation.

Coastal Act policies relating to shoreline processes and natural hazards require that shoreline protection structures, such as seawalls, only be permitted where they serve coastal-dependent uses or protect existing structures or beaches in danger from erosion. The Coastal Act also requires that shoreline protection structures be designed to eliminate or mitigate adverse impacts on local shoreline sand supply (Public Resources Code §30235). Further, other coastal policies require that any development, such as shoreline protective devices, among other things, be sited and designed to:

1. Prevent degrading impacts to Environmentally Sensitive Habitat Areas (Public Resources Code §30240);

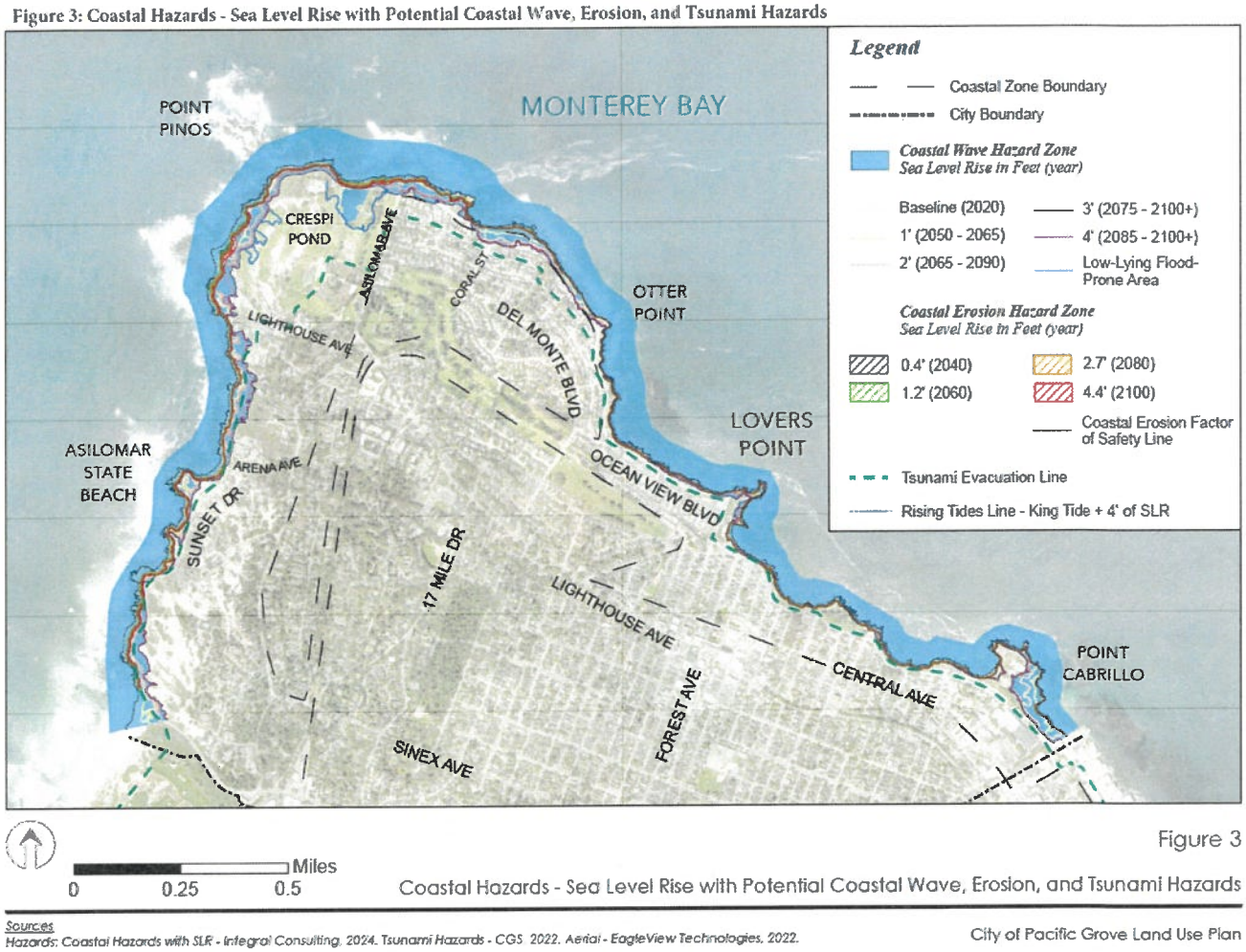
2. Mitigate adverse impacts to archeological resources (Public Resources Code §30244);

3. Protect ocean views, minimize the alteration of natural land forms, and be visually compatible with and subordinate to the surrounding character of the area (Public Resources Code §30251); and

4. Provide, and not interfere with, maximum public recreational access to and along the shoreline (Public Resources Code §§30210, 30211 and 30212).

Finally, Coastal Act policies require that all new development minimize risks to life and property in hazard areas (Public Resources Code §30253(a)) and not create, nor contribute to, erosion, instability, destruction of a site, or require protective devices that substantially alter natural bluff and cliff forms (Public Resources Code §30253(b)).

Figure 3: ~~Coastal Hazards and Areas of Potential Sea Level Rise~~
Coastal Hazards - Sea Level Rise with Potential Coastal Wave, Erosion, and Tsunami Hazards



2.1.3 General Plan and Other Policies – Coastal Hazards and Sea Level Rise

The Pacific Grove General Plan commits ocean front lands to open space and recreational uses. The combination of public ownership and existing City policies and ordinances severely limit physical structures on the immediate shoreline area. The effect of the policies and public ownership along the shoreline is to help reduce the risks to life and property from storm and tsunami hazards and bluff erosion. However, certain policy areas, such as the effect of the construction of shoreline protective devices, among others, are not specifically covered by the Pacific Grove General Plan and are addressed in this Land Use Plan, the Implementation Plan, and the future Shoreline Management Plan. The Pacific Grove shoreline is an irreplaceable resource and its preservation as a natural living shoreline is a matter of great public importance. Therefore, the intent of the Local Coastal Program is to ensure that shoreline protective devices and other shoreline altering development are only utilized in limited situations and only when all coastal resource impacts are appropriately and proportionately mitigated, consistent with this Section.

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2.1.4 Land Use Plan Policies – Coastal Hazards and Sea Level Rise

The following Land Use Plan policies on shoreline hazards supplement existing City policies and regulations by providing for:

New development and redevelopment that is sited and designed to be safe from potential coastal hazards and in a manner that may not require future shoreline protective devices;

Specific attention to the possible effects of shoreline protective device construction;

Implementation of City policy calling for detailed park planning along the shoreline in order to maximize public access, find methods to minimize bluff erosion, and reduce other potential impacts on coastal resources; and

Expanded policies addressing protection from storm wave and tsunami hazards and the impacts associated with sea level rise while protecting coastal resources.



Tsunami Hazard Zone Sign. Photo Credit: www.NOAA.gov

HAZ-1. The City will continue to gather information on the effects of sea level rise and other coastal hazards on Pacific Grove's shoreline, including identifying vulnerable areas, structures, facilities, and resources, specifically areas with priority uses such as public access and recreation resources, Environmentally Sensitive Habitat Areas, and existing and planned sites for public infrastructure. Updates to the LCP, including through any vulnerability assessment, shall use the best available science, including the best available scientific estimates of expected sea level rise and potential resultant impacts. The information gathered should address multiple time frame horizons (e.g. 2025, 2050, and 2100) and sea level rise scenarios, as appropriate and feasible.

HAZ-2. Based on the information gathered over time per Policy HAZ-1, the City will conduct an evaluation at least every 10 years (and in response to significant storm events resulting in erosion) as to whether additional policies and other actions for inclusion in the LCP are necessary in order to better address the impacts of sea level rise and other coastal hazards, particularly those related to erosion.

As applicable, such periodic evaluations may result in LCP changes to hazard policies designed to:

a) require relocation of existing or planned development, including development already protected by shoreline protective devices, to safer locations or higher elevations and restoring shoreline areas to natural conditions if feasible, including working with entities that plan or operate infrastructure;

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b) modify allowable land uses in hazardous areas, and modify siting and design standards for development, to avoid and minimize risks and better protect coastal resources;
c) better protect wetlands and Environmentally Sensitive Habitat Areas;
d) update standards for determining erosion rates;
e) ensure long term protection of the function and connectivity of existing public recreational access facilities and resources; and
f) require modifications to existing shoreline protective devices to ensure that such devices are meeting then-current standards and are functioning in a way that has the least impact on coastal resources as possible, including evaluation of possible removal and shoreline restoration.

HAZ-3. The City will monitor sea level rise and request changes to the Coastal Zone boundary, as appropriate and feasible. The City will minimize the need for construction of new shoreline protective devices through management and, where necessary, restoration of the coastal park lands, including control of pedestrian use, parking, and ground squirrel and other rodent, vermin, or animal activities.

HAZ-4. The City will maintain a warning system and procedures for protection of life and property in coastal areas that are subject to storm and tsunami hazard, including informing visitors to the shoreline of the potential danger of large waves, and will coordinate closely with the Monterey County Office of Emergency Services on the implementation and future amendment of the Monterey County Multi-jurisdictional Hazard Mitigation Plan. New development subject to tsunami hazards shall prepare a tsunami preparedness plan that describes evacuation procedures and other protocols for addressing a potential tsunami event.

HAZ-5. The City will endeavor to coordinate planning and management of the coastal park lands with adjacent jurisdictions and other public agencies such as the City of Monterey, Monterey County, State Water Resources Control Board, National Oceanic and Atmospheric Association (Monterey Bay Sanctuary), Bureau of Land Management (California Coastal National Monument), the California Department of Parks and Recreation, the California Department of Fish and Wildlife, the United States Coast Guard, and the California State Lands Commission, which has decision-making authority on policies that affect land below the mean high tide line. The City should also coordinate planning and management of the coastal park lands on its downcoast borders with the Pebble Beach Company and other large private landowners, where feasible.

HAZ-6. The City will prepare a Shoreline Management Plan (SMP), consistent with the parameters set forth in HAZ-2, to evaluate potential actions to guide the management of public parklands along the shoreline while considering the effects of sea level rise, best protecting coastal resources, as well as circulation and utility infrastructure. The SMP, when approved by the Coastal Commission, will function as a tool to help maximize public access and protect coastal resources along the City's shoreline.

HAZ-7. The City will strive to minimize erosion of the shoreline by directing people to use public access pathways and stairways. The City will coordinate public recreation and access points with the Bureau of Land Management to ensure that public access use is designed to mitigate adverse impacts to the California Coastal National Monument and its geological, biological, cultural, and visual resources.

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HAZ-8. Development shall minimize risks to life and property in areas of high geologic, flood, and fire hazard. Development shall also assure stability and structural integrity, shall not create nor contribute significantly to erosion, geologic instability, or destruction of the site, and shall not substantially alter natural landforms. Public infrastructure, public recreational access facilities, and coastal-dependent development shall be developed in a manner consistent with Policy HAZ-10, and may qualify for shoreline protective devices only if in imminent danger from erosion consistent with HAZ-15 and HAZ-16. All other development shall be developed in a manner consistent with Policy HAZ-9.

HAZ-9. Development shall be sited and designed to avoid impacts from coastal hazards, including but not limited to, erosion, episodic and long-term shoreline retreat, flooding, inundation, storm waves, high seas, tidal scour, and tsunamis, including in relation to sea level rise, over the life of the development. As a condition of approval for all coastal development that at some point during its lifetime may be subject to coastal hazards, the Applicant shall record a deed restriction against the properties involved in the application acknowledging that the development site may be subject to coastal hazards.

HAZ-10. New public recreational access facilities (e.g. public parks, trails, and paths), public infrastructure (e.g. public roads, sidewalks, and public utilities), and coastal-dependent development (any development or use that requires a site on, or adjacent to, the sea to be able to function such as Hopkins Marine Station) shall be sited and designed in such a way as to limit potential impacts to coastal resources over their lifetime. See also Policy HAZ-15.

As appropriate, such development may be allowed within shoreline areas only if it meets all of the following criteria:

1. The development shall to the maximum extent feasible be sited and designed to be removable without significant damage to shoreline and/or bluff areas.

2. The development shall only be allowed when it will not cause, expand, or accelerate instability of a bluff.

HAZ-11. In order to minimize potential damage to life and property from coastal hazards, development and the use of land below the 20-foot elevation (as measured from mean high tide) shall be limited to coastal dependent and coastal related development, open space, low intensity public recreational access facilities and uses, public infrastructure, allowable shoreline armoring and coastal access facilities, and, at Lovers Point, Hopkins Marine Station, and Monterey Bay Aquarium, coastal dependent development. Other legally established existing development and uses below the 20-foot elevation may remain, but shall be relocated above the 20-foot elevation (or simply removed) should it become threatened by coastal hazards or should they redevelop. Costs for relocation shall be borne by the property owner. Regardless, no new major critical public infrastructure (e.g., new water/wastewater treatment facilities) shall be allowed seaward of Ocean View Boulevard or Sunset Drive. To the maximum extent feasible, existing major critical public infrastructure shall be relocated outside of this area.

HAZ-12. Development proposed in potential hazard areas, including but not limited to those that are mapped as hazardous in Figure 3, shall be evaluated for potential coastal hazards at the site using intermediate-high scenario sea level rise projections, based on ~~all~~ readily available information and the most current and recently adopted ~~best~~ available science (e.g., State of California Sea Level Rise Guidance). If the initial evaluation determines that the proposed

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development may be subject to coastal hazards over its lifetime, a site-specific hazards report prepared by a qualified geologist/engineer is required, the purpose of which is to ensure that such development can be built in a manner consistent with applicable LCP coastal hazards policies. Proposed development on properties that are determined not to be subject to coastal hazards over its lifetime would not be subject to additional site-specific hazards analysis.

With respect to critical public infrastructure specifically, such development shall be evaluated for potential coastal hazards using high scenario sea level rise projections, based on readily available information and the most current and recently adopted available science (e.g., State of California Sea Level Rise Guidance). If the initial evaluation determines that the proposed critical public infrastructure development may be subject to coastal hazards over its lifetime, a site specific hazards report prepared by a qualified geologist/engineer is required, the purpose of which is to ensure that such development can be built in a manner consistent with applicable LCP coastal hazards policies and will be safe from extreme sea level rise projections either through its design or through the development of an adaptation plan to be implemented in the future.

HAZ-13. Repair and maintenance of existing legally established shoreline protective devices (including restacking dislodged rock rip-rap in revetments within the approved revetment profile and texturing/contouring a vertical seawall per the approved surface treatment, but not including replacement, augmentation, addition or expansion) shall only be allowed if the shoreline protective device is required to protect public infrastructure, public recreational access facilities, and coastal-dependent development in critical danger from erosion (i.e., when a site-specific analysis determines the development would be unsafe to use or occupy within two years). If it is not so required, then the shoreline protective device shall be removed and the affected area restored. Any such allowable repair and maintenance projects shall include measures to address and mitigate for any coastal resource impacts the device is having, including with respect to public views and public recreational access.

HAZ-14. New shoreline protective device development (including replacement, augmentation, addition and expansion associated with an existing device) shall only be allowed where required to protect public recreational facilities (e.g., public parks trails, and paths), public infrastructure (e.g., public roads, sidewalks, and public utilities), and coastal dependent development (e.g., certain Hopkins Marine Station development) in imminent danger from erosion. Such devices shall only be utilized if no other feasible, less environmentally damaging alternative is available, such as relocation, beach nourishment, non-structural drainage and native landscape improvements, or other similar non-structural options. Such non-structural options shall be used and prioritized wherever possible to protect coastal resources, including coastal habitats, public recreational uses, and public access to the coast.

Where such non-structural options are not feasible in whole or in part, soft structural alternatives (e.g., sand bags, vegetation, etc.) shall be used and prioritized wherever possible before more significant shoreline protective devices (including, but not limited to, seawalls, revetments, breakwaters, groins, bluff retention devices, and piers/caisson foundation systems). Shoreline protective devices shall not be constructed to protect non coastal-dependent development, other than public recreational facilities and public infrastructure that do not otherwise constitute coastal-dependent development, or where other measures can adequately mitigate erosion hazards. All construction associated with shoreline protective devices and repair or maintenance or augmentation of existing protection devices shall be designed to eliminate or mitigate adverse impacts to the California Coastal National Monument and its geological, biological, cultural and visual resources.

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HAZ-15. New shoreline protective devices shall be sited and designed to avoid coastal resource impacts to the maximum extent feasible, including through eliminating or mitigating all adverse impacts on local shoreline sand supply (including sand and beach area that are lost through the shoreline protective device's physical encroachment on a beach, fixing of the back beach, and prevention of new beach formation in areas where the bluff/shoreline would have otherwise naturally eroded, and the loss of sand-generating bluff/shoreline materials that would have entered the sand supply system absent the device); protecting and enhancing public recreational access; protecting and enhancing public views; minimizing alteration of, and be visually subordinate to, the natural character of the shoreline; avoiding impacts to archeological resources; and protecting other coastal resources as much as possible.

Shoreline protective devices shall be required to mitigate impacts to shoreline sand supply, public access and recreation, and any other relevant coastal resource impacts in 20-year increments, starting with the building permit completion certification date. Permittees shall apply for a coastal permit amendment prior to expiration of each 20-year mitigation period, proposing mitigation for coastal resource impacts associated with retention of the shoreline protective device beyond the preceding 20-year mitigation period, and such application shall include consideration of alternative feasible mitigation measures in which the permittee can modify the shoreline protective device to lessen its impacts on coastal resources, including potential removal.

HAZ-16. When development is proposed, property owners with any structures that are associated with and/or protected by existing shoreline protective devices shall be required to provide an assessment of the continued efficacy of such devices, including an evaluation of whether the devices can be removed or modified (and affected areas restored to natural conditions) in light of the development proposed (e.g., if the development is being relocated inland) to better protect coastal resources, in terms of public recreational access resources, while still providing necessary coastal hazard protection. If the assessment indicates that they can be so removed or modified, including if the assessment indicates that there is greater coastal resource benefit to removal or modification of the shoreline protective device, then the removal or modification shall be required as a condition of any approval for the development. In all cases, shoreline protective devices shall only be authorized until the time when the qualifying development that is protected by such a device is no longer present and/or no longer requires armoring.

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ORDINANCE NO. 25 - ___

AN ORDINANCE OF THE CITY OF PACIFIC GROVE AMENDING THE TEXT OF SECTION 23.90.140 OF THE PACIFIC GROVE MUNICIPAL CODE (PART OF THE IMPLEMENTATION PLAN OF THE CITY'S LOCAL COASTAL PROGRAM)

RECITALS

WHEREAS, Section 30500 of the Public Resources Code requires each County and City to prepare a Local Coastal Program ("LCP") for that portion of the coastal zone within its jurisdiction; and

WHEREAS, on January 15, 2020, the City of Pacific Grove ("City") adopted an LCP (City Council Resolution No. 20-001), comprised of a Land Use Plan ("LUP") and Implementation Plan ("IP"), pursuant to the California Coastal Act and consistent with Section 30512 of the Public Resources Code; and

WHEREAS, on March 11, 2020, the California Coastal Commission ("Coastal Commission") acknowledged certification of the City's LCP; and

WHEREAS, the LCP is final, adopted and certified and took effect on the certification date of March 11, 2020; and

WHEREAS, the City determined it appropriate to codify the IP as Chapter 23.90 of the Pacific Grove Municipal Code (PGMC), and did so via the adoption of Council Ordinance No. 20-023; and

WHEREAS, Section 30514 of the Public Resources Code and the PGMC Chapter 23.84 provide for amendments to adopted LCP's; and

WHEREAS, on October 10, 2024, the Planning Commission of the City of Pacific Grove ("Planning Commission") considered, at a duly noticed public hearing, the initiation of an LCP amendment, as required by PGMC Section 23.84.020, to amend the text, policies, and figures of the LUP (LUP Sections 1.10, 2.1.1, 2.1.2, and 2.1.4) and text of the IP (PGMC Section 23.90.140(b)), and the Planning Commission voted to recommend the City Council adopt the proposed LCP amendment (Planning Commission Resolution Nos. 2024-004 and 2024-005); and

WHEREAS, on November 6, 2024, the City Council of the City of Pacific Grove ("City Council") considered, at a duly noticed public hearing, the proposed LCP amendment to amend the text, policies, and figures of the LUP (LUP Sections 1.10, 2.1.1, 2.1.2, and 2.1.4) and text of the IP (PGMC Section 23.90.140(b)); and

WHEREAS, notice of the public hearing before the City Council was published in the Monterey County Weekly and posted at City Hall on October 24, 2024; and

WHEREAS, in considering the proposed LCP Amendment, the City Council considered the Planning Commission resolutions, the agenda report, the written and oral testimony, and the administrative record as a whole; and

WHEREAS, pursuant to CEQA Guidelines Section 15265 (Adoption of Coastal Plans and Programs), an amendment to a Local Coastal Program is statutorily exempt; and

WHEREAS, this amendment is intended to be carried out in a manner fully in conformity with the California Coastal Act (Public Resources Code Sections 30512, 30513, and 30519).

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

SECTION 1. The foregoing recitals are adopted as findings of the City Council as though set forth fully herein.

SECTION 2. The City Council makes the following findings pursuant to PGMC 23.84.060:

1) The proposed amendment is consistent with the general plan and the certified local coastal program;
2) The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or welfare of the city; and
3) The proposed amendment is internally consistent with other applicable provisions of the Zoning Ordinance.

SECTION 3. The Pacific Grove Municipal Code is amended as follows:

Chapter 23.90
Local Coastal Program Implementation Plan
Section 23.90.140 Coastal Hazards

(a) In order to protect life, property, and coastal resources from coastal hazards, and to maintain consistency with the LCP's land use plan (LUP), development shall conform to all applicable land use plan coastal hazards policies and the following requirements:

(b) Applications for All Development Potentially Subject to Coastal Hazards.

(1) Initial Coastal Hazards Assessment. City staff ~~The applicant~~ shall conduct ~~submit~~ an initial site assessment screening to determine whether the site may be subject to coastal hazards over its lifetime (generally over at least the next 75 years). The initial site assessment shall be based on readily available information and the most current and recently adopted available science (e.g., State of California Sea Level Rise Guidance). The screening shall include a review of CDPs issued or applied for at the subject site and immediate vicinity, technical reports, resource maps, aerial photographs, site inspection, current coastal hazard GIS layers, and the LCP's coastal hazard map in LUP Figure 3. Maps can be used as a resource for identification of coastal hazard areas; however, absence of mapping cannot alone be considered absence of hazard, and local site conditions must be examined at the time of coastal permit application using the best available science.

(2) Coastal Hazards Report. Where the initial site assessment reveals that the proposed development ~~is located on or seaward of Ocean View Boulevard or Sunset Drive, mapped within LUP Figure 3, and/or otherwise~~ may be subject to coastal hazards over the next 75 years, a site-specific coastal hazards report (report) shall be prepared. The report shall at a minimum provide for:

....

SECTION 4. The City Manager is directed to execute all documents and to perform all other necessary City acts to implement effect this Ordinance.

SECTION 5. Severability. If any provision, section, paragraph, sentence, clause or phrase of this ordinance, or any part thereof, or the application thereof to any person or circumstance is for any reason

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

SECTION 6. In accord with Article 15 of the City Charter, this ordinance shall become effective on the thirtieth (30th) day following passage and adoption hereof and following certification by the California Coastal Commission.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE THIS ____ day of _____, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

_____

_____, Mayor

ATTEST:

_____

SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

_____

BRIAN PIERIK, City Attorney

CALIFORNIA COASTAL COMMISSION
CENTRAL COAST DISTRICT
725 FRONT STREET, SUITE 300
SANTA CRUZ, CA 95060
PHONE: (831) 427-4863
FAX: (831) 427-4877
WEB: WWW.COASTAL.CA.GOV

ADOPTED

F13a

Prepared March 21, 2025 (for April 11, 2025 Hearing)

To: Commissioners and Interested Persons

From: Kevin Kahn, Central Coast District Manager
Maura Siciensky, Coastal Planner

Subject: City of Pacific Grove LCP Amendment Number LCP-3-PGR-24-0065-1 (Coastal Hazards Update)

Proposed Amendment

The City of Pacific Grove proposes to modify the Land Use Plan (LUP) and Implementation Plan (IP) components of its LCP relating to coastal hazards. Specifically, the proposed amendment would: 1) create a definition for "critical public infrastructure;" 2) update the data and information sources used for the analysis of coastal hazards threats, including through the use of the best available science; 3) update LUP Figure 3, which shows the areas subject to potential coastal hazards threats, to reflect new technical analysis and data relating to sea level rise, with potential for coastal wave, erosion, and tsunami hazards; 4) amend LUP Policy HAZ-12 to include a paragraph regarding critical public infrastructure and to differentiate between the level of review required for private and public development; and 5) shift the responsibility for completion of an initial coastal hazards assessment from the Applicant to City staff.

Overall, the proposed amendment is relatively minor in scope and mostly serves to clarify terms and procedures relating to coastal hazards identification, including through refined mapping and the best available new data. See **Exhibit 1** for the proposed amendment text.

Minor LCP Amendment Determination

Pursuant to Title 14 of California Code of Regulations (CCR) Section 13555, the Executive Director may determine that a proposed LCP amendment is "minor." 14 CCR Section 13554 defines minor LCP amendments. Among other things, minor LCP amendments include:

> ***14 CCR Section 13554(a).*** *Changes in wording which make the use as designated in the zoning ordinances, zoning district maps or other implementing actions more specific and which do not change the kind, location, intensity, or*

density of use and which are found by the Executive Director of the Commission or the Commission to be consistent with the land use plan as certified by the Commission.

14 CCR Section 13554(d). *For land use plans: …*

> ***(2)*** *correction, reorganization, revisions, or deletion of certified language which when taken together does not change the kind, location, intensity or density of use or modify the resource protection measures for any area or property.*
>
> ***(3)*** *additions or revisions to certified policies which impose further conditions, restriction or limitations on any use which might adversely affect the resources of the coastal zone, if those amendments do not conflict with any policy of Chapter 3 of the Coastal Act or with any other certified land use plan policy.*

If the Executive Director determines that an amendment is minor, that determination must be reported to the Commission. If one-third or more of the appointed members of the Commission request that it be processed as a major LCP amendment, then the amendment shall be set for a future public hearing; if less than one-third of the appointed members of the Commission object to the minor LCP amendment determination, then the amendment is deemed approved and it becomes a certified part of the LCP.

The purpose of this notice is to advise interested parties of the Executive Director's determination that the proposed LCP amendment is minor.

The Commission certified the City of Pacific Grove's LCP in March of 2020, with the City assuming CDP-issuing authority at that time. It included a robust set of provisions aimed at ensuring new development was sited and designed in a manner that responds to coastal hazards threats, including through appropriate shoreline/bluff setbacks, while also establishing what types of uses were potentially eligible to use shoreline armoring as a means to do so. Notably, only certain types of prescribed uses, including public coastal access infrastructure and coastal dependent uses (and explicitly not residential development) are eligible for armoring, with impacts related to such armoring appropriately mitigated. To implement such provisions, the LCP also includes detailed application requirements, including an initial screening of potential hazards threats, and the need for a more thorough coastal hazards assessment prepared by qualified professionals for development potentially in harm's way.

The LUP includes Figure 3, created as part of initial LCP preparation in the mid-2010s and using 2008 data, as a first screen to show whether a particular project is located in an area that may be subject to coastal erosion and other hazards threats. That map was in need of a refresh in light of new climate data since its creation, and the Commission granted the City $100,000 as part of its LCP Local Assistance Grants Program (LCP Grant LCP-22-02) to do just that. The proposed amendment reflects the results of that

work, with a revised Figure 3 to more accurately serve as an initial screening tool (now proposed to be explicitly performed by the City and not the Applicant) to highlight where potentially risky areas are located under various sea level rise amounts, and thus whether a more robust project specific hazards analysis will be required that can show how the development will meet applicable LCP hazards avoidance requirements. The amendment also makes clear that in all cases the best available climate science shall be used, including data and information recommended for use by the *California Adaptation Planning Guide* and the California Coastal Commission's *Sea Level Rise Policy Guidance*. Finally, the amendment specifies that critical infrastructure[1] is to be evaluated under more conservative sea level rise scenarios, namely the high-risk scenario of 6.6 feet of sea level rise by 2100, consistent with Commission guidance in this respect. All of these changes should help provide more clarity and refinement on these points for better implementation moving forward.

In sum, the proposed LCP amendment retains the core elements of the existing LCP coastal hazards regulatory structure and policies, and is merely a technical update to better inform applicants and City staff when evaluating proposed development applications within the coastal zone. The proposed amendment clarifies policies and definitions regarding critical public infrastructure, updates data and information sources to reflect the latest technical analysis, includes mapping that will allow City staff to better determine which properties are susceptible to coastal hazards threats, and improves the process for the completion of the initial assessment, thereby streamlining the review process. As such, the proposed amendment improves the LCP, does not change the kind, location, intensity, or density of use of land, and qualifies under the regulatory definition of a minor LCP amendment.

California Environmental Quality Act (CEQA)

CEQA Section 21080.5(d)(2)(A) prohibits a proposed LCP or LCP amendment from being approved if there are feasible alternatives and/or feasible mitigation measures available that would substantially lessen any significant adverse effect that the LCP or LCP amendment may have on the environment. Because local governments are not required to satisfy CEQA in terms of local preparation and adoption of LCPs and LCP amendments, the City exempted the proposed amendment from environmental review (citing CEQA Section 15265) and chose to rely on the Commission CEQA analysis.

The Coastal Commission is not exempt from satisfying CEQA requirements with respect to LCPs and LCP amendments, but the Commission's LCP/LCP amendment review, approval, and certification process has been certified by the Secretary of the Natural Resources Agency as being the functional equivalent of the environmental review required by CEQA (CCR Section 15251(f)). Accordingly, in fulfilling that review, this report has discussed the relevant coastal resource issues with the proposal and has concluded that approval of the proposed amendment is not expected to result in any significant environmental effects, including as those terms are understood in CEQA.

[1] Defined as processes, systems, facilities, technologies, networks, assets, and services essential to the health, safety, security, or economic well-being of the City.

Accordingly, it is unnecessary for the Commission to suggest modifications (including through alternatives and/or mitigation measures) as there are no significant adverse environmental effects that approval of the proposed amendment would necessitate. Thus, the proposed amendment will not result in any significant adverse environmental effects for which feasible mitigation measures have not been employed, consistent with CEQA Section 21080.5(d)(2)(A).

Coastal Commission Concurrence

The Executive Director will report this minor LCP amendment determination, and any comments received on it, to the Coastal Commission at its hybrid in-person and virtual meeting on April 11, 2025. If you have any questions or need additional information regarding the proposed amendment or the method under which it is being processed, please contact Maura Siciensky at the Coastal Commission's Central Coast District Office via email at Maura.Siciensky@coastal.ca.gov. If you wish to comment on the proposed amendment and/or object to the proposed minor LCP amendment determination, please do so via regular mail (directed to the Central Coast District Office) or email (by emailing centralcoast@coastal.ca.gov) by 5:00 p.m. on April 4, 2025.

Procedural Note - LCP Amendment Action Deadline

This proposed LCP amendment was filed as complete on January 31, 2025. The proposed amendment affects the LCP's LUP and IP, and the 90-working-day deadline for the Commission to take action on it is June 11, 2025. Thus, unless the Commission extends the action deadline (it may be extended by up to one year by the Commission per the Coastal Act), the Commission has until June 11, 2025 to take a final action on this LCP amendment.

Therefore, if the Commission fails to take a final action in this case (e.g., if the Commission instead chooses to postpone/continue LCP amendment consideration, or if one-third or more of the appointed members of the Commission request that it be processed as a major LCP amendment), then staff recommends that, as part of such non-final action, the Commission vote to extend the deadline for final Commission action on the proposed amendment by one year. To do so, staff recommends a YES vote on the motion below. Passage of the motion will result in a new deadline for final Commission action on the proposed LCP amendment. The motion passes only by an affirmative vote of a majority of the Commissioners present.

Motion: *I move that the Commission extend the time limit to act on City of Pacific Grove Local Coastal Program Amendment Number LCP-3-PGR-24-0065-1 to June 11, 2026, and I recommend a yes vote.*

Exhibit 1: Proposed Amendment Text

RESOLUTION 25 - ___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE, PURSUANT TO PACIFIC GROVE MUNICIPAL CODE CHAPTER 23.84, TO AMEND THE LOCAL COASTAL PROGRAM, INCLUDING THE TEXT, POLICIES, AND FIGURES OF THE LAND USE PLAN (LUP SECTIONS 1.10, 2.1.1, 2.1.2, AND 2.1.4) AND TEXT OF THE IMPLEMENTATION PLAN (PACIFIC GROVE MUNICIPAL CODE, CHAPTER 23.90 (SECTION 23.90.140(b))

RECITALS

1. Section 65300 et seq. of the California Government Code requires each city to adopt a comprehensive, long-term General Plan for the physical development of each city.

2. On October 5, 1994, the City Council of the City of Pacific Grove ("City" or "City Council") adopted a city-wide General Plan ("General Plan") pursuant to California Planning, Zoning and Development law.

3. Section 30500 of the Public Resources Code requires each County and City to prepare a Local Coastal Program ("LCP") for that portion of the coastal zone within its jurisdiction.

4. On January 15, 2020, the City adopted the LCP, comprised of a Land Use Plan ("LUP") and Implementation Plan ("IP"), pursuant to the California Coastal Act and consistent with Section 30512 of the Public Resources Code. This separate mandate replaces policy guidance for most policy topics found in the General Plan and is applied in the Coastal Zone. The primary policy topics of noise and housing (to include other minor specific policies) are not addressed under the LCP - Coastal Act mandate although they are still applicable in the Coastal Zone under the jurisdiction of the General Plan – Planning Zoning and Development law mandate.

5. On March 11, 2020, the California Coastal Commission ("Coastal Commission") acknowledged certification of the City's LCP.

6. Section 30514 of the Public Resources Code provides for amendments to adopted LCP's in accordance with certain procedures. Proposed amendments are to be submitted to and processed by the Coastal Commission in accordance with applicable procedures. The City may make no more than three submittals of proposed amendments per calendar year; however, each submittal may contain multiple amendments. In 2024, the City submitted one LCP amendment to the Coastal Commission.

7. Pursuant to Public Resources Code Sections 30000 et seq., and Title 23 of the Pacific Grove Municipal Code ("PGMC"), the City may amend the adopted LCP provided the City follows certain procedures, including that the City of Pacific Grove Planning Commission ("Planning Commission") hold a noticed public hearing and make a written recommendation to the City Council on the proposed amendment of the LCP, and that the City Council hold a public hearing to determine whether to adopt a resolution of intent to approve, and if affirmative, submit the proposed amendment to the Coastal Commission for certification. The Coastal Commission may certify the amendments or may suggest modifications. The amendments become final and effective only after the Council acknowledges certification, including any suggested modifications, and formally adopts

the amendments and the Executive Director of the Coastal Commission confirms, without objection by the Coastal Commission, that the City's action conforms to the Coastal Commission's certification order.

8. Pursuant to Government Code Sections 65350 et seq., the City may amend the adopted General Plan provided the City follows certain procedures, including that the Planning Commission hold a noticed public hearing and make a written recommendation to the City Council on the proposed amendment of the General Plan. In this case, the proposed LCP amendment is consistent with the General Plan and no amendment to the General Plan is needed.

9. All policies of the General Plan and the Land Use Plan have been reviewed by the Community Development Department staff to ensure that the proposed amendments maintain the compatibility and internal consistency of the General Plan and the Land Use Plan.

10. Pursuant to Pacific Grove Municipal Code (PGMC) Sections 23.84.060, Findings, and 23.84.070, Amendments to the Local Coastal Program, in considering the proposed LCP Amendment, the City Council makes the applicable findings as described below.

11. In reviewing this action, the City has followed the CEQA statute adopted by the State of California as published in the California Public Resources Code, Division 13, §21000, et seq., and the California Code of Regulations, Title 14, §15000, et seq. (i.e., CEQA Guidelines). Pursuant to CEQA Guidelines Section 15265 (Adoption of Coastal Plans and Programs), an amendment to a Local Coastal Program is statutorily exempt. Per Section 15265, CEQA does not apply to activities and approvals pursuant to the California Coastal Act by any local government necessary for the preparation and adoption of a local coastal program. This section shifts the burden of CEQA compliance from the local agency to the Coastal Commission. Pursuant to Public Resources Code Sections 21080.5 and 21080.9, and CEQA Guidelines Section 15251(f), the Coastal Commission is identified as a certified regulatory program which meets the requirements of Public Resources Code involving the preparation, approval, and certification of local coastal programs. As such, the Coastal Commission report prepared for the LCP Amendment qualifies as a functional equivalent environmental review document with regard to CEQA. The analysis in the report (Coastal Hazards Modeling Technical Methods and Results) prepared for the LCP Amendment provided the Coastal Commission with the technical background information they required to analyze the proposed LCP Amendment. Therefore, the City is not required to take further CEQA action on the proposed LCP Amendment.

12. The City of Pacific Grove Land Use Plan sections proposed to be amended, in a version showing the changes with strikethrough and underline and in a "clean" version, is attached hereto and incorporated herein by reference. The proposed ordinance amending the Implementation Plan is also attached hereto and incorporated herein by reference.

13. This is a minor technical update to the coastal hazard sections of the Local Coastal Program and is intended to implement the updated technical analysis and tools used to determine coastal hazard vulnerability. These amendments to the Land Use Plan (LUP) and Implementation Plan (IP) do the following:

a. Add a definition for Critical Public Infrastructure.

b. Update the data and information sources.

c. Update LUP Figure 3.

d. Revise the text of LUP Policy HAZ-12.

e. Revise the text of IP Section 23.90.140(b).

14. On October 10, 2024, the Planning Commission held a duly noticed public hearing to consider initiating amendments to the City's LCP, as required by PGMC Section 23.84.020, and making a recommendation to the City Council regarding approving amendments to the LCP, including amending the text, policies, and figures of the LUP (LUP Sections 1.10, 2.1.1, 2.1.2, and 2.1.4) and text of the IP (PGMC Section 23.90.140(b)). On September 26, 2024, at least 10 days before the first public hearing date, notice of the hearing before the Planning Commission was published in the Monterey County Weekly. The Planning Commission, by a vote of 6-0-1 (6 yes, 0 no, and 1 absent), initiated the LCP amendments and recommended approval (Planning Commission Resolution Nos. 2024-004 and 2024-005). The Planning Commission resolutions were transmitted to the City Council as part of the November 6, 2024, agenda report.

15. On November 6, 2024, the City Council held a duly noticed public hearing to consider a resolution of intent to adopt the proposed amendments to the text, policies, and figures of the LUP and the text of the IP. On October 24, 2024, at least 10 days before the first public hearing date, notice of the hearing before the City Council was published in the Monterey County Weekly and posted at City Hall. The City Council, by a vote of 7-0 (7 yes and 0 no), adopted the resolution of intent.

16. Section 30514 of the Public Resources Code allows the County to amend the certified LCP in accordance with certain procedures. Proposed amendments are to be submitted to and processed by the Coastal Commission in accordance with applicable procedures. The LCP Amendments were submitted to the Coastal Commission on December 18, 2024, together with materials sufficient for a thorough and complete review.

17. On April 11, 2025, the Coastal Commission considered certification of the proposed LCP amendments. The Coastal Commission unanimously approved and certified the amendments to the Land Use Plan and Implementation Plan (City of Pacific Grove LCP Amendment Number LCP-3-PGR-24-0065-1 (Coastal Hazards)) as submitted by the City (i.e., with no modifications).

18. Per State regulations, in order for the LCP amendments to take effect, the City Council must acknowledge receipt of the Coastal Commission certification of the amendments, formally adopt the certified amendments, and transmit the amendments to the CCC for confirmation.

19. On May 21, 2025, the City Council held a duly noticed public hearing to consider a first reading of the resolution and ordinance to adopt the proposed amendments to the text, policies, and figures of the LUP and the text of the IP. On May 8, 2025, at least 10 days before the first public hearing date, notice of the hearing before the City Council was published in the Monterey County Weekly and posted at City Hall.

20. On June 4, 2025, the City Council held a second reading of the resolution and ordinance to adopt the proposed amendments to the text, policies, and figures of the LUP and the text of the IP.

21. These amendments are intended to be carried out in a manner fully in conformity with the California Coastal Act (Public Resources Code Sections 30512, 30513, and 30519).

FINDINGS

Pursuant to Pacific Grove Municipal Code (PGMC) Sections 23.84.060, Findings, and 23.84.070, Amendments to the Local Coastal Program, in considering the proposed LCP Amendment, the City Council considered the Planning Commission, City Council, and Coastal Commission resolutions, agenda report, written and oral testimony, and administrative record as a whole and, on that basis, finds that:

General Plan or Local Coastal Program Amendments

1. The proposed amendment is internally consistent with all other provisions of the local coastal program;

2. The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or welfare of the city; and

3. The site is physically suitable (including access, provision of utilities, compatibility with adjoining land uses, and absence of physical constraints) for the requested and anticipated land uses.

Zoning Ordinance Amendments

1. The proposed amendment is consistent with the general plan and the certified local coastal program; and

2. The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or welfare of the city; and

3. The proposed amendment is internally consistent with applicable provisions of the Zoning Ordinance.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Pacific Grove, hereby:

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

2. Acknowledges receipt of the California Coastal Commission resolution approving and certifying City of Pacific Grove Local Coastal Program Amendment Number LCP-3-PGR-24-0065-1 (Coastal Hazards).

3. Adopts a resolution to adopt the amended sections of the Land Use Plan, attached hereto and incorporated by reference.

4. Adopts a resolution to adopt an ordinance, attached hereto and incorporated by reference, to amend the Implementation Plan.

5. Certifies that the amendments are intended to be carried out in a manner fully in conformance with the Coastal Act.

6. Directs staff to transmit the amendments to the California Coastal Commission for confirmation by the Coastal Commission at their next regular meeting and incorporation into the City's Local Coastal Program.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE on this 4TH day of June, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

_____
NICK SMITH, Mayor

ATTEST:

_____
SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

_____
BRIAN PIERIK, City Attorney

City of Pacific Grove
Draft Local Coastal Program (LCP) Amendment
Coastal Hazards Technical Refinements

Land Use Plan (LUP):

1.10 TERMINOLOGY USED IN THE LAND USE PLAN

Critical Public Infrastructure: Processes, systems, facilities, technologies, networks, assets, and services essential to the health, safety, security, or economic well-being of the City. Examples include, yet are not limited to, the following: potable water treatment facilities and distribution networks, wastewater treatment facilities, wastewater collection (i.e., sewer main lines) networks, stormwater infrastructure, public roads, other public utilities (e.g., gas, electrical, and internet/telephone), and public sidewalks/trails associated with public roads. Examples of non-critical public infrastructure would include, yet are not limited to, the following: public sidewalks/trails not associated with public roads and public parks.

2.1 COASTAL HAZARDS (HAZ)

2.1.1 Background – Coastal Hazards and Sea Level Rise

Large winter waves and bluff erosion have long been hazardous to the built environment, as well as to natural systems and resource management in the Coastal Zone. Now, added to those historical challenges are changes brought by global climate change and the effects of sea level rise. Global climate change is amplifying other threats to ocean and coastal ecosystems, including erosion, pollution, and habitat loss. This Land Use Plan contains policies to respond to and address these hazards in the City's planning and permitting process.

Among the most significant natural hazards along the Pacific Grove coastline are large winter storms and waves, and ongoing bluff and shoreline erosion. Impacts associated with storms, waves and erosion have fallen disproportionately on the built environment and natural systems at the ocean-land interface. In addition, the Hopkins Marine Station has long been listed as being particularly vulnerable to tsunamis. The City's 2015 Climate Change and Vulnerability Analysis outlines many of these challenges but indicates that tsunamis have a relatively lower potential for damage to life and property due to the configuration of Monterey Bay and orientation of the Pacific Grove Coastline.

The geologic foundation of the entire Monterey Peninsula is a granitic rock called granodiorite overlain by marine terrace deposits. The marine terrace deposits are typically between 2 and 12 feet thick and capped by topsoil. The marine terrace deposits general consist of uncemented, friable, thinly laminate to thickly bedded silty very fine to coarse grained sand with pebbles and cobbles. The upper six inches to four feet of the marine terrace deposits are dark brown and clay rich due to topsoil. The base is generally marked in spots by a cobble and pebble rich deposit where the terrace deposits rest on top of the wave-cut platform. The contact between the granodiorite rock and marine terrace deposits typically has a seaward gradient. The terrace deposits exposed in the upper bluff are extremely erodible and unstable. When ocean wave run up impacts the terrace deposits, they erode, particularly near the base. That process undermines the terrace deposits and the upper terrace deposits slump downward onto the bedrock platform.

The granodiorite rock is sturdy in earthquakes, resists waves, and generally breaks up into sand and gravel rather than mud so the water is clear. The upper portion of the granite is highly weathered and portions are prone to erosion. At depth the granite is less weathered and is very erosion resistant. Pacific Grove's Coastal Zone also includes areas of sand dune on the Asilomar coast, and marine terrace deposits along both the bay and ocean shores. There are rock bluffs consisting of bedrock that is slowly eroding and decomposing, which separates the exposed rocky shore and beaches from the coastal terrace and dune landforms immediately inland. There are also rock outcrops and promontories, boulders, offshore sea stacks, and a string of islets off of point Pinos, all of which contribute to an extraordinarily scenic coastline. The granodiorite erodes very slowly, replenishing the sand supply which is not fed by the littoral drift that disperses into other beaches on the southern shore of Monterey Bay.

The Asilomar Dunes complex is a distinct geologic formation that extends from Point Pinos to Cypress Point in Pebble Beach. In Pacific Grove, the Asilomar Dunes encompass the area between Asilomar Avenue and the shoreline. The dune landforms are composed almost entirely of pure quartz sand, which accounts for the beautiful white sand beaches whose well-rounded frosted quartz grains indicate they were at one time in a dune field in the open air, away from the water.

The exposed granite rock mass at the Pacific Grove shoreline is generally erosion-resistant, except for localized erosion where wave action at faults can break the rock. This fracturing is minimal both on the City's northeast shoreline along Monterey Bay, due to its orientation away from the predominantly northwest direction of the waves; and on the Asilomar coastline along the open ocean, due to the many off-shore reefs that dissipate the wave energy. The most rapid erosion along the shoreline has occurred in the natural coastal terrace deposits and midden, and various areas of rock and soil fill. A combination of ground squirrel and other animal activities; wave and tidal action; stormwater runoff and heavy pedestrian use has resulted in localized shoreline erosion sometimes affecting trails, bluffs, parking lots, and even the road. The City has historically sought to remedy this problem through a sea wall and rip rap revetment construction program and other shoreline armoring. As a result, the natural and scenic character of the Bay shoreline within the City has been altered to some extent by shoreline armoring that has been installed between Point Pinos and the Monterey Bay Aquarium at the City's eastern boundary.

While bluff erosion along the Pacific Grove shoreline has generally been a localized problem, the winter storms of 1982-83 resulted in extensive damage. Rip rap revetments were washed out, storm drains were damaged, and parking areas were destroyed by the strong waves from these storms. Except for Hopkins Marine Station, a portion of the Monterey Bay Aquarium, two single family residences, and sewer pumping stations, the immediate shoreline area is used predominately for open space recreational purposes.



Damage from strong storm surges at Hopkins Marine Station. Photo Credit - Gary Griggs, Ph.D., presentation: Sea-Level Rise, Shifting Shorelines and El Niño 11/11/15



Monterey Herald pictures of storm surges crashing over Ocean View Boulevard, Pacific Grove CA. Photo Credit- Monterey Herald, 2001.

The natural coastal hazards and sea level rise policies in the Land Use Plan recognize the potential risks and hazards associated with development along Pacific Grove's coast, including the probable impact of climate change and associated sea level rise. Land Use Plan policies both govern potential development in this area and address potential impacts. The best available science at the time of Coastal Development Permit review, including data and information recommended for use by the *California Adaptation Planning Guide* and the California Coastal Commission's *Sea Level Rise Policy Guidance* must be used to help determine sea levels and potential hazards until such time as new data and information is available. This data may include:

- Cal-Adapt interactive website designed to provide data and information produced by the State's scientific and research community that provides a view of how climate change might affect California at the local level;
- The Ocean Protection Council's 2024 Science and Policy Update on Sea Level Guidance: State of California Sea Level Guidance;
- ~~The National Research Council's 2012 Report: *Sea Level Rise for the Coasts of California, Oregon and Washington: Past Present and Future*; and~~
- California Geologic Survey's California Tsunami Hazard Area Maps for Monterey County;
- Local data as available, which in the case of Pacific Grove currently includes the data set from the *Monterey County Multi-Jurisdictional Hazard Mitigation Plan – Final Draft 2014* and the City of Pacific Grove Climate Change Vulnerability Assessment, completed in January 2015;
- National Data Buoy Center (Scripps Institution of Oceanography Station 46249 – Cabrillo Point, and NDBC Station 46042 – Monterey Bay); and
- Monterey Tide Gauge (NOAA Station 9413450).

All the above listed reports project that climate change will intensify a variety of coastal hazards, as a result of sea level rise.

A *Climate Change and Vulnerability Analysis Report*, as well as a *Background Report*, both dated January 12, 2015 were prepared in support of the Local Coastal Program. Potential climate changes that may affect Pacific Grove's Coastal Zone include increases in temperature, shifts in precipitation, higher sea level, more severe storms, and ocean acidification. Although a secondary impact of climate change, Pacific Grove's Coastal Zone is also at increased risk of exposure to wildfire. Specific changes are difficult to predict, and considerable complexities arise when calculating potential risks.

The City's *Climate Change and Vulnerability Analysis* found that Pacific Grove's development pattern, particularly the City's coastal park and trail system, in conjunction with setting development back from the coast, well-position the City's residential and commercial areas to help withstand effects of sea level rise and tsunami inundation. Additionally, the City's location on granitic bluffs also limits erosion susceptibility. Nevertheless, the City may be susceptible to potential impacts, as all areas along California's coast are subject to some level of inherent hazards risk. The climate change and vulnerability assessment modeling showed potential flooding along the City's coastline, including the City's coastal park system and developed residential areas. Additionally, modeling utilized in the City's *Climate Change and Vulnerability Analysis* showed erosion potential, again primarily along the City's north shore, which, in the long run, would affect the City's coastal parks and trails along with areas developed with residential, commercial and institutional uses. Figure 3, Coastal Hazards and Areas of Potential Sea Level Rise, shows the areas of potential hazards related to projected sea level rise as identified in the Coastal Hazards Modeling Technical Methods and Results ~~*Climate Change and Vulnerability Analysis*~~ report prepared in ~~2015~~2024.

The best available and most recent scientific information with respect to the effects of long-range sea level rise, including the coastal hazards analysis identified in the *Background Report* and *Climate Change and Vulnerability Analysis*, must be considered in the preparation of findings and recommendations for all geologic, geotechnical, hydrologic, and engineering investigations. Furthermore, the City will continue to consider the findings of future scientific studies that increase and refine the body of knowledge regarding potential sea level rise and coastal hazards in Pacific Grove and along the Monterey Bay, and possible responses to it. Additionally, the City may utilize the variety of academic institutions and non-governmental organizations in the region with expertise in climate change such as the University of California Santa Cruz, California State University Monterey Bay, Naval Postgraduate School, Middlebury Institute for International Studies at Monterey, Stanford-Hopkins Marine Station, Stanford-Center for Ocean Solutions, the Nature Conservancy, and the Monterey Bay Aquarium, to assist the City with data collection and research regarding the potential impacts of climate change and possible adaptation responses. Also, data from the Monterey Tide Gauge (NOAA Station 9413450) which was installed in 1973 can be utilized to report local sea levels and track sea level rise.

2.1.2 Coastal Act Policies – Coastal Hazards and Sea Level Rise

Various parts of the Coastal Act support policies in Local Coastal Program Land Use Plan that address climate change, sea level rise, and coastal hazards. Additionally, the California Coastal Commission Sea Level Rise Policy Guidance provides information for local municipalities updating Local Coastal Programs. The guidance document recognizes that the Coastal Act supports:

1. Use of best available science to guide decisions;
2. Minimization of coastal hazards through planning and development standards;
3. Maximization of protection of public access, recreation, public views and other coastal resources; and
4. Maximization of agency coordination and public participation.

Coastal Act policies relating to shoreline processes and natural hazards require that shoreline protection structures, such as seawalls, only be permitted where they serve coastal-dependent uses or protect existing structures or beaches in danger from erosion. The Coastal Act also requires that shoreline protection structures be designed to eliminate or mitigate adverse impacts on local shoreline sand supply (Public Resources Code §30235). Further, other coastal policies require that any development, such as shoreline protective devices, among other things, be sited and designed to:

1. Prevent degrading impacts to Environmentally Sensitive Habitat Areas (Public Resources Code §30240);

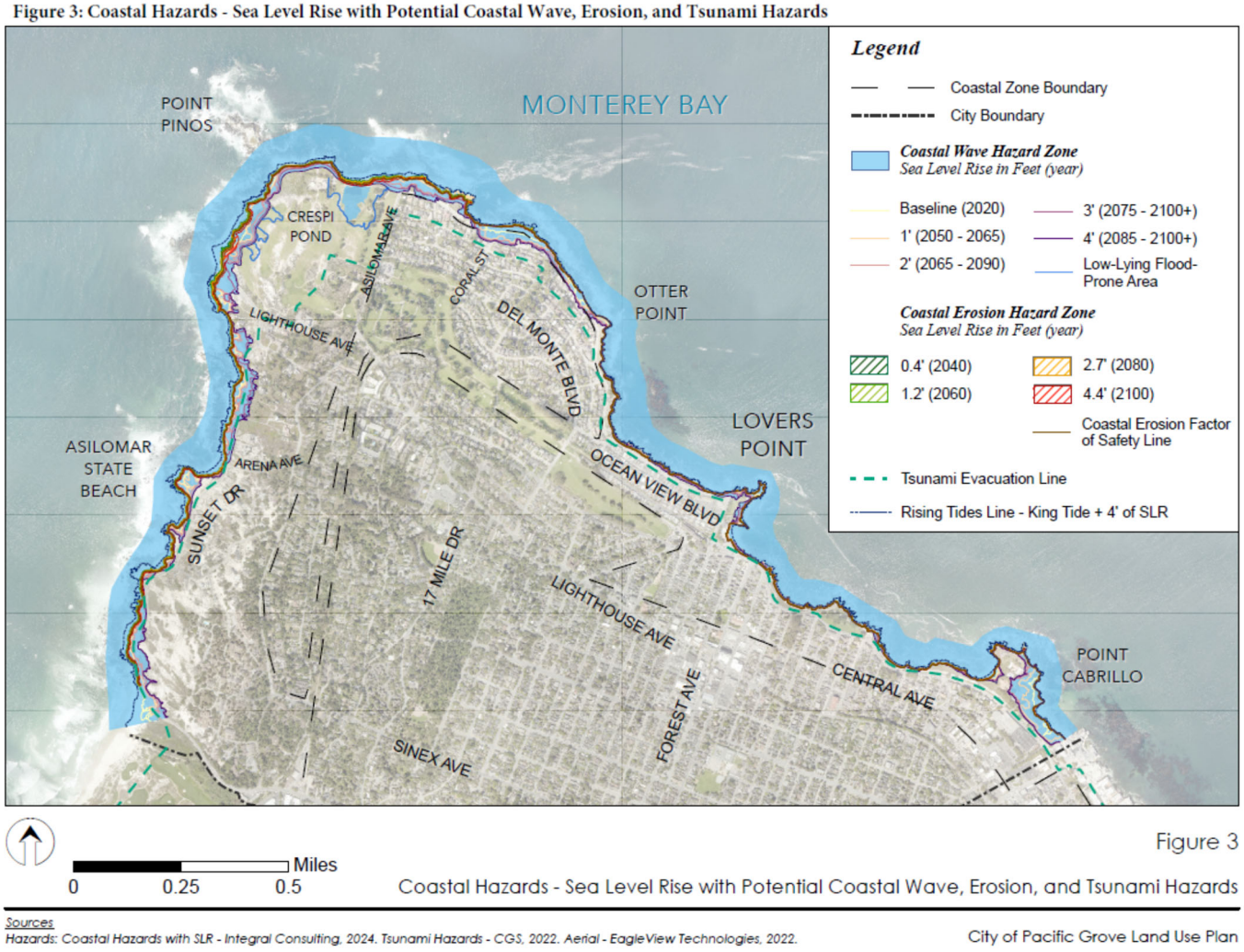
2. Mitigate adverse impacts to archeological resources (Public Resources Code §30244);

3. Protect ocean views, minimize the alteration of natural land forms, and be visually compatible with and subordinate to the surrounding character of the area (Public Resources Code §30251); and

4. Provide, and not interfere with, maximum public recreational access to and along the shoreline (Public Resources Code §§30210, 30211 and 30212).

Finally, Coastal Act policies require that all new development minimize risks to life and property in hazard areas (Public Resources Code §30253(a)) and not create, nor contribute to, erosion, instability, destruction of a site, or require protective devices that substantially alter natural bluff and cliff forms (Public Resources Code §30253(b)).

Figure 3: ~~Coastal Hazards and Areas of Potential Sea Level Rise~~
Coastal Hazards - Sea Level Rise with Potential Coastal Wave, Erosion, and Tsunami Hazards



2.1.3 General Plan and Other Policies – Coastal Hazards and Sea Level Rise

The Pacific Grove General Plan commits ocean front lands to open space and recreational uses. The combination of public ownership and existing City policies and ordinances severely limit physical structures on the immediate shoreline area. The effect of the policies and public ownership along the shoreline is to help reduce the risks to life and property from storm and tsunami hazards and bluff erosion. However, certain policy areas, such as the effect of the construction of shoreline protective devices, among others, are not specifically covered by the Pacific Grove General Plan and are addressed in this Land Use Plan, the Implementation Plan, and the future Shoreline Management Plan. The Pacific Grove shoreline is an irreplaceable resource and its preservation as a natural living shoreline is a matter of great public importance. Therefore, the intent of the Local Coastal Program is to ensure that shoreline protective devices and other shoreline altering development are only utilized in limited situations and only when all coastal resource impacts are appropriately and proportionately mitigated, consistent with this Section.

2.1.4 Land Use Plan Policies – Coastal Hazards and Sea Level Rise

The following Land Use Plan policies on shoreline hazards supplement existing City policies and regulations by providing for:

New development and redevelopment that is sited and designed to be safe from potential coastal hazards and in a manner that may not require future shoreline protective devices;

Specific attention to the possible effects of shoreline protective device construction;

Implementation of City policy calling for detailed park planning along the shoreline in order to maximize public access, find methods to minimize bluff erosion, and reduce other potential impacts on coastal resources; and

Expanded policies addressing protection from storm wave and tsunami hazards and the impacts associated with sea level rise while protecting coastal resources.



Tsunami Hazard Zone Sign. Photo Credit: www.NOAA.gov

HAZ-1. The City will continue to gather information on the effects of sea level rise and other coastal hazards on Pacific Grove's shoreline, including identifying vulnerable areas, structures, facilities, and resources, specifically areas with priority uses such as public access and recreation resources, Environmentally Sensitive Habitat Areas, and existing and planned sites for public infrastructure. Updates to the LCP, including through any vulnerability assessment, shall use the best available science, including the best available scientific estimates of expected sea level rise and potential resultant impacts. The information gathered should address multiple time frame horizons (e.g. 2025, 2050, and 2100) and sea level rise scenarios, as appropriate and feasible.

HAZ-2. Based on the information gathered over time per Policy HAZ-1, the City will conduct an evaluation at least every 10 years (and in response to significant storm events resulting in erosion) as to whether additional policies and other actions for inclusion in the LCP are necessary in order to better address the impacts of sea level rise and other coastal hazards, particularly those related to erosion.

As applicable, such periodic evaluations may result in LCP changes to hazard policies designed to:

a) require relocation of existing or planned development, including development already protected by shoreline protective devices, to safer locations or higher elevations and restoring shoreline areas to natural conditions if feasible, including working with entities that plan or operate infrastructure;

b) modify allowable land uses in hazardous areas, and modify siting and design standards for development, to avoid and minimize risks and better protect coastal resources;
c) better protect wetlands and Environmentally Sensitive Habitat Areas;
d) update standards for determining erosion rates;
e) ensure long term protection of the function and connectivity of existing public recreational access facilities and resources; and
f) require modifications to existing shoreline protective devices to ensure that such devices are meeting then-current standards and are functioning in a way that has the least impact on coastal resources as possible, including evaluation of possible removal and shoreline restoration.

HAZ-3. The City will monitor sea level rise and request changes to the Coastal Zone boundary, as appropriate and feasible. The City will minimize the need for construction of new shoreline protective devices through management and, where necessary, restoration of the coastal park lands, including control of pedestrian use, parking, and ground squirrel and other rodent, vermin, or animal activities.

HAZ-4. The City will maintain a warning system and procedures for protection of life and property in coastal areas that are subject to storm and tsunami hazard, including informing visitors to the shoreline of the potential danger of large waves, and will coordinate closely with the Monterey County Office of Emergency Services on the implementation and future amendment of the Monterey County Multi-jurisdictional Hazard Mitigation Plan. New development subject to tsunami hazards shall prepare a tsunami preparedness plan that describes evacuation procedures and other protocols for addressing a potential tsunami event.

HAZ-5. The City will endeavor to coordinate planning and management of the coastal park lands with adjacent jurisdictions and other public agencies such as the City of Monterey, Monterey County, State Water Resources Control Board, National Oceanic and Atmospheric Association (Monterey Bay Sanctuary), Bureau of Land Management (California Coastal National Monument), the California Department of Parks and Recreation, the California Department of Fish and Wildlife, the United States Coast Guard, and the California State Lands Commission, which has decision-making authority on policies that affect land below the mean high tide line. The City should also coordinate planning and management of the coastal park lands on its downcoast borders with the Pebble Beach Company and other large private landowners, where feasible.

HAZ-6. The City will prepare a Shoreline Management Plan (SMP), consistent with the parameters set forth in HAZ-2, to evaluate potential actions to guide the management of public parklands along the shoreline while considering the effects of sea level rise, best protecting coastal resources, as well as circulation and utility infrastructure. The SMP, when approved by the Coastal Commission, will function as a tool to help maximize public access and protect coastal resources along the City's shoreline.

HAZ-7. The City will strive to minimize erosion of the shoreline by directing people to use public access pathways and stairways. The City will coordinate public recreation and access points with the Bureau of Land Management to ensure that public access use is designed to mitigate adverse impacts to the California Coastal National Monument and its geological, biological, cultural, and visual resources.

HAZ-8. Development shall minimize risks to life and property in areas of high geologic, flood, and fire hazard. Development shall also assure stability and structural integrity, shall not create nor contribute significantly to erosion, geologic instability, or destruction of the site, and shall not substantially alter natural landforms. Public infrastructure, public recreational access facilities, and coastal-dependent development shall be developed in a manner consistent with Policy HAZ-10, and may qualify for shoreline protective devices only if in imminent danger from erosion consistent with HAZ-15 and HAZ-16. All other development shall be developed in a manner consistent with Policy HAZ-9.

HAZ-9. Development shall be sited and designed to avoid impacts from coastal hazards, including but not limited to, erosion, episodic and long-term shoreline retreat, flooding, inundation, storm waves, high seas, tidal scour, and tsunamis, including in relation to sea level rise, over the life of the development. As a condition of approval for all coastal development that at some point during its lifetime may be subject to coastal hazards, the Applicant shall record a deed restriction against the properties involved in the application acknowledging that the development site may be subject to coastal hazards.

HAZ-10. New public recreational access facilities (e.g. public parks, trails, and paths), public infrastructure (e.g. public roads, sidewalks, and public utilities), and coastal-dependent development (any development or use that requires a site on, or adjacent to, the sea to be able to function such as Hopkins Marine Station) shall be sited and designed in such a way as to limit potential impacts to coastal resources over their lifetime. See also Policy HAZ-15.

As appropriate, such development may be allowed within shoreline areas only if it meets all of the following criteria:

1. The development shall to the maximum extent feasible be sited and designed to be removable without significant damage to shoreline and/or bluff areas.

2. The development shall only be allowed when it will not cause, expand, or accelerate instability of a bluff.

HAZ-11. In order to minimize potential damage to life and property from coastal hazards, development and the use of land below the 20-foot elevation (as measured from mean high tide) shall be limited to coastal dependent and coastal related development, open space, low intensity public recreational access facilities and uses, public infrastructure, allowable shoreline armoring and coastal access facilities, and, at Lovers Point, Hopkins Marine Station, and Monterey Bay Aquarium, coastal dependent development. Other legally established existing development and uses below the 20-foot elevation may remain, but shall be relocated above the 20-foot elevation (or simply removed) should it become threatened by coastal hazards or should they redevelop. Costs for relocation shall be borne by the property owner. Regardless, no new major critical public infrastructure (e.g., new water/wastewater treatment facilities) shall be allowed seaward of Ocean View Boulevard or Sunset Drive. To the maximum extent feasible, existing major critical public infrastructure shall be relocated outside of this area.

HAZ-12. Development proposed in potential hazard areas, including but not limited to those that are mapped as hazardous in Figure 3, shall be evaluated for potential coastal hazards at the site using intermediate-high scenario sea level rise projections, based on ~~all~~ readily available information and the most current and recently adopted ~~best~~ available science (e.g., State of California Sea Level Rise Guidance). If the initial evaluation determines that the proposed

development may be subject to coastal hazards over its lifetime, a site-specific hazards report prepared by a qualified geologist/engineer is required, the purpose of which is to ensure that such development can be built in a manner consistent with applicable LCP coastal hazards policies. Proposed development on properties that are determined not to be subject to coastal hazards over its lifetime would not be subject to additional site-specific hazards analysis.

With respect to critical public infrastructure specifically, such development shall be evaluated for potential coastal hazards using high scenario sea level rise projections, based on readily available information and the most current and recently adopted available science (e.g., State of California Sea Level Rise Guidance). If the initial evaluation determines that the proposed critical public infrastructure development may be subject to coastal hazards over its lifetime, a site specific hazards report prepared by a qualified geologist/engineer is required, the purpose of which is to ensure that such development can be built in a manner consistent with applicable LCP coastal hazards policies and will be safe from extreme sea level rise projections either through its design or through the development of an adaptation plan to be implemented in the future.

HAZ-13. Repair and maintenance of existing legally established shoreline protective devices (including restacking dislodged rock rip-rap in revetments within the approved revetment profile and texturing/contouring a vertical seawall per the approved surface treatment, but not including replacement, augmentation, addition or expansion) shall only be allowed if the shoreline protective device is required to protect public infrastructure, public recreational access facilities, and coastal-dependent development in critical danger from erosion (i.e., when a site-specific analysis determines the development would be unsafe to use or occupy within two years). If it is not so required, then the shoreline protective device shall be removed and the affected area restored. Any such allowable repair and maintenance projects shall include measures to address and mitigate for any coastal resource impacts the device is having, including with respect to public views and public recreational access.

HAZ-14. New shoreline protective device development (including replacement, augmentation, addition and expansion associated with an existing device) shall only be allowed where required to protect public recreational facilities (e.g., public parks trails, and paths), public infrastructure (e.g., public roads, sidewalks, and public utilities), and coastal dependent development (e.g., certain Hopkins Marine Station development) in imminent danger from erosion. Such devices shall only be utilized if no other feasible, less environmentally damaging alternative is available, such as relocation, beach nourishment, non-structural drainage and native landscape improvements, or other similar non-structural options. Such non-structural options shall be used and prioritized wherever possible to protect coastal resources, including coastal habitats, public recreational uses, and public access to the coast.

Where such non-structural options are not feasible in whole or in part, soft structural alternatives (e.g., sand bags, vegetation, etc.) shall be used and prioritized wherever possible before more significant shoreline protective devices (including, but not limited to, seawalls, revetments, breakwaters, groins, bluff retention devices, and piers/caisson foundation systems). Shoreline protective devices shall not be constructed to protect non coastal-dependent development, other than public recreational facilities and public infrastructure that do not otherwise constitute coastal-dependent development, or where other measures can adequately mitigate erosion hazards. All construction associated with shoreline protective devices and repair or maintenance or augmentation of existing protection devices shall be designed to eliminate or mitigate adverse impacts to the California Coastal National Monument and its geological, biological, cultural and visual resources.

HAZ-15. New shoreline protective devices shall be sited and designed to avoid coastal resource impacts to the maximum extent feasible, including through eliminating or mitigating all adverse impacts on local shoreline sand supply (including sand and beach area that are lost through the shoreline protective device's physical encroachment on a beach, fixing of the back beach, and prevention of new beach formation in areas where the bluff/shoreline would have otherwise naturally eroded, and the loss of sand-generating bluff/shoreline materials that would have entered the sand supply system absent the device); protecting and enhancing public recreational access; protecting and enhancing public views; minimizing alteration of, and be visually subordinate to, the natural character of the shoreline; avoiding impacts to archeological resources; and protecting other coastal resources as much as possible.

Shoreline protective devices shall be required to mitigate impacts to shoreline sand supply, public access and recreation, and any other relevant coastal resource impacts in 20-year increments, starting with the building permit completion certification date. Permittees shall apply for a coastal permit amendment prior to expiration of each 20-year mitigation period, proposing mitigation for coastal resource impacts associated with retention of the shoreline protective device beyond the preceding 20-year mitigation period, and such application shall include consideration of alternative feasible mitigation measures in which the permittee can modify the shoreline protective device to lessen its impacts on coastal resources, including potential removal.

HAZ-16. When development is proposed, property owners with any structures that are associated with and/or protected by existing shoreline protective devices shall be required to provide an assessment of the continued efficacy of such devices, including an evaluation of whether the devices can be removed or modified (and affected areas restored to natural conditions) in light of the development proposed (e.g., if the development is being relocated inland) to better protect coastal resources, in terms of public recreational access resources, while still providing necessary coastal hazard protection. If the assessment indicates that they can be so removed or modified, including if the assessment indicates that there is greater coastal resource benefit to removal or modification of the shoreline protective device, then the removal or modification shall be required as a condition of any approval for the development. In all cases, shoreline protective devices shall only be authorized until the time when the qualifying development that is protected by such a device is no longer present and/or no longer requires armoring.

ORDINANCE NO. 25 - ___

AN ORDINANCE OF THE CITY OF PACIFIC GROVE AMENDING THE TEXT OF SECTION 23.90.140 OF THE PACIFIC GROVE MUNICIPAL CODE (PART OF THE IMPLEMENTATION PLAN OF THE CITY'S LOCAL COASTAL PROGRAM)

RECITALS

WHEREAS, Section 30500 of the Public Resources Code requires each County and City to prepare a Local Coastal Program ("LCP") for that portion of the coastal zone within its jurisdiction; and

WHEREAS, on January 15, 2020, the City of Pacific Grove ("City") adopted an LCP (City Council Resolution No. 20-001), comprised of a Land Use Plan ("LUP") and Implementation Plan ("IP"), pursuant to the California Coastal Act and consistent with Section 30512 of the Public Resources Code; and

WHEREAS, on March 11, 2020, the California Coastal Commission ("Coastal Commission") acknowledged certification of the City's LCP; and

WHEREAS, the LCP is final, adopted and certified and took effect on the certification date of March 11, 2020; and

WHEREAS, the City determined it appropriate to codify the IP as Chapter 23.90 of the Pacific Grove Municipal Code (PGMC), and did so via the adoption of Council Ordinance No. 20-023; and

WHEREAS, Section 30514 of the Public Resources Code and the PGMC Chapter 23.84 provide for amendments to adopted LCP's; and

WHEREAS, on October 10, 2024, the Planning Commission of the City of Pacific Grove ("Planning Commission") considered, at a duly noticed public hearing, the initiation of an LCP amendment, as required by PGMC Section 23.84.020, to amend the text, policies, and figures of the LUP (LUP Sections 1.10, 2.1.1, 2.1.2, and 2.1.4) and text of the IP (PGMC Section 23.90.140(b)), and the Planning Commission voted to recommend the City Council adopt the proposed LCP amendment (Planning Commission Resolution Nos. 2024-004 and 2024-005); and

WHEREAS, on November 6, 2024, the City Council of the City of Pacific Grove ("City Council") considered, at a duly noticed public hearing, the proposed LCP amendment to amend the text, policies, and figures of the LUP (LUP Sections 1.10, 2.1.1, 2.1.2, and 2.1.4) and text of the IP (PGMC Section 23.90.140(b)); and

WHEREAS, notice of the public hearing before the City Council was published in the Monterey County Weekly and posted at City Hall on October 24, 2024; and

WHEREAS, on April 11, 2025, the Coastal Commission considered certification of the proposed LCP amendments. The Coastal Commission unanimously approved and certified the amendments to the Land Use Plan and Implementation Plan (City of Pacific Grove LCP Amendment Number LCP-3-PGR-24-0065-1 (Coastal Hazards)) as submitted by the City (i.e., with no modifications); and

WHEREAS, on May 21, 2025, the City Council held a duly noticed public hearing to consider a first reading of the resolution and ordinance to adopt the proposed amendments to the text, policies, and figures of the LUP and the text of the IP; and

WHEREAS, notice of the public hearing before the City Council was published in the Monterey County Weekly and posted at City Hall on May 8, 2025; and

WHEREAS, on June 4, 2025, the City Council held a second reading of the resolution and ordinance to adopt the proposed amendments to the text, policies, and figures of the LUP and the text of the IP; and

WHEREAS, the City Clerk caused a summary of the ordinance to be published in the Monterey County Weekly on May 29, 2025; and

WHEREAS, in considering the proposed LCP Amendment, the City Council considered the Planning Commission, City Council, and Coastal Commission resolutions, agenda reports, written and oral testimony, and administrative record as a whole; and

WHEREAS, pursuant to CEQA Guidelines Section 15265 (Adoption of Coastal Plans and Programs), an amendment to a Local Coastal Program is statutorily exempt; and

WHEREAS, this amendment is intended to be carried out in a manner fully in conformity with the California Coastal Act (Public Resources Code Sections 30512, 30513, and 30519).

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

SECTION 1. The foregoing recitals are adopted as findings of the City Council as though set forth fully herein.

SECTION 2. The City Council makes the following findings pursuant to PGMC 23.84.060:

1) The proposed amendment is consistent with the general plan and the certified local coastal program;
2) The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or welfare of the city; and
3) The proposed amendment is internally consistent with other applicable provisions of the Zoning Ordinance.

SECTION 3. The Pacific Grove Municipal Code is amended as follows:

Chapter 23.90
Local Coastal Program Implementation Plan
Section 23.90.140 Coastal Hazards

(a) In order to protect life, property, and coastal resources from coastal hazards, and to maintain consistency with the LCP's land use plan (LUP), development shall conform to all applicable land use plan coastal hazards policies and the following requirements:

(b) Applications for All Development Potentially Subject to Coastal Hazards.

(1) Initial Coastal Hazards Assessment. City staff ~~The applicant~~ shall conduct ~~submit~~ an initial site assessment screening to determine whether the site may be subject to coastal hazards over its lifetime (generally over at least the next 75 years). The initial site assessment shall be based on readily available information and the most current and recently adopted available science (e.g., State of California Sea Level Rise Guidance). The screening shall include a review of CDPs issued or applied for at the subject site and immediate vicinity, technical reports, resource maps, aerial photographs, site

inspection, current coastal hazard GIS layers, and the LCP's coastal hazard map in LUP Figure 3. Maps can be used as a resource for identification of coastal hazard areas; however, absence of mapping cannot alone be considered absence of hazard, and local site conditions must be examined at the time of coastal permit application using the best available science.

(2) Coastal Hazards Report. Where the initial site assessment reveals that the proposed development ~~is located on or seaward of Ocean View Boulevard or Sunset Drive, mapped within LUP Figure 3, and/or otherwise~~ may be subject to coastal hazards over the next 75 years, a site-specific coastal hazards report (report) shall be prepared. The report shall at a minimum provide for:

….

SECTION 4. The City Manager is directed to execute all documents and to perform all other necessary City acts to implement effect this Ordinance.

SECTION 5. Severability. If any provision, section, paragraph, sentence, clause or phrase of this ordinance, or any part thereof, or the application thereof to any person or circumstance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance, or any part thereof, or its application to other persons or circumstances. The City Council hereby declares that it would have passed and adopted each provision, section, paragraph, subparagraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, paragraphs, subparagraphs, sentences, clauses or phrases, or the application thereof to any person or circumstance, be declared invalid or unconstitutional.

SECTION 6. In accord with Article 15 of the City Charter, this ordinance shall become effective on the thirtieth (30th) day following passage and adoption hereof and following certification by the California Coastal Commission.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE on this 4th day of June, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

_____

NICK SMITH, Mayor

ATTEST:

_____
SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

_____
BRIAN PIERIK, City Attorney

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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Lori Frati, Finance Manager

MEETING DATE: May 21, 2025

SUBJECT: Hospitality Improvement District (HID) program for Fiscal Year 2025-26

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

RECOMMENDATION

Hold a public hearing to determine majority protests to the annual assessment were not received, adopt the resolution to approve the annual report, levy the annual assessment, approve the recommended Fiscal Year 2025-26 program, appoint the HID Advisory Board for Fiscal Year 2025-26, and authorize the City Manager to execute an agreement allowing the Pacific Grove Chamber of Commerce to administer the HID budget.

DISCUSSION

In November 2007, the City established the Hospitality Improvement District (HID), appointed an advisory board, and established an assessment for the District.

On October 29, 2018, City Council adopted Resolution No. 18-039, granting the City of Monterey to include the City Pacific Grove in the Monterey County Tourism Improvement District (MCTID).

On November 28, 2018, Council adopted Resolution No. 18-047, amending the Hospitality Improvement District assessment, effective January 1, 2019. This amendment allowed Pacific Grove to equally bifurcate the original assessment. Under this new structure, the HID assessment of $2.00 per night for full-service lodging establishments at $1.00 per room night for all others, will be transferred to the Pacific Grove Chamber of Commerce. Resolution 12-014 defines full service lodging accommodations as "…generally mid-price, upscale or luxury hotels with a restaurant, lounge facilities and meeting space as well as minimum service levels, often including bell service and room service. These hotels report food and beverage revenue". Pacific Grove currently has no full-service hotels or bed and breakfast establishments. HID assessment revenues are exclusively used for the support and benefit of the hospitality economy of Pacific Grove.

The separate MCTID assessment was approved for levy on February 1, 2023, and is subject to a five-year term.

At its May 7, 2025, meeting, the City Council approved a resolution of intent to levy the HID assessment for FY 2025-26 and set a public hearing for May 21, 2025 to consider the levy. California Streets and Highways Code Section 36525 provides that the District shall not be formed if written

protests are received from the owners of businesses in the proposed area that will pay 50 percent or more of the assessments proposed to be levied. Staff advertised the public hearing pursuant to relevant State and Municipal Code sections. Staff has received no protest petitions as of this writing.

Pursuant to State law and City Council Resolution 07-044, which formed the HID, an Annual Report is required that reports on District revenues and expenditures, proposes a budget for Fiscal Year (FY) 2025-26, and requests the levy of an assessment for FY 2025-26.

The Pacific Grove Chamber of Commerce annual report (Attachment 1) reports on District revenues and expenditures for FY 2024-25, proposes a budget for FY 2025-26, lists the number of lodging establishments in the HID and requests the levy of an assessment for FY 2025-26. No changes to HID boundaries are recommended for FY 2025-26.
City Council Resolution 07-044 (Attachment 2) outlines the requirements for levying the annual assessment for the District. The terms of the Resolution have been met as indicated by the specific points of compliance set forth below:

- *Process for Advisory Board Appointment*: Per the Resolution, the Chamber of Commerce facilitated a noticing of all properties in the HID and a meeting of the HID Advisory Board to fill Advisory Board seats that will expire on June 30, 2025. Results of the election from the Chamber of Commerce are included in the report, with the following recommended Advisory Board for next year:
- Fady Hannah (Lighthouse Lodge and Cottages), term expires June 30, 2026
- Michael Grech (Monterey Peninsula Inn), term expires June 30, 2026
- Robert Boerner (Pacific Gardens Inn), term expires June 30, 2027
- Vacant

As stated in the ordinance that created the HID, “a conference facility”, in reference to Asilomar Conference Grounds, will have one representative on the board at all times. Alex Marin, of Asilomar, will be the board member on the HID representing the conference facility.

- *Contract with Chamber of Commerce for Services* (Attachment 3): The City will contract with the Chamber of Commerce to administer the HID program in compliance with the plan approved by the City Council. Any unspent revenues will be retained by the Chamber for performance of the FY 2025-26 contract.
- *Chamber of Commerce Financial Reporting:* The FY 2024-25 HID report from the Chamber includes HID expenditure activity for current fiscal year to date.

All Board Advisory members are current on their license.

Proposed FY 2025-26 HID Program. The City of Pacific Grove estimates a total of $239,000 will be distributed to the HID in FY 2025-26.

The HID Advisory Board recommends allocating HID assessment revenues for the following projected FY 2025-26 expenditures:

Proposed HID Expenditure Budget FY 2025-26	
Total Administration	$2,000
Total Marketing Opportunities	$92,000
Total Community Projects	$5,000
Total Operations Events/Promotions	$5,000
Total Visitor Center	$128,000
Total Advertising	$7,000
Total	$239,000

OPTIONS

1. Decline to adopt the Resolution.
2. Adopt a modified Resolution.
3. Provide alternate direction.

FINANCIAL IMPACT:

The City acts as the administrative pass-through to the HID. Assessment revenues may only be used for HID purposes; and will reflect the actual amounts collected.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Annual District Report

Resolution No. 07-044

HID Chamber Agreement with City

HID Resolution FY2025-26

CHAMBER OF COMMERCE
& TOURIST CENTERS

April 17, 2025

To: Lori Frati - Finance Manager
From: Christi Metzner - Pacific Grove Chamber of Commerce
Subject: Pacific Grove Hospitality Improvement District Annual Report

In accordance with the City's approved agreement with Pacific Grove Chamber of Commerce (PGCC), I am submitting the HID annual report.

Introduction
The start of FY 24/25 was moderately slow. The summer months and well into the fall saw visitors rebound.

During the more favorable weather months of May through November, large outdoor events such as Good Old Days, Car Week and Downtown Trick-or-Treat, attracted thousands to our area. Asilomar Conference Grounds rebounded this year with group and conference business bookings, and our restaurant parklets and now the new outside dining served as an attraction for visitors to experience Pacific Grove.

Starting in late January 2025, occupancy was impacted again, for the second year in a row, the AT&T Pebble Beach PGA Tour visitor draw didn't result in full occupancy due to a change in the tournament format. Several hotel properties and retail businesses reported their worst February on record this year.

The outlook for the final quarter of this FY is uncertain. Visitors to our area this year have been down… but we are hopeful the second half of the year will look better.

Election of Board Members
On Thursday, April 17, 2025, the Chamber hosted a public meeting and invited all HID members to a meeting at the City Manager's conference room at City Hall in order to facilitate the re-election of the following innkeepers to a two-year term from July 1, 2025 through June 30, 2027:

1. Robert Boerner – Pacific Gardens Inn (renewal)
2. Vacant

The newly elected HID members will join the Advisory Board members below that are serving until June 30, 2026:

1. Fady Hanna – Lighthouse Lodge & Cottages
2. Michael Grech - Monterey Peninsula Inn
3. Alex Marin – Asilomar Conference Grounds (permanent seat)

For your information, the ordinance which created the HID stipulated that, "a conference facility," in reference to Asilomar Conference Grounds, will have one representative on the board at all times.

Income/Beginning Balance

The beginning balance of the HID account on July 1, 2024 was $56,130.76. Total income of the HID from July 1, 2024 through June 30, 2025 is projected to be $239,000.

Anticipated costs, revenues, number of lodging establishments, and activities to be provided in Fiscal Year 2025-26 include, but are not limited to, promotion, marketing, and advertising. Reporting on the estimated 2025-26 fiscal year, the HID has 23 lodging establishments plus the new PG Kimpton Hotel (opening Dec 2025) and revenues are $239,000 including a $20,000 carryover.

Expenditures and Details

Total expenses from July 1, 2024 until April 17, 2025 were $129,832.80.
HID expenditures have been invested in the below main areas:

1. Tourist Center (see attachment)
    a. The Tourist Center at 100 Central Avenue is the largest operating expense of the HID. The center attracts hundreds of visitors each week who are referred to all business districts in Pacific Grove.
    b. From July 2024 to February 2025, the Center had a total of 12,000 visit the center, averaging 1,860 each summer month and 1,050 each month in the off-season and a 1,443 overall annual average.
    c. Visitors are excited to be traveling. Most are California residents who love our destination. However, we continue to see travelers from across the US and international travelers as well.
    d. Since its opening in May of 2011, the center has served as a connection point from the Central/Eardley District through to the downtown Lighthouse District. Its location is strategically located at the very northern edge of Pacific Grove and just one block from the entrance to the Monterey Bay Aquarium.
2. Online Marketing
    a. Online marketing remains the most effective method of reaching targeted market segments in an engaging manner.
    b. The chamber's total following continues to rise across all social media platforms. This year our combined accounts saw a steady following with a modest increase of 1.2% overall, bringing the total to 31,200 with Instagram increasing the most.
    c. The HID contracts with several media companies as well as a local independent marketing consultant who handle strategic campaigns that attract visitors to Pacific Grove.
    d. The focus is on generating overnight visitors who will stay, dine and shop in town.
3. Print Advertising
    a. The Bay Area, Los Angeles and the Central Valley are the top feeder markets for Pacific Grove.
    b. Most HID print advertising targets key markets and utilize Bay Area publications and travel magazines.
    c. This year, the HID placed a full-page back cover ad plus two-page editorial with photos in the 2025-2026 Travel Guide to California including a full-page ad in Dreamscapes that has wide distribution to our northern neighbor. The Travel Guide to California will be

PG Hospitality Improvement District

Balance Sheet

As of March 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Mechanics Bank	107,566.09
Total Bank Accounts	**$107,566.09**
Total Current Assets	**$107,566.09**
TOTAL ASSETS	**$107,566.09**
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
C/Fwd from Prior Year	-300,000.00
Retained Earnings	356,130.76
Net Income	51,435.33
Total Equity	**$107,566.09**
TOTAL LIABILITIES AND EQUITY	**$107,566.09**

PG Hospitality Improvement District

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

July 2024 - March 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Carried Fwd Prior Year		20,000.00	-20,000.00	
Income	195,990.08	299,000.00	-103,009.92	65.55 %
Total Income	**$195,990.08**	**$319,000.00**	**$ -123,009.92**	**61.44 %**
Expenses				
Bookkeeping	2,175.00	2,400.00	-225.00	90.63 %
Marketing/Advertising				
Marketing Opportunities	13,674.87	32,000.00	-18,325.13	42.73 %
Marketing Support Events	7,591.38	15,000.00	-7,408.62	50.61 %
Online Marketing		25,000.00	-25,000.00	
Print Media	7,009.98	20,000.00	-12,990.02	35.05 %
Promotions and signage	2,706.05	12,000.00	-9,293.95	22.55 %
Research, Support & Development	11,437.50	53,000.00	-41,562.50	21.58 %
Total Marketing/Advertising	**42,419.78**	**157,000.00**	**-114,580.22**	**27.02 %**
Miscellaneous Expense		4,300.00	-4,300.00	
Visitor Center				
Lease	34,707.84	45,000.00	-10,292.16	77.13 %
Lease Insurance	2,213.19	2,000.00	213.19	110.66 %
Lease Real Estate Tax	3,170.35	4,300.00	-1,129.65	73.73 %
Operating Expense				
Landscaping	1,500.00	2,400.00	-900.00	62.50 %
Operation	**9,925.52**	**15,000.00**	**-5,074.48**	**66.17 %**
Staffing/Other	48,169.96	86,000.00	-37,830.04	56.01 %
Technology	273.11	3,000.00	-2,726.89	9.10 %
Total Operating Expense	**59,868.59**	**106,400.00**	**-46,531.41**	**56.27 %**
Total Visitor Center	**99,959.97**	**157,700.00**	**-57,740.03**	**63.39 %**
Total Expenses	**$144,554.75**	**$321,400.00**	**$ -176,845.25**	**44.98 %**
NET OPERATING INCOME	**$51,435.33**	**$ -2,400.00**	**$53,835.33**	**-2,143.14 %**
NET INCOME	**$51,435.33**	**$ -2,400.00**	**$53,835.33**	**-2,143.14 %**

PG Hospitality Improvement District

General Ledger

March 2025

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Mechanics Bank								
Beginning Balance								122,288.04
03/01/2025	Check	13710	No	Robert Silverberg	March 2025 Rent - 100 Central Ave	Visitor Center:Lease	-3,837.24	118,450.80
03/01/2025	Check	13716	No	Social Monterey	1174	Marketing/Advertising:Marketing Opportunities	-1,400.00	117,050.80
03/01/2025	Check	13714	No	Illusion Landscaping	February 2025	Visitor Center:Operating Expense:Landscaping	-200.00	116,850.80
03/01/2025	Check	13713	No	Brad Herzog	Inv 22325	Marketing/Advertising:Research, Support & Development	-1,250.00	115,600.80
03/03/2025	Check	13722	No	Robert Silverberg	December 2024 Rent - 100 Central Ave	Visitor Center:Lease	-172.68	115,428.12
03/04/2025	Check	13718	No	Pacific Grove Hardware Inc	Acct 7830	Visitor Center:Operating Expense:Operation	-2.52	115,425.60
03/04/2025	Check	13719	No	Moore Design, Inc	#2782	Marketing/Advertising:Print Media	-200.00	115,225.60
03/04/2025	Check	13720	No	Dolowich Bookkeeping	Inv 2150	Bookkeeping	-250.00	114,975.60
03/04/2025	Check	13721	No	Pacific Gas & Electric Co	Acct 1760048763-5	Visitor Center:Operating Expense:Operation:Gas and Electric	-579.11	114,396.49
03/14/2025	Check	13723	No	1-800 Plumber		Visitor Center:Operating Expense:Operation	-350.00	114,046.49
03/21/2025	Check	13725	No	Comcast	8155 10 026 0208305	Visitor Center:Operating Expense:Operation:Web Marketing	-284.36	113,762.13
03/21/2025	Check	13724	No	California American Water	1015-210021468547	Visitor Center:Operating Expense:Operation:Water	-64.80	113,697.33
03/28/2025	Check	13726	No	Pacific Gas & Electric Co	Acct 1760048763-5	Visitor Center:Operating Expense:Operation:Gas and Electric	-492.64	113,204.69
03/28/2025	Check	13727	No	Illusion Landscaping	March 2025	Visitor Center:Operating Expense:Landscaping	-200.00	113,004.69
03/31/2025	Check	13661	No	Pacific Grove Chamber of Commerce		-Split-	-5,438.60	107,566.09
Total for Mechanics Bank							**$ -14,721.95**	
C/Fwd from Prior Year								
Beginning Balance								- 300,000.00
Total for C/Fwd from Prior Year								
Income								
Beginning Balance								195,990.08
Total for Income								
Retained Earnings								
Beginning Balance								356,130.76
Total for Retained Earnings								
Bookkeeping								
Beginning Balance								1,925.00
03/04/2025	Check	13720	No	Dolowich Bookkeeping	Bookkeeping Feb	Mechanics Bank	250.00	2,175.00
Total for Bookkeeping							**$250.00**	
Marketing/Advertising								
Marketing Opportunities								
Beginning Balance								12,274.87
03/01/2025	Check	13716	No	Social Monterey	March	Mechanics Bank	1,400.00	13,674.87
Total for Marketing Opportunities							**$1,400.00**	
Marketing Support Events								
Beginning Balance								7,591.38
Total for Marketing Support Events								
Print Media								
Beginning Balance								6,809.98
03/04/2025	Check	13719	No	Moore Design, Inc	CA Travel back page ad	Mechanics Bank	200.00	7,009.98
Total for Print Media							**$200.00**	
Promotions and signage								
Beginning Balance								2,706.05
Total for Promotions and signage								

PG Hospitality Improvement District

General Ledger

March 2025

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Research, Support & Development								
Beginning Balance								10,187.50
03/01/2025	Check	13713	No	Brad Herzog	March 2025 - 2 Tide Pool Stories	Mechanics Bank	1,250.00	11,437.50
Total for Research, Support & Development							**$1,250.00**	
Total for Marketing/Advertising							**$2,850.00**	
Visitor Center								
Lease								
Beginning Balance								30,697.92
03/01/2025	Check	13710	No	Robert Silverberg	100 Central Ave Rent March	Mechanics Bank	3,837.24	34,535.16
03/03/2025	Check	13722	No	Robert Silverberg	100 Central Ave 4.5% Increase on TIC Rent	Mechanics Bank	172.68	34,707.84
Total for Lease							**$4,009.92**	
Lease Insurance								
Beginning Balance								2,213.19
Total for Lease Insurance								
Lease Real Estate Tax								
Beginning Balance								3,170.35
Total for Lease Real Estate Tax								
Operating Expense								
Landscaping								
Beginning Balance								1,100.00
03/01/2025	Check	13714	No	Illusion Landscaping	February 2025 Landscaping	Mechanics Bank	200.00	1,300.00
03/28/2025	Check	13727	No	Illusion Landscaping	March 2025 Landscaping	Mechanics Bank	200.00	1,500.00
Total for Landscaping							**$400.00**	
Operation								
Beginning Balance								1,422.45
03/04/2025	Check	13718	No	Pacific Grove Hardware Inc		Mechanics Bank	2.52	1,424.97
03/14/2025	Check	13723	No	1-800 Plumber	100 Central Plumbing	Mechanics Bank	350.00	1,774.97
Total for Operation							**$352.52**	
Gas and Electric								
Beginning Balance								3,472.65
03/04/2025	Check	13721	No	Pacific Gas & Electric Co	02/24/2025	Mechanics Bank	579.11	4,051.76
03/28/2025	Check	13726	No	Pacific Gas & Electric Co	03/25/2025	Mechanics Bank	492.64	4,544.40
Total for Gas and Electric							**$1,071.75**	
Professional Services								
Beginning Balance								485.00
Total for Professional Services								
Water								
Beginning Balance								578.76
03/21/2025	Check	13724	No	California American Water	Feb 11 - Mar 11	Mechanics Bank	64.80	643.56
Total for Water							**$64.80**	
Web Marketing								
Beginning Balance								2,193.23
03/21/2025	Check	13725	No	Comcast	Bill Date 02/26/25	Mechanics Bank	284.36	2,477.59
Total for Web Marketing							**$284.36**	
Total for Operation with sub-accounts							**$1,773.43**	
Staffing/Other								
Beginning Balance								42,731.36
03/31/2025	Check	13661	No	Pacific Grove Chamber of Commerce	03/14/2025	Mechanics Bank	2,513.00	45,244.36
03/31/2025	Check	13661	No	Pacific Grove Chamber of Commerce	03/31/2025	Mechanics Bank	2,925.60	48,169.96

PG Hospitality Improvement District

General Ledger

March 2025

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Total for Staffing/Other							**$5,438.60**	
Technology								
Beginning Balance								273.11
Total for Technology								
Total for Operating Expense							**$7,612.03**	
Total for Visitor Center							**$11,621.95**	

PG Hospitality Improvement District

Profit and Loss YTD Comparison

March 2025

	TOTAL	
	MAR 2025	JUL 2024 - MAR 2025 (YTD)
Income		
Income		195,990.08
Total Income	**$0.00**	**$195,990.08**
Expenses		
Bookkeeping	250.00	2,175.00
Marketing/Advertising		
Marketing Opportunities	1,400.00	13,674.87
Marketing Support Events		7,591.38
Print Media	200.00	7,009.98
Promotions and signage		2,706.05
Research, Support & Development	1,250.00	11,437.50
Total Marketing/Advertising	**2,850.00**	**42,419.78**
Visitor Center		
Lease	4,009.92	34,707.84
Lease Insurance		2,213.19
Lease Real Estate Tax		3,170.35
Operating Expense		
Landscaping	400.00	1,500.00
Operation	**1,773.43**	**9,925.52**
Staffing/Other	5,438.60	48,169.96
Technology		273.11
Total Operating Expense	**7,612.03**	**59,868.59**
Total Visitor Center	**11,621.95**	**99,959.97**
Total Expenses	**$14,721.95**	**$144,554.75**
NET OPERATING INCOME	**$ -14,721.95**	**$51,435.33**
NET INCOME	**$ -14,721.95**	**$51,435.33**

Profit and Loss Comparison

PG Hospitality Improvement District

July 1, 2024-April 14, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	JUL 1 2024 - APR 14 2025	JUL 1 2023 - APR 14 2024 (PY)
Income		
Income	195,990.08	187,219.92
Carried Fwd Prior Year		20,000.00
Total for Income	**$195,990.08**	**$207,219.92**
Cost of Goods Sold		
Gross Profit	**$195,990.08**	**$207,219.92**
Expenses		
Bookkeeping	2,425.00	2,000.00
Marketing/Advertising	0	0
Marketing Opportunities	15,074.87	21,445.68
Marketing Support Events	7,591.38	8,791.38
Print Media	7,009.98	12,906.91
Promotions and signage	2,706.05	5,316.94
Research, Support & Development	12,687.50	13,916.21
Online Marketing		524.99
Total for Marketing/Advertising	**$45,069.78**	**$62,902.11**
Visitor Center	0	0
Lease	38,717.76	34,909.65
Lease Insurance	2,213.19	1,929.22
Lease Real Estate Tax	8,298.48	6,421.74
Operating Expense	0	0
Landscaping	1,500.00	6,925.92
Operation	$1,774.97	$2,100.26
Gas and Electric	4,544.40	4,394.12
Professional Services	485.00	263.28
Water	643.56	840.65
Web Marketing	2,761.95	2,402.62
Lighting and Flooring		130.96
Total for Operation	**$10,209.88**	**$10,131.89**
Staffing/Other	48,169.96	69,442.70
Technology	273.11	
Total for Operating Expense	**$60,152.95**	**$86,500.51**
Furniture and Fixtures		201.00
Total for Visitor Center	**$109,382.38**	**$129,962.12**
Miscellaneous Expense		77.70
Total for Expenses	**$156,877.16**	**$194,941.93**
Net Operating Income	**$39,112.92**	**$12,277.99**
Other Income		
Other Expenses		
Net Other Income	**0**	**0**
Net Income	**$39,112.92**	**$12,277.99**

Hospitality Improvement District
Profit & Loss Proposed Budget Overview
July 2025 – June 2026

Ordinary Income/Expense	July 1, '25 – June 30, '26
Income	
Program Income	
Carry Over, Prior Year, Mktg	20,000.00
City Assessment	239,000.00
Total Program Income	239,000.00
Total Income	**239,000.00**
Expenses	
Total Administration	2,000.00
Total Visitor Center	128,000.00
Total Advertising	7,000.00
Total Community Projects	5,000.00
Total Marketing Opportunities	92,000.00
Total Operations Events/Promotion	5,000.00
Total Expenses	**$239,000.00**
Net Ordinary Income	0.00
Net Income	**0.00**

RESOLUTION 07-044

A RESOLUTION OF THE CITY OF PACIFIC GROVE DECLARING ITS INTENT TO FORM AND CREATE THE PACIFIC GROVE HOSPITALITY IMPROVEMENT DISTRICT AND SETTING A PUBLIC PROTEST HEARING RELATING TO THAT FORMATION

WHEREAS, the City of Pacific Grove (City) desires to form a parking and business improvement district (designated as the Pacific Grove Hospitality Improvement District or PGHID) pursuant to California Streets and Highways Code 36500, *et seq.* for the benefit of hospitality establishments within the City; and,

WHEREAS, the purpose of the Pacific Grove Hospitality Improvement District Shall be to fund promotion, marketing activities, and physical improvements to support and improve the hospitality economy in Pacific Grove; and,

WHEREAS, the City Council desires to convene a public hearing to establish the Pacific Grove Hospitality Improvement District; and,

WHEREAS, the City Council intends this resolution to constitute and resolve its declaration of intent to establish the Pacific Grove Hospitality Improvement District in accord with Streets and Highways Code section 36500, *et seq.* and to adopt the rules and procedures of Streets and Highways Code sections 36524 and 36525 to govern its determination as to the existence or non-existence of a majority protest;

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

SECTION 1. The City declares its intention to form a Parking and Business Improvement District pursuant to California Streets and Highways Code 36500, *et seq.*

SECTION 2. The name of Parking and Business Improvement District proposed to be formed shall be the "Pacific Grove Hospitality Improvement District." This District may occasionally be referenced as the "PGHID".

SECTION 3. The boundaries of the Pacific Grove Hospitality Improvement District are the same boundaries as the corporate boundaries of the City.

SECTION 4. The following definitions shall apply to this ordinance, and shall be used for all purposes by the Pacific Grove Hospitality Improvement District:

Accommodations Establishment. The term "Accommodations Establishment" shall refer to either a "Bed & Breakfast Inn", a "Motel", or a "Conference Lodging Establishment" as defined by this Section.

Bed & Breakfast Inn. The term "Bed & Breakfast Inn" shall refer to an establishment that meets the criteria set by Pacific Grove Municipal Code section 23.08.290.

Conference Lodging Establishment. The term "Conference Lodging Establishment" shall refer to any establishment that meets the criteria set by Pacific Grove Municipal Code section 23.08.160, has 300 or more guest rooms, and that offers special venues for meetings, conferences, and special events.

Motel. The term "Motel" shall include the term "Hotel" and shall refer to any establishment that meets the criteria set by Pacific Grove Municipal Code sections 23.08.030 or 23.08.160, but excluding there from any establishment that meets the definition of "Bed & Breakfast Inn" or "Conference Lodging Establishment" as set by this ordinance.

SECTION 5. Assessments levied under the Pacific Grove Hospitality Improvement District may fund promotion, marketing and physical improvements of property in accord with Streets and Highways Code section 36500, *et seq.* for the purpose of improving the hospitality economy of the City.

SECTION 6. Improvements and activities of the Pacific Grove Hospitality Improvement District shall be funded by assessments on all Accommodations Establishments within the PGHID. Except where the Council determines funds to be otherwise available, all improvements of activities of the PGHID shall be funded by the assessment set pursuant to this ordinance.

SECTION 7. An annual assessment shall be levied for the Pacific Grove Hospitality Improvement District upon new or existing Accommodations Establishment within the PGHID. New establishments shall not be exempt. The assessment shall be paid at the time the Accommodations Establishment pays transient occupancy taxes to the City. Accommodations Establishments that meet the criteria of "full-service" as set by the most recent report promulgated by Smith Travel Research, Inc. (STR Report) shall pay an assessment of $1.50 per occupied room per night. All other Accommodations Establishments shall pay an assessment of $1.00 per occupied room per night.

SECTION 8. The Council hereby sets a public hearing to establish the Pacific Grove Hospitality Improvement District on December 5, 2007 at 6:00 pm, or as soon thereafter as the item may be called, at City Hall, 300 Forest Avenue, Pacific Grove, California.

SECTION 8. Streets and Highways Code sections 36524 and 36525 sets forth rules and procedures that govern the filing of protests and the determination of a majority protest. The City shall apply the following procedures to determine the existence of a majority protest:

a. At the public hearing to hear such protests, testimony of all interested persons for or against the establishment of the Pacific Grove Hospitality Improvement District, the extent of the PGHID, or the furnishing of specified types of improvements or activities shall be heard. A protest may be made in writing or orally by any interested person. Any protest pertaining to the regularity or sufficiency of the proceeding shall be in writing and shall clearly set forth the irregularity or defect to which the objection is made.

b. Each written protest shall be filed with the City Clerk on or before December 5, 2007. The City Council may waive any irregularity in the form or content of any written protest, and at the public hearing may correct minor defects in the proceedings. A written protest may be withdrawn in writing at any time before the conclusion of the public hearing.

c. Each written protest must contain a description of the business in which the person subscribing the protest is interested sufficient to identify the business and, if a person subscribing is not shown on the official records of the City as the owner of the business, the protest shall contain or be accompanied by written evidence that the person subscribing is the owner of the business. A written protest which does not comply with this requirement shall not be counted in determining a majority protest.

d. If written protests are received from the owners of Accommodations Establishments in the proposed Pacific Grove Downtown Business Improvement District which will pay 50% or more of the assessments proposed to be levied and protests are not withdrawn so as to reduce the protests to less than 50%, no further proceedings to create the PGHID or to levy the proposed assessment, as contained in this ordinance intention, shall be taken for a period of one year from the date of the finding of a majority protest by the City Council. If the majority protest is only against the furnishing of a specified type or types of improvements or activities within the area, these types of improvements or activities shall be eliminated.

SECTION 9. Upon determination that a majority protest does not exist, the City Council shall be authorized to form the Pacific Grove Hospitality Improvement District, and may thereafter appoint an Advisory Board for the Pacific Grove Hospitality Improvement District. The proposed appointment process shall be by the following process:

a. Membership on the PGHID Advisory Board shall be limited to Accommodations Establishment owners, concessionaires representing Accommodations Establishments, or employees holding the written consent of the Accommodations Establishment, within the PGHID area. To sponsor a member on the PGHID Advisory Board, each Accommodations Establishments shall have fully paid its PGHID assessment at the time of appointment, and remain fully paid during the term of that representative's membership on the Board.

b. The PGHID Advisory Board shall be comprised of five (5) members. Two (2) members shall represent "Motels" as defined by this ordinance. Two (2) members shall represent businesses classified as "Bed and Breakfast Inns" as defined by this ordinance. One member shall represent businesses classified as a "Conference Lodging Establishment" as defined by this ordinance. If an Accommodations Establishment pays more than one-quarter of the City's total transient occupancy tax revenue, that Accommodations Establishment shall be entitled to one of the five seats on the PGHID Advisory Board.

c. PGHID Advisory Board members shall serve two-year terms, with appointments staggered at one-year intervals. The term for the two (2) members representing "Motels" and the term for the two (2) members representing "Bed and Breakfast Inns" shall each be staggered.

d. The PGHID Advisory Board shall be appointed by the City Council, following a nomination process facilitated by the Chamber of Commerce. Each February, the Pacific Grove Chamber of Commerce (Chamber) shall mail a letter to each Accommodations Establishment located in the PGHID. The letter shall announce the Chamber shall hold a meeting at City Hall for the purpose of conducting open elections for the PGHID Advisory Board seats that may be vacant or are scheduled to become vacant as of July 1 of that calendar year. The letter shall further notify each Accommodations Establishment of the Advisory Board selection process.

e. At the noticed meeting, the Chamber shall facilitate a selection process whereby any Accommodations Establishment representative meeting the qualification established in (b) above may be nominated for a seat on the Advisory Board. The Chamber shall conduct the election by secret ballot, and shall count ballots cast at that meeting or received by mail. One representative each Accommodations Establishment in the Pacific Grove Hospitality Improvement District shall be eligible to vote; votes may be cast in person at the meeting, or if the Accommodations Establishment representative is unable to attend the vote may be made by proxy, signed on behalf of the Accommodations Establishment. Each Accommodations Establishment shall be allowed one vote for each open seat.

f. Nominees receiving the most votes shall be deemed to have won the election. The Chamber shall verify the election results and forward the names to the City Clerk no later than April 30. If the results are not transmitted to the City Clerk on or before April 30, the Council shall appoint the PGHID Advisory Board members by the process set forth for appointing boards and commissions in Chapter 3.04 of the Municipal Code.

g. The City Council may accept or reject the election result as to any open seat. Should the Council reject the election result as to a seat, the Chamber shall forward another make a substitute recommendation. PGHID Advisory Board members shall serve at the pleasure of the Council. The Council may, by majority vote, remove any Advisory Board member with or without cause.

SECTION 10. It is proposed that the Pacific Grove Hospitality Improvement District Advisory Board shall meet at least two (2) times per year. The Advisory Board shall be deemed a "legislative body" for all purposes of the Ralph M. Brown Act, Government Code section 54950, *et seq.* Each meeting of the Advisory Board shall be open and public as required by that Act.

SECTION 11. It is proposed that the City Manager may authorize the Chamber of Commerce, by contract, to spend PGHID assessment revenues on behalf of the City provided each expenditure is made in accord with the Pacific Grove Hospitality Improvement District program and budget as approved by the City, and in compliance with all City purchasing regulations, or as otherwise set by ordinance.

SECTION 12. It is proposed that the PGHID Advisory Board shall prepare and file an annual report with the City regarding the Pacific Grove Hospitality Improvement District. The report shall, among other things, itemize improvements and activities for the fiscal year, state the cost of activities, the amount of surplus or deficit revenues carried over from a previous fiscal

year, and contributions other than assessments. The report shall meet the requirements of California Streets and Highways Code section 36533. The City Council shall review each report, and may approve the report as filed or modify any portion of the report and approve it as modified.

SECTION 13. It is proposed that after approving the annual report, the City shall adopt an annual resolution of intention to levy the assessment for that fiscal year, publish a notice and hold a public hearing on the assessment. This action may be taken by resolution

SECTION 14. This resolution is exempt from provisions of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines.

RESOLVED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 7th day of November, 2007, by the following vote:

AYES: Bennett, Cort, Davis, Miller, Nilmeier, Stilwell

NOES: Cohen

ABSENT: None

APPROVED:

DANIEL E. CORT, Mayor

ATTEST:

CHARLENE WISEMAN, City Clerk

APPROVED AS TO FORM:

DAVID LAREDO, City Attorney

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

July 1, 2025

Christi Metzner
Pacific Grove Chamber of Commerce
584 Central Avenue
Pacific Grove, CA 93950

Dear Christi Metzner,

This letter, once signed by both parties, is intended to serve as the agreement between the City of Pacific Grove and the Pacific Grove Chamber of Commerce regarding the expenditure of Hospitality Improvement District (HID) revenues for FY 2025-26.

The HID Advisory Board recommended, and the City Council approved a program and budget of $239,000 for FY 2025-26 HID activities. City estimates HID revenues to be $239,000. This agreement reflects the approved activities.

HID Expenditure Budget for FY 2025-26

Proposed HID Expenditure Budget FY 2025-26	
Total Administration	$2,000
Total Advertising	$7,000
Total Community Projects	$5,000
Total Marketing Opportunities	$92,000
Total Operations Events/Promotions	$5,000
Total Visitor Center	$128,000
Total	$239,000

Agreement:

1. The City of Pacific Grove will remit the revenues resulting from HID assessments during FY 2025-26 on a quarterly basis within 30 days of the City's due date for Transient Occupancy Tax payments from lodging establishments.

2. The Pacific Grove Chamber of Commerce will spend the transferred HID proceeds exclusively in the manner specified below:

The Pacific Grove Chamber of Commerce will prepare an annual report for the HID to be submitted along with the recommended program and budget for the following fiscal year. The report shall include, but not be restricted to, the following information:

- Proposed changes to district boundaries
- A report of all expenditures from the current year (amount and purpose of expenditure transaction and the budgeted activity to which the expenditure is attributable)
- A statement reconciling the balances of all bank accounts holding HID revenues to the aforementioned expenditure report.
- The amount of surplus or deficit revenues projected to be carried over from a previous fiscal year.
- The amount of any contributions to be made from sources other than district assessments.
- The activities and/or improvements, along with estimated costs, to be provided for the coming fiscal year.

3. Modifications to the spending plan reflected herein may only occur with the written approval of the Pacific Grove City Manager.

Signed:

_____	_____
Matthew Mogensen, City Manager	Christi Metzner, CEO President Pacific Grove Chamber of Commerce
_____	_____
Date	Date

RESOLUTION NO. 25---

APPROVING THE ANNUAL REPORT AND PROGRAM OF EXPENDITURES, ASSESSING THE LEVY AND APPOINTING AN ADVISORY BOARD FOR THE HOSPITALITY IMPROVEMENT DISTRICT FOR FISCAL YEAR 2025-26

1. The Council conducted a public hearing to consider the levy of the proposed Fiscal Year 2025-26 assessment for the Pacific Grove Hospitality Improvement District on May 21, 2025 at 6:00 pm; and

2. The City Clerk gave notice of the public hearing by causing the resolution of intention, adopted by the City Council on May 7, 2025, to be published in a newspaper of general circulation at least seven days before the public hearing; and

3. At the public hearing, the City Council heard and considered all protests against the Fiscal Year (FY) 2025-26 levy of assessments for the Pacific Grove Hospitality Improvement District, and the rules and procedures used in receiving and considering protests complied with those set forth in Streets and Highways Code sections 36524, 36525 and 36534; and

4. Said Improvement Area Law provides, at California Street and Highways Code Section 36530, that the City Council shall appoint an advisory board to make recommendations to the City Council regarding expenditure of revenues collected from District business owners, and to make recommendations regarding the method and basis of assessment levy; and

5. This council has requested the Pacific Grove Chamber of Commerce to recommend membership for the advisory board by process of the public nomination and election, and the Chamber has made recommendations that this council desires to follow.

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

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

2. The City hereby levies and shall collect assessments for FY 2025-26 within the Hospitality Improvement District (HID), as described in Section 6.54 of the Pacific Grove Municipal Code.

3. The assessment is currently set at $2.00 per room night for full-service lodging establishments and $1.00 per room night for all others.
Pacific Grove has no full-service hotels or bed and breakfast establishments that collect the $2.00 per room night fee

4. There is no change in the boundaries of the district as established in the prior year and set forth in Section 6.54.030 of the Pacific Grove Municipal Code.

5. The Council approves the annual report prepared by the Advisory Board of the Pacific Grove Hospitality Improvement District.

6. The Council approves the Pacific Grove Hospitality Improvement District program for FY 2025-26, as follows:

Proposed HID Expenditure for FY 2025-26

Proposed HID Expenditure Budget FY 2025-26	
Total Administration	$2,000
Total Advertising	$7,000
Total Community Projects	$5,000
Total Marketing Opportunities	$92,000
Total Operations Events/Promotions	$5,000
Total Visitor Center	$128,000
Total	$239,000

7. The City Manager is authorized to approve an agreement with the Pacific Grove Chamber of Commerce to administer the program for FY 2025-26.

8. The City Manager is authorized to approve mid-year amendments to the program and agreement with the Pacific Grove Chamber of Commerce within the total amount approved for the year.

9. Pursuant to California Streets and Highways Code Section 26530, the City Council hereby appoints the following (named with their business affiliations) as the advisory board for and on behalf of the Downtown Business Improvement District:

- Fady Hannah (Lighthouse Lodge & Suites), term expires June 30, 2026
- Michael Grech (Monterey Peninsula Inn), term expires June 30, 2026
- Robert Boerner (Pacific Gardens Inn), term expires June 30, 2027
- Alex Marin (Asilomar Conference Grounds) continuous
- Vacant

10. The advisory board hereby appointed is subject to all provisions of the Ralph M. Brown Act, and the board hereby is directed to comply therewith.

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

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 21st day of May 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 Frati, Finance Manager

MEETING DATE: May 21, 2025

SUBJECT: Downtown Business Improvement District (BID) Program for Fiscal Year 2025-26

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

RECOMMENDATION

Hold a public hearing to determine majority protest to the annual assessment were not received, adopt the resolution to approve the annual report, levy the annual assessment, approve the recommended Fiscal Year 2025-26 program, appoint the BID Advisory Board for Fiscal Year 2025-26, and authorize the City Manager to execute an agreement allowing the Pacific Grove Chamber of Commerce to administer the BID budget.

DISCUSSION

In 2000, the City established the Downtown Pacific Grove Business Improvement District (BID), appointed an advisory board, and levied assessments for the District. The assessments may be used only for the promotion, marketing and advertising of professional and retail businesses located in the district, and for general maintenance to benefit those businesses. All businesses located in the BID are assessed an amount equal to 35% of their business license tax. The assessment is collected together with the business license tax payment in July of each assessment year. Since its formation in 2000, the BID and assessments have been annually reauthorized.

At its May 7, 2025, meeting, the City Council approved a resolution of intent to levy the BID assessment for Fiscal Year (FY) 2025-26 and set a public hearing to consider the levy for May 21, 2025. California Streets and Highways Code Section 36525 provides that the District shall not be formed if written protests are received from the owners of businesses in the proposed area that will pay 50 percent or more of the assessments proposed to be levied. Staff advertised the public hearing pursuant to relevant State and Municipal Code sections. Staff has received no protest petitions as of this writing.

The District's annual report (Attachment 1) lists the results of the election of Board Members, details revenues and expenditures for FY 2024-25, proposes a budget for FY 2025-26, and requests the levy of an assessment for FY 2025-26. No changes to BID boundaries are recommended for FY 2025-26.

City Council Resolution 07-042 (Attachment 2) outlines the requirements for re-establishing the district. The terms of the Resolution have been met as indicated by the specific points of compliance

set forth below:

Process for Advisory Board appointment: Per the resolution, the Chamber of Commerce facilitated a noticing of all properties in the BID and a meeting of the BID Advisory Board to fill Advisory Board seats that will expire on June 30, 2025. Results of the election from the Chamber of Commerce are included in the report with the following recommended Advisory Board for next year:

- Liz Jacobs (Wild Fish Restaurant), term expires June 30, 2026
- Marietta Bain (Fandango Restaurant), term expires June 30, 2026
- Stephanie Loftus (The Quill), term expires June 30, 2026
- Allyson Wieland (The Vague Collection), term expires June 30, 2026
- Kristin Blackwood (The Grove Emporium), term expires June 30, 2027
- Kim Poulin (Pacific Grove Plaza), term expires June 30, 2027
- Alessandro Bush (Mechanics Bank), term expires June 30, 2027

Contract with Chamber of Commerce for services: The City contracted with the Chamber of Commerce to administer the BID program in compliance with the plan approved by the City Council. The attached report from the Chamber shows the expenditures for the FY 2025-26 budget.

Chamber of Commerce financial reporting: The FY 2024-25 BID report from the Chamber includes BID expenditure activity for current fiscal year to date.

Proposed FY 2025-26 BID Program. The BID's current and projected financial information, as provided by the Chamber of Commerce, is included in Attachment 1.

The BID Advisory Board recommends the following allocation of BID assessment revenue for FY 2025-26, which is estimated to total $31,000:

Proposed BID Expenditure Budget for FY 2025-26	
Administration	**$2,000**
Advertising	**$7,000**
Community Projects	**$2,500**
Marketing Opportunities	**$9,500**
Promotional and Events	**$10,000**
Total	**$31,000**

OPTIONS

1. Decline to adopt the Resolution.
2. Adopt a modified Resolution.
3. Provide alternative direction.

FINANCIAL IMPACT:

The City acts as the administrative pass-through to the BID. The assessed funds may only be used for BID purposes and not for any other City purpose.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

District Annual Report

Resolution No. 07-042

BID Resolution FY2025-26

Chamber Agreement with City

CHAMBER OF COMMERCE
& TOURIST CENTERS

April 17, 2025

To: Lori Frati - Finance Manager
From: Christi Metzner – Pacific Grove Chamber of Commerce
Subject: Downtown Business Improvement District (BID) Report

In accordance with the City's agreement with the Pacific Grove Chamber of Commerce (PGCC), I am submitting the BID annual report.

Introduction

As businesses nationwide navigate an evolving economic landscape, our district has demonstrated remarkable resilience and adaptability. Despite recent challenges, including fluctuating market conditions and workforce dynamics, our local enterprises have continued to innovate and thrive. This past year has underscored the strength and collaborative spirit of our business community, positioning us well for sustainable growth in the future. The following are a few examples of successes and challenges.

- The cost of consumer goods and services have increased to absorb economic factors such as supply chain issues, increased cost of raw materials as well as the higher cost of payroll. So, while the sales tax report data indicates a robust rebound, most businesses are seeing little to no growth in their bottom line. There is also the unknown for businesses affected by tariffs.
- Employers in coastal communities, such as Pacific Grove, compete heavily for out of the direct-area workforce, due to a myriad of factors including a lack of localized workforce housing, dwindling access to public transportation, and a decades long decline in high school student job seeking. This dynamic creates a challenge for employers to attract and retain talent. Businesses still struggle with consistency in their workforce.
- Several downtown anchors such as the former Bank of America, Chase Bank, Pier 1 and US Bank buildings have been purchased and/or for lease. Redevelopment plans have been slow moving and since the leases are higher than most small businesses can afford, the buildings over 3,000 sq ft have not been leased yet. The East end of Lighthouse only has a few vacancies, including the front of Pier 1 (which should be leased when the upstairs construction is complete). A new Strength and Conditioning center opened early this year, and an ice cream shop is coming soon, both in 520 Lighthouse. 520 also acquired Poptopia Balloons and Debby Beck's office plus a couple more businesses you can't see from the street. A café in the old Crema building is under construction and the old PG Cleaners building on Grand Avenue was sold. Hops & Fog Brewing and Pop and Hiss opened this fiscal year and doing very well. A gallery opened in Hambrook's Auction House. No vacancies in the Central Avenue business district, a couple vacancies at Forest Hill Shopping Center, and Country Club Gate Plaza has several vacancies. Fusion Fitness moved out of a small space and opened a gym in the larger space, but closed early this year and now both spaces are vacant. Kelly-Moore Paints' location is still vacant. The former Bank of America building (601 Lighthouse Ave) has been leased to one tenant (food and retail). The Chase Bank building has no movement and has the highest lease of all vacant properties on Lighthouse Avenue. US Bank recently moved out and there is a lot of interest in the property.
- Even with a slow beginning of 2025, restaurants and businesses are doing well. Pacific Grove's parklet program attracted visitors and locals alike to our downtown district, especially in the evenings and on weekends. The new outside dining will continue attracting visitors even more.

- Home sales continue to be strong, which have a positive effect on the home building industry sector.

Election Board Members

On April 17, 2025, a publicly noticed BID special membership meeting was held at the City Manager's Conference Room at City Hall and on Zoom. In addition, a notice of the meeting was emailed to every BID member on the City's business license list that is located within the BID boundaries. The following three Advisory Board members were approved by a unanimous vote to serve on the BID from July 1, 2025 to June 30, 2027:

- Kim Poulin – Pacific Grove Plaza (renewal)
- Kristin Blackwood – The Grove Emporium (application attached)
- Alessandro Bush – Mechanics Bank (renewal)

They will join the following BID Advisory Board members:

- Liz Jacobs – Wild Fish Restaurant
- Stephanie Loftus – The Quill
- Marietta Bain – Fandango Restaurant
- Allyson Wieland – The Vague Collection

Income/Beginning Balance

The beginning balance of the BID account on July 1, 2024 was $32,298.72. As of February 28, 2025, the BID total program income was $29,889.16.

Expenditures Report

Last year, the BID proposed a balanced expenditure program. Attached is the profit and loss budget comparison.

Since July 1, 2024, the expenditures for the BID are below:

BID Administration	$1,800
Bubbly Bins, Inc.	$1,998
Listing all BID hospitality businesses in the Tourist Guide	$3,500
Trick-or-Treat (2024)	$2,900
Holiday Open House (2024)	$2,400
Community Projects (Youth Ambassadors of PG Donation)	$2,500
Shop Sip and Stroll (2024)	$2,260
Print Advertising	$5,534
Additional marketing operations work (TBC Comm)	$4,388
Total BID investments to date	**$27,280**

Between now and the end of June 2025, we anticipate the below expenses to finish out this fiscal year:

Bubbly Bins, Inc. shared contract (BID portion)	$1,071
NorCal Travel Guide PG Promotion (Monterey Herald)	$1,300
Chalk the Block (2025)	$1,500
Total upcoming BID investments	**$3,871**

Direction

In 2025-26 the BID direction will continue to focus on promotions, advertising and supporting annual downtown events such as the Halloween Trick or Treat, Shop Small Saturday, Chalk the Block, Shop, Sip and Stroll for the Holidays, and First Friday events. The focus of the BID will be concentrated in four main areas:

- Beautification projects for the downtown districts
- Supporting and promoting existing and new events and programs to attract foot traffic downtown
- Supporting new and upcoming Arts District of PG events and programs

Anticipated costs, revenues, number of licenses, and activities to be provided in Fiscal Year 2025-26 include, but are not limited to, promotion, marketing, and advertising of businesses in the district, support for special events, and general maintenance to benefit businesses within the BID. Reporting on the estimated 2025-26 fiscal year activities, the BID has 263 members and revenues are estimated at $31,000 including $1,000 carryover.

Closing

Downtown Pacific Grove continues to evolve and is so vibrant. In the coming year, the BID will support the final phase of redevelopment of the new PG Kimpton Hotel and continue to support beautification opportunities to showcase our beautiful downtown.

Thank you.

Respectfully submitted by:

Christi Metzner
BID Administrator

Business Improvement District
Profit & Loss Proposed Budget Overview
July 2025 – June 2026

Ordinary Income/Expense	July 1, '25 – June 30, '26
Income	
Program Income	
Carry Over, Prior Year, Mktg	1,000.00
City Assessment	30,000.00
Total Program Income	31,000.00
Total Income	**31,000.00**
Expenses	
Total Administration	2,000.00
Total Advertising	7,000.00
Total Community Projects	2,500.00
Total Marketing Opportunities	9,500.00
Total Operations Events/Promotion	10,000.00
Total Expenses	**31,000.00**
Net Ordinary Income	0.00
Net Income	**0.00**

Business Improvement District
Profit & Loss Budget vs. Actual
July 2024 through March 2025

	Jul '24 - Mar 25	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Program Income				
Carry Over, Prior Year, Mktg	0.00	1,000.00	-1,000.00	0.0%
City Assessment	29,889.16	30,000.00	-110.84	99.6%
Total Program Income	29,889.16	31,000.00	-1,110.84	96.4%
Total Income	29,889.16	31,000.00	-1,110.84	96.4%
Expense				
Administration	1,800.00	1,800.00	0.00	100.0%
Advertising	5,534.00	6,700.00	-1,166.00	82.6%
Business Expenses	0.00			
Community Projects	2,500.00	3,000.00	-500.00	83.3%
Marketing Opportunities	4,387.82	9,500.00	-5,112.18	46.2%
Operations				
Events/Promotions	7,562.08	10,000.00	-2,437.92	75.6%
Total Operations	7,562.08	10,000.00	-2,437.92	75.6%
Total Expense	21,783.90	31,000.00	-9,216.10	70.3%
Net Ordinary Income	8,105.26	0.00	8,105.26	100.0%
Net Income	**8,105.26**	**0.00**	**8,105.26**	**100.0%**

Business Improvement District
Balance Sheet
As of March 31, 2025

	Mar 31, 25
ASSETS	
Current Assets	
Checking/Savings	
Mechanics Bank	26,125.57
Total Checking/Savings	26,125.57
Total Current Assets	26,125.57
TOTAL ASSETS	**26,125.57**
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	-6,000.00
Unrestricted Net Assets	24,020.31
Net Income	8,105.26
Total Equity	26,125.57
TOTAL LIABILITIES & EQUITY	**26,125.57**

Business Improvement District
Profit & Loss YTD Comparison
March 2025

	Mar 25	Jul '24 - Mar 25
Ordinary Income/Expense		
Income		
Program Income		
City Assessment	0.00	29,889.16
Total Program Income	0.00	29,889.16
Total Income	0.00	29,889.16
Expense		
Administration	1,800.00	1,800.00
Advertising		
Print Advertising	0.00	2,034.00
Advertising - Other	0.00	3,500.00
Total Advertising	0.00	5,534.00
Community Projects	0.00	2,500.00
Marketing Opportunities	0.00	4,387.82
Operations		
Events/Promotions		
Halloween	0.00	2,900.00
Holiday Events	0.00	2,400.00
Events/Promotions - Other	0.00	2,262.08
Total Events/Promotions	0.00	7,562.08
Total Operations	0.00	7,562.08
Total Expense	1,800.00	21,783.90
Net Ordinary Income	-1,800.00	8,105.26
Net Income	**-1,800.00**	**8,105.26**

CITY OF PACIFIC GROVE

www.cityofpacificgrove.org

Application for Appointment to a Public Board, Commission, or Committee

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name: KRISTIN BLACKWOOD

Street Address: 472 Lighthouse Ave

City: PACIFIC GROVE, **State:** CA **ZIP Code:** 93950

Residence Telephone Number: 216-544-8930 **Work Telephone Number:** 831-717-7950 **E-Mail Address:** Kristin@thegrove emporium.com

Name of Board, Commission, or Committee on which you would like to serve: BID Advisory Board

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

I am the owner of The Grove Emporium, a newly opened antique and vintage retail store located at 472 Lighthouse Ave in Pacific Grove. I hold a degree in Art History and am currently enrolled in career work for appraisal studies to further deepen my expertise. I have over 25 years of experience as an antique dealer, both online and in brick-and-mortar settings. I also bring two decades of service as an acting member of the Jim and Vanita Oelschlager Foundation. As an active member of the Pacific Grove Chamber of Commerce, I am deeply interested in the success and thoughtful development of our business community. I would be honored to contribute my experience and perspective as a member of the BID Advisory Board.

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees.

Signature of Applicant: [signature] **Date:** 4/16/25

FOR CITY USE ONLY Appointed to:

_____ **Date of Appointment:** _____ **Expiration:** _____ **Date of Reappointment:** _____ **End of Term:** _____ **Date Certification of Appreciation Awarded:** _____

RESOLUTION NO. 7-042

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE REVISING AND RESTATING THE RULES AND PROCEDURES FOR THE DOWNTOWN PACIFIC GROVE BUSINESS IMPROVEMENT DISTRICT

THE COUNCIL OF THE CITY OF PACIFIC GROVE DOES RESOLVE AS FOLLOWS:

SECTION 1. The City formed a parking and business improvement district pursuant to California Streets and Highways Code 36500, et seq. with Resolution No. 0-007, which was passed and adopted by the Pacific Grove City Council on February 9, 2000.

SECTION 2. The name of the parking and business improvement district is the "Downtown Pacific Grove Business Improvement District."

SECTION 3. The boundaries of the Downtown Pacific Grove Business Improvement District are as shown on the map referred to as "Boundaries of the Downtown Pacific Grove Business Improvement District," on file with the City Clerk, and as specified herein including both sides of every street except for Pine Avenue:

Central Avenue from 505 Central to 530 Central up to Caledonia Park and the back of the Post Office

Lighthouse Avenue from 472 Lighthouse and 477 Lighthouse to 728 Lighthouse and 721 Lighthouse

Laurel Avenue from 521 Laurel to 631 Laurel at the corner of 18th and Laurel

Pine Avenue only on the north side (Police/Fire Dept. Side) from 546 Pine to 644 Pine

15th Street from 135 15th Street to 223 15th Street

Fountain Avenue from 156 Fountain and 157 Fountain to 314 Fountain

Grand Avenue from 157 Grand and the backside of the Pacific Grove Museum of Natural History to 315 Grand and 318 Grand

Forest Avenue from 154 Forest and 164 Forest to 264 Forest and 311 Forest

16th Street from 172 16th Street to 207 16th Street

17th Street from 153 17th Street to 231 17th and 232 17th Street

18th Street from Central Avenue which includes 160 18th Street to Laurel Avenue

19th Street and Congress between Central Avenue and Lighthouse Avenue

SECTION 4. The activities to be funded by the assessments levied under the Downtown Pacific Grove Business Improvement District are promotion, marketing and advertising of professional and retail businesses in downtown Pacific Grove.

SECTION 5. The proposed improvements and activities of the Downtown Pacific Grove Business Improvement District shall be funded by annual assessments on business owners in the district.

SECTION 6. The method and basis for the annual levy of assessments are as follows:

The City shall collect the annual assessment from the business owners when the business license tax is paid, in July of each year. Excepting service stations and catalogue sales establishments, each business in the district shall pay an annual assessment equal to 35% of its business license tax.

SECTION 7. New businesses in the district shall be subject to the annual levy of assessment.

SECTION 8. Pursuant to Streets and Highways Code sections 36524 and 36525, the following rules and procedures regarding the filing of protests and a majority protest shall apply to the scheduled public hearing:

a. At the annual public hearing to hear such protests, testimony of all interested persons for or against the establishment of the district, the extent of the district, or the furnishing of specified types of improvements or activities shall be heard. A protest may be made in writing or orally by any interested person. Any protest pertaining to the regularity or sufficiency of the proceeding shall be in writing and shall clearly set forth the irregularity or defect to which the objection is made.

b. Every written protest must be filed with the City Clerk on or before the public hearing date. The City Council may waive any irregularity in the form or content of any written protest, and at the public hearing may correct minor defects in the proceedings. A written protest may be withdrawn in writing at any time before the conclusion of the public hearing.

c. Each written protest must contain a description of the business in which the person subscribing the protest is interested sufficient to identify the business and, if a person subscribing is not shown on the official records of the City as the owner of the business, the protest shall contain or be accompanied by written evidence that the person

subscribing is the owner of the business. A written protest which does not comply with this requirement shall not be counted in determining a majority protest.

d. If written protests are received from the owners of businesses in the proposed district which will pay 50% or more of the assessments proposed to be levied and protests are not withdrawn so as to reduce the protests to less than 50%, no further proceedings to create the Pacific Grove Downtown Business Improvement District or to levy the proposed assessment, as contained in this resolution of intention, shall be taken for a period of one year from the date of the finding of a majority protest by the City Council. If the majority protest is only against the furnishing of a specified type or types of improvements or activities within the area, these types of improvements or activities shall be eliminated.

SECTION 9. The Business Improvement District Advisory Board for FY 2007/08 shall be comprised of the following members:

- Bill Valuch, Board Chair (Miss Trawick's Garden Shop), one-year term expiring June 30, 2008
- Terry Clements, Board Vice-Chair (The Clothing Store), two-year term expiring June 30, 2009
- Susan Anderson (Futons & Such), two-year team expiring June 30, 2009
- Jeanne Byrne (Jeanne C. Byrne, Architect), two-year term expiring June 30, 2009
- Robert Lewis (Robert Lewis Gallery), one-year term expiring June 30, 2008
- Henry Nigos (Edward Jones Investments), one-year term expiring June 30, 2008
- Ron Schenk (St. Vincent DePaul Thrift Shop), one-year term expiring June 30, 2008

SECTION 10. Each advisory Board seated on or after July 1, 2008 shall be appointed by the following process:

a. In February of each year, the Pacific Grove Chamber of Commerce shall mail a letter to all owners of businesses located in the BID. The letter shall include an announcement of a meeting to be held at City Hall for the purpose of holding open elections for BID advisory board seats that are vacant or are scheduled to become vacant as of July 1 of the same year.

b. Membership on the Advisory Board is eligible to representatives of business owners within the BID area who have fully paid their BID assessment at the time of appointment, and remain fully paid during the term of their membership on the Board.

c. At the noticed meeting, the Chamber of Commerce shall facilitate a nomination process whereby any business owners meeting the qualification established in (b) above may be nominated for a seat on the board.

d. At the same meeting, the Chamber of Commerce shall facilitate an election by secret written ballot received, mailed or cast at that meeting. All BID members in attendance at the meeting shall be eligible to vote. If a BID member is unable to attend a proxy with a signed statement from the member shall be allowed to participate on the member's behalf.

e. The nominees receiving the most votes shall be deemed to have won the election. The election winners' names shall be forwarded to the City Clerk no later than April 30th of the same year as a recommendation to the City Council for filling board vacancies.

f. The City Council shall appoint the seven (7) member BID Advisory Board. The BID Advisory Board shall meeting quarterly or more frequently. Each meeting shall comply with the Brown Act. The Council may remove members of the BID Advisory Board for cause.

If the City Clerk does not receive said recommendation by April 30th of each year, the Business Improvement District Advisory Board shall be appointed by the process set forth for appointing boards and commissions in Chapter 3.04 of the Municipal Code.

SECTION 11. Board members seated beginning in FY 2007/08, members shall serve two-year terms, with appointments staggered at one-year intervals.

SECTION 12. The Pacific Grove Chamber of Commerce shall be authorized by contract to spend BID assessment revenues on behalf of the City, in accordance with the BID program and budget approved by the City Council, and in compliance with all City purchasing regulations, or as otherwise set by ordinance.

SECTION 13. California Streets and Highways Code section 36533 requires the Advisory Board to prepare and file with the City an annual report regarding the BID. The report, among other things, is required to itemize improvements and activities in the fiscal year, the cost of those activities, the amount of surplus or deficit revenues carried over from a previous fiscal year, and contributions other than assessments. The City Council shall approve the report as filed or modify any portion and approve it as modified.

SECTION 14. After approving the annual report, the City must adopt an annual resolution of intention to levy the assessment for that fiscal year, publish a notice and hold a public hearing on the assessment. Following the hearing, the City Council may establish the district by ordinance.

SECTION 15. This Resolution is exempt from provisions of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines, Section 15320, in that it causes a modification of the rules and procedures for an established subsidiary district within the Pacific Grove city boundaries.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 19th day of September, 2007, by the following vote:

AYES: Bennett, Cohen, Cort, Davis, Nilmeier, Stillwell

NOES: None

ABSENT: None

APPROVED:

DANIEL E. CORT, Mayor

ATTEST:

CHARLENE WISEMAN, City Clerk

APPROVED AS TO FORM:

DAVID LAREDO, City Attorney

RESOLUTION NO. 25-xxx

APPROVING THE ANNUAL REPORT, APPROVING THE PROGRAM OF EXPENDITURES, ASSESSING THE LEVY, AND APPOINTING AN ADVISORY BOARD FOR THE DOWNTOWN BUSINESS IMPROVEMENT DISTRICT FOR FISCAL YEAR 2025-26

FINDINGS

1. The Council conducted a public hearing to consider the levy of the proposed Fiscal Year (FY) 2025-26 assessment for the Pacific Grove Downtown Business Improvement District on May 21, 2025, at 6:00 pm; and

2. The City Clerk gave notice of the public hearing by causing the resolution of intention, adopted by the City Council on May 21, 2025, to be published in a newspaper of general circulation at least seven days before the public hearing; and

3. At the public hearing, the City Council heard and considered all protests against the fiscal year 2025-26 levy of assessments for the Downtown Pacific Grove Business Improvement District, and the rules and procedures used in receiving and considering protests complied with those set forth in Streets and Highways Code sections 36524, 36525 and 36534; and

4. Said Improvement Area Law provides, at California Street and Highways Code Section 36530, that the City Council shall appoint an advisory board to make recommendations to the City Council regarding expenditure of revenues collected from District business owners, and to make recommendations regarding the method and basis of assessment levy; and

5. Council has requested the Pacific Grove Chamber of Commerce to recommend membership for the advisory board by process of the public nomination and election, and the Chamber has made recommendations that this council desires to follow;

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

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

2. The City hereby levies and shall collect assessments for the Fiscal Year 2025-26 within the Downtown Pacific Grove Business Improvement District (BID), as described in Section 6.50.010 of the Pacific Grove Municipal Code

3. There is no change in the boundaries of the district as established in the prior year and set forth in Section 6.50.020 of the Pacific Grove Municipal Code.

4. The Council approves the annual report prepared by the Advisory Board of the Downtown Pacific Grove Business Improvement District.

5. The City Council approves the Downtown Business Improvement District program for FY 2025-2026, as follows:

Proposed BID Expenditure for FY 2025-26

Administration	**$ 2,000**
Promotional Events	**10,000**
Advertising	**7,000**
Community Projects	**2,500**
Marketing Opportunities	**9,500**
Total	**$31,000**

6. The City Manager is authorized to approve an agreement with the Pacific Grove Chamber of Commerce to administer the program for FY 2025-26.

7. The City Manager is authorized to approve mid-year amendments to the program and agreement with the Pacific Grove Chamber of Commerce within the total amount approved for the year.

8. Pursuant to California Streets and Highways Code Section 26530, the City Council hereby appoints the following (named with their business affiliations) as the advisory board for and on behalf of the Downtown Business Improvement District:
    - Liz Jacobs (Wild Fish Restaurant), term expires June 30, 2026
    - Allyson Wieland (The Vague Collection), term expires June 30, 2026
    - Marietta Bain (Fandango Restaurant), term expires June 30, 2026
    - Stephanie Loftus (The Quill), term expires June 30, 2026
    - Kim Poulin (Pacific Grove Plaza), term expires June 30, 2027
    - Kristen Blackwood (The Grove Emporium), term expires June 30, 2027
    - Alessandro Bush (Mechanics Bank), term expires June 30, 2027

9. The advisory board hereby appointed is subject to all provisions of the Ralph M. Brown Act, and the board hereby is directed to comply therewith.

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

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 21st day of May 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

July 1, 2025

Christi Metzner, CEO President
Pacific Grove Chamber of Commerce
584 Central Avenue
Pacific Grove, CA 93950

Dear Christi Metzner,

This letter, once signed by both parties, is intended to serve as the agreement between the City of Pacific Grove and the Pacific Grove Chamber of Commerce regarding the expenditure of Downtown Business Improvement District (BID) revenues for FY 2025-26.

The BID Advisory Board recommended, and the City Council approved a program and budget of $31,000 for FY 2025-26 BID activities. This agreement reflects the approved activities.

Agreement:

1. The City of Pacific Grove will remit the revenues resulting from BID assessments during FY 2025-26 in two installments, with the first to occur on or about September 1, 2025, and the second to occur on or about May 1, 2026. Any BID assessment revenues received after May 1st will be remitted as part of the following year's revenues.

2. The Pacific Grove Chamber of Commerce will spend the transferred BID proceeds exclusively in the manner specified below:

BID Expenditure Budget for FY 2025-26

● Administration		$2,000
● Promotion and Events		10,000
● Advertising		7,000
● Community projects		2,500
● Marketing Opportunities		9,500
	Total	$31,000

3. The Pacific Grove Chamber of Commerce will prepare an annual report for the BID to be submitted along with the recommended program and budget for the following fiscal year. The report shall include, but not be restricted to, the following information:

    - A report of all expenditures from the current year (amount and purpose of expenditure transaction and the budgeted activity to which the expenditure is attributable)

    - A statement reconciling the balances of all bank accounts holding BID revenues to the aforementioned expenditure report.

    - The amount of surplus or deficit revenues projected to be carried over from a previous fiscal year.

    - The amount of any contributions to be made from sources other than district assessments.

    - The activities and/or improvements, along with estimated costs, to be provided for the coming fiscal year.

4. Modifications to the spending plan reflected herein may only occur with the written approval of the Pacific Grove City Manager.

Signed:

_____	_____
Matthew Mogensen, City Manager	Christi Metzner, CEO President
City of Pacific Grove	Pacific Grove Chamber of Commerce
_____	_____
Date	Date

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Lori Frati, Finance Manager

MEETING DATE: May 21, 2025

SUBJECT: Master Fee Schedule for Fiscal Year 2025-26

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

RECOMMENDATION

1. Approve Resolution adopting the City's FY 25-26 Master Fee Schedule, including the annual Consumer Price Index (CPI) adjustment and other changes as directed by Council
2. Alternatively, discuss and take other action related to this item.

DISCUSSION

Chapter 6.02 of the Pacific Grove Municipal Code (PGMC) requires a schedule of fees to be reviewed annually in conjunction with the budget process and established by City Council resolution. Notice of the public hearing was published in accordance with PGMC Chapter 6.02 and relevant California Government Code sections.

In accordance with the process adopted by Council for FY 2012-13, the current fee schedule has been adjusted, where applicable, by the 2.4% increase in the Consumer Price Index (CPI) for the San Francisco-Oakland-San Jose area for the period ending December 31, 2024. The CPI adjustment applies to all fees not controlled by other entities (e.g. State of California) or fees that are market-driven (cemetery site sales, facility rentals, etc.). In addition to the CPI adjustment, staff has proposed changes to fees based on the City's Fees, Charges and Cost Recovery Policy (No. 400-4- Attachment II) and Council's direction to recover 100% of the costs associated with providing services to the public (with certain specific exceptions).

The attached Master Fee Schedule is structured to maintain the current fiscal year fees, with CPI increases, where appropriate, and to add the new proposed fees for FY 2025-26. Changes other than those resulting from the CPI increase are highlighted on the schedule. The Sewer Rate Table fees will continue at the FY2024-25 rates until Public Works meets with a consultant to create a new Sewer Rate Table.

OPTIONS

Provide alternative direction.

FINANCIAL IMPACT:
Staff anticipates the recommended fee additions and changes correspond to the costs of providing services for FY 2025-26.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Master Fee Schedule
Council Policy 400-04
CPI ending December 2024
Resolution Adopting Master Fee Schedule

City of Pacific Grove

MASTER FEE SCHEDULE
FISCAL YEAR 2025-26

All changes to Community Development fees are effective 09/01/2025 and all other fee changes are effective 07/01/25.

MASTER FEE SCHEDULE
TABLE OF CONTENTS

Administration (Fees Applicable to All Departments and Programs)	3
Cemetery	5
City Clerk	9
Community Development	10
Fire	18
Library	21
Lighthouse	22
Local Water Project	23
Police	24
Public Works	28
Recreation	30
Sewer Rate Sheet	34

ADMINISTRATION	F/Y 24-25 Fees	Proposed Fees FY 25-26	Acct. #
The City may bill for special services, such as support for special events, cleanup of hazardous materials spills, protection of public property and public safety due to unusual events based on total actual and direct costs. Billings may be waived or reduced by action of the City Manager.			
CREDIT CARD PAYMENT PROCESSING FEE			01-4534
$1.00 - $50.00	$2	$2	
$51.00 - $100.00	$3	$3	
$101.00 - $200.01	$5	$5	
Greater than $201.00 - and up @ 3.5% of charged amount	3.5% of charged amount	3.5% of charged amount	
Transient Occupancy Taxes may not be charged on a credit card			
BUSINESS LICENSE ADMINISTRATION FEE, Per License			01-4121
If paid by August 1 (on time payment/standard)	$37	$38	
If paid after August 1 (late payment)	$46	$47	
CITY HALL FACILITY RENTAL FEES			01-4674
Security Deposit (SECURITY)	$70	$72	
Clean-up Fee	Actual Costs	Actual Costs	
Special Audio Visual Equipment Use Deposit	$280	$287	
Council Chambers – first four hours of use	$148	$152	
Per hour after four hours	$37	$38	
Forest Avenue Conference Room – first four hours	$58	$59	
Per hour after four hours	$15	$15	
City Manager Conference Room – first four hours	$116	$119	
Per hour after four hours	$30	$31	
WATER ENTITLEMENT RIGHTS			01-4457
Per Acre Foot Per Year	$262,250 AFY	$262,250 AFY	
Per one tenth (.10) Acre Foot Per Year	$26,225 per .10 AFY	$26,225 per .10 AFY	
30% discount expires 06/30/26			
Application processing fee	$484	$496	
TRANSIENT USE LICENSES			01-4213
Initial STR Application Review	$141	$144	
Application Renewal	$97	$99	
Annual License	$124	$127	
Home Sharing License Annual Renewal	$265	$271	
Initial Home Sharing License Application Review	$81	$83	
Transient License Change or Reprint Fee	$26	$27	

ADMINISTRATION	F/Y 24-25 Fees	Proposed Fees FY 25-26	Acct. #
FILMING FEES			01-4201
Use of Public Areas for Motion Picture and Still Photography Productions (PGMC §16.64.030), Daily Fee Calculated for 100% Cost Recovery and Approved by the Administrative Services Director (May be reduced not more than 50% with City Manager approval)			
Minor Film Permit This is a permit would primarily apply to still photography and really minor filming applications such as little or no crew. This type of permit typically would only require review from Police Personnel with little to minimal involvement from other departments.	$183	$187	
Mid-Level Film Permit This is a permit that would primarily apply to a major photoshoot or minor commercial filming application. It would require coordination between Police Personnel and Parks and Recreation staff for use of City property.	$629	$644	
Major Film Permit This is a permit that would primarily apply to a major commercial filming - Movies or Television shows. It could be productions that would require building stages, sites with unique environmental or location conditions; or crews with crews of 30 or more personnel. This type of application review would require significant review and input from a variety of City staff, including Police, Fire, Parks and Recreation, and Public Works.	$1,107	$1,134	
Land Lease for Filming (Fee subject to negotiation; fee study and recommended baseline amounts are provided for reference, parking lots may be charged by space)	$0.24 / square foot per hour	$0.24 / square foot per hour	
The City may, at its discretion, choose to apply a late payment fee to outstanding amounts due to the City that remain unpaid thirty days after the due date. The penalty will be set at 10% of the amount owed, but no less than $25.	Min. $25	Min. $25	
The City Manager may decrease fees set forth in this schedule if s/he determines that the cost of providing a particular service will be substantially less than the normal cost of such service or if programs or services are reduced.			
OTHER FEES			Various
Special Services	Actual Cost	Actual Cost	01-4406
Document Photocopy and Report Fees (Soft or Hard) (per page)	$0.25	$0.25	01-4406
Digital Production - CD, DVD, Flash drives for PRA information requests and presentations at meetings by the public (City will not allow the use of flash drives provided by the public for reasons of virus protection)	Actual Cost	Actual Cost	01-4406
Notary fees (per signature/page signed) *			01-4406
* Unless otherwise specified in Government Code § 8211	$15 per	$15 per	
1st Check Returned check processing (per item)	$25	$25	01-4513
2nd Check and Subsequent Checks	$35	$35	01-4513
Copy of Annual Budget or Annual Financial Report	Actual Costs	Actual Costs	01-4406
Fuel sales to outside agencies	Cost + 10%	Cost + 10%	01-4516
Tobacco Retailer License - State Fee	$407	$407	01-4201

EL CARMELO CEMETERY	F/Y 24-25 Fees	Proposed F/Y 25-26 Fees	Acct. #
CEMETERY SITE SALES			75-4481
Single Burial Site, Adult	$5,553	$5,686	
Single Burial Site, Child	$2,779	$2,846	
Double Garden Crypt-In Ground	$9,618	$9,849	
Urn Garden, Double-In Ground	$4,149	$4,249	
Urn Garden, Single-In Ground	$2,597	$2,659	
Urn Sites, Single Other than Urn Garden	$2,813	$2,881	
Urn Sites–Double Other than Urn Garden	$4,613	$4,724	
Urn Sites - Triple	$4,959	$5,078	
Columbarium Niche (1-4 urns)	$9,221	$9,442	
Historic Site Unit 1 - Mausoleum-Inurnment			
Single Niche	$3,675	$3,763	
Double Niche	$7,204	$7,377	
Single Crypt	$17,361	$17,778	
Modern Site Unit 2 - Mausoleum			
Double Niche	$7,204	$7,377	
Single Crypt	$17,360	$17,777	
Double Crypt	$31,853	$32,617	
Memorial Garden	$378	$387	
Memorial Wall Plaque Site (Standard Size: 8 inches by 6 inches)	$80	$82	
ENDOWMENT CARE			86-4480
Adult Burial Site	$1,195	$1,224	
Child Burial Site	$614	$629	
Double Garden Crypt	$1,195	$1,224	
Urn Garden, Double	$735	$753	
Urn Garden, Single	$657	$673	
Urn Sites, Other than Urn Garden (In Ground, per Urn)	$657	$673	
Urn Sites, Double - Other Than Urn Garden	$735	$753	
Urn Sites - Triple	$1,195	$1,224	
Columbarium Niche (1-4 urns)	$802	$821	
Mausoleum Single Niche	$735	$753	
Mausoleum Double Niche	$802	$821	
Mausoleum Memorial Garden Vault	$134	$137	
Mausoleum Crypt	$802	$821	

EL CARMELO CEMETERY	F/Y 24-25 Fees	Proposed F/Y 25-26 Fees	Acct. #
LABOR CHARGES			75-4484
Grounds Maintenance - One Time Fee for Memorial Garden Vault Sites	$307	$314	
Grounds Maintenance - One Time Fee for Child Sites	$614	$629	
Grounds Maintenance - One Time Fee - All Other Sites	$1,226	$1,255	
Open/Close Burial Site, Adult	$2,230	$2,284	
Open/Close Burial Site, Child	$1,108	$1,135	
Open/Close Double Garden Crypt (1st opening)	$1,999	$2,047	
Open/Close Double Garden Crypt (subsequent opening)	$1,920	$1,966	
Set or Removal In-Ground			
Set In-Ground Marker	$625	$640	
Set In-Ground Marker with Border	$932	$954	
Remove In-Ground Marker or In-Ground Marker with Border	$371	$308	
Urn / Vase:			
Set In-Ground Urn and Marker	$955	$978	
Set In-Ground Urn and Marker with Border	$1,185	$1,213	
Remove In-Ground Urn & Marker or In-Ground Urn & Marker with Border	$301	$308	
Set or Remove In-Ground Vase	$186	$190	
Set In-Ground Vase with Border	$416	$426	
Addition of Border After Original Placement			
To Marker	$609	$624	
To Vase	$455	$466	
Historic Site Unit 1 Mausoleum-Inurnment			
Open Mausoleum Niche for Inurnment	$1,108	$1,135	
Place plaque or vase on Mausoleum Niche at inurnment	$231	$237	
Place/Remove plaque or vase on Mausoleum Niche after inurnment	$609	$624	
Replace Vase Holder (Niche & Columbarium) - vase holder cost plus one & one-half hour labor	$263 + Vase Pkg	$269 + Vase Pkg	
Remove Urn Niche	$301	$308	
Modern Site Unit 2 Mausoleum - Inurnment			
Open Mausoleum Niche for inurnment	$878	$899	
Place plaque or vase on Mausoleum Niche at inurnment	$269	$275	
Place/Remove plaque or vase on Mausoleum Niche after inurnment	$493	$505	
Replace Vase Holder (Niche, New Columbarium)	$186 + Vase Pkg	$190 + Vase Pkg	
Remove Urn - Niche	$339	$347	

EL CARMELO CEMETERY	F/Y 24-25 Fees	Proposed F/Y 25-26 Fees	Acct. #
Columbarium - Inurnment			
Open Columbarium Niche to Place Urn	$1,262	$1,292	
Place/Remove Plaque or Vase on Columbarium niche at Inurnment	$154	$158	
Place Plaque or Vase on Columbarium niche after Inurnment	$686	$702	
Remove Urn - Columbarium Niche	$301	$308	
Open New Columbarium Niche to Place Urn	$724	$741	
Place Plaque or Vase on New Columbarium niche	$186	$190	
Remove plaque or urn from New Columbarium niche	$186	$190	
Mausoleum Crypt - Inurnment			
Open Mausoleum Crypt for inurnment	$1,032	$1,057	
Open Mausoleum Crypt for burial	$1,647	$1,687	
Historic Site Mausoleum - Burial			
Open Underground Unit 2 Mausoleum Crypt for Burial	$1,954	$2,001	
Place Plaque or Vase on Mausoleum Unit 1 Crypt at Burial	$231	$237	
Place Plaque or Vase on Mausoleum Unit 1-Crypt other than at Burial	$493	$505	
Place plaque or vase on Mausoleum Unit 2 Crypt at Burial	$308	$315	
Place Plaque or Vase on Mausoleum Unit 2 Crypt after Burial	$670	$686	
Memorial Garden			
Open Memorial Garden Vault Site (place urn)	$548	$561	
Place Plaque on Memorial Garden Vault Site/Memorial Wall	$186	$190	
Remove Urn from Memorial Garden Vault Site	$416	$426	
Remove Plaque from Memorial Garden Vault Site/Memorial Wall	$493	$505	
Remove Niche/Crypt Slug	$395	$404	
Replace Cracked Mausoleum Granite Plate (Unit 1)	$186 + Plate Cost	$191 + Plate Cost	
Place Cameos	$154 Per Hour	$158 Per Hour	
Marker Rubbing	$154 Per Hour	$158 Per Hour	
Disinter Casket, Double Garden Crypt (lower level)	$1,493	$1,529	
Disinter Casket, Double Garden Crypt (upper level)	$1,493	$1,529	
Disinter In-Ground Casket, Child	$1,032	$1,057	
Disinter In-Ground Casket, Adult	$1,493	$1,529	
Pallbearers – weekdays only includes 4 Staff	$660	$676	
Saturday Service (4-hour minimum at overtime rate) Per Staff Hour	$766	$784	
Hourly Rate (Minimum 2 Staff for 2-hours each)	$165 Per hour / ($660)	$169 Per hour / ($676)	
Overtime Hourly Rate (Minimum 2 staff for 2 hours each)	$192 Per hour / ($768)	$197 Per hour / ($788)	

EL CARMELO CEMETERY	F/Y 24-25 Fees	Proposed F/Y 25-26 Fees	Acct. #
DEED PROCESSING			75-4481
Deed Fee	$255	$261	
Replacement Deed Fee	$38	$39	
Deed Transfers, Document Processing Fee	$255	$261	
CA Disposition of Human Remain permit fee	$21	$22	
Endowment transfer fee: Upon transfer, the party transferring deed shall pay the difference between the endowment care rate paid with initial deed and the current endowment care rate.			
Grounds Maintenance One-Time Fee. Upon transfer, the new site owner shall pay the one-time Grounds Maintenance Fee based on the type of burial site.			
PRODUCTS			75-4481
Adult Liner, Single	At Cost	At Cost	
Liner, Double Garden Crypt (taxable portion) (Pre-set – charge sales tax	At Cost	At Cost	
Child Liner, Single	At Cost	At Cost	
Vase Package – in-ground	At Cost	At Cost	
Vase Package – Columbarium	At Cost	At Cost	
Vase Package – Mausoleum Unit 1	At Cost	At Cost	
Vase Package B58– Mausoleum Unit 2 crypts	At Cost	At Cost	
Vase Package – Mausoleum Unit 2 niches	At Cost	At Cost	
Vase Package – New Columbarium	At Cost	At Cost	
Vase Holder - In-Ground	At Cost	At Cost	
Vase Insert - In Ground	At Cost	At Cost	

(1) The City Manager has the ability to approve a 10% resident discount on Cemetery Site sales only for a specified period of time during the year. This discount would be included in an advertisement and designed to assist with advance planning.

CITY CLERK	F/Y 24-25 Fees	Proposed F/Y 25-26 Fees	Acct #
CLERK CERTIFICATION			01-4406
Certification of Pacific Grove Residency and or Proof of Life (Per signature)	$15	$15	
Certification of Documents (Per document)	$15	$15	
PUBLIC RECORDS			01-4406
Copies standard 8.5" x 11", black and white (ordinances, resolutions, campaign finance and economic statements)	$0.10 per page	$0.10 per page	
ELECTIONS			01-4513
Under certain circumstances, the City must collect fees as prescribed by other governing bodies, such as the Fair Political Practices Commission (FPPC). The City has no control over these fees.			
Nomination Papers Filing Fee (EC Section 10228)	$25	$25	
Candidates Statement Filing	Set by County	Set by County	
Intent to File Initiative (EC Section 9202(b))	$200	$200	
Late filing fee per late day (As set forth by State)	$10	$10	
MISCELLANEOUS			01-4513
Administrative Records (Compilation/Creation)	Actual Costs	Actual Costs	
Appeal Fee (Beautification and all others not listed elsewhere)	$46	$47	
Annual Subscription Service: Agenda and Minutes	$136	$139	
Marriage Soleminization	$25	$25	

COMMUNITY DEVELOPMENT	F/Y 24-25 Fees	Proposed F/Y 25-26 Fees	Acct. #
GENERAL PLAN AND ZONING AMENDMENTS			01-4413
General Plan Amendment	$10,000	$10,240	
General Plan Land Use Map Amendment	$10,000	$10,240	
General Plan Update	5% of permit fee	5% of permit fee	
Zoning Ordinance Amendment	$10,000	$10,240	
Zoning Map Amendment	$10,000	$10,240	
Zoning Ordinance Interpretations	$1,598	$1,636	
Interpretations of Permitted Uses Lists	$1,598	$1,636	
SUBDIVISIONS			01-4401
Tentative Tract Map			
Tentative Tract Map - Base	$3,258	$3,336	
Tentative Tract Map - Per Lot	$323	$331	
Final Tract Map			
Final Tract Map - Base + Recording Fee	$3,258	$3,336	
Final Tract Map - Per Lot	$323	$331	
Lot Line Adjustment (Inland Zone - Outside the Coastal Zone)	$2,536	$2,597	
Parcel Legality Determination (PLD)	$1,052	$1,077	
Final Parcel Map (plus recording fees)	$2,827	$2,895	
Tentative Parcel Map - Base	$2,827	$2,895	
Lot Mergers	$2,536	$2,597	
Certificate of Compliance	$2,115	$2,166	
ENVIRONMENTAL REVIEW			01-4407
Environmental Impact Report (EIR)* - This represents a deposit for staffing time for a full EIR. All staff time will be charged at the fully-burdened rate against the deposit, along with all publishing and noticing costs	$10,000	$10,240	
Initial Studies/Mitigated Negative Declaration	$7,500	$7,680	
Mitigation Monitoring	$5,500	$5,632	
Environmental Enhancement Fund (Fund 5)	$2.00/sq. ft.	$2.00/sq. ft.	01-4607
USE PERMITS			01-4401
Use Permit and Amendments			
Use Permit and Amendments – Single Family	$2,644	$2,707	
Use Permit and Amendments – Multi-Family, Commercial, Institutional, Other	$3,701	$3,790	
Administrative Use Permits	$1,382	$1,415	

COMMUNITY DEVELOPMENT	F/Y 24-25 Fees	Proposed F/Y 25-26 Fees	Acct. #
ARCHITECTURAL REVIEW			01-4401
Architectural Permit			
Architectural Permit – Single Family	$3,701	$3,790	
Multi Family			
Four units or less	$4,350	$4,454	
Five units or more	$4,781	$4,896	
Commercial, Industrial, Institutional, all others			
10,000 sq. ft. or less	$3,701	$3,790	
10,001-50,000 sq. ft.	$5,384	$5,513	
50,001- 100,000 sq. ft.	$10,784	$11,043	
Over 100,000 sq. ft.	$13,435	$13,757	
Administrative Architectural Permit	$1,802	$1,845	
Administrative Design Change	$1,802	$1,845	
COUNTER REVIEW PERMITS			01-4402
Counter Review & Determination			
No new square footage (Plus hourly fee if more than ½ hour required)	$421	$431	
New square footage (Plus hourly fee if more than 3 hours required)	$1,047	$1,072	
Zoning Confirmation for Business License Permit	$210	$215	
Massage Permit Application	$446	$457	
SIGN PERMITS			01-4403
Downtown Sign Permit	$1,133	$1,160	
Administrative Sign Permit	$950	$973	
Sign Permit	$1,133	$1,160	
HISTORIC REVIEW			01-4754
Historic Demolition Permit	$5,860	$6,001	
Off-site relocation permit	$5,860	$6,001	
Historic Resources Inventory Determinations (Additions/Deletions)	$1,997	$2,045	
On-site relocation permit	$3,077	$3,151	
Historic Preservation Permit	$1,997	$2,045	
Initial Historic Screening	$507	$519	
VARIANCES			01-4401
Variances and Amendments	$3,701	$3,790	
Administrative Variances and Amendments	$2,031	$2,080	

COMMUNITY DEVELOPMENT	F/Y 24-25 Fees	Proposed F/Y 25-26 Fees	Acct. #
APPEALS - Per Appeal			01-4401
Appeals of enforcement and zoning ordinance interpretations	$2,667	$2,731	
Appeals/hearings of planning permits	$3,161	$3,237	
Request for Zoning Administrative Hearing or Decision	$784	$803	
Appeal fees for Coastal Development Permits are waived.	$0	$0	
OVERLAY FEES			01-4401
Area of Special and Biological Significance	5% of permit fees	5% of permit fees	
Butterfly Buffer	5% of permit fees	5% of permit fees	
NOTICING			01-4401
Mailing	Actual Cost	Actual Cost	
Publishing	Actual Cost	Actual Cost	
COASTAL DEVELOPMENT PERMITS			01-4401
Waiver of De Minims Development plan permit	$2,957	$3,028	
Single Family Residence	$4,058	$4,155	
Multi-family Residential - Base	$5,136	$5,259	
Multi-family Residential - Per Unit	$1,100	$1,126	
Commercial or Industrial	$6,624	$6,783	
Lot Line Adjustment	$5,352	$5,480	
Subdivision	$3,744 Per Lot	$3,834 Per Lot	
Emergency Permit	$1,683	$1,723	
Amendment	50% of permit fee	50% of permit fee	
Temporary Event	$5,243	$5,369	
Extension (% of Permit Fee)	$228	$233	
CODE ENFORCEMENT			01-4503
Abandonment or purchase of City property	$3,744	$3,834	
Abandoned Property Registration Fee	$306	$313	
Investigation fees, Code violations (Actual Cost)	Actual Cost	Actual Cost	
VACANT PROPERTIES			01-4503
Inspection per property (min. or actual cost)	$204	$209	
Registration per property	$204	$209	

COMMUNITY DEVELOPMENT	F/Y 24-25 Fees	Proposed F/Y 25-26 Fees	Acct. #
MISCELLANEOUS			01-4401
County Filing Fees	As determined by County	As determined by County	
Density bonus	$2,873	$2,942	
General File Research	$210	$215	
Hourly Fee	$210	$215	
Multiple Permits for Single Family residential applications only. Highest fee no discount; all lower fees discounted 25%	For single family applications only	For single family applications only	
Outdoor Sidewalk Dining Permit	$938	$961	
Sidewalk Vendor Permit	$307	$314	
Permit Exrension (Fee may be waived if permit is subjust to Water Waiting List)	$227	$232	
Pre-Application Meeting / Preliminary Project Review	$307	$314	
Records Management and Retention (per file)	$194	$199	
Rental Property Registration	$398	$408	
Revocable License for Encroachments (plus hourly fee after 2 hours)	$1,035	$1,060	
Statement of Compliance (hourly fee if more than 4 hours required)	$842	$862	
Tree Permit with Development	$404	$414	
Tree Permit with Development Violation	$404	$414	
ABC License Review Fee	$202	$207	
ANIMAL REGULATION - KEEPING AND BREEDING PERMITS § 10.16.040			
Animal Keeping Permit	$362	$371	
Animal Keeping Permit Annual Renewal	$103	$105	
Commercial Breeding Permit, Cats	$1,221	$1,250	
Commercial Breeding Permit, Dogs	$1,221	$1,250	
Incidental Breeding Permit, Cats (per litter)	$284	$291	
Incidental Breeding Permit, Dogs (per litter)	$284	$291	
HOUSING FEES			15-4701
Rehabilitation & Sewer Loan Payoff Demand - Per Statement	$307	$314	
Reconveyance Fee	$404	$414	
County Recording Fee (billed by Monterey County Recorder)	Actual Cost	Actual Cost	

COMMUNITY DEVELOPMENT	F/Y 24-25 Fees	Proposed F/Y 25-26 Fees	Acct. #
Housing Rehab Loan Fees (CalHOME Loan Funded Projects)			15-4701
Loan Processing	$3,349	$3,429	
Underwriting	$631	$646	
Property Tax Verification	$307	$314	
Loan Document Preparation – SFD	$1,149	$1,177	
Loan Document Preparation – Manufactured Housing	$2,201	$2,254	
Inspection To Determine Scope of Work (Actual Cost)	$412	$422	
Contractor Selection (Actual Cost)	$3,560	$3,645	
Development of Work Write-up & Specifications (Actual Cost)	$4,401	$4,507	
Project Bidding (Actual Cost)	$4,304	$4,407	
Progress Inspection/Payment Authorization (Actual Cost)	$518	$530	
Affordable Housing Monitoring - Annual Fee Per Household			15-4701
Affordable Units	$194	$199	
Registered Units	$194	$199	
BUILDING AND PERMITTING FEES			
MISCELLANEOUS BUILDING PERMITS			01-4203
Electrical Permit (not requiring plan check)	$237	$243	
Plumbing Permit (not requiring plan check)	$237	$243	
Mechanical Permit (not requiring plan check)	$237	$243	
Solar voltaic system	$670	$686	
Single Family Residential Reroof	$670	$686	
Multi-Family / Commercial Reroof			
First Building	$670	$686	
Each Additional Building	$130	$133	
Kitchen / Bathroom Remodel (non-structural no exterior changes)	$1,367	$1,400	

COMMUNITY DEVELOPMENT	F/Y 24-25 Fees	Proposed F/Y 25-26 Fees	Acct. #
PLAN CHECK			01-4404
Plan Checking — A combination permit fee shall be payable in cases of new construction in lieu of the separate fees. A plan review fee equal to 75 percent of the fee for single-family residential projects and 95 percent of the permit fee for all other projects shall be paid at the time of submitting plans and specifications for review. Permit fees shall be based on the value of improvements as follows:			
Single Family Residential Plan Check	75% of building permit fee	75% of building permit fee	
Commercial Plan Check	95% of building permit fee	95% of building permit fee	
Non-Structural Plan Review (hourly not included in a larger project)	$174	$178	
Structural Plan Review (hourly not included in a later project)	$174	$178	
Plan review extension	$285	$292	
On-site storm water management plan review and inspection (assumes non-Low Impact Development; includes plan review of 1-hour and the required field inspections.)	$558	$571	
Additional fee if LID requirements or additional time required, per hour	$138	$141	
Building Permits Extension	$922 per 90 days	$944 per 90 days	
OTHER INSPECTIONS AND REVIEWS			Various
The following are minimum hourly fees. If the total cost to the City is greater than the fees shown below, the actual cost shall be recovered. This cost shall include supervision, overhead, equipment, the hourly wages and benefits of the employees involved: and reimbursement for any professional services that are directly related to the inspection or review.			
Inspections outside of normal business hours (4 hour minimum)	$193	$198	
Re-inspection fees assessed under provisions of CBC § 108.8	$138	$141	
Inspections for which no fee is specifically indicated	$207	$212	
Traffic control plan review	$239	$245	
Change of Street Address	$304	$311	
Alternate methods of construction (hourly fee, 2 hour minimum)	$753	$771	
Owner/building surcharge in addition to permit fee	20%	20%	
Electric Vehicle Charging Station - residential	$667	$683	
Electric Vehicle Charging Station - commercial	$1,226	$1,255	
Temporary Occupancy	$1,017	$1,041	
ASBS Stormwater Inspection Fee min. deposit (Fee calculation of 26 rainy season inspections)	$3,751	$3,841	
Stormwater Annual Post-Construction BMP Inspection	$289	$296	
Additional plan review due to changes/additions/revisions to approved plans per hour (1/2 hour min.)	$87	$89	
Wireless Encroachment / Public Right of Way Permit.	$711	$728	

COMMUNITY DEVELOPMENT	F/Y 24-25 Fees	Proposed F/Y 25-26 Fees	Acct. #
Grading Inspection (hourly fee, 1-hour minimum)	$192	$197	
Grading Plan Checking (hourly fee, ½-hour minimum)	$192	$197	
Residential Zoning Records Report (RZRR) & Sewer Lateral Report (combined)	$490	$502	
Sewer Lateral Report Review	$326	$334	
PARKLETS			Various
New Parklet	$905	$927	
Parklet Renewal	$300	$307	
Investigative fee for work without proper City permits	Cost equal to the permit cost plus staff time to investigate	Cost equal to the permit cost plus staff time to investigate	
Excavation and Inspection Services			01-4203
Inspections for which no fee is specifically indicated (per hour with a ½-hour minimum)	$192	$197	
Encroachment permit: street opening/excavation	$414	$424	
Encroachment permit: driveway	$414	$424	
Encroachment permit: sidewalk	$414	$424	
Encroachment: temporary (e.g., building construction requiring scaffolding in Right-of-Way	$414	$424	
Encroachment permit: permanent underground (e.g. utility line)	$414	$424	
Encroachment permit: permanent above ground (e.g. retaining wall, fence, etc.)	$414	$424	
Encroachment permit hourly processing fee, if more than 2 hours review or inspection required.	$192	$197	
Annual encroachment permit (Encompasses up to 40 utility openings per year)	$10,476	$10,727	

COMMUNITY DEVELOPMENT	F/Y 24-25 Fees	Proposed F/Y 25-26 Fees	Acct. #
CONSTRUCTION INSPECTION: Based on Project Valuation)			01-4203
Combination Permit Fees: (Building or Building + M + E + P)			
Value $0 to $500.99	$191	$196	
Value of $501.00 to $2,000.00 (first $500.00)	$191	$196	
Each additional $100.00 or fraction thereof	$16	$16	
Value of $2,001.00 to $25,000.00 (first $2,000.00)	$424	$434	
Each additional $1,000.00 or fraction thereof)	$58	$59	
Value of $25,001.00 to $50,000.00 (first $25,000.00)	$1,747	$1,789	
Each additional $1,000.00 or fraction thereof)	$39	$40	
Value of $50,001.00 to $100,000.00 (first $50,000.00)	$2,730	$2,796	
Each additional $1,000.00 or fraction thereof)	$29	$30	
Value of $100,001.00 to $500,000.00 (first $100,000.00)	$4,199	$4,300	
Each additional $1,000.00 or fraction thereof)	$24	$25	
Value of $500,001.00 to $1,000,000.00 (first $500,000.00)	$13,665	$13,993	
Each additional $1,000.00 or fraction thereof)	$21	$22	
Value of $1,000,001.00 - 5,000,000.00 (first $1,000,000.00)	$23,964	$24,539	
Each additional $1,000.00 or fraction thereof)	$1.56	$2	
Value of $5,000,001.00 - 10,000,000.00 (first $1,000,000.00)	$30,191	$30,916	
Each additional $1,000.00 or fraction thereof)	$1.00	$1	
Value of $10,000,001.00 + (first $10,000,000)	$35,192	$36,037	
Each additional $1,000.00 or fraction thereof)	$0.50	$1	
Single Permit: (M/ E/ P)			
Value $0 - to $500.99	$191	$196	
Value of $501.00 to $2,000.00(first $500.00)	$191	$196	
Each additional $100.00 or fraction thereof	$11	$11	
Value of $2,001.00 to $25,000.00 (first $2,000.00)	$355	$364	
Each additional $1,000.00 or fraction thereof)	$39	$40	
Value of $25,001.00 to $50,000.00 (first $25,000.00)	$1,242	$1,272	
Each additional $1,000.00 or fraction thereof)	$30	$31	
Value of $50,001.00 to $100,000.00 (first $50,000.00)	$1,984	$2,032	
Each additional $1,000.00 or fraction thereof)	$20	$20	
Value of $100,001.00 and up (first $100,000.00)	$2,981	$3,053	
Each additional $1,000.00 or fraction thereof)	$15	$15	

FIRE	F/Y 24-25 Fees	Proposed F/Y 25-26 Fees	Acct. #
The City of Pacific Grove mirrors the City of Monterey's fee schedule for prevention services. This ensures that Pacific Grove's fee structure accurately reflects and captures the various services provided by the City of Monterey			
Engine Company Inspections			01-4436
Iinitial inspection	$0	$0	
First re-inspection	$0	$0	
Subsequent re-inspections	$90	$92	
Fire Prevention Inspections			01-4436
Initial inspection, rough & final	$0	$0	
Subsequent re-inspections & missed inspections	$0	$174	Add
Life and Safety Inspection - First & Second inspection	-	$0	Add
Life and Safety Inspection - Third & each subsequent reinspection	-	$524	Add
State Mandated Community Care Facilities Inspections			01-4436
Pre-Inspection Fee ≤25 occupants	$174	$178	
Pre-Inspection Fee ≥26 occupants	$304	$311	
Fire Clearance Fee 7 to 50 occupants	$174	$178	
Fire Clearance Fee >50 occupants	$304	$311	
Annual Inspection Fee 7 to 50 occupants	$174	$178	
Annual Inspection Fee >50 occupants	$304	$311	
High Rise Inspection	$1010	$1034	
Annual Day Care Inspections (6 or more children)	$76	$78	
Fire False Alarm Response (For any 12 month period)			01-4504
First False Alarm	$0	$0	
Any Additional False Alarms	$500	~~$512~~	Full Cost
CPR			Various
Heart Saver Class - cost per student	$55	$56	
Heart Saver Skill Verification	$33	$34	
Healthcare Provider Class (BLS) - cost per student	$65	$67	
Healthcare Provider (BLS) Skill Verification	$24	$25	
First Aid - cost per student	$105	$108	
First Aid Skill Verification	$45	$46	

FIRE	F/Y 24-25 Fees	Proposed F/Y 25-26 Fees	Acct. #
Fire Plan Review and Inspections			01-4437
Trade show set-up review	$76	$78	
Liquid Propane Gas installations	$235	$241	
Field Inspections	Full Cost	Full Cost	
Medical Gas	$235	$241	
Tent Installation (400 - 1000 sq ft)	$141	$144	
Tent Installation (1000 - 2000 sq ft)	$206	$211	
Tent Installation (>2000 sq ft)	$271	$278	
Unauthorized Work	Double Permit Fee	Double Permit Fee	
Unauthorized Occupancy	$100	$102	
Fire Department Review of Building Plans, Residential	10% of Building Plan Check Fee	10% of Building Plan Check Fee	
Fire Department Review of Building Plans, Commercial	20% of Building Plan Check Fee	20% of Building Plan Check Fee	
Project Consultation Fee	Actual Costs	Actual Costs	
Expedited Plan Checks	Actual Costs	Actual Costs	
Fire Protection System Plan Check Fees			01-4437
Fire Alarm System (1-9 Devices)	$235	$241	
Fire Alarm System (10-50 Devices)	$428	$438	
Fire Alarm System (50+ Devices)	$623	$638	
Automatic Fire Sprinkler System 1-180 Heads	$428.00 + contractor cost	$438.00 + contractor cost	
Automatic Fire Sprinkler System 181-360 Heads	$622.00 + contractor cost	$637.00 + contractor cost	
Automatic Fire Sprinkler System 361+ Heads	-	$816.00 + contractor cost	Add
Fixed Fire Protection System, other than Sprinklers (i.e.., spray booth, clean agent, hood system), new system	$623	$638	
Fixed Fire Protection System, other than sprinklers (i.e.., spray booth, clean agent, hood system) - alteration to existing system	$428	$438	
Underground Systems (includes plan review, inspection, permit approval, system test flush) system test flush)	$816	$836	

FIRE	F/Y 24-25 Fees	Proposed F/Y 25-26 Fees	Acct. #
Fire Protection System Plan Check Fees - Emergency Responder Communication Coverage System	-	$428.00 + contractor costs	Add
Defensible Space Inspection	$174	$178	
Other Fees			Various
Hazardous Materials Response	Fully Burdened	Fully Burdened	
DUI Incident Reimbursement[1]	Not to exceed $12,000	Not to exceed $12,000	
Fire Hydrant Flow Tests	$75	$77	
Special Events Stand-by (Fire)	Actual Costs	Actual Costs	01-4436
Penalty if appointment is made for a system test or inspection and contractor/developer (or their representative) is not ready and did not call to cancel/reschedule.	Actual Costs	Actual Costs	01-4502
1. Including but not limited to personnel, apparatus, vehicles, reports, booking.			
*Subject to 2.9% Service Fee			
Carbon Monoxide Treatment	$1,174	$1,202	04-4609
Standard Hyperbaric Treatment for Decompression Illness (first 5 hours)	$6,589	$6,747	
Standard Hyperbaric Treatment Extensions (per each 75 minutes of extended treatment)	$623	$638	
Facility Use Fee - Per Hour - In lieu of Treatment Fees (First hour)	$1,318	$1,350	
Fees not paid within a reasonable period of time will be subject to the City's late payment fee.	Min. $25	Min. $25	

LIBRARY	F/Y 24-25 Fees	Proposed F/Y 25-26 Fees	Acct. #
OTHER FEES AND RENTALS			01-4455
Photocopies / Printouts (per black & white copy)	$0.15	$0.25	
Photocopies / Printouts (per color copy)	$0.25	$0.50	
Computer printout (per page)	$0.15	~~$0.15~~	Delete
CARD REPLACEMENT			01-4455
Replace borrower's card	$4	~~$4~~	Delete
LOST /DAMAGED MATERIAL REPLACEMENT/REPAIR			01-4455
Re-cataloging/processing charge for lost book or recording	$4	~~$4~~	Delete
Charges for lost or damaged items will be made at "Cost, replacement price " as listed in the item record of the Koha Library Catalog.	Actual Cost	Actual Cost	

POINT PINOS LIGHTHOUSE	F/Y 24-25 Fees	Proposed F/Y 25-26 Fees	Acct. #
Private Lighthouse Tour Fee (Tours organized by schools and non-profit entities are not subject to Lighthouse Fees.)	$150 based on 2 hour fully burden rate of one staff member cost + admission fees based on participants	$154 based on 2 hour fully burden rate of one staff member cost + admission fees based on participants	27-4451
Pt. Pinos Lighthouse Entrance Fee (Suggested Donation) - Adult	$7	$7	27-4601
Pt. Pinos Lighthouse Entrance Fee (Suggested Donation) - Children 7-17	$3	$3	27-4601
One-Time Events	Actual Costs	Actual Costs + 10%	27-4451 Add + 10%

Note: 10% added to Actual Costs is Administrative Costs

LOCAL WATER PROJECT	F/Y 24-25 Fees	Proposed F/Y 25-26 Fees	Acct.. #
Recycled Water Fee	0.040 per gallon	0.041 per gallon	74-4475

POLICE	F/Y 24-25 Fees	Proposed Fees F/Y 25-26	Acct. #
PARKING ENFORCEMENT, MUNICIPAL CODE VIOLATIONS-As stated in PGMC			01-4426
14.08.010 Parking on ice plant	$48	$48	
14.12.010 Parking on golf course	$268	$268	
14.12.020 Violation to turf – Golf Course/Park	$64	$64	
16.12.055 Tamper with chalk marks	$125	$125	
16.32.130 Parking on park grounds	$48	$48	
16.40.030 Storing vehicle on street	$48	$48	
16.40.040 Storing vehicle on street - Removal by Police	$125	$125	
16.40.045 Overnight Parking of Oversize Vehicles or Trailers (10pm-5am)	$48	$48	
16.40.050 Parking for repair	$48	$48	
16.40.060 Parallel parking	$48	$48	
16.40.070 Parallel parking, one-way street	$48	$48	
16.40.080 Parallel parking, one-way roadway	$48	$48	
16.40.110 Angle Parking	$48	$48	
16.40.130 Angle Parking/12” from barrier	$48	$48	
16.40.160 Parking Adjacent to Schools - Sign Compliance	$48	$48	
16.40.170 Parking On Narrow Streets	$48	$48	
16.40.185 Parking on North Side of Mermaid Avenue	$48	$48	
16.40.190 Failure to Set Parking Brake	$91	$91	
16.40.200(b) Parking Within 20’ of Intersection	$48	$48	
16.40.260 Temporary No Parking	$48	$48	
16.40.210 Peddlers, vendors - Unlawful Parking	$48	$48	
16.40.280 City Lots, Angle Parking	$48	$48	
16.40.290 City Lot, Use of Single Space Only	$48	$48	
16.40.300 City Lots, Reserved Spaces	$48	$48	
16.40.360(a) No Parking – Red Zone	$48	$48	
16.40.360(b-d) Curb markings – yellow/white/green	$48	$48	
16.40.360(f) Handicapped Zone	$350	$350	
16.40.430 Blocking Alley	$48	$48	
16.40.500 Bus Zone	$48	$48	
16.40.510-535 Overtime Parking or Evasion of Parking Restrictions	$48	$48	
16.40.540 Parking in Business District	$48	$48	
16.40.550 No Parking Anytime	$48	$48	
16.40.555 No Parking Certain Hours	$48	$48	
16.40.560 No Parking 4 am-6 am	$48	$48	
16.40.575 Parking - Commercial Vehicle in Residential 2:00 AM to 4:00 AM	$48	$48	
16.40.580 Parking, Over Marked Space	$48	$48	
16.40.585 Parking in Privately Owned Lots	$48	$48	
16.40.610 Displaying Vehicle for Sale	$48	$48	
16.41.040 Resident Parking	$48	$48	
16.40.710 Electric Vehicle Violation	$48	$48	
16.42.100(a) Meter Violation – expired	$48	$48	
16.68.020 No tour bus parking	$268	$268	
16.68.030 Parked bus with engine running	$268	$268	
18.36.030 House Cars on Private Property	$48	$48	

POLICE	F/Y 24-25 Fees	Proposed Fees F/Y 25-26	Acct. #
18.36.040 House Cars on Streets /Public Property	$48	$48	
PARKING ENFORCEMENT, MUNICIPAL CODE VIOLATIONS (Cont.)			**01-4426**
5200 (a) No Front Plates	$48	$48	01-4501
5204 (a) No Current Tab Displayed	$48	$48	
4000 (a) Expired Registration	$48	$48	
21211 (b) Parking in bicycle path	$48	$48	
2500.1 Parked in Fire Lane	$125	$125	
22500(a) Parking in intersection	$48	$48	
22500(b) Parking in crosswalk	$48	$48	
22500(e) Parking driveway	$48	$48	
22500(f) Parking on sidewalk	$48	$48	
22500 (g) Obstructing Traffic	$48	$48	
22500(h) Double parking	$48	$48	
22500 (i) Blocking Wheelchair Access	$350	$350	
22502(a) Parking more than 18" from curb or on wrong side of roadway	$48	$48	
22505 (e) (1) Parked Wrong Way on One Way	$48	$48	
22507.8(a) Unauthorized parking in Handicapped zone	$350	$350	
22507.8 (c) (2) Parked in Crosshatched Portion of Disabled Space	$350	$350	
22514 Park, stop or leave vehicle within 15 feet of Fire hydrant	$48	$48	
22515 Unattended Vehicle with Engine On	$48	$48	
Parking Citation Late Fee (If Not Paid or Contested within 21 Days)	$25	$25	01-4502
Correctable Code Violation - Admin Fee	$17	$17	01-4502
MUNICIPAL CODE VIOLATIONS			01-4502
Municipal Code Violation - 1st Violation	$100	$100	
Municipal Code Violation - 2nd Violation within 1 year	$200	$200	
Municipal Code Violation - Each Additional Violation within 1 year	$500	$500	
Municipal Code Violation Late Fee (Not Paid/Contested within 30 Days)	$25	$25	
ANIMAL REGULATION — DOG LICENSES - PGMC § 10.04.010			01-4204
Annual Dog License Fee, Altered Dog	$25	$26	
Annual Dog License Fee, Unaltered Dog	$55	$56	
Dog License, Delinquent Penalty (after 30 days)	$30	$31	
Dog License, Replacement Tag	$11	$11	
ANIMAL REGULATION - IMPOUND FEES - PGMC § 10.04.100			01-4425
Impound Fee (Initial Impound) Licensed & Altered	$55	$56	
Impound Fee (Initial Impound) Licensed and Unaltered	$90	$92	
Impound Fee (Initial Impound) Unlicensed & Altered	$78	$80	
Impound Fee (Initial Impound) Unlicensed & Unaltered	$90	$92	
Impound Fee (2nd & Subsequent) Altered	$90	$92	
Impound Fee (2nd & Subsequent) Unaltered	$180	$184	
Boarding Fee, per day PG Kennels	$50	$51	
Boarding Fee, transported to SPCA	$184	$188	

POLICE	F/Y 24-25 Fees	Proposed Fees F/Y 25-26	Acct. #
ALARM REGISTRATION & RESPONSE			01-4429
Alarm Registration	$38	$39	
Alarm Renewal (within 30 Days of Alarm Permit Expiration Date)	$5	$5	
False Alarm			01-4504
First Response - Unpermitted Alarm	$155	$159	
First Response	No Fee	No Fee	
Second Response	$65	$67	
Third Response	$180	$184	
Fourth Response	$184	$188	
Fifth and Subsequent Response	$184	$188	
Duress/Panic/Robbery Alarm Violation	$360	$369	
Late Fee (if not paid within 30 days)	$28	$29	
ADMINISTRATIVE AND MISCELLANEOUS			01-4502
Accident Report, Compilation and Copying (per report)	$11	$11	
Booking Fee	$36	$37	
Clearance Letter – No Record on File	$40	$41	
Clearance Letter – Record on File	$30	$31	
Crime Report, Compilation and Copying (per report)	$21	$22	
Information Report, Compilation and Copying (per report)	$38	$39	
Evidence Video Reproduction	$156	$160	
Fingerprint Processing (Live Scan administration)	$35	$36	
Removal of Traffic Boot	$145	$148	
Repossession Receipt	$15	$15	
Sign-off of tickets by other agencies	$20	$20	
Vehicle Release Fee	$240	$246	
PARKING PERMITS & FEES			01-4205
Contractor's Parking Permit, Monthly	$49	$50	
Parking Meter Rate per Hour	$2	$2	
Public Parking Lot Permit Processing, Delinquency Penalty	$30	$31	
Public Parking Lot Permit, Annual	$415	$425	
Public Parking Lot Permit, 12-Month, TRANSFERABLE	$525	$538	
Public Parking Lot Permit, Monthly	$46	$47	
Residential Parking Permit Processing, per permit, Annual	$15	$15	
Temporary Overnight Parking Permit-Initial Residential Registration	$26	$27	
Temporary Overnight Parking - 72 Hour Resident Permit	$5	$5	
Temporary Overnight Parking Permit - Weekly - Exemption	$97	$99	
Temporary Overnight Parking Permit - Annual - Exemption	$197	$202	
Timed Space - Daily	$5	$5	

POLICE	F/Y 24-25 Fees	Proposed Fees F/Y 25-26	Acct. #
POLICE RESPONSE - DUI, Peace Disturbance, Social Hosting, Special Events			01-4421
Police Commander Hourly Rate	$219	$224	
Police Sergeant Hourly Rate	$211	$216	
Police Officer Hourly Rate	$195	$200	
Police Services, Animal Control & Parking Enforcement Community Service Officer Hourly Rate	$143	$146	
Patrol Vehicle Hourly Rate	$70	$72	
MISCELLANEOUS PERMITS & DEPOSITS			01-4201
Amplified Sound Permit	$95	$97	
Drone Permit Fee - Daily	$25	$26	
Drone Permit Fee - Annual	$95	$97	
Film Permit Application Fee	$160	$164	
Firearms Storage: Administrative Release Fee	$465	$476	
Garage Sale Permit Processing	$15	$15	
Refuse Container or Storage Container Permit	$65	$67	
Refuse Container or Storage Container Permit Renewal/Extension	$31	$32	
Transportation of Large Structure deposit – variable fee based on size/type of structure - unused portion to be reimbursed	$149	$153	
Transportation of Large Structure permit – per structure	$640	$655	

PUBLIC WORKS FEES	F/Y 24-25 Fees	Proposed F/Y 25-26 Fees	Acct. #
MISCELLANEOUS FEES			01-4445
Special Engineering		Actual Cost	New Fee
Requested Special Traffic Review (Personnel time to be charged based on time and hourly rate)	$189	$194	
Banner Installation and Removal (Downtown Street Lights) per pole	$76	$78	
Memorial Bench [(1)] Fee represents labor costs associated with installing the bench. Materials for bench are charged at the additional actual cost.	$632	$647	
Memorial Bench maintenance (5 years)	$759	$777	
Memorial Tree Fee represents labor costs associated with the planting the tree. Tree to be charged at cost. This cost will be in addition to the labor fee.	$1,111	$1,138	
Tree Permit violation - Trimming Prior to Approval	$750	$768	
Tree Permit violation - Removal Prior to Approval	$1,500	$1,536	
Annual Solid Waste Exemption Application	$340	$348	
Trash receptacle left on sidewalk/street Violation PGMC 9.16.030	$92	$94	
Tree Appeal	$340	$348	
Newsrack Annual Application Fee	$94	$96	
Newsrack Program Fee Half Rack	$76	$78	
Newsrack Program Fee Full Rack	$114	$117	
Electrical Vehicle Charging Stations	Equivalent to PG&E Peak Demand Rate	Equivalent to PG&E Peak Demand Rate	
TREE FEES			
Application Fee	$190	$195	
Removal or Trimmimg			
Single Tree	$50	$51	
Each Additional Tree	$20	$20	
Tree Replacement In-Lieu Fee	$500	$512	
Tree Removal with Development			
Single Tree	$311	$318	
Each Additional Tree	$311	$318	
Tree Appeal	$340	$348	
STORMWATER			01-4401
Tier 3 and 4 - 15,000 square feet imprervious surface of greateer (2 reviews)	$1,923	$1,969	
Tier 2 - 5,000-15,000 square feet impreviuos surface (included 2 reviews)	$1,250	$1,280	
Tier 1 -2,500-5,000 square feet impervious surface	$866	$887	
Each subsequent Tier review	$577	$591	
Inspection Fee	$192	$197	
Annual Inspection and re-inspection	$289	$296	
Each subsequent Tier 1 review	$385	$394	

PUBLIC WORKS FEES	F/Y 24-25 Fees	Proposed F/Y 25-26 Fees	Acct. #
OTHER FEES			01-4445
Equipment Use Charges (when responding to emergencies on private property)			
Current FEMA Schedule of Equipment Rates https://www.fema.gov/media-library/assets/documents/136901 (Personnel to be charged based on time and hourly rate)			
Standard size barricade, each per day ($100 deposit required)	$3	$3	
Four-foot delineator, each per day ($100 deposit required)	$4	$4	
Eight-foot barricade, each per day ($100 deposit required)	$12	$12	
18-inch traffic cone, each per day ($100 deposit required)	$3	$3	
24-inch traffic cone, each per day ($100 deposit required)	$3	$3	
Temporary Directional Signage Per Day	$3	$3	
Temporary Parking Signage Per Day	$2	$2	
(1) The Memorial Bench is charged at the listed fee, plus actual cost of bench.			

PARKS AND RECREATION	FY 24-25 Resident / Non-Profit	Proposed FY 25-26 Resident / Non-Profit	F/Y 24-25 Non-Resident / Commercial	Proposed F/Y 25-26 Non-Resident / Commercial	Acct. #
PRE-SCHOOL (MONTHLY FEES)					01-4467
2 Days Per Week	$200	$205	$220	$225	
3 Days Per Week	$315	$323	$350	$358	
5 Days Per Week	$510	$522	$552	$565	
Weekly Fees	$102	$104	$112	$115	
YOUTH SPORTS (3-18 years)					01-4462
Class / Clinic - 3-5 years	$102	$104	$112	$115	
Tournament or Clinic - 5-18 years	$109	$112	$119	$122	
Camp	$225	$230	$225	$236	
League	$109	$112	$119	$122	
ADULT SPORTS (18+ Years)					01-4462
Tournament or Clinic - non-contact	$109	$112	$119	$122	
Tournament or Clinic - contact	$208	$213	$238	$244	
League or Clinic - non-contact	$60	$61	$70	$72	
League or Clinic - contact	$90	$92	$100	$102	
YOUTH CAMPS					01-4463
Full Day Youth Camp (5 day week)	$205	$210	$226	$231	
Full Day Youth Camp (4 day week)	$163	$167	$182	$186	
Full Day Youth Camp (3 day week)	$121	$124	$135	$138	
Daily Drop-In (per Day)	$50	$51	$50	$54	

PARKS AND RECREATION	FY 24-25 Resident / Non-Profit	Proposed FY 25-26 Resident / Non-Profit	F/Y 24-25 Non-Resident / Commercial	Proposed F/Y 25-26 Non-Resident / Commercial	Acct. #
SWIMMING (during the Summer Season) fees listed are for a 2 hour session.					01-4468
Progressive Swim Lessons, 8 class sessions, per child	$90	$92	$100	$102	
Private Swim Lessons, per class, per child per 30 minute lesson	$42	$43	$47	$48	
Semi-private Swim Lessons, per class, per child (2 students required) per 20 minute lesson Group Swim Lessons	$23	$24	$25	$26	
Recreational Swimming: Lovers Point, 2 hours	$3	$3	$4	$4	
Private use of swimming pool (rental fee per hour) Subject to Rental Policies	$115	$118	$115	$124	Adjusted to add non-residenet rate
OTHER PROGRAMS, CONTRACTUAL AGREEMENTS					01-4462
Kids Night Out		$28		$28	New Fee
Contracts for Recreational Programs in Facilities and Parks	Contract	Contract	Contract	Contract	
Adult Contract Recreation Programs	Contract	Contract	Contract	Contract	
Youth Special Trips/Excursions (85% of cost)	Contract	Contract	Contract	Contract	
The City Manager or their designee may reduce Recreation fees based on unanticipated reductions in activity days/hours.					
FACILITY RENTAL					01-4670
Programs, activities, or events that are co-sponsored by the Pacific Grove Recreation Department and non- profit recreation organizations are not subject to facility rental fees. The City also does not charge facility rental fees for official City of Pacific Grove activities and those of any other public agency that has a reciprocal use arrangement with the City.					
Picnic Facility Reservation Permit: Per Day Fee Caledonia, George Washington, Arnett Park, and similar Picnic Facilities. All other facility rentals are on a per hour basis.					
1 – 50 persons	$45	$46	$80	$82	
51 + persons: Permit applications for over 99 persons will require additional review by the Recreation Manager and may be subject to the Special Event permitting process.	$100	$102	$150	$154	
Court Reservation Fees: Volleyball, Basketball, Tennis and Pickleball	$25	$26	$45	$46	
Parks/Facilities Reservable (under Contract) w/ Liability Insurance	Contract	Contract	Contract	Contract	
Community Center, Lebeck Room (2 hr. minimum rental)	$120	$123	$200	$205	
Community Center, Lebeck Room – Damage Deposit	$557	$570	$557	$570	
Community Center, Kuwatani/Scout Room per hr. (Minimum 2 hours)	$45	$46	$75	$77	
Chautauqua Hall Facility 2 hr. minimum rental)	$120	$123	$140	$143	
Chautauqua Hall Facility – Damage Deposit	$557	$570	$557	$570	
Youth Center (2 hr. minimum rental)	$75	$77	$215	$220	
Youth Center – Damage Deposit	$557	$570	$557	$570	
Little House at Jewell Park per hour	$20	$20	$40	$41	

PARKS AND RECREATION	FY 24-25 Resident / Non-Profit	Proposed FY 25-26 Resident / Non-Profit	F/Y 24-25 Non-Resident / Commercial	Proposed F/Y 25-26 Non-Resident / Commercial	Acct. #
FACILITY RENTAL (Cont.)					01-4670
Lovers Point Park – Per Hour Fee for 1 – 100 Persons (Special Events or Special Use)	$190	$195	$330	$338	
Lovers Point Park – Per Hour Fee for Over 100 Persons (Special Events or Special Use)	$390	$399	$390	$399	
Lovers Point Wedding or Staging Area; Berwick Park, Jewell Park, Pt. Pinos Lighthouse and Elmarie Dyke Gazebo reservation fee per hour. (Minimum 2 hours Min.)	$280	$287	$560	$573	
Damage Deposit Point Pinos Lighthouse	$207	$570	$212	$570	
Recreation Trail Rental Fee Per Hour for 1 – 100 Persons	$250	$256	$300	$307	
Recreation Trail Rental Fee Per Hour for over 100 Persons	$332	$340	$400	$410	
MUNICIPAL SOFTBALL PARK RENTAL POLICY					01-4670
Programs, activities, or events that are co-sponsored by the Recreation Department and a civic, community, or local organization are not charged Softball Park Rental rates. The City also does not charge facility rental fees for official City of Pacific Grove activities and those of any other public agency that has a reciprocal use arrangement with the City. Fees for direct costs, such as staffing and utilities are charged to these entities.					
Daily Use	$230	$236	$400	$410	
Field Use, Per Hour	$35	$36	$60	$61	
Lights per hour	$30	$31	$30	$31	
Staff, Per hour	Fully burdened rate	Fully burdened rate	Fully burdened rate	Fully burdened rate	
Restrooms (Previously charged under other Class rates)	No charge	No charge	No charge	No charge	
Deposit on daily rate (same as prior Class II, Class III, Class IV)	$187	$191	$187	$191	
MISCELLANEOUS RECREATION FEES & CHARGES					01-4462
Refund Processing Fee (if within written time frame)	25% of refund	25% of refund	25% of refund	25% of refund	
SPECIAL EVENT FEES					
Application fee – Events with 1 – 999 participants	$250	$256	$250	$256	
Application fee – Events with more than 1,000 participants	$850	$870	$850	$870	
SPECIAL EVENT INSURANCE PREMIUMS (Note: This is a pass through of rates charged to the City by insurance carrier, so fees will change as premium rates change)					01-4462
All private parties, wedding receptions, anniversaries, and events with or without alcohol or admissions fees	Cost + 10%	Cost + 10%	Cost + 10%	Cost + 10%	

Note: If insurance is provided by the event holder, the City requires $2,000,000 coverage per event and the City must be named as Additional Insured under the policy.
Note: The 10% added to Cost represents an administrative fee.

PARKS AND RECREATION	FY 24-25 Resident / Non-Profit	Proposed FY 25-26 Resident / Non-Profit	F/Y 24-25 Non-Resident / Commercial	Proposed F/Y 25-26 Non-Resident / Commercial	Acct. #

HOLIDAYS

Permits for city buildings or Point Pinos Lighthouse ceremony area will not be issued for the following days: New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and the day following, Christmas Eve and Christmas Day.

RESERVATIONS

No verbal reservations will be accepted. Facility is not reserved until all fees have been paid, and a contract has been executed. All reservations will be made on a first-come, first-served basis.

Park ceremony site permits can be issued at a maximum of 12 months and minimum of 10 business days prior to use. All other permits (facilities, picnic/BBQ, ballfields, courts or similar) can be issued at a maximum of 6 months and a minimum of 10 business days prior to use. Additional staffing considerations may be applied to indoor facility or Point Pinos Lighthouse ceremony area permits.

Cancellation requests received prior to 10 business days before the event will follow standard refund policy outlined in fee schedule. No refunds if cancelled within 10 business days of event. Damage deposit refund to be made within 30 business days following the event if City determines no damage resulted from usage.

RENTAL POLICIES

1. All renters of City facilities shall complete a rental application and have it on file with the Recreation Department. City facilities may not be sublet without the express authorization of City.

2. The City may require appropriate deposits or extra payments for special charges incurred.

3. All senior citizen nutrition programs serving Pacific Grove residents are exempt from rental fees and charges.

RENTAL POLICIES (Continued)

4. To the fullest extent permitted by law, all renters shall indemnify, defend, and hold harmless the City, its elected officials, officers, agents, and employees, both severally and collectively from and against any and all claims, liabilities, and losses whatsoever (including damages to property and injuries to or death of persons, court costs, and reasonable attorneys' fees), howsoever the same may be caused, except in cases of City's sole negligence, resulting directly or indirectly from or arising out the negligence or willful misconduct of the renter, its employees, agents, subcontractors, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable with respect to the performance of this Agreement and without limiting the generality of the foregoing, the same shall include: (1) bodily injury, (2) death to any person or persons or, (3) injury to or destruction of tangible and/or property including that of the City, whether direct or consequential including the loss of use resulting therefrom. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity, which would otherwise exist as to any party or person described herein. The City, at its sole option, may choose to provide all or a portion of the defense of claims, damages, losses, liability, costs, and expenses as set forth above, and in such event, the renter shall indemnify and hold harmless the City from the costs and expenses, including attorney's fees, of such defense."

5. Official Pacific Grove youth groups, under 18 years of age are exempt from rental fees and charges- for activities on a space available basis. Examples of qualified users would be the PONY Baseball League, Pop Warner league, Girl Scouts, -Scouts BSA, Cub Scouts and Brownies.

6. If the person or organization imposes a cover charge, sells alcoholic beverages, or otherwise comes under the jurisdiction of the State Department of Alcoholic Beverage Control, the City must be provided with evidence of a valid license from the State Department of Alcoholic Beverage Control.

7. Insurance may be required for specific facilities and additional provisions may be included on rental application.

Sewer Rate Bimonthly City of Pacific Grove Portion ONLY (effective dates) - Acct 76-4471							
Description	**Units**	**7/1/2020**	**7/1/2021**	**7/1/2022**	**7/1/2023**	**7/1/2024**	**7/1/2025**
Business/Gov't	Location/Each Business	$48.48	$49.76	$51.06	$52.40	$53.78	$53.78
Residential-Vacant	Each Living Unit	$20.94	$21.49	$22.05	$22.63	$23.22	$23.22
Residential	Each Living Unit	$62.82	$64.46	$66.14	$67.88	$69.66	$69.66
Residential/Apartments	Each Living Unit	$62.82	$64.46	$66.14	$67.88	$69.66	$69.66
Residential/Apartments-	Each Living Unit	$20.94	$21.49	$22.05	$22.63	$23.22	$23.22
Condominium	Each Living Unit	$62.82	$64.46	$66.14	$67.88	$69.66	$69.66
Condo/Retirement	Each Living Unit	$62.82	$64.46	$66.14	$67.88	$69.66	$69.66
Minimum/Vacancy	Location/Each Business	$20.94	$21.49	$22.05	$22.63	$23.22	$23.22
Motel/Hotel	Each Room	$27.26	$27.96	$28.70	$29.46	$30.22	$30.22
Bed & Breakfast Inn	Each Room	$17.96	$18.42	$18.92	$19.40	$19.92	$19.92
Supermarkets	Location	$264.90	$271.84	$278.98	$286.28	$293.78	$293.78
Medical Office	Each Licensed Physician	$64.82	$66.52	$68.26	$70.06	$71.88	$71.88
Dental Office	Each Licensed Dentist	$89.38	$91.72	$94.14	$96.60	$99.12	$99.12
Rest Home/Convalescent	Capacity	$17.96	$18.42	$18.92	$19.40	$19.92	$19.92
General Hospital	Capacity	$106.34	$109.14	$112.00	$114.92	$117.94	$117.94
Animal Hospital	Business	$118.34	$121.44	$124.62	$127.90	$131.24	$131.24
Restaurant 1 meal/day	Each Restaurant Seat	$2.32	$2.38	$2.44	$2.50	$2.56	$2.56
Restaurant 2 meals/day	Each Restaurant Seat	$3.64	$3.72	$3.82	$3.92	$4.04	$4.04
Restaurant 3 meals/day	Each Restaurant Seat	$6.96	$7.14	$7.34	$7.52	$7.72	$7.72
Restaurant with Bar	Each Restaurant Seat	$6.96	$7.14	$7.34	$7.52	$7.72	$7.72
Bar	Location/Each Business	$105.34	$108.10	$110.94	$113.84	$116.82	$116.82
Nightclub	Location/Each Business	$315.74	$324.00	$332.50	$341.20	$350.14	$350.14
Takeout Food - Small	Location/Each Business	$117.66	$120.74	$123.90	$127.14	$130.48	$130.48
Takeout Food - Medium	Location/Each Business	$289.48	$297.06	$304.84	$312.82	$321.02	$321.02
Takeout Food - Large	Location/Each Business	$527.82	$541.64	$555.84	$570.40	$585.34	$585.34
Bakery	Location/Each Business	$95.42	$97.92	$100.48	$103.12	$105.82	$105.82
Theater	Per Screen @ Each	$156.54	$160.64	$164.86	$169.18	$173.60	$173.60
Bowling Center	Location/Each Business	$476.30	$488.78	$501.58	$514.74	$528.22	$528.22
Gym	Per 500 members	$48.48	$49.76	$51.06	$52.40	$53.78	$53.78
Mortuary	Location/Each Business	$128.64	$132.02	$135.48	$139.02	$142.68	$142.68
School (Minimum)	Student Population	$48.48	$49.76	$51.06	$52.40	$53.78	$53.78
School (Grades 0-6)	Student Population	$0.68	$0.70	$0.72	$0.74	$0.76	$0.76
School (7-College)	Student Population	$1.30	$1.34	$1.38	$1.42	$1.46	$1.46
Boarding School	Student Population	$13.30	$13.66	$14.02	$14.38	$14.76	$14.76
Instructional Facility	Student Population	$48.48	$49.76	$51.06	$52.40	$53.78	$53.78
Church	Per 100 members	$48.48	$49.76	$51.06	$52.40	$53.78	$53.78
Photo / Laboratory /	Per 10 employees	$48.48	$49.76	$51.06	$52.40	$53.78	$53.78
Service Station/Garage	Location/Each Business	$46.54	$47.76	$49.02	$50.30	$51.62	$51.62
Paint and Body Shops	Per 10 employees	$48.48	$49.76	$51.06	$52.40	$53.78	$53.78
Dry Cleaner	Location/Each Business	$160.56	$164.76	$169.08	$173.52	$178.06	$178.06
Laundromat	Each Washing Machine	$42.20	$43.32	$44.44	$45.62	$46.80	$46.80
Special User [2]	Individual Determination	NA	NA	NA	NA	NA	NA
Sewer Connection Fee (Account 76-4470)		85% of fee charged by Monterey One Water					

CITY OF PACIFIC GROVE
CITY COUNCIL POLICY

Policy Governing	Policy No.	Effective Date	Page No.
Fees, Charges, and Cost Recovery	400-4	June 15, 2011	1 of 2

I. PURPOSE

The purpose of the policy is to guide the City Council's establishment of fees for service, fines, and other charges for service, in order to help ensure consistency in fee setting rationale. The policy is intended to provide broad guidance for service areas, without providing detailed guidance for all fee categories

It is the City Council's intent that the policy may be amended over time to address additional services and evolving economic circumstances.

II. POLICY OF THE CITY

The City establishes fees according to Pacific Grove Municipal Code Chapter 6.02. Pursuant to Article XIIIB of the California Constitution, it is the intent of the City Council to recover a portion or all costs reasonably borne for providing government services to the extent such cost recovery reflects the appropriate balance of general revenue support and fees paid by the individual(s) benefiting from the service.

For enterprise services, in which the City is offering products or services for which the customer has broad market choices, the City may choose to set rates based on current market conditions. This includes facility rentals, cemetery sales, recreational programs, land use, or similar enterprises. This market-based approach provides the City with the ability to optimize revenue beyond recovering the cost of providing the service. These market-based rates accurately reflect the value received by the customer.

In setting fees, City staff shall prepare fees for City Council consideration, based on cost recovery levels in the subsequent table. The listed percentage or methodology represents the combined cost recovery level for the department. Individual fees within each department may be established at a lower rate to encourage a desired performance; however the overall departmental fees should be within the listed ranges.

All staff assigned to hourly-based services, such as special events, inspections, or related tasks will be charged at the fully burdened hourly rate.

Service	Cost Recovery Method
Administration, City Clerk, Libraries	At least 30% of costs
Consideration may need to be given to the recovery percentage, such as limitations on certain fees imposed by the State, election code; or similar entities.	
Community Development	80-100% of costs
Public Works	80-100% of costs
Public Safety	30-50% of costs
Hyperbaric Chamber	80-100% of costs
City Facility Rental	
Private parties	Market
Non-profit organizations	Market
Ongoing, frequent, or unique rental (e.g., weekly classes, or street closure)	Discount from Market
City–sponsored events	No charge
Special Events	
For-profit sponsor	Market; however at least 100% costs
Non-profit sponsor	100% of costs
Events designated "traditional" by City Council	No charge
Recreation	Market; however at least 30% of costs
Cemetery	Market; however at least 80% of costs
Golf	Determined through concessionaire

Adopted June 2, 2010 (Resolution No. 10-044)
Adopted June 15, 2011 (Resolution No. 11-052)
Adopted September 19, 2018 (Resolution No. 18-033)

News Release Information

25-54-SAN
Wednesday, January 15, 2025

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CPI historical databases

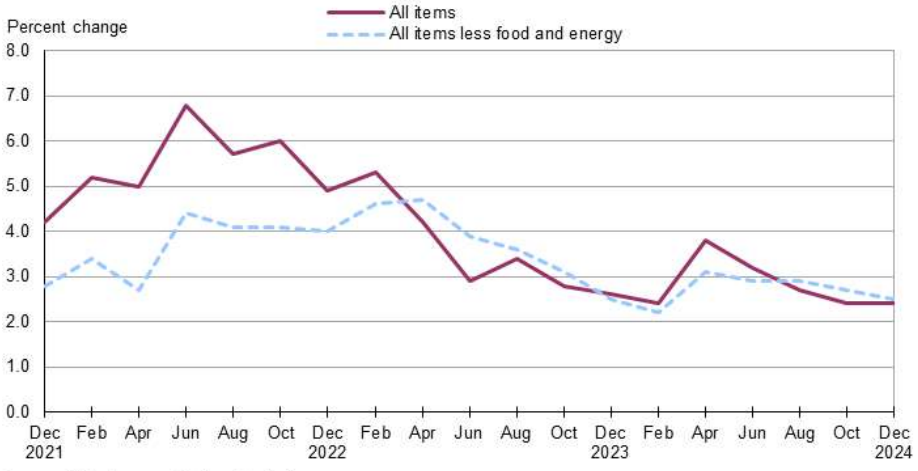
Consumer Price Index, San Francisco Area — December 2024

Area prices were down 0.4 percent over the past two months, up 2.4 percent from a year ago

Prices in the San Francisco area, as measured by the Consumer Price Index for All Urban Consumers (CPI-U), declined 0.4 percent for the two months ending in December 2024, the U.S. Bureau of Labor Statistics reported today. (See table A.) Regional Commissioner Chris Rosenlund noted that the December decrease was influenced by lower prices for gasoline. (Data in this report are not seasonally adjusted. Accordingly, month-to-month changes may reflect seasonal influences.)

Over the last 12 months, the CPI-U advanced 2.4 percent. (See chart 1 and table A.) Food prices rose 2.2 percent. Energy prices increased 0.4 percent, largely the result of an increase in the price of electricity. The index for all items less food and energy increased 2.5 percent over the year. (See table 1.)

Chart 1. Over-the-year percent change in CPI-U, San Francisco-Oakland-Hayward, CA, December 2021–December 2024



Source: U.S. Bureau of Labor Statistics.

View Chart Data

Food

Food prices decreased 0.4 percent for the two months ending in December. (See table 1.) Prices for food at home fell 0.9 percent. Overall, prices fell in three of the six grocery categories. Prices for food away from home rose 0.2 percent for the same period.

Over the year, food prices rose 2.2 percent. Prices for food at home declined 0.1 percent since a year ago, with lower prices in three of the six grocery categories. Prices for food away from home increased 5.0 percent.

Energy

The energy index decreased 5.5 percent for the two months ending in December. The decrease was mainly due to lower prices for gasoline (-9.4 percent). Prices for natural gas service fell 4.3 percent, while prices for electricity were unchanged for the same period.

Energy prices increased 0.4 percent over the year, largely due to higher prices for electricity (11.2 percent). Prices paid for natural gas service rose 6.3 percent, while prices for gasoline declined 7.1 percent during the past year.

All items less food and energy

The index for all items less food and energy declined 0.1 percent in the latest two-month period. Lower prices for other goods and services (-3.4 percent) and household furnishings and operations (-1.5 percent) were partially offset by higher prices for medical care (0.7 percent) and shelter (0.5 percent).

Over the year, the index for all items less food and energy increased 2.5 percent. Components contributing to the increase included apparel (8.6 percent) and shelter (2.6 percent). Partly offsetting the increases were price decreases in other goods and services (-1.6 percent) and household furnishings and operations (-1.0 percent).

Table A. San Francisco-Oakland-Hayward, CA, CPI-U 2-month and 12-month percent changes, all items index, not seasonally adjusted

Month	2020		2021		2022		2023		2024	
	2-month	12-month	2-month	12-month	2-month	12-month	2-month	12-month	2-month	12-month
February	0.9	2.9	0.5	1.6	1.4	5.2	1.8	5.3	1.5	2.4
April	-0.5	1.1	1.7	3.8	1.5	5.0	0.4	4.2	1.8	3.8
June	0.7	1.6	0.0	3.2	1.7	6.8	0.5	2.9	-0.1	3.2
August	0.0	1.6	0.5	3.7	-0.5	5.7	0.0	3.4	-0.5	2.7
October	0.5	1.1	0.7	3.8	1.0	6.0	0.3	2.8	0.0	2.4
December	0.4	2.0	0.8	4.2	-0.3	4.9	-0.4	2.6	-0.4	2.4

The February 2025 Consumer Price Index for the San Francisco area is scheduled to be released on March 12, 2025.

Notice Regarding Ceasing Publication of Utility Indexes

With the publication of January 2025 data in February 2025, several indexes and average price series will be discontinued.

The following CPI **indexes** will continue to be published at the national level, but will be discontinued for all metropolitan areas, census divisions, and regional size classes:

- Electricity
- Utility (piped) gas (often referred to as natural gas)
- Energy services
- Fuels and utilities
- Household energy

The following CPI **average price series** will continue to be published at the national level, but will be discontinued for all metropolitan areas, census divisions, and regional size classes:

- Electricity per KWH
- Utility (piped) gas per therm

Technical Note

The Consumer Price Index (CPI) is a measure of the average change in prices over time in a fixed market basket of goods and services. The Consumer Price Index for San Francisco is published bi-monthly. The set of components and sub-aggregates published for regional and metropolitan indexes is more limited than at the U.S. city average level; these indexes are byproducts of the national CPI program. Each local index has a much smaller sample size than the national or regional indexes and is, therefore, subject to substantially more sampling and other measurement error. As a result, local-area indexes are more volatile than the national or regional indexes. In addition, local indexes are not adjusted for seasonal influences.**NOTE: Area indexes do not measure differences in the level of prices between cities; they only measure the average change in prices for each area since the base period.**

The San Francisco-Oakland-Hayward, CA. metropolitan area covered in this release is comprised of Alameda, Contra Costa, Marin, San Francisco, San Mateo Counties in the State of California.

Refer to the national CPI news release technical note or the Handbook of Methods for more information.

Information in this release will be made available to individuals with sensory impairments upon request. Voice phone: (202) 691-5200; Telecommunications Relay Service: 7-1-1.

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods

San Francisco-Oakland-Hayward, CA (1982-84=100 unless otherwise noted)

Item and Group	Indexes				Percent change from-		
	Historical data	Oct. 2024	Nov. 2024	Dec. 2024	Dec. 2023	Oct. 2024	Nov. 2024

Item and Group	Historical data	Indexes Oct. 2024	Nov. 2024	Dec. 2024	Percent change from- Dec. 2023	Oct. 2024	Nov. 2024
Expenditure category							
All items		349.370	-	348.001	2.4	-0.4	-
All items (1967=100)		1,074.059	-	1,069.853	-	-	-
Food and beverages		372.734	-	371.511	2.1	-0.3	-
Food		375.579	-	374.030	2.2	-0.4	-
Food at home		332.705	330.401	329.594	-0.1	-0.9	-0.2
Cereals and bakery products		333.871	333.450	336.368	-1.0	0.7	0.9
Meats, poultry, fish, and eggs		362.789	358.774	366.790	3.5	1.1	2.2
Dairy and related products		319.363	319.772	326.052	-2.8	2.1	2.0
Fruits and vegetables		429.229	437.069	423.068	0.4	-1.4	-3.2
Nonalcoholic beverages and beverage materials(1)		236.547	232.701	230.893	-7.3	-2.4	-0.8
Other food at home		296.719	289.349	287.224	1.6	-3.2	-0.7
Food away from home		430.543	-	431.518	5.0	0.2	-
Alcoholic beverages		339.950	-	344.039	1.3	1.2	-
Housing		404.268	-	405.330	2.7	0.3	-
Shelter		448.034	449.594	450.386	2.6	0.5	0.2
Rent of primary residence(2)		512.782	513.494	515.886	2.5	0.6	0.5
Owners' equiv. rent of residences(2)(3)		483.048	484.792	486.350	2.7	0.7	0.3
Owners' equiv. rent of primary residence(1)(2)		483.048	484.792	486.350	2.7	0.7	0.3
Fuels and utilities		646.602	-	641.349	8.9	-0.8	-
Household energy		613.564	-	606.183	9.6	-1.2	-
Energy services(2)		617.951	-	611.035	9.9	-1.1	-
Electricity(2)		688.970	-	688.834	11.2	0.0	-
Utility (piped) gas service(2)		492.641	459.969	471.621	6.3	-4.3	2.5
Household furnishings and operations		173.790	-	171.197	-1.0	-1.5	-
Apparel		124.462	-	121.545	8.6	-2.3	-
Transportation		261.868	-	254.057	2.8	-3.0	-
Private transportation		262.058	-	255.187	2.3	-2.6	-
New and used motor vehicles(4)		120.378	-	119.368	3.1	-0.8	-
New vehicles(1)		191.525	-	191.378	-0.7	-0.1	-
Used cars and trucks(1)		324.659	-	327.712	-2.5	0.9	-
Motor fuel		348.189	329.737	315.722	-7.2	-9.3	-4.3
Gasoline (all types)		346.198	327.715	313.764	-7.1	-9.4	-4.3
Gasoline, unleaded regular(4)		345.643	326.659	312.613	-7.4	-9.6	-4.3
Gasoline, unleaded midgrade(4)(5)		324.159	307.619	294.663	-6.6	-9.1	-4.2
Gasoline, unleaded premium(4)		330.290	314.467	301.563	-6.2	-8.7	-4.1
Medical care		588.788	-	592.952	0.1	0.7	-
Recreation(6)		148.353	-	148.690	1.0	0.2	-
Education and communication(6)		163.802	-	163.338	2.0	-0.3	-
Tuition, other school fees, and child care(1)		2,032.428	-	2,032.428	4.5	0.0	-
Other goods and services		641.436	-	619.514	-1.6	-3.4	-
Commodity and service group							
All items		349.370	-	348.001	2.4	-0.4	-
Commodities		234.622	-	230.971	-0.1	-1.6	-
Commodities less food & beverages		164.468	-	160.046	-2.1	-2.7	-
Nondurables less food & beverages		219.211	-	210.091	-2.6	-4.2	-
Durables		113.463	-	112.358	-1.5	-1.0	-
Services		446.250	-	446.845	3.5	0.1	-
Special aggregate indexes							
All items less medical care		339.438	-	337.839	2.5	-0.5	-
All items less shelter		311.235	-	307.923	2.2	-1.1	-
Commodities less food		172.031	-	167.712	-2.0	-2.5	-
Nondurables		297.373	-	292.198	0.4	-1.7	-

Item and Group	Indexes				Percent change from-		
	Historical data	Oct. 2024	Nov. 2024	Dec. 2024	Dec. 2023	Oct. 2024	Nov. 2024
Nondurables less food		228.682	-	220.175	-2.3	-3.7	-
Services less rent of shelter(3)		471.557	-	469.276	5.0	-0.5	-
Services less medical care services		435.512	-	435.923	3.7	0.1	-
Energy		453.911	437.453	428.855	0.4	-5.5	-2.0
All items less energy		348.822	-	348.362	2.5	-0.1	-
All items less food and energy		345.603	-	345.316	2.5	-0.1	-

Footnotes
(1) Indexes on a December 1977=100 base.
(2) This index series was calculated using a Laspeyres estimator. All other item stratum index series were calculated using a geometric means estimator.
(3) Indexes on a December 1982=100 base.
(4) Special index based on a substantially smaller sample.
(5) Indexes on a December 1993=100 base.
(6) Indexes on a December 1997=100 base.

- Data not available
NOTE: Index applies to a month as a whole, not to any specific date.

Last Modified Date: Wednesday, January 15, 2025

U.S. BUREAU OF LABOR STATISTICS Western Information Office Attn: EA & I, 90 Seventh Street Suite 14-100 San Francisco, CA 94103-6715

Telephone:1-415-625-2270 www.bls.gov/regions/west Contact Western Region

RESOLUTION NO. 25-xxx

ESTABLISHING FEES AND CHARGES FOR CERTAIN ACTIVITIES

FINDINGS

1. Pacific Grove Municipal Code (PGMC) Chapter 6.02 provides for the establishment of fees and charges for service, and;

2. The City of Pacific Grove held a public hearing on May 21, 2025 regarding changes to the Master Fee Schedule, and;

3. Notice of a Public Hearing to be held on May 21, 2025 was published in accordance with PGMC Chapter 6.02 and relevant California Government Code sections, and;

4. The City Council desires to adopt an amended Master Fee Schedule for FY 2025-26, and;

5. The Action proposed by this Resolution does not constitute a "Project" as that term is defined under California Environmental Quality Act (CEQA), CEQA Guideline section 15378.

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

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

2. After receiving a report of the proposed changes in fees, charges, and costs contained in the City of Pacific Grove FY 2025-26 Master Fee Schedule, and having held a public hearing on the changes, the City Council hereby authorizes the changes including any changes as directed by Council.

3. Per Government Code 66017, approved changes that relate to community development services shall be effective 60 days following final action by the City Council on the resolution. In the case of reductions, the reductions can be implemented on July 1, 2025, on a case-by-case basis, by decision of the City Manager.

4. Approved changes shall be effective July 1, 2025.

5. Every City Department is requested to reproduce, display, and distribute copies of their fee schedules as deemed appropriate. The Master Fee Schedule shall also be posted on the City's website and available at the Library.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 21st day of May 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:	Fred Marsh, Administrative Services Director
MEETING DATE:	May 21, 2025
SUBJECT:	Review of Proposed Two Year General Fund Budget and Review of Investment and Financial Policies
CEQA:	Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive the report and provide additional direction to Staff regarding the proposed General Fund two year budget, as well as the proposed changes to the City's financial and investment policies.

DISCUSSION

Staff will be presenting tonight as part of a PowerPoint presentation a preliminary summary of the proposed General Fund two year budget for Fiscal Year 2025-26 and 2026-27, as well as proposed changes to the City's investment and financial policies, subject to additional changes from staff as well as feedback from the City Council. A more complete version of the budget for the City will be presented at the first reading of an ordinance at the June 4th City Council meeting.

OPTIONS

That the City Council receive the report and provide additional direction to Staff regarding the proposed General Fund two year budget, as well as the proposed changes to the City's financial and investment policies.

FINANCIAL IMPACT:

The fiscal impact of the proposed General Fund two year budget will be included as part of the PowerPoint presentation.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Proposed Investment Policy

Budget and Financial Management

Pension Discussion

City Of Pacific Grove City Council Policy

Policy Governing	Policy No.	Effective Date	Page No.
Investments	**400-5**	**June 4, 2025**	**1 of 6**

I. Purpose

This policy is intended to provide guidelines for the prudent investment of the City's temporary idle cash and reserves, and to outline the procedures for managing the City's treasury, in accordance with the guidelines of the California Municipal Treasurer's Association (CMTA), California Debt and Investment Advisory Commission (CDIAC) and Association of Public Treasurers of the United States and Canada (APTUSC).

II. Scope

This investment policy applies to all financial assets of the City. These funds are accounted for in the City's Annual Comprehensive Financial Report and include:

General Fund	Special Revenue Funds	Enterprise Funds
Capital Project Funds	Internal Service Funds	Permanent Funds

III. Standard of Care

In accordance with California Government Code, Section 53600.3, the "prudent investor" standard of care shall be applied to managing the City's investment portfolio. Pursuant to this standard, when investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, the investor shall act with care, skill, prudence, and diligence under the circumstances then prevailing. This includes, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character, with similar aims, to safeguard the principal and maintain liquidity for the City.

Credit risk is the possibility that deterioration of an issuer's creditworthiness or potential default on its bonds will adversely affect the value of its bonds. This shall be mitigated by limiting investments to those allowed by this policy. Market or Interest Rate risk is defined as market value fluctuations due to changes in market price, should be mitigated by avoiding selling securities prior to maturity and investing operating funds primarily in shorter-term securities, money market funds or similar investment pools, thereby limiting the average maturity of the portfolio.

Authorized individuals acting in accordance with written procedures, the investment policy and exercising due diligence, shall be relieved of personal responsibility for a specific security's credit risk or market price changes, provided that deviations from expectations are reported in a timely manner, and appropriate action is taken to control adverse developments from impacting the portfolio.

IV. Objective

The City's investment objective is to enhance the economic condition of the City while ensuring the safety of the funds invested. The City attempts to obtain the highest yield on its investments consistent with the criteria established for safety and liquidity. The City's cash management system is designed to accurately monitor and forecast expenditures and revenues, thus enabling the City to invest funds to the fullest extent possible.

The three principal factors that are considered when making investments, are listed below based on their level of priority:

A. **Safety**. Safety means limiting the potential for loss of principal, interest, or a combination of the two.

B. **Liquidity**. Liquidity refers to the ability to convert an investment to cash promptly with a minimal risk of losing principal or interest. A portion of the portfolio should be maintained in liquid short-term securities that can be converted to cash if necessary to meet disbursement requirements.

C. **Yield**. Yield is the average annual return on an investment based on the interest rate, price, and length of time to maturity. The City attempts to obtain the highest yield possible, provided that the basic criteria of safety and liquidity have been met.

The City's investment strategy is passive, therefore, the basis used to determine whether market yields are being achieved should be to identify a comparable benchmark to the City's average portfolio duration (i.e., 1 Year Treasury Bill, CAMP, LAIF). Benchmarks may change over time based on changes in the market or cash flows.

V. Investment Responsibility

The City Treasurer is responsible for investing the City's funds in accordance with California Government Code, Sections 53600, et seq. and 53635, et seq. The City's Administrative Services Director serves as the City Treasurer. Staff members of the Finance Division may be assigned to perform day-to-day treasury activities related to investments. The Deputy Director of Finance (Senior Program Manager) may serve as Acting City Treasurer in the absence of the Administrative Services Director.

VI. Ethics and Conflict of Interest

Officers and employees involved in the investment process shall refrain from any activity that could conflict with proper execution or management of the investment program or which could impair their ability to make impartial investments decisions. This includes refraining from undertaking personal investment transactions with the same individual who is conducting business with the City.

The Administrative Services Director and the Deputy Director of Finance (Senior Program Manager) shall file a State Fair Political Practices Commission's Statement of Economic Interests annually.

VII. Internal Controls

The City Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure the assets of the City are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits require estimates and judgement management. The internal controls should include the following:

A. Dual approval of investment wire transfers from the City

B. Separation of transaction authority from accounting and recordkeeping

C. Custodial safekeeping

D. Clear delegation of authority to subordinate staff members

E. Documentation confirming each investment transaction

F. Establishment of wire authorization approval levels for staff

G. Reconciliation of investment transactions and statements to the City's general ledger

H. Independent review by the external auditor as part of the City's annual audit

VIII. Diversification

Investments shall be diversified among institutions, types of securities, and maturities to maximize safety and yield with changing market conditions.

IX. Safekeeping

All investments of the City shall have the City of Pacific Grove as registered owner or shall be kept in the custody of the City or by a qualified safekeeping institution.

X. Interest Allocation

Except for cash held in separate restricted accounts, the City will pool cash balances from all funds for investments to maximize earnings and efficiencies with regards to investment administration. The Finance division shall allocate interest to funds based upon their average cash balances and in accordance with Generally Accepted Accounting Principles (GAAP). All earnings not allocated shall be recorded in the General Fund.

XI. Permitted Investment Instruments

The Treasurer shall invest only in the following investments and only under the guidelines as provided herein.

A. **Certificates of Deposit** Non-Negotiable Certificates of Deposits will be made only in FDIC or FSLIC insured accounts. For deposits in excess of the insured maximum of $250,000, approved collateral shall be required in accordance with Government Code 53652 and/or 53651 (m) (1). Investment in these instruments shall be limited to financial institutions that in the Treasurer's judgment are of high quality and shall not have a term exceeding five years from the date of purchase.

B. **Securities of the U.S. Government or its Agencies** Includes obligations issued by Federal Home Loan Banks, Government National Mortgage Association, Farm Credit System, the Federal Home Loan Bank, Federal Home Loan Mortgage Association, Federal National Mortgage Association, or obligations or other instruments of or issued by a federal agency or a United States Government sponsored enterprise. Investment in these instruments shall not have a term exceeding five years from the date of purchase.

C. **Treasury Bills and Notes** U.S. Treasury Bills, Notes, Bonds, or Certificates of Indebtedness, or those for which the full faith and credit of the United States are pledged for the payment of principal and interest. The term of such securities shall not exceed five years from the date of purchase.

D. **Local Agency Investment Fund (LAIF)** Investment of funds in the California LAIF which allows the State Treasurer to invest through the Pooled Money Investment Account (PMIA). Maximum investment is subject to state regulation. LAIF investments are available for City use.

E. **CAMP Investment Pool** California Asset Management Program (CAMP or the Program) is a California Joint Powers Authority (JPA) established in 1989 to provide California public agencies with professional investment services. Investments offered through the Cash Reserve Portfolio (the Pool or the CAMP Pool) and CAMP Term are permitted for all local agencies under California Government Code Section 53601(p).

F. **CLASS Investment Pool** California CLASS is a Joint Powers Authority investment pool that provides public agencies with the opportunity to invest funds on a cooperative basis in rated pools that are managed in accordance with state law with the primary objectives of offering participants safety, daily and next-day liquidity, and optimized returns.

G. **State / Local Agency Debt Issues** Must be rated "A" or better by a nationally recognized rating agency. except for the Agency's own bonds, which may have any rating. These issues include the following:

- Registered state warrants or treasury notes or bonds of the State of California and bonds, notes, warrants, or other evidence of indebtedness of any local agency within California, including bonds payable solely out of the revenues from a property owned, controlled, or operated by the state or local agency.
- Registered treasury notes or bonds of any of the 49 U.S. States in addition to the State of California, including bonds payable solely out of the revenues from a revenue producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 U.S. States.

H. **Money Market Funds** These must be registered with the Federal Securities and Exchange Commission (SEC), have over $500 million in total assets and only invest in either U.S. Government or federal agency securities, or other investment instruments specifically included in the local investment policy

I. **Debt Reserve Funds** Only debt service funds may be invested in the securities listed above for a period exceeding five years, so long as their maturities coincide with the expected use of funds.

The purchase of any security not listed above, but permitted by the California Government Code, is prohibited unless the City approves the investment either specifically or as a part of an investment program approved by the City. Sales prior to maturity are permitted. It is also recognized that in a changing interest rate environment, it may be financially advantageous to sell investments at a book value loss in order to reinvest into a more profitable security.

XII. Investment Pools

The City's investment policy authorizes participation in the California LAIF, CLASS and CAMP investment pools. A review of these pools should be conducted on a periodic basis. Best efforts will be made to acquire the following information:

A. Description of eligible investment securities, and a written statement of policy
B. Description of interest calculations and how gains and losses are distributed
C. Description of how the securities are safeguarded
D. Copy of the most recent independent audit report
E. Description of who may invest in the program
F. Schedule for receiving statements and portfolio listings
G. Information on how and when fees are assessed
H. Acceptance or eligibility to receive bond proceeds

XIII. Investment Reports

Reports shall be submitted to the City Council quarterly and include the following data:

A. Name of financial Institution for individual investments
B. Totals by investment category
C. Book and market values and interest yields
D. Compliance with investment policy
E. Maturity dates on individual investments
F. Percentage of the portfolio represented by each investment category

The report shall include a statement denoting the ability of the City to meet its expense requirements for the next six months or provide an explanation as to why sufficient monies or may not be available during the next six months. The report should include information on overall economic conditions, including trends with inflation, unemployment, sales and treasury rates. Background information on these pools should be included in the report, including information on the distribution of their investments and their interest rate trends.

XIV. Investment Policy Adoption

The policy shall be reviewed every two years by the Administrative Services Director and any modifications made must be submitted to the City Council for their approval.

Adopted September 15, 2010, Resolution 10-078
Amended October 21, 2015, Resolution 15-055
Amended August 17, 2016, Resolution 16-047
Amended June 19, 2019, Resolution 19-016
Amended August 4, 2021, Resolution 21-025

Subject	Policy Number	Effective Date	Page
Budget and Financial Management	**400-6**	**June 4, 2025**	**Page 1 of 7**

Purpose

This policy is established to help ensure that the City's resources should be available to fund ongoing City services, incorporating local economic conditions and the City Council's service priorities and that the City's financial resources are managed in a manner that fosters transparency and confidence among the City Council, citizenry, and staff. The operating and capital budgets should be designed in accordance with the budget award programs of the Government Finance Officers Association (GFOA) and the California Society of Municipal Finance Officers (CSMFO).

Budget Process

Budget management occurs throughout the year, with ongoing City Council direction and public input. The City uses a five-year fiscal planning horizon, in which the two year budget is the first two years of the forecast. The forecast helps decision makers identify important trends and understand long-term consequences of budget decisions. It is a model based on cost and revenue assumptions that is updated periodically. Since the degree of revenue and expense uncertainty increases with each year, the forecast only suggests relative future financial conditions based on economic assumptions made in later years.

The annual budget process begins by February with City Council discussion of goals for the following year. At this meeting, staff present the mid-year report and if completed an updated five year fiscal forecast, including any mid-year budget adjustments required and estimates of revenues for the following year(s) and baseline expenditure assumptions regarding existing staffing levels and other costs required to continue the current service levels. Using this information, the City Council provides direction to staff on goals for the following budget year and the future five-year forecast, including goals for services and capital projects and the additional funding or expenditure reduction required to achieve the goals.

The Finance Division of the Administrative Services Department distributes budget instructions and baseline staffing cost information to department managers for developing the budget. The City Manager and Administrative Services Director work with department directors to develop the budget consistent with Council goals and guidelines previously approved.

The City Manager and Administrative Services Director finalize the recommended budget and present an overview of the General Fund portion to the City Council in May. The complete budget is presented at the first City Council meeting in June. After public input and discussion at this meeting, the City Council directs any needed modifications to the budget and introduces an ordinance to adopt 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. The Administrative Services Director may make any non-substantive changes as needed afterwards to meet the Government Finance Officers Association (GFOA) and California Society of Municipal Finance Officer (CSMFO) budget award program comments and criteria.

Cost Allocation

The City uses a formal cost allocation plan and fee study which serves as the basis for allocating central support department costs to operational functions and developing overhead rates. Central support departments include: City Council, City Attorney, City Manager, Administrative Services, Mechanical and Building and Grounds Maintenance. Costs are allocated based on the support activities, including number of financial transactions, square footage of buildings, number of computers, percent of budget,

and number of full-time equivalent employees. Indirect costs are charged to the City's enterprise and internal service funds based on this method; however, the basis is unique to each fund.

Operating Budget

- The City Council shall adopt an annual operating budget as part of a two year budget, pursuant to Article 29 of the City Charter, prior to the start of the fiscal year.
- General Fund revenue projections for a given year may include a negative contingency reserve of up to 2% of total revenues, depending on the general direction of the economy. The need for such a contingency can be reevaluated after January 1st of the budget year.
- The budget may include an expenditure contingency in the General Fund up to 2%, designed to account for unexpected costs or to spend on projects required to advance City Council goals, expressed either explicitly or through the City Council's work plan.
- The operating budget should include revenues sufficient to fund operating expenditures. Reserves may be used as a resource to fund operations, with City Council approval of such use and a plan for funding future operations within annual anticipated revenues.
- The budget should provide for maintenance and timely replacement of fixed assets and equipment working within the fiscal constraints of the City.
- After the end of the fiscal year, staff shall present a report to the Council estimating the year-end results for the preceding fiscal year. This report shall compare budgeted amounts with the most recent year to date actual figures. Staff shall strive to present to the Council the final Annual Financial Comprehensive Report (ACFR) in January with the final budget and actual figures for the prior fiscal year.
- Appropriations are approved at the fund level. All amendments to the budget where the net impact of the change increases the overall budget of a fund must be approved by City Council.
- For budget purposes, programs and departments are defined as follows:
    - City Council
    - Legal Services
    - City Manager's Office
    - Economic Development (City Mgr's Office)
    - Administrative Services / Risk Management
    - Community Development
    - Police Services
    - Fire and Emergency Medical Services
    - Library
    - Museum
    - Recreation
    - Public Works / Enterprise Activities

The City Manager or their designee may transfer funds within a given fund and between department appropriations to ensure that program budgets can 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 approval of the City Manager or designee.

Five Year 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. The five year forecast should include descriptions of the assumptions used for projecting future revenues and expenditures which account for recent trends including inflation, the five year CIP, employee memorandums of understanding (MOUs), debt service schedules and actuarial reports on pension obligations from CalPERS.

Capital Improvement Plan

The City should adopt a five-year capital improvement and maintenance plan, with the first two years 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 should be fully funded, with funding shortfalls and challenges identified in future years.

All estimated construction, maintenance, and operating costs and potential funding sources for each proposed capital improvement should be identified. The City should finance only those capital improvements consistent with the adopted capital improvement plan as amended and City priorities.

Basis of Accounting and Budgeting

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 (usually within 60 days of the end of the fiscal year).

Expenditures are generally recognized for governmental funds 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. All proprietary fund types and nonexpendable trust funds are accounted for using the accrual basis of accounting. Revenues are recognized when earned, and expenses are recognized when incurred.

The budgeting basis is the same as the basis of accounting, except for the exclusion of non-cash expenditures, such as depreciation, changes to the pension and OPEB liability, amortization of bond premiums and discounts, and for proprietary funds, the inclusion of capital expenses, debt service and loan proceeds. Finance is authorized to carryover any unspent and encumbered funds from the prior year for operations and capital projects and any other unspent funds for active capital projects, to be reappropriated in the current year's budget for continued use in the same manner so long as there are sufficient available fund balances to finance these commitments.

Annual Audit and Reporting

The City shall undertake an annual independent audit. The City's Annual Comprehensive Financial Report (ACFR) should be completed no later than December 31 of each year and shall be in accordance with auditing standards established by the Governmental Accounting Standards Board (GASB).

Staff should prepare the ACFR and the related Popular Annual Financial Report (PAFR), a summary of the ACFR, in accordance with the GFOA Certificate Program and include the independent auditor's opinion. A separate "management letter" shall be issued by the auditor that will address weaknesses and include recommendations for improvements in internal control and accounting procedures.

In addition to the reports mentioned above, the following are required to be issued on an annual basis:

- Single Audit reports are required when the City receives at least $1 million of direct or pass through federal grants.
- The City shall prepare the following reports in a format as prescribed by the State.
    - State Controller's Report
    - Appropriations (Gann) Limit
    - Employee Compensation
    - Impact Fees

Fund Reserves

Reserves are established to ensure that sufficient resources should be maintained in the specified funds listed below in amounts sufficient to manage reasonable risks, meet unanticipated needs, capitalize on opportunities, and provide for reasonable contingencies. Further, reserve balances should be categorized and prioritized in accordance with GASB Statement #54, which are classified as either committed, assigned, or unassigned.

If reserve balances fall below the stated target amount, the City will strive to restore reserves to the stated level within four fiscal years. The actual City reserve balances shall be reported each year, along with City reserve policy levels. The reserve information should appear in the ACFR. 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 and generally accepted accounting principles.

General Fund Reserves

The City should maintain a minimum unassigned fund balance of at least 25% of operating and debt service expenditures in the General Fund for fiscal stability, cash flow, contingencies and strategic opportunities, including addressing the following in accordance with policies developed by the GFOA:

- Revenue source stability, local disasters and other downturns in the local or national economy
- Contingencies for unseen operating or capital needs
- Strategic investment opportunities in the community approved by Council
- The need to provide short-term bridge financing to other funds
- Institutional changes, such as State budget takeaways and unfunded mandates

Reserves should not be used to fund ongoing costs or projected systemic “gaps.” on a perpetual basis. They should be restricted to one-time or short-term uses. The Council may also commit or assign specific General Fund balance levels above the reserve target for capital replacement (based upon the five year capital improvement program), technology and vehicle replacement (based upon future expected replacement costs), unfunded pension and compensated absence liabilities or other long-term goals that it determines to be in the best interests of the City, with a minimum reserve level of $500,000 each for unfunded liabilities related to pension and compensated absences, and capital replacement.

In any fiscal year where revenues and transfers in exceed expenditures and transfers out, the annual surplus for the fiscal year should be allocated first to help meet the reserve policies for the General and Insurance Internal Service Funds. Any remaining surplus should be allocated ⅓ towards reserves for capital, technology and vehicle replacement, ⅓ towards addressing unfunded pension and long-term liabilities, and ⅓ towards other Council priorities or to build up reserves for the future.

Golf Fund Reserves

The purpose of the Golf Fund is to enable the operation of the golf course as an enterprise without operating subsidies from the General Fund, unless deliberately authorized. The City should maintain establishes a target reserve level of 25% of budgeted expenditures of the Golf Fund for the fiscal year, to be used for capital improvements, cash management, and for unexpected operating expenses.

Sewer / Insurance Internal Service Funds Reserves

The Sewer Fund should maintain a reserve to fund at least two years of projects to be funded by the Sewer Fund in the City’s five year capital improvement plan and as a rate stabilization reserve. The Insurance funds should maintain a balance of current assets equal to 75% of total liabilities, or higher,

should actuarial analysis conclude an imminent higher risk to the City for losses. Note that for these insurance funds the City's Self-Insured Retention Limit is $150,000 per claim.

Capitalization Policy

All capital outlay with an original cost > $5,000 and a useful life > one year is subject to capitalization.

The capitalization threshold is applied to individual units of fixed assets:

- To be adjusted in increments of $1,000 based upon changes in the Consumer Price Index (CPI)
- Repair costs for fixed assets to be capitalized when it extends the useful life of the asset
- For construction in progress, no depreciation is recorded until the asset is placed in service
- The City shall use the straight-line method for depreciating all fixed assets
- Depreciation should begin in the fiscal year the asset is placed in service

Any capital Improvement project related to buildings, infrastructure, machinery, or equipment, with a useful life > one year and a total cost (including installation) > $50,000 or more is subject to capitalization. This amount should be adjusted in increments of $5,000 in future years based on changes in the Engineering Construction Index (ENR). Capital project appropriations should remain in effect for the life of the project unless modified by the City Council.

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.

The following represents the useful life schedule to be used for capital outlay and capital projects

Description	Useful Life (In Years)
Buildings	20-100
Machinery, equipment and furniture	5-7
Infrastructure:	
Improvements other than buildings	5-30
Sidewalks, curbs, gutters, streets, storm drains	20-50
Traffic signals / Street signs	15
Park equipment	10-50

Property Acquisition and Disposition

Acquisition of real property should 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 should 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.

Cash and Investments

The City shall manage the treasury in compliance with California Government Code Section 53600, City Council Policy 400-5 and investment policy standards established by the California Municipal Treasurers Association (CMTA), California Debt and Investment Advisory Committee (CDIAC) and the Association of Professional Treasurers of the US and Canada (APTUSC). The policy should be reviewed by the Administrative Services Director on an annual basis, with any necessary revisions presented for consideration as needed by the City Council. Investment reports shall be presented to the City Council on a quarterly basis and warrant listings on a monthly basis. The selection of investments shall be based on considerations of safety, liquidity, and yield, in order of decreasing priority.

Debt Management

The City should manage its debt in conformance with policies established by CDIAC and SB 1029, which provide the parameters to be addressed in a debt policy, including the purposes for which debt proceeds may be used, the types of debt that may be issued, the relationship of the debt to, and integration with, the capital improvement program or budget, the policy goals related to the City's planning goals and objectives, and the internal control procedures implemented to ensure the proceeds of a proposed debt issuance will be directed to the intended use. All issuance of debt requires prior City Council approval.

Long-term borrowing should be restricted to the purpose of funding capital improvement projects and equipment. The use of long-term borrowing for ongoing operations should be avoided. The term of the debt should 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. The annual debt service should not exceed 15% of the annual budget.

Staff will time the issuance of debt to ensure that funds are available as needed for projects in the City's Capital Program and to integrate those costs into its five year forecast and into its projections of fund reserve levels and how they align with reserve goals established by City Council, including ensuring that the debt service has been incorporated into its rate studies as applicable.

The types of long-term debt that can be issued include the following:

- Revenue Bonds / Bond Anticipation Notes
- Certificates of Participation or Lease Revenue Bonds
- Federal and State Government Loans (Includes USBR/SRF/WIFIA)
- Lines of Credit / Refunding Bonds / Privately Placed Debt (Bank Loans)
- Loans, including Equipment / Capital Lease Financing and Commercial Paper
- Assessment and Special Tax (Mello Roos) Bonds

Refunding techniques should be employed where appropriate 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, usually considered to be savings with a net present value of at least 3%.

In circumstances where short-term borrowing (i.e., fewer than 12 months) is required to ensure cash flow demands may be met, either Tax and Revenue Anticipation Notes (TRAN), interfund loans or a commercial line of credit can be used, factoring in costs and administrative efficiencies.

The City will use the following internal controls regarding the use of bond proceeds: a.) Finance staff to review the approved use of bond proceeds with department staff authorized to initiate contracts to ensure proper use of funds. b.) Finance will educate staff responsible for preparing purchase orders and processing payments as to proper account coding and items that can be expended using bond proceeds and c.) the Administrative Services Director will review and approve all draw-down requests.

Long-Term Interfund Loans

City Council approval is required prior to the establishment of an interfund loan agreement of more than one year, incorporating the following terms into the interloan agreement;

- A specific repayment date for the loan
- Borrowing fund should pay interest at least at the rate earned on the City's pooled investments
- Specific revenue pledged to repay the loan based on realistic expectations for receipt
- Funds pledged for repayment must be above the funds needed for annual operations; and
- Interfund loans may be made from grant funds only if specifically authorized by the grantor

Acronyms

USBR	United States Bureau of Reclamation
SRF	State Revolving Fund
WIFIA	Water Infrastructure and Innovation Act

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

City of Pacific Grove
Finance Department
300 Forest Ave
Pacific Grove, CA 93955

DATE: May 21, 2025

TO: City Council

FROM: Matt Mogensen, City Manager
Fred Marsh, Administrative Services Director

SUBJECT: Background Discussion on Pensions

In response to recent questions that some members of the public had on the City's pension obligation, we wanted to provide you with some additional information regarding this item. The information contained in this memo 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.

Overview of Pacific Grove's Pension Challenges

During the Great Recession lots of options and discussions took place statewide regarding the pension challenges. There were several reform efforts and options that were discussed. One of the options was to transition to a defined contribution system instead of the defined benefit system. This transition from the defined benefit to the defined contribution was part of Governor Brown's vision when PEPRA was enacted. PEPRA is applicable to all new employees in the system after 2013 and includes a reduced defined benefit formula. Many employers also have a 401k and/or 457k type program where employees fund them mainly with their own contributions, with some cities (such as ours) offering some matching amount for those who contribute.

Under PEPRA, contribution rates from employers and employees are calculated to cover the full cost of that employee at retirement, each covering ½ of the total annual normal cost. Employees pay between 8-14% of their salary depending if they are general employees or safety. Again, these rates are lower than the "classic" formula rates. Approximately 2/3 of our employees are enrolled in the PEPRA plans. This reform act has addressed the statewide pension issue prospectively for new hires after 2013.

Pacific Grove's unfunded liability is a retrospective problem that we are looking at strategies to address and the Council has been, and will be, receiving more options from us. The unfunded liability was initially set in motion around 2001 when Gray Davis gave CHP an enhanced retirement formula from 2% at 50 years old to 3% at 50 years old. This meant that instead of a 30-year safety employee being eligible to receive a retirement benefit equal to 60% of their highest salary at 50-years old, that same safety employee was eligible to receive 90% of their highest salary. When enacted the enhancement was for all active safety employees, but was never funded into the system because the investments of the pension system were performing so well at the time it was

assumed they would cover the costs. All other organizations with safety employees in the state followed and adopt the same higher formula.

Another big contributor to our unfunded liability has been due to several years where the actual rate of return on CalPERS investments was lower than CalPERS assumed rate of return. When investments do not do as well our contribution rates to CalPERS to pay the unfunded liability go up.

Finally, Pacific Grove has a high ratio of retirees that are receiving a benefit to the number of current employees that are actively paying into the system to support the retired employees' benefits.

The ultimate resolution of PG's unfunded liability (and all other cities in CA) will resolve over time with calculated strategies being employed to address them. PEPRA employees will continue to grow in the system and classic employees will diminish. The city will investigate other investment strategies such as pension trusts that can potentially aid with the reduction of the liability through potential higher rates of return than the City's investment pool**.** The curve of retired employees receiving benefits will eventually greatly decrease as well.

Just like social security, current active workers are paying the benefits for those that are retired and receiving a benefit. And the ratio of retirees to current workers is not favorable. If current workers were to stop paying into the system and move to a different retirement plan completely, the problems with the current unfunded liability could be much worse.

I think its also important in this discussion to know that PGs current employees pay higher contribution rates (12% of their salary) than any other city in the area, which means our employees make less in effect in salary. This was a big effort PG made years ago with its bargaining units. The table below, found on our Finance webpage, shows that the city is currently only paying 7.5% of general classic employees towards funding current employees. The safety employer contribution is much higher but again it is still less than our neighbor cities because of the high employee contributions.

Additional information regarding the City's pension obligation is provided below and also contained within the Finance section of the City's website.

City of Pacific Grove
Finance Department
300 Forest Ave
Pacific Grove, CA 93955

Key Pension Statistics as of 6/30/24

Item	Amount
Net Pension Liability	$55.0 million
Change in Liability from Prior Year	$2.7 million
% of Gross Liability Funded[3]	76%
Debt Service on Pension Bonds[4]	$1.5 million
City Contributions - Active Employees	$1.0 million
Active Employees	89
Retired Employees	272
Number of Classic Employees	30
Number of PEPRA Employees	59

Unfunded Liability Payments (20 Years)

Fiscal Year	Amount
2024-25	$5,000,758
2025-26	$5,299,352
2026-27	$5,559,441
2027-28	$6,058,012
Alternate Payment Schedules	
15 Years [1]	$5,984,912
10 Years [2]	$7,775,514

[1] Results in projected future interest savings of $ 4 million

[2] Results in projected future interest savings of $ 16 million

[3] Funding % of the following (As of 6/30/23): Miscellaneous Classic 63%, Safety Classic 59%, Miscellaneous and Safety PEPRA 85-86%

[4] Last Payment on bonds will be in Fiscal Year 28-29

Normal Cost by Pension Plan

Pension Plan	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
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: George Fuerst, Environmental Program Manager

MEETING DATE: May 21, 2025

SUBJECT: "Dancing Monarchs" Art Donation Proposal

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

RECOMMENDATION

1. Receive art donation application for one fused glass and stainless steel monarch sculpture.
2. Provide direction regarding the site selection for the sculpture.
3. Alternatively, discuss and take other action related to this item.

DISCUSSION

The donation of a stainless steel and fused glass sculpture titled "Dancing Monarchs" has been proposed by Jan and John Stewart, with the intended use being public display. The sculpture, by artist Peter Hazel, has dimensions of 12' x 6' x 6' and features seven glass monarchs mounted on a stainless steel vine-like structure. Further details are included in the attached proposal.

The Beautification and Natural Resources Commission evaluated the art proposed for donation at their April 15, 2025 meeting and made a unanimous motion to recommend that City Council accept the donation. Additionally, the BNRC motioned to assign two of their members to a BNRC subcommittee that could participate in possible future discussions on location and installation details. Per Policy 900-3, City Council shall make the final determination on whether the City will accept or decline the proposed donation.

OPTIONS

Do not accept art donation.

FINANCIAL IMPACT:

To be determined pending City Council consideration of acceptance of the "Dancing Monarch's" art donation proposal.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Dancing Monarchs Art Donation Proposal

City of Pacific Grove, California
City Council Policy

Policy Governing	Policy No.	Effective Date	Page
Acceptance of Outdoor Art Donations	900-3	August 2, 2017	1 of 2

PURPOSE:

The City receives donations of both art and funding for outdoor civic art from citizens and organizations. Chapter 3.24 of the Municipal Code establishes duties and functions for the Beautification and Natural Resources Commission including standards related to works of art. This policy further establishes guidelines for the evaluation, receipt and use of proposed art and art fund donations.

Public art enhances the appearance of public places, beautifies the City, and stimulates public gathering and public discussion. The City has limited capital funds to expend on outdoor civic art and relies primarily on donation. This policy is intended to provide clarity of expectations for both the City and donors so that donations may best meet the goals of each party.

Policies 100-13 Bequests and Fungible Donation and Appreciated Real Estate, 200-6(E) Library Acceptance of Art Gifts Policy, and 200-6 (I) Library Gift Acceptance Policy for Print and Non-Print Materials may also be referred to as appropriate.

POLICY & PROCEDURE:

1. Anyone wishing to donate art or art funding to the City of Pacific Grove must first provide comprehensive information about each piece of art or proposed art work by completing and submitting the Art Acceptance Form (attachment).

2. Art Acceptance Forms may be submitted to the Pacific Grove Beautification and Natural Resources Commission.

3. The Beautification and Natural Resources Commission will use the Art Acceptance Form as a basis for evaluating the art proposed for donation and making a recommendation to Council. In evaluating the art works, the Beautification and Natural Resources Commission will work with the Museum, the Library, and/or other City staff, as appropriate. City staff will consult the advisory board (e.g. Museum Board, Library Board) of the involved City department.

4. Evaluation of art works will consider each piece's intended use and disposition, artistic merit, historical significance, local interest, commercial value, and impact on City government including ongoing maintenance costs.

5. The Beautification and Natural Resources Commission, City staff, and the relevant advisory body will make a recommendation to the City Council whether or not to accept the proposed donation. All accepted donations shall be unconditional, transferring ownership and all rights of ownership to the City. Donations are accepted only with the understanding that the City has the right to determine retention, location or disposal of the donation. The City may sell the item for value and use the proceeds for any purpose appropriate to the City's Charter.

6. The City Council shall make the final determination on whether the City will accept or decline the proposed donation.

7. Issues and legalities involved in donation of art works are numerous, and there will be occasions when the City Attorney's advice may be essential. For example, an artist may be entitled under law to a royalty under certain circumstances of resale; a copyright may be involved; an artist may ask for rights and privileges such as the first chance to purchase, borrowing for an exhibition, reproduction rights, control of alterations, repairs or restoration.

8. A written agreement with the artist shall be executed with the City prior to commencement of any work of art proposed on City property or commissioned by the City.

9. All required City permits for installation and siting of art pieces on City property shall be obtained. The outdoor placement of any artwork shall not interfere with natural resources.

Adopted January 3, 2001 - Minute Motion
Amended August 3, 2017 – Resolution 17-017

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	Jan & John Stewart
Phone	408-821-4417
Fax	
Email	jan.stewart@comcast.net
Mailing Address	1027 Egan Ave. Pacific Grove, CA 93950

Legal Owner	
Name	Jan & John Stewart
Phone	
Fax	
Email	
Mailing Address	

Applicant	
Name	Jan & John Stewart
Phone	
Fax	
Email	
Mailing Address	

Previous Owner(s)/History of Ownership
Peter Hazel, Artist

(Attach additional pages if necessary for any section)

Date of Application to Donate 2/27/2025

Signature of Applicant J&J Stewart

DESCRIPTION OF WORK (PHOTO MUST BE ATTACHED)

Name of Work	Dancing Monarchs
Artist	Peter Hazel
Medium	Stainless Steel + Fused Glass
Date of Work	2025
Dimensions of Work	12' x 6' x 6' with 7 Butterflies
Appraised Value	$20,000
Content/Description	Stunning glass monarchs mounted on a stainless steel (300 series) vine - not painted.
Condition	New
Artist Biography (Summary)	www.peterhazel.com/dancingmonarchs/ (See attached)
Special Requirements / Conservation Measures	None
Maintenance (materials, cost, etc)	Occasionally wiping butterflies with damp cloth.

INTENDED USE

Selective Display/Exhibit	Public display near Lovers Point - plaza at intersection of Forest Ave. & Lighthouse Ave
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)

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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)	

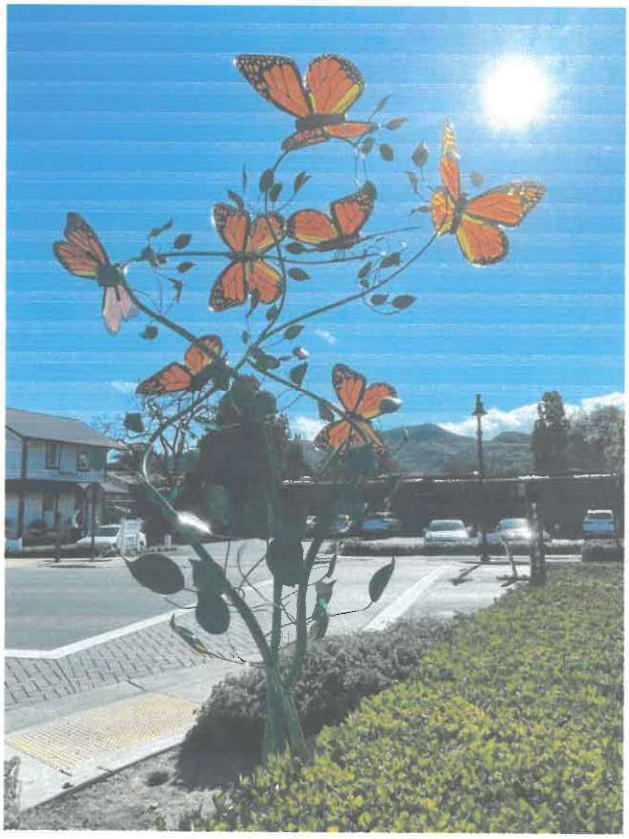
Approved by City Council Date _____

Mayor's Signature _____ Date _____

Dancing Monarchs

Butterflies on vines sculptures. Sculptures range between 12x6x6' ft with 4 butterflies to 15x18x18' ft with 18 butterflies. Vines are painted steel and monarchs are colored fused glass. Locations include Monarch Art Trail in Watersound FL, Yountville CA, Incline Village CA, and Jimmy Carter's residence in Plains GA

Share



About Peter Hazel






Over the past decade, Peter Hazel has produced magnificent large sculptures installed all around the country.

Peter fell in love with the wonders of the sea and nature growing up in the picturesque community of Half Moon Bay, California. As a child, he attended art shows with his father, Richard Hazel, a well-known oil painter. After leaving Half Moon Bay, Peter lived and raised a family in North Lake Tahoe where he had a career as a tile contractor for 35 years. While visiting Barcelona in 2008 and viewing Antoni Gaudi's intricate and elaborate architecture he was inspired to begin creations of his own and would eventually pass on his tile business to his son Jimmy.

Peter's collection invites you to interact and admire the beauty of modern art and sculpting using ceramics, colorful glass, steel, and carpentry. He is famous for his massive jellyfish, crocodile, and octopus installed over the years at

130 Woodland Ave.
Reno, NV 89523

peter@peterhazel.com

Facebook:
PeterHazelArt

Instagram:
peterhazelart

Etsy:
PeterHazelArtSudio


WASHINGT




STOP