NOTICE OF MEETING

CITY OF PACIFIC GROVE

CITY COUNCIL

SPECIAL MEETING AGENDA

Wednesday, June 4, 2025, 5:00 P.M.

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

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

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

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

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AGENDA

CALL TO ORDER

SPECIAL MEETING

PUBLIC COMMENT ON SPECIAL MEETING MATTERS

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

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

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

1. Written Public Comment

ADJOURNMENT

NOTICE OF MEETING

CITY OF PACIFIC GROVE

CITY COUNCIL

REGULAR MEETING AGENDA

Wednesday, June 4, 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.

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

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

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AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE: Councilmember Garfield

1. **APPROVAL OF AGENDA**

2. **PRESENTATIONS**

A. Pride Month Proclamation **PG 9**

Reference: Nick Smith, Mayor

Recommended Action: Receive 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

B. Other

4. **GENERAL PUBLIC COMMENT**

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

A. Written General Public Comment

CONSENT AGENDA

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

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

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

A. Minutes of the City Council May 21, 2025 Regular Meeting **PG 11**

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

A. GreenWaste FY 25/26 Rate Increase **PG 19**

Reference: George Fuerst, Environmental Program Manager

Recommended Action: Adopt a Resolution affirming the accuracy of GreenWaste Recovery rate increase, per the franchise agreement, of 3.80% for FY 25/26.

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

7. **ORDINANCES**

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

A. Local Coastal Program Amendment - Coastal Hazards **PG 33**

Reference: Joseph Sidor, Contract Planner

Recommended Action: Hold a second reading and adopt an Ordinance amending Pacific Grove Municipal Code Section 23.90.140(b); and direct City 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.

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

8. **REPORTS – INFORMATION ONLY**

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

A. Housing Element Monthly Status Update **PG 39**

Reference: Joseph Sidor, Contract Planner

Recommended Action: 1. Receive the report.

2. Alternatively, discuss and take other action related to this item.

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

9. **REPORTS – REQUIRING ACTION**

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

A. Monterey Regional Waste Management District MOU **PG 41**

Reference: George Fuerst, Environmental Program Manager

Recommended Action: Authorize a Memorandum of Understanding (MOU) between Monterey Regional Waste Management District and the City regarding assistance with California Senate Bill 1383 compliance.

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

B. FY26/27 Extension with Topes Tree Service Inc. for Tree Maintenance Services in Public Right of Way

Reference: Daniel Gho, Public Works Director/Deputy City Manager **PG 61**

Recommended Action: 1. Authorize FY26/27 extension with Topes Tree Service Inc. to provide Tree Maintenance Services for trees in the public right-of-way and on City-owned properties in an amount not to exceed $250,000.

2. Alternatively, take other action related to this item

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

C. Emergency removal and replacement of a manhole at Beach Street and Del Monte **PG 63**

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

Recommended Action: 1. Authorize the execution of an agreement with Monterey Peninsula Engineering for the emergency removal and replacement of a manhole at Beach Street and Del Monte Boulevard for a cost not to exceed $49,850 plus a 15% contingency.

2. Alternatively, discuss and take other action related to this item.

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

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

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

REGULAR AGENDA

11. **PUBLIC HEARINGS**

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

A. Ordinance Amending the Salary Classification Schedule **PG 65**

Reference: Leticia Livian, Human Resources Director

Recommended Action:

1. Request the City Attorney read the title of the ordinance;
2. Motion to waive further reading of the ordinance;
3. Introduce and hold a first reading of an ordinance to amend the salary classification schedule; and approve the amendment; and
4. Direct that a summary of a proposed ordinance be published as approved by the City Attorney.

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

B. Ordinance to Adopt the Fiscal Years 25-26 and 26-27 Operating and Capital Improvement Budget **PG 72**

Reference: Fred Marsh, Administrative Services Director

Recommended Action:

1. Request the City Attorney to read the title of the ordinance;
2. Motion to waive further reading of the ordinance;
3. Introduce and hold the first reading of an ordinance to adopt the Fiscal Years 25-26 and 26-27 Operating and Capital Improvement Budget
4. Direct that publication of the ordinance will be satisfied by publication of a summary approved by the City Attorney.

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

C. Consideration of Potential Ordinance of the City Council of the City of Pacific Grove Repealing Chapter 3.40 of the Pacific Grove Municipal Code on the Economic Development Commission **PG 210**

Reference: Matthew Mogensen, City Manager

Recommended Action:

1. Discuss potential Ordinance of the City Council of the City of Pacific Grove Repealing Chapter 3.40 of the Pacific Grove Municipal Code on the Economic Development Commission (Attachment 1). If the Council directs to proceed with the potential Ordinance, then the following are the recommended actions.
2. Request the City Attorney read the title of the ordinance.
3. Motion to waive further reading of the ordinance.
4. Introduce and hold a first reading of an Ordinance of the City Council of the City of Pacific Grove Repealing Chapter 3.40 of the Pacific Grove Municipal Code on the Economic Development Commission.
5. Direct that publication of the ordinance will be satisfied by publication of a summary approved by the City Attorney.
6. Other action related to this Agenda Item

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

12. **UNFINISHED AND ONGOING BUSINESS**

A. Pedestrian Safety - Central/Fountain Ave & Grand/Fountain Ave ***This item was pulled from the 5/7 Consent Agenda and continued to the next available City Council meeting.***
Reference: Daniel Gho, Public Works Director/Deputy City Manager **PG 216**
Recommended Action:

1. Approve the Central, Grand and Fountain Avenue reconfiguration; and
2. Authorize staff to issue a call for bids for the project.
3. Alternatively, discuss and take other action related to this item.

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

13. **NEW BUSINESS**

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: Nick Smith, Mayor

MEETING DATE: June 04, 2025

SUBJECT: Pride Month Proclamation

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

RECOMMENDATION

Receive the presentation.

Attachments

Pride Month Proclamation

Mayor's Proclamation
Recognizing the Month of June 2025
LGBTQIA+ Pride Month

WHEREAS, the City of Pacific Grove recognizes and proclaims the month of June 2025 as Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual, plus (LGBTQIA+) "Pride Month"; and

WHEREAS, Pacific Grove observes Pride Month with a Pride flag raising ceremony to honor the history of the LGBTQIA+ movement and to support the rights of all citizens to experience equality and freedom from discrimination; and

WHEREAS, the rainbow flag is widely recognized as a symbol of pride, inclusion, and support for social movements that advocate for LGBTQIA+ people in society; and

WHEREAS, all human beings are born free and equal in dignity and rights. LGBTQIA+ individuals have had immeasurable impact to the cultural, civic and economic successes of our country; and

WHEREAS, the City of Pacific Grove is committed to supporting visibility, dignity and equality for LGBTQIA+ people in our diverse community; and

WHEREAS, while society at large increasingly supports LGBTQIA+ equality, it is essential to acknowledge that the need for education and awareness remains vital to end discrimination and prejudice; and

WHEREAS, this nation was founded on the principle that every individual has infinite dignity and worth, and the City Council calls upon the people of this municipality to embrace this principle and work to eliminate prejudice everywhere it exists; and

WHEREAS, celebrating Pride Month influences awareness and provides support and advocacy for Pacific Grove's LGBTQIA+ community, and is an opportunity to take action and engage in dialogue to strengthen alliances, build acceptance and advance equal rights.

NOW, THEREFORE, I, Nick Smith, by virtue of the authority vested in me as Mayor of the City of Pacific Grove in the State of California do herby proclaim the month of June 2025 as Pride Month in support of the LGBTQIA+ community.

BE IT FURTHER RESOLVED that the rainbow flag is raised recognizing all LGBTQIA+ residents whose influential and lasting contributions to our neighborhoods make Pacific Grove a vibrant community in which to live, work and visit.

Nick Smith, Mayor

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Sandra Kandell, City Clerk/DEI Coordinator

MEETING DATE: June 04, 2025

SUBJECT: Minutes of the City Council May 21, 2025 Regular Meeting

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

RECOMMENDATION

Approve the minutes.

Attachments

Draft Minutes 5-21-25

DRAFT MEETING MINUTES

CITY OF PACIFIC GROVE

CITY COUNCIL

REGULAR MEETING

Wednesday, May 21, 2025, 6:00 P.M.
Council Chamber – City Hall – 300 Forest Avenue, Pacific Grove, CA

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

DRAFT

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 Rau led the pledge of allegiance.

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

2. PRESENTATIONS

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

4. GENERAL PUBLIC COMMENT
General Public Comment received from Geva Arcanin, Jean Anton, Sally Moore, and Jane Haines.

A. Written General Public Comment

CONSENT AGENDA

Action: Consent Agenda item 7A and 9B were pulled from the Consent Agenda. Consent Agenda item 7A was considered immediately following the Consent Agenda and Consent Agenda item 9B was considered after Regular Agenda item 13A.

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

5. APPROVAL OF CITY COUNCIL MEETING MINUTES
A. Minutes of the City Council May 7, 2025 Special Session and Regular Meeting
Action: Approved the minutes.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

6. RESOLUTIONS

7. ORDINANCES

A. Second Reading of an Ordinance Increasing the Compensation of the Mayor and City Councilmembers ***This item was pulled and considered immediately following the Consent Agenda.***
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

A. Third Quarter FY 24/25 Capital Project Report & Update
Action: Received the report.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

B. Third Quarter Treasurer's Quarterly Report
Action: Received the report.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

C. Third Quarter 24-25 Interim Financial Statements
Action: Received the report.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

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

E. Monterey-Salinas Transit Meeting Minutes for April 14, 2025
Action: Received the minutes.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

9. REPORTS – REQUIRING ACTION

A. Contract Amendment Number 3 with Harris and Associates for Planning Services
Action: Approved 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.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

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B. Final Draft 2025-2027 Community Goals and Workplan ***This item was pulled and considered after Regular Agenda item 13A.***
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

A. Task Force on Diversity, Equity and Inclusion Meeting Minutes: 3/10/25 and 4/14/25
Action: Received 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
Action: Received 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
Action: Received the minutes.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

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7.A. Second Reading of an Ordinance Increasing the Compensation of the Mayor and City Councilmembers
Public comment received from Inge Lorentzen Daumer and Christie Thomas.

Action: Upon motion by Mayor Smith and seconded by Mayor Pro Tem Amelio, Council voted 5-2, Councilmembers McDonnell and Walkingstick dissenting, to 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. (Ordinance No. 25-007.), deleting all references to medical benefits.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

REGULAR AGENDA

11. PUBLIC HEARINGS

A. Local Coastal Program Amendment - Coastal Hazards
No public comment received.

Action: Council 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 Update); discussed 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

DRAFT

2.1.2), and amending Policy HAZ-12 (LUP Section 2.1.4); and discussed 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).

Action: Upon motion by Mayor Pro Tem Amelio and seconded by Mayor Smith Council voted to find that adoption of the proposed resolution and ordinance is statutorily exempt from CEQA pursuant to CEQA Guidelines section 15265.

Motion carried 7-0 with the following roll-call vote:

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

Action: Upon motion by Mayor Pro Tem Amelio and seconded by Councilmember Walkingstick, Council voted to approve a Resolution 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)).

Motion carried 7-0 with the following roll-call vote:

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

Action: Upon motion by Mayor Pro Tem Amelio and seconded by Councilmember McDonnell, the Council voted to 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; waive further reading of the ordinance; introduce and hold 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; and direct a summary of a proposed ordinance be published as approved by the City Attorney.

Motion carried 7-0 with the following roll-call vote:

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

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

B. Hospitality Improvement District (HID) program for Fiscal Year 2025-26
No public comment received.

DRAFT

Action: Upon motion by Councilmember Poduri and seconded by Mayor Pro Tem Amelio, Council voted 7-0 to hold a public hearing to determine majority protests to the annual assessment were not received, adopt Resolution No. 25-009 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
Public comment received from Christi Thomas.

Action: Upon motion by Mayor Pro Tem Amelio and seconded by Councilmember Poduri, Council voted 7-0 to hold a public hearing to determine majority protest to the annual assessment were not received, adopt Resolution No. 25-010 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
Public comment received from Sally Moore and Carmelita Garcia.

Action: Upon motion by Mayor Pro Tem Amelio and seconded by Councilmember McDonnell, Council voted 7-0 to approve Resolution No. 25-011 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.
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
Public comment received from Lisa Ciani.

Action: Council received 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
Public comment received from Christine Walkingstick, Lisa Ciani, Jane Haines, Christi Thomas, Inge Lorentzen Daumer, and Arnaud Teil.

Action: Upon motion by Councilmember Garfield and seconded by Mayor Pro Tem Amelio,

DRAFT

Council voted to receive art donation application for one fused glass and stainless steel monarch sculpture.

Motion carried 7-0 with the following roll-call vote:

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

Action: Upon motion by Councilmember Rau and seconded by Councilmember McDonnell, Council voted to direct staff to return with site selection suggestions for the sculpture for Council approval.

Motion carried 7-0 with the following roll-call vote:

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

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

B. Final Draft 2025-2027 Community Goals and Workplan ***This item was pulled from the Consent Agenda.***
Public comment received from Lisa Ciani.

Action: Upon motion by Councilmember Rau and seconded by Mayor Pro Tem Amelio, Council voted 7-0 to approve the Final Draft 2025-2027 Community Goals and Workplan.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

14. FULL PRESENTATIONS

15. CLOSED SESSION

ADJOURNMENT
Council adjourned the regular meeting at 8:58 pm.

Respectfully Submitted,

Sandra Kandell
City Clerk

DRAFT

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: George Fuerst, Environmental Program Manager

MEETING DATE: June 04, 2025

SUBJECT: GreenWaste FY 25/26 Rate Increase

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

RECOMMENDATION

Adopt a Resolution affirming the accuracy of GreenWaste Recovery rate increase, per the franchise agreement, of 3.80% for FY 25/26.

DISCUSSION

Background

In 2012, the City, participating with other members of the Monterey Regional Waste Management District, issued a competitive request for proposals for waste collection services. In 2014**,** the City and GreenWaste Recovery Inc. (GWR) entered into a 15-year Franchise Agreement providing GWR with exclusive franchise rights to provide garbage, recycling, and organics collection to residential and commercial sectors within the City.

In accordance with the Franchise Agreement, rates are adjusted annually throughout the 15-year term using various inflationary indices, actual tonnage, and changes in the tipping fees at the Monterey Regional Waste Management District, as defined in section 8.2 and Exhibit E of the franchise agreement. Rate Adjustments are calculated using one of the 4 methodologies:

1. Multi-Index (E1 of franchise agreement)
2. Cost-Based (E2 of franchise agreement)
3. Extraordinary (Section 8.3 of franchise agreement)
4. Mutually agreed upon alternative method
a. Sector-Based Weighted Average Rate Adjustment

Previous Year Rate Increases

Table 1 presents an overview of the yearly rate increases. A narrative with background is provided below.

Table 1: Rate Increases To Date

Fiscal Year	Rate Period	Rate Increase	Methodology
FY15/16	1	N/A	Initial Year of the Agreement
FY16/17	2	3.4% (RES) 4.3% (COM) 5.2% (RO)	Sector-Based Weighted Average

FY17/18	3	4.8% (Res) 4.1% (Com) 2.1% (RO)	Sector-Based Weighted Average
FY18/19	4	7.6% (Res) 6.7% (Com) 7.3% (RO)	Sector-Based Weighted Average
FY19/20	5	0%	No annual rate increase applied due to GWR late submission
FY20/21	6	31.04%	Compound of Cost Based on RP5 (20.93%) and Multi-Index in RP6 (8.36%)
FY21/22	7	2.5% 2.54% SB 1383	0.7% increase to the solid waste fees 1.8% for SB 1383 (July, 2021) 2.54% additional SB 1383 increase
FY 22/23	8	1.54%	Multi-Index based rate adjustment, uniform for all services
FY 23/24	9	2.77%	Multi-Index based rate adjustment, uniform for all services
FY 24/25	10	2.99%	Multi-Index based rate adjustment, uniform for all services
FY 25/26	11	3.80%	Multi-Index based rate adjustment, uniform for all services
– Key: RES (residential), Com (commercial), RO (roll off container)			

Fiscal Years 15/16 through 18/19

The rates for Fiscal Year (FY) 15/16 were set upon execution of the Franchise Agreement. For FY16/17, FY17/18 and FY18/19 the City and GWR agreed that a Sector-Based Weighted Average was the best approach to determine adjustments for all rates charged to customers (Residential, Commercial and Roll-off).

Fiscal Year 19/20

For FY19/20, there was no annual rate increase applied. The omission was due to GWR requesting a Cost-Based Rate Adjustment (CBRA). The Franchise Agreement requires that the City Council make a good faith effort to affirm annual rate adjustments. Nevertheless, due to the lengthy CBRA process in FY 19/20, which extended well into FY20/21, no rates were changed.

Fiscal Year 20/21

The FY20/21 rate increase was 31.04%. This rate increase was calculated based on the following factors, which harnessed both a cost-based rate adjustment and index-based rate adjustments:

· The CBRA showed the assumptions for revenue and expenses provided by the previous garbage provider were not accurate for all jurisdictions. The total revenue from all jurisdictions for the first five years of the original franchise agreement was close to initial assumptions. However, some jurisdictions had lower revenue and some higher revenue than what was expected for the expenses included in the rate base. GWR is required to “true-up” revenues and expenses in each individual jurisdiction’s franchise agreement during the CBRA process. Jurisdictions with lower revenue had to raise rates to cover the cost of services provided.

· The franchise agreement allows cost increases at the disposal facilities to be passed through to garbage rates. The only disposal facility utilized by GWR to fulfill its obligation with the City is two miles north of the City of Marina and operated by the Monterey Regional Waste Management District (MRWMD).

· The original franchise agreement included a provision for a $40 per ton credit for recyclable material collected in the blue bins and processed at the Monterey Regional Waste Management District Material Recovery Facility (MRF).

At that time, changes in the recycling market caused revenue for the sale of recyclable materials from the MRF to be severely impacted. Low contamination requirements resulted in the $40 per ton credit being eliminated in 2020 and a new charge of $40 per ton for recycled material effective July 1, 2020. The $40 charge is still below the regional average tipping fee for garbage. That rate increase covered two years. It included the impact of transitioning from receiving $40 per ton to paying $40 per ton of recycled material and representing a 4% increase in the previous year's garbage rates.

· In addition to the rate increases based on the services prescribed in the Franchise Agreement, GWR has provided additional services and accommodations, which were not included in the original Franchise Agreement. Providing additional services to meet demand resulted in a significant increase last year.

Fiscal Year 21/22

The FY21/22 rate increase was 2.5%, calculated in accordance with the Franchise Agreement.

The FY21/22 increase was comprised of two components:

1. A 0.7% increase to the solid waste fees. This is the minimum amount to increase the solid waste fees such that the City complies with its franchise agreement with GWR. This amount was determined using the Multi-Index Rate Adjustment method.

2. A 1.8% increase to ensure sufficient funds for the implementation of the new requirements related to California Senate Bill 1383 which take effective, January 1, 2022, which will require collection of organics for all sectors.

In addition to the annual increase of 2.5%, a rate increase of 2.54% took effect January 1, 2022, to cover the additional costs related to SB 1383.

Fiscal Year 22/23

The FY22/23 rate increase was 1.54%, calculated in accordance with the Franchise Agreement. This amount was determined using the Multi-Index Rate Adjustment method, uniform for all services.

Fiscal Year 23/24

The FY23/24 rate increase was 2.77%, calculated in accordance with the Franchise Agreement. This amount was determined using the Multi-Index Rate Adjustment method, uniform for all services.

Fiscal Year 24/25

The FY24/25 rate increase was 2.99%, calculated in accordance with the Franchise Agreement. This amount was determined using the Multi-Index Rate Adjustment method, uniform for all services.

Fiscal Year 25/26

A 3.80% increase for FY 25/26 has been calculated in accordance with the Franchise Agreement using the Multi-Index Rate Adjustment method.

The table below is a representation for a typical increase for residential services.

Pacific Grove Rate Adjustment		
	Current rates (RP10)	New rate (RP11)
Adjustment	N/A	3.80%
Residential 32- gallon rate	$36.02	$37.39
Residential 64- gallon rate	$53.96	$56.01

Impact to Residents

The rate increase of 3.80%, uniformly applied for all services, equals an additional $1.37 per month for 32-gallon and $2.05 per month for 64-gallon container service.

The rate increase is scheduled to go into effect on July 1, 2025.

OPTIONS

1. Do nothing. Not recommended as rate increases are prescriptive, and GWR can back charge any delays in rate adjustments to July 1st.

FINANCIAL IMPACT:

The FY 25/26 proposed rate adjustment would not affect City expenses as City waste is collected at no charge under the terms of the Franchise Agreement. The rate adjustment would result in a proportional adjustment of the City's Franchise and Litter Abatement Fees. The Franchise Fee for FY 25/26 is 16% of gross receipts, and the Litter Abatement Fee is 3.95% of gross receipts.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Proposed Resolution

Rate Period 11 Report

RESOLUTION NO. 20-xxx

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE AFFIRMING ACCURACY OF RATES TO BE CHARGED BY GREENWASTE RECOVERY EFFECTIVE JULY 1, 2025 FOR COLLECTION OF FRANCHISED SOLID WASTE, RECYCLING, AND ORGANICS

FINDINGS

1. The City of Pacific Grove (City) entered into a franchise agreement with GreenWaste Recovery, Inc. (GWR) on August 20, 2014 for solid waste, recycling, and organics collection services for the period of August 1, 2015 through July 31, 2030; and,

2. Section 8.3 of the Franchise Agreement describes the process for an adjustment to maximum customer rate, when there is a change in law or a City-directed change in scope and,

3. The application of the formulas required by the Franchise Agreement results in a rate increase of 3.80% for every service level; and,

4. HF&H Consultants has reviewed GWR's calculation of the rate adjustments and finds the calculations to be accurate and consistent with the methodology and requirements of the franchise agreement; and,

5. This action does not constitute a "Project" as that term is defined under the California Environmental Quality Act (CEQA), CEQA Guidelines Section 15378 as it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITYOF 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 Council of the City of Pacific Grove hereby affirms the following rate adjustments are accurate and appropriate to be charged by GWR under the franchise agreement, effective July 1, 2025: 3.80% Index Based Rate Adjustment to all single-family residential, commercial solid waste, recycling, and organics rates; and, all roll-off rates.

3. To the extent that this Resolution results in the imposition of any fees, rates, or charges for services or facilities in connection with the solid waste system providing services within the City's territorial limits, those charges are adopted pursuant to California Health and Safety Code section 5471.

4. This Resolution shall become effective July 1, 2025, following passage and adoption thereof.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 4th day of June, 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

HF&H Consultants
590 Ygnacio Valley Rd. Suite 105
Walnut Creek, CA 94596
Phone: (925) 977-6950
Web: hfh-consultants.com

May 27, 2025

Daniel Gho
Public Works Director / Deputy City Manager
City of Pacific Grove

Sent via email

Subject: Review of GreenWaste Recovery's 2025-26 Rate Request – Final Report

Dear Daniel Gho:

HF&H Consultants, LLC (HF&H) was retained by ReGen Monterey (ReGen), formerly the Monterey Regional Waste Management District, to assist with a review of GreenWaste Recovery's (GWR) request for an adjustment to customer rates, effective July 1, 2025, submitted to the City of Pacific Grove (City) on April 1, 2025. This report presents our findings and recommendations.

Executive Summary

HF&H's review of GWR's Rate Period 11 (RP11) rate request to the City resulted in the following outcomes:

- HF&H has determined a 3.80% increase is appropriate, based on the following components:
  - 3.80% inflationary increase in labor-related costs
  - 2.80% inflationary increase in vehicle-related costs (excluding fuel)
  - Fuel rate held flat, as set by ReGen
  - 2.80% inflationary increase in other costs
  - Depreciation held flat, per the Agreement
  - 14.67% increase in net processing costs due to an increase in per-ton rates and tonnage
  - 6.41% increase in disposal costs due to an increase in per-ton disposal rate and tonnage

Refer to **Figure 1** below for the impact to sample residential rates.

Figure 1 – Example Rate Impact of Adjustment

Pacific Grove Rate Adjustment

	Current Rates (RP10)	RP11
Adjustment		3.80%
Residential 32-gallon rate	$36.02	$37.39
Residential 64-gallon rate	$53.96	$56.01

Background

In 2012, the City, participating with other members of ReGen, issued a competitive request for proposals for collection services and entered into the new Agreement with GWR effective July 1, 2015. The Agreement provides for the following, related to the adjustment of rates:

- Rates are to be adjusted annually throughout the term of the Agreement, using various inflationary indices, actual tonnage, and changes in the tipping fees at ReGen, unless either the City or GWR request a Cost-Based Rate Adjustment (CBRA).
- The City and GWR may mutually agree upon alternative approaches to structuring rates without amendment to the Agreement (Section 8.2.D).
- During the CBRA review in RP5, a number of issues surrounding the process for setting rates and the resulting rate relationships amongst sectors and materials was identified. As such, the City and GWR have negotiated an amendment to the prescribed methodology for the CBRA and index adjustments so as to not alter rate relationships between service sectors and material types.
- Through negotiations of the amendment and as a result of the desire to maintain current rate relationships between sectors and service levels, the City and GWR have prescribed a uniform rate adjustment to be applied to all sectors.

Rate Calculation Review

HF&H Scope of Work

HF&H performed this review of the rate request in accordance with Exhibit E1 (for the index-based rate adjustment). These procedures included:

1. Review of the rate request for completeness and compliance with the procedures contained in Exhibit E1 of the Agreement.
2. Review for mathematical accuracy and logical consistency to determine that the rate request is mathematically correct, that the rows and columns of numbers add down and across as intended, and that the stated assumptions were, in fact, used. Also, to determine that the rate request is internally consistent and that any summary schedules agree to the supporting schedules and worksheets.
3. Verification of the inclusion of the franchise fee calculation in the adjustment.
4. Verification of contract compliance with regard to:
    A. The indices used in the adjustment.
    B. The tip fees reported for the disposal/processing components of the rates.
    C. The use of quarterly reported tonnage data and allocations among agencies. A detailed audit of tonnage and allocations of tonnage reported by GWR was not a part of this scope of work. HF&H discussed GWR's allocation methodology with them and the methodology appears reasonable and consistent with standard practices within the industry.

D. Any changes in governmental fees on the fee component of the rates; and the accurate application of the resultant percentage changes in the various rate components to the rate schedule approved by the City through the Agreement.

Review of Rate Request

RP11 Application

HF&H reviewed the rate application for RP11. The results of the RP11 calculation, based on the methodology of Exhibit E1 of the amendment, are shown in **Figure 2** on the following page.

Figure 2 - City of Pacific Grove Application of Index-Based Adjustments to RP11

	Rate Period Ten	Adjustment Factor	Rate Period Eleven
Annual Cost of Operations			
Labor-Related Costs	$964,368	1.038	$1,001,014
Vehicle-Related Costs	180,333	1.028	185,382
Fuel Costs	162,426	1	162,426
Other Costs	393,102	1.028	404,108
Direct Depreciation	266,606	N.A.	266,606
Total Allocated Costs - Labor, Vehicle, Fuel & Other	956,191	1.028	982,965
Total Allocated Costs - Depreciation & Start-Up	48,820	N.A.	48,820
Total Annual Cost of Operations	**$2,971,846**		**$3,051,322**
Profit	**$356,089**	**OR=89.3**	**$365,612**
Pass-Through Costs			
Disposal Costs	$475,014	Tons*Tip Fee	$505,463
Curbside Supplemental	(9,844)	1.00	(9,844)
Recycling Processing Costs	93,866	Tons*Tip Fee	96,833
Residue Processing Costs	-	Tons*Tip Fee	-
Yard Trimmings Processing Costs	119,662	Tons*Tip Fee	168,865
Food Waste Processing Costs	38,604	Tons*Tip Fee	23,423
C&D Processing Costs	-	Tons*Tip Fee	-
Interest Expense	78,899	N.A.	78,899
Direct Lease Costs	-	N.A.	-
Total Allocated Costs - Lease	62,256	N.A.	62,256
Total Pass-Through Costs	**$858,457**		**$925,895**
Total Costs before Agency Fees	**$4,186,393**		**$4,342,829**
Agency Fees/Payments			
Franchise Fee	$845,222	16.00%	$877,338
Litter Abatement Fee	208,664	3.95%	216,593
ReGen MOU Costs	42,357	Actual	44,792
Other Adjustments (as needed from time to time)			
Adjustment from Tip Fee Estimates		N.A.	$1,810
Total Calculated Costs	**$5,282,636**		**$5,483,361**
			3.80%

Review of GWR Costs

There are four major components to GWR's rate application: (1) calculation and application of the inflationary indices, as prescribed in the Agreement; (2) the disposal and/or processing component; (3) the Agency Fees; and (4) other one-time adjustments.

There are three indices used in the index adjustment: Consumer Price Index (CPI), fuel index, and labor index. The annual percentage change in each index is used to project the coming year's cost for the line items to which they apply.

HF&H has reviewed, and GWR has confirmed, the accuracy of each of these indices. It is noted that the fuel index remains unchanged, as reported by ReGen management staff.

Review of Disposal/Processing Component

Collected tonnage for Calendar Year 2024 was used for the RP11 review, in accordance with the amendment. The disposal and processing components also consider the tipping fees charged by ReGen to project anticipated disposal and processing costs at ReGen. **Figure 3** below outlines the changes in the City's disposal and processing costs for each material type, based on ReGen's tip fees effective July 1, 2025, which have been incorporated into our RP11 review.

Figure 3 - Impact of ReGen Tip Fee Changes

Material	2024 Tons	Projected Per Ton Tip Fee	Rate Period 11 Costs
	A	B	A x B
Solid Waste	6,240	$81.00	$505,463
Recycling	2,362	41.00	96,833
Yard Trimmings	3,446	49.00	168,865
Food Waste	339	69.00	23,423

Review of Fee Component

HF&H ensured that the fee component of each rate matches the contractual percentage of 16% for franchise fees and 3.95% for litter abatement fees, which are remitted to the City by GWR.

Additionally, rate application review costs and other identified ReGen costs totaling $44,792 were added as a one-time adjustment. These costs cover the rate review, franchise management, staff time, public education and outreach, as well as other expenses related to SB 1383.

Review of Other One-Time Adjustments

HF&H reviewed the actual tip fees implemented at ReGen in RP10 and compared them to the projected tip fees included in the RP10 application. The result of this review was an increase of $1,810 to reflect the difference between the estimated tip fees for Food Waste included in the prior rate adjustment and the actual tip fee approved by ReGen.

New Rates

Attached hereto is a table of all new rates recommended for RP11 based on the adjustments described in this memo (Attachment A). HF&H recommends adopting these rates by resolution, effective July 1, 2025.

* * * * *

We would like to express our appreciation to GWR staff for their assistance and cooperation in this process. Should you have any questions, please call me at (925) 977-6964 or dhilton@hfh-consultants.com.

Sincerely,
HF&H CONSULTANTS, LLC

Rob Hilton
President

Dave Hilton
Senior Project Manager

Residential Solid Waste Collection Rates			
Service Level	**Solid Waste**	**Recycling**	**Organics**
Curbside 32 Gallon	$37.39	Included	Included
Curbside 64 Gallon	$56.01	Included	Included
Curbside 96 Gallon	$74.50	Included	Included
One Way 32 Gallon	$60.99	Included	Included
One Way 64 Gallon	$79.62	Included	Included
One Way 96 Gallon	$98.10	Included	Included
Backyard 32 Gallon	$68.85	Included	Included
Backyard 64 Gallon	$87.48	Included	Included
Backyard 96 Gallon	$105.96	Included	Included

Notes:
See Exhibit B1 for specific service availability

Commercial/Multi-Family Solid Waste Collection Rates						
	Frequency					
Service Level	**1x/week**	**2x/week**	**3x/week**	**4x/week**	**5x/week**	**6x/week**
32-Gallon Cart	$32.46	$64.62	$96.71	$129.75	$162.48	$197.13
64-Gallon Cart	$71.65	$113.62	$155.58	$173.67	$258.39	$343.13
96-Gallon Cart	$102.41	$192.33	$282.84	$373.35	$463.85	$517.80
1-Cubic Yard Bin	$149.78	$302.20	$455.67	$558.93	$687.37	$815.80
2-Cubic Yard Bin	$298.53	$551.58	$804.77	$1,106.96	$1,294.76	$1,663.76
3-Cubic Yard Bin	$448.30	$801.10	$1,145.54	$1,581.19	$1,953.03	$2,360.55
4-Cubic Yard Bin	$547.91	$1,099.62	$1,577.53	$2,132.77	$2,539.73	$3,287.22
6-Cubic Yard Bin	$797.42	$1,573.83	$2,261.14	$3,075.73	$3,872.83	$4,447.58
8-Cubic Yard Bin	$1,095.95	$2,125.41	$3,065.90	$4,182.71	$5,167.59	$6,111.34
2-Cubic Yard Compactor	$353.13	$660.78	$968.58	n/a	n/a	n/a
3-Cubic Yard Compactor	$530.21	$964.89	$1,391.26	n/a	n/a	n/a
4-Cubic Yard Compactor	$657.10	$1,318.03	$1,905.12	n/a	n/a	n/a

Commercial/Multi-Family Recycling Collection Rates						
	Frequency					
Service Level	**1x/week**	**2x/week**	**3x/week**	**4x/week**	**5x/week**	**6x/week**
64-Gallon Cart	$17.92	$28.40	$38.89	$43.41	$64.60	$85.78
96-Gallon Cart	$25.62	$48.09	$70.71	$93.34	$115.95	$129.45
1-Cubic Yard Bin	$37.44	$75.55	$113.92	$139.74	$171.84	$203.95
2-Cubic Yard Bin	$74.63	$137.90	$201.19	$276.75	$323.68	$415.95
3-Cubic Yard Bin	$112.08	$200.27	$286.38	$395.30	$488.26	$590.14
4-Cubic Yard Bin	$136.97	$274.90	$394.38	$533.19	$634.93	$821.81
6-Cubic Yard Bin	$199.36	$393.46	$565.28	$768.94	$968.21	$1,111.89
8-Cubic Yard Bin	$273.98	$531.35	$766.48	$1,045.68	$1,291.90	$1,527.84
2-Cubic Yard Compactor	$59.68	$108.01	$156.37	n/a	n/a	n/a
3-Cubic Yard Compactor	$89.67	$155.46	$219.15	n/a	n/a	n/a
4-Cubic Yard Compactor	$107.10	$215.15	$304.74	n/a	n/a	n/a

Commercial/Multi-Family Food Waste Collection Rates						
	Frequency					
Service Level	**1x/week**	**2x/week**	**3x/week**	**4x/week**	**5x/week**	**6x/week**
64-Gallon Cart	$53.74	$85.21	$116.68	$130.24	$193.80	$257.35
96-Gallon Cart	$76.82	$144.26	$212.14	$280.01	$347.90	$388.36
1-Cubic Yard Bin	$112.33	$226.65	$341.74	$419.21	$515.53	$611.85
2-Cubic Yard Bin	$223.89	$413.68	$603.57	$830.23	$971.06	$1,247.82

Commercial/Multi-Family Yard Trimmings Collection Rates						
	Frequency					
Service Level	**1x/week**	**2x/week**	**3x/week**	**4x/week**	**5x/week**	**6x/week**
64-Gallon Cart	$53.74	$85.21	$116.68	$130.24	$193.80	$257.35
96-Gallon Cart	$76.82	$144.26	$212.14	$280.01	$347.90	$388.36
1-Cubic Yard Bin	$112.33	$226.65	$341.74	$419.21	$515.53	$611.85
2-Cubic Yard Bin	$223.89	$413.68	$603.57	$830.23	$971.06	$1,247.82
3-Cubic Yard Bin	$336.24	$600.83	$859.16	$1,185.89	$1,464.78	n/a
4-Cubic Yard Bin	$410.92	$824.72	$1,183.12	$1,599.56	$1,904.81	n/a
6-Cubic Yard Bin	$598.06	$1,180.37	$1,695.86	$2,306.81	$2,904.64	n/a
8-Cubic Yard Bin	$821.95	$1,594.06	$2,299.42	$3,137.02	$3,875.68	n/a

Roll-Off Collection Rates (Per Pull)				
	Material			
Service Level	**MSW**	**REC**	**YT**	**C&D**
10 YD	$446.64	$446.64	$446.64	$446.64
20 YD	$621.00	$621.00	$621.00	$621.00
30 YD	$795.38	$795.38	$795.38	$795.38
40 YD	$969.74	$969.74	$969.74	$969.74
Per Ton	$101.19	$51.22	$61.21	$101.19

Additional Service Rates		
Service	**Sector**	**Charge Per Event**
Cart Rental - All Sizes	RES	$5.15
32 Gallon Cart Rental - Recycle	RES	$5.15
Cart Replacement	RES	$103.11
Re-Delivery or Re-Start	RES	$42.96
Cart Cleaning	RES	$42.96
Non-Scheduled Collection	RES	$32.65
Cardboard Sticker	COM	$14.17
Difficult to Service Cart	COM	$1.71
Difficult to Service Bin	COM	$5.15
Locking Bin	COM	$85.93
Cart Replacement	COM	$103.11
Cart Cleaning	COM	$42.96
Bin Swap - Cleaning or Repainting	COM	$128.90
Bulky - Recyclable	RES/COM	$34.38
Bulky - Non Recyclable	RES/COM	$42.96
Bulky - Event	RES/MFD	$51.56
Covered Box	RO	$128.90
Driver Time per Hour	RO	$189.05
Dry Run or Relocation	RO	$128.90
Extra Days	RO	$42.96

*Note: All rates charged monthly unless stated otherwise

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: June 04, 2025

SUBJECT: Local Coastal Program Amendment - Coastal Hazards

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

RECOMMENDATION

Hold a second reading and adopt an Ordinance amending Pacific Grove Municipal Code Section 23.90.140(b); and direct City 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.

DISCUSSION

City Council Action on May 21, 2025

On May 21, 2025, the City Council 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 Update); discussed 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); discussed 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); by motion on a 7 - 0 vote found that adoption of the proposed resolution and ordinance is statutorily exempt from CEQA pursuant to CEQA Guidelines section 15265; by motion on a 7 - 0 vote approved the Resolution 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)); by motion on a 7 - 0 vote requested 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, waived further reading of the ordinance, introduced and held 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, and directed a summary of a proposed ordinance be published as approved by the City Attorney.

The City Council made no changes to the proposed resolution or ordinance, and there were no changes between the first and second readings of this Ordinance. The City Clerk caused a summary of the ordinance to be published on May 29, 2025.

Following the second reading and formal adoption of the certified amendments, City Staff will transmit the amendments to the Coastal Commission for confirmation at their next regularly scheduled meeting.

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

Direct staff to take alternative action.

FINANCIAL IMPACT:

There is no financial impact resulting as a result of this action.

FOCUSED PRIORITY AREA: Infrastructure

Attachments

Proposed Ordinance

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: Joseph Sidor, Contract Planner

MEETING DATE: June 04, 2025

SUBJECT: Housing Element Monthly Status 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 other action related to this item.

DISCUSSION

On December 20, 2023, City Council approved the first amendment to the contract with Rincon Consultants, initiating the preparation of the Housing Element Update (HEU), along with related General Plan Amendments, Zoning Amendments, and Environmental Impact Report (EIR). Subsequently, City Staff and Rincon Consultants continued/commenced work and provided the sixteenth monthly progress report update to Council on May 7, 2025. Since then, the following tasks have been undertaken:

May 1, 2025: The Housing Element Team met to discuss next steps for the Housing Element Update, including public review and submittal of the 3rd Draft Housing Element to HCD, and the Program Environmental Impact Report (EIR).

May 2, 2025: The Housing Element Team met to discuss the administrative draft EIR sections.

May 2, 2025: Rincon provided the revised 3rd Draft Housing Element responding to HCD's February 18, 2025, comment letter to City Staff for public review.

May 5, 2025: City Staff updated the Housing Element webpage with new information, including the posting of the 3rd Draft Housing Element for 7-day public review.

May 8, 2025: The Housing Element Team met to discuss next steps for the Housing Element Update, including public review and submittal of the 3rd Draft Housing Element to HCD, and the Program Environmental Impact Report (EIR).

May 14, 2025: City Staff and Rincon met to discuss preparation for the Draft EIR Workshop at the Planning Commission meeting on June 12, 2025.

May 15, 2025: City Staff met to discuss the zoning ordinance amendments.

May 19, 2025: City Staff provided Rincon with consolidated comments for Batch 2 of the administrative draft EIR sections.

May 20, 2025: City Staff posted the public comment from the 7-day public review period on the Housing Element webpage.

May 21, 2025: The 3rd Draft Housing Element was formally submitted to HCD, and City Staff updated the Housing Element webpage.

May 22, 2025: City Staff met to discuss the zoning ordinance amendments.

May 27, 2025: The Housing Element Team met to discuss the administrative draft EIR sections.

May 29, 2025: The Housing Element Team met to discuss next steps for the Housing Element Update, including the Program Environmental Impact Report (EIR).

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

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

OPTIONS

N/A - This is information only.

FINANCIAL IMPACT:

There is no fiscal impact associated with receiving this report.

FOCUSED PRIORITY AREA: Community Development

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: June 04, 2025

SUBJECT: Monterey Regional Waste Management District MOU

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

RECOMMENDATION

Authorize a Memorandum of Understanding (MOU) between Monterey Regional Waste Management District and the City regarding assistance with California Senate Bill 1383 compliance.

DISCUSSION

The Monterey Regional Waste Management District's (District) seven (7) partner agencies who utilize GreenWaste Recovery (GWR), the County of Monterey and the City of Monterey have been working together since 2020 to implement Senate Bill 1383 “Short-Lived Climate Pollutants (SLCP): Organic Waste Methane Emissions Reductions”.

This coordination is facilitated by the District’s Technical Advisory Committee (TAC) comprised of staff from each Member Agency, the three haulers in the District’s service area, and MRWMD. The Member Agencies determined that the District has the expertise and resources necessary to implement shared activities on the Member Agencies’ behalf and requested that the District incur costs to provide these activities. The Member Agencies have agreed to reimburse the District for proportionate shares of certain designated annual costs incurred by the District for these activities under a Memorandum of Understanding (MOU) between the Monterey Regional Waste Management District and its Member Agencies Regarding Assistance with Compliance with California Senate Bill 1383.

In October 2021, June 2022, August 2023, and again in June 2024, City Council approved an MOU which provides the framework for how this group will move forward regarding workload division and cost allocation. The District took the lead on many of the actions needed to implement SB 1383 in coordination with the District’s TAC.

The approved MOU currently contains Exhibits A, B, C, & D detailing annual implementation costs for each fiscal year. Exhibits A & B have been amended for FY 25/26, Exhibits C & D are unchanged.

- Exhibit A - Detailed Activities and Costs: Contains the scope of work, and associated costs related to general SB 1383 activities (enacted June 2021, updated annually).
- Exhibit B - Member Agencies’ Annual Proportionate Shares and Costs: Allocation of such costs to the Member Agencies (enacted June 2021, updated annually).
- Exhibit C - Member Agencies’ Estimated Allocation of CalRecycle Local Assistance Grant Program Funding: Details proposed programs funded by the CalRecycle Local Assistance Grant Program (enacted February 2022, to be updated if future funding becomes available).

- Exhibit D – Member Agencies' Estimated Procurement Requirements of Organic Material: Exhibit D details the organic materials (compost or mulch) procurement requirements and costs for each Member Agency (enacted June 2022, to be updated in 2026).

Authorization of this MOU will update exhibits A and B to reflect costs for the 25/26 fiscal year. The MOU contains no other substantial changes from the version approved by this body in October 2021, June 2022, August 2023, and June 2024.

OPTIONS

Do not approve MOU. Note: Failure to approve the MOU will result in an accumulation of fees to the City of Pacific Grove from the Monterey Regional Waste Management District, as well as the potential for non-compliance with SB1383.

FINANCIAL IMPACT:

The total FY24/25 costs incurred by the City as a result of this MOU are $44,792, funded by fees collected by the City as part of the approved GreenWaste Hauler Franchise agreement.

FOCUSED PRIORITY AREA: Environmental Stewardship

Attachments

MRWMD MOU FY25/26

MEMORANDUM OF UNDERSTANDING

BETWEEN THE MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT AND ITS MEMBER AGENCIES REGARDING ASSISTANCE WITH COMPLIANCE WITH CALIFORNIA SENATE BILL 1383

This Memorandum of Understanding ("MOU") is made and entered into as of the date of the signatures set forth below by and between the MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT ("District", "MRWMD"), a California Garbage and Refuse Disposal District, and its member agencies including the cities of CARMEL-BY-THE-SEA, DEL REY OAKS, MARINA, MONTEREY, PACIFIC GROVE, SAND CITY, and SEASIDE; THE PEBBLE BEACH COMMUNITY SERVICES DISTRICT; and THE COUNTY OF MONTEREY ("Member Agencies"). Collectively these entities shall be known herein as "Parties" or individually as a "Party."

Recitals

A. The State of California has passed legislation, known as Senate Bill 1383, California's Short-Lived Climate Pollutants regulation. The regulation will have significant impact on each Member Agency, with the goal of reducing organic material being landfilled by 75% by 2025, compared to a 2014 basis. The legislation mandates that Member Agencies undertake certain activities around the handling of organic waste materials collected within their jurisdictions. The regulation also requires 20% recovery of edible food by 2025 to direct it to a beneficial use and thus prevent it from entering the waste stream. Regulations take effect, and local program implementation will begin, on January 1, 2022.

B. The Member Agencies have determined that it is in their best interest to coordinate their activities related to this legislation. This coordination is being facilitated by the District's Technical Advisory Committee (TAC) comprised of staff from each Member Agency, the three Haulers in the District service area (Haulers), Salinas Valley Recycles (SVR) and MRWMD.

C. The Member Agencies have further determined that the District has the expertise and resources necessary to implement some of these activities on the Member Agencies' behalf and have now requested that the District incur costs to provide these activities.

D. The Member Agencies have agreed to reimburse the District for proportionate shares of certain designated annual costs incurred by the District for these activities.

E. The form and content of this MOU have been presented to the TAC, and the TAC has recommended it for approval by the Parties

NOW THEREFORE, in consideration of the mutual benefits to be derived by the District and the Member Agencies, and of the promises contained in this MOU, the Parties agree as

follows:

Section 1. Recitals: The recitals set forth above are incorporated into this MOU.

Section 2. Purpose: The purpose of this MOU is to provide a structure for the Member Agencies to reimburse the District for SB 1383 related activities it performs on behalf of the Member Agencies.

Section 3. Voluntary: This MOU is voluntarily entered into by the Parties for the purpose of facilitating the implementation of SB 1383.

Section 4. Term: This MOU shall become effective on the last day of its execution by a Party and shall remain in effect until terminated by the Parties.

Section 5. Scope of Work, Costs & Cost Sharing: The scope of work, and associated costs, are set out in Exhibit A, entitled Detailed Activities and Costs, attached hereto and incorporated herein. Allocation of such costs to the Member Agencies is set out in Exhibit B, entitled Member Agencies' Annual Proportionate Shares and Costs, attached hereto and incorporated herein. Exhibit C outlines estimated individual Member Agencies' allocations related to the Department of Resources Recycling and Recovery (CalRecycle) SB 1383 Local Assistance Grant Program (OWR1: 2021-22), attached hereto and incorporated herein. Exhibit D defines the estimated annual procurement requirements of organic material and estimated cost per ton of compost for each Member Agency, attached hereto and incorporated herein.

No later than March 1 of each year, and at such other times as directed by the Parties, the TAC shall meet to consider and, if deemed necessary, modify Exhibits A, B, C, and/or D subject to direction from the governing bodies of each Member Agency to its TAC representative.

Section 6. The District Agrees:

(a) District staff will manage activities as identified in Exhibit A, C, and D which activities include contracting with third party vendors when reasonably necessary and paying those vendors for contracted costs.

(b) Two times per year, on dates to be determined by the TAC, District will invoice Member Agencies for each Member Agency's proportionate share of costs as shown in Exhibit B with each invoice to be fifty percent (50%) of the Member Agency's share of costs.

(c) Upon award of CalRecycle SB 1383 Local Assistance Grant Program funds, the District will invoice Member Agencies for their full allocation of grant funds as shown in Exhibit C. Four times during the grant term, aligned with dates identified by CalRecycle grant Terms & Conditions, the District shall report to Member Agencies a summary of actual grant expenditures and progress toward grant tasks to date.

(d) District will maintain an accounting of activities and expenses and provide reconciliation of payments annually. Material differences between estimated costs and actual incurred costs will result in either: 1) an adjustment made to the final annual payment for each Member Agency, or 2) such cost difference shall be incorporated into the subsequent year cost allocation.

(e) In year one only, in recognition of expected continuation of improved recycling revenues for the District from recyclable material sales, the District will off-set $140,000 of the costs identified in Exhibit A. This off-set is reflected in the cost allocations set out in Exhibit B for FY 2021-22.

Section 7. The Member Agencies Agree:

(a) To reimburse the District for all expenses incurred by the District under this MOU in accordance with each Member Agency's proportionate share as shown on Exhibit B, C, and D.

(b) To make a full-faith effort to cooperate with one another and with the District to achieve the purposes of this MOU by providing information, reviewing information in a timely manner, and informing their respective administration and governing bodies.

Section 8. Termination. Any Party may terminate its participation in this MOU upon giving written notice to the District no later than April 1 of any calendar year during the term of this MOU. Within ten days following a Party's termination date, such party shall pay District all charges then due and payable and shall pay when determined any additional charges that shall later come due under the MOU, subject to the limits set out in Exhibits A, B, C, and D.

Section 9. General Provisions.

(a) This MOU is binding and for the benefit of the respective successors, heirs, and assigns of each Party and the District; provided however, no Party may assign its respective rights or obligations under this MOU without the prior written consent of the District.

(b) This MOU is governed by, interpreted under, and construed and enforced in accordance with the laws of the State of California.

(c) If any provision of this MOU is determined by any court to be invalid, illegal, or unenforceable to any extent, then the remainder of this MOU will not be affected, and this MOU will be construed as if the invalid, illegal, or unenforceable provision had never been contained in this MOU.

(d) Waiver by the District or any Party to this MOU of any term, condition, or covenant of this MOU will not constitute a waiver of any other term, condition, or covenant.

Waiver by the District or any Party of any breach of the provisions of this MOU will not constitute a waiver of any other provision, nor a waiver of any subsequent breach or violation of any provision of this MOU.

(e) This MOU may be executed in any number of counterparts, each of which is an original but all of which taken together will constitute one and the same instrument, provided, however, that such counterparts have been delivered to all parties to this MOU.

(f) All parties acknowledge they have been represented, or have had the opportunity to be represented, by counsel in the preparation and negotiation of this MOU. Accordingly, this MOU will be construed according to its fair language. Any ambiguities will be resolved in a collaborative manner by the District and the Parties and must be rectified by amending this MOU.

IN WITNESS WHEREOF, the District and the Parties have caused this MOU to be executed by their duly authorized representatives as of the date of their respective signatures.

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

By: _____ DATE: _____

APPROVED AS TO FORM:

_____

CITY OF CARMEL-BY-THE-SEA

By: _____ DATE: _____

APPROVED AS TO FORM:

_____

CITY OF DEL REY OAKS

By: _____ DATE: _____

APPROVED AS TO FORM:

_____

CITY OF MARINA

By: _____ DATE: _____

APPROVED AS TO FORM:

_____

CITY OF MONTEREY

By: _____ DATE: _____

APPROVED AS TO FORM:

_____

CITY OF PACIFIC GROVE

By: _____ DATE: _____

APPROVED AS TO FORM:

_____

SAND CITY

By: _____ DATE: _____

APPROVED AS TO FORM:

_____

CITY OF SEASIDE

By: _____ DATE: _____

APPROVED AS TO FORM:

_____

PEBBLE BEACH COMMUNITY SERVICES DISTRICT

By: _____ DATE: _____

APPROVED AS TO FORM:

_____

COUNTY OF MONTEREY

By: _____ DATE: _____

APPROVED AS TO FORM:

_____

EXHBIT A

DETAILED ACTIVITIES & COSTS
FY 2025-2026

Scope of Work

The activities related to the implementation of SB 1383 may include contracting and policy development; public education; materials purchasing and distribution; reporting; contamination monitoring; edible food waste recovery; enforcement; procurement; organics processing; rate setting; cost monitoring; and any other related activities the Parties choose to address.

The District will take the lead producing public education campaigns in concert with the already provided Hauler and/or Member Agency resources. The Member Agencies will be responsible for production and mailing fees associated with outreach. The District will also contract with a vendor to administer contamination monitoring in the form of curbside lid flipping. The District will also provide CalRecycle reporting services to the Member Agencies. In addition, funds will be allocated to food recovery organizations for procurement of refrigerated holding facilities or transport vehicles to support edible food recovery efforts.

Costs

SB 1383 Fee Category	Detail	FY 25/26 Budget	Notes
HF&H General Support & TAC meetings	Task #5 (general support) & task #6 (monthly TAC meetings) of HF&H FY 2026 proposal	$ 20,500	
Edible Food Recovery Capacity Building	$50,000 for ReGen portion of grant allocations $10,500 for grant administration	$ 60,500	Grants offered jointly by ReGen & SVR. County is omitted from this line item.
Edible Food Recovery Program Administration	Assessment Updates - Living Document FRO Annual Capacity Survey Updates Other support (TBD): Edible Food Outreach - Follow-up target groups Organics Collections Outreach - Follow-up target groups School Food Waste Reductions - Targeted groups Conference presentations	$ 17,700	ReGen member agency portion only. Split 50/50 with SVR.
Edible Food Generator Inspections for Tier 1 & 2		$ 4,838	Omits County of Monterey as they perform their own inspections
Public Education	Design/creation of public education materials. Does not include production or distribution of materials created.	$ 10,000	
Contamination Monitoring (Lid Flipping)		$ 18,000	Omits County of Monterey due to WM Smart Truck.
Recyclist Fees	Cloud-based recordkeeping and reporting system shared by haulers, jurisdictions and processor.	$ 13,665	Omits County & City of Monterey, who subscribe separately.
ReGen Monterey Staff Time	Coordination and Hosting of Monthly TAC Meetings Hosting and/or participating in TAC Subcommittees SB 1383 Program Coordination and Development of Pub Edu CalRecycle Reporting Outreach at Community Events School Outreach & Compliance Coordination with Sustainability Groups	$ 60,000	
Total		**$ 205,203**	

HF&H Franchise Management Fees			These fees are charged to ReGen Monterey by HF&H and are to be billed to the GreenWaste Recovery member jurisdictions only (omitting the City and County of Monterey).
Task #	**Detail**	**FY 25/26 Budget**	
1. Review Contractor's Quarterly Reports		$16,000	
2. Review Contractor's Annual Report		$3,000	
3. Review Franchise Fee Payments		$2,500	
4. Review Contractor's Annual Rate Adjustments		$50,000	
8. Monitor Contract Compliance		$24,000	
One-time catch-up from Q1 & Q2 2023 when billing switched from CY to FY to match MOU		$26,059	
Total		**$121,559**	

Exhibit A Total	**$ 326,762**

EXHBIT B

MEMBER AGENCIES' ANNUAL PROPORTIONATE SHARES & COSTS*
FY 2025-2026

County Participation in Entire MOU

	Population			
	#	%	Per Agency Cost/Year	With $5,000 Minimum
Carmel	3,830	2.4%	$ 4,908	$ 5,000
DRO	1,525	1.0%	$ 1,954	$ 5,000
Marina	21,981	13.7%	$ 28,167	$ 27,151
PG	15,522	9.7%	$ 19,890	$ 19,173
PBCSD	4,531	2.8%	$ 5,806	$ 5,000
Sand City	310	0.2%	$ 397	$ 5,000
Seaside	33,956	21.2%	$ 43,513	$ 41,942
Monterey City	28,352	17.7%	$ 36,331	$ 35,020
County	50,128	31.3%	$ 64,236	$ 61,918
TOTAL	160,135		$ 205,203	$ 205,203

Edible Food Activities

	Population			
	#	%	Per Agency Cost/Year	With $4,000 Minimum
Carmel	3,830	3.5%	$ 2,026	$ 4,000
DRO	1,525	1.4%	$ 807	$ 4,000
Marina	21,981	20.0%	$ 11,629	$ 9,294
PG	15,522	14.1%	$ 8,212	$ 6,563
PBCSD	4,531	4.1%	$ 2,397	$ 4,000
Sand City	310	0.3%	$ 164	$ 4,000
Seaside	33,956	30.9%	$ 17,965	$ 14,357
Monterey	28,352	25.8%	$ 15,000	$ 11,987
County	50,128		$ 20,000	$ 20,000
TOTAL	160,135		$ 78,200	$ 78,200

Remainder of Costs

	Population			
	#	%	Per Agency Cost/Year	With $4,000 Minimum
Carmel	3,830	3.5%	$ 4,422	$ 4,213
DRO	1,525	1.4%	$ 1,761	$ 4,000
Marina	21,981	20.0%	$ 25,377	$ 24,182
PG	15,522	14.1%	$ 17,920	$ 17,076
PBCSD	4,531	4.1%	$ 5,231	$ 4,985
Sand City	310	0.3%	$ 358	$ 4,000
Seaside	33,956	30.9%	$ 39,202	$ 37,356
Monterey City	28,352	25.8%	$ 32,732	$ 31,191
County			$ -	$ -
TOTAL	110,007		$ 127,003	$ 127,003

Total County in EFR Only (Before other HFH Costs)

	Population			
	#	%	Per Agency Cost/Year	With $8,000 Minimum
Carmel	3,830	2.4%	$ 6,448	$ 8,213
DRO	1,525	1.0%	$ 2,567	$ 8,000
Marina	21,981	13.7%	$ 37,006	$ 33,475
PG	15,522	9.7%	$ 26,132	$ 23,639
PBCSD	4,531	2.8%	$ 7,628	$ 8,985
Sand City	310	0.2%	$ 522	$ 8,000
Seaside	33,956	21.2%	$ 57,167	$ 51,713
Monterey City	28,352	17.7%	$ 47,732	$ 43,178
County	50,128	31.3%	$ 20,000	$ 20,000
TOTAL	160,135		$ 205,203	$ 205,203

Contract Management

	Population			
	#	%	Per Agency Cost/Year	With $6,000 Minimum
Carmel	3,830	4.7%	$ 5,702	$ 6,000
DRO	1,525	1.9%	$ 2,270	$ 6,000
Marina	21,981	26.9%	$ 32,723	$ 29,956
PG	15,522	19.0%	$ 23,107	$ 21,153
PBCSD	4,531	5.5%	$ 6,745	$ 6,175
Sand City	310	0.4%	$ 461	$ 6,000
Seaside	33,956	41.6%	$ 50,550	$ 46,275
TOTAL	81,655		$ 121,559	$ 121,559

Total Costs - Full County Participation

	Population			
	#	%	Per Agency Cost/Year	With Minimums
Carmel	3,830	2.4%	$ 10,610	$ 11,000
DRO	1,525	1.0%	$ 4,224	$ 11,000
Marina	21,981	13.7%	$ 60,890	$ 57,106
PG	15,522	9.7%	$ 42,998	$ 40,326
PBCSD	4,531	2.8%	$ 12,551	$ 11,175
Sand City	310	0.2%	$ 859	$ 11,000
Seaside	33,956	21.2%	$ 94,062	$ 88,217
Monterey City	28,352	17.7%	$ 36,331	$ 35,020
County	50,128	31.3%	$ 64,236	$ 61,918
TOTAL	160,135		$ 326,762	$ 326,762

Member agencies will be invoiced an annual amount not to exceed column below titled "with minimums."

Total Costs - County in EFR Only

	Population			
	#	%	Per Agency Cost/Year	With Minimums
Carmel	3,830	2.4%	$ 12,150	$ 14,213
DRO	1,525	1.0%	$ 4,838	$ 14,000
Marina	21,981	13.7%	$ 69,729	$ 63,431
PG	15,522	9.7%	$ 49,240	$ 44,792
PBCSD	4,531	2.8%	$ 14,373	$ 15,160
Sand City	310	0.2%	$ 983	$ 14,000
Seaside	33,956	21.2%	$ 107,717	$ 97,988
Monterey City	28,352	17.7%	$ 47,732	$ 43,178
County	50,128	31.3%	$ 20,000	$ 20,000
TOTAL	160,135		$ 326,762	$ 326,762

*Member Agencies' proportionate costs subject to adjustment annually in accordance with any change in scope and total costs.

EXHIBIT C

MEMBER AGENCIES' ESTIMATED ALLOCATION OF CALRECYCLE LOCAL ASSISTANCE GRANT PROGRAM FUNDING (OWR1: 2021-22)**

The Member Agencies of Carmel, Del Rey Oaks, Marina, Monterey, Sand City, Seaside, Pacific Grove, and the Pebble Beach Community Services District (PBCSD) join the Local Assistance Grant Program as a regional collaborative project for the implementation of regulation requirements associated with SB 1383, in coordination with other jurisdictions of the Monterey County region to maximize project impact and cost-effectiveness across the countywide area. This regional grant-funded project will be coordinated through the two local waste management governmental agencies within Monterey County, Monterey Regional Waste Management (MRWMD), and Salinas Valley Solid Waste Authority (SVSWA).

The Member Agencies, along with each of the MRWMD and SVSWA member agencies are applying individually to this grant program using a unified regional project design, budget and implementation approach. All participating jurisdictions' individual grant funding will be pooled together and expended in a cooperative manner by their agencies' respective waste districts, MRWMD and SVSWA. The County of Monterey is applying separately and will manage its budget and project implementation independently, in coordination with broader regional planning efforts.

Based on current regional needs and findings to date related to SB 1383 in Monterey County, the following four major components will comprise the principal focus areas of program expenditures under the proposed regional project approach:

1) Grant Management, Tracking & Reporting
2) Agency Procurement Support
3) Edible Food Recovery Implementation and Capacity Building
4) Organics & Edible Food Recovery Education, Outreach and Technical Assistance

Each element will be informed by regional coordination through the established MRWMD and SVSWA Technical Advisory Committee forums, Capacity Planning Assessments and related studies completed or in process throughout the region, and new data and information obtained through program implementation trials, stakeholder feedback and best practices as identified. All expenditures will be incurred jointly, facilitated through each respective waste agency, and tracked and reported by each jurisdiction, based on the percentage of grant funds received by each agency compared to the full funding received collectively by all participating member agencies. CalRecycle, based on per capita calculations, using the Department of Finance's January 2021 population statistics, estimates jurisdictions' proportionate grant allocations. A summary of individual and collective agency grant allocations is presented below as **Table 1**.

Table 1. Thirteen Agency Collaborative Approach Budget Summary

Agencies	Estimated Funding	% of District Subtotal	% of Region Total	Waste District
Carmel-by-the-Sea	$20,000	9%	4%	MRWMD
Del Rey Oaks	$20,000	9%	4%	MRWMD
Marina	$29,771	14%	6%	MRWMD
Monterey	$38,247	18%	7%	MRWMD
Pacific Grove	$21,398	10%	4%	MRWMD
Sand City	$20,000	9%	4%	MRWMD
Seaside	$43,151	20%	8%	MRWMD
Pebble Beach Community Services District	$20,000	9%	4%	MRWMD
Subtotal (MRWMD):	**$212,566**	**100%**	**41%**	
Gonzales	$20,000	6%	4%	SVSWA
Greenfield	$25,157	8%	5%	SVSWA
King City	$20,665	7%	4%	SVSWA
Salinas	$211,143	68%	40%	SVSWA
Soledad	$33,095	11%	6%	SVSWA
Subtotal (SVSWA):	**$310,060**	**100%**	**59%**	
TOTAL (13 Agency Regional Approach):	**$522,626**		**100%**	

** Working in coordination with the designated CalRecycle grant manager or other agency representatives as appropriate, the region may adjust these proposed expenditure areas, amounts, or priorities, consistent with grant expenditure eligibility requirements, as needed during the course of the grant term based on the needs of the region.

EXHIBIT D

MEMBER AGENCIES' ESTIMATED PROCURMENT REQUIRMENTS
OF ORGANIC MATERIAL

The list below indicates the annual recovered organic waste product procurement targets for each jurisdiction (city, county, or city and county) that will be in effect from January 1, 2022, through December 31, 2026 per CalRecycle.

Member Jurisdiction	Population (1/1/21 estimate)	% of Population	Annual Procurement Target (Tons of Organic Waste)	Tons of Compost (.58)	Cost /Ton Compost	Cost of Compost
Carmel-by-the-Sea	4,023	1%	322	187	$ 28.00	$ 5,229.28
Del Rey Oaks	1,670	0%	134	78	$ 28.00	$ 2,176.16
Marina	21,920	7%	1,754	1,017	$ 28.00	$ 28,484.96
Monterey	28,382	8%	2,271	1,317	$ 28.00	$ 36,881.04
Pacific Grove	15,536	5%	1,243	721	$ 28.00	$ 20,186.32
Sand City	385	0%	31	18	$ 28.00	$ 503.44
Seaside	32,121	10%	2,570	1,491	$ 28.00	$ 41,736.80
Pebble Beach CSD	4531	1%	362	210	$ 28.00	$ 5,878.88
Unincorporated County*						$ -
Total MRWMD	**108,568**	**32%**	**8,687**	**5,038**		**$ 141,076.88**

*Unincorporated County not participating in procurement portion of MOU
All product quoted as unbagged F.O.B MRWMD site.
Transportation costs are not included.

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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

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

MEETING DATE: June 04, 2025

SUBJECT: FY26/27 Extension with Topes Tree Service Inc. for Tree Maintenance Services in Public Right of Way

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

RECOMMENDATION

1. Authorize FY26/27 extension with Topes Tree Service Inc. to provide Tree Maintenance Services for trees in the public right-of-way and on City-owned properties in an amount not to exceed $250,000.
2. Alternatively, take other action related to this item

DISCUSSION

The City of Pacific Grove Public Works Department is responsible for maintaining all trees on public land and within the City's right-of-way. To effectively manage this task, including vertical clearance standards for all city roadways, the city has historically utilized a tree service contractor to supplement staff.

The city has used the model of harnessing an on-call tree service contractor agreement to complete essential tree maintenance since 2014.

At the August 7, 2024 meeting, the City Council authorized an agreement with Topes Tree Service Inc. to provide Tree Maintenance Services for trees in the public right-of-way and on City-owned properties in an amount not-to-exceed $250,000 per fiscal year, with up to four (4) annual, one-year extensions by mutual letter, subject to the Council's approval each year. The full report is linked for reference.

This agenda report is being brought forward to authorize the first of the four (4) annual extension. In accordance with the agreement, this action must be authorized by the Council each year.

THE IMPORTANCE OF A TREE SERVICE CONTRACTOR

The City's tree service contractor plays an essential role in maintaining the health and safety of Pacific Grove's trees. They perform critical maintenance tasks for all trees within public spaces, City facilities, and the City right of way under the guidance and supervision of the City Forester.

Key Responsibilities:

- Pruning & Removal: The contractor performs routine, priority, and emergency pruning and tree removal, including clearing street obstructions.
- Additional Services: Other services may include tree planting, staking, pest control, fertilization, and maintenance or removal of trees as needed.
- Emergency Response: The contractor also supports emergency response efforts, helping to remove or stabilize hazardous trees and ensuring public safety by addressing tree-related hazards promptly.

Having a skilled contractor for tree maintenance helps our Forester and staff manage the demanding task of

tree care in accordance with the Pacific Grove Municipal Code Title 12, Trees and the Urban Forest, and the City's Urban Forestry Standards. This partnership ensures our urban forest remains healthy, attractive, and safe.

TIMING

This extension will not be authorized until the FY25/26 budget is approved.

OPTIONS

1. Authorize the extension
2. Do not authorize the extension. Failure to authorize the extension would result in a lapse of service while staff issued a new RFP. This would likely result in higher service costs, which would equate to the $250,000 not-to-exceed amount covering less work

FINANCIAL IMPACT:

Sufficient funding has been proposed in the FY25/26 Public Works Department Operating Budget to accommodate the agreement extension.

FOCUSED PRIORITY AREA: Not Applicable.

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

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

MEETING DATE: June 04, 2025

SUBJECT: Emergency removal and replacement of a manhole at Beach Street and Del Monte

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

RECOMMENDATION

1. Authorize the execution of an agreement with Monterey Peninsula Engineering for the emergency removal and replacement of a manhole at Beach Street and Del Monte Boulevard for a cost not to exceed $49,850 plus a 15% contingency.
2. Alternatively, discuss and take other action related to this item.

DISCUSSION

The City of Pacific Grove owns and operates the Sewer Collection System, which consist of approximately 58 miles of pipelines, 900 manholes, and 7 pump stations. To maintain this vital infrastructure, routine maintenance is performed on the system throughout the year. In addition to regular maintenance, the City completes proactive sewer infrastructure improvement projects, many of which are outlined in the Sewer Collection System Master Plan (SCSMP), as part of the annual Capital Improvement Program (CIP). While significant focus is placed on regular maintenance and upgrades, unexpected failures and emergency infrastructure repairs can still occur despite these preventative efforts.

During recent routine maintenance on our sewer mainlines, the City discovered that the manhole located at Beach Street and Del Monte Boulevard has deteriorated to a point where immediate repair is required. The manhole shows significant corrosion of the aging brick walls lining and deterioration of the 3 connecting lateral sewer lines. Maintenance cleaning cannot occur under these conditions, as it would jeopardize the pipe and risk complete failure. Additionally, the bottom of the manhole is completely compromised, causing sand and native materials to enter the wastewater system, causing debris to flow to the downstream manholes. This could cause the mainline to become plugged, which would create a sewer overflow.

City staff explored options to repair the 10-foot-deep manhole and connecting mainlines and determined that a complete reconstruction needs to occur immediately. Public Works staff contacted Monterey Peninsula Engineering (MPE), a local engineering contractor who specializes in underground pipelines, excavation, and reconstruction of utilities. The City of Pacific Grove has utilized MPE on numerous projects, including sewer and manhole rehabilitation, so they are familiar with our system and infrastructure.

MPE provided the City with a quote to remove and replace the manhole for a price of $49,850. They have crews ready to mobilize and make this necessary repair to ensure the manhole does not fail. Although failure has not occurred, the remaining useful life of the manhole is very limited and concerning.

To design, engineer and prepare a bidding packet to receive additional pricing proposals could take

months, and Public Works staff is concerned that a sewer failure could occur in that timeframe. In accordance with Pacific Grove Municipal Code (PGMC) Section 2.16.080, Bidding Procedures-Dispensation (a), the City dispensed formal bidding procedures to address the emergency, and (i) When reasonably necessary for the preservation or protection of public peace, health, safety, or welfare of persons or property.

OPTIONS

1. Do not authorize the execution of an agreement with MPE for the repair of the manhole at Beach Street and Del Monte Blvd. (Not repairing the manhole immediately could lead to failure and prompt a sanitary sewer overflow).

FINANCIAL IMPACT:

The emergency sewer work will be funded from the Public Works wastewater operations budget, which is derived from the Sewer Enterprise Fund. There is sufficient funding to accommodate this repair.

FOCUSED PRIORITY AREA: Infrastructure

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Leticia Livian, Human Resources Director

MEETING DATE: June 04, 2025

SUBJECT: Ordinance Amending the Salary Classification Schedule

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

RECOMMENDATION

1. Request the City Attorney read the title of the ordinance;
2. Motion to waive further reading of the ordinance;
3. Introduce and hold a first reading of an ordinance to amend the salary classification schedule; and approve the amendment; and
4. Direct that a summary of a proposed ordinance be published as approved by the City Attorney.

DISCUSSION

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

MOU & Benefit and Compensation Plans

In 2023, City Council approved the General Employees Association (GEA) and Management Employees Association (MEA) Memorandum of Understanding (MOU). City Council also approved the Benefits and Compensation Plans (Plans) for Non-represented Management and Confidential Group and the Department Head Group. Approval of the MOU's and Plans included a 3% cost of living adjustment (COLA) for three years (FY 23/24, FY 24/25, FY 25/26). This amendment would be the third installment of the approved COLA for fiscal year 25/26. The COLA is effective the first full pay period in July 2025.

In 2024, the City Council approved a Memorandum of Understanding (MOU) with the Police Officer Association (POA). The MOU includes a 3% cost of living adjustment (COLA) for each of the next three fiscal years: FY 24/25, FY 25/26, and FY 26/27.

As part of the agreement, a compensation study will be conducted during FY 25/26 to evaluate total compensation for POA classifications. Based on the results of this study, a market adjustment may be considered if it is determined that POA classifications are more than 3% below 95% of the market median in total compensation. As of the date of this report, the outcome of the market analysis and

subsequent discussions have not been finalized. Accordingly, the 3% COLA will be implemented as scheduled. Should a market adjustment be warranted, it will be applied retroactively to the first full pay period in July 2025.

Pursuant to Charter Article 25 and Pacific Grove Municipal Code (PGMC) Section 4.20.280, approval and amendment to the classification schedule must be adopted by the Council.

The requested changes are for GEA, MEA, POA, Non-represented Management and Confidential and the Department Head Groups and classifications that align with these groups. All other classifications in the salary schedule remain the same. To view the current salary schedule, click here.

The revised salary schedule reflecting the changes are incorporated into the attached ordinance with impacted classifications bolded in black.

OPTIONS

Provide alternative direction to staff.

FINANCIAL IMPACT:

The COLA's and market adjustments are budgeted in the FY 25/26 budget.

GEA

The increase for year 3 of the COLA is estimated to be approximately $140,653

MEA

The increase for year 3 of the COLA is estimated to be approximately $73,633

Non-represented Management and Confidential and Department Head Groups

The increase for year 3 of the COLA for non-represented confidential group is estimated to be approximately $73,471

The increase for year 3 of the COLA for the department head group is estimated to be approximately $64,686

The increase for year 3 COLA for POA is estimated to be approximately $68,637

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Ordinance

ORDINANCE NO. 25-_____

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE AMENDING THE CLASSIFICATION SCHEDULE

Findings

1. In 2023, City Council approved the General Employees Association (GEA) and Management Employees Association (MEA) Memorandum of Understanding (MOU). City Council also approved the Benefits and Compensation Plans (Plans) for Non-represented Management and Confidential Group and the Department Head Group; and

2. Approval of the MOU's and Plans included a 3% cost of living adjustment (COLA) for three years (FY 23/24, FY 24/25, FY 25/26); and

3. In 2024, the City Council approved a Memorandum of Understanding (MOU) with the Police Officer Association (POA). The MOU includes a 3% cost of living adjustment (COLA) for each of the next three fiscal years: FY 24/25, FY 25/26, and FY 26/27; and

4. The GEA, MEA, POA, Non-Represented and Confidential and Department Head Groups and classifications that align with those groups, salary ranges will be revised to reflect the 3% COLA increase; and

5. The COLA is effective the first full pay period in July 2025 for all groups and aligned classifications; and

6. Modifications to the salary classification plan must be amended to revise hourly rates; and

7. Amendment to the classification plan must be adopted by the City Council pursuant to Charter Article 25 and Pacific Grove Municipal Code (PGMC) Section 4.20.280; and

8. In the enactment of this ordinance, the City followed the guidelines adopted by the State of California and published in the California Code of Regulations, Title 14, Section 15000, et seq. Enactment of this ordinance action does not constitute a "project" as defined by California Environmental Quality Act (CEQA) because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment pursuant Section 15378.

Ordinance

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

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

SECTION 2. The position classification plan approved and adopted by the City Council pursuant to Charter Article 15 and PGMC § 4.20.280 is amended for GEA, MEA, POA, Non-represented Management and Confidential and Department Head Groups classifications and aligned classifications, with the following salary schedule:

City of Pacific Grove
Salary Schedule - Hourly Rate
Full-time and Part-time

Code	Classification	Hourly Salary Steps							
		Step 1A	Step 2B	Step 3C	Step 4D	Step 5E	Step 6F	Step 7G	Step 8H
124-001	Accountant	**35.82**	**37.62**	**39.50**	**41.47**	**43.55**	**44.63**	**45.75**	**46.89**
219-000	Accountant, Chief	**42.83**	**44.97**	**47.22**	**49.58**	**52.06**	**54.01**	**56.04**	
218-003	Accountant, Senior	**40.88**	**42.93**	**45.07**	**47.32**	**49.69**	**51.55**	**53.49**	
120-001	Accounting Assistant	**28.28**	**29.69**	**31.18**	**32.73**	**34.37**	**35.23**	**36.11**	**37.01**
125-01	Accounting Assistant, Senior	**30.07**	**31.57**	**33.15**	**34.80**	**36.54**	**37.46**	**38.39**	**39.35**
304-001	Administrative Services Director (ASD)	**71.79**	**75.38**	**79.15**	**83.10**	**87.26**	**91.62**	**96.20**	
302-001	ASD/ Assistant City Manager	**80.80**	**84.84**	**89.08**	**93.53**	**98.21**	**103.12**	**108.27**	
212-000	Administrative Services Manager	**57.46**	**60.33**	**63.35**	**66.52**	**69.84**	**73.33**	**77.00**	
170-000	Administrative Analyst	**36.15**	**37.96**	**39.85**	**41.85**	**43.94**	**45.04**	**46.16**	**47.32**
104-001	Administrative Assistant	**24.38**	**25.60**	**26.88**	**28.22**	**29.63**	**30.37**	**31.13**	**31.91**
171-001	Administrative Coordinator	**27.61**	**28.99**	**30.44**	**31.96**	**33.56**	**34.40**	**35.26**	**36.14**
505-001	Animal Control Officer	**28.54**	**29.97**	**31.47**	**33.04**	**34.69**	**35.99**	**37.34**	
216-002	Assistant Finance Manager	**39.13**	**41.08**	**43.14**	**45.29**	**47.56**	**49.34**	**51.19**	
090-000	Cashier	16.50	17.33	18.19	19.10	20.06			
243-001	City Clerk	**58.64**	**61.58**	**64.66**	**67.89**	**71.28**	**74.85**	**78.59**	
244-001	City Clerk/DEI Coordinator	**61.58**	**64.66**	**67.89**	**71.29**	**74.85**	**78.59**	**82.52**	
002-000	City Council Member	420	per month						
301-001	City Manager	121.00							
300-001	City Manager Pro Tempore	121.00							
164-002	Code Compliance Officer	**35.56**	**37.34**	**39.20**	**41.16**	**43.22**	**44.30**	**45.41**	**46.54**
205-000	Community Development Director	**73.97**	**77.67**	**81.55**	**85.63**	**89.91**	**94.41**	**99.13**	
507-001	Community Service Officer	**29.15**	**30.61**	**32.14**	**33.75**	**35.44**	**36.76**	**38.14**	
209-000	Construction Project Manager	**44.54**	**46.77**	**49.11**	**51.56**	**54.14**	**56.17**	**58.28**	
40-000	Custodian	**17.64**	**18.52**	**19.45**	**20.42**	**21.44**			
204-001	Deputy City Clerk	**35.31**	**37.07**	**38.93**	**40.87**	**42.92**	**45.06**	**47.32**	
305-001	Deputy City Manager	**68.57**	**72.00**	**75.60**	**79.38**	**83.35**	**87.52**	**91.89**	
156-001	Equipment Mechanic	**35.97**	**37.77**	**39.66**	**41.64**	**43.72**	**44.81**	**45.93**	**47.08**
157-000	Equipment Mechanic, Senior	**38.29**	**40.20**	**42.21**	**44.32**	**46.54**	**47.70**	**48.89**	**50.12**
256-000	Finance Director	**71.79**	**75.38**	**79.15**	**83.10**	**87.26**	**91.62**	**96.20**	
208-001	Financial Analyst	**32.99**	**34.64**	**36.37**	**38.19**	**40.10**	**41.60**	**43.16**	
310-001	Human Resources Director	**71.98**	**75.58**	**79.36**	**83.33**	**87.49**	**91.87**	**96.46**	
210-001	Human Resources Manager	**51.39**	**53.96**	**56.66**	**59.49**	**62.47**	**65.59**	**68.87**	
105-001	IT Support Specialist	**28.41**	**29.83**	**31.32**	**32.89**	**34.53**	**35.39**	**36.28**	**37.19**
64-000	Intern	16.50	17.33	18.19	19.10	20.06			
64-3	Intern II	**21.38**	**22.45**	**23.58**	**24.75**	**25.99**			
208-002	Librarian	**33.98**	**35.67**	**37.46**	**39.33**	**41.30**	**42.85**	**44.45**	
122-001	Library Assistant	**26.23**	**27.54**	**28.92**	**30.36**	**31.88**	**32.68**	**33.50**	**34.33**
144-002	Library Assistant, Senior	**28.12**	**29.52**	**31.00**	**32.55**	**34.18**	**35.03**	**35.91**	**36.80**
199-000	Library Clerk	**19.70**	**20.69**	**21.72**	**22.81**	**23.95**			
219-000	Library Director	**69.52**	**73.00**	**76.65**	**80.48**	**84.50**	**88.73**	**93.17**	
50-004	Lighthouse Docent Coordinator	16.50	17.33	18.19	19.10	20.06			
154-000	Maintenance Supervisor	**38.22**	**40.13**	**42.14**	**44.25**	**46.46**	**47.62**	**48.81**	**50.03**
132-000	Maintenance Worker	**30.51**	**32.03**	**33.63**	**35.31**	**37.08**	**38.01**	**38.96**	**39.93**
146-001	Maintenance Worker, Senior	**34.23**	**35.94**	**37.73**	**39.62**	**41.60**	**42.64**	**43.71**	**44.80**
208-003	Management Analyst	**40.66**	**42.69**	**44.83**	**47.07**	**49.42**	**51.28**	**53.20**	
001-000	Mayor	700	per month						

City of Pacific Grove
Salary Schedule - Hourly Rate
Full-time and Part-time

Code	Classification	Hourly Salary Steps							
		Step 1A	Step 2B	Step 3C	Step 4D	Step 5E	Step 6F	Step 7G	Step 8H
506-001	Parking Enforcement Officer	**27.42**	**28.80**	**30.24**	**31.75**	**33.33**	**34.58**	**35.88**	
165-001	Planner, Assistant	**37.24**	**39.10**	**41.05**	**43.10**	**45.26**	**46.39**	**47.55**	**48.74**
168-002	Planner, Associate	**41.38**	**43.45**	**45.62**	**47.90**	**50.29**	**51.55**	**52.84**	**54.16**
241-002	Planner, Principal	**51.73**	**54.32**	**57.03**	**59.88**	**62.88**	**65.23**	**67.68**	
169-001	Planner, Senior	**46.86**	**49.20**	**51.66**	**54.24**	**56.96**	**58.38**	**59.84**	**61.34**
201-000	Police Adm. Services Manager (ASM)	**57.46**	**60.34**	**63.35**	**66.52**	**69.85**	**73.34**	**77.00**	
211-001	Police ASM/Public Information Officer	**60.33**	**63.35**	**66.52**	**69.84**	**73.33**	**77.00**	**80.85**	
602-001	Police Chief	**90.46**	**94.98**	**99.73**	**104.71**	**109.95**	**115.45**	**121.22**	
601-001	Police Commander	**64.09**	**67.30**	**70.66**	**74.19**	**77.90**	**81.80**	**85.89**	
516-001	Police Officer	**49.15**	**51.61**	**54.19**	**56.90**	**59.75**	**62.74**	**65.87**	
513-000	Police Officer Recruit	**25.08**	**26.34**	**27.65**	**29.04**	**30.49**	**32.01**	**33.61**	
521-002	Police Records Supervisor	**33.08**	**34.74**	**36.48**	**38.30**	**40.21**	**41.72**	**43.29**	
524-001	Police Sergeant	**56.79**	**59.63**	**62.61**	**65.74**	**69.03**	**72.48**	**76.11**	
508-001	Police Services Technician	**29.15**	**30.61**	**32.14**	**33.75**	**35.44**	**36.76**	**38.14**	
62-001	Pre School Manager	**19.88**	**20.88**	**21.92**	**23.02**	**24.17**			
206-002	Principal Civil Engineer	**57.46**	**60.33**	**63.35**	**66.52**	**69.84**	**73.34**	**77.00**	
219-001	Program Manager	**46.58**	**48.91**	**51.36**	**53.92**	**56.62**	**58.74**	**60.95**	
206-000	Program Manager, Senior	**57.46**	**60.33**	**63.35**	**66.52**	**69.84**	**73.33**	**77.00**	
509-001	Property and Evidence Technician	**30.61**	**32.14**	**33.75**	**35.43**	**37.21**	**38.60**	**40.05**	
207-000	Public Works (PW) Director	**74.22**	**77.94**	**81.83**	**85.92**	**90.22**	**94.73**	**99.47**	
303-001	PW Director/ Deputy City Manager	**77.57**	**81.45**	**85.52**	**89.80**	**94.29**	**99.00**	**103.95**	
220-002	Public Works Superintendent	**50.64**	**53.17**	**55.83**	**58.62**	**61.56**	**63.86**	**66.26**	
10-001	Recreation Assistant I	16.50	17.33	18.19	19.10	20.06			
51-001	Recreation Assistant II	20.21	21.22	22.28	23.39	24.56			
118-001	Recreation Coordinator	**30.12**	**31.62**	**33.20**	**34.86**	**36.61**	**37.52**	**38.46**	**39.42**
217-003	Recreation Coordinator, Senior	**41.84**	**43.93**	**46.13**	**48.44**	**50.86**	**52.77**	**54.74**	
62-002	Recreation Program Supervisor	**26.06**	**27.36**	**28.73**	**30.17**	**31.68**			
216-003	Risk Manager	**39.12**	**41.08**	**43.13**	**45.29**	**47.55**	**49.34**	**51.19**	
209-000	Senior Librarian	**39.32**	**41.29**	**43.35**	**45.52**	**47.80**	**49.59**	**51.45**	
219-005	Urban Forester	**46.58**	**48.91**	**51.36**	**53.92**	**56.62**	**58.74**	**60.95**	
170-001	Volunteer Coordinator	**29.64**	**31.12**	**32.68**	**34.32**	**36.03**	**36.93**	**37.86**	**38.80**

	Classification	Hourly Salary Range
203	Extra-Help Retired Annuitant	**16.50 - 121.00**

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

SECTION 4. In accord with Article 15 of the City Charter, this ordinance shall become effective on July 6, 2025.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this ___ day of June 2025, by the following vote:

AYES:

NOES:

ABSENT:

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: Fred Marsh, Administrative Services Director

MEETING DATE: June 04, 2025

SUBJECT: Ordinance to Adopt the Fiscal Years 25-26 and 26-27 Operating and Capital Improvement Budget

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

RECOMMENDATION

1. Request the City Attorney to read the title of the ordinance;
2. Motion to waive further reading of the ordinance;
3. Introduce and hold the first reading of an ordinance to adopt the Fiscal Years 25-26 and 26-27 Operating and Capital Improvement Budget;
4. Direct that publication of the ordinance will be satisfied by publication of a summary approved by the City Attorney.

DISCUSSION

On May 7, 2025, staff presented the draft FY 2025/26 and 2026/27 Capital Improvement Program and received comments and feedback from the City Council and community for inclusion in the final draft budget document.

On May 21, 2025, the City Council received a presentation on the draft General Fund budget for FY 2025/26 and 2026/27, the draft investment and financial polices, and information related to the City's pension challenges. These topics received comments and feedback from the City Council and community for inclusion in the final draft budget document.

This agenda item will present the special funds part of the draft proposed two year budget for Fiscal Years 2025-26 and 2026-27. Staff will provide a PowerPoint presentation on these funds during the meeting. The action before the City Council is to adopt an Ordinance (Attachment No. 1) for the draft Fiscal Years 25-26 and 26-27 Operating and Capital Improvement Budget (Attachment No. 2).

The final draft budget document incorporates all prior comments and feedback from the City Council and Community into the final draft budget document. These items are subject to additional changes from staff as well as feedback from the City Council. A complete version of

the budget for the City will be presented at the second reading of an ordinance at the June 18th City Council meeting.

OPTIONS

- Approve ordinance
- Provide alternate direction

FINANCIAL IMPACT:

The fiscal impact of the proposed budget for Fiscal Years 25-26 and 26-27 is contained in the attached budget document.

FOCUSED PRIORITY AREA: Financial Sustainability

Attachments

Budget Ordinance

Draft Budget 25/26 and 26/27

ORDINANCE NO. 25-xxx

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE ADOPTING THE OPERATING AND CAPITAL PROJECTS BUDGET FOR THE FISCAL YEAR (FY) 2025-26;

FACTS

1. The City Council held a public hearing and first reading of an ordinance to adopt the FY 2025-26 Operating and Capital Projects Budget.

2. The City Manager is recommending adoption of the FY 2025-26 Budget to reflect the City Council's expressed goals for the fiscal year budget.

3. Pursuant to Charter Article 15, adoption of the annual budget and or amendment of the budget must be approved by ordinance.

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

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

6. Enactment of this ordinance does not constitute a "project" as defined by California Environmental Quality Act (CEQA) and as such is not subject to/exempt from CEQA because it is an administrative activity that will not result in a direct or reasonably foreseeable indirect physical change in the environment and involves the creation of a government funding mechanism that does not involve any commitment to any specific project that may result in a potentially significant physical impact on the environment.

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 set forth fully within the body of this ordinance.

SECTION 2. That the City Council does hereby approve and adopt the operating budget and capital improvement program for the City for FY 2025-26, and that they hereby authorize the City Manager and Administrative Services Director to make any non-substantive changes as needed to meet Government Finance Officers Association (GFOA) and California Society of Municipal Finance Officer (CSMFO) budget award program comments and criteria.

SECTION 3. That the City Council authorizes at the closeout of Fiscal Year 2024-25 by the Finance Division of the Administrative Services Department the carryover of any unspent and encumbered funds for operations and capital projects and any other unspent funds for active capital projects, to be reappropriated in the Fiscal Year 2025-26 budget for continued use in the same manner so long as there are sufficient available fund balances to finance these commitments.

SECTION 4. In accord with Article 15 of the City Charter, this ordinance shall become effective upon adoption hereof.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 18th day of June, 2025, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

_____
NICK SMITH, Mayor

ATTEST:

_____
SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

_____
BRIAN PIERIK, City Attorney

City of Pacific Grove California

Proposed Budget

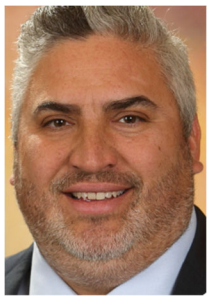
Fiscal Years 2025-2026 and 2026-2027



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

City of Pacific Grove
List of Principal Officials
Fiscal Year 2025-2026

Elected Officials



Nick Smith
Mayor



Joe Amelio
Councilmember



Cynthia Garfield
Councilmember



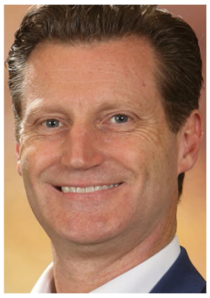
Lori McDonnell
Councilmember



Chaps Poduri
Councilmember



Tina Rau
Councilmember



Paul Walkingstick
Councilmember

Appointed Officials



Matt Mogensen
City Manager



Brian Pierik
City Attorney

Department Heads / Administrators

Administrative Services:	Fred Marsh	Chief of Police:	Casey Day
City Clerk:	Sandra Kandell	Community Development:	Jon Biggs
Human Resources:	Leticia Livian	Public Works:	Daniel Gho
Library Director:	Rachel Gaither	Fire (Contract):	Andrew Miller

City of Pacific Grove
300 Forest Avenue
Pacific Grove, California 93950
Telephone (831) 648-3100 ♦ Fax (831) 375-9863

June 18, 2025

Honorable Mayor and City Council Members:



On behalf of staff, it is my honor to present the proposed budget for Fiscal Years 2025-26 and 2026-27. The City's two year budget is intended to serve as a financial plan, a communication tool and an operations guide for the City departments and the community. The revenue estimates incorporated in the budget reflect conservative optimism. The expenditure estimates are aligned with planned revenue growth, along with the use of the available fund balance to support capital improvements and equipment. All funds within the two year budget Budget have been allocated to provide a continued commitment to the community, to support department missions and operational goals, in accordance with City Council Policy 000-26, as noted below:



Areas of Focus

Financial Sustainability
The City manages its financial resources to ensure the long-term delivery of municipal services. Goals in this area include identifying a program to reduce unfunded liabilities, reviewing and revising reserve policies to meet equipment and facility needs; and identifying and reducing expenditures and enhancing revenues.



Infrastructure
The City prioritizes the provision of facility, human, and technology infrastructure that enhances the quality of life for residents and businesses. Goals in this area include completing a five-year capital improvement program to address the completion of priority facility projects, investing in technology and workforce systems and addressing critical physical infrastructure needs.



Environmental Stewardship
The City cares for and protects its natural resources and amenities. Goals in this area include completing a climate action and adaptation efforts and protecting and preserving the natural resources of the City.



Community Development
The City strategically implements programs to promote housing and economic opportunities. Goals in this area include exploring options for an affordable housing project and partner opportunities and reviewing all permit processes to eliminate barriers to housing and business

These areas are designed to address the City's vision and mission statements These items were developed by the Board and Executive Team with a third party. The City is organized in a way to most effectively implement these values. These values are in sync with the City's vision and mission statements.

City Profile / Demographics

The City is a small coastal community located in Monterey County that occupies just under three square miles, with a population of approximately 15,000 residents, with 56% of the adults having college degrees, and almost half of the population over the age of 50, with an average household income of approximately $120K and average median sales price of $1.46 million, with 48% of the residential properties owner occupied.



Climate / Location

The City is situated on a peninsula which is bordered by Monterey, Pebble Beach, the Pacific Ocean, and the Monterey Bay with a County unemployment rate of approximately 7%. Pacific Grove has a very temperate climate year round, with temperatures ranging from the 70's in the late summer to the mid 40's in the winter. Pacific Grove has over 1,300 registered historical homes built prior to 1926.

Education

The Pacific Grove Unified School District (PGUSD) serves the City and portions of Pebble Beach. Based on the California Department of Education's Academic Performance Index scores, PGUSD has received the highest overall ranking of all public schools on the Monterey Peninsula. Schools within the district include: Pacific Grove High School, Pacific Grove Middle School, Robert Down Elementary School, and Forest Grove Elementary School. Residents can take advantage of nearby colleges, including Monterey Peninsula College, the Middlebury Institute of International Studies at Monterey, California State University Monterey Bay, and the Hopkins Marine Institute operated by Stanford University. An educational profile is provided below.

Businesses

The City has a wide variety of businesses ranging from professional services to health care; and retail sales to lodging accommodations. Tourism is a key economic driver for the City, with a large number classified as either in the accommodation, food service or retail industries. Top employers within the City include the City and school district, Asilomar Hotel and Conference Center, three retirement communities and the local supermarkets.

Hospitals in the vicinity include the Community Hospital of the Monterey Peninsula (CHOMP), Natividad Medical Center and Salinas Valley Memorial Hospital, while airports in the vicinity include Monterey Regional Airport, Marina Municipal Airport and San Jose International Airport

City Government Structure and Services

Pacific Grove is a Charter City which was incorporated in 1889. The City operates under the Council-City Manager form of government with a seven-member City Council elected by the citizens. The Mayor is directly elected to serve a two-year term and Council members are elected to alternating four-year terms. The Council has the authority to establish all laws and regulations, subject only to the limits of the City Municipal Code and State legislation. The City Council appoints a City Manager to serve as the City' s chief administrative officer. The City Manager provides direction to all City departments and ensures that all Council policies are implemented.



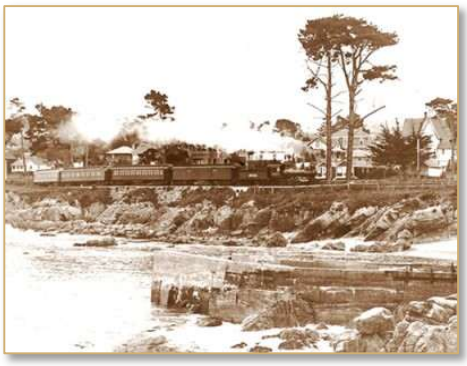
The City provides police protection, street, park and facility maintenance, recreational, planning, zoning, economic development, library, administrative and financial services for Pacific Grove. Fire protection services are provided through a contract with the City of Monterey. Additional services include sewer operations, a municipal golf course, Point Pinos Lighthouse, cemetery, a monarch butterfly sanctuary and habitat preserve, several local parks, trails and open space and a local water reclamation facility.

History

The natural advantages of settling along the Monterey Peninsula were recognized thousands of years before Pacific Grove was founded. Native Americans, which are currently known as the Ohlone/Costanoan-Esselen Nation occupied the coastal and inland areas, which included Pacific Grove.

In 1852, development began when Congress commissioned the building of eight lighthouses on the West Coast. Pacific Grove's Point Pinos location was selected as one of the first seven sites in California to receive a lighthouse. The construction of the Point Pinos Lighthouse was completed in 1854, with the lens installation taking place in 1855. The first lighthouse keepers lived a rugged life, with the town only accessible through forest and sand dunes. Supplies arrived periodically by sea, while the keepers also raised a portion of their own food.

During the 1870's many small towns were founded in California. During that period, Pacific Grove was founded for a religious retreat. David Jacks, a wealthy landowner and rancher, owned most of the land that now constitutes Pacific Grove. In 1875, he consented to the development of a Methodist Christian Seaside Retreat on 100 acres of pine-covered coastal land. The Retreat was conceived as a place to worship in a quiet and beautiful natural environment. The first two-week Methodist camp meeting was held in August of 1875, with annual meetings following for several decades. Other inhabitants included Chinese immigrants who established a thriving fishing village.



Gradually, sections of Mr. Jacks' property were divided into lots, which later were sold for year-round homes and stores. By 1883, David Jacks sold his remaining Pacific Grove land, which included Point Pinos to the Pacific Improvement Company (PIC). The PIC was a subsidiary of the Southern Pacific Railroad which supported the development of a seaside resort to attract railway passengers. One of the PIC's first accomplishments in Pacific Grove was to connect the town's water supply to the Carmel River to ensure an adequate water system. The PIC also graded and leveled streets; surveyed lots, and established sewage, drainage, and trash pick-up.

As time went on, Pacific Grove began enticing more visitors. The first hotel opened in 1887, followed by the incorporation of the City and the addition of a railroad in 1889. Within ten years, the Pine Street School, the Hopkins Seaside Lab, and the Pacific Grove Bath House were built; and the community began to benefit from electric lights and a telephone exchange. Through a $10,000 Carnegie grant and a land donation, the City opened a public library in 1908. The Mission style Library, with expansive interior arches, is still actively serving the community.

Community Attractions and Events

The City is home to many attractions, including Point Pinos Lighthouse, Hopkins Marine Station, Asilomar State Beach, Lovers Point Park and Beach, Butterfly House and the Monterey Bay Coastal Recreation Trail and Shoreline Park. The city also offers many special events during the year, including:

- Good Old Days
- Butterfly Parade
- Butterfly Ball
- City 4th of July Celebration
- Youth Ambassadors Night
- Pet Parade
- Touch a Truck
- Holiday Tree Lighting
- Monterey Bay Half Marathon
- Walk of Remembrance
- Veterans Day Ceremony
- Croquet Tournament
- Christmas at the Inns
- Farmers' Market
- Holiday Parade of Lights
- Little Car Show
- Christmas Tree Lighting
- Summer Lights
- Rudolph Run and Walk
- Pacific Grove Museum Night Owl
- Quilt Show
- Holiday in the Park
- Sunset Celebration
- Walk with P.R.I.D.E



4th of July Celebration



Butterfly Parade

Selected Departmental Achievements – Current Fiscal Year

The City strived to make progress on a number of significant goals previously established including the following, which address all of the City's areas of focus. A significant portion of these goals are funded by the General Fund, with applicable portions being funded by grants and the City's enterprise, capital and special revenue funds:

City Manager

- Implemented an electronic performance management system
- Ongoing importing of contracts into Laserfiche (past & present)
- Continued implementation of the retention and recruitment plan



Police

Administrative Services – Information Services

- Completed Cybersecurity Assessment project
- Enhanced internet reliability and performance at the City Hall, PD, and Library
- Completed network and server upgrades, implement maps application



Downtown Pacific Grove

Administrative Services - Finance

- Received an award for excellence for the City's Financials (ACFR) from GFOA
- Received awards for the City's operating budget from GFOA and CSMFO
- Enhanced the transparency of the department's section of the City's website



Fire Contract with Monterey

Community Development

- Submitted second draft to the California Department of Housing (HCD)
- Offered next day inspection services, with a focus on the new downtown hotel
- Sought qualifying housing rehabilitation projects for use of CDBG funds

Fire

- Completed significant fire station upgrades including roof and tower repair
- Began Advanced Life Support (ALS) paramedic service
- Began a Defensible Space program to inspect high fire severity zones



Lovers Point

Library

- Successful efforts helped to support intergenerational events and programming
- Opened dialogue with local libraries about establishing partnerships
- Investigated the feasibility of developing a small/private meeting space for users



Esplanade Park

Police

- Maximized social media presence and expand community outreach efforts
- Facilitated educational workshops on the dangers of opioids/fentanyl
- Hosted workshops on traffic safety, leverage technology, increase enforcement

Public Works

- Maintained over 600,000 SF of roadway, enhanced pedestrian safety
- Finalized sidewalk dining guidelines, completed sidewalk extension project
- Completed five Facility Conditions Assessments



Elmarie Dyke Open Space

Recreation

- Added new Summer Sports - Junior Golf Camp and Basketball Camp
- Ensured continued availability of youth center throughout the school year
- Expanded existing Youth Soccer League adding an additional 70 registrations

Key Departmental Goals – Next Two Fiscal Years

Despite limited resources available, the City has developed an ambitious work plan for the next two years including the following, which address the City's Areas of Focus of Financial Sustainability, Infrastructure, Environmental Stewardship and Community Development. A significant portion of these goals are funded by the General Fund, with applicable portions being funded by grants and the City's enterprise, capital and special revenue funds:

City Manager

- Negotiate new MOUs for all bargaining units
- Streamline the Business License application process
- Implement a comprehensive community outreach program

Administrative Services – Information Services

- Complete Next Phase of Cybersecurity Assessment project
- Implement Security Cameras at certain key locations
- Implement Cloud Backup Solution to enhance Disaster Recovery capabilities

Administrative Services - Finance

- Select a vendor to assist the City with the selection of a new ERP system
- Issue interim financial and investment reports on a quarterly basis
- Continue to update the City website on a timely basis

Community Development

- Achieve HCD certification of the 6th Cycle housing element
- Initiate zoning ordinance amendments to streamline project reviews
- Complete grant funded local plan amendments addressing coastal hazards

Fire

- Install a new Station Alerting system compliant with County upgrades
- Place new fire engine in service
- Continue efforts towards education and community fire risk reduction

Library

- Enhance the website with improved design and navigation, and updated content
- Look to develop a partnership with organizations to implement a literacy program
- Increase the number of intergenerational programs by 50%

Police

- Expand and modernize the department's digital and social media presence
- Modernize internal training and leadership development
- Strengthen crime prevention through technology and community-led models

Public Works

- Finalize facility assessments, incorporate into 5 year Capital Improvement Plan
- Finalize Climate Action and Adaptation Plan
- Begin development 10-year sewer master plan and associated user fee study

Recreation

- Evaluate programming to maximize participation
- Continued with expanded youth basketball and soccer programs
- Enhance the online rental portal, to ensure seamless customer service



Chautauqua Hall



Senior Center



Farmers Market



Arnett Park



Platt Park



Morris Dill Tennis Courts

Ten Year Trend Information

Trend information is in the Annual Comprehensive Financial Report (ACFR) and budget. This data can show trends in operating revenues and expenses, which will impact the City's ability to increase its reserves and fund capital projects in the future. Categories include:

- Financial Trends
- Revenue Capacity
- Debt Capacity
- Demographic Information
- Economic Information
- Operating Information

Budgetary Controls



Berwick Park

In accordance with the City's Budget and Financial Management Policy, the City Manager recommends the budget and presents it to the City Council in May and June. After public input and discussion is received, the City Council may request modifications to the budget or introduce an ordinance adopting the budget. The City's budget is then adopted by ordinance and becomes effective on July 1st of each fiscal year. Budgetary controls are set at the department level and are maintained to ensure compliance with the budget approved by the Board. The City Manager or the Administrative Services Director has the discretion to transfer between activities. City Council approval is required for any overall increase in the budget for any fund or changes to the Capital Improvement Program.



Seven Gables Inn

All governmental, enterprise, and internal service funds are appropriated annually. The governmental funds include general, special revenue, capital project, and permanent funds. The Annual Comprehensive Financial Report includes all financial activities of the City. Financial data for all funds through which services are provided by the City have been included in this report. The City maintains an encumbrance accounting system as part of maintaining budgetary control. Encumbered amounts lapse at the end of the fiscal year. However, outstanding encumbrances are reappropriated as part of next year's budget after staff review to determine if they are still needed.

Financial Policies



Butterfly House

The City has established financial policies to provide guidance on several financial areas, including the following which are part of the adopted budget and summarized below.

- Budget and Financial Management (City Council Policy 400-6)
- Investments (City Council Policy 400-5)
- Fees, Charges and Cost Recovery (City Council Policy 400-4)

Category	Policy
Balanced Budget	Operating Revenues >= Operating Expenditures (Use of Reserves allowed to balance budget)
General Fund Reserves	Recommended 25% of Budgeted Expenditures
Golf Fund Reserves	Recommended 25% of Revenues of the Golf Fund
Pension / Capital Reserves	Recommended $1 million minimum for each
Sewer Fund Reserves	Recommended Two Years Funding of Capital Projects
Worker's Compensation Fund	At least 75% of total fund liabilities
Liability Insurance Fund	At least 75% of total fund liabilities
Year End Surplus	Ensure General Fund/Insurance Reserves are met, with remainder allocated 1/3 to Pension Reserve, 1/3 to Capital Reserve and 1/3 to General Fund Reserves

Risk Management

The City is a member of the California Joint Powers Insurance Authority (the "Authority"). The Authority is composed of 124 California public entities and is organized under a joint powers agreement pursuant to California Government Code §6500 et seq. The Authority arranges and administers programs for the pooling of self-insured losses, purchases excess insurance and reinsurance, and arranges for group purchased insurance for property and other lines of coverage. The California JPIA began covering claims of its members in 1978.

Each member government has an elected official as its representative on the Authority's Board of Directors. The Board operates through a nine-member Executive Committee. During the past three fiscal years, none of the above programs of protection experienced settlements or judgments that exceeded pooled or insured coverage.

Appropriations Limit

Under Article XIII-B of the California Constitution (the Gann Spending Limitation Initiative), California governmental agencies are restricted as to the amount of annual appropriations from proceeds of taxes. Beginning in Fiscal Year 1990-91, the appropriations limit is required to be calculated bas ed on the limit for the fiscal year 1986-87, adjusted for a.) either the annual percentage change of the jurisdiction's own population or the annual percentage change in population of the county where the jurisdiction is located and b.) an inflation factor either being the annual percentage change in per capita personal income or the percentage change in the local assessment roll from the preceding year due to the change of local nonresidential construction. The City's appropriations remains well under this annual limit.



Lovers Point

Appendix

Included in the appendix of the Budget is an list of key acronyms, a glossary with key terms used in the documents and an index to key sections of the documents. The appendix of the Budget also includes calculations of the annual appropriations limit, detailed information on debt obligations, and resolutions adopting the budget and appropriation limit.



Recreation Trail

Awards

The City has received from GFOA and from the California Society of Municipal Finance Officers (CSMFO) awards for excellence in reporting for its budget and from GFOA for its ACFR. These awards focus on providing high quality documents for the citizens, City Council, customers, regulators and other interested parties. The City will submit the budget to GFOA and the California Society of Municipal Finance Officers (CSMFO) and the ACFR to GFOA in accordance with their award programs.



Acknowledgements

We wish to recognize the City Council for their leadership, support and commitment to fiscal sustainability and long-term financial planning. We also express appreciation to all departments for providing sound fiscal management and their assistance with preparation of the ACFR and budget, with special thanks to the staff of the Finance Division of the Administrative Services Department who assisted with the preparation of both.

Respectfully submitted,

Matt Mogensen
City Manager

Fred Marsh
Administrative Services Director

City of Pacific Grove
Mission, Vision and Core Values
Fiscal Years 2025-2026 and 2026-27

Vision Statement

Pacific Grove will thoughtfully grow as an inclusive seaside community that protects residential character, historic resources, promotes multi-beneficial development, and ensures respect for the environment.

Mission Statement

Deliver quality professional public services to all residents in the Pacific Grove community and the region, while ensuring high value and quality results.

Core Values

Leadership
We strive to uphold the highest work ethic, treat everyone fairly, empower people to do their best, promote continuous improvement, foster teamwork, communicate openly and respectfully so as to achieve trust and accountability throughout our community.

Inclusiveness
We cultivate an environment of trust and respect for all residents and visitors alike. We strive to ensure that our actions are inclusive and reflective of the diverse community of which we aim to be.

Integrity
We safeguard public trust through honest business practices and open communication. Our credibility with the public depends on our strong ethical stewardship of all resources.

Collaboration
We promote transparent engagement with citizens and stakeholders and expect our managers and consultants to understand the needs and values of our community.

Stewardship
We protect our unique natural environment and the habitat it provides. We facilitate a culture of sustainable practices. We maintain and preserve our municipal assets.



Financial Sustainability

Policy Value Statement: The City manages financial resources to ensure the long-term delivery of City services

Goal 1: Identify a program to reduce unfunded liabilities

- **Pensions** - Develop a plan to reduce our long-term pension obligations
- **Local Water Project** - Secure funding to repay the debt service for the water reclamation facility
- **Storm Drains** - Develop options for a long-term storm drain infrastructure funding plan.

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

- **Reserve Policies** - Update the City Council Financial and Budgetary Policies to revise the City's reserve fund policies and present to the City Council
- **Capital Plan** - 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

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

Community Development

Policy Value Statement: Strategically implementing programs promoting housing and economic opportunities

Goal 1: Explore options for an affordable housing project and partner opportunities

- **ADUs** - Present findings and recommendations to Council for direction on unpermitted ADUs
- **Affordable Housing** - Identify a preferred affordable housing project location

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

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

Infrastructure

Policy Value Statement: The City 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)

- **Capital Plan** - Develop and present a 5-year CIP plan to the City Council
- **Asset Management** - Develop a new asset management database
- **Sidewalk Policy** - 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 property owners

Goal 2: Invest in technology and workforce systems

- **Accounting System** - Develop RFP and select vendor for new Enterprise Resource System
- **Disaster Recovery** - Develop a business continuity plan for IT infrastructure and databases
- **Staff Retention** - Develop a plan to develop and retain key staff members

Goal 3: Address critical physical infrastructure needs

- **Schools** - Develop a safe route to school plan and present to the City Council
- **Streetscape Plan** - Create a downtown streetscape improvement plan
- **Wastewater Treatment** - Release a sewer master plan RFP

Environmental Stewardship

Policy Value Statement: The City cares for and protects its natural resources and amenities

Goal 1: Complete Climate Action and Adaptation Efforts

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

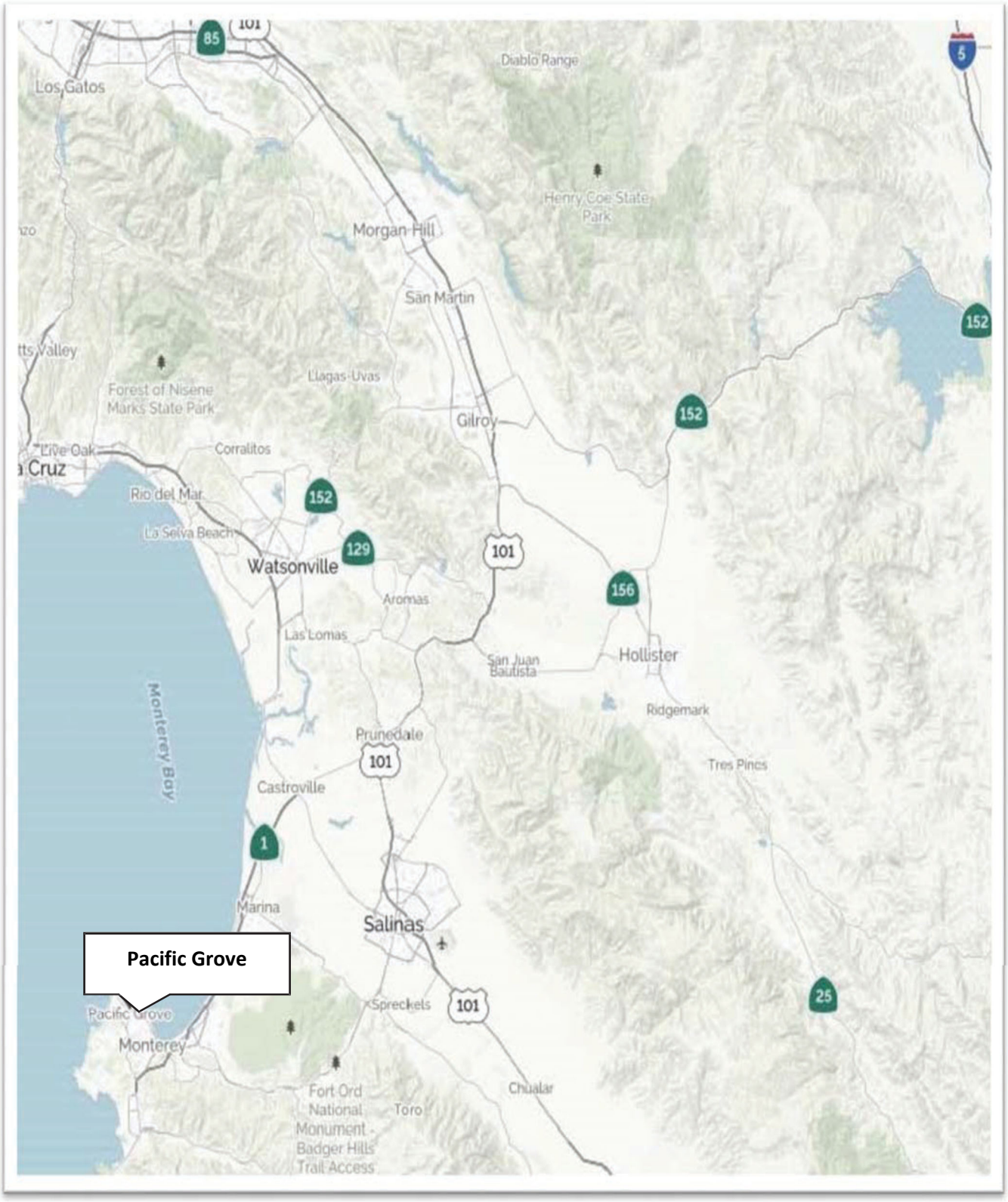
Goal 2: Protect and Preserve the Natural Resources of Pacific Grove

- **Municipal Code** - 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
- **Wildlife Protection** - Assess efforts within the City that can be achieved, within available resources and present feasible measures to the City Council for consideration

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

City of Pacific Grove
Map of Pacific Grove and the
Monterey Bay Area



GOVERNMENT FINANCE OFFICERS ASSOCIATION

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California

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July 01, 2023

Christopher P. Morrill

Executive Director

California Society of Municipal Finance Officers

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Fiscal Year 2024-2025

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Ernie Reyna

Ernie Reyna
2024 CSMFO President

James Russell-Field

James Russell-Field, Chair
Recognition Committee

Dedicated to Excellence in Municipal Financial Reporting

City of Pacific Grove Budget
Organization Chart / Dept Activities / Boards & Commissions
Through Fiscal Year 2026-27

Residents of the City of Pacific Grove

City Attorney (Contract) | **Mayor and City Council** | **Boards and Commissions**

City Manager

City Manager's Office	**Administrative Services**	**Community Development**	**Fire (Contract)**
Museum (Contract)	**Recreation**	**Public Works**	**Police**

City Manager's Office
City Clerk
Economic Development
Human Resources

Administrative Services
Finance
Cemetery
Information Services
Risk Management

Community Development
Planning
Building (Contract)
Code Compliance
Housing

Public Works
Buildings / Grounds
Capital Improvements
Environmental Planning
Equipment Maintenance
Forestry
Golf Course
Lighthouse
Local Water Project
Sewer
Streets

Boards/Commissions
Administrative Enforcement Hearing Officer
Architectural Review
Beautification and Natural Resources
Climate Action and Anticipation
Diversity, Equity and Inclusion
Downtown Business Improvement District
Historic Resources
Hospitality Improvement District
Library
Museum
Planning
Recreation
Site Plan Review
Traffic Safety
Other Ad Hoc Committees
Zoning Administrator





City of Pacific Grove Budget

Fund Types

Department and program information are included in the subsequent sections of the document. All funds are separated by fund type. A definition of each fund type is provided below.

General Fund

The General Fund is the main operating fund for the City. Generally, this fund is used to account for those traditional government services of the City, such as police and fire protection, public works, recreation, planning, and general government services.

Internal Service Funds

Internal Services Funds are an accounting mechanism used to accumulate and allocate costs internally among the City of Pacific Grove's various functions. The City uses three internal service funds to account for the management of its retained risks associated with liability self-insurance, workers compensation, and employee benefits.

Enterprise Funds

The City's enterprise activities include cemetery, sewer, water reclamation, and golf course operations. These services are supported by charges paid by users based on the type of services that are rendered.

Capital Projects Funds

These funds support projects that are funded by the General Fund. These projects are distinct from projects that are funded by the Enterprise or Special Revenue Funds.

Special Revenues Funds

These funds account for and report the proceeds of specific revenue sources that are restricted, committed, or assigned to specific purposes.

Permanent Funds

These funds account for financial resources that are restricted, committed, or assigned to expenditures for specific activities, including the acquisition or construction of capital facilities and other capital assets in governmental funds.

City Parks



Andy Jacobsen Park



Platt Park



Perkins Park



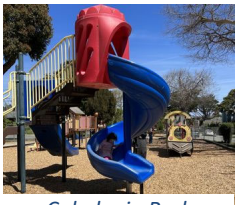
City Baseball Field



George Washington Park



Greenwood Park



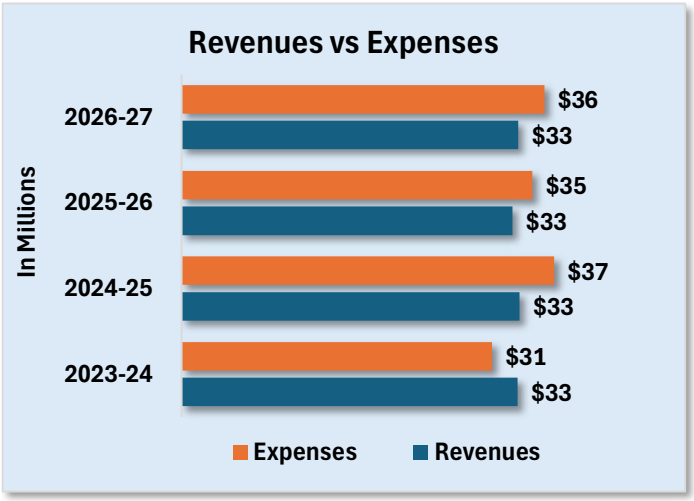
Caledonia Park

City of Pacific Grove Budget
General Fund
Main Fund - Fund 01

Overview / Analysis: The General Fund accounts for all of the City's activities not accounted for in the City's other funds. Funds in the General Fund are mostly unrestricted in nature and can be used for the most part for any purpose, including providing subsidies and short-term loans for City's other funds as needed.

Category	2023-24 Actual	2024-25 Budget	2024-25 Estimated	2025-26 Budget	Variance Budget to Budget	2026-27 Budget
Revenues / Transfers						
Property Taxes	$ 10,001,562	$10,296,000	$10,519,100	$10,931,300	$ 635,300	$11,360,000
TOT & Licenses	6,820,365	7,012,000	6,736,700	6,736,700	(275,300)	6,938,800
Sales & Use Tax	5,975,031	6,094,000	5,945,600	5,945,600	(148,400)	6,005,200
Utility Users Tax	2,118,069	2,043,000	2,155,500	2,183,500	140,500	2,212,700
Franchise Tax	1,635,967	1,659,000	1,582,400	1,603,400	(55,600)	1,625,700
Business License	607,647	393,000	393,000	393,000	-	404,800
Other Taxes	159,401	240,000	113,100	117,600	(122,400)	122,300
Intergovernmental Revenues	296,788	61,000	100,798	96,900	35,900	96,900
License, permits, and impact fees	1,260,969	1,274,000	973,500	1,013,100	(260,900)	1,043,400
Charges for Service	2,030,259	2,278,840	2,032,987	2,049,900	(228,940)	2,089,400
Interest, Rents and Concessions	1,074,388	630,000	747,600	619,700	(10,300)	623,500
Other Revenues	1,218,342	1,267,187	2,120,000	999,700	(267,487)	741,000
Fines and Forfeitures	36,868	115,000	13,500	39,000	(76,000)	39,000
Transfers In	3,359	-	-	-	-	-
Total Revenues / Transfers	33,239,014	33,363,027	33,433,785	32,729,400	(633,627)	33,302,700
Expenses / Transfers						
Regular Salaries and Benefits	11,926,895	14,135,011	13,075,767	14,779,664	644,653	15,432,414
Debt Services & Obligations	1,423,872	1,462,562	1,462,562	1,512,562	50,000	1,557,562
Services and Supplies	10,342,411	12,764,625	12,499,274	10,798,277	(1,966,348)	11,168,257
Non-Operating Transfers	2,735,183	5,312,220	5,312,220	2,481,600	(2,830,620)	2,462,000
Pension - Unfunded Liability	4,006,443	4,212,163	4,212,163	4,747,019	534,856	5,030,731
Capital Outlay	256,965	384,797	286,322	370,000	(14,797)	225,500
Total Expenses / Transfers	30,691,769	38,271,378	36,848,307	34,689,122	(3,582,256)	35,876,464
Net Change	2,547,244	(4,908,351)	(3,414,522)	(1,959,722)		(2,573,764)
Available Ending Reserves	$ 17,396,190	$12,487,839	$13,981,668	$12,021,945		$ 9,448,181
Reserve %		36%	42%	36%		27%





City of Pacific Grove Budget
Internal Service Funds
Employee Benefits - Fund 70

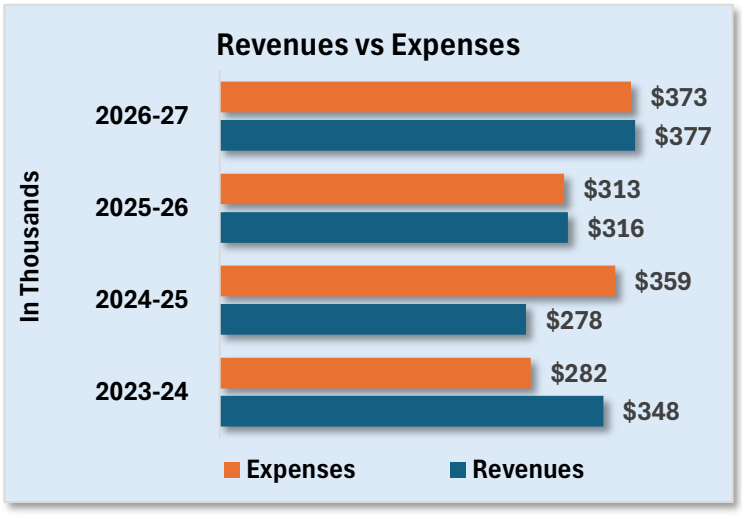
Dept Administrator
Administrative Services - Finance

Overview: The Employee Benefits Fund accounts are for the accumulation of contributions from departmental payroll accounts to fund and pay for a variety of employee benefit costs such as retiree health, dental, unemployment insurance, life/disability insurance, and temporary employee social security replacement costs. Each department's internal service charges are based on their estimated utilization of benefits, with revenues to cover unemployment insurance costs transferred based on a percentage of employee salaries.



Category	2023-24 Actual	2024-25 Budget	2024-25 Estimated	2025-26 Budget	Variance Budget to Budget	2026-27 Budget
Revenues						
Charges for Services	$ 343,739	$ 262,000	$ 273,797	$ 313,000	$ 51,000	$ 374,125
Interest Income	4,582	3,000	4,582	3,299	299	3,299
Total Revenues	348,321	265,000	278,379	316,299	51,299	377,424
Expenses						
Employee Benefits	200,218	245,000	261,980	224,200	(20,800)	282,485
Other Expenses	82,240	87,000	97,102	88,500	1,500	91,000
Total Expenses	282,458	332,000	359,082	312,700	(19,300)	373,485
Net Change	65,863	(67,000)	(80,703)	3,599	70,599	3,939
Available Ending Reserves	$ 159,520	$ 92,520	$ 78,817	$ 82,416	$ (10,104)	$ 86,355





City of Pacific Grove Budget
Internal Service Funds
Workers Compensation - Fund 71

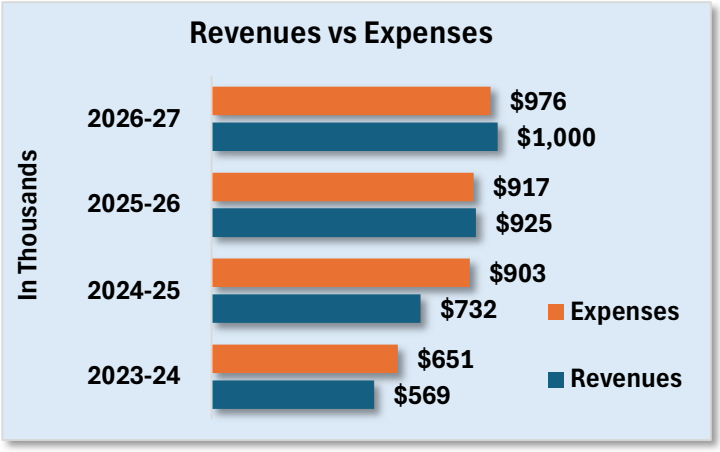
Dept Administrator
Administrative Services - Finance

Overview: The Workers Compensation Fund is an internal service fund. The City applies workers compensation rates to employee payroll records based on the classification of each position. The resulting bi-weekly contribution, along with claim reimbursements contribute to the Workers Compensation Fund revenues. Any excess or deficiency between the Fund's projected revenues and expenses are supplemented through a separate internal service charge. This difference is charged to departments based on their proportional share of claims that have occurred over prior years. All Workers Compensation Fund revenues are used to cover the cost of program administration, claims expense, legal costs, injury and illness prevention programs; and the annual premium required to participate in California Joint Powers Insurance Authority.



Category	2023-24 Actual	2024-25 Budget	2024-25 Estimated	2025-26 Budget	Variance Budget to Budget	2026-27 Budget
Revenues						
Charges for Services	$ 547,462	$ 705,000	$ 710,454	$ 910,138	$ 205,138	$ 985,138
Transfer In	-	-	-	-	-	-
Interest Income	21,057	17,113	21,057	15,161	(1,952)	15,161
Total Revenues	568,519	722,113	731,511	925,299	203,186	1,000,299
Expenses						
Salaries and Benefits	(98,917)	55,949	18,694	72,948	16,999	75,966
Insurance Claims	451,118	350,000	600,000	500,000	150,000	525,000
Insurance Premiums	287,582	305,000	277,919	319,000	14,000	350,000
Other Expenses	11,259	25,000	6,713	25,000	-	25,000
Total Expenses	651,041	735,949	903,326	916,948	180,999	975,966
Net Change	(82,521)	(13,836)	(171,815)	8,351	22,187	24,333
Available Ending Reserves	$ 744,877	$ 731,041	$ 573,062	$ 581,413	$ (149,628)	$ 605,746
Reserve Target (75% Claim Liab.)	$ 294,000	$ 329,000	$ 329,000	$ 329,000	N/A	$ 329,000





City of Pacific Grove Budget
Internal Service Funds
Liability Insurance - Fund 72

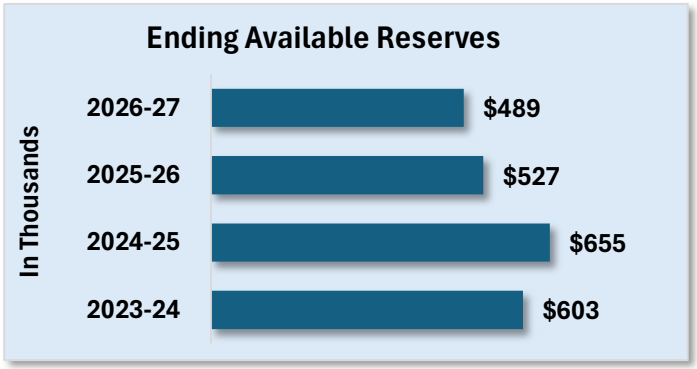
Dept Administrator
Administrative Services - Finance

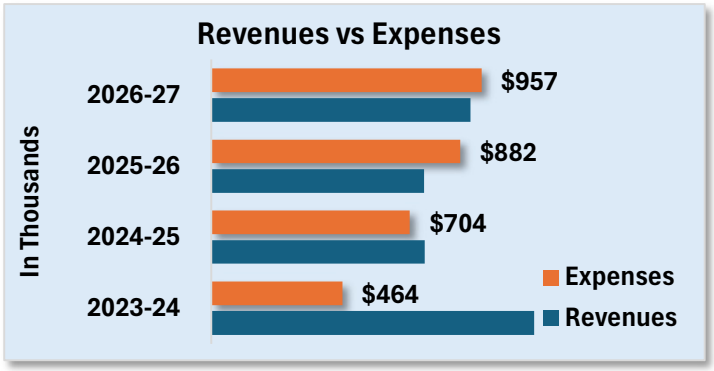
Overview: The Liability Insurance Fund accounts are for contributions from departmental budgets to cover the cost of general liability claims, related legal costs, and the annual premiums required to participate in an insurance program through the California Joint Powers Insurance Authority (CJPIA). The amount of contributions from each department was based on their proportional share of the overall budget.

The City participates in the excess liability program offered by the JPA. Coverage in this program includes bodily injury, personal injury, or property damage to a third party resulting from a member activity, including automobile liability. Employment practices liability is also a covered exposure. Claims for these programs are managed through a collaborative process with member communication and consultation. The California JPIA uses a third-party administrator to investigate and respond to all claims.

The excess liability program provides for optional member-retained limits of $150k, $250k, $500k, $750k, or $1 million. This program has a coverage limit of $50 million per occurrence, and is funded at the 70% – 80% confidence level. Members retain settlement authority over claims within their layer, except for certain defined claim types that have catastrophic potential.

Category	2023-24 Actual	2024-25 Budget	2024-25 Estimated	2025-26 Budget	Variance Budget to Budget	2026-27 Budget
Revenues						
Charges for Services	$ 1,137,962	$ 750,000	$ 750,000	$ 750,000	$ -	$ 915,000
Interest Income	5,478	2,000	5,478	3,944	1,944	3,944
Transfer In	-	-	-	-	-	-
Total Revenues	1,143,440	752,000	755,478	753,944	1,944	918,944
Expenses						
Salaries and Benefits	(139,800)	49,803	44,038	64,967	15,164	66,902
Insurance Claims	(90,909)	113,000	88,000	100,000	(13,000)	115,000
Insurance Premiums	468,430	515,000	557,706	677,000	162,000	734,000
Other Expenses	226,300	39,200	13,808	40,200	1,000	41,200
Total Expenses	464,021	717,003	703,552	882,167	165,164	957,102
Net Change	679,419	34,997	51,926	(128,223)	(163,220)	(38,158)
Available Ending Reserves	$ 603,210	$ 638,207	$ 655,136	$ 526,914	$ (111,293)	$ 488,756
Reserve Target (75% Claim Liab.)	$ 300,000	$ 27,000	$ 27,000	$ 27,000		$ 27,000





City of Pacific Grove Budget
Enterprise Funds
Local Water Project - Fund 74

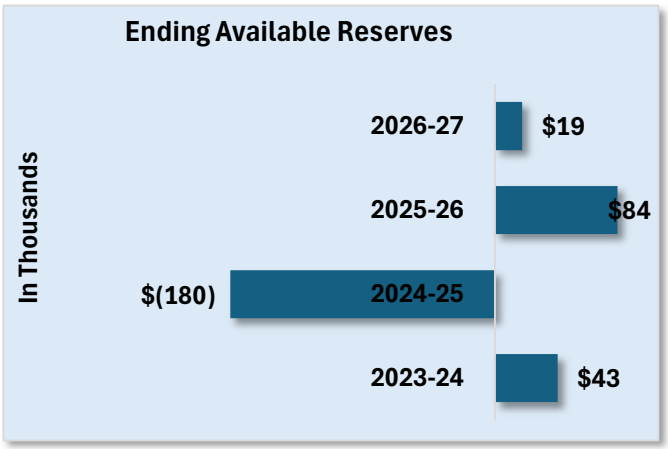
Dept Administrator
Public Works

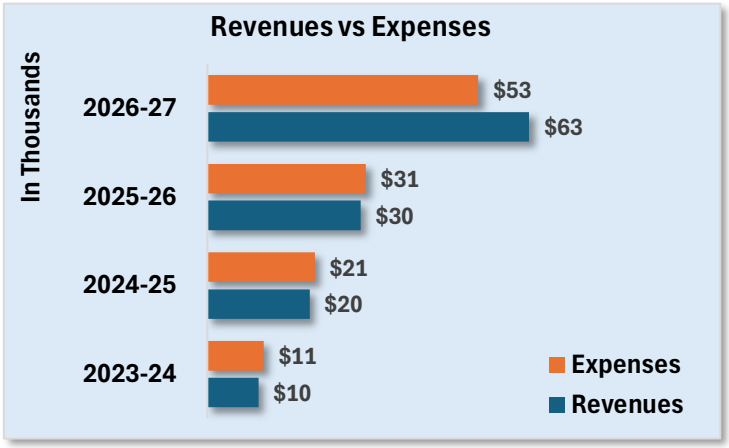
Overview:
The mission of the Local Water Project (LWP) is to provide non-potable, recycled water for irrigation purposes; and assist in the region in meeting local water supply demands.



The City entered into an agreement with PERC Water to design and build the Local Water Project to replace approximately 123 acre-feet/year (.11 million gallons annual daily average) of irrigation demands with non-potable supplies for the irrigation of the Municipal Golf Links and the El Carmelo Cemetery and provide toilet flushing for two public restrooms. The transfers in shown below reflect the transfer of water entitlement sale revenue from the General Fund. This includes funds related to promissory note proceeds and some additional contributions. The transfer out reflects the repayment of the Sewer Interfund Loan.

Category	2023-24 Actual	2024-25 Budget	2024-25 Estimated	2025-26 Budget	Variance Budget to Budget	2026-27 Budget
Revenues / Transfers						
Charges for Services	$ 1,026,820	$ 967,200	$ 1,155,586	$ 1,000,000	$ 32,800	$ 1,000,000
Transfers in	187,500	375,187	375,187	287,600	(87,587)	-
Interest / Other	3,113	4,000	3,000	1,500	(2,500)	1,500
Total Revenues / Transfers	1,217,433	1,346,387	1,533,773	1,289,100	(57,287)	1,001,500
Expenses / Transfers						
Service and Supplies	766,270	804,476	1,200,629	818,657	14,181	859,940
Transfers Out	350,000	350,000	350,000	-	(350,000)	-
Debt Service	205,778	206,449	206,448	206,448	(1)	206,448
Total Expenses / Transfers	1,322,048	1,360,925	1,757,077	1,025,105	(335,820)	1,066,388
Net Change	(104,615)	(14,538)	(223,304)	263,995	278,533	(64,888)
Available Ending Reserves	$42,876	$28,338	$(180,428)	$83,566	$55,228	$18,678
Debt Coverage (125%-Policy)	121%	114%	13%	140%		109%





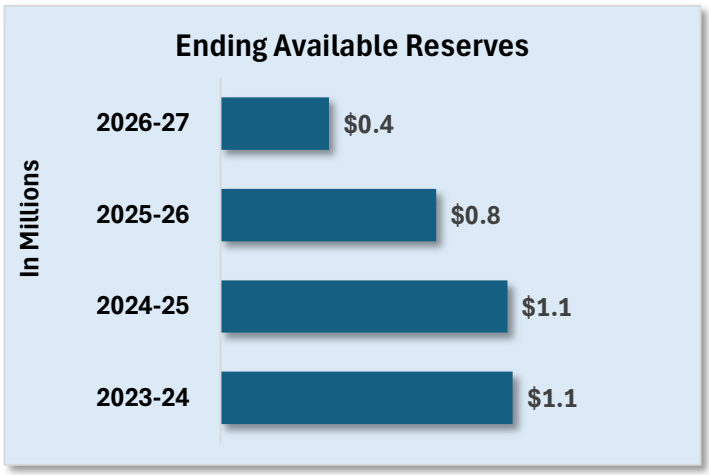
City of Pacific Grove Budget
Enterprise Funds
Cemetery - Fund 75

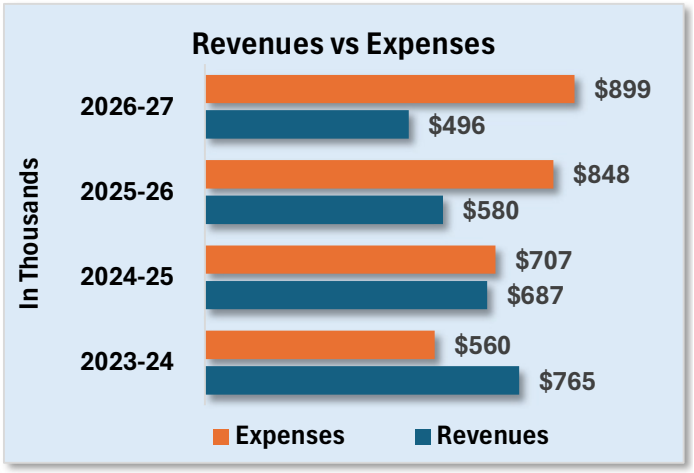
Dept Administrator
Public Works

Overview:
The City operates and maintains the El Carmelo Cemetery. The City coordinates with area mortuaries and other individuals for services at the cemetery. Some of current and future initiatives for the cemetery include: launching the Public Portal for the Cemetery website to provide genealogy information, as well as available site data, considering and evaluating options for leasing or rental of the Little Chapel, and initiating RFP or work with a consultant on a Cemetery Master Plan.



Category	2023-24 Actual	2024-25 Budget	2024-25 Estimated	2025-26 Budget	Variance Budget to Budget	2026-27 Budget
Revenues / Transfers						
Sales and Services	$ 716,931	$ 625,000	$ 654,555	$ 556,372	$ (68,628)	$ 472,916
Interest Income	47,725	28,000	32,138	23,139	(4,861)	23,139
Transfer In	-	-	-	-	-	-
Total Revenues / Transfers	764,656	653,000	686,693	579,511	(73,489)	496,055
Expenses						
Salaries and Benefits	164,940	315,699	280,273	350,409	34,710	367,822
Service and Supplies	291,189	254,150	269,390	342,000	87,850	360,450
Capital Outlay / Improvements	3,175	-	6,670	3,500	3,500	3,500
Transfers Out	-	-	-	-	-	-
Indirect Cost Allocation	99,000	149,000	149,000	149,000	-	163,900
Other Expenses	1,227	1,500	1,678	3,200	1,700	3,520
Total Expenses	559,532	720,349	707,011	848,109	127,760	899,192
Net Change	205,125	(67,349)	(20,318)	(268,598)	(201,249)	(403,137)
Available Ending Reserves	$ 1,100,618	$ 1,033,269	$ 1,080,300	$ 811,702	$ (221,567)	$ 408,565





City of Pacific Grove Budget
Enterprise Funds
Sewer - Funds 76 and 78

Dept Administrator
Public Works

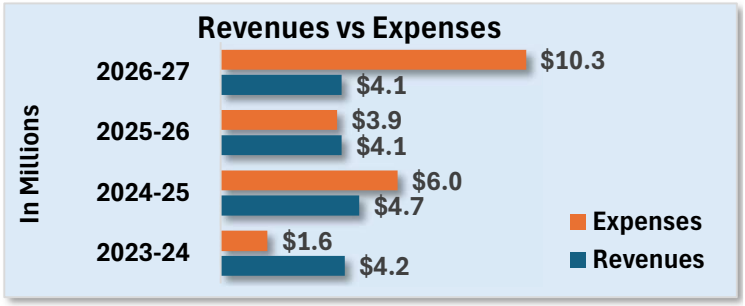
Overview:
The City will continue to implement sewer pipeline repair and replacement projects in strategic locations with planned storm drainage improvements.



The City owns and maintains the sanitary sewer system that collects and delivers sewage to the Monterey One Water treatment facility. In addition to performing maintenance activities, the City also manages the Sewer Lateral Loan Program which provides low-interest loans of up to $10,000 to repair or replace private sewer lateral facilities. It should also be noted that the revenues for this fund were also pledged as collateral for the State Loan received by the Local Water Project Fund.

Category	2023-24 Actual	2024-25 Budget	2024-25 Estimated	2025-26 Budget	Variance Budget to Budget	2026-27 Budget
Revenues / Transfers						
Sales and Services	$ 3,829,192	$ 3,773,000	$ 4,102,537	$ 3,923,000	$ 150,000	$ 3,923,000
Transfers in	-	350,000	350,000	-	(350,000)	-
Interest Income	248,341	128,000	245,569	176,809	48,809	176,809
Market Value Gain	119,882	-	-	-	-	-
Sewer Loans Revenues	-	-	-	-	-	-
Total Revenues / Transfers	4,197,415	4,251,000	4,698,106	4,099,809	(151,191)	4,099,809
Expenses / Transfers						
Salaries and Benefits	$ 150,802	$ 952,515	$ 912,186	$ 1,153,686	$ 201,171	$ 1,212,097
Service and Supplies	1,074,743	1,212,794	1,212,794	1,275,769	62,975	1,315,769
Transfers Out	-	-	-	25,000	25,000	25,000
Indirect Cost Allocations	276,000	353,000	353,000	353,000	-	353,000
Debt Service	86,814	89,689	89,689	87,814	(1,875)	86,813
Capital Improvements	-	3,424,637	3,424,637	1,050,000	(2,374,637)	7,350,000
Sewer Loans Expenses	-	-	-	-	-	-
Total Expenses / Transfers	1,588,358	6,032,635	5,992,306	3,945,269	(2,087,366)	10,342,679
Net Change	2,609,057	(1,781,635)	(1,294,200)	154,540	1,936,175	(6,242,870)
Operations/Capital(76)	8,370,952	3,980,260	7,076,752	7,231,292	3,251,031	988,422
Lateral Loans (78)	166,928	166,928	166,928	166,928	-	166,928
Available Ending Reserves	$ 8,537,880	$ 4,147,188	$ 7,243,680	$ 7,398,220	$ 3,251,031	$ 1,155,350
Reserve Target (2 Yr CIP)	$ 500,000	$ 500,000	$ 8,400,000	$ 8,400,000	N/A	$ 2,100,000
Debt Coverage (Min 125%)	3105%	1932%	2475%	1472%	N/A	1375%





City of Pacific Grove Budget
Enterprise Funds
Golf - Fund 77

Dept Administrator
Public Works

Overview:
The mission is to provide outstanding and memorable golf experiences for City residents and visitors with a business model that provides discounted golf for residents and a direct economic benefit to the community in the form of revenue for general City services.

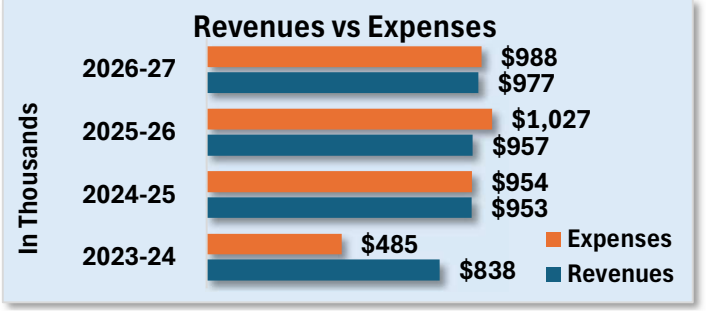
The City contracts the services of the golf course to CourseCo Inc. for the management and operations of the golf course and related facilities. Golf operations are funded entirely through golf fee revenues. CourseCo is responsible for managing:

- The 18-hole golf course
- Driving range
- Putting greens
- Clubhouse



Category	2023-24 Actual	2024-25 Budget	2024-25 Estimated	2025-26 Budget	Variance Budget to Budget	2026-27 Budget
Revenues						
Lease/Concession	$ 745,216	$ 758,000	$ 931,082	$ 940,815	$ 182,815	$ 961,426
Interest Income	92,410	4,000	21,838	15,723	$ 11,723	15,723
Total Revenues	837,625	762,000	952,920	956,538	194,538	977,149
Expenses						
Service and Supplies	196,971	355,000	553,776	606,585	$ 251,585	607,736
Debt Service	262,163	272,057	272,057	272,097	$ 40	272,097
Indirect Cost Allocation	10,000	20,000	20,000	20,000	$ -	20,000
Capital Contribution				88,000		88,000
Capital Improvements	15,946	108,000	108,000	40,000	$ (68,000)	-
Total Expenses	485,080	755,057	953,833	1,026,682	183,625	987,833
Net Change	352,546	6,943	(913)	(70,144)	10,913	(10,684)
Available Ending Reserves	$ 867,594	$ 874,537	$ 866,681	$ 796,538	$ (77,999)	$ 785,854
Reserve Target (25% Revenues)	209,000	191,000	238,000	239,000	N/A	244,000
Debt Coverage (125%-Policy)	241%	142%	139%	100%	N/A	100%





City of Pacific Grove Budget
Special Revenue Funds
Special Activities

Dept Administrator
Administrative Services
Finance

Overview: This fund in the ACFR combines the smaller restricted funds related to this category, including:

Hyperbaric Chamber (Fund 04) - receives fees and donations to fund chamber oxygen therapy operations, which provide emergency medical treatment to divers injured in the Monterey Bay Sanctuary.

Environmental Enhancement Fund (Fund 05) - accounts are for revenues associated with Coastal Area Planning grants, coastal area land use, and Environmental Impact Report deposit funds.

Downtown Business District (BID) (Fund 09) - accounts for the collection of fees from businesses within the Business Improvement District through their business licenses which go to the Pacific Grove Chamber of Commerce.

Hospitality and Tourism Improvement District (HID) (Fund 10) – accounts for fees received from hotels as part of their transient occupancy tax payments, with half of the assessment going to the Monterey County Convention and Visitor's Bureau and the other half going to the Pacific Grove Chamber of Commerce.

Reiko Koo Estate Donations (Fund 93) - accounts are for estate proceeds bequeathed to the City from Reiko Koo. There are no restrictions on the use of the funds.

Category	2023-24 Actual	2024-25 Budget	2024-25 Estimated	2025-26 Budget	Variance Budget to Budget	2026-27 Budget
Revenues / Transfers						
Hyperbaric Chamber	$ 12,479	$ 11,000	$ 10,377	$ 11,491	$ 491	$ 11,491
Environmental Enhancement	5,879	1,000	3,891	2,802	1,802	2,802
Downtown Business District	39,015	31,750	32,055	31,760	10	31,760
Hospitality Imp. District	559,658	663,900	545,327	514,916	(148,984)	540,566
Reiko Koo Estate Donations	1,114	300	676	487	187	487
Total Revenues / Transfers	618,145	707,950	592,326	561,455	(146,495)	587,105
Expenses / Transfers						
Hyperbaric Chamber	15,218	24,000	18,839	17,250	(6,750)	17,250
Environmental Enhancement	-	-	-	-	-	-
Downtown Business District	19,404	31,000	33,500	33,500	2,500	33,500
Hospitality Imp. District	567,201	601,400	542,666	528,200	(73,200)	554,560
Reiko Koo Estate Donations	-	2,193	2,193	-	(2,193)	-
Total Expenses / Transfers	601,823	658,593	597,198	578,950	(79,643)	605,310
Net Change	16,322	49,357	(4,872)	(17,495)	(66,852)	(18,205)
Ending Available Reserves						
Hyperbaric Chamber (04)	28,729	15,729	20,267	14,508	(1,221)	8,750
Environmental Enhancement (05)	119,676	120,676	123,567	126,369	5,693	129,170
Downtown Business District (09)	30,085	30,835	28,640	26,900	(3,935)	25,159
Hospitality Imp. District (10)	1,386	63,886	4,047	(9,237)	(73,123)	(23,231)
Reiko Koo Estate Donations (93)	2,877	984	1,360	1,847	863	2,333
Available Ending Reserves	$ 182,753	$ 232,110	$ 177,881	$ 160,386	$ (71,724)	$ 142,181

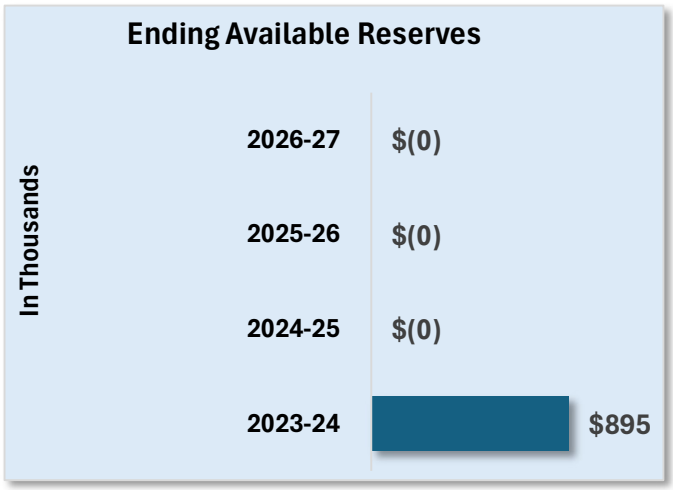
City of Pacific Grove Budget
Special Revenue Funds
American Rescue Plan (ARPA)

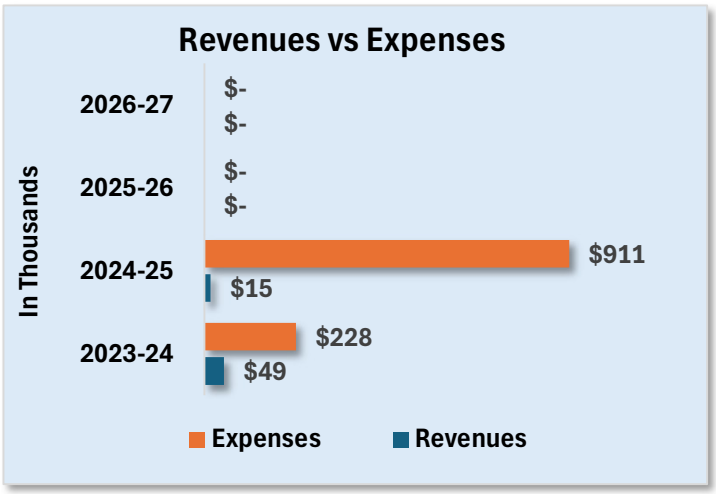
Dept Administrator
Administrative Services
Finance

Overview: The City qualified for funding under the American Rescue Plan Act of 2021 (ARPA) which provided relief for individuals and businesses affected by the coronavirus pandemic. The City's allocation totals $3.7 million with the first half of the allocation received in Fiscal Year 21/22 and the second half was received in Fiscal Year 22/23. The amount included in the budget includes projects that were carried forward from the prior years.



Category	2023-24 Actual	2024-25 Budget	2024-25 Estimated	2025-26 Budget	Variance Budget to Budget	2026-27 Budget
Revenues / Transfers						
Grants	-	-	-	-	-	-
Interest / Other	$ 49,418	$ 15,000	$ 15,395	$ -	$ (15,000)	-
Total Revenues / Transfers	49,418	15,000	15,395	-	(15,000)	-
Expenses / Transfers						
Service and Supplies	4,451	-	117,561	-	-	-
Capital Outlay / Improvements	223,963	828,872	793,003	-	(828,872)	-
Transfers Out	-	-	-	-	-	-
Total Expenses / Transfers	228,414	828,872	910,564	-	(828,872)	-
Net Change	(178,996)	(813,872)	(895,169)	-	813,872	-
Available Ending Reserves						
ARPA (84)	895,169	81,297	(0)	(0)	(81,297)	(0)
Available Ending Reserves	$ 895,169	$ 81,297	$ (0)	$ (0)	$ (81,297)	$ (0)





City of Pacific Grove Budget
Special Revenue Funds
Grants and Donations

Dept Administrator
Administrative Services
Finance

Overview: This combined fund in the ACFR includes :

Operating Grants (Fund 30) - accounts for grants from governmental agencies to support a variety of public services including police, fire, community development, parks, recreation, and museum facilities.

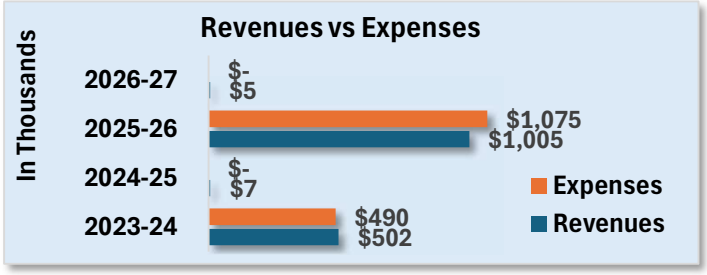
Operating Donations (Fund 31) - accounts are for donations to support a variety of public services including police, fire, parks, recreation; and library services and facilities.

Coastal Conservancy Grant (Fund 69) - receives grant proceeds from the Coastal Conservancy to fund coastal conservancy related projects and plans that maintain and improve beaches and coastal parks.

Areas of Special Biological Significance (ASBS) (Fund 79) - accounts for grants from Proposition 84 through the State Water Resources Control Board (SWRCB) to fund a variety of water quality improvement projects.

Category	2023-24 Actual	2024-25 Budget	2024-25 Estimated	2025-26 Budget	Variance Budget to Budget	2026-27 Budget
Revenues / Transfers						
Grants						
Operating Grants	$ 487,421	$ -	$ -	$ -	$ -	$ -
Operating Donations	5,335	2,400	3,285	1,002,365	999,965	2,365
Coastal Conservancy Grant	6,839	-	4,210	3,031	3,031	3,031
ASBS	2,507	-	-	-	-	-
Total Revenues / Transfers	502,102	2,400	7,495	1,005,396	1,002,996	5,396
Expenses / Transfers						
Operating Grants	489,754	-	-	-	$ -	-
Operating Donations	-	-	-	1,075,000	1,075,000	-
Coastal Conservancy Grant	-	-	-	-	-	-
ASBS	-	-	-	-	-	-
Total Expenses / Transfers	489,754	-	-	1,075,000	1,075,000	-
Ending Available Reserves						
Operating Grants (30)	(1,651)	(1,651)	(1,651)	(1,651)	-	(1,651)
Operating Donations (31)	69,810	72,210	73,095	460	(71,750)	2,825
Coastal Conservancy Grant (69)	89,483	89,483	93,693	96,724	7,241	99,755
ASBS (79)	26,137	26,137	26,137	26,137	-	26,137
Available Ending Reserves	$ 183,779	$ 186,179	$ 191,274	$ 121,670	(64,509)	$ 127,067





City of Pacific Grove Budget
Special Revenue Funds
Fire Emergency Equipment

Dept Administrator
Fire

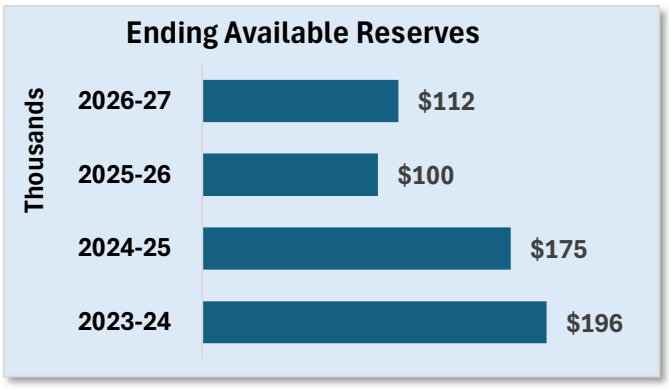
Overview: This fund accounts are for grants, fees, and donations in support of activities and equipment.

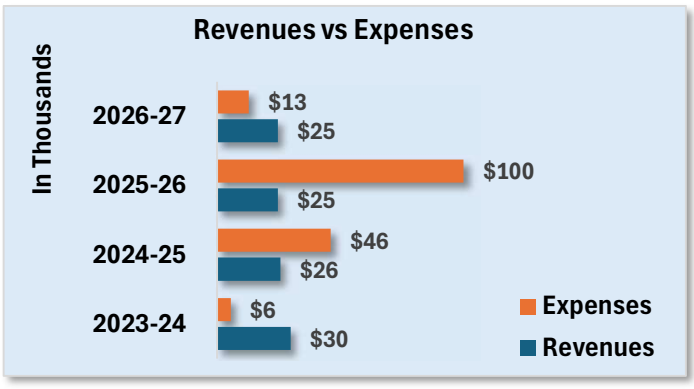






Category	2023-24 Actual	2024-25 Budget	2024-25 Estimated	2025-26 Budget	Variance Budget to Budget	2026-27 Budget
Revenues / Transfers						
Interest Income	$ 6,354	$ 3,200	$ 6,354	$ 4,575	$ 1,375	$ 4,575
Other Revenue	23,376	24,000	19,355	20,000	(4,000)	20,000
Total Revenues / Transfers	29,729	27,200	25,709	24,575	(2,625)	24,575
Expenses / Transfers						
Services	-	-	-	-	-	-
Supplies	5,527	12,880	12,880	-	(12,880)	12,880
Capital Outlay	-	33,200	33,200	100,000	66,800	-
Total Expenses / Transfers	5,527	46,080	46,080	100,000	53,920	12,880
Net Change	24,203	(18,880)	(20,371)	(75,425)	(56,545)	11,695
Available Ending Reserves						
Fire Emergency Equipment (12)	$ 195,633	$ 176,753	$ 175,262	$ 99,837	$ (76,916)	$ 111,532
Available Ending Reserves	$ 195,633	$ 176,753	$ 175,262	$ 99,837	$ (76,916)	$ 111,532





City of Pacific Grove Budget
Special Revenue Funds
Housing and Community Development

Dept Administrator
Community Development

Overview: This fund combines some of the smaller restricted funds related to this category, including the following:



Housing (Fund 15) - for the administration of housing loan activities.

CalHome Reuse (Fund 36) - accounts for grants from the California Department of Housing and Community Development (HCD) to enable low and very low-income households to become or remain homeowners. Assistance includes deferred-payment loans for down payment assistance and home rehabilitation that are payable on sale or transfer of homes or when they cease to be owner occupied, or at maturity.

Community Development Block Grant (CDBG) (Fund 34)- accounts for revolving loans originally funded through the U.S. Housing and Urban Development Department for low-to-moderate income persons. The City is considered a non-entitlement jurisdiction (i.e. population under 50,000) and thus does not receive annual funding. All future revolving loans are made using repayments of prior housing loans.

Senior Housing (Fund 28) - accounts for contributions to develop and maintain senior housing opportunities.

General Plan Maintenance (Fund 55) - accounts for fees collected to maintain the City's General Plan.

Category	2023-24 Actual	2024-25 Budget	2024-25 Estimated	2025-26 Budget	Variance Budget to Budget	2026-27 Budget
Revenues / Transfers						
Housing	$ 68,734	$ 27,000	$ 36,295	$ 26,132	(868)	$ 26,132
Senior Housing	856	-	527	379	379	379
CDBG	50,473	10,000	40,936	29,474	19,474	29,474
CalHome Reuse	35,273	4,000	31,172	22,444	18,444	22,444
General Plan Maint.	8,230	10,200	7,846	9,708	(492)	9,708
Total Revenues / Transfers	163,566	51,200	116,776	88,138	36,938	88,138
Expenses / Transfers						
Housing	137,062	273,718	115,867	156,883	(116,835)	162,852
Senior Housing	-	-	-	-	-	-
CDBG	(67,524)	20,000	191,600	283,401	263,401	20,000
CalHome Reuse	-	24,000	24,000	24,000	-	24,000
General Plan Maint.	-	-	-	-	-	-
Total Expenses / Transfers	69,538	317,718	331,467	464,284	146,566	206,852
Net Change	94,028	(266,518)	(214,691)	(376,146)	(109,628)	(118,714)
Ending Available Reserves						
Housing (15)	382,002	135,284	302,430	171,680	36,396	8,828
Senior Housing (28)	11,194	11,194	11,721	12,100	906	38,233
CDBG (34)	580,244	570,244	429,580	175,653	(394,591)	156,033
CalHome Reuse (36)	267,470	247,470	274,642	273,086	25,616	278,560
General Plan Maint. (55)	8,230	18,430	16,076	25,784	7,354	48,228
Available Ending Reserves	$ 1,249,140	$ 982,622	$ 1,034,449	$ 658,304	$ (324,318)	$ 529,881

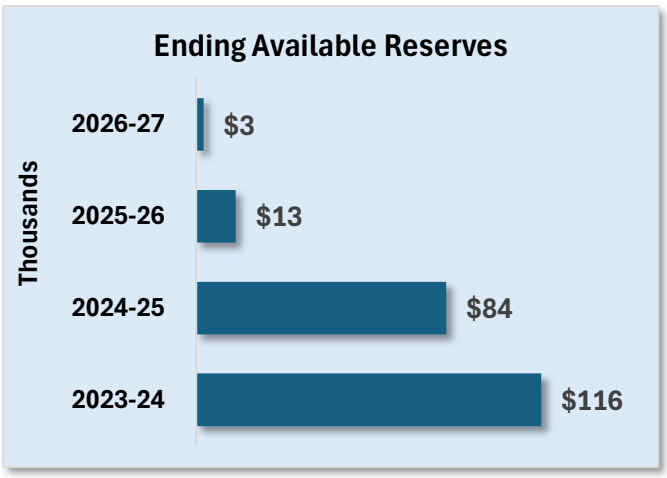
City of Pacific Grove Budget
Special Revenue Funds
State Franchise PEG

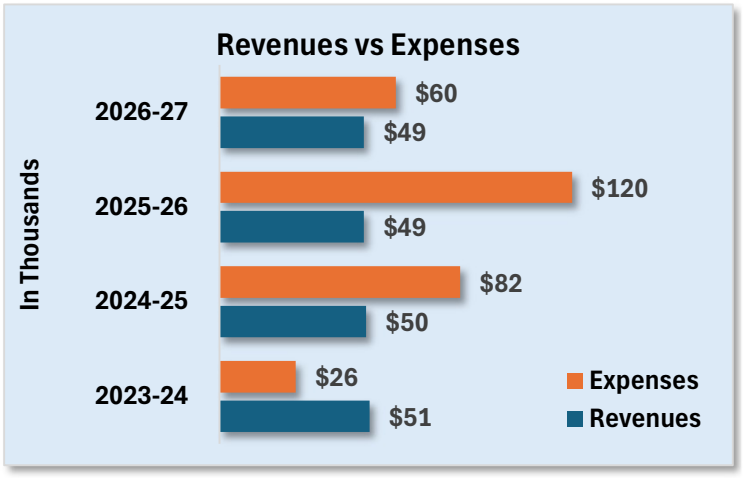
Dept Administrator
Administrative Services - Information Services

Overview: This fund accounts for funds received from the City's cable franchisee to support Public, Educational and Governmental (PEG) programming on local Public Access television. The fund supports equipment expenditures to aid in broadcasting based on the terms of the Digital Infrastructure and Video Competition Act of 2006.



Category	2023-24 Actual	2024-25 Budget	2024-25 Estimated	2025-26 Budget	Variance Budget to Budget	2026-27 Budget
Revenues / Transfers						
Grants	$ 46,594	$ 47,000	$ 47,000	$ 47,000	$ -	$ 47,000
Interest Income	3,015	1,000	3,015	2,171	1,171	2,171
Other Revenue	1,502	-	-	-	-	-
Total Revenues / Transfers	51,111	48,000	50,015	49,171	1,171	49,171
Expenses / Transfers						
Salaries and Benefits	-	-	-	-	-	-
Service and Supplies	26,000	81,000	82,000	60,000	(21,000)	60,000
Capital Outlay	-	-	-	60,000	60,000	-
Total Expenses / Transfers	26,000	81,000	82,000	120,000	39,000	60,000
Net Change	25,111	(33,000)	(31,985)	(70,829)	(37,829)	(10,829)
Available Ending Reserves						
State Franchise PEG (06)	116,177	83,177	84,192	13,363	(69,814)	2,534
Available Ending Reserves	$ 116,177	$ 83,177	$ 84,192	$ 13,363	$ (69,814)	$ 2,534





City of Pacific Grove Budget
Special Revenue Funds
Library

Dept Administrator
Library

Overview: This fund combines some of the smaller restricted funds related to this category, including the following:

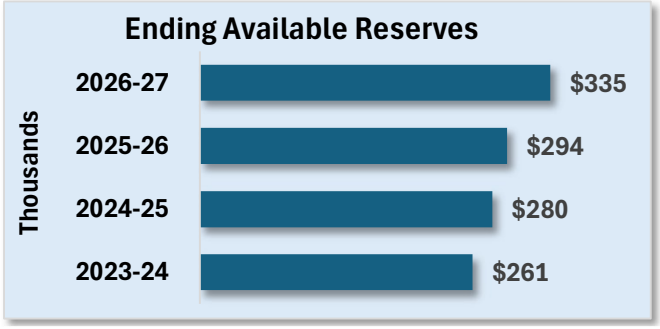
Library Building and Equipment (Fund 07) - accounts for funds for library improvements and equipment.

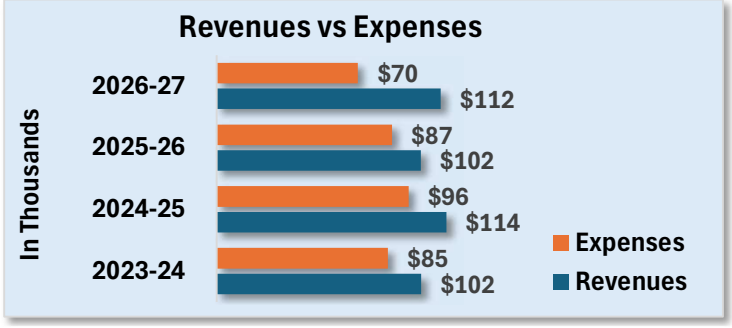
Library Books (Fund 11) - receives funds for the specific purpose of purchasing books for the library.

Poetry Promotion (Fund 40) - receives funds to support the promotion of poetry in the community.



Category	2023-24 Actual	2024-25 Budget	2024-25 Estimated	2025-26 Budget	Variance Budget to Budget	2026-27 Budget
Revenues / Transfers						
Library Building/Equipment	$ 7,522	$ 3,000	$ 28,183	$ 17,292	$ 14,292	$ 27,292
Library Books	51,918	58,163	42,991	42,154	(16,009)	42,154
Poetry Promotion	42,502	36,120	43,302	42,232	6,112	42,232
Total Revenues / Transfers	101,942	97,283	114,476	101,677	4,394	111,677
Expenses / Transfers						
Library Building/Equipment	71,410	38,000	38,000	45,000	7,000	28,000
Library Books	260	42,571	42,571	40,000	(2,571)	40,000
Poetry Promotion	13,620	20,000	15,000	2,400	(17,600)	2,400
Total Expenses / Transfers	85,290	100,571	95,571	87,400	(13,171)	70,400
Net Change	16,652	(3,288)	18,905	14,277	17,565	41,277
Ending Available Reserves						
Library Building/Equipment (07)	72,346	37,346	62,529	34,821	(2,525)	34,113
Library Books (11)	39,310	54,902	39,730	41,884	(13,018)	44,037
Poetry Promotion (40)	149,336	165,456	177,638	217,470	52,014	257,302
Available Ending Reserves	$ 260,992	$ 257,704	$ 279,897	$ 294,174	$ 36,470	$ 335,451





City of Pacific Grove Budget
Special Revenue Funds
Museum Improvement

Dept Administrator
Public Works

Overview: This fund accounts for donations designated for improvements to the museum.

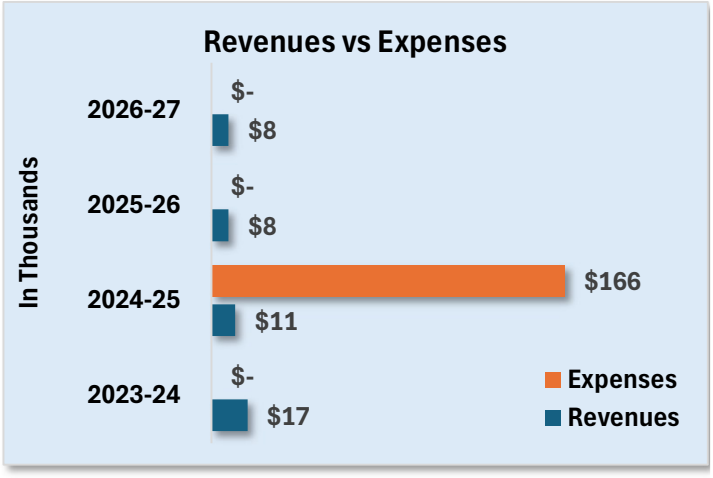






Category	2023-24 Actual	2024-25 Budget	2024-25 Estimated	2025-26 Budget	Variance Budget to Budget	2026-27 Budget
Revenues / Transfers						
Donations	$ -	$ -	$ -	$ -	$ -	$ -
Interest Income	11,212	4,000	11,212	8,073	$ 4,073	8,073
Other Income	5,727	-	-	-	$ -	-
Total Revenues / Transfers	16,939	4,000	11,212	8,073	4,073	8,073
Expenses / Transfers						
Salaries and Benefits	-	-	-	-	$ -	-
Service and Supplies	-	-	-	-	$ -	-
Capital Outlay / Projects	-	165,800	165,800	-	$ (165,800)	-
Total Expenses / Transfers	-	165,800	165,800	-	(165,800)	-
Net Change	16,939	(161,800)	(154,588)	8,073	169,873	8,073
Available Ending Reserves						
Museum Improvement (08)	344,823	183,023	190,235	198,308	15,285	206,380
Available Ending Reserves	$ 344,823	$ 183,023	$ 190,235	$ 198,308	$ 15,285	$ 206,380





City of Pacific Grove Budget
Special Revenue Funds
Police

Dept Administrator
Police

Overview: This fund combines some of the smaller restricted funds related to this category, including the following:

Asset Seizure (Fund 22) - accounts for asset forfeitures seized by law enforcement agencies, to be used to support narcotic investigation courses, equipment, or supplies.

Public Safety Augmentation (Fund 42) - accounts for revenue from Proposition 172 public safety sales tax to pay for a contract for 911 emergency dispatch services.

Supplement Law Enforcement Services (Fund 43) – partially funds the costs of a School Resource Officer, with additional funding from the school district.

Abandoned Vehicle Abatement (Fund 45) - Monterey County receives a $1 tax on vehicle registrations. The City is reimbursed based on each abandoned vehicle.



Category	2023-24 Actual	2024-25 Budget	2024-25 Estimated	2025-26 Budget	Variance Budget to Budget	2026-27 Budget
Revenues / Transfers						
DARE	$ 25	$ -	$ -	$ -	$ -	$ -
Asset Seizure	$ 420	$ 50	$ 261	$ 188	$ 138	$ 188
Public Safety Augmentation	489,516	496,025	503,761	508,452	12,427	508,452
Supplemental Law Enforcement	201,191	277,000	278,999	277,879	879	277,879
Abandoned Vehicle Abatement	17,853	12,200	11,366	10,984	(1,216)	10,984
Total Revenues / Transfers	709,004	785,275	794,387	797,503	12,228	797,503
Expenses / Transfers						
DARE	-	-	-	-	-	-
Asset Seizure	-	-	-	-	-	-
Public Safety Augmentation	479,452	494,651	494,651	524,330	29,679	545,303
Supplemental Law Enforcement	250,512	281,646	198,999	277,879	(3,767)	277,879
Abandoned Vehicle Abatement	-	-	-	40,000	40,000	-
Total Expenses / Transfers	729,964	776,297	693,650	842,209	65,912	823,182
Net Change	(20,959)	8,978	100,736	(44,706)	(53,684)	(25,679)
Ending Available Reserves						
DARE (21)	-	-	-	-	-	-
Asset Seizure (22)	2,168	2,218	2,429	2,617	399	2,805
Public Safety Augmentation (42)	73,726	75,100	82,836	66,958	(8,142)	30,107
Supplemental Law Enforcement (43)	48,914	44,268	128,914	128,914	84,646	128,914
Abandoned Vehicle Abatement (45)	39,791	51,991	51,157	22,141	(29,850)	33,124
Available Ending Reserves	$ 164,599	$ 173,577	$ 265,335	$ 220,629	$ 47,052	$ 194,949

City of Pacific Grove Budget
Special Revenue Funds
City Facilities

Dept Administrator
Public Works



Overview: This fund in the ACFR combines some smaller restricted funds in this category, including:

Carillion (Fund 03) - accounts are for donations designated for the maintenance of the tower clock and chimes system at City Hall.

Chautauqua Hall (Fund 26) - was built in 1881 and was designated a State Historical Landmark. The fund accounts for donations received that are used to support building maintenance.

Lighthouse (Fund 27) - accounts for any expenses and/or any revenues, donations or operating transfer receipts related to the operations and maintenance of the Point Pinos Lighthouse.

Yount Income (Fund 41) - accounts for the expendable portion to be used for beautification of the city and for minor improvements to educational and/or recreational facilities.

Strong Disbursement (Fund 46)- accounts for Bertha Strong foundation funds for civic improvements.

McIndoo Donation (Fund 92) - accounts for the receipt of a donation from the Jeanette J. McIndoo Trust for enhancement of public facilities and grounds.

Category	2023-24 Actual	2024-25 Budget	2024-25 Estimated	2025-26 Budget	Variance Budget to Budget	2026-27 Budget
Revenues / Transfers						
Carillon	$ 796	$ 150	$ 490	$ 353	$ 203	$ 353
Chautaqua Hall	1,225	-	754	543	543	543
Lighthouse	127,997	90,000	120,815	126,916	36,916	135,351
Yount Income	9,068	8,500	8,674	8,485	(15)	8,485
Strong Disbursement	14,459	40,500	-	-	(40,500)	-
McIndoo	2,664	500	1,621	1,167	667	1,167
Total Revenues / Transfers	156,208	139,650	132,354	137,464	(2,186)	145,899
Expenses / Transfers						
Carillon	-	-	-	-	-	-
Chautaqua Hall	-	-	-	-	-	-
Lighthouse	99,058	199,450	190,903	131,908	(67,542)	133,946
Yount Income	-	-	-	24,997	24,997	-
Strong Disbursement	-	65,000	65,000	-	(65,000)	-
McIndoo	17,387	-	-	23,006	23,006	-
Total Expenses / Transfers	116,445	264,450	255,903	179,911	(84,539)	133,946
Net Change	39,763	(124,800)	(123,549)	(42,447)	82,353	11,953
Ending Available Reserves						
Carillon (03)	10,421	10,571	10,911	11,264	693	11,617
Chautaqua Hall (26)	16,022	16,022	16,776	17,319	1,297	17,862
Lighthouse (27)	223,970	114,520	153,882	148,890	34,370	150,295
Yount Income (41)	16,408	24,908	25,082	8,570	(16,338)	17,056
Strong Disbursement (46)	43,864	19,364	(21,136)	(21,136)	(40,500)	(21,136)
McIndoo (92)	22,133	22,633	23,754	1,915	(20,718)	3,082
Available Ending Reserves	$ 332,818	$ 208,018	$ 209,268	$ 166,822	$ (41,196)	$ 178,775

City of Pacific Grove Budget
Special Revenue Funds
Streets

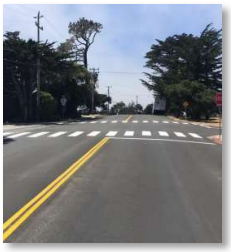
Dept Administrator
Public Works

Overview: This fund combines some of the smaller restricted funds related to this category, including the following:

Local Streets and Roads (Measure X) (Fund 17) - authorizes TAMC to impose and administer the proceeds from a three-eighths cent transaction and use tax to pay for pedestrian and vehicular transportation projects. Measure X has a maintenance of Effort requirement that is the higher of either the most recent three year average or the amount spent in 2017, whichever is higher (the latter applies to the City).

Gas Tax (Fund 18) - accounts are for revenues utilized for street-related operating and capital project costs.

Regional Surface Transportation (RSTP) (Fund 20) - receives federal grant funding from the Transportation Agency for Monterey County (TAMC) for projects including bicycles, pedestrians, local roads, and transit.



Road Maintenance and Rehabilitation Account (RMRA) (Fund 47) - These revenues are generated from increased gas tax, diesel excise and sales tax; and a zero-emission vehicle registration fee for local transportation projects. Funding has a maintenance of effort (MOE) requirement similar to Measure X.

Category	2023-24 Actual	2024-25 Budget	2024-25 Estimated	2025-26 Budget	Variance Budget to Budget	2026-27 Budget
Revenues / Transfers						
Measure X	$ 825,955	$ 840,000	$ 800,848	$ 784,575	$ (55,425)	$ 784,575
Gas Tax	409,085	382,000	408,453	416,426	34,426	426,993
RSTP	69,450	650,856	650,856	-	(650,856)	-
RMRA	407,477	374,839	397,560	418,540	43,701	400,628
Total Revenues / Transfers	1,711,967	2,247,695	2,257,717	1,619,540	(628,155)	1,612,195
Expenses / Transfers						
Measure X	943,822	1,757,037	1,757,037	820,000	(937,037)	818,000
Gas Tax	328,648	474,834	438,812	519,187	44,353	536,452
RSTP	-	650,856	650,856	-	(650,856)	-
RMRA	103,442	891,114	891,114	570,096	(321,018)	400,000
Total Expenses / Transfers	1,375,912	3,773,841	3,737,819	1,909,283	(1,864,558)	1,754,452
Net Change	336,055	(1,526,146)	(1,480,102)	(289,743)	1,236,403	(142,257)
Ending Available Reserves						
Measure X (17)	1,036,890	119,853	80,701	45,276	(74,577)	11,850
Gas Tax (18)	261,121	168,287	230,762	128,001	(40,286)	18,542
RSTP (20)	-	-	-	-	-	-
RMRA (47)	645,210	128,935	151,656	100	(128,835)	727
Available Ending Reserves	$ 1,943,221	$ 417,075	$ 463,119	$ 173,376	$ (243,699)	$ 31,119

City of Pacific Grove Budget
Special Revenue Funds
Recreation

Dept Administrator
Public Works - Recreation

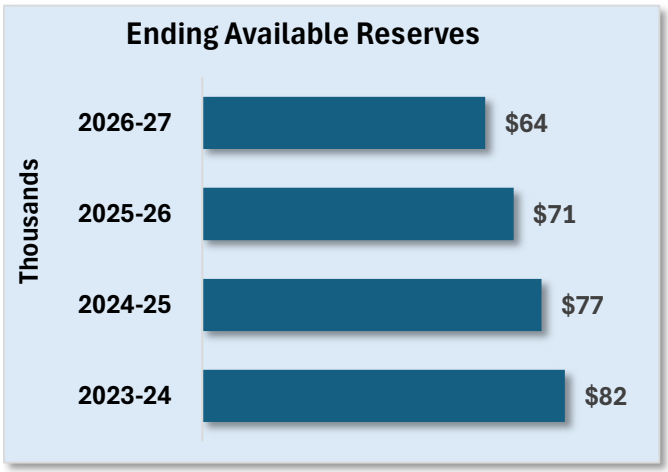
Overview: The City has several small funds that are included in the balances reported in the Recreation Fund in the City's Annual Comprehensive Annual Financial Report (ACFR), including the following:

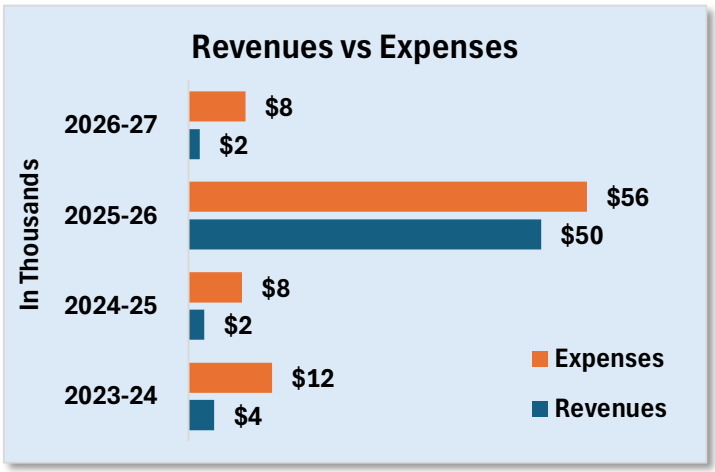
Stillwell Children's Pool (Fund 24) - accounts are for the operation of the pool at Lover's Point.

Recreation Donations (Fund 25) - accounts for donations to supporting the Youth Center and for the Take Part program, providing financial assistance to City families to participate in recreation programs.



Category	2023-24 Actual	2024-25 Budget	2024-25 Estimated	2025-26 Budget	Variance Budget to Budget	2026-27 Budget
Revenues / Transfers						
Stillwell Children's Pool	$ 3,624	$ 500	$ 2,229	$ 1,605	$ 1,105	$ 1,605
Recreation Donations	-	-	-	48,000	48,000	-
Total Revenues / Transfers	3,624	500	2,229	49,605	49,105	1,605
Expenses / Transfers						
Stillwell Children's Pool	11,756	-	7,535	18,000	18,000	8,000
Recreation Donations	-	-	-	38,000	38,000	-
Total Expenses / Transfers	11,756	-	7,535	56,000	56,000	8,000
Net Change	(8,132)	500	(5,306)	(6,395)	(6,895)	(6,395)
Ending Available Reserves						
Stillwell Children's Pool (24)	35,491	35,991	30,185	13,790	(22,201)	7,395
Recreation Donations (25)	46,915	46,915	46,915	56,915	10,000	56,915
Available Ending Reserves	$ 82,406	$ 82,906	$ 77,100	$ 70,705	$ (12,201)	$ 64,310





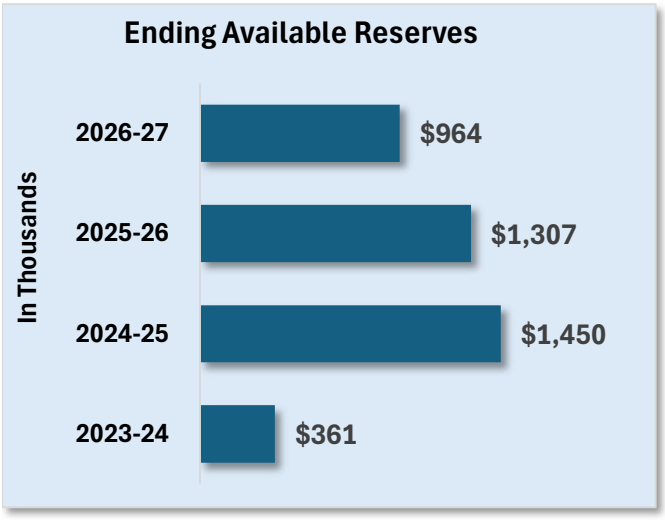
City of Pacific Grove Budget
Capital Projects Funds
General Fund CIP - Fund 63

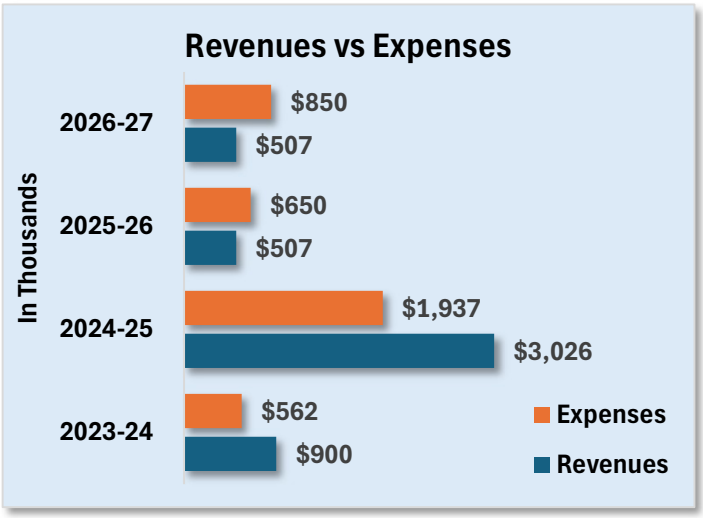
Dept Administrator
Public Works

Overview: The General Fund Capital Improvement Program (CIP) accounts for capital projects funded fully or in part with discretionary general fund revenues. These projects are distinct from projects funded by Special Revenue, Enterprise Funds or Restricted Funds.



Category	2023-24 Actual	2024-25 Budget	2024-25 Estimated	2025-26 Budget	Variance Budget to Budget	2026-27 Budget
Revenues						
Transfers In	$ 750,000	$ 3,017,033	$ 3,017,033	$ 500,000	$ (2,517,033)	$ 500,000
Interest Income	9,281	-	9,281	6,682	6,682	6,682
Grants	110,948	-	-	-	-	-
Capital Contributions	-	67,500	-	-	(67,500)	-
Other Reimbursements	29,772	-	-	-	-	-
Total Revenues	900,002	3,084,533	3,026,314	506,682	(2,577,851)	506,682
Expenses						
Salary and Benefits	-	-	-	-	-	-
Service and Supplies	1,528	-	-	-	-	-
Capital Outlay	93,684	-	-	150,000	150,000	350,000
Capital Improvements	467,219	1,937,033	1,937,033	500,000	(1,437,033)	500,000
Total Expenses	562,432	1,937,033	1,937,033	650,000	(1,287,033)	850,000
Net Change	337,570	1,147,500	1,089,281	(143,318)	(1,290,818)	(343,318)
Available Ending Reserves	$ 361,196	$ 1,508,696	$ 1,450,477	$ 1,307,159	$ (201,537)	$ 963,842





City of Pacific Grove Budget
Permanent Funds
Library Endowment Trust - Fund 85

Dept Administrator
Library

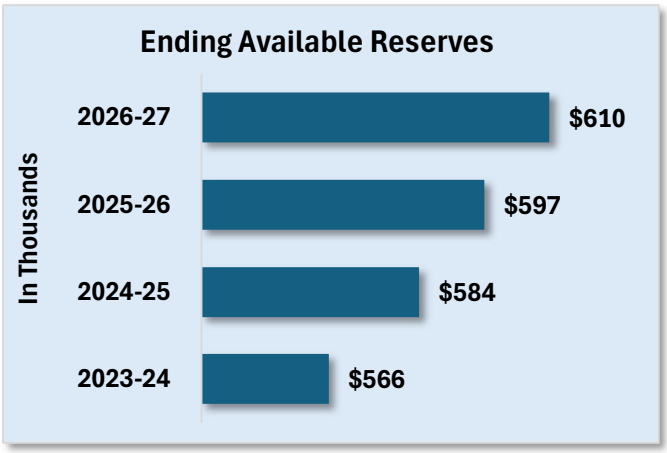
Overview:
This fund accounts for donations and bequeaths for the benefit of Library materials and collections.

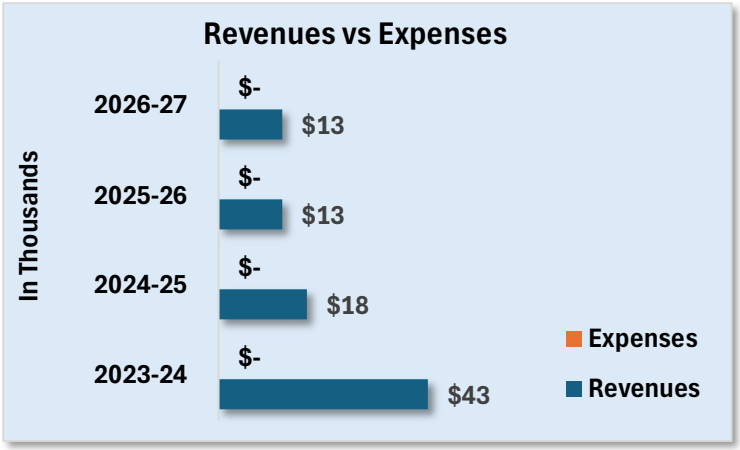






Category	2023-24 Actual	2024-25 Budget	2024-25 Estimated	2025-26 Budget	Variance Budget to Budget	2026-27 Budget
Revenues / Transfers						
Interest Income	$ 18,252	$ 12,000	$ 18,252	$ 13,141	$ 1,141	$ 13,141
Other Revenues	24,944	10,000	-	-	(10,000)	-
Total Revenues / Transfers	43,196	22,000	18,252	13,141	(8,859)	13,141
Expenses / Transfers						
Salaries and Benefits	-	-	-	-	-	-
Service and Supplies	-	-	-	-	-	-
Capital	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenses / Transfers	-	-	-	-	-	-
Net Change	43,196	22,000	18,252	13,141	(8,859)	13,141
Available Ending Reserves	$ 565,637	$ 587,637	$ 583,889	$ 597,030	$ 9,393	$ 610,172





City of Pacific Grove Budget
Permanent Funds
Cemetery Endowment Trust - Fund 86

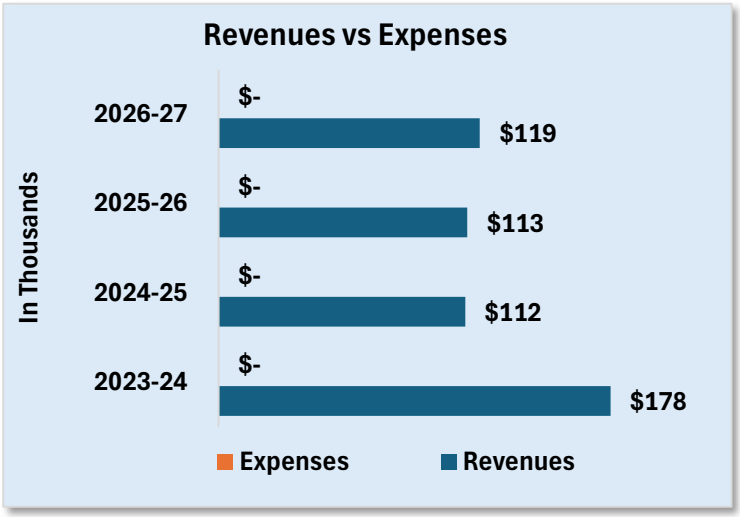
Dept Administrator
Public Works

Overview:
This fund accounts for revenues paid for the El Carmelo Cemetery endowment care, perpetual expenses; and the general preservation of burial sites, grounds, walking paths, roadways, boundaries and structures.



Category	2023-24 Actual	2024-25 Budget	2024-25 Estimated	2025-26 Budget	Variance Budget to Budget	2026-27 Budget
Revenues / Transfers						
Sales and Services	$ 74,216	$ 76,000	$ 75,000	$ 76,000	$ -	$ 79,800
State Grant					-	
Interest Income	103,711	37,000	37,000	37,000	-	38,900
Total Revenues / Transfers	177,927	113,000	112,000	113,000	-	118,700
Expenses / Transfers						
Salaries and Benefits	-	-	-	-	-	-
Service and Supplies	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenses / Transfers	-	-	-	-	-	-
Net Change	177,927	113,000	112,000	113,000	-	118,700
Available Ending Reserves	$ 2,145,254	$ 2,258,254	$ 2,257,254	$ 2,370,254	$ 112,000	$ 2,488,954





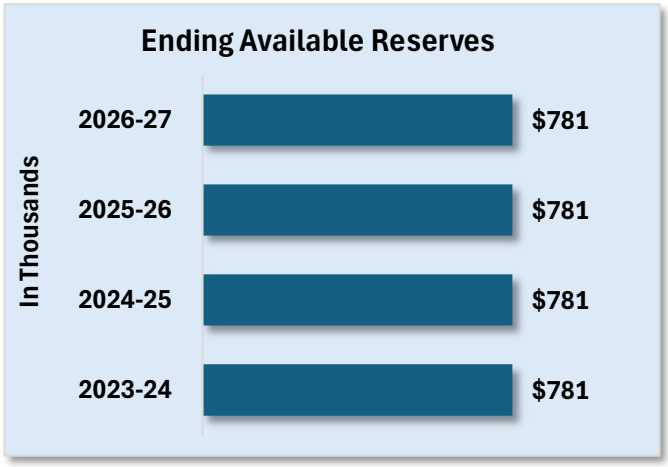
City of Pacific Grove Budget
Permanent Funds
Yount Trust - Fund 90

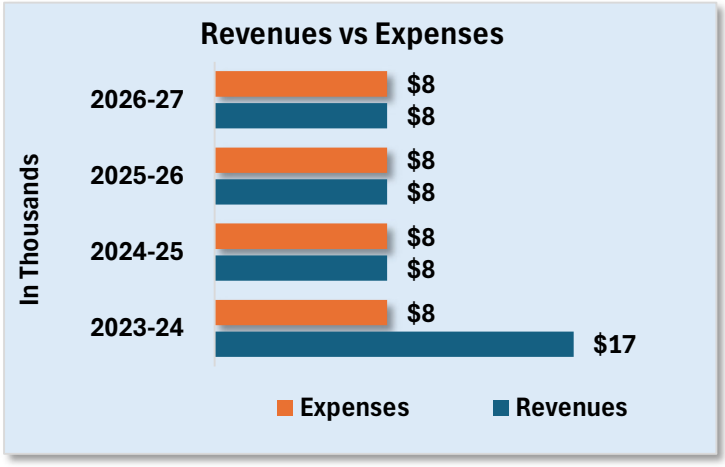
Dept Administrator
Public Works

Overview:
This fund accounts for interest income from a non-expendable trust fund. The actual interest earned is transferred to the Yount Income Fund to support beautification of the City and minor improvements to education and/or recreational facilities.



Category	2023-24 Actual	2024-25 Budget	2024-25 Estimated	2025-26 Budget	Variance Budget to Budget	2026-27 Budget
Revenues / Transfers						
Sales and Services	$ -	$ -	$ -	$ -	$ -	$ -
State Grant	-	-	-	-	$ -	-
Interest Income	16,675	8,000	8,000	8,000	$ -	8,000
Total Revenues / Transfers	16,675	8,000	8,000	8,000	-	8,000
Expenses / Transfers						
Salaries and Benefits	-	-	-	-	$ -	-
Service and Supplies	-	-	-	-	$ -	-
Transfers Out	8,000	8,000	8,000	8,000	$ -	8,000
Total Expenses / Transfers	8,000	8,000	8,000	8,000	-	8,000
Net Change	8,675	-	-	-	-	-
Available Ending Reserves	$ 781,371	$ 781,371	$ 781,371	$ 781,371	$ -	$ 781,371

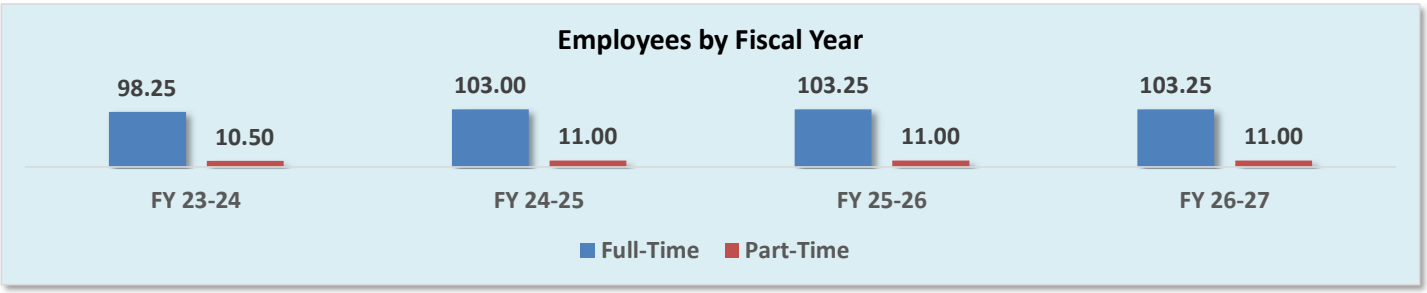




City of Pacific Grove Budget
Employees by Department
Through Fiscal Year 2026-27

Department / Funding Source	FY 23-24 FTEs	FY 23-24 Part-Time	FY 24-25 FTEs	FY 24-25 Part-Time	FY 25-26 FTEs	FY 25-26 Part-Time	FY 26-27 FTEs	FY 26-27 Part-Time
City Council (General Fund)		7.00		7.00		7.00		7.00
City Manager (General Fund)	4.43		5.18		5.18		5.18	
Administrative Services								
General Fund	9.52		9.67		9.67		9.67	
Cemetery	1.00		1.00		1.00		1.00	
Worker's Compensation	0.30		0.35		0.35		0.35	
Liability	0.20		0.25		0.25		0.25	
Subtotals	11.02	0.00	11.27	0.00	11.27	0.00	11.27	0.00
Community Development (General)	7.50		8.75		8.75		8.75	
Police								
General Fund	33.30		33.30		33.30		33.30	
SLESF	0.70		0.70		0.70		0.70	
Subtotals	34.00	0.00	34.00	0.00	34.00	0.00	34.00	0.00
Library (General Fund)	8.50		9.00		9.00		9.00	
Recreation								
General Fund	6.65		6.65		6.90		6.90	
Lighthouse		2.25		2.25		2.25		2.25
Subtotals	6.65	2.25	6.65	2.25	6.90	2.25	6.90	2.25
Public Works								
General Fund	18.45	1.00	20.45	1.37	19.60	1.37	19.60	1.37
Cemetery	1.30	0.25	1.30	0.25	1.30	0.25	1.30	0.25
Sewer	5.05		5.05	0.13	5.90	0.13	5.90	0.13
Gas Tax	1.35		1.35		1.35		1.35	
Subtotals	26.15	1.25	28.15	1.75	28.15	1.75	28.15	1.75
Grand Total All Departments	**98.25**	**10.50**	**103.00**	**11.00**	**103.25**	**11.00**	**103.25**	**11.00**
Totals by Fund								
General Fund	88.35	8.00	93.00	8.37	92.40	8.37	92.40	8.37
Other Funds	9.90	2.50	10.00	2.63	10.85	2.63	10.85	2.63
Total All Funds	**98.25**	**10.50**	**103.00**	**11.00**	**103.25**	**11.00**	**103.25**	**11.00**

* Note: the above excludes seasonal employees hired each year by the Recreation Department
The amounts for the City Manager's department includes Economic Development
The amounts for the Administrative Services department includes Information Services



City of Pacific Grove Budget
Employee Position Listing
Through Fiscal Year 2026-27

Status	Positions	Pos. #	Adopted FY 23-24 FTE%	Amended FY 24-25 FTE%	Proposed FY 25-26 FTE%	Proposed FY 26-27 FTE%
Part-time	Council Member	002-000	6.00	6.00	6.00	6.00
Part-time	Mayor	001-001	1.00	1.00	1.00	1.00
Total	**TOTAL CITY COUNCIL**		**7.00**	**7.00**	**7.00**	**7.00**
Full-time	City Manager	301	0.85	0.85	0.85	0.85
Full-time	Human Resources Director	210	1.00	1.00	1.00	1.00
Full-time	City Clerk	243	1.00	1.00	1.00	1.00
Full-time	Management Analyst	208	1.18	1.18	1.00	1.00
Full-time	Senior Accounting Assistant	125	0.00	0.00	0.18	0.18
Total	**TOTAL CITY MANAGER/ HUMAN RESOURCES/CITY CLERK**		**4.03**	**4.03**	**4.03**	**4.03**
Full-time	City Manager	301	0.15	0.15	0.15	0.15
Full-time	Deputy City Manager	219	0.00	1.00	1.00	1.00
Full-time	Associate Planner	168	0.25	0.00	0.00	0.00
Total	**TOTAL ECONOMIC DEVELOPMENT**		**0.40**	**1.15**	**1.15**	**1.15**
Full-time	Administrative Services Director	304	0.80	0.80	0.80	0.80
Full-time	Senior Program Manager	206	0.65	0.65	0.65	0.65
Full-time	Program Manager	219	0.75	0.75	0.75	0.75
Full-time	Management Analyst	208	1.00	1.00	1.00	1.00
Full-time	Accounting Assistant	120	0.75	0.75	0.75	0.75
Full-time	Senior Accounting Assistant	125	1.67	1.67	1.67	1.67
Full-time	Senior Accountant	218	1.00	1.00	1.00	1.00
Total	**TOTAL FINANCE - GENERAL FUND**		**6.62**	**6.62**	**6.62**	**6.62**
Full-time	Community Development Director	205	1.00	1.00	1.00	1.00
Full-time	Code Compliance Officer	164	1.00	1.00	1.00	1.00
Full-time	Associate Planner	168	1.75	2.00	2.00	2.00
Full-time	Principal Planner	241	1.00	1.00	1.00	1.00
Full-time	Office Assistant	136	0.50	0.50	0.50	0.50
Full-time	Administrative Analyst	170	0.75	0.75	0.75	0.75
Full-time	Management Analyst	208	0.50	0.50	0.50	0.50
Full-time	Senior Program Manager	206	0.50	0.50	0.50	0.50
Full-time	Office Assistant	136	0.50	0.50	0.50	0.50
Full-time	Management Analyst	208	0.50	0.50	0.50	0.50
Full-time	Senior Program Manager	206	0.50	0.50	0.50	0.50
Total	**TOTAL COMMUNITY DEVELOPMENT**		**8.50**	**8.75**	**8.75**	**8.75**
Full-time	Police Chief	602	1.00	1.00	1.00	1.00
Full-time	Police Commander	601	2.00	2.00	2.00	2.00
Full-time	Police Sergeant	524	4.00	4.00	4.00	4.00
Full-time	Police Officer (1)	516	15.30	15.30	15.30	15.30
Full-time	Management Analyst	208	1.00	1.00	1.00	1.00
Full-time	Community Service Officer	507	3.00	3.00	3.00	3.00
Full-time	Parking Enforcement Officer	506	1.00	1.00	1.00	1.00
Full-time	Administrative Analyst	170	1.00	1.00	1.00	1.00
Full-time	Property & Evidence Technician	509	1.00	1.00	1.00	1.00
Full-time	Police Services Technician	508	4.00	4.00	4.00	4.00
Total	**TOTAL POLICE DEPARTMENT**		**33.30**	**33.30**	**33.30**	**33.30**

City of Pacific Grove Budget
Employee Position Listing
Through Fiscal Year 2026-27

Status	Positions	Pos. #	Adopted FY 23-24 FTE%	Amended FY 24-25 FTE%	Proposed FY 25-26 FTE%	Proposed FY 26-27 FTE%
Full-time	Library Director	217	1.00	1.00	1.00	1.00
Full-time	Librarian	208	3.50	2.75	2.75	2.75
Full-time	Library Clerk	199	1.50	1.50	1.50	1.50
Full-time	Administrative Analyst	170	0.75	1.00	1.00	1.00
Full-time	Library Assistant2	122	0.75	0.75	0.75	0.75
Full-time	Senior Library Assistant	144	1.00	2.00	2.00	2.00
Total	**TOTAL LIBRARY**		**8.50**	**9.00**	**9.00**	**9.00**
Full-time	Program Manager, Senior	206	1.00	1.00	1.00	1.00
Full-time	Management Analyst	208	1.00	1.00	1.00	1.00
Full-time	Administrative Services Director	304	0.05	0.05	0.05	0.05
Full-time	It Support Specialist	105	1.00	1.00	1.00	1.00
Total	**TOTAL INFORMATION SERVICES**		**3.05**	**3.05**	**3.05**	**3.05**
Full-time	Public Works Director	207	0.20	0.20	0.20	0.20
Full-time	Program Manager	219	1.00	1.00	1.00	1.00
Full-time	Recreation Program Sup	620	0.75	0.75	0.75	0.75
Full-time	Management Analyst	208	0.20	0.20	0.20	0.20
Full-time	Recreation Coordinator	118	3.75	3.75	4.00	4.00
Full-time	Office Assistant	104	0.75	0.75	0.75	0.75
Total	**TOTAL RECREATION - GENERAL FUND**		**6.65**	**6.65**	**6.90**	**6.90**
Full-time	Public Works Director	207	0.30	0.30	0.30	0.30
Full-time	Deputy Director/ Civil Engineer	206	0.00	1.00	0.50	0.50
Full-time	Construction Project Manager	209	0.10	0.10	0.10	0.10
Full-time	Programs Manager	219	0.50	0.50	0.50	0.50
Full-time	Program Manager, Senior	206	0.25	0.25	0.25	0.25
Full-time	Superintendent	208	0.40	0.40	0.40	0.40
Full-time	Equipment Mechanic	156	1.00	1.00	1.00	1.00
Full-time	Equipment Mechanic, Senior	157	1.00	1.00	1.00	1.00
Full-time	Maintenance Supervisor	154	0.50	0.50	0.50	0.50
Full-time	Construction Project Manager	209	0.20	0.20	0.20	0.20
Full-time	Maintenance Worker	132	8.20	8.20	8.20	8.20
Full-time	Public Works Director	207	0.10	0.10	0.10	0.10
Full-time	Maintenance Worker, Senior	146	0.95	0.95	0.50	0.50
Full-time	Administrative Analyst	170	0.50	0.50	0.30	0.30
Full-time	Maintenance Worker Senior	146	0.40	0.40	0.40	0.40
Full-time	Program Manager, Senior	206	0.25	0.25	0.25	0.25
Full-time	Construction Project Manager	209	0.20	0.20	0.20	0.20
Full-time	Maintenance Worker	132	3.30	3.30	3.30	3.30
Full-time	Public Works Director	207	0.05	0.05	0.05	0.05
Full-time	Administrative Analyst	170	0.25	0.25	0.25	0.25
Full-time	Administrative Technician	170	0.00	0.00	0.30	0.30
Full-time	Urban Forester	206	0.00	1.00	1.00	1.00
Part-time	Administrative Assistant	104	0.13	0.13	0.13	0.13
Part-time	Custodian	115	0.50	0.50	0.50	0.50
Part-time	Administrative Assistant	104	0.12	0.12	0.12	0.12
Part-time	Administrative Assistant	104	0.12	0.12	0.12	0.12
Part-time	Maintenance Worker	132	0.50	0.50	0.50	0.50

City of Pacific Grove Budget
Employee Position Listing
Through Fiscal Year 2026-27

Status	Positions	Pos. #	Adopted FY 23-24 FTE%	Amended FY 24-25 FTE%	Proposed FY 25-26 FTE%	Proposed FY 26-27 FTE%
Total	**TOTAL PUBLIC WORKS - GENERAL FUND**		**19.82**	**21.82**	**20.97**	**20.97**
Full-time	Maintenance Worker	132	0.80	0.80	0.80	0.80
Full-time	Management Analyst	208	0.20	0.20	0.00	0.00
Full-time	Maintenance Supervisor	154	0.20	0.20	0.20	0.20
Full-time	Program Manager, Senior	206	0.05	0.05	0.00	0.00
Full-time	Program Manager		0.00	0.00	0.25	0.25
Full-time	Cemetery Office Assistant	136	1.00	1.00	1.00	1.00
Full-time	Administrative Services Director	601	0.05	0.05	0.05	0.05
Part-time	Maintenance Worker	132	0.25	0.25	0.25	0.25
Total	**TOTAL PUBLIC WORKS / ASD - CEMETERY**		**2.55**	**2.55**	**2.55**	**2.55**
Full-time	Deputy Director/ Civil Engineer	206	0.00	0.00	0.50	0.50
Full-time	Programs Manager	217	0.50	0.50	0.50	0.50
Full-time	Program Manager, Senior	206	0.50	0.50	0.50	0.50
Full-time	Administrative Analyst	170	0.05	0.05	0.25	0.25
Full-time	Construction Project Manager	209	0.50	0.50	0.50	0.50
Full-time	Management Analyst	208	0.40	0.40	0.40	0.40
Full-time	Maintenance Supervisor	154	1.30	1.30	1.30	1.30
Full-time	Maintenance Worker Senior	146	0.35	0.35	0.50	0.50
Full-time	Maintenance Worker	132	1.10	1.10	1.10	1.10
Full-time	Public Works Director	207	0.35	0.35	0.35	0.35
Part-time	Administrative Assistant	104	0.13	0.13	0.13	0.13
Total	**TOTAL PUBLIC WORKS - SEWER**		**5.18**	**5.18**	**6.03**	**6.03**
Full-time	Maintenance Worker Senior	146	0.30	0.30	0.30	0.30
Full-time	Maintenance Worker	132	0.60	0.60	0.60	0.60
Full-time	Administrative Analyst	170	0.45	0.45	0.45	0.45
Total	**TOTAL PUBLIC WORKS - GAS TAX**		**1.35**	**1.35**	**1.35**	**1.35**
Part-time	Lighthouse Docent Coordinator	50	1.00	1.00	1.00	1.00
Part-time	Cashier	90	1.00	1.00	1.00	1.00
Part-time	Maintenance Worker	132	0.25	0.25	0.25	0.25
Total	**TOTAL RECREATION - LIGHTHOUSE**		**2.25**	**2.25**	**2.25**	**2.25**
Full-time	Police Officer SLESF	516	0.70	0.70	0.70	0.70
Total	**TOTAL POLICE -SLESF**		**0.70**	**0.70**	**0.70**	**0.70**
Full-time	Senior Accounting Assistant	125	0.15	0.15	0.15	0.15
Full-time	Program Manager, Senior	206	0.15	0.15	0.15	0.15
Full-time	Administrative Services Director	304	0.05	0.05	0.05	0.05
Total	**TOTAL ASD - WORKERS COMP**		**0.35**	**0.35**	**0.35**	**0.35**
Full-time	Program Manager, Senior	206	0.20	0.20	0.20	0.20
Full-time	Administrative Services Director	304	0.05	0.05	0.05	0.05
Total	**TOTAL ASD - RISK MANAGEMENT**		**0.25**	**0.25**	**0.25**	**0.25**
Total Full-Time Employees			**99.50**	**103.00**	**103.25**	**103.25**
Total Part-Time Employees			**11.00**	**11.00**	**11.00**	**11.00**
Grand Totals All Departments			**110.50**	**114.00**	**114.25**	**114.25**

City of Pacific Grove
Employee Compensation
Fiscal Years 2025-2026 and 26-27

Salaries



The City has established an employee compensation plan designed to attract and retain highly qualified individuals who deliver a high level of service.

As part of this compensation plan a wide range of benefits (depending on the bargaining unit or contract) are offered to its regular full-time and part-time employees. Salary schedules and employee bargaining group agreements are located on the web at cityofpacificgrove.gov.

Pension and Health Plans

Depending on their date of employment and their prior CalPERS enrollment, employees are enrolled in either the 3% at 60 (Classic Safety), 2% at 55 (Classic Miscellaneous), 2.7% at 57 (PEPRA Safety) or 2% at 62 plans (PEPRA Miscellaneous) with CalPERS.

Most new employees are enrolled in the lower cost 2% at 62 or 2.7% at 57 plans. The 2% at 62 plan is comparable to Social Security in costs for the City. Each year CalPERS adjusts its contribution rates for the City (and employees who are in PEPRA) as part of their actuarial reports.

The City purchases medical insurance through CalPERS at a lower cost, but with overall higher benefits to all employees. The City also provides the following additional benefits to its employees:

- Dental
- Vision
- Group Life Insurance
- Fitness Incentive
- Short Term Disability Insurance
- Long Term Disability Insurance

Currently, the City pays the full amount of health insurance premiums for the employee and a portion of the costs of premiums for their dependents.

Deferred Compensation Plans

The City also offers employees the option to defer part of their salary into a third-party IRS 457 Deferred Compensation Program up to the maximums allowed by the IRS. Certain bargaining employee groups, per their employment agreements, also have employee contributions (along with matching City contributions for eligible employees) into a third party defined contribution plan.

Paid Time Off (PTO) and Holidays

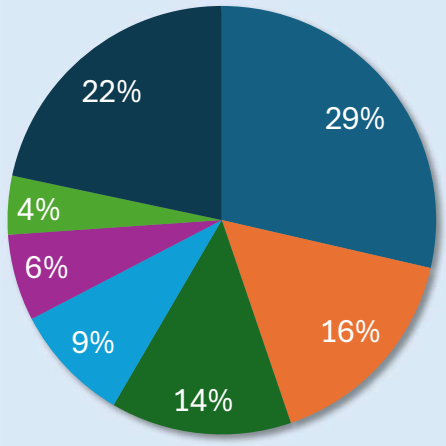
Employees can receive paid time off leave hours depending upon years of experience with the City, with the ability to cash out a portion of unused leave each year. In addition, employees receive nine paid holidays and six floating holidays each fiscal year.

General Fund Operating Expenses by Department

Additional information on General Fund operating expenses by department, including proposed personnel changes and capital outlay contained in the departmental budgets, are discussed on subsequent pages of this document.

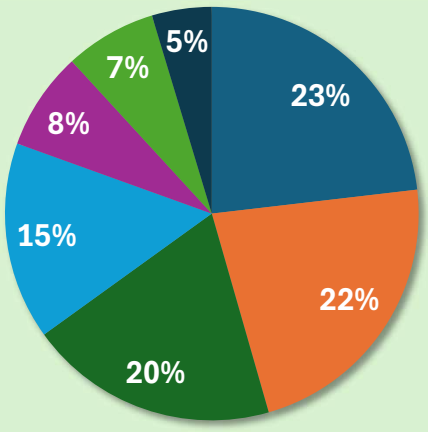
Community Development includes Building, Planning and Housing. Public Works includes Street Maintenance and Cleaning, Buildings and Grounds and Forestry. Note that Building, Fire, City Attorney and Museum services are provided on a contract basis to the City.

Department / Object Category	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimated	FY 25/26 Estimated	Variance from CY Budget		FY 26/27 Estimated
Police	6,536,910	7,615,502	7,029,118	7,816,343	200,841	3%	8,234,744
Public Works	4,054,763	5,352,860	5,098,796	4,416,192	(936,668)	-17%	4,578,799
Fire	3,313,322	3,599,600	3,632,149	3,734,497	134,897	4%	3,899,514
Community Development	2,444,041	3,213,158	3,150,469	2,439,320	(773,838)	-24%	2,498,225
Recreation	1,145,986	1,554,839	1,488,636	1,792,832	237,993	15%	1,832,987
City Council	178,800	324,089	293,423	276,365	(47,724)	-15%	339,800
City Manager	1,091,458	1,109,498	1,079,609	1,154,639	45,141	4%	1,191,399
Finance	1,351,030	1,355,331	1,396,091	1,371,823	16,492	1%	1,428,045
Information Services	817,924	1,202,362	1,132,879	1,327,725	125,363	10%	1,370,741
Library	1,000,084	1,097,776	1,097,750	1,203,659	105,883	10%	1,279,385
City Attorney	1,098,047	1,184,360	915,000	915,000	(269,360)	-23%	915,000
Economic Development	298,842	393,321	264,458	454,615	61,294	16%	463,252
Museum	346,495	384,300	383,363	424,493	40,193	10%	441,843
Total GF Dept Expenses	23,677,702	28,386,996	26,961,741	27,327,503	(1,059,493)	-4%	28,473,733



FY 25-26 Operating Expenses by Dept

- Police $7.8 million
- Public Works $4.4 million
- Fire $3.7 million
- Community Development $2.4 million
- Recreation $1.8 million
- Library $1.2 million
- Administration / Other $5.9 million



FY 25-26 Administration / Other by Dept

- Finance $1.4 million
- Information Services $1.3 million
- City Manager $1.2 million
- City Attorney $0.9 million
- Economic Development $0.5 million
- Museum $0.4 million
- City Council $0.3 million

City of Pacific Grove Department Budgets

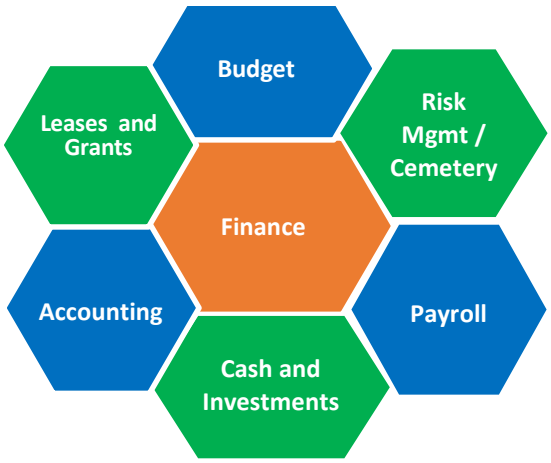
Administrative Services - Finance

Overview / Functional Organization Chart

Mission: Assisting the City Council, City Manager and operating departments/programs in prudently managing financial resources and planning for the future by providing high quality information and financial management services for the City.

Division Overview: Finance oversees the stewardship of the City's resources. The Division provides policy analysis, recommendations, and financial information to the City Council and departments. Finance's core functions include accounting for the City's resources and disclosure of the City's financial condition in the annual comprehensive financial report with an independent audit. Finance also prepares and monitors the annual operating budget and revenue forecast, provides accounts payable and payroll services, and manages the City's debt, investment, and banking affairs.

Responsibilities



Current Year Anticipated Accomplishments

- **Interim Reports**: Redesigned the financial, capital project, investment and check register reports
- **Hotel Tax Audit**: Conducted an external audit
- **Annual Financials**: Received an award for excellence for the City's Financials (ACFR) from GFOA
- **Budget**: Received awards for the City's operating budget from GFOA and CSMFO
- **Website**: Enhanced the transparency of the department's section of the City's website

Related Strategic Goals: Financial Sustainability

Proposed Goals for Next Two Years

- **Interim Reports**: Issue interim financial and investment reports on a quarterly basis
- **Accounting System**: Select a vendor to assist the City with the selection of a new ERP system
- **Website**: Continue to update the City website on a timely basis
- **Annual Financials**: Submit for awards for excellence for the City's Financials (ACFR/PAFR)
- **Budget:** Submit for awards for excellence for the City's operating and capital budgets

Related Strategic Goals: Financial Sustainability

Division Staffing Organization Chart

Department Head	Division Managers	Supporting Staff
Administrative Services Director	Senior Program Manager Program Manager	Accounting Assistant Cemetery Office Assistant Management Analyst Senior Accountant Senior Accounting Assistants

City of Pacific Grove Department Budgets

Administrative Services - Finance

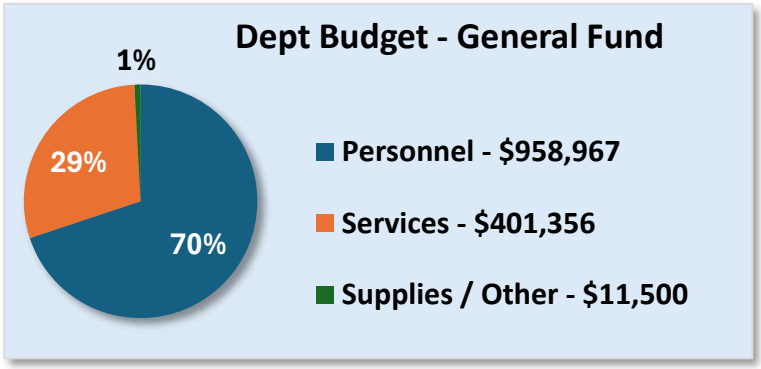
Financial and Staffing Summary - includes prorata portion of positions shared between divisions

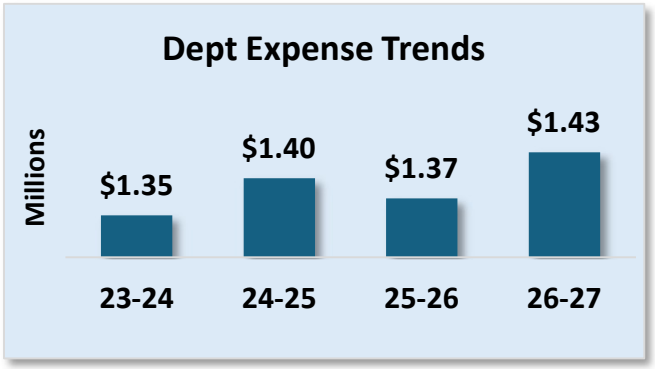
Analysis: Non recurring consultant services expenses were incurred in the current fiscal year due to departmental staffing vacancies which have been filled. The budget includes increased internal service charges related to increases in insurance premiums and employee COLAs and step increases per MOUs.

Category / Fund	23-24 Actual	24-25 Budget	24-25 Estimate	25-26 Budget	25-26 Variance	26-27 Budget
Full-Time Employees	7.27	7.77	7.77	7.77	0.00	7.77
Part-Time Employees	0.75	0.75	0.75	0.75	0.00	0.75
Total Employees	8.02	8.52	8.52	8.52	0.00	8.52
General Fund (Dept 131)	$ 1,351,030	$ 1,355,331	$ 1,396,091	$ 1,371,823	$ 16,492	$ 1,428,045
Total Expenses	**$ 1,351,030**	**$ 1,355,331**	**$ 1,396,091**	**$ 1,371,823**	**$ 16,492**	**$ 1,428,045**
Salaries and Benefits	$ 862,045	$ 918,231	$ 852,592	$ 958,967	$ 40,736	$ 998,269
Services	476,011	418,600	535,073	401,356	(17,244)	418,276
Supplies	12,974	18,500	8,426	11,500	(7,000)	11,500
Other Expenses	-	-	-	-	-	-
Total General Fund	**$ 1,351,030**	**$ 1,355,331**	**$ 1,396,091**	**$ 1,371,823**	**$ 16,492**	**$ 1,428,045**

Key Performance Indicators

Metric	19-20	20-21	21-22	22-23	23-24
Payroll Checks and Direct Deposits	3,147	2,641	2,937	3,057	3,127
Issued / Renewed Business Licenses	1,751	1,543	1,582	1,600	1,665
Issued Short-Term Rental Licenses	N/A	87	92	80	95
CSMFO Budget Excellence Award	X	X	X	X	X
GFOA Budget Award	X	X	X	X	X
GFOA ACFR Award	X	X	X	X	X
Related Strategic Goals:	Financial Sustainability				





City of Pacific Grove Department Budgets

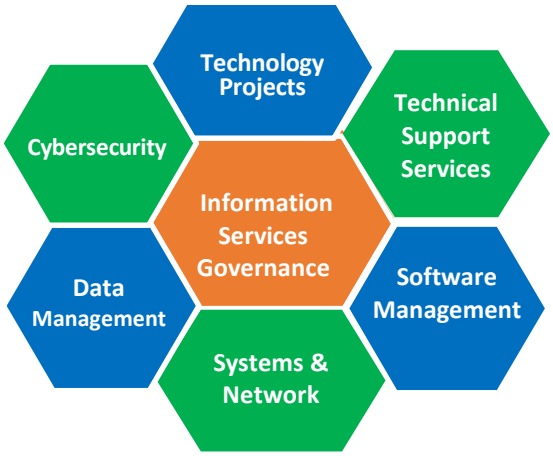
Administrative Services - Information Services

Overview / Functional Organization Chart

Mission: Provide innovative and reliable technology solutions that support the city's goals, enhance efficiency and productivity, ensure data security and compliance, facilitate communication and collaboration, and drive continuous improvement. We are committed to delivering exceptional technical support and maintaining a robust IT infrastructure that empowers our city to achieve excellence.

Division Overview: Key responsibilities of the division include providing technical support services, IT systems & network administration and management, cybersecurity, data management, hardware and software management, and constantly improving and implementing technology products and solutions.

Responsibilities



Current Year Anticipated Accomplishments

- **Cybersecurity**: Completed cybersecurity assessment project.
- **Door Access**: Did an initial assessment for the city hall door access security system project
- **Disaster Recovery:** Created business continuity plan and cyber security Incident response plan
- **Internet:** Enhanced internet reliability and performance at the City Hall, PD, and Library
- **Security:** Implemented door access system upgrade and controls & security cameras
- **GIS/Network:** Completed network and server upgrades, implement maps application

Related Strategic Goals: Infrastructure

Proposed Goals for Next Two Years

- **Cybersecurity:** Complete next phase of Cybersecurity Assessment project
- **City Hall Door Access:** Conduct assessment for the City Hall door access security system project
- **Internet:** Enhance internet reliability and performance at the City Hall, PD, and Library
- **Servers Upgrades:** Upgrade servers and integrate into the storage area network
- **Security Cameras:** Implement security cameras at certain key locations
- **Cloud Backup Solution:** Implement cloud backup solution to enhance disaster recovery capabilities
- **GIS Maps Application:** Implement GIS story maps application

Related Strategic Goals: Infrastructure

Division Staffing Organization Chart

Department Head	Division Manager	Supporting Staff
Administrative Services Director	Senior Program Manager	Management Analyst IT Support Analyst

City of Pacific Grove Department Budgets

Administrative Services - Information Services

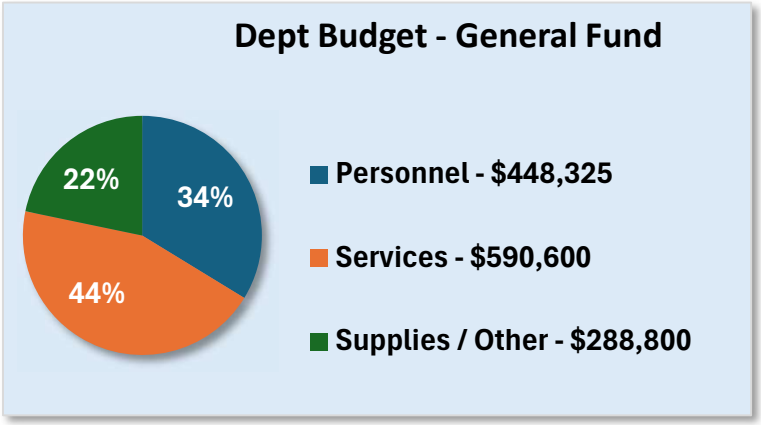
Financial and Staffing Summary - includes prorata portion of positions shared between divisions

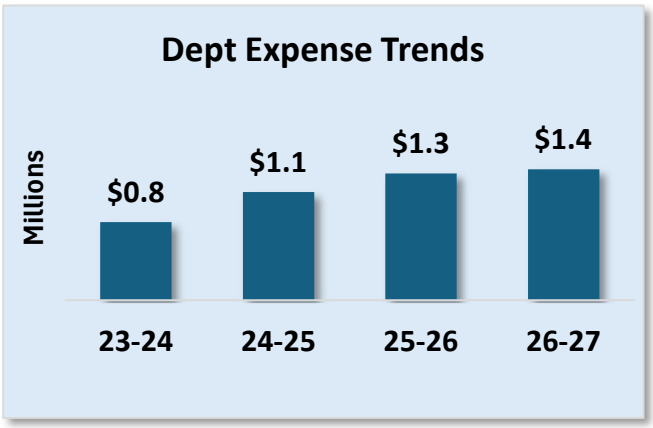
Analysis: Capital Outlay represents funds set aside primarily for cybersecurity enhancements. The personnel budget reflects projected employee step increases and COLAs per employee MOUs. Services represent software support for the City's various software platforms, including cloud based systems. Supplies include scheduled replacement of employees' computers.

Category / Fund	23-24 Actual	24-25 Budget	24-25 Estimate	25-26 Budget	25-26 Variance	26-27 Budget
Full-Time Employees	3.05	3.05	3.05	3.05	0.00	3.05
Part-Time Employees						
Total Employees	3.05	3.05	3.05	3.05	0.00	3.05
General Fund (Dept 133)	$ 817,924	$ 1,202,362	$ 1,132,879	$ 1,327,725	$ 125,363	$ 1,370,741
Total Expenses	**$ 817,924**	**$ 1,202,362**	**$ 1,132,879**	**$ 1,327,725**	**$ 125,363**	**$ 1,370,741**
Salaries and Benefits	$ 322,175	$ 422,762	$ 437,079	$ 448,325	$ 25,563	$ 463,454
Services	426,845	459,700	478,500	590,600	130,900	752,986
Supplies	20,830	42,800	40,800	43,800	1,000	43,800
Capital Outlay	48,075	277,100	176,500	245,000	(32,100)	110,500
Total General Fund	**$ 817,924**	**$ 1,202,362**	**$ 1,132,879**	**$ 1,327,725**	**$ 125,363**	**$ 1,370,741**

Key Performance Indicators

Metric	19-20	20-21	21-22	22-23	23-24
Closed Help Desk Requests	N/A	2,491	3,447	1,850	2,668
Network Uptime %					99.2%
Systems Uptime %					98.9%
Website Uptime %					99.5%
Related Strategic Goals:	Infrastructure				





City Attorney

Overview / Functional Organization Chart

Mission: Providing timely legal advice and support to the City through its officials, commissions and committees, represent the City's Interest and positions before judicial and administrative agencies in civil proceedings, and enforce misdemeanor and civil violations of the Municipal Code. The City Attorney is a contract position.

Dept Overview: Key responsibilities of the department include acting as lead counsel for all civil actions filed by or against the City, maintaining a fiduciary responsibility to represent the City as a client within the mandates of the State Bar Rules of Professional Conduct, providing general advice to commissions, committees, individual officers, and employees, but may not represent their interests if in opposition to the interests of the City.

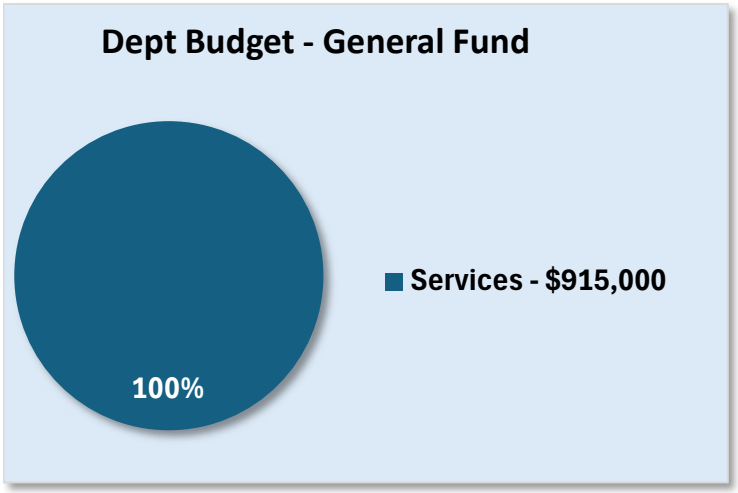
Responsibilities

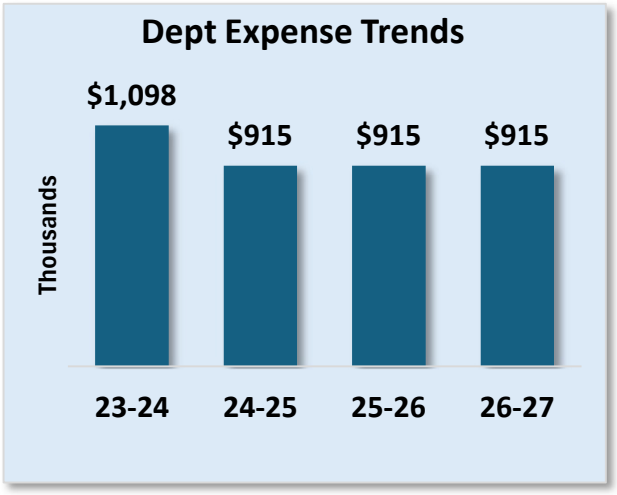


Financial and Staffing Summary

Analysis: The amounts projected for the next two fiscal years is based upon the historical averages for this department over the past several years, as there were several significant cases during the past two years that are not expected to reoccur in the future.

Category / Fund	23-24 Actual	24-25 Budget	24-25 Estimate	25-26 Budget	25-26 Variance	26-27 Budget
General Fund (Dept 111)	$ 1,098,047	$ 1,184,360	$ 915,000	$ 915,000	$ (269,360)	$ 915,000
Total Expenses	**$ 1,098,047**	**$ 1,184,360**	**$ 915,000**	**$ 915,000**	**$ (269,360)**	**$ 915,000**
Services	$ 1,098,047	$ 1,184,360	$ 915,000	$ 915,000	$ (269,360)	$ 915,000
Total General Fund	**$ 1,098,047**	**$ 1,184,360**	**$ 915,000**	**$ 915,000**	**$ (269,360)**	**$ 915,000**





City of Pacific Grove Department Budgets

City Council

Overview / Functional Organization Chart

Mission: The mission of the City Council is to provide high quality and professional public services that address community needs while enhancing the quality of life. This includes developing the City's long-term strategic goals, overseeing the City's fiscal and organizational management, adopting the annual operating and capital improvement budget and fulfilling the commitment to protecting the environment and quality of life in the City.

Dept Overview: Key responsibilities of the City Council include developing policies and updates to the municipal code, providing overall direction, and serving on regional bodies as ambassadors for the City. Following a general election, the City Council also updates the strategic goals to meet changing priorities, which provide the foundation for developing the budget and workplans for the City.

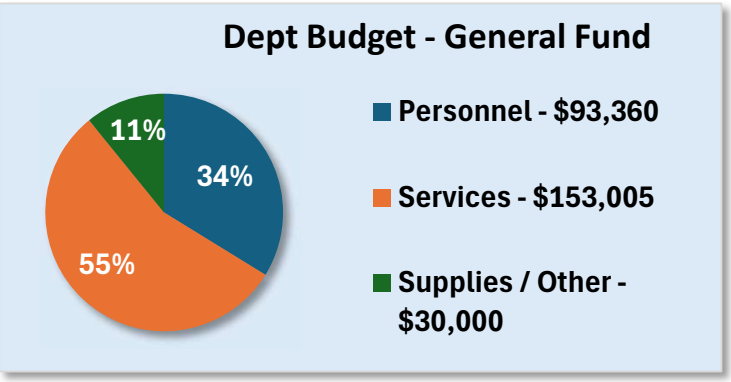
Responsibilities

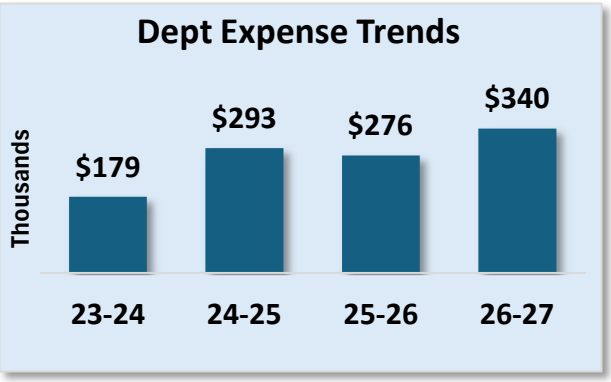


Financial and Staffing Summary

Analysis: The two year budget reflects the revised salary schedule for the Mayor and Councilmembers. The decrease in Supplies/Other Expenses is due to election costs for 2024-25, which occur on a bi-annual basis.

Category / Fund	23-24 Actual	24-25 Budget	24-25 Estimate	25-26 Budget	25-26 Variance	26-27 Budget
Total Councilmembers	**7.00**	**7.00**	**7.00**	**7.00**	**7.00**	**7.00**
General Fund (Dept 101)	$ 178,800	$ 324,089	$ 293,423	$ 276,365	$ (47,724)	$ 339,800
Total Expenses	**$ 178,800**	**$ 324,089**	**$ 293,423**	**$ 276,365**	**$ (47,724)**	**$ 339,800**
Salaries and Benefits	$ 40,296	$ 46,314	$ 41,400	$ 93,360	$ 47,046	$ 93,360
Services	96,858	187,775	182,023	153,005	(34,770)	156,440
Supplies / Other Expenses	41,646	90,000	70,000	30,000	(60,000)	90,000
Total General Fund	**$ 178,800**	**$ 324,089**	**$ 293,423**	**$ 276,365**	**$ (47,724)**	**$ 339,800**





City of Pacific Grove Budget

City Manager - Including Human Resources and City Clerk

Overview / Functional Organization Chart

Mission: Assisting the City Council in achieving its goals for the community by developing recommendations and facilitating policy decisions, as well as providing organizational leadership for ongoing City services and implementing City Council decisions.

Dept Overview: Key responsibilities of the division include implementing the City Council's goals and establishing a culture of excellence for the City. To do this in the most expeditious and efficient manner, individual City departments are assigned specific goals and corresponding strategies that fall under their respective areas of responsibility and expertise.

Responsibilities



Current Year Anticipated Accomplishments

- **Evaluations:** Implemented an electronic performance management system
- **Employees** Continued implementation of the retention and recruitment plan
- **Public Records**: Implemented a request electronic database and create a public portal
- **Election** Conducted a successful Election for Mayor and Council Members
- **Documents** Ongoing importing of contracts into Laserfiche (past & present)

Related Strategic Goals: Financial Sustainability, Community Development Environmental Stewardship, Infrastructure

Proposed Goals for Next Two Years

- **Employee Retention:** Update and implement employee recruitment and retention plan
- **Employee MOUs:** Negotiate new MOUs for all bargaining units
- **Business License:** Streamline the Business License application process
- **Community Outreach:** Implement a comprehensive community outreach program
- **Public Records:** Continue to enhance online document access

Related Strategic Goals: Financial Sustainability, Community Development Environmental Stewardship, Infrastructure

Department Staffing Organization Chart

Department Head	Other Directors	Supporting Staff
City Manager	Deputy City Manager Human Resources Director City Clerk	Management Analyst

City of Pacific Grove Department Budgets

City Manager - Including Human Resources and City Clerk

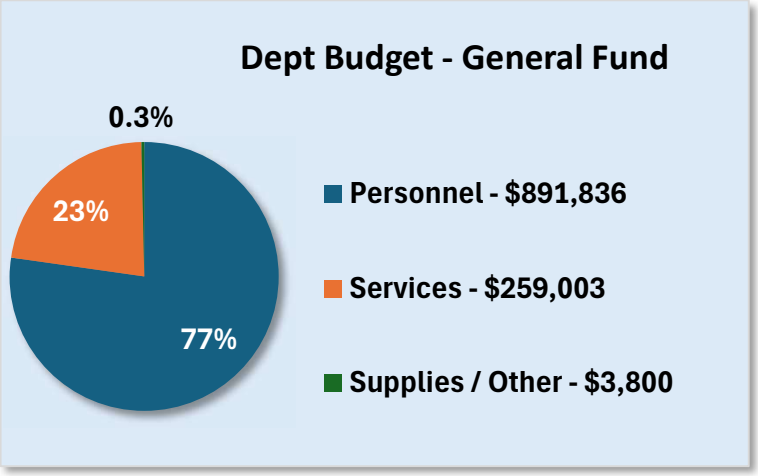
Financial and Staffing Summary - includes prorata portion of positions shared between divisions

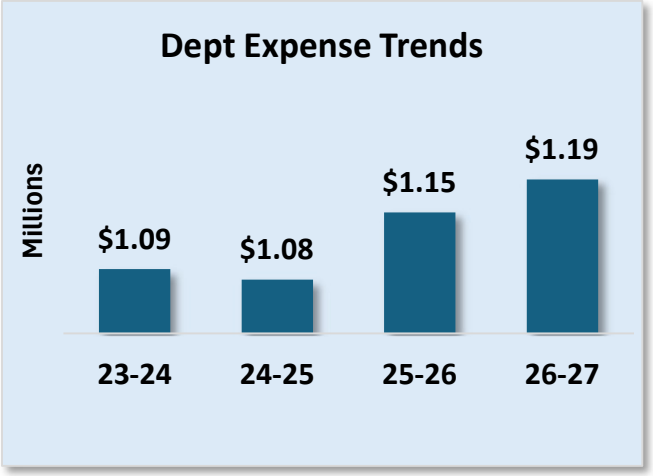
Analysis: Incorporates anticipated employee salary step increases and COLAs resulting from the employee MOUs. Reflects reduced budgets for the anticipated reduction of use of consultants for Human Resources and a reduced budget for employee programs.

Category / Fund	23-24 Actual	24-25 Budget	24-25 Estimate	25-26 Budget	25-26 Variance	26-27 Budget
Full-Time Employees	4.03	4.03	4.03	4.03	0.00	4.03
Part-Time Employees						
Total Employees	4.03	4.03	4.03	4.03	0.00	4.03
General Fund (Dept 121)	$ 1,091,458	$ 1,109,498	$ 1,079,609	$ 1,154,639	$ 45,141	$ 1,191,399
Total Expenses	**$ 1,091,458**	**$ 1,109,498**	**$ 1,079,609**	**$ 1,154,639**	**$ 45,141**	**$ 1,191,399**
Salaries and Benefits	$ 858,955	$ 838,298	$ 856,944	$ 891,836	$ 53,538	$ 920,682
Services	229,159	265,200	218,910	259,003	(6,197)	266,467
Supplies	3,215	6,000	3,755	3,800	(2,200)	4,250
Other Expenses	129	-	-	-	-	-
Total General Fund	**$ 1,091,458**	**$ 1,109,498**	**$ 1,079,609**	**$ 1,154,639**	**$ 45,141**	**$ 1,191,399**

Key Performance Indicators

Metric	19-20	20-21	21-22	22-23	23-24
City Council Meetings	N/A	54	33	53	28
Committees/Commissions Supported	N/A	18	18	18	18
Volunteers	N/A	160	225	181	219
Volunteer Hours	N/A	2,520	4,016	3,834	8,977
Related Strategic Goals:	Financial Sustainability, Community Development Environmental Stewardship, Infrastructure				





City of Pacific Grove Department Budgets

Community Development

Overview / Functional Organization Chart

Mission: Partner with the community to protect the beauty, sustainability, vitality and environmental integrity of the City, preserve the existing housing stock and support new affordable housing in order to help meet the housing needs of the City's residents and support current and new commercial development. The departments strives to pursue high quality, architecturally sound development in accordance with the City's land use and design goals.

Dept Overview: The department is organized into several units: The Advance Planning function maintains and updates the City's General Plan, Local Coastal Program, and Zoning Ordinance. Current Planning processes planning applications and staff's the land use Commissions. The Building function administers permits and inspections for all construction. The Housing Function administers programs that provide affordable housing for low-income households. Code compliance addresses municipal code violations.

Responsibilities



Current Year Anticipated Accomplishments

- **Housing Element:** Submitted third draft to the California Department of Housing (HCD)
- **Website:** Updated to receive online application permit submissions and payments
- **Recruitments** Continued to fill vacant positions within the department
- **Inspections:** Offered next day inspection services, focusing on the new downtown hotel
- **Housing:** Sought qualifying housing rehabilitation projects for use of CDBG funds

Related Strategic Goals: Community Development, Environmental Stewardship

Proposed Goals for Next Two Years

- **Housing:** Achieve HCD certification of the 6th Cycle Housing Element Update
- **Housing:** Begin implementing housing programs identified in the Housing Element
- **General Plan:** Complete update to the General Plan for consistancy with Housing Element
- **Zoning:** Initiate zoning code amendments to streamline review process timelines
- **Coastal Plan:** Get Coastal Commission approval of amendments addressing coastal hazards
- **Recruitments:** Hire and retain qualified staff so there are no vacancies

Related Strategic Goals: Community Development, Environmental Stewardship

Department Staffing Organization Chart

Department Head	Supporting Staff	
Community Development Director	Administrative Analyst	Management Analyst
	Associate Planners	Office Assistant
Manager	Code Compliance Officer	Senior/Principal Planner
Senior Program Manager	Senior Program Manager	

City of Pacific Grove Department Budgets

Community Development

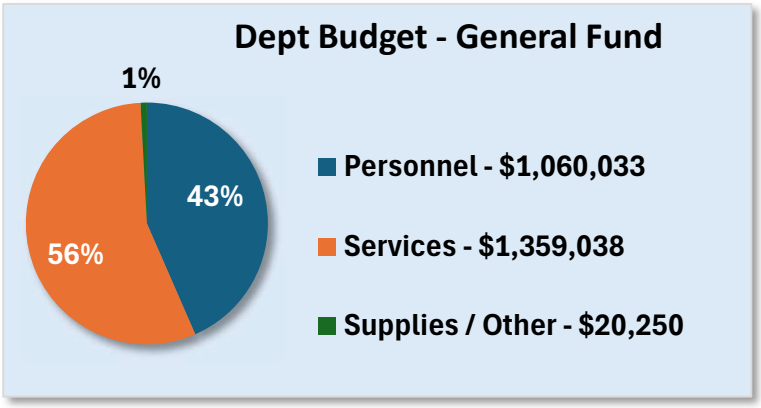
Financial and Staffing Summary

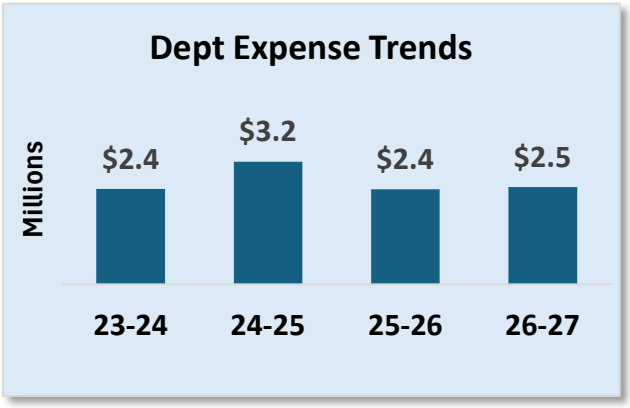
Analysis: Budget for next two fiscal years assumes full staffing, and incorporates increases for projected salary steps and COLAs for employees. Assumes use of consultants at level similar to that experienced in prior fiscal years for various projects, with reduced use expected related to assumed full dept staffing. Per the City's Fee Recovery Policy, the department strives for a cost recovery rate through revenues of between 80-100% of departmental expenditures.

Category / Fund	23-24 Actual	24-25 Budget	24-25 Estimate	25-26 Budget	25-26 Variance	26-27 Budget
Full-Time Employees	6.75	7.75	7.75	8.00	0.25	8.00
Part-Time Employees	0.75	0.75	0.75	0.75	0.00	0.75
Total Employees	7.50	8.50	8.50	8.75	0.25	8.75
General Fund (Dept 201)	$ 2,444,041	$ 3,213,158	$ 3,150,469	$ 2,439,320	$ (773,838)	$ 2,498,225
Total Expenses	**$ 2,444,041**	**$ 3,213,158**	**$ 3,150,469**	**$ 2,439,320**	**$ (773,838)**	**$ 2,498,225**
Salaries and Benefits	$ 761,682	$ 996,476	$ 784,164	$ 1,060,033	$ 63,557	$ 1,112,897
Services	1,661,747	2,196,432	2,346,055	1,359,038	(837,394)	1,365,078
Supplies	10,689	20,250	20,250	20,250	-	20,250
Other Expenses	9,922	-	-	-	-	-
Total General Fund	**$ 2,444,041**	**$ 3,213,158**	**$ 3,150,469**	**$ 2,439,320**	**$ (773,838)**	**$ 2,498,225**
Cost Recovery % (80-100%)	**94%**	**83%**	**67%**	**90%**		**90%**

Key Performance Indicators

Metric	19-20	20-21	21-22	22-23	23-24
Issued Building Permits	1,095	1,203	1,278	1,040	1,234
Approved Architectural Permits	50	41	38	32	51
Other Planning Approvals	329	222	246	529	352
Number of Inspections	2,406	3,054	3,909	2,170	2,483
Number of Code Enforcement cases	130	212	198	247	264
Related Strategic Goals:	Community Development, Environmental Stewardship				





City of Pacific Grove Department Budgets

Economic Development (City Manager's Office)

Overview / Functional Organization Chart

Mission: The mission of the division (part of the City Manager's department) is to assist in business retention and expansion, marketing and communications, and participating in regional economic development initiatives; and execute the economic development objectives of the City Council, while serving as a liaison between various City departments and the business and development community.

Dept Overview: Key responsibilities of the division include working with the Chamber to assist on local business initiatives and overseeing the Façade Improvement Program.

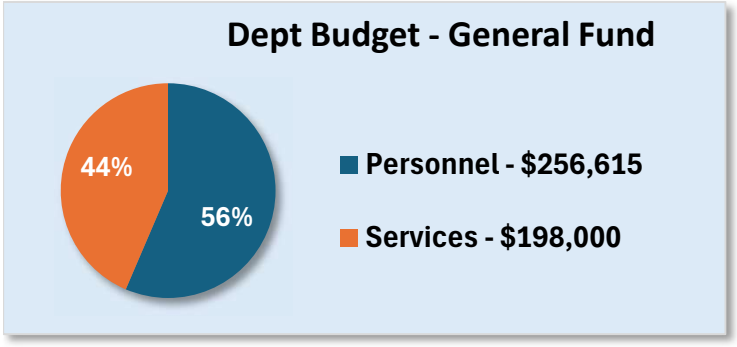
Responsibilities

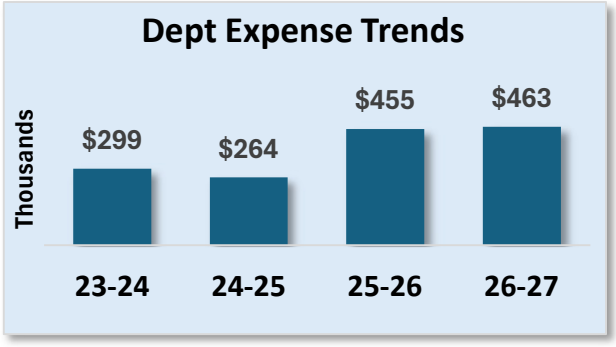


Financial and Staffing Summary - includes prorata portion of positions shared between divisions

Analysis: A contribution for use by the former Economic Development Committee and monies previously budgeted for various contract services was used to fund a new Deputy City Manager position for the division. Most of the services expenses are for the "See Monterey" program which promotes tourism within the area.

Category / Fund	23-24 Actual	24-25 Budget	24-25 Estimate	25-26 Budget	25-26 Variance	26-27 Budget
Full-Time Employees	0.40	0.40	0.40	1.15	0.75	1.15
Part-Time Employees						
Total Employees	0.40	0.40	0.40	1.15	0.75	1.15
General Fund (Dept T130)	$ 298,842	$ 393,321	$ 264,458	$ 454,615	$ 61,294	$ 463,252
Total Expenses	**$ 298,842**	**$ 393,321**	**$ 264,458**	**$ 454,615**	**$ 61,294**	**$ 463,252**
Salaries and Benefits	$ 88,719	$ 81,072	$ 77,647	$ 256,615	$ 175,543	$ 263,252
Services	173,524	235,999	180,098	198,000	(37,999)	200,000
Supplies / Other Expenses	36,600	76,250	6,713	-	(76,250)	-
Total General Fund	**$ 298,842**	**$ 393,321**	**$ 264,458**	**$ 454,615**	**$ 61,294**	**$ 463,252**





Museum

Overview / Functional Organization Chart

Mission: Inspiring discovery, wonder, and stewardship of our natural world. The Museum is operated on a contract basis through the Museum Foundation of Pacific Grove, Inc. through a public / private partnership. The museum building is owned by the City.

Dept Overview: In 1883, the museum opened its doors among the first wave of natural history museums in America. Naturalists of this era began a national tradition of hands-on science education and natural preservation. Over the past 140 years, the museum has grown from the seeds of these ideas into the award-winning institution it is today. The museum supports conservation, scientific literacy, co-curation, and deep learning towards a resilient community and sustainable future.

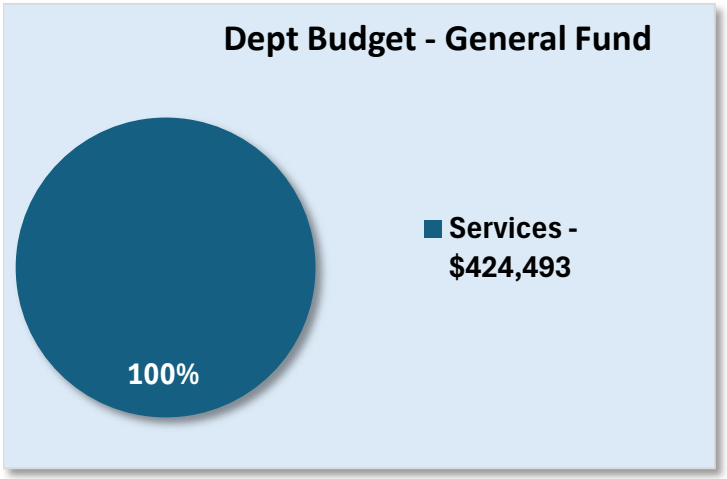
Collections at the Museum

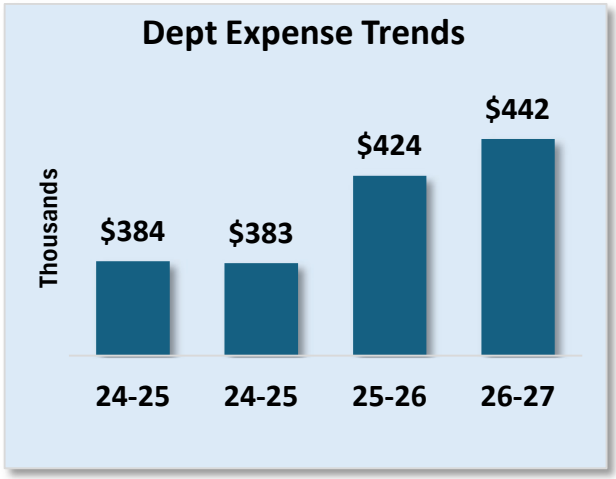


Financial and Staffing Summary

Analysis: Per contract, the City's contribution for the museum is equal to 1.1% of the General Fund Budget. The services category also includes anticipated repairs of the museum building and equipment.

Category / Fund	23-24 Actual	24-25 Budget	24-25 Estimate	25-26 Budget	25-26 Variance	26-27 Budget
General Fund (Dept 411)	$ 346,495	$ 384,300	$ 383,363	$ 424,493	$ 40,193	$ 441,843
Total Expenses	**$ 346,495**	**$ 384,300**	**$ 383,363**	**$ 424,493**	**$ 40,193**	**$ 441,843**
Services	346,495	384,300	383,363	424,493	40,193	441,843
Supplies / Other Expenses	-	-	-	-	-	-
Total General Fund	**$ 346,495**	**$ 384,300**	**$ 383,363**	**$ 424,493**	**$ 40,193**	**$ 441,843**





City of Pacific Grove Department Budgets

Fire and Emergency Services

Overview / Functional Organization Chart

Mission: Providing emergency medical aid, fire prevention, public education, fire suppression, disaster response, and related emergency services to the members and guests of our community. Fire services are provided through a contract with the City of Monterey.

Dept Overview: Key responsibilities of the department include provides a broad range of emergency response, preparedness, and loss prevention services. Fire Department prevention services include community education initiative, building construction plan review for fire code compliance, and fire cause and origin investigations. Community education initiatives include: Community Emergency Response Team (CERT) program coordination, and fire and life safety education for schools, care facilities and businesses.

Responsibilities



Current Year Expected Accomplishments

- **Paramedics:** Began Advanced Life Support (ALS) paramedic service in January 2025
- **Technology:** Installed new Mobile Data Computers on apparatus
- **Personnel:** Hired and successfully onboarded seven new firefighters
- **Fire Station:** Completed significant upgrades including roof and tower repair
- **Social Media:** Created a Monterey Fire Department Instagram
- **Inspections:** Began a Defensible Space program to inspect high fire severity zones

Related Strategic Goals: Infrastructure, Environmental Stewardship

Proposed Goals for Next Two Years

- **Fire Stations**: Install a new Station Alerting system compliant with County upgrades
- **Fire Engines:** Place new fire engine in service - expected to arrive by the end of 2025
- **Maintenance** Finalize First Due implementation for apparatus work orders and checks
- **Technology** Finalize First Arriving implementation for uniform digital dashboards
- **Education:** Continue efforts towards education and community risk reduction

Related Strategic Goals: Infrastructure, Environmental Stewardship

Key Performance Indicators

Metric	19-20	20-21	21-22	22-23	23-24
Calls for Service	1,740	1,772	2,033	2,257	2,042
Emergency Call Responses within 5 minutes	N/A	N/A	91%	90%	87%
Fire Inspections	N/A	N/A	N/A	N/A	286
Training Hours Completed	N/A	N/A	16,865	16,673	21,871
Related Strategic Goals:	Infrastructure, Environmental Stewardship				

City of Pacific Grove Department Budgets

Fire and Emergency Services

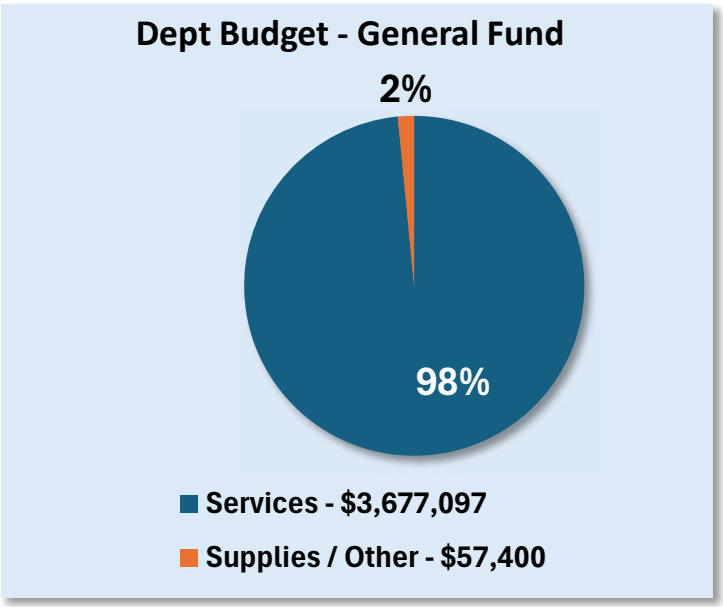
Financial and Staffing Summary

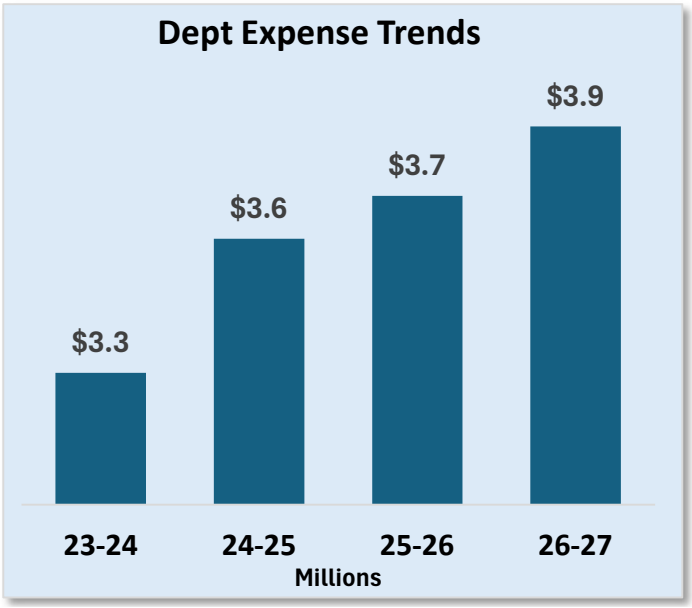
Analysis: The majority of the increase in the costs for services relates to the contract with the City of Monterey for fire services, which are projecting an approximate increase of 2% for FY 25-26 and 4% for FY 26-27.

In addition, internal service charges have increased for the next two years primarily related to pro rata funding for the City's insurance funds and administrative costs. The capital outlay proposed expenditures in the General Fund relate to equipment needed to outfit a recently purchased new fire engine. In addition, the Fire Equipment fund is funding some needed modifications to the Fire building.



Category / Fund	23-24 Actual	24-25 Budget	24-25 Estimate	25-26 Budget	25-26 Variance	26-27 Budget
General Fund (Dept 351)	$ 3,313,322	$ 3,599,600	$ 3,632,149	$ 3,734,497	$ 134,897	$ 3,899,514
Fire Equipment (Fund 12)	5,527	46,080	46,080	100,000	53,920	12,880
Total Expenses	**$ 3,318,849**	**$ 3,645,680**	**$ 3,678,229**	**$ 3,834,497**	**$ 188,817**	**$ 3,912,394**
Services	3,299,477	3,573,400	3,605,949	3,677,097	103,697	3,842,114
Supplies	13,846	26,200	26,200	32,400	6,200	32,400
Capital Outlay	-	-	-	25,000	25,000	25,000
Other Expenses	-	-	-	-	-	-
Total General Fund	**$ 3,313,322**	**$ 3,599,600**	**$ 3,632,149**	**$ 3,734,497**	**$ 134,897**	**$ 3,899,514**





City of Pacific Grove Department Budgets

Library

Overview / Functional Organization Chart

Mission: Providing a welcoming place and a balanced collection while preserving the past and planning for the future. In addition, the library promotes the city's heritage by collecting, preserving, organizing and making available many different types of historical resources for the City. Although the exterior of the library's original Carnegie building has changed somewhat, it is still in the Mission style, and many of the original features in the interior, including the decorative arches and windows have been maintained.

Dept Overview: The department is responsible for providing library services to the community through materials lending, research services, programs for all ages, outreach events, and providing a safe, accessible, and welcoming space with knowledgeable, friendly, and dedicated staff. In addition to the physical collections, a Pacific Grove Library User's card also provides access to our Digital Library materials. These include ebooks, online magazines, audiobooks, and more.

Collections at the Library



Current Year Anticipated Accomplishments

- **Fundraising:** Successful efforts helped to support intergenerational events and programming
- **Special Events:** Collaborated with several organizations on several local special events
- **Partnerships:** Opened dialogue with local libraries about establishing partnerships
- **Library Building:** Investigated the feasibility of developing a small/private meeting space for users

Related Strategic Goals: Infrastructure

Proposed Goals for Next Two Years

- **Programming**: Increase the number of intergenerational programs by 50%
- **Website**: Enhance the website with improved design and navigation, and updated content
- **Literacy Program:** Look to develop a partnership with local organizations to implement a program
- **Partnerships:** Investigate the feasibility of adding Carmel into the collective library agreement

Related Strategic Goals: Infrastructure

Department Staffing Organization Chart

Department Head	Senior Staff	Other Supporting Staff
Library Director	Librarians Senior Library Assistant	Library Clerks Administrative Analyst Library Assistant

City of Pacific Grove Department Budgets

Library

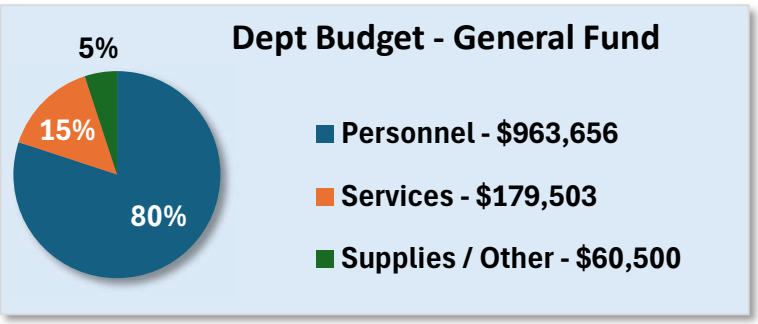
Financial and Staffing Summary

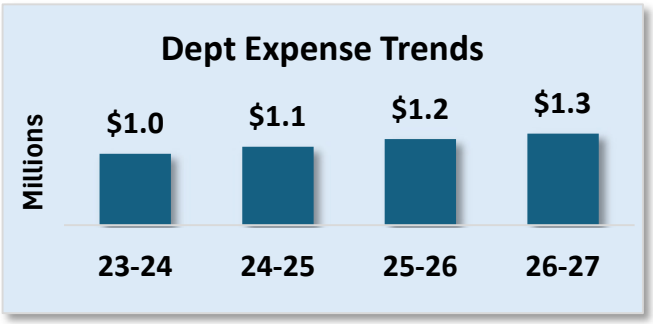
Analysis: Salaries and benefits account for estimated COLAs and employee salary step increases for both fiscal years 25-26 and 26-27.

Category / Fund	23-24 Actual	24-25 Budget	24-25 Estimate	25-26 Budget	25-26 Variance	26-27 Budget
Full-Time Employees	8.50	8.75	8.75	9.00	0.25	9.00
Part-Time Employees						
Total Employees	8.50	8.75	8.75	9.00	0.25	9.00
General Fund (Dept 401)	$ 1,000,084	$ 1,097,776	$ 1,097,750	$ 1,203,659	$ 105,883	$ 1,279,385
Total Expenses	**$ 1,000,084**	**$ 1,097,776**	**$ 1,097,750**	**$ 1,203,659**	**$ 105,883**	**$ 1,279,385**
Salaries and Benefits	$ 794,554	$ 872,868	$ 881,385	$ 963,656	$ 90,788	$ 1,021,547
Services	138,455	153,400	152,274	179,503	26,103	196,838
Supplies	59,210	71,508	64,091	60,500	(11,008)	61,000
Capital Outlay	7,865	-	-	-	-	-
Total General Fund	**$ 1,000,084**	**$ 1,097,776**	**$ 1,097,750**	**$ 1,203,659**	**$ 105,883**	**$ 1,279,385**

Key Performance Indicators

Metric	19-20	20-21	21-22	22-23	23-24
Audiobook Download	8,239	9,207	8,484	10,982	16,621
E-Book Download	7,644	9,367	9,210	10,425	14,497
Music Download	N/A	8,008	8,511	9,111	10,056
Magazine Download	N/A	832	920	1,429	6,155
Video Streaming Licenses	N/A	404	40	44	48
Total Circulation of Library Materials	188,000	0 (Covid)	180,411	222,644	237,948
Visitors (Door Count)	155,023	0 (Covid)	30,945	60,677	62,944
Attendance at Events and Programs	12,855	4,681	5,424	13,813	18,892
Related Strategic Goals:	Infrastructure				





City of Pacific Grove Department Budgets

Police

Overview / Functional Organization Chart

Mission: The Pacific Grove Police Department is committed to delivering exceptional public safety services while actively enhancing the quality of life in our community. We utilize both traditional and innovative strategies to serve efficiently, responsively, and with purpose. Guided by the principles of community policing, we foster strong, open partnerships with our residents—working together to identify concerns, solve problems, and prevent crime before it happens.

Dept Overview: The Pacific Grove Police Department is dedicated to fostering a culture of excellence through strong community partnerships, respect for the rights & dignity of every individual, & the delivery of professional public safety services grounded in integrity & accountability. This commitment is woven into every aspect of our work—whether in patrol, investigations, administration, records, animal control, or parking enforcement. Our guiding principle remains clear: Our Community, Your Police.

Responsibilities



Current Year Anticipated Accomplishments

- **Personnel:** Improved wellness and resiliency resources for department personnel
- **Transparency:** Maximized social media presence and expand community outreach efforts
- **Crime Prevention:** Maximized staffing and create problem oriented policing team
- **Education:** Facilitated educational workshops on the dangers of opioids/fentanyl
- **Traffic Safety:** Hosted workshops, leverage technological solutions, increase enforcement

Related Strategic Goals: Environmental Stewardship, Community Development

Proposed Goals for Next Two Years

- **Wellness Program:** Build a comprehensive officer wellness and resiliency program
- **Traffic Safety:** Enhance traffic safety through technology and collaborative solutions
- **Social Media:** Expand and modernize the department's digital and social media presence
- **Staff Development:** Modernize internal training and leadership development
- **Crime Prevention:** Strengthen through technology and community-led models

Related Strategic Goals: Environmental Stewardship, Community Development

Department Staffing Organization Chart

Department Head	Supporting Staff	
Police Chief	Administrative Analyst	Police Officers
	Community Service Officers	Police Services Technician
Managers/Supervisors	Management Analyst	Property & Evidence Technician
Police Commanders	Parking Enforcement Officer	
Police Sergeants		

City of Pacific Grove Department Budgets

Police

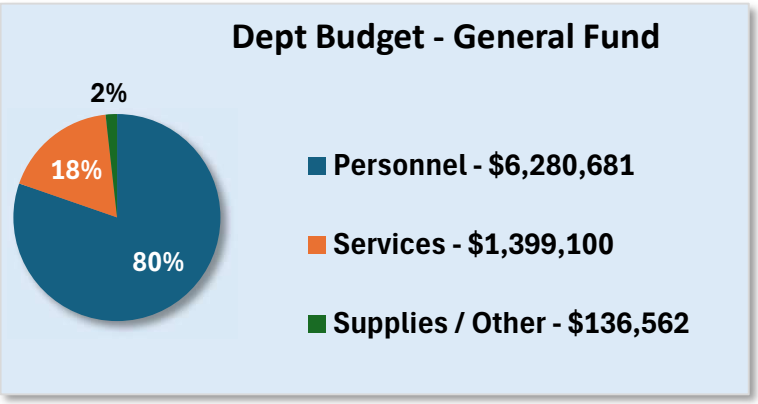
Financial and Staffing Summary

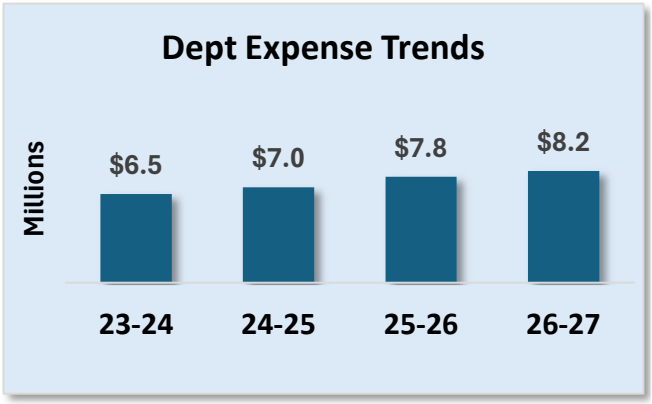
Analysis: The projected increase in expenditures for the next two years is primarily due to increased internal service charges related to worker's compensation insurance based upon a historical average of worker's compensation claims and insurance premiums.

Category / Fund	23-24 Actual	24-25 Budget	24-25 Estimate	25-26 Budget	25-26 Variance	26-27 Budget
Full-Time Employees	34.00	34.00	34.00	34.00	0	34.00
Part-Time Employees						
Total Employees	34.00	34.00	34.00	34.00	0	34.00
General Fund (Dept 201)	$ 6,536,910	$ 7,615,502	$ 7,029,118	$ 7,816,343	$ 200,841	$ 8,234,744
Total Expenses	**$ 6,536,910**	**$ 7,615,502**	**$ 7,029,118**	**$ 7,816,343**	**$ 200,841**	**$ 8,234,744**
Salaries and Benefits	$ 5,355,430	$ 6,293,840	$ 5,757,475	$ 6,280,681	$ (13,159)	$ 6,573,187
Services	1,033,308	1,072,751	1,048,292	1,399,100	326,349	1,520,495
Supplies	59,312	76,000	50,441	84,000	8,000	88,500
Capital Outlay	76,298	160,349	160,349	40,000	(120,349)	40,000
Other Expenses	12,562	12,562	12,562	12,562	-	12,562
Total General Fund	**$ 6,536,910**	**$ 7,615,502**	**$ 7,029,118**	**$ 7,816,343**	**$ 200,841**	**$ 8,234,744**

Key Performance Indicators

Metric (On a Calendar Year Basis)	2020	2021	2022	2023	2024
Written Reports	2,173	1,816	1,865	1,120	1,205
Arrests	322	233	220	142	149
Citations	1,810	601	622	518	531
Parking Citations	6,972	4,489	4,697	3,332	3,501
Field Interviews	724	492	360	123	128
Calls for Service	18,902	15,875	19,266	12,284	13,316
Related Strategic Goals:	Environmental Stewardship, Community Development				





City of Pacific Grove Department Budgets

Public Works

Overview / Functional Organization Chart

Mission: Ensuring stewardship and maintenance for the City's natural and constructed environment, including streets, open spaces, forested areas, storm water, facilities, public vehicles, sanitary sewer system, and El Carmelo Cemetery.

Dept Overview: The department's responsibilities include maintenance of streets, streetlights, parks/open spaces, City facilities (including leased properties), storm water and sewer infrastructure, City vehicles and special events logistics, set-up, and clean-up.

Responsibilities



Current Year Anticipated Accomplishments

- **Facilities/Parks:** Completed five Facility Conditions Assessments
- **Capital Plan/Outreach:** Developed Five Year CIP for improved long term planning
- **Roads / Safety:** Maintained over 600,000 SF of roadway, enhanced pedestrian safety
- **Forestry/Wildlife:** Carried out tree planting initiatives; commenced fuel load mitigation
- **Downtown:** Finalized sidewalk dining guidelines, completed sidewalk extension project
- **Parks:** Finalized grant funded projects for play equipment / backstop replacement

Related Strategic Goals: Infrastructure, Financial Sustainability, Community Development, Environment

Proposed Goals for Next Two Years

- **Facilities/Parks:** Finalize facility assessments, incorporate into 5 year Capital Improvement Plan
- **Sewer:** Begin development 10-year sewer master plan and associated user fee study
- **Climate:** Finalize Climate Action and Adaptation Plan
- **Vehicles:** Improve fleet management to inform vehicle replacement schedules
- **Outreach:** Promote projects and initiatives through meaningful public engagement tactics

Related Strategic Goals: Infrastructure, Financial Sustainability, Environmental Stewardship

Department Staffing Organization Chart

Department Head	Managers/Supervisors	Supporting Staff
Public Works Director	Construction Project Manager Program Manager Senior Program Manager Maintenance Supervisor	Administrative Analyst Management Analyst Equipment Mechanics / Senior Maintenance Workers / Senior

City of Pacific Grove Department Budgets

Public Works

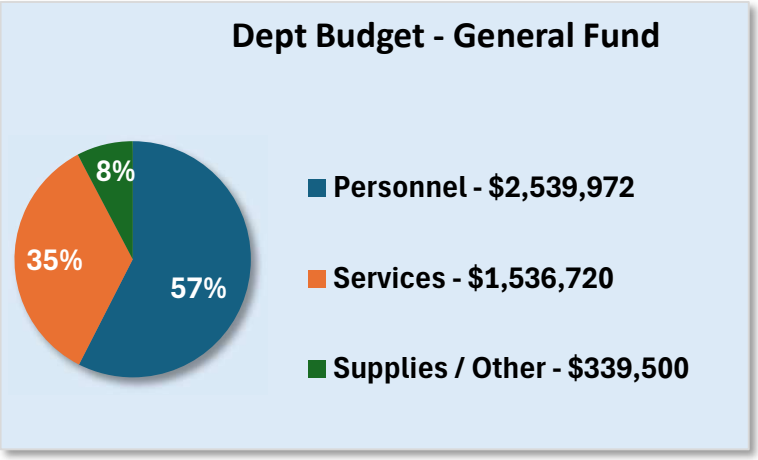
Financial and Staffing Summary

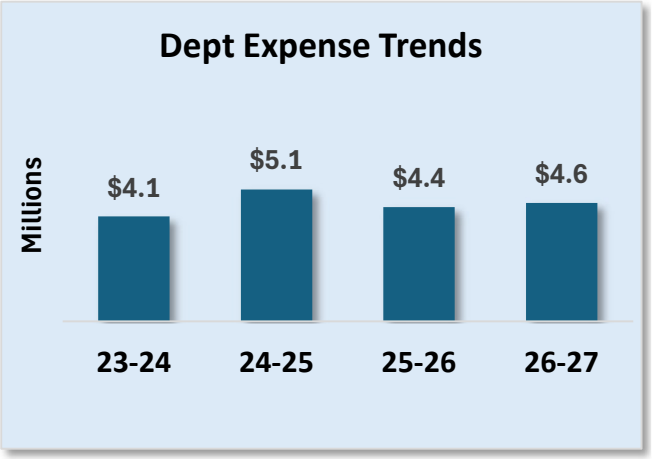
Analysis: The decrease in salaries and consultant services for the General Fund was due to the reallocation of some staff and consultant costs to other funds to better utilize alternative funding sources, a reduction in contract services for tree services due to the addition of the new forester position and a reduction in funds allocated for equipment maintenance.

Category / Fund	23-24 Actual	24-25 Budget	24-25 Estimate	25-26 Budget	25-26 Variance	26-27 Budget
Full-Time Employees	26.10	26.10	26.10	26.10	-	26.10
Part-Time Employees	1.25	1.75	1.75	1.75	-	1.75
Total Employees	27.35	27.85	27.85	27.85	-	27.85
General Fund (Dept 50)	$ 4,054,763	$ 5,352,860	$ 5,098,796	$ 4,416,192	$ (936,668)	$ 4,578,799
Total Expenses	**$ 4,054,763**	**$ 5,352,860**	**$ 5,098,796**	**$ 4,416,192**	**$ (936,668)**	**$ 4,578,799**
Salaries and Benefits	$ 2,065,797	$ 2,601,343	$ 2,329,845	$ 2,539,972	$ (61,371)	$ 2,656,579
Services	1,651,512	2,350,517	2,367,950	1,536,720	(813,797)	1,591,720
Supplies	260,457	351,000	351,000	289,500	(61,500)	280,500
Capital Outlay	74,964	50,000	50,000	50,000	-	50,000
Other Expenses	2,032	-	-	-	-	-
Total General Fund	**$ 4,054,763**	**$ 5,352,860**	**$ 5,098,796**	**$ 4,416,192**	**$ (936,668)**	**$ 4,578,799**

Key Performance Indicators

Metric	19-20	20-21	21-22	22-23	23-24
Work Orders Completed	1,216	1,198	1,681	1,523	1,327
Vehicle Maintenance Work Orders	343	316	211	241	256
Tree Permits Processed	434	363	276	295	218
Related Strategic Goals:	Infrastructure, Environmental Stewardship				





City of Pacific Grove Department Budgets

Recreation

Overview / Functional Organization Chart

Mission and Overview: The department's mission is to provide a broad range of recreation services through programs, contract instructors, and collaborations with outside agencies. Citizens are offered sports leagues for youth and adults, leisure and educational programs for all ages, programs and services for teens, management of the historical Chautauqua Hall, Community Center, the Youth Center, rental of City parks and facilities, a range of summer and winter camps with programs for children and teens, and involvement with a wide range of special events in the City. The Recreation Department also coordinates City approval and services required for City special events.

The department strives to make the City the best possible place to live, by providing high-quality recreational programs that enhance the quality of life, health, fun and lifelong learning, keeping people active and engaged, and providing exceptional customer service.

Responsibilities



Current Year Anticipated Accomplishments

- **Youth Soccer:** Expanded existing Youth Soccer League adding an additional 70 registrations
- **Summer Sports:** Added new Summer Sports - Junior Golf Camp and Basketball Camp
- **Youth Basketball:** Launched Youth Basketball League with 73 registrations in the first season
- **Registrations:** 2,047 summer registration across all summer programs
- **Swimming:** 1,173 swim participants, up 122% from the prior year
- **Youth Center:** Ensured continued availability 5 days a week throughout the school year

Related Strategic Goals: Community Development

Proposed Goals for Next Two Years

- **Outreach:** Increase marketing through various methods including website enhancements
- **Swimming:** Continue expansion of Recreational Swim into August and September
- **Programming:** Evaluate programming to maximize participation
- **Youth:** Continued with expanded youth basketball and soccer programs
- **Website:** Enhance the online rental portal, to ensure seamless customer service
- **Administration:** Update internal procedures and policies to gain administrative efficiencies

Related Strategic Goals: Community Development

Division Staffing Organization Chart

Department Head	Managers/Supervisors	Supporting Staff
Public Works Director	Recreation Program Manager	Recreation Coordinators Recreation Program Supervisors Office Assistant / PT / Seasonal

City of Pacific Grove Department Budgets

Recreation

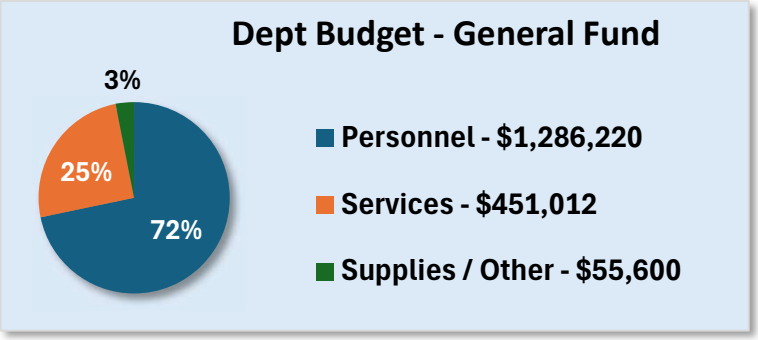
Financial and Staffing Summary

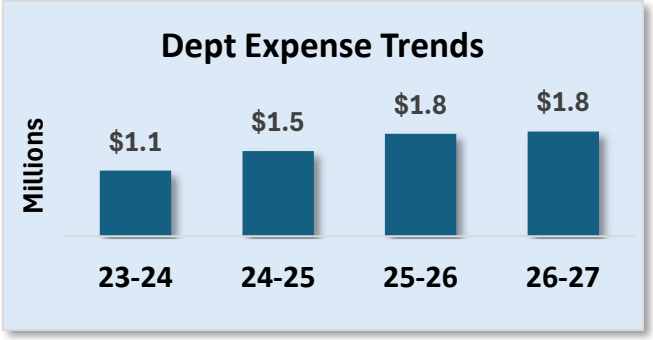
Analysis: The increase in personnel costs reflects the estimated annual COLA for employees and employee step increases for both fiscal years and an increase in seasonal part-time staff and contract program instructors for additional recreation programs offered, as well as increases in utility costs. Per the City's Fee Recovery Policy, the department strives for a cost recovery rate through revenues of at least 30% of departmental expenditures.

Category / Fund	23-24 Actual	24-25 Budget	24-25 Estimate	25-26 Budget	25-26 Variance	26-27 Budget
Full-Time Employees	6.65	6.65	6.65	6.65	0.00	6.65
Part-Time Employees	2.25	2.25	2.25	2.25	0.00	2.25
Total Employees	8.90	8.90	8.90	8.90	0.00	8.90
General Fund (Dept 421)	$ 1,145,986	$ 1,554,839	$ 1,488,636	$ 1,792,832	$ 237,993	$ 1,832,987
Total Expenses	**$ 1,145,986**	**$ 1,554,839**	**$ 1,488,636**	**$ 1,792,832**	**$ 237,993**	**$ 1,832,987**
Salaries and Benefits	$ 777,243	$ 1,062,307	$ 1,060,548	$ 1,286,220	$ 223,913	$ 1,329,187
Services	332,318	437,237	379,393	451,012	13,775	448,200
Supplies	33,771	54,295	48,695	55,600	1,305	55,600
Capital Outlay	-	-	-	-	-	-
Other Expenses	2,654	1,000	-	-	(1,000)	-
Total General Fund	**$ 1,145,986**	**$ 1,554,839**	**$ 1,488,636**	**$ 1,792,832**	**$ 237,993**	**$ 1,832,987**
Cost Recovery (Policy 30%)	**37%**	**26%**	**24%**	**22%**	**N/A**	**21%**

Key Performance Indicators

Metric	19-20	20-21	21-22	22-23	23-24
Paid Special Events	27	-	3	21	26
Park Reservations (Weddings, Picnics)	1,080	90	789	878	1,502
Facility Classes/Reservations	1,804	397	1,377	1,763	1,830
Recreation Program Participants	594	414	1,168	1,653	2,009
Related Strategic Goals:	Community Development				





City of Pacific Grove Budget
Capital Improvement Summary by Project Category
Fiscal Years 2025-26 and 2026-27

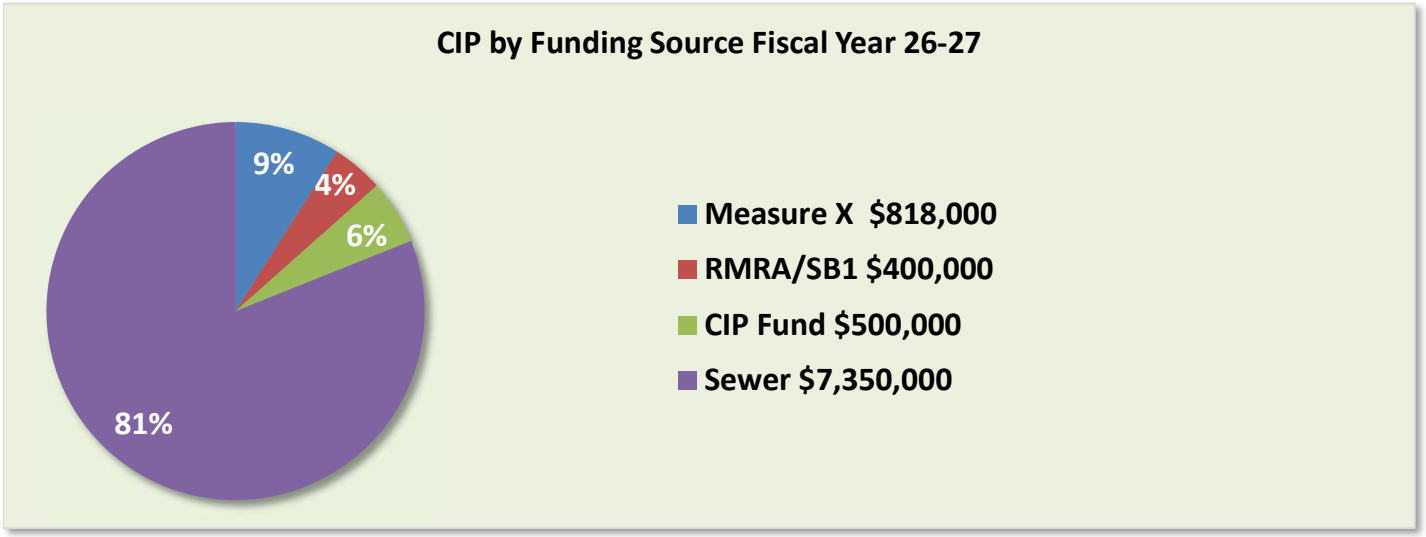
Project Code	Funding Sources	Project	Planned Completion	Estimated Useful Life	Depreciation & Operating Impact	2025-26	2026-27	Project Totals (Includes Prior Years)
Transportation								
CIP26-01	CIP Fund	Street Rehabilitation Project	26-27			$ 300,000	$ 300,000	$ 600,000
	Measure X					570,000	568,000	1,138,000
	RMRA/SB1					570,096	400,000	970,096
	Sewer					350,000	350,000	700,000
				25	$ 136,000	1,790,096	1,618,000	3,408,096
CIP26-02	CIP Fund	Mandated ADA Improvements	25-26			200,000		200,000
	Measure X					250,000		250,000
				50	9,000	450,000	-	450,000
CIP27-01	CIP Fund	Crack and Slurry Seal	26-27				200,000	200,000
	Measure X						250,000	250,000
				10	45,000	-	450,000	450,000
Total Transportation						$ 2,240,096	$ 2,068,000	$ 4,308,096
Facilities								
CIP 26-03	Operating Donations	Library Backup Power System	25-26	15	5,000	$ 80,000		$ 80,000
CIP 26-04	Operating Donations	Pillar Privacy / Study Booth ADA	25-26	N/A	None	25,000		25,000
CIP 26-05	Operating Donations	Chautauqua Hall Building Improvements	25-26	25	28,000	700,000		700,000
CIP 26-06	Operating Donations	Chinese Pavillion / Moon Gate	25-26	25	8,000	200,000		200,000
CIP 26-07	Recreation Donations	Youth Center Roof Repair	25-26	30	1,000	32,000		32,000
CIP 26-08	Mcindoo	City Hall Window and				23,006		23,006
	Donation	Door Replacement	25-26					
	Yount Income					8,994		8,994
				30	1,000	32,000	-	32,000
CIP 26-09	Fire Emergency Equipment	Fire Station Alerting System	25-26	15	7,000	100,000		100,000
CIP 26-10	Operating Donations	Roof Repairs Police Department	25-26	30	2,000	70,000		70,000
CIP 26-11	Golf	Point Pinos Grill Boiler Replacement	25-26	15	3,000	40,000		40,000
Total Facilities						$ 1,279,000	$ -	$ 1,279,000
Wastewater								
CIP 26-12	Sewer	Sewer Force Main Replacement - Arena Avenue	25-26	70	9,000	$ 600,000		$ 600,000
CIP 26-13	Sewer	Urban Diversion Station Repair and Recalibration	25-26	10	10,000	100,000		100,000
CIP 24-04	Sewer	Sewer Collection System Master Plan (SCSMP) Projects	26-27	70	126,000		7,000,000	8,800,000
Total Wastewater						$ 700,000	$ 7,000,000	$ 9,500,000
Parks and Recreation								
CIP 25-10	Yount Income	Recreation Trail Improvements - Esplanade Park	25-26	20	2,000	$ 16,003		$ 36,003
Totals Parks and Recreation						$ 16,003	$ -	$ 36,003

City of Pacific Grove Budget
Capital Improvement Summary by Project Category
Fiscal Years 2025-26 and 2026-27

Category Summary	Addresses Council Areas of Focus	2025-26	2026-27	Project Totals
Transportation	Infrastructure	$ 2,240,096	$ 2,068,000	$ 4,308,096
Facilities	Infrastructure	1,279,000	-	1,279,000
Wastewater	Infrastructure, Environmental Stewardship	700,000	7,000,000	9,500,000
Parks and Recreation	Infrastructure	16,003	-	36,003
	Total for Two Year Capital Plan	$ 4,235,099	$ 9,068,000	$ 15,123,099

Fund Number	Fund Name	2025-26	2026-27	Project Totals
12	Fire Emergency Equipment	100,000	-	100,000
17	Measure X	820,000	818,000	1,638,000
25	Recreation Donations	32,000	-	32,000
31	Operating Donations	1,075,000	-	1,075,000
41	Yount Income	24,997	-	44,997
47	RMRA/SB1	570,096	400,000	970,096
63	CIP Fund	500,000	500,000	1,000,000
76	Sewer	1,050,000	7,350,000	10,200,000
77	Golf	40,000	-	40,000
92	Mcindoo Donation	23,006	-	23,006
	Totals by Fund	$ 4,235,099	$ 9,068,000	$ 15,123,099





City of Pacific Grove
Capital Improvement Plan Overview

Overview

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 as buildings, machinery, or equipment, with an original cost more than $50,000, and other capital outlay as items with an original cost of more than $5,000. Capital improvements include projects that are related to facilities, streets, and infrastructure.

Objectives of Plan

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

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

Development of Capital Plan / Budget Process

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, asset management studies and City staff. Staff identify projects that are based on critical needs, including those due to safety issues or to comply with new mandates. Each project proposal is reviewed and prioritized based on the following criteria:

- Greatest need (e.g. mandates and public safety)
- Meeting the Council's Priority Areas
- Consequences of delay (increased costs, asset preservation)
- Ability to accomplish multiple goals or align timing with other project(s)
- Readiness and 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. Project costs are based upon current year dollars, with future budgets increased by either the Engineering News Record construction cost index or the San Francisco Bay Area Consumer Price Index.

Budget Basis for Capital Plan

The CIP budget differs from an operating budget in that projects can span multiple years and the funding for each project may be carried forward until the project is finished or is no longer needed. Each project includes annual depreciation costs, which are factored into the department's annual maintenance budget. Capital projects are funded through various sources of funding. When possible, the City uses alternate sources of funding, such as through partnerships and grants, to minimize the financial impact on its Funds.

Street Rehabilitation Project

General Project Information	
Project Code	CIP26-01
Project Category	Transportation
Funding Type	Multiple Funds (General & Non-General Funds)
Fund(s)	Fund 63, Capital Improvement Fund Fund 17, Measure X Fund 47, RMRA/SB1 Fund 76, Sewer Fund
Account(s)	63-631-6041 17-522-6041 47-471-6041 76-612-6051
Council Goal Alignment	Infrastructure
Managing Department	Public Works
Location	Various road segments

Project Description

This project allows rehabilitation of road segments identified by the Pavement Management Program (PMP) as being in poor or failed condition, addressing and improving the aging road infrastructure network. This project also plays a vital role in ensuring MOE requirements are met to remain eligible for over $1M of external funding for roadways (see funding notes).

FY25/26

This project targets three road segments that have not received formal maintenance or rehabilitation in over 30 years. These segments have Pavement Condition Index (PCI) scores between 0 and 21, placing them in the "failed" category due to severe deterioration. The compromised pavement allows water intrusion, leading to dislodged sections and frequent potholes. Although crews perform regular patching to address safety hazards, these are only temporary fixes. Full rehabilitation is necessary to restore the integrity of these roadways. The segments to be addressed are:

(1) 10th Street (Central Ave to Lighthouse Ave) - PCI 10
(2) Del Monte Blvd (Asilomar St to Coral St) - PCI 21
(3) Beacon (Coral St to Esplanade St) - PCI 0

The underground sewer infrastructure will be videoed and addressed as an aspect of this project via the sewer fund.

FY26/27

In May 2026, staff will return with the annual SB1 project list and resolution for Council approval which specifies the segments to be addressed in FY26/27. This is an annual requirement of the California Transportation Commission (CTC) protocols for SB1/RMRA funding eligibility.

Funding Information

Fund	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	TOTAL
Capital Improvement Fund	$300,000	$300,000	-	-	-	$600,000
Measure X	$570,000	$568,000	-	-	-	$1,138,000
RMRA/SB1	$570,096	$400,000	-	-	-	$970,096
Sewer Fund	$350,000	$350,000	-	-	-	$700,000

Funding Notes

MAINTENANCE OF EFFORT COMPLIANCE

This project helps the City maintain eligibility for ongoing Measure X and SB1/RMRA funding by meeting Maintenance of Effort (MOE) requirements.

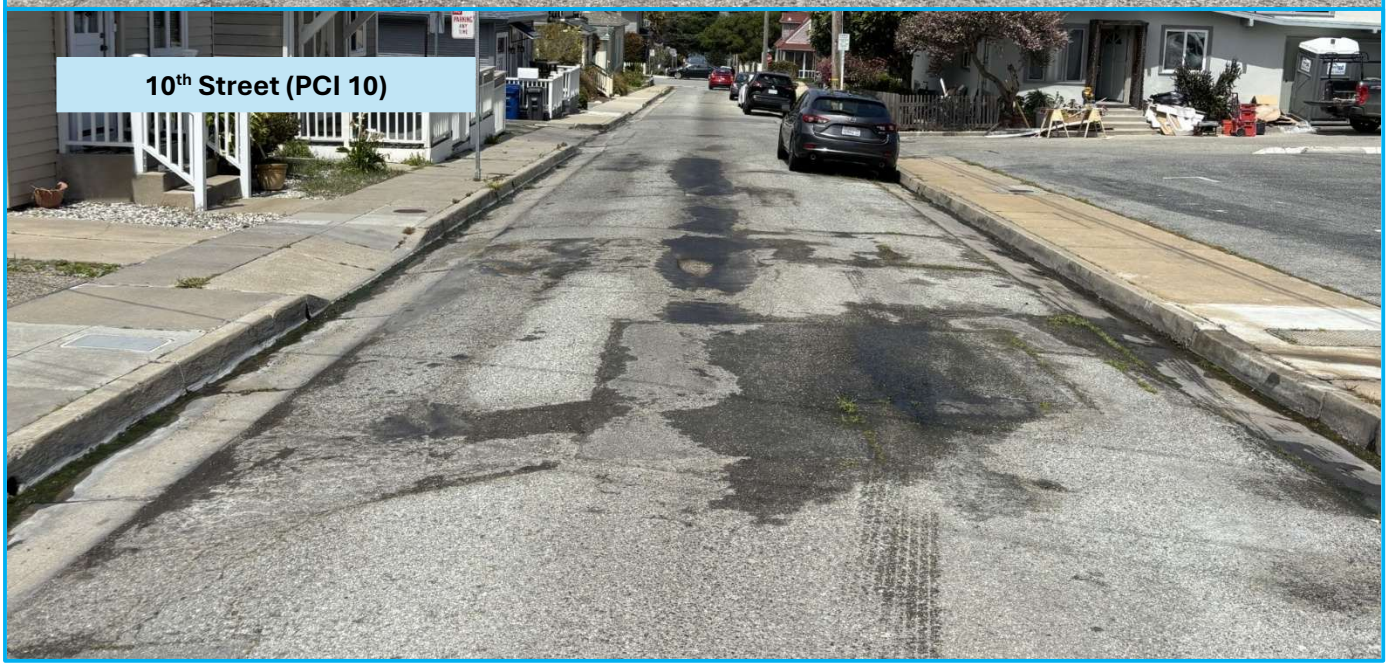
Estimated Project Timeline

Project Development	Bidding	Contract	Construction/Work in Progress	Complete
FY25/26	FY25/26	FY25/26	FY25/26	FY25/26

Project Photos







Mandated ADA Improvements

General Project Information	
Project Code	CIP26-02
Project Category	Transportation
Funding Type	Multiple Funds (General & Non-General Funds)
Fund(s)	Fund 63, Capital Improvement Fund Fund 17, Measure X
Account(s)	63-631-6041 17-522-6041
Council Goal Alignment	Infrastructure
Managing Department	Public Works
Location	Lovers Point & Prescott Ave

Project Description

This project addresses ADA compliance mandates from a court order requiring completion by specified deadlines in FY25/26. The locations for improvements are Lovers Point and Prescott Ave (between Divisadero and Forest).

Lovers Point Scope of Work:
Replace existing ADA ramps and construct new sidewalk at the triangle parking lot to comply with ADA standards. These improvements must be completed by October 31, 2025.

Prescott Ave Scope of Work:
Sidewalk infill, repairs, installation of ADA-compliant curb ramps, and upgrades to driveway approaches to meet accessibility standards. These improvements must be completed by December 31, 2025.

Funding Information

Fund	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	TOTAL
Capital Improvement Fund	$200,000	-	-	-	-	$200,000
Measure X	$250,000	-	-	-	-	$250,000

Funding Notes

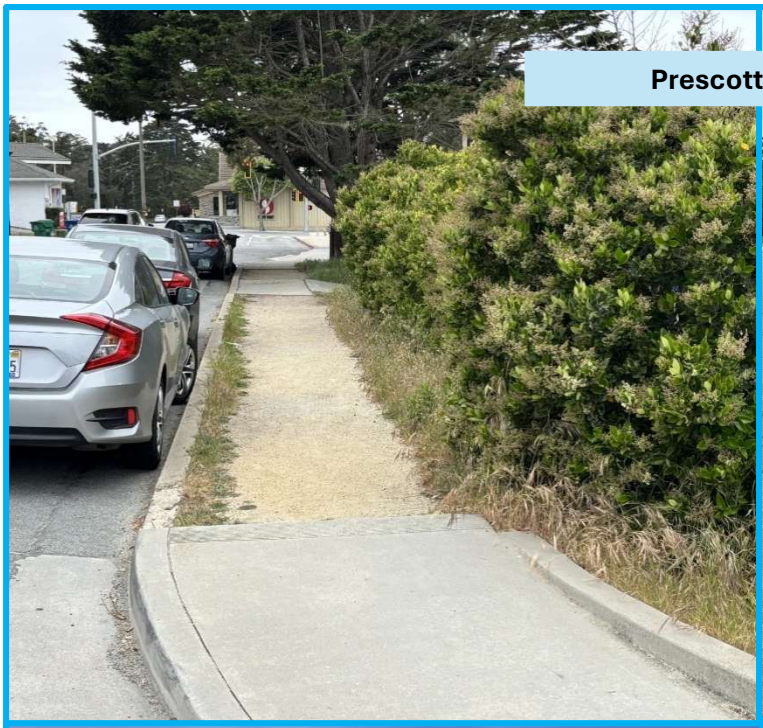
This project has been budgeted using all anticipated remaining balances for streets and pedestrian infrastructure in FY25/26. Due to the limited availability of these funds, actual costs are expected to exceed the proposed budget. At this time actual costs are unknown. Once the project is engineered and formally bid, staff will return with options to address potential funding deficits which may include project savings from road and infrastructure projects from prior years.

MAINTENANCE OF EFFORT COMPLIANCE
This project helps the City maintain eligibility for ongoing Measure X and SB1 funding by meeting Maintenance of Effort (MOE) requirements.

Estimated Project Timeline

Project Development	Bidding	Contract	Construction/Work in Progress	Complete
FY25/26	FY25/26	FY25/26	FY25/26	FY25/26

Project Photos



Prescott Ave





Lovers Point



Crack & Slurry Seal

General Project Information	
Project Code	CIP27-01
Project Category	Transportation
Funding Type	Multiple Funds (General & Non-General Funds)
Fund(s)	Fund 63, Capital Improvement Fund Fund 17, Measure X
Account(s)	63-631-6041 17-522-6041
Council Goal Alignment	Infrastructure
Managing Department	Public Works
Location	Various road segments

Project Description

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 the crack & slurry seal treatment are identified via the City's Pavement Management Program, maintenance logs, and in-field observations.

Funding Information

Fund	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	TOTAL
Capital Improvement Fund	-	$200,000	-	-	-	$200,000
Measure X	-	$250,000	-	-	-	$250,000

Funding Notes

MAINTENANCE OF EFFORT COMPLIANCE
This project helps the City maintain eligibility for ongoing Measure X and SB1 funding by meeting Maintenance of Effort (MOE) requirements.

Estimated Project Timeline

Project Development	Bidding	Contract	Construction/Work in Progress	Complete
FY26/27	FY26/27	FY26/27	FY26/27	FY26/27

Project Photos





Library Backup Power System

General Project Information	
Project Code	CIP26-03
Project Category	Facilities
Funding Type	Non-General Fund
Fund(s)	Fund 31, Operating Donations
Account(s)	31-516-5201
Council Goal Alignment	Infrastructure
Managing Department	Public Works & Library
Location	Pacific Grove Public Library

Project Description

This project will allow for the purchase and installation of a backup power system for the Pacific Grove Public Library. The Library is a beloved community facility that has the potential to serve as a vital community resource during prolonged power outages and/or emergencies. Today, the library has no generator or backup power source to support it's operations during outages.

Options for back up power sources include, but are not limited to, battery storage (e.g., Tesla Powerwall 3 or similar) and a natural gas generator connected to an existing gas line. These options will be further explored for feasibility following project approval.

Funding Information

Fund	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	TOTAL
Operating Donations	$80,000	-	-	-	-	$80,000

Funding Notes

FUNDED BY COMMUNITY DONATIONS
The Pacific Grove Library Friends and Foundation have dedicated $80,000 to fund this project.

Estimated Project Timeline

Project Development	Bidding	Contract	Construction/Work in Progress	Complete
FY25/26	FY25/26	FY25/26	FY25/26	FY25/26

Project Photos





Pillar Privacy/Study Booth ADA

General Project Information	
Project Code	CIP26-04
Project Category	Facilities
Funding Type	Non-General Fund
Fund(s)	Fund 31, Operating Donations
Account(s)	31-516-5201
Council Goal Alignment	Infrastructure
Managing Department	Public Works & Library
Location	Pacific Grove Public Library

Project Description

This project will create a dedicated privacy/study booth in the Pacific Grove Public Library. The Library currently lacks a private meeting space, and users have consistently requested one. This project responds to that need and enhances the Library's ability to support virtual meetings, telehealth, and focused work.

The scope of work includes the purchase of the privacy booth, prep work and installation. It is anticipated that the private/study booth with be located near the existing DVD shelving.

Funding Information

Fund	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	TOTAL
Operating Donations	$25,000	-	-	-	-	$25,000

Funding Notes

FUNDED BY COMMUNITY DONATIONS

The Pacific Grove Library Friends and Foundation have dedicated $25,000 to fund this project.

Estimated Project Timeline

Project Development	Bidding	Contract	Construction/Work in Progress	Complete
FY25/26	FY25/26	FY25/26	FY25/26	FY25/26

Project Photos





Chautauqua Hall Building Improvements

General Project Information	
Project Code	CIP26-05
Project Category	Facilities
Funding Type	Non-General Fund
Fund(s)	Fund 31, Operating Donations
Account(s)	31-516-5201
Council Goal Alignment	Infrastructure
Managing Department	Public Works
Location	Chautauqua Hall

Project Description

This project will address the facility infrastructure improvements and maintenance tasks outlined in the 2024 WJE Chautauqua Hall Building Assessment Report.

Built in 1881, this beloved facility has served generations and remains a designated historic landmark and beloved community resource. The project ensures needed upgrades and improvements are made to allow the building's continued function, in the long-term, and allow preservation of its historical integrity.

With strong community support, the Heritage Society's Friends of Chautauqua Hall has raised funding to carry out a wide range of improvements noted in the report, including repairs and upgrades to the drainage system, wood deck, roofing elements, cladding, windows, and doors.

Funding Information

Fund	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	TOTAL
Operating Donations	$700,000	-	-	-	-	$700,000

Funding Notes

FUNDED BY COMMUNITY DONATIONS

The Heritage Society's Friend of Chautauqua Hall have raised $700,000 of community donations to facilitate this project.

Estimated Project Timeline

Project Development	Bidding	Contract	Construction/Work in Progress	Complete
FY25/26	FY25/26	FY25/26	FY25/26	FY25/26

Project Photos





Chinese Pavillion and Moon Gate

General Project Information	
Project Code	CIP26-06
Project Category	Facilities
Funding Type	Non-General Fund
Fund(s)	Fund 31, Operating Donations
Account(s)	31-516-5201
Council Goal Alignment	Infrastructure
Managing Department	Public Works
Location	El Marie Dyke Park

Project Description

This project will support the construction of a traditional Chinese Pavilion and Moon Gate at El Marie Dyke Park, replacing the existing deteriorated gazebo.

The proposed location was approved by the City Council in 2024 following an assessment of locations. The project will be funded through donations from Monterey Bay Chinese Association. Following design development, the project will undergo the required permitting and review process by the appropriate boards/commissions.

Funding Information

Fund	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	TOTAL
Operating Donations	$200,000	-	-	-	-	$200,000

Funding Notes

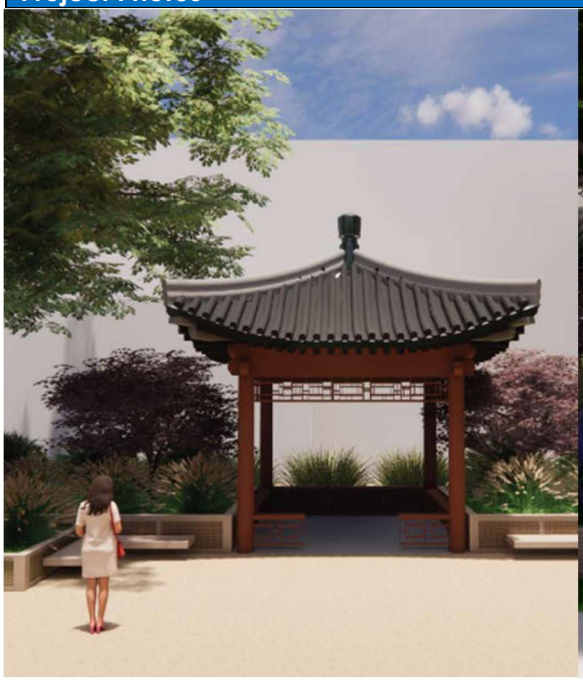
FUNDED BY COMMUNITY DONATIONS

The Monterey Bay Chinese Association (MBCA) has raised $200,000 of community donations to fund this project.

Estimated Project Timeline

Project Development	Bidding	Contract	Construction/Work in Progress	Complete
FY25/26	FY25/26	FY25/26	FY25/26	FY25/26

Project Photos





Youth Center Roof Repair

General Project Information	
Project Code	CIP26-07
Project Category	Facilities
Funding Type	Non-General Fund
Fund(s)	Fund 25, Recreation Donations
Account(s)	31-516-5201
Council Goal Alignment	Infrastructure
Managing Department	Public Works
Location	Youth Center

Project Description

This project will address a known roof leak in the Youth Center above the restroom facility where deterioration has led to water intrusion through the light fixtures. The scope of work will include the replacement of the damaged roofing and rain gutters to restore the roof's integrity and prevent further damage. Timely repairs are essential to avoid more costly future repairs and to ensure the continued operation of the recreational facility. Without a functional restroom, youth programming at this site would be unable to continue.

Funding Information

Fund	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	TOTAL
Recreation Donations	$32,000	-	-	-	-	$32,000
Funding Notes						

Estimated Project Timeline

Project Development	Bidding	Contract	Construction/Work in Progress	Complete
FY25/26	FY25/26	FY25/26	FY25/26	FY25/26

Project Photos





City Hall Window and Door Replacement

General Project Information	
Project Code	CIP26-08
Project Category	Facilities
Funding Type	Non-General Fund
Fund(s)	Fund 92, McIndoo Donation Fund 41, Youth Income
Account(s)	95-519-6021 41-510-6021
Council Goal Alignment	Infrastructure
Managing Department	Public Works
Location	City Hall

Project Description

This project will replace the front door and first-floor office windows in kind to match the original design of the City Hall Entrance. The front door and surrounding trim have sustained significant termite damage, and the office windows no longer close properly. Water intrusion from the damaged windows is causing ongoing deterioration to interior plaster.

Timely replacement is necessary to prevent further structural and interior damage and ensure building security. This project was called out as an "immediate need" in the 2024 City Hall Facility Conditions Assessment.

Funding Information

Fund	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	TOTAL
McIndoo Donation	$23,006	-	-	-	-	$23,006
Yount Income	$8,994	-	-	-	-	$8,994

Funding Notes

Estimated Project Timeline

Project Development	Bidding	Contract	Construction/Work in Progress	Complete
FY25/26	FY25/26	FY25/26	FY25/26	FY25/26

Project Photos





Fire Station Alerting System

General Project Information	
Project Code	CIP26-09
Project Category	Facilities
Funding Type	Non-General Fund
Fund(s)	Fund 12, Fire Emergency Equipment
Account(s)	12-353-6021
Council Goal Alignment	Infrastructure
Managing Department	Public Works & Fire Department
Location	Pacific Grove Fire Station

Project Description

This project will replace the existing 14-year-old Fire Station alerting system, which dispatches emergency incidents from Monterey County Communications. The current system and speakers are outdated, no longer repairable, and incompatible with the IP-based paging system Monterey County is transitioning to. Since the manufacturer ComTech ceased operations in 2022, replacement parts are unavailable, and most vendors are unfamiliar with the legacy system, reducing reliability.

The new system will be fully compatible with Monterey County's upgraded dispatch platform and will allow simultaneous unit dispatching, improving response times. Additional features include a mobile app for customizable alerts, a digital display with dispatch information, automated text-to-speech for location details, and enhanced audio clarity to reduce the need for repeated communication.

Funding Information

Fund	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	TOTAL
Fire Emergency Equipment	**$100,000**	-	-	-	-	$100,000

Funding Notes

Estimated Project Timeline

Project Development	Bidding	Contract	Construction/Work in Progress	Complete
FY25/26	FY25/26	FY25/26	FY25/26	FY25/26

Project Photos



Roof Repairs Police Department

General Project Information	
Project Code	CIP26-10
Project Category	Facilities
Funding Type	Non-General Fund
Fund(s)	Fund 31, Operating Donations
Account(s)	31-516-5201
Council Goal Alignment	Infrastructure
Managing Department	Public Works
Location	Police Station

Project Description

This project will address a known roof leak caused by the deterioration of the existing hot mop tar and rolled asphalt roofing, which is over 40 years old and beyond its serviceable life. While the roof has been temporarily patched, permanent repairs are essential to prevent further damage. The project will involve the installation of a new PVC membrane roof, ensuring long-term durability and avoiding more costly infrastructure repairs down the line.

Funding Information

Fund	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	TOTAL
Operating Donations	$70,000	-	-	-	-	$70,000

Funding Notes

Estimated Project Timeline

Project Development	Bidding	Contract	Construction/Work in Progress	Complete
FY25/26	FY25/26	FY25/26	FY25/26	FY25/26

Project Photos



Point Pinos Grill Boiler replacement

General Project Information	
Project Code	CIP26-11
Project Category	Facilities
Funding Type	Non-General Fund
Fund(s)	Fund 77, Golf Course Fund
Account(s)	77-622-6021
Council Goal Alignment	Infrastructure
Managing Department	Public Works
Location	Golf Course Restaurant

Project Description

This project will replace the existing 20-year-old boiler with a new high-efficiency unit. The current boiler has exceeded its serviceable life, is leaking significantly, and replacement parts are no longer available, making repairs unfeasible.

The boiler is essential for providing baseboard heating to the restaurant. Previous facility upgrades, funded via the CIP, included installing a separate water heater for hot water needs, reducing the boiler's load. As a result, a smaller, more energy-efficient boiler can now be installed, creating a more efficient and redundant system.

Funding Information

Fund	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	TOTAL
Golf Course Fund	$40,000	-	-	-	-	$40,000
Funding Notes						

Estimated Project Timeline

Project Development	Bidding	Contract	Construction/Work in Progress	Complete
FY25/26	FY25/26	FY25/26	FY25/26	FY25/26

Project Photos



Sewer Force Main Replacement - Arena Avenue

General Project Information	
Project Code	CIP26-12
Project Category	Wastewater
Funding Type	Non-General Fund
Fund(s)	Fund 76, Sewer Fund
Account(s)	76-612-6051
Council Goal Alignment	Infrastructure /Environmental Stewardship
Managing Department	Public Works
Location	Arena Avenue

Project Description

This project involves installing a new force main on Arena Avenue (from Sunset Dr to Asilomar Ave) to address known deficiencies in the sewer system. The replacement is critical to maintaining reliable sewer service, protecting the environment, and preventing spills.

The existing line has experienced two failures in this area and is in urgent need of repair to ensure continued safe operation.

Funding Information

Fund	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	TOTAL
Sewer Fund	$600,000	-	-	-	-	$600,000

Funding Notes

N/A

Estimated Project Timeline

Project Development	Bidding	Contract	Construction/Work in Progress	Complete
FY25/26	FY25/26	FY25/26	FY25/26	FY25/26

Project Photos



Urban Diversion Station Repair and Recalibration

General Project Information	
Project Code	CIP26-13
Project Category	Wastewater
Funding Type	Non-General Fund
Fund(s)	Fund 76, Sewer Fund
Account(s)	76-612-6051
Council Goal Alignment	Infrastructure /Environmental Stewardship
Managing Department	Public Works
Location	Various Locations

Project Description

This project will allow a contractor to repair pumps and recalibrate meters for the Urban Diversion System. The Urban Diversion System diverts stormwater runoff from storm drain outfalls to Monterey One Water via the Sewer System.

Repairs are required to ensure accurate reporting to Monterey One Water regarding the amount of stormwater being placed into their systems. Completion of this work is necessary to maintain compliance with reporting requirements and regulatory standards.

Funding Information

Fund	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	TOTAL
Sewer Fund	$100,000	-	-	-	-	$100,000

Funding Notes

N/A

Estimated Project Timeline

Project Development	Bidding	Contract	Construction/Work in Progress	Complete
FY25/26	FY25/26	FY25/26	FY25/26	FY25/26

Project Photos



SCSMP Projects 1, 6 & 9

General Project Information	
Project Code	CIP24-04
Project Category	Wastewater
Funding Type	Non-General Fund
Fund(s)	Fund 76, Sewer Fund
Account(s)	76-612-6051
Council Goal Alignment	Infrastructure /Environmental Stewardship
Managing Department	Public Works
Location	Various Locations

Project Description

The City provides sewer collection services for residences and commercial businesses over an area of approximately 1,414 acres with a population of approximately 15,040 residents. The City's collection and conveyance system is comprised of approximately 58 miles of pipelines.

The Sewer Collection System Master Plan (SCSMP) helps drive the City's long-term sewer collection system asset management needs by identifying CIP projects and necessary upgrades to the collection system. Over the years the City has completed several of the noted SCSMP CIP Projects and only the following three remain. This multi-year project will allow the City to complete SCSMP Projects 1, 6 & 9:

- SCSMP #1 - 17 Mile Dr - Upgrade ~3,000LF of sewer main due to capacity deficiencies
- SCSMP #6 - Hilcrest Ave - Replace ~4,250LF of sewer main due to root intrusion
- SCSMP #9- Highway 68 - Protect exposed pipe from damage

This project will allow completion of these projects. These are large scale, multi-year projects

Funding Information

Fund	Prior Years	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	TOTAL
Sewer Fund	$1,800,000	-	$7,000,000	-	-	-	$8,800,000

Funding Notes

MULTI-YEAR PROJECT

As an element of the FY23/24, $1.8M of sewer funding was allocated to allow for engineering, permitting and environmental. This is currently underway and will continue through FY25/26 using the initial funding allocation. Construction is anticipated to begin in FY26/27 with a preliminary cost estimate of approximately $7M. This is a rough estimate and may be updated prior to the start of FY26/27 as an engineers estimate is developed.

Estimated Project Timeline

Project Development	Bidding	Contract	Construction/Work in Progress	Complete
FY26/27	FY26/27	FY26/27	FY26/27	FY26/27

Project Photos



Recreation Trail Improvements - Esplanade Park

General Project Information	
Project Code	CIP 25-10
Project Category	Parks & Recreation
Funding Type	Non-General Fund
Fund(s)	Fund 41, Yount Income
Account(s)	41-510-6021
Council Goal Alignment	Infrastructure
Managing Department	Public Works
Location	Recreation Trail adjacent to Esplanade Park

Project Description

In Perkins Park, the Recreation Trail adjacent to Esplanade Park from Beach Street to Coral Street consists of a thin band of land which keeps getting thinner due to coastal erosion, particularly around Esplanade Park. Just east of Esplanade, the otherwise continuous shoreline trail essentially disappears for a stretch, forcing pedestrians onto a thin strip of dirt right next to Ocean View Boulevard.

The Shoreline Management Plan (SMP) proposed conceptual improvements . The SMP suggest eliminating the ocean-side parking lane and shifting the street curb inland by 7–8 feet, reclaiming approximately 500 feet of space for a pedestrian trail. This would entail the potential loss of about 25 on-street parking spaces. The SMP stated design details would be refined with efforts to mitigate the loss of parking where possible.

This multi-year project initiates the process of addressing the unsafe conditions on the Recreation Trail at this specific location. Year 1 will involve public outreach and design, while Year 2 will focus on permitting, bidding, and construction.

Funding Information

Fund	Prior Years	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	TOTAL
Yount Income	$20,000	$16,003	-	-	-	-	**$36,003**

Funding Notes

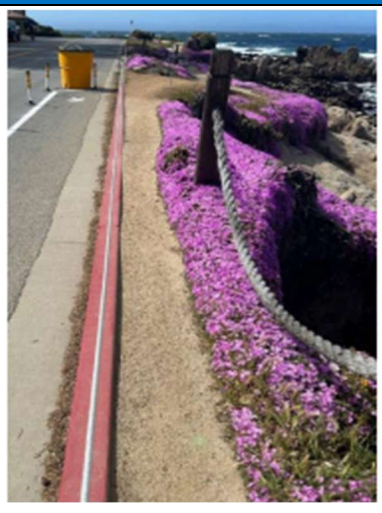
MULTI-YEAR PROJECT

As an element of the FY24/25 CIP, $20,000 was allocated from the Strong Disbursement Fund to allow for design/engineering of these vital pedestrian improvements. To date, minimal funding has been expended. Although the remaining unused funding will be carried forward, additional funding is needed to accommodate construction, which is anticipated to be ~$35,000. The initial funding source, the Strong Disbursement Fund, has been depleted. The Yount Income fund is proposed to bridge the gap needed for construction.

Estimated Project Timeline

Project Development	Bidding	Contract	Construction/Work in Progress	Complete
FY24/25	FY25/26	FY25/26	FY25/26	FY25/26

Project Photos


City of Pacific Grove Capital Budget

Capital Outlay

General and CIP Funds

Listing of Capital Outlay by Department

Department	Item	FY 25-26	FY 26-27
Admin Services - IT	VOIP Phone System Improvements	5,000	
Admin Services - IT	Police Door Access Upgrade	100,000	
Admin Services - IT	City Hall Door Access	140,000	
Admin Services - IT	Redundant Internet And Firewall		43,500
Admin Services - IT	Network Upgrade		62,000
Admin Services - IT	Voip Improvements		5,000
City Council	City Council Chambers Equipment	10,000	
Fire	Equipping New Fire Engine	25,000	25,000
Police	Purchase Of Radios	40,000	40,000
Public Works	Light Fixtures, Poles, Batteries for Solar Lights	50,000	50,000
	Total General Fund	**370,000**	**225,500**
Admin Services - Finance	Replacement ERP/Accounting System	**150,000**	**350,000**

Additional Information on IT Capital Outlay Items

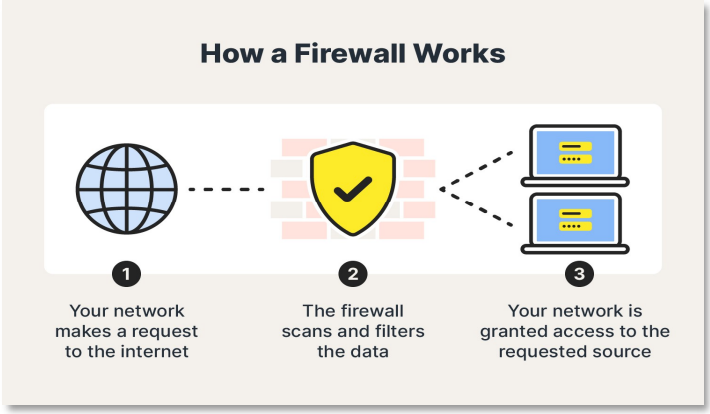
Redundant Internet and Firewall - The firewall devices and internet connections are critical components of the city's IT infrastructure; however, the city currently lacks redundancy in these areas. This implementation aims to prevent downtime of city services caused by firewall or internet connection failures by providing a redundant internet and firewall. The High Availability Assessment report identified this as a high priority.

Network Upgrade - The network switches that interconnect all the IT equipment at City Hall, the Police Department, and the Library are nearing the end of their operational life and require replacement. This issue was flagged as a high-priority item in the City's High Availability assessment. The implementation plan involves replacing the outdated switches and introducing redundancies to ensure failover and enhance overall availability.

VOIP Improvements - The city's current Voice Over IP (VoIP) phone system lacks proper failover configuration. As a result, a VoIP controller failure could potentially cause communication disruptions. This project focuses on addressing these failover configuration issues to ensure continued communications even in the event of equipment failure.

Police and City Hall Door Access Systems - This is a crucial request to upgrade an obsolete and non-compliant access control system at PD to a newer security-compliant system. Staff is unable to perform updates or make any key card changes; and the current system is no longer supported. This upgrade is essential for the increased security of the Police Department; and addresses the urgent need for enforced security measures. A similar type of system is also being proposed for City Hall.

Capital Outlay Photos









Capital Projects Anticipated Accomplishments

Fiscal Year 2024-25

Project	Project Name	Status of Project	Estimated Completion	Fund No.	Acct	Fund Name	Project 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
CIP23-04	David Ave Street Rehabilitation	Work in Progress	FY 24-25	17	6041	Local Streets and Roads	266,157
				76	6041	Sewer	156,000
							422,157
CIP23-16	Safety Lighting at Robert Down Elementary	Complete	FY 24-25	84	6041	ARPA	4,710
CIP23-21	David Ave Sidewalk	Complete	FY 24-25	84	6041	ARPA	662,378
CIP24-01	FY23/24 Street Rehabilitation Project	Complete	FY 24-25	17	6041	Local Streets and Roads	536,088
				47	6041	RMRA SB1	505,049
				63	6041	Capital Improvement	300,000
				76	6051	Sewer	872,000
							2,213,137
CIP24-02	FY23/24 Crack & Slurry Seal Project	Complete	FY 24-25	17	6041	Local Streets and Roads	185,000
				63	6041	Capital Improvement	200,000
				84	6041	ARPA	15,290
							400,290
CIP24-06	Design of Sidewalk Extension for Outside Dining Uses	Complete	FY 24-25	63	6041	Capital Improvement	50,000
CIP25-01	FY 24/25 Street Rehabilitation Project	Project Development	FY 25-26	63	6041	Capital Improvement	300,000
				17	6041	Local Streets and Roads	730,000
				47	6054	RMRA SB1	386,065
				76	6051	Sewer	300,000
							1,716,065
CIP25-02	FY 24/25 Crack & Slurry Seal Project	Project Development	FY 24-25	17	6041	Local Streets and Roads	200,000
				63	6041	Capital Improvement	200,000
							400,000
CIP25-03	Pedestrian Safety - Central Ave & Fountain Ave	Project Development	FY 24-25	63	6041	Capital Improvement	270,000
CIP25-14	Sidewalk Ext at Lighthouse & Fountain	Complete	FY 24-25	63	6041	Capital Improvement	340,000
CIP25-15	Sidewalk Projects at Sinex & Sunset	Project Development	FY 24-25	63	6041	Capital Improvement	175,000
	Streets						**$ 7,653,737**

Capital Projects Anticipated Accomplishments

Fiscal Year 2024-25

Project	Project Name	Status of Project	Estimated Completion	Fund No.	Acct	Fund Name	Project Budget
	Park, Open Space Improvements (Object 6031)						
CIP22-13	Backstop Replacement Municipal Ball Park	Complete	FY 24-25	84	6041	ARPA	25,736
				92	6031	McIndoo Donation	17,529
				93	6031	Koo Estate Donation	7,000
				63	6031	Capital Improvement	96,000
							146,265
CIP22-21	GW Park Playground & ADA Compliant Playground	Complete	FY 24-25	63	6031	Capital Improvement	81,952
				84	6031	ARPA	25,000
							106,952
CIP23-22	Recreation Board's Park Inventory	Complete	FY 24-25	84	6031	ARPA	25,071
CIP24-05	George Washington Park (GWP) Enhancement Project	Complete	FY 24-25	63	6031	Capital Improvement	50,000
CIP25-11	Pico Ave & Crocker Ave Stormwater Improvements	Complete	FY 24-25	46	6031	Strong Disbursement	45,000
CIP25-16	Butterfly Sanctuary Fencing	Project Development	FY 24-25	63	6031	Capital Improvement	75,000
CIP25-17	GW Park Ball Field Drainage	Complete	FY 24-25	63	6031	Capital Improvement	50,000
CIP25-18	Pickleball/Tennis Court Resurfacing & Sound Fencing	Contract	FY 24-25	63	6031	Capital Improvement	47,000
CIP25-19	ADA Access at GW Park	Project Development	FY 24-25	63	6031	Capital Improvement	25,000
	Parks/Open Space						**$ 570,288**
	General Building Improvements (Object 6021)						
CIP18-46	Tide Pool & Point Pinos	Complete	FY 24-25	63	6021	Capital Improvement	$ 2,875,205
CIP23-05	Point Pinos Lighthouse Roof Repair	Project Development	FY 24-25	27	6021	Lighthouse	60,000
CIP23-07	Museum Mezzanine Upgrades	Complete	FY 24-25	08	6021	Museum Improvement	75,000
CIP23-08	Museum Basement Moisture Control	Complete	FY 24-25	08	6021	Museum Improvement	40,000
CIP23-10	Fire Station Roof Repair	Complete	FY 24-25	84	6021	ARPA	59,476
CIP23-12	Fire Dept. Bathroom & Shower Remodel	Complete	FY 24-25	84	6021	ARPA	152,277
CIP25-05	PG Museum Flooring Replacement	Bids/RFP	FY 24-25	08	6021	Museum Improvement	35,000
CIP25-06	Museum Roof Repair - Storage Garage	Project Development	FY 24-25	08	6021	Museum Improvement	17,000
CIP25-07	Point Pinos Lighthouse Electrical Panel	Complete	FY 24-25	27	6021	Lighthouse	20,000
CIP25-08	Golf Course Water Heater	Complete	FY 24-25	77	6021	Golf	20,000
CIP25-09	Library Door Repair	Complete	FY 24-25	84	6021	ARPA	22,000
CIP25-10	Recreation Trail Improvements - Esplanade Park	Work in Progress	FY 25-26	46	6021	Strong Disbursement	20,000
	Building						**$ 3,395,957**

Capital Projects Anticipated Accomplishments

Fiscal Year 2024-25

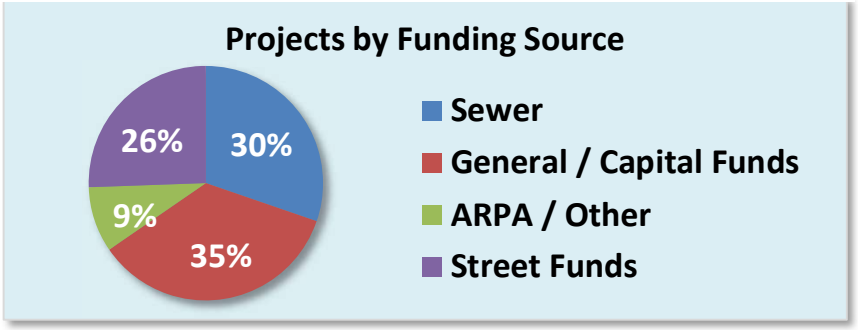
Project	Project Name	Status of Project	Estimated Completion	Fund No.	Acct	Fund Name	Project Budget
	Sewer System Improvements (Object 6051)						
CIP22-03	Phase 9 Sewer Improvements	Complete	FY 24-25	76	6051	Sewer	$ 997,387
CIP23-06	Pump Station Replacement	Bids/RFP	FY 24-25	76	6051	Sewer	337,095
CIP24-03	Priority Stormwater Repair Project on Syida Dr	Project Development	FY 24-25	63	6054	Capital Improvement	100,000
CIP24-04	Sewer Collection System Master Plan Projects 1,6 & 9	Work in Progress	FY 24-25	76	6051	Sewer	1,800,000
CIP25-04	Community Center Sewer Repairs	Complete	FY 24-25	76	6051	Sewer	50,000
	Sewer						**3,284,482**
	Grand Totals						**$ 14,904,465**

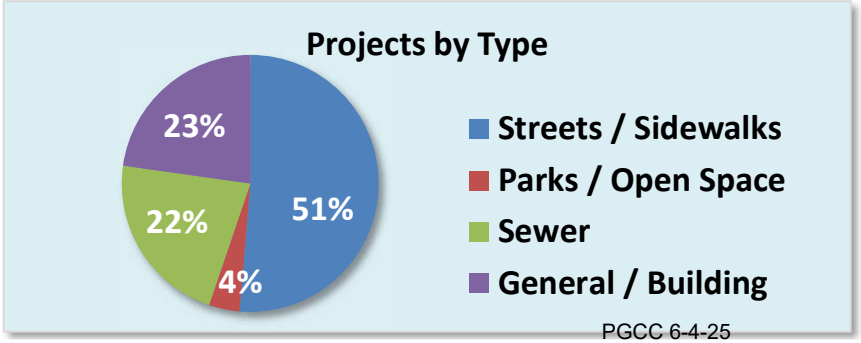
Fund No.	Fund Name	Budget
8	Museum Improvement	167,000
17	Local Streets and Roads	1,917,245
20	RSTP (TAMC)	1,000,000
27	Lighthouse	80,000
46	Strong Disbursement	65,000
47	RMRA SB1	891,114
63	Capital Improvement	5,235,157
76	Sewer	4,512,482
77	Golf	20,000
84	ARPA	991,938
92	McIndoo Donation	17,529
93	Koo Estate Donation	7,000
		14,904,465

Project Count

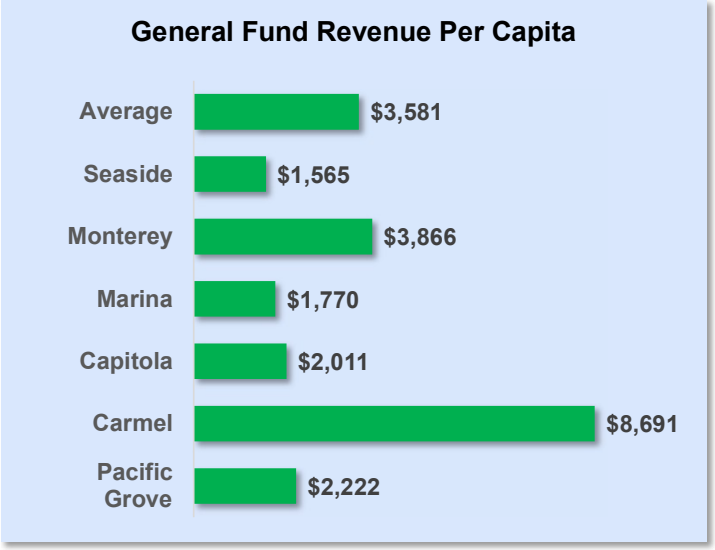
% of Projects with a Status of	**% of Total**
Project Development	9
Complete	22
Work in Progress	4
Bids/RFP	2
Contract	1
	38

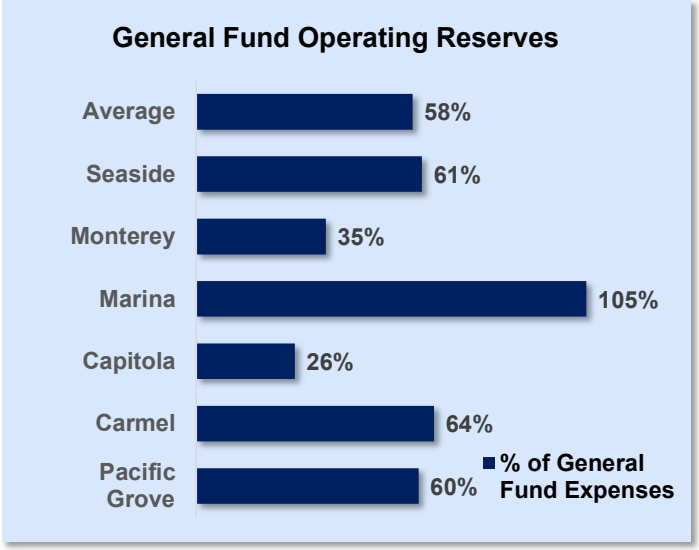
Significant progress is expected to be made on these projects from the current year's budget, with outstanding encumbrances at the end of the fiscal year carried over to Fiscal Year 2025-26 with a corresponding adjustment to the City's capital budget. These projects addressed the City's four areas of focus.





	Pacific Grove	Carmel	Capitola	Marina	Monterey	Seaside	Average	Difference from PG
Population	14,966	3,122	9,456	22,695	27,106	30,197	18,515	24%
Employees	105	80	69	122	445	178	179	70%
General Fund Revenues								
General Fund Total Revenues	33,249,760	27,133,782	19,014,509	40,176,982	104,803,040	47,246,550	47,674,973	43%
General Fund Revenues Per Capita	2,222	8,691	2,011	1,770	3,866	1,565	3,581	61%
General Fund Tax Revenues	27,336,521	22,780,525	14,492,882	29,695,777	68,866,026	41,981,559	35,563,354	30%
% of Total Revenues	82%	84%	76%	74%	66%	89%	75%	-8%
General Fund Expenses	29,471,820	25,740,423	19,691,492	31,346,759	95,573,719	44,583,722	43,387,223	47%
Public Safety	12,359,031	9,057,317	7,740,343	13,351,348	50,787,551	26,542,882	21,495,888	74%
Economic / Community Development	3,318,117	2,979,672	947,297	3,911,380	6,524,266	2,562,000	3,384,923	2%
Public Works / Transportation	4,399,770	5,192,057	3,682,149	200,958	7,976,095	4,572,734	4,324,799	-2%
Recreation / Library / Museum	2,700,224	1,351,865	267,956	1,250,619	17,016,146	5,385,795	5,054,476	87%
Debt Service	1,506,652	83,724	-	429,503	49,695	496,936	211,972	-86%
Admin / Other	5,188,026	7,075,788	7,053,747	12,202,951	13,219,966	5,023,375	8,915,165	72%
% of General Fund Expenses								
Public Safety	42%	35%	39%	43%	53%	60%	50%	8%
Economic / Community Development	11%	12%	5%	12%	7%	6%	8%	-3%
Public Works / Transportation	15%	20%	19%	1%	8%	10%	10%	-5%
Recreation / Library / Museum	9%	5%	1%	4%	18%	12%	12%	2%
Debt Service	5%	0%	0%	1%	0%	1%	0%	-5%
Admin / Other	18%	27%	36%	39%	14%	11%	21%	3%
Long-Term Liabilities	70,561,807	37,530,029	34,869,953	95,032,923	258,585,431	94,719,094	104,147,486	48%
Pension Liability	55,021,695	29,203,964	32,157,510	29,593,077	189,284,049	64,121,663	68,872,053	25%
% of Gross Liability Funded	76%	68%	69%	76%	71%	76%	72%	-4%
Claims / Other Debt - LT Portion	5,439,950	4,567,703	693,792	24,690,163	47,322,980	16,714,178	18,797,763	246%
Other Business Type Debt	6,045,056			35,950,000	9,913,651	2,669,391	16,177,681	168%
OPEB Liability - LT Portion	3,035,380	3,073,519	1,549,998	3,556,826	8,261,538	9,758,653	5,240,107	73%
Compensated Absences - LT Portion	1,019,725	684,842	468,652	1,242,856	3,803,212	1,455,208	1,530,954	50%
General Fund Reserves	17,581,788	20,306,904	7,017,319	47,193,974	60,077,454	30,993,165	33,117,763	88%
Operating Reserves / Litigation Reserve	17,581,788	16,427,787	5,203,463	32,797,005	33,193,926	26,992,355	22,922,907	30%
Pension/OPEB/Comp Absences/ LT Debt		3,124,794	1,531,142	7,400,000	8,218,769	4,000,810	4,855,103	100%
Capital Projects / Outlay			282,714	6,996,969	18,664,759		8,648,147	100%
Economic Development		754,323					754,323	100%
Operating Reserves % of Expenses	60%	64%	26%	105%	35%	61%	58%	-2%





City of Pacific Grove

General Governmental Tax Revenues by Source

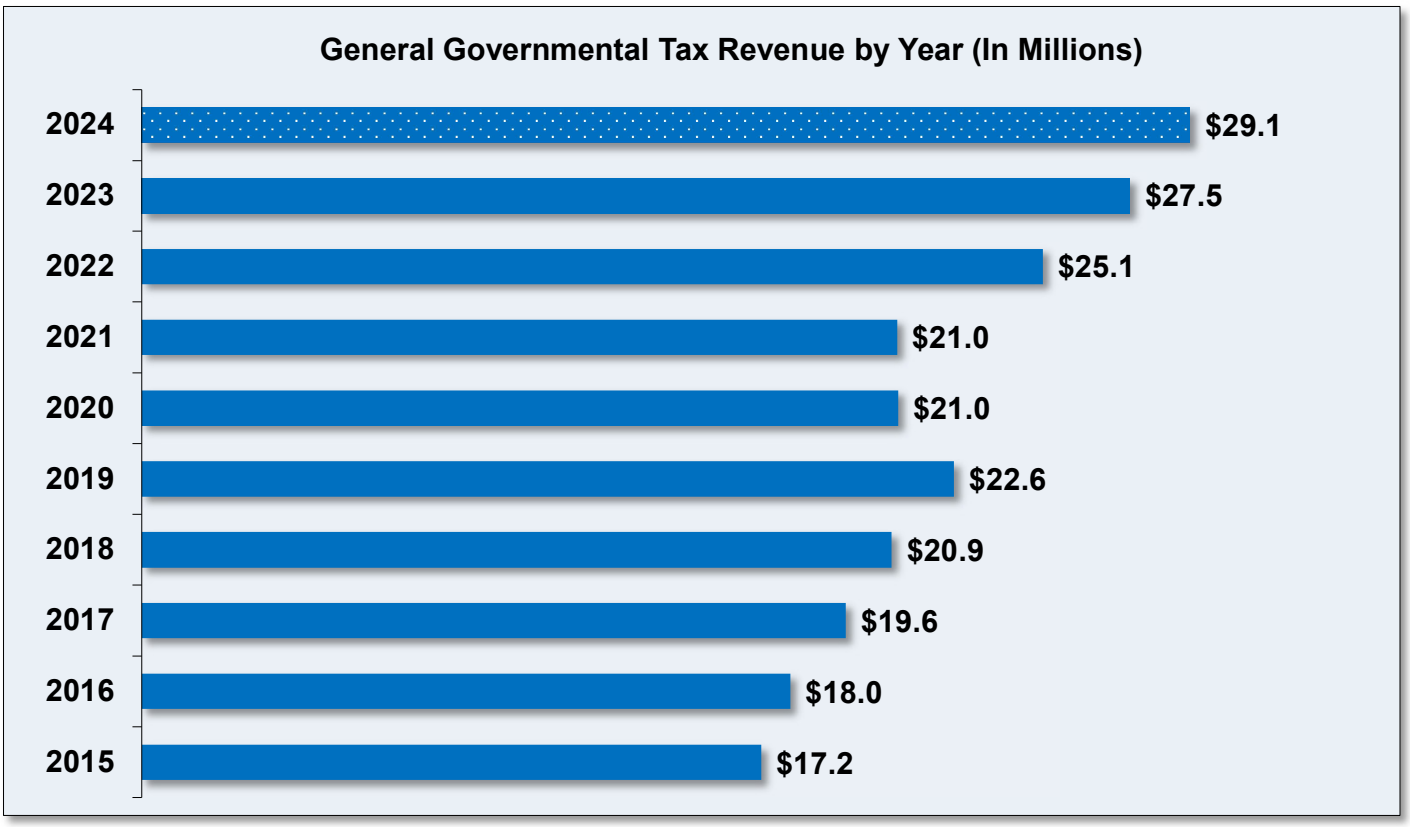
Last Ten Fiscal Years

Fiscal Year Ended June 30	Property	Sales and Use	Franchise	Transient Occupancy	Utility Users	Business License	Other Taxes	Total
2015	$ 5,836,174	$ 3,534,495	$ 975,090	$ 4,998,885	$ 1,428,360	$ 359,408	$ 102,627	$ 17,235,039
2016	6,226,267	3,325,809	1,041,653	5,364,317	1,594,143	341,071	146,945	18,040,205
2017	6,557,824	4,159,401	915,094	5,829,610	1,593,887	402,881	125,487	19,584,184
2018	6,851,928	4,075,744	1,082,574	6,656,849	1,688,876	381,810	121,192	20,858,973
2019	7,306,184	5,139,045	1,226,524	6,796,087	1,641,172	370,655	110,554	22,590,221
2020	7,632,399	4,765,472	1,176,215	5,310,063	1,643,614	396,533	110,823	21,035,119
2021	8,191,673	5,000,873	1,392,700	3,978,577	1,858,652	361,674	222,242	21,006,391
2022	8,573,969	5,630,320	1,489,888	6,821,183	1,940,677	371,310	231,389	25,058,736
2023	9,330,981	6,734,940	1,620,136	7,105,256	2,097,934	425,691	165,613	27,480,551
2024	**10,001,561**	**7,146,935**	**1,682,562**	**7,375,869**	**2,118,068**	**644,911**	**177,881**	**29,147,787**

Notes/Analysis:

The City's property tax revenues have increased at a steady pace over the past ten years primarily related to changes in ownership and annual increases allow under the State's Proposition 13 which governs growth in property taxes.

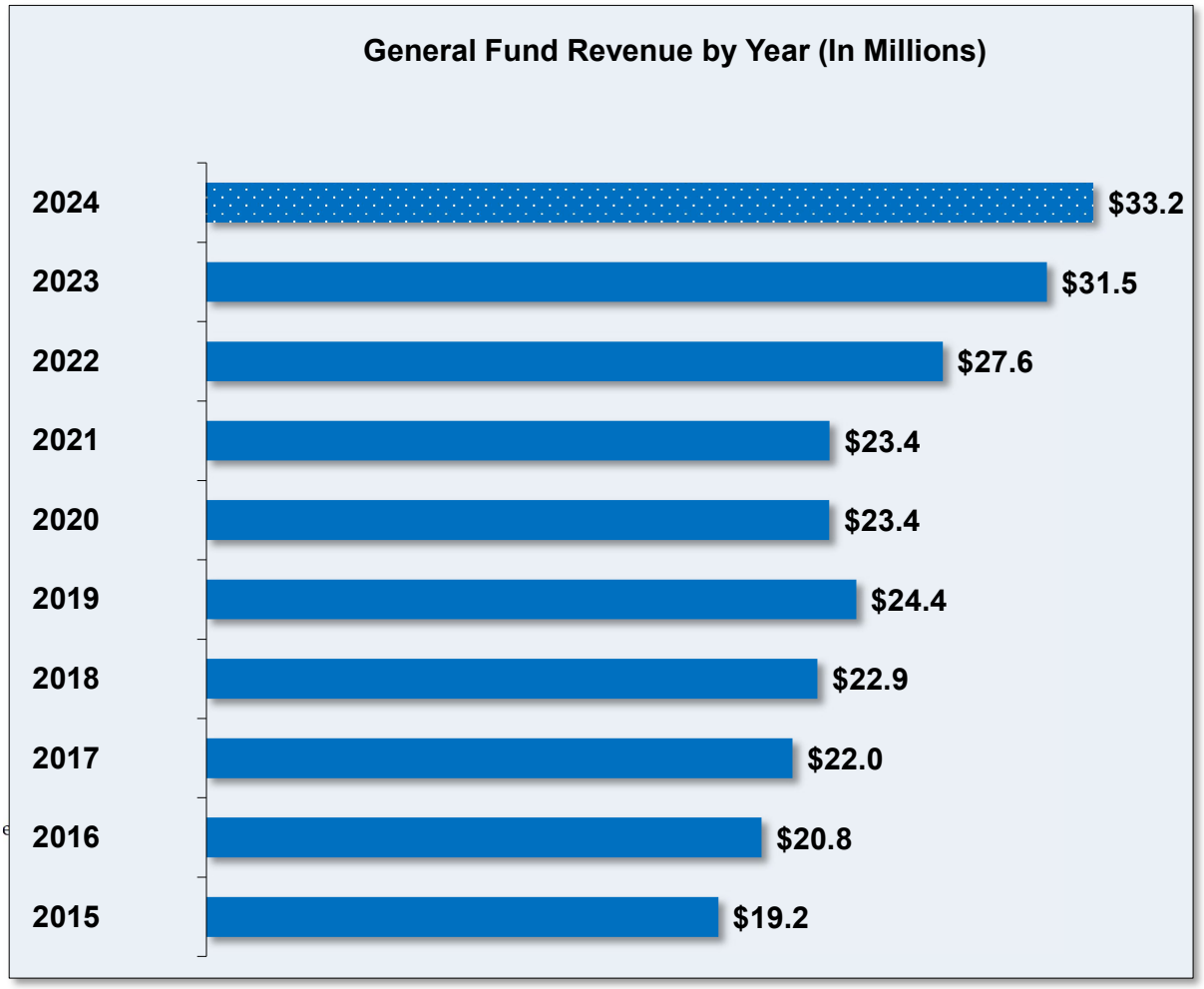
Source: City of Pacific Grove Finance Department



City of Pacific Grove
General Fund Revenues by Source
Last Ten Fiscal Years

Fiscal Year Ended June 30	Taxes	Intergovern-mental	Licenses Permits & Impact Fees	Fines and Forfeitures	Charges for Services	Interest, Rents & Concessions	Other Revenues	Total
2015	$ 16,532,093	$ 163,543	$ 440,403	$ 49,714	$ 983,061	$ 433,491	$ 589,932	$ 19,192,237
2016	17,358,914	229,671	481,304	127,740	1,367,494	355,293	893,646	20,814,062
2017	18,805,809	111,092	576,779	110,665	1,545,556	265,903	561,992	21,977,796
2018	19,754,218	87,478	521,403	282,841	1,643,238	259,883	370,158	22,919,219
2019	21,018,950	92,206	547,193	169,534	1,585,098	553,032	398,817	24,364,830
2020	19,741,066	171,317	576,735	179,797	1,456,261	523,280	708,420	23,356,876
2021	19,679,908	116,159	873,727	36,984	1,538,638	213,705	909,176	23,368,297
2022	23,412,682	150,517	913,160	37,397	1,877,203	(1,805)	1,215,986	27,605,140
2023	25,799,639	146,946	1,083,985	460,058	1,678,855	390,656	1,949,182	31,509,321
2024	**27,336,521**	**278,308**	**1,322,285**	**314,242**	**1,737,498**	**1,125,585**	**1,135,321**	**33,249,760**

Source: City of Pacific Grove Finance Department

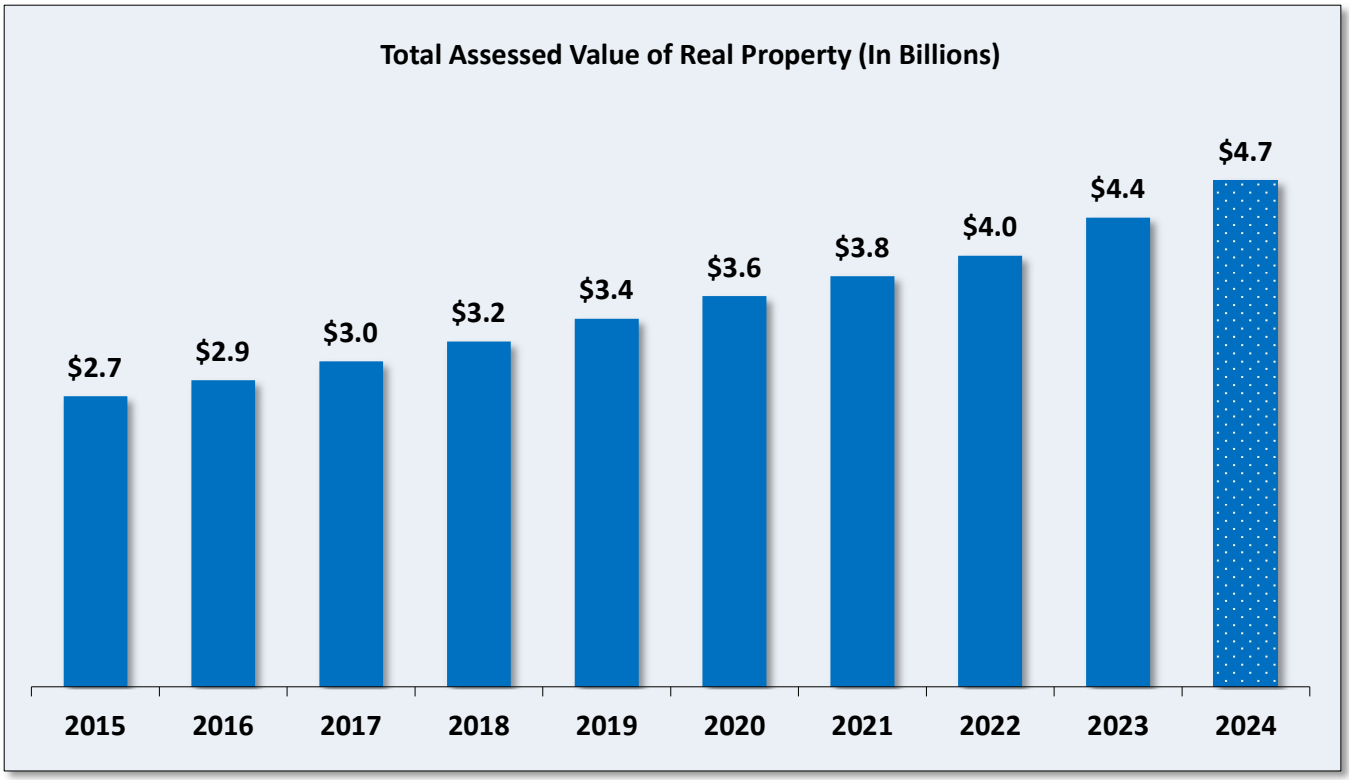


City of Pacific Grove
Net Assessed Value of Taxable Property
Last Ten Fiscal Years

Fiscal Year Ended June 30	Real Property				Personal Property	Total Assessed Value	Total Direct Tax Rate
	Residential	Commercial	Other	Total			
2015	$ 2,438,540,047	$ 229,888,967	$ 35,379,902	$ 2,703,808,916	$ 38,757,828	$ 2,742,566,744	16.2%
2016	2,582,410,785	238,447,123	33,362,264	2,854,220,172	40,617,474	2,894,837,646	16.2%
2017	2,747,369,747	246,883,728	36,894,923	3,031,148,398	41,950,516	3,073,098,914	15.9%
2018	2,918,531,066	265,910,702	30,645,309	3,215,087,077	42,996,800	3,258,083,877	15.9%
2019	3,112,639,411	265,486,441	48,587,979	3,426,713,831	42,749,505	3,469,463,336	15.9%
2020	3,307,434,783	274,948,202	53,236,808	3,635,619,793	46,292,980	3,681,912,773	15.9%
2021	3,484,607,327	279,870,522	58,693,772	3,823,171,621	46,589,365	3,869,760,986	15.9%
2022	3,670,449,106	281,994,698	58,996,880	4,011,440,684	43,436,617	4,054,877,301	15.9%
2023	3,981,692,067	318,373,164	65,800,233	4,365,865,464	45,441,570	4,411,307,034	15.9%
2024	**4,254,675,761**	**322,149,604**	**137,205,601**	**4,714,030,966**	**43,183,029**	**4,757,213,995**	**16.1%**

Notes / Analysis:
Rates are based on a $100 of taxable value. Exempt values are not included in Total.
With the passage of a constitutional amendment (Proposition 13) and subsequently enacted State legislation, property is assessed according to a base year rather than on a % of market value. Accordingly, a reliable estimate of actual value of taxable property within

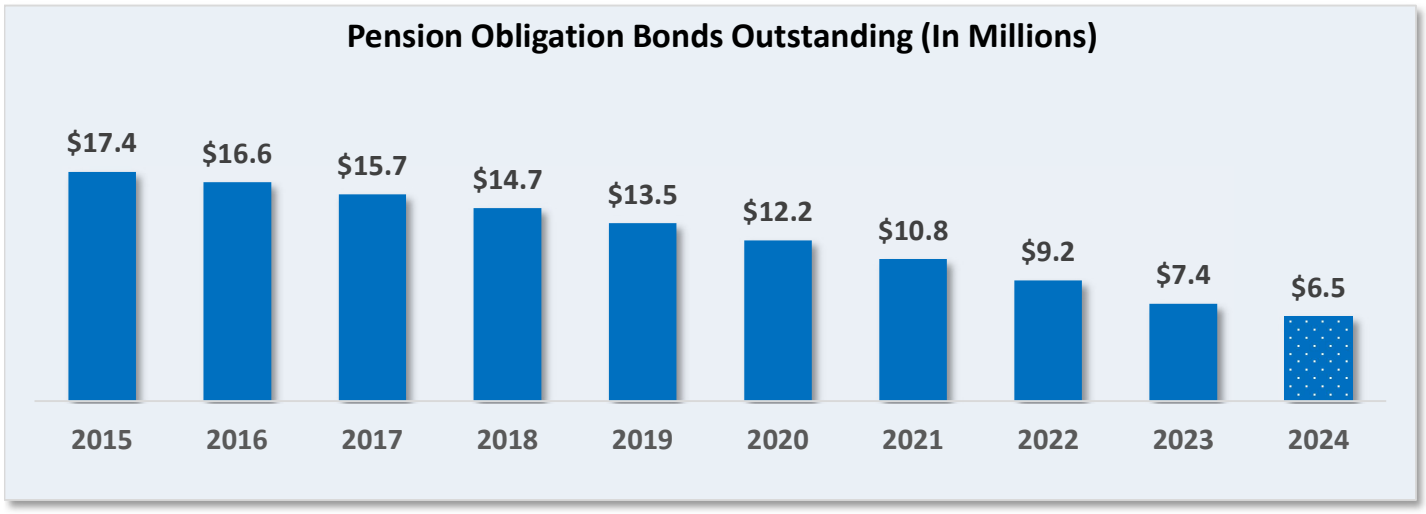
Source: Monterey County Assessor Combined Tax Rolls, HdL Companies, Coren & Cone



City of Pacific Grove
Ratios of Outstanding Debt By Type
Last Ten Fiscal Years

	Fiscal Year Ended June 30				
	2015	2016	2017	2018	2019
Governmental Activities:					
General obligation bonds	$ 257,439	$ 175,057	$ 89,194		
Pension obligation bonds	17,431,558	16,625,139	15,712,560	$ 14,680,804	$ 13,522,530
Capital leases	200,761	82,534	16,787		
PG & E Loan					145,110
SBITA Liability					
Total Governmental Activities	**17,889,758**	**16,882,730**	**15,818,541**	**14,680,804**	**13,667,640**
Business-type Activities:					
Revenue bonds - Wastewater refunding bonds	1,103,096	1,052,184	999,045	943,812	886,575
Site Lease - Golf course	3,044,767	2,903,599	2,756,223	2,602,366	2,441,744
Certificates of participation - Golf course					
Capital Leases					
Loan- Local water project construction, State loan		960,522	6,308,658	5,328,076	5,174,788
Loan - PG & E Loan					7,791
Total Business-type Activities	**4,147,863**	**4,916,305**	**10,063,926**	**8,874,254**	**8,510,898**
Total Primary Government	**$ 22,037,621**	**$ 21,799,035**	**$ 25,882,467**	**$ 23,555,058**	**$ 22,178,538**
Personal income[1]	$ 675,827,000	$ 717,389,000	$ 740,117,000	$ 766,209,000	$ 759,116,000
Debt as percentage of personal income	3.26%	3.04%	3.50%	3.07%	2.92%
Population[2, A]	15,394	15,352	15,498	15,660	15,883
Debt per capita	1,432	1,420	1,670	1,504	1,396
Assessed value[3]	2,894,837,646	3,073,098,914	3,073,098,914	3,258,083,877	3,469,463,336
Debt as percentage of assessed value	0.76%	0.71%	0.84%	0.72%	0.64%

Notes:
[A] Decrease in 2022 population due to change in Census 2020 benchmark.

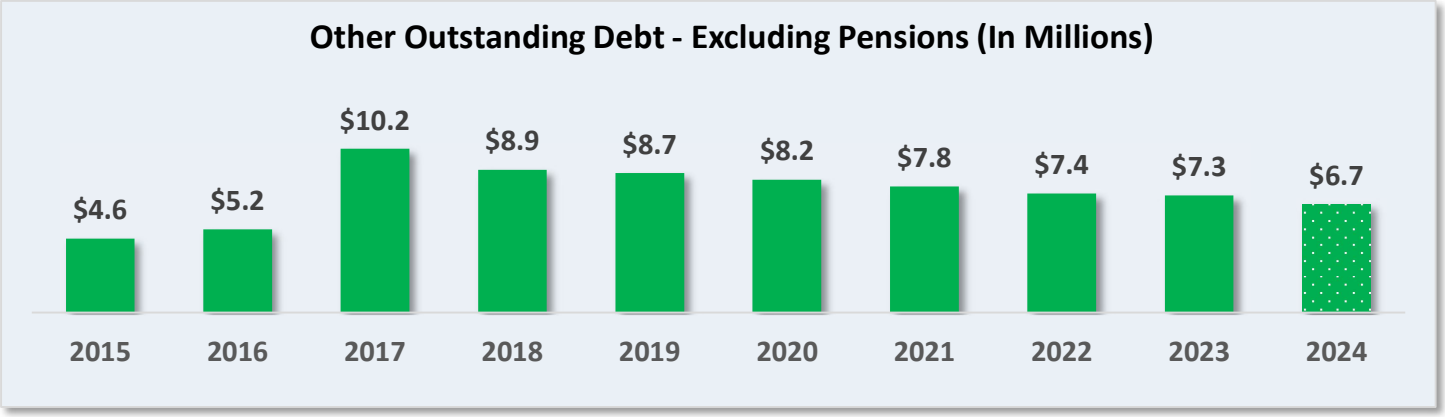


City of Pacific Grove
Ratios of Outstanding Debt By Type (Continued)
Last Ten Fiscal Years

	Fiscal Year Ended June 30				
	2020	2021	2022	2023	2024
Governmental Activities:					
General obligation bonds					
Pension obligation bonds	$ 12,228,861	$ 10,785,885	$ 9,179,235	$ 7,403,565	$ 6,458,191
Capital leases					
PG & E Loan	121,696	98,281	74,866	51,451	31,403
SBITA Liability				317,788	200,738
Total Governmental Activities	**12,350,557**	**10,884,166**	**9,254,101**	**7,772,804**	**6,690,332**
Business-type Activities:					
Revenue bonds - Wastewater refunding bonds	827,487	766,573	703,945	639,629	573,704
Site Lease - Golf course	2,274,059	2,099,001	1,916,244	1,725,451	1,526,268
Certificates of participation - Golf course					
Capital Leases					
Loan- Local water project construction, State loan	5,020,088	4,863,840	4,706,030	4,546,643	4,385,661
Loan - PG & E Loan	4,869	1,947			
Total Business-type Activities	**8,126,503**	**7,731,361**	**7,326,219**	**6,911,723**	**6,485,633**
Total Primary Government	**$ 20,477,060**	**$ 18,615,527**	**$ 16,580,320**	**$ 14,684,527**	**$ 13,175,965**
Personal income[1]	$ 776,384,000	$ 795,868,000	$ 816,648,000	$ 832,496,000	$ 971,497,000
Debt as percentage of personal income	2.64%	2.34%	2.03%	1.76%	1.36%
Population[2, A]	15,265	15,536	14,761	14,741	14,966
Debt per capita	1,341	1,198	1,123	996	880
Assessed value[3]	3,681,912,773	3,869,760,986	4,054,877,301	4,411,307,034	4,757,213,995
Debt as percentage of assessed value	0.56%	0.48%	0.41%	0.33%	0.28%

Sources:

1	US Department of Commerce, Bureau of Economic Analysis (refer to Table 16).
2	California Department of Finance
3	HdL Companies and Avenu Insights and Analytics
4	City of Pacific Grove Finance Department

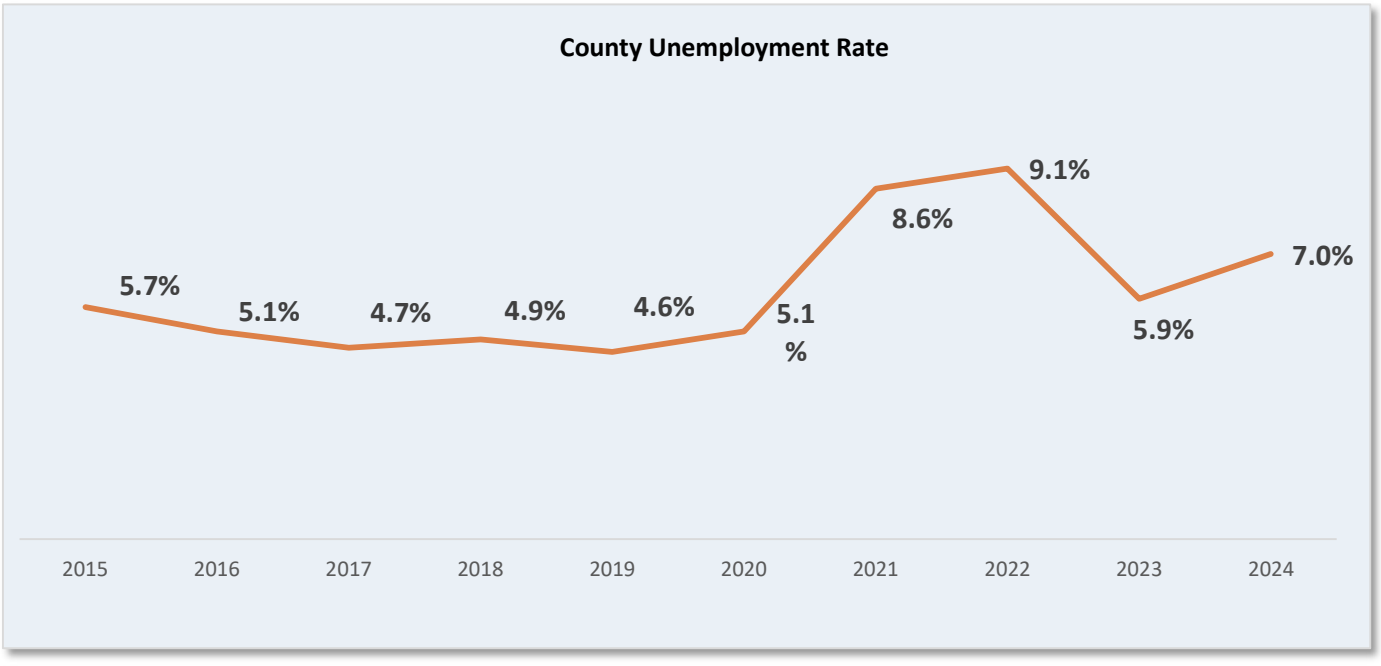


City of Pacific Grove
Demographic and Economic Statistics
Last Ten Fiscal Years

Fiscal Year Ended June 30	Population [1,7]	Unemployment Rate [2]	Total Personal Income (In thousands)	Per Capita Personal Income [3]	Median Age [4]	% of Population 25+ with High School Diploma [5]	% of Population 25+ with Bachelor's Degree [5]
2015	15,394	5.7%	$ 675,827	$ 43,902	49.3	96%	50%
2016	15,352	5.1%	717,389	46,729	49.3	95%	50%
2017	15,498	4.7%	740,117	47,756	48.8	96%	52%
2018	15,660	4.9%	766,209	48,928	49.0	96%	53%
2019	15,883	4.6%	759,116	47,794	49.0	96%	51%
2020	15,265	5.1%	776,384	50,860	48.5	96%	53%
2021	15,536	8.6%	795,868	51,227	48.9	97%	54%
2022	14,761	9.1%	816,648	55,325	48.3	96%	55%
2023	14,741	5.9%	832,496	56,475	48.0	96%	55%
2024	**14,966**	**7.0%**	**971,497**	**64,914**	**49.2**	**96%**	**57%**

Notes / Analysis / Sources:

A For calendar year ending during the fiscal year.
B Total Personal Income is presented in thousands.
1 California Department of Finance and HdL Companies
2 California Employment Development Department and HdL Companies
3 U.S. Department of Commerce, Bureau of Economic Analysis and HdL Companies, for years 2010-2017
4 U.S. Census, American Fact Finder for 2009, and HdL Companies
5 California Board of Equalization and HdL Companies
6 HdL companies and Avenu Insights and Analytics
7 Decrease in 2022 population due to change in Census 2020 benchmark



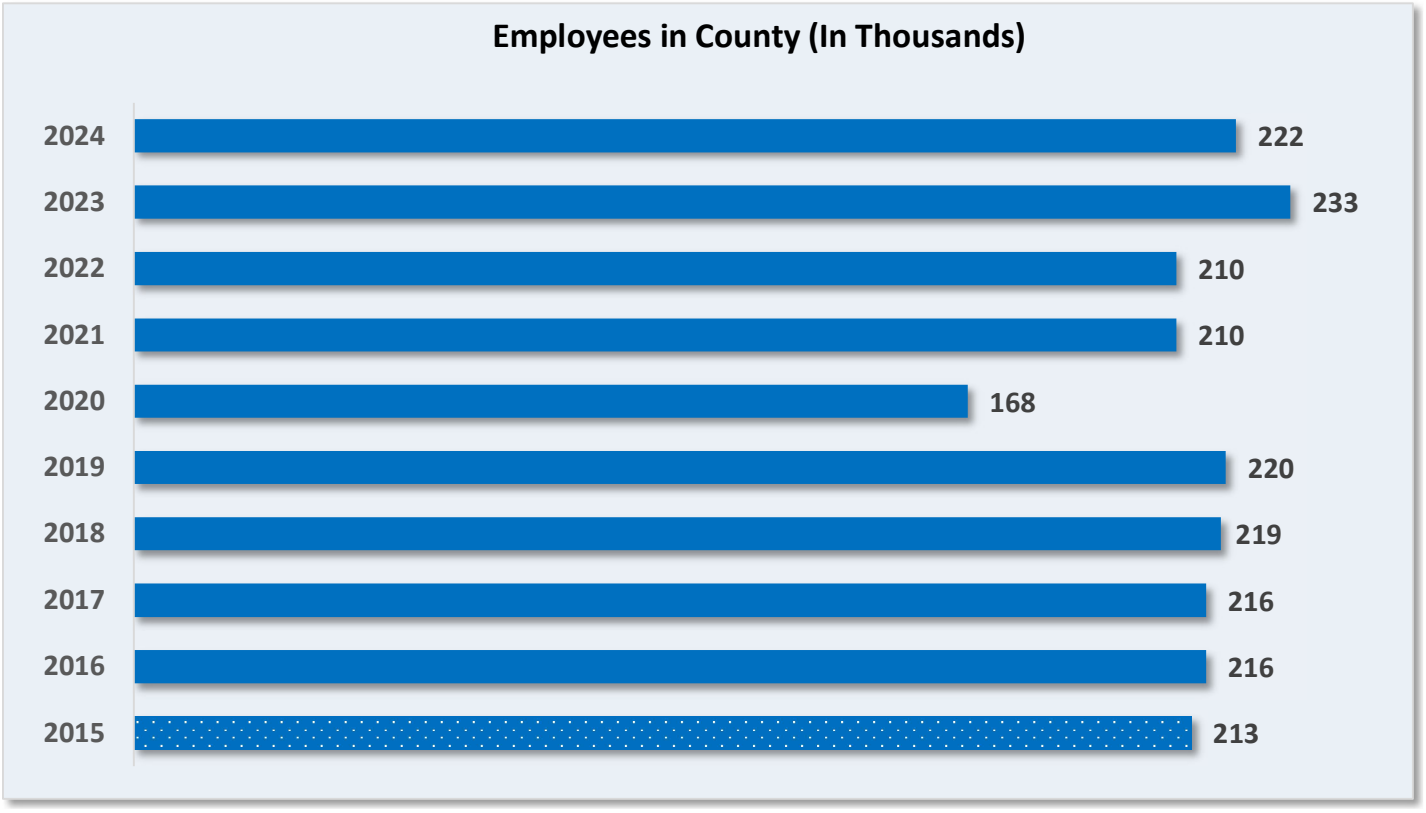
City of Pacific Grove
Employees by Industry
Last Ten Fiscal Years

Industry	For Fiscal Year Ended June 30									
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Agriculture	68	69	68	69	71	38	72	68	74	74
Construction, Mining, Manufacturing	11	12	12	13	13	12	7	13	20	12
Trade, Transportation & Utilities	26	26	27	27	26	25	25	25	26	26
Information & Financial Activities	5	5	5	5	5	5	5	5	5	5
Professional & Business Services	13	14	13	14	15	13	16	14	16	15
Educational & Health Services	18	19	19	20	21	19	20	21	23	24
Leisure & Hospitality	24	25	25	25	28	20	23	24	27	26
Government	31	32	33	35	36	32	33	36	36	34
Other	17	14	14	11	5	4	9	4	6	6
Totals	**213**	**216**	**216**	**219**	**220**	**168**	**210**	**210**	**233**	**222**

Analysis: Employment in the agriculture and leisure/hospitality areas have grown over the ten year period, except for 2020 due to the impacts of COVID.

Source: Employment Development Department, Labor Market Information (LMI) Salinas MSA

Note: GASB Statement No. 44 allows for employment by industry in lieu of Principal Employers



City of Pacific Grove

Number of City Employees by Department [1]

Last Ten Fiscal Years

	For Fiscal Year Ended June 30									
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Departments:										
General Government [2]	14	14	14	17	16	17	17	17	18	18
Public Safety	34	34	37	34	34	34	33	34	34	34
Public Works	22	20	20	21	23	23	23	20	20	20
Recreation [3]	15	14	14	14	14	14	3	5	7	10
Library [3]	10	12	12	12	12	11	5	8	8	9
Community Development	8	8	8	8	10	9	8	8	8	8
Business-type Activities:										
Cemetery	2	1	1	2	2	2	2	2	2	3
Sewer	6	4	5	5	5	5	5	5	5	5
Total	**110**	**107**	**110**	**112**	**116**	**115**	**95**	**99**	**102**	**105**

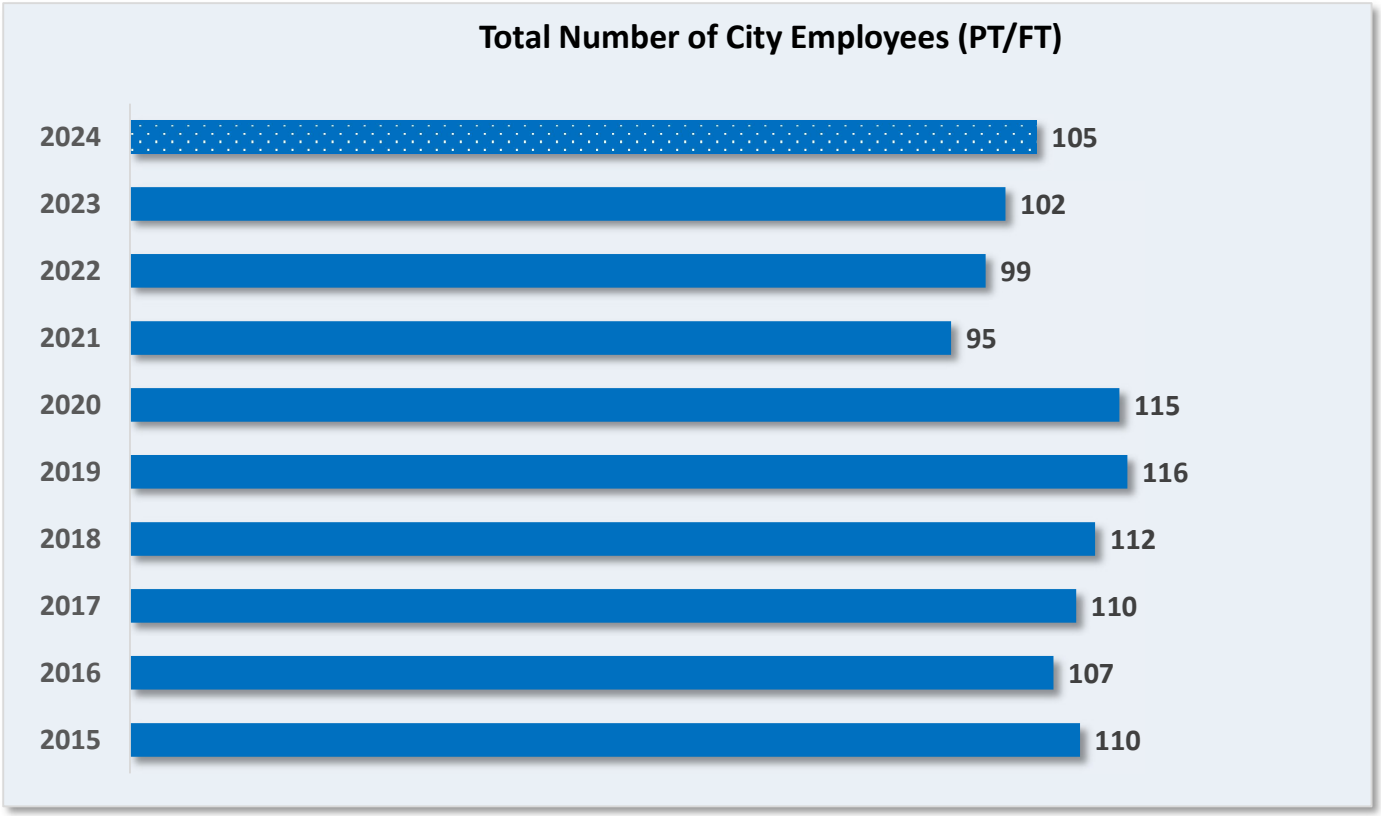
Analysis/Notes:

1 Reflects the authorized positions in each budget year. This number includes both regular and part-time staff.

2 Includes 3.5 FTE's for Council Members and Mayor

3,4 The counts for Recreation and Library Departments exclude part-time, on-call and seasonal staff.
Note that the Museum and Golf Course are operated on a contract basis without City employees

Source: City of Pacific Grove Budget Document



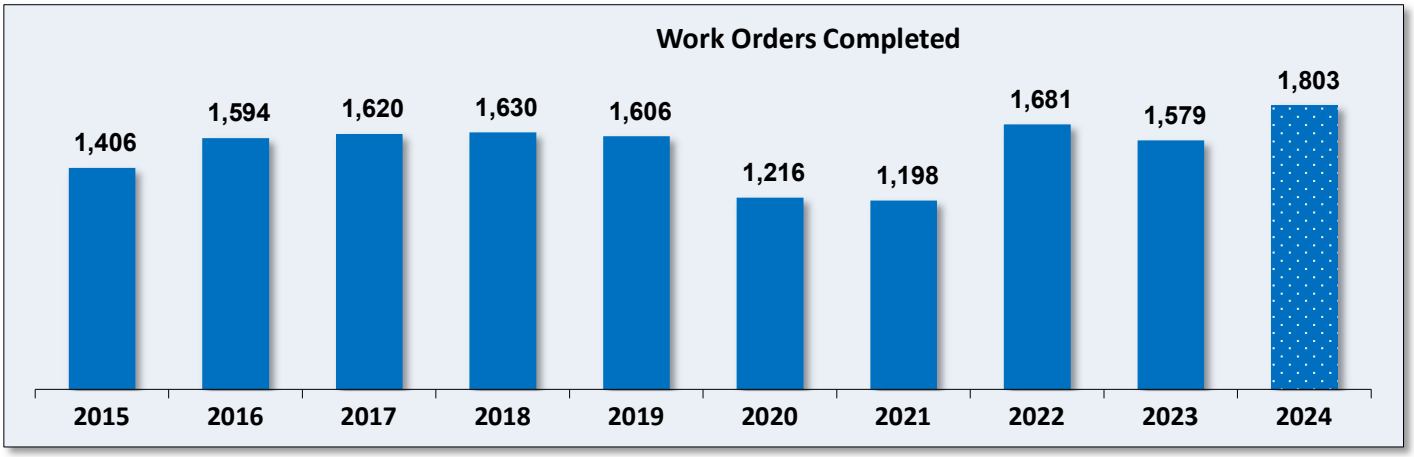
City of Pacific Grove
Operating Indicators By Function
Last Ten Fiscal Years

	For Fiscal Year Ended June 30									
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Function:										
Police										
Calls for service	17,627	21,521	15,359	18,032	20,350	18,902	15,875	19,266	12,284	13,214
Fire										
Calls for service	1,584	1,764	1,604	1,694	1,877	1,740	1,772	2,033	2,257	1,948
Inspections	177	182	484	703	1,006	197	62	201	109	668
Recreation										
Park reservations [1]	318	328	348	299	273	645	90	2,166	878	1,502
Special events [1]	14	16	18	18	18	24	-	3	21	26
Recreation program registrations [1]	N/A	N/A	N/A	N/A	N/A	667	414	1,168	1,653	2,009
Public Works										
Potholes patched[2]	121	100	108	58	108	75	N/A	100	116	103
Work orders completed	1,406	1,594	1,620	1,630	1,606	1,216	1,198	1,681	1,579	1,803
Tree Permits Issued	96	329	354	360	508	434	363	276	295	218
Library										
Circulation of materials (thousands)	283	291	289	288	328	188	84	180	223	283
Reference questions (thousands) [1]	25	29	26	21	15	19	5	13	34	18
Community Development										
Building Permits	525	576	429	429	520	1,095	1,203	1,278	1,040	1,054

Analysis/Notes:

1 Due to COVID-19 restrictions, some indicators related to Recreation, Library, and Special Events were limited in prior years.

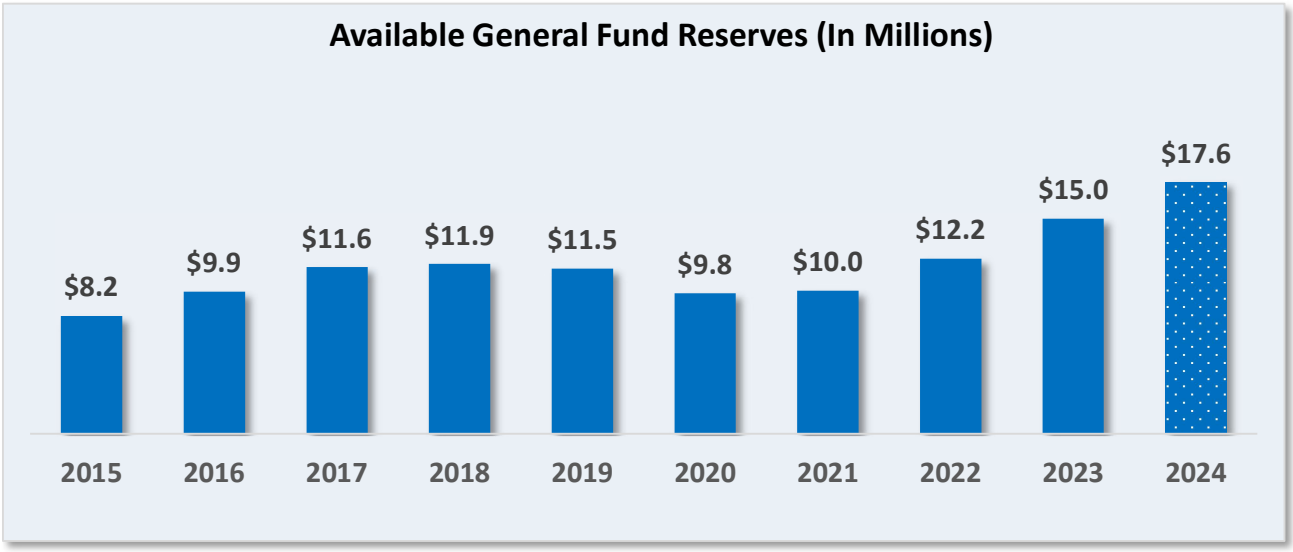
Source: City of Pacific Grove Finance Department



City of Pacific Grove
Fund Balances of Governmental Funds
Last Ten Fiscal Years

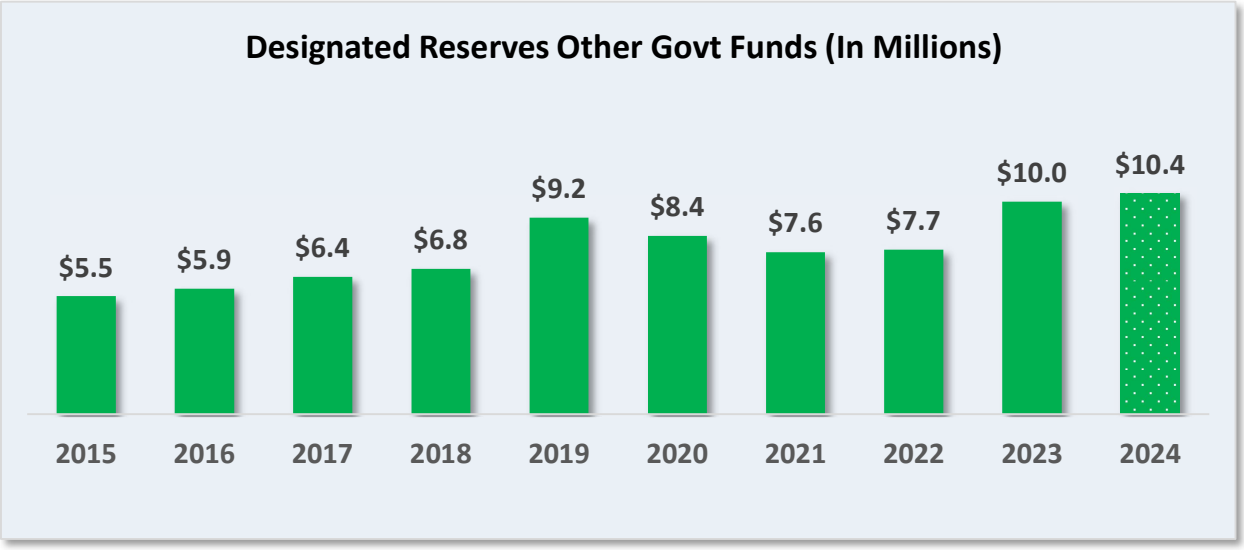
	Fiscal Year Ended June 30				
	2015	2016	2017	2018	2019
General Fund					
Nonspendable					
Prepaid assets	$ 25,878	$ 27,904		$ 210,824	$ 31,373
Leases Receivable / Permanent Funds					
Assigned / Committed	240,922	261,771	$ 279,660	286,638	268,962
Unassigned	7,956,937	9,632,848	11,352,442	11,365,650	11,230,241
Total General Fund	**$ 8,223,737**	**$ 9,922,523**	**$ 11,632,102**	**$ 11,863,112**	**$ 11,530,576**
All other governmental funds					
Unreserved, undesignated, reported in:					
Nonspendable					
Prepaid assets	$ 4,215				
Leases Receivable					
Loans Receivable					
Permanent funds	2,643,651	$ 2,761,263	$ 2,855,521	$ 2,899,737	$ 3,029,024
Restricted					
Social service programs	507,885	622,022	549,372	704,968	832,061
Public safety	377,053	482,400	772,241	908,239	842,518
Community development	1,801,999	1,786,526	2,057,868	2,120,819	3,414,820
Lost revenue recovery					
Street improvements	179,252	570	104,510	223,651	1,190,141
Debt service	63,579	90,746	90,746	23,207	
Assigned					
Capital projects					
Unassigned	(32,658)	157,765	19,306	(57,994)	(86,180)
Total all other governmental funds	**$ 5,544,976**	**$ 5,901,292**	**$ 6,449,564**	**$ 6,822,627**	**$ 9,222,384**

Source: City of Pacific Grove Finance Department



City of Pacific Grove
Fund Balances of Governmental Funds
Last Ten Fiscal Years (Continued)

	Fiscal Year Ended June 30				
	2020	2021	2022	2023	2024
General Fund					
Nonspendable					
Prepaid assets				$ 18,486	$ 17,099
Leases Receivable / Permanent Funds			$ 19,762		
Assigned / Committed	$ 100,398	$ 97,042	85,816		12,033,000
Unassigned	9,713,336	9,910,606	12,129,809	15,006,867	5,531,689
Total General Fund	**$ 9,813,734**	**$ 10,007,648**	**$ 12,235,387**	**$ 15,025,353**	**$ 17,581,788**
All other governmental funds					
Unreserved, undesignated, reported in:					
Nonspendable					
Prepaid assets			$ 26,300		
Leases Receivable			792		
Loans Receivable				$ 1,313,168	
Permanent funds	$ 3,129,132	$ 3,190,775	3,166,699	3,262,465	3,492,262
Restricted					
Social service programs	723,787	748,183	610,617	732,292	1,261,146
Public safety	808,626	764,767	418,637	355,266	358,064
Community development	2,424,125	1,632,662	1,630,814	1,586,315	2,411,089
Lost revenue recovery			293,369	1,074,164	895,169
Street improvements	1,291,650	1,292,481	1,604,411	1,676,616	1,943,221
Debt service					
Assigned					
Capital projects				22,626	360,196
Unassigned	(9,020)	(8,349)	(22,553)	(40,122)	(350,967)
Total all other governmental funds	**$ 8,368,300**	**$ 7,620,519**	**$ 7,729,086**	**$ 9,982,790**	**$ 10,370,180**



City of Pacific Grove
Financial Policy Summary

A summary is provided below and in Note 1 to the Basic Financial Statements, with all at the City's website and detailed ones for the budget, reserves, debt and investments in the budget document.

Budget / Purchasing



Purchasing and budget amendments over $40,000 require Council approval.

- Budget Control: Board approval is required for increases at the fund level
- Balanced Budget: Revenues should be >= operating expenses
- Monitoring: Regular Board reports on financials / budget adjustments

General Fund Reserves



Below are the reserve policy levels set by the Council for the General Fund.
Note that operating expenses include debt service and departmental capital outlay.

- Operating: Should be at least 25% of Operating Budget
- Pension: Should be a minimum of $1,000,000
- Capital: Should be a minimum of $1,000,000

Capital Assets



Below are the policies established by the Agency for its capital assets

- Basis: Recorded at cost or donated estimated fair market value
- Threshold: $5,000 minimum for capital outlay, $50,000 for CIP
- Useful Life: 5-100 years based upon type of asset

Debt



Below are the policies established by the City for its long-term debt

- Debt Coverage: 125% recommended
- % Annual Budget: 15% Maximum
- Term: 30 Years Maximum

Reserves Other Funds



Below are the reserve policy levels set by the Council for Other Funds

- Golf Fund Should be 25% of Revenues of Fund
- Insurance Funds Should be 75% of Claims Liabilities
- Sewer Fund Should cover 2 Years of Capital Projects

City of Pacific Grove
Budget Calendar

Feb

- Mid-Year Report: Finance prepares report with mid-year adjustments
- 5 Year Forecast: Finance presents updated forecast to Council and Public
- Budget Preparation: Departments develop drafts of their two year budgets

Feb-May

- Goals: Departments develop with expected accomplishments
- Budget: Finance oversees preparing revenue / ISF charge estimates
- Capital Program: Public Works develops using dept input / establishes rankings
- Rate Study Draft: Initial Drafts Presented to Council and Public

Mar-May

- Meetings: Finance/ City Manager holds internal budget meetings
- Personnel: Finance and Human Resources update projections
- BID/HID: Sends out notice to Public and holds 1st Reading Ordinance
- Fee Changes: Holds public hearing on fees for General Fund

May

- Budget/CIP: Public Works and Finance presents to Council and Public
- Five Year Forecast: Finance updates forecast
- Document: Finance addresses CSMFO/GFOA comments on budget

May-June

- Website: Finance updates with proposed budget for Public
- Budget/CIP: Finance prepares Budget and Capital Executive Summaries
- Public Hearing: Board holds for Public and adopts budget/capital program

May-June

- Awards: Budgets submitted to GFOA/CSMFO for awards programs
- Website: Finance posts budget on website and in accounting system
- New Rates: City Staff implements New Rates

Aug-Dec

- Quarterly Reports: Finance prepares quarterly reports for Council
- Audit: Annual Financial Audit takes place
- Annual Reports: CAFR and PAFR issued in accordance with GFOA standards

Key Budget Dates:

Mid-Year Budget Update: February
Budget Public Hearings: May/June
Fee Public Hearings: May/June
Budget Adoption: June

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

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.

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.

Cost Recovery Policies

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)

City Of Pacific Grove
City Council Policy

Policy Governing	Policy No.	Effective Date	Page No.
Investments	**400-5**	**June 4, 2025**	**1 of 6**

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).

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

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.

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.

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.

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.

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:

D. Dual approval of investment wire transfers from the City

E. Separation of transaction authority from accounting and recordkeeping

F. Custodial safekeeping

G. Clear delegation of authority to subordinate staff members

H. Documentation confirming each investment transaction

I. Establishment of wire authorization approval levels for staff

J. Reconciliation of investment transactions and statements to the City's general ledger

K. Independent review by the external auditor as part of the City's annual audit

Diversification

Investments shall be diversified among institutions, types of securities, and maturities to maximize safety and yield with changing market conditions.

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.

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.

The Treasurer shall invest only in the following investments and only under the guidelines as provided herein.

L. **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.

M. **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.

N. **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.

O. **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.

P. **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).

Q. **CLASS and CalTrust Investment Pools** Both of these are Joint Powers Authority investment pools that provide 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.

Permitted Investment Instruments

The Treasurer shall invest only in the following investments and only under the guidelines as provided

R. **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.

S. **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

T. **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.

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:

U. Description of eligible investment securities, and a written statement of policy
V. Description of interest calculations and how gains and losses are distributed
W. Description of how the securities are safeguarded
X. Copy of the most recent independent audit report
Y. Description of who may invest in the program
Z. Schedule for receiving statements and portfolio listings
AA. Information on how and when fees are assessed
BB. Acceptance or eligibility to receive bond proceeds

Investment Reports

Reports shall be submitted to the City Council quarterly and include the following data:

CC. Name of financial Institution for individual investments
DD. Totals by investment category
EE. Book and market values and interest yields
FF. Compliance with investment policy
GG. Maturity dates on individual investments
HH. 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.

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

City of Pacific Grove
Council Policy

Subject	Policy Number	Effective Date	Page
Budget and Financial Management	**400-6**	**June 4, 2025**	**Page 1 of 7**

I. 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).

II. 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 afterwards to meet the Government Finance Officers Association (GFOA) and California Society of Municipal Finance Officer (CSMFO) budget award program comments and criteria.

III. 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.

IV. 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 the 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.

V. 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.

VI. 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.

VII. 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.

VIII. 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

IX. 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.

X. 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

X. General Fund Reserves (Continued)

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.

XI. 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.

XII. 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.

XIII. 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.

XIII. Capitalization Policy (Continued)

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

XIV. 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.

XV. 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.

XVI. 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 bonded 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.

XVI. Debt Management (Continued)

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.

XVII. 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
City Council Policy

Policy Governing	Policy No.	Effective Date	Page
Council Goals	000-26	November 17, 2021	1 of 1

I. Procedure

1. Following a general election all newly elected Councils will prepare a set of Council goals and accompanying strategies during the first quarter, i.e. January 1 – March 31.
2. Council goals will normally build on prior Councils' goals but reflect changing city priorities.
3. Ideally Council goals are SMART (**S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime- Bound).
4. Council goals should be reviewed by City Manager for achievability. For example, goals may require additional resources.
5. Council goals form the basis for the City's spending plan priorities - the adopted annual fiscal year budget.
6. City Manager is responsible for providing direction to City staff to determine the implementation process.
7. City Manager in coordination with staff creates a corresponding work plan to measure progress and provide a "scorecard" of the effort.
8. City Manager provides periodic work plan updates to Council.

Adopted November 17, 2021 - Resolution No.21-032

City of Pacific Grove
Long-Term Debt Obligations per ACFR
For the Year Ended June 30, 2024

Governmental Activities

A summary of changes in long-term liabilities for governmental activities for the year ended June 30, 2024 is as follows:

	Balance July 1, 2023	Additions	Deletions	Balance June 30, 2024	Due within One Year	Due in more than One Year
Publicly Offered:						
Taxable Pension Obligation Bonds	$ 2,671,688	$ -	$ (478,599)	$ 2,193,089	$ 464,276	$ 1,728,813
Accreted Interest	4,731,877	459,626	(926,401)	4,265,102	985,725	3,279,377
Subtotal	7,403,565	459,626	(1,405,000)	6,458,191	1,450,001	5,008,190
Direct Borrowing: PG&E						
Loan	51,451	-	(20,048)	31,403	12,562	18,841
SBITA Liability	317,788	20,846	(137,896)	200,738	105,745	94,993
Totals	**$ 7,772,804**	**$ 480,472**	**$ (1,562,944)**	**$ 6,690,332**	**$ 1,568,308**	**$ 5,122,024**

Taxable Pension Obligation Bonds

On June 1, 2006, the City issued Taxable Pension Obligation Bonds in the principal amount of $19,365,355. The bonds were part of the California Statewide Communities Development Authority Taxable Pension Obligation Bonds Program. The purpose of the bonds is to provide monies to meet the unfunded accrued actuarial liability ("UAAL") to the California Public Employee's Retirement System ("PERS"). Semi-annual payments are due on June 1 and December 1. Interest on the bonds ranges from 5.67% to 6.12% and will mature on June 1, 2029.

The annual debt service requirements were as follows for the Pension Obligation Bonds:

Fiscal Year	Principal	Interest	Total
2025	$ 464,276	$ 985,724	$ 1,450,000
2026	451,350	1,048,650	1,500,000
2027	437,699	1,107,301	1,545,000
2028	425,418	1,169,582	1,595,000
2029	414,346	1,235,652	1,649,998
Totals	**$ 2,193,089**	**$ 5,546,909**	**$ 7,739,998**

PG&E Loan

The City benefited from the on-bill financing program offered by PG&E, which is a non-interest bearing, reimbursement basis loan to install energy-efficient equipment. Individual PG & E loans have been issued for various City locations. All loans mature beginning on February 15, 2022, and conclude on December 15, 2026.

The original loan was $152,900 with future debt service payments as follows:

Fiscal Year	Principal	Total
2025	$ 12,562	$ 12,562
2026	12,562	12,562
2027	6,279	6,279
Totals	**$ 31,403**	**$ 31,403**

City of Pacific Grove
Long-Term Debt Obligations per ACFR
For the Year Ended June 30, 2024

Subscription Payable

The City entered into subscription agreements with various vendors for software. The terms of the agreements are ranging from 24 months to 130 months. The calculated interest rates range from 1.85% to 3.25%. As of June 30, 2024, the capitalized right-to-use assets related to SBITAs were $298,136 and the total subscription liability was $200,738.

The future subscription payments are as follows:

Fiscal Year	Principal	Interest	Total
2025	$ 105,745	$ 7,185	$ 112,930
2026	18,843	4,481	23,324
2027	12,117	9,540	21,657
2028	12,341	7,255	19,596
2029	12,570	5,130	17,700
2030-2032	39,122	4,164	43,286
Total	$ 200,738	$ 37,755	$ 238,493

Business Type Activities

A summary of changes in long-term liabilities for business-type activities for the year ended June 30, 2024 is as follows:

	Balance July 1, 2023	Additions	Deletions	Balance June 30, 2024	Due within One Year	Due in more than One Year
Publicly Offered:						
2013 Wastewater Revenue Refunding Bond	$ 639,629	$ -	$ (65,925)	$ 573,704	$ 70,044	$ 503,660
Direct Borrowing:						
Clean Water Revolving Fund Loan	4,546,643	-	(160,982)	4,385,661	162,592	4,223,069
2014 Golf Course Site Lease	1,725,451	-	(199,183)	1,526,268	207,941	1,318,327
Total	**$ 6,911,723**	**$ -**	**$ (426,090)**	**$ 6,485,633**	**$ 440,577**	**$ 6,045,056**

2014 Golf Course Site Lease

The City entered into a $3,130,505 Site Lease dated September 1, 2014 with Umpqua Bank to Refund the 2014 Golf Course Certificate of Participation. The lease bears interest at 4.35% with debt service payments due on February 1st and August 1st through 2030. The lease is secured by the transfer of property rights to Umpqua Bank.

The annual debt service requirements were as follows for the 2014 Golf Course Site Lease:

Fiscal Year	Principal	Interest	Total
2025	$ 207,941	$ 64,156	$ 272,097
2026	217,085	55,012	272,097
2027	226,631	45,466	272,097
2028	236,597	35,500	272,097
2029	247,000	25,096	272,096
2030-2031	391,014	17,131	408,145
Total	$ 1,526,268	$ 242,361	$ 1,768,629

City of Pacific Grove
Long-Term Debt Obligations per ACFR
For the Year Ended June 30, 2024

Clean Water State Revolving Fund Loan

In November 2015, the City secured State Water Resources Control Board ("SWRCB") funding for the construction of a recycled water treatment plant, sewer diversion structure, waste pump and force main station, user connections and site retrofits. The SWRCB reimbursed the City for project-related expenditures, as incurred, totaling $5,328,076. The loan will be repaid with interest at 1% per annum. The loan matures on February 1, 2048. The annual debt service requirements were as follows for the Clean Water State Revolving Fund Loan:

Fiscal Year	Principal	Interest	Total
2025	$ 162,592	$ 43,857	$ 206,449
2026	164,218	42,231	206,449
2027	165,860	40,589	206,449
2028	167,518	38,930	206,448
2029	169,194	37,255	206,449
2030-2034	871,686	160,554	1,032,240
2035-2039	916,152	116,089	1,032,241
2040-2044	962,887	69,356	1,032,243
2045-2048	805,554	20,239	825,793
Total	**$ 4,385,661**	**$ 569,100**	**$ 4,954,761**

2013 Wastewater Revenue Refunding Bond

On May 6, 2013, the City issued the 2013 Wastewater Revenue Refunding Bonds in the principal amount of $1,220,588. The purpose of the bond is to refinance the California State Community Development Authority Series 2001B Revenue Bonds. Semi-annual interest payments are due on April 1 and October Repayments are secured by future sewer service revenues. Interest on the bonds is 3.35% and matures on October 1, 2031.

The annual debt service requirements were as follows for the 2013 Wastewater Revenue Refunding Bond:

Fiscal Year	Principal	Interest	Total
2025	$ 70,044	$ 18,645	$ 88,689
2026	71,550	16,264	87,814
2027	72,937	13,876	86,813
2028	76,789	11,400	88,189
2029	78,018	8,795	86,813
2029-2032	204,366	10,418	214,784
Totals	**$ 573,704**	**$ 79,398**	**$ 653,102**

Compensated Absences

The changes in compensated absences of governmental and business-type activities are as follows:

	Balance July 1, 2023	Additions	Deletions	Balance June 30, 2024	Classification: Due Within One Year	Classification: Due in More Than One Year
Governmental activities	$ 1,334,882	$ 1,063,224	$ (1,199,053)	$ 1,199,053	$ 299,763	$ 899,290
Business-type activities	184,709	136,453	(160,581)	160,581	40,146	120,435

ORDINANCE NO. 25-xxx

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE ADOPTING THE OPERATING AND CAPITAL PROJECTS BUDGET FOR THE FISCAL YEAR (FY) 2025-26;

FACTS

1. The City Council held a public hearing and first reading of an ordinance to adopt the FY 2025-26 Operating and Capital Projects Budget.
2. The City Manager is recommending adoption of the FY 2025-26 Budget to reflect the City Council's expressed goals for the fiscal year budget.
3. Pursuant to Charter Article 15, adoption of the annual budget and or amendment of the budget must be approved by ordinance.
4. A summary of the Ordinance, approved by the City Attorney, was published on _____.
5. In the enactment of this ordinance, the City followed the guidelines adopted by the State of California and published in the California Code of Regulations, Title 14, Section 15000, et seq.
6. Enactment of this ordinance does not constitute a "project" as defined by California Environmental Quality Act (CEQA) and as such is not subject to/exempt from CEQA because it is an administrative activity that will not result in a direct or reasonably foreseeable indirect physical change in the environment and involves the creation of a government funding mechanism that does not involve any commitment to any specific project that may result in a potentially significant physical impact on the environment.

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 set forth fully within the body of this ordinance.

SECTION 2. That the City Council does hereby approve and adopt the operating budget and capital improvement program for the City for FY 2025-26, and that they hereby authorize the City Manager and Administrative Services Director to make any non-substantive changes as needed to meet Government Finance Officers Association (GFOA) and California Society of Municipal Finance Officer (CSMFO) budget award program comments and criteria.

SECTION 3. That the City Council authorizes at the closeout of Fiscal Year 2024-25 by the Finance Division of the Administrative Services Department the carryover of any unspent and encumbered funds for operations and capital projects and any other unspent funds for active capital projects, to be reappropriated in the Fiscal Year 2025-26 budget for continued use in the same manner so long as there are sufficient available fund balances to finance these commitments.

SECTION 4. In accord with Article 15 of the City Charter, this ordinance shall become effective upon adoption hereof.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 18th day of June, 2025, by the following vote:

AYES: ABSENT:

NOES:

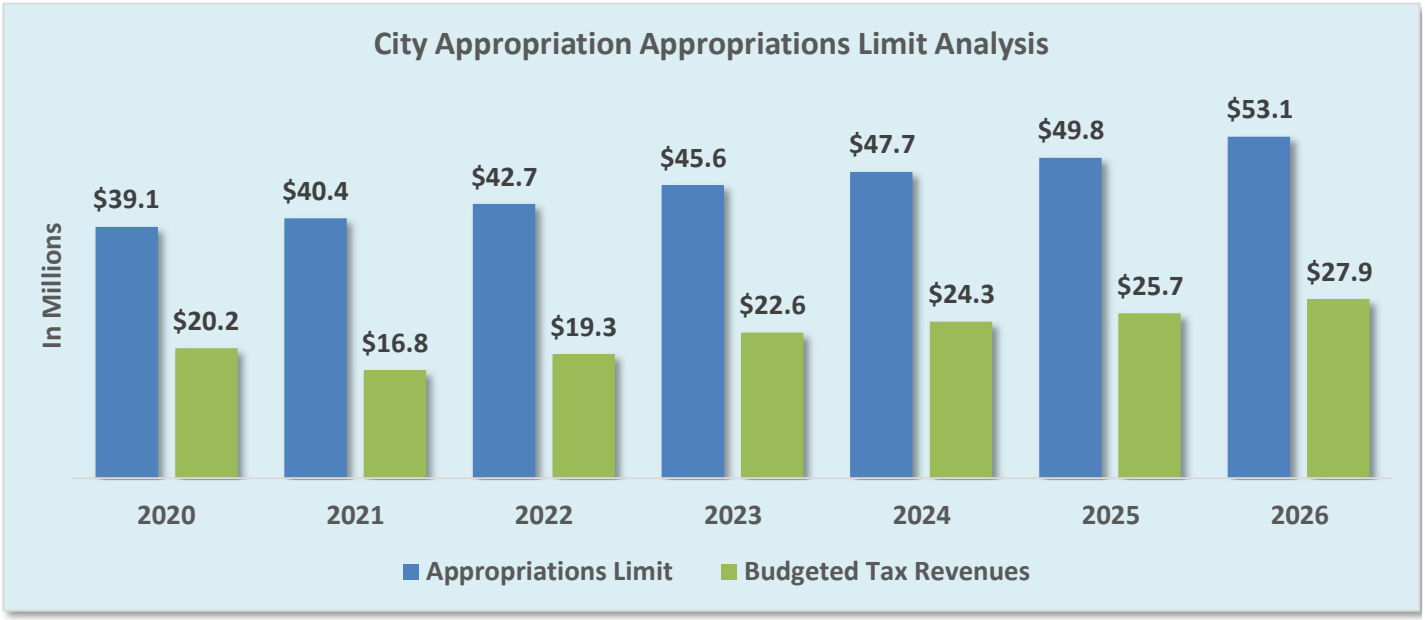
City of Pacific Grove Budget
Appropriations Limit
Fiscal Year 2025-26

The Gann Initiative was approved by California voters in November 1979. The purpose was to limit the spending of tax proceeds by government agencies by limiting expenditures. An agency is restricted from approving expenditures in excess of its limit. If a City receives more revenue than the appropriation limit, the revenue must be returned to the taxpayers through a tax reduction or refund.

Before each fiscal year, the City Council must adopt, by resolution, an appropriations limit using the cost of living data provided by the state of California, and population and per capita income data provided by the California Department of Finance. The limit is different for each agency and changes each year. The limit can be increased for an emergency as declared by the Governor.

The City's applicable budgeted revenues and appropriations limit are shown below. The calculations below show that the City is well below the limit, as has been the case during the past six fiscal years.

Fiscal Year	Beginning Limit	County Population Factor	City Population Factor	California Per Capita Income	Ending Limit	Budgeted Tax Revenues	% of Limit	% Limit Increase
2020	37,310,602	1.0091	1.0048	1.0385	39,099,658	20,195,000	52%	4.80%
2021	39,099,658	0.99690	0.9938	1.0373	40,432,345	16,821,000	42%	3.41%
2022	40,432,345	0.99520	0.9978	1.0573	42,655,071	19,319,000	45%	5.50%
2023	42,655,071	0.99380	0.9879	1.0755	45,591,100	22,629,000	50%	6.88%
2024	45,591,100	1.00080	0.9984	1.0444	47,653,437	24,336,000	51%	4.52%
2025	47,653,437	1.00940	1.0063	1.0362	49,842,649	25,660,000	51%	4.59%
2026	49,842,649	1.00150	0.9957	1.0644	53,132,095	27,861,900	52%	6.60%



RESOLUTION NO. 25-

RESOLUTION OF THE CITY OF PACIFIC GROVE ESTABLISHING THE FISCAL YEAR 2025-26 APPROPRIATION LIMIT

FINDINGS

1. The City is required to establish an appropriations limit for each fiscal year in accordance with Article XIIIB of the Constitution of the State of California (related to Proposition 4 on the November 6, 1979 ballot) and Proposition 111 passed by the voters in June 1990 expanding the growth factors that can be used in the calculation.

2. The City Council conducted a public hearing regarding the City's Fiscal Year 2025-2026 Appropriation limit on June 18, 2025.

3. The public hearing was noticed and advertised as required by law.

4. The Council received testimony and other evidence regarding the Appropriation Limit to be established for the City.

5. The Council elects to use the change in California per capita personal income and change in population for the County of Monterey as adjustment factors to calculate the City's Appropriation Limit for the Fiscal Year 2025-2026.

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

1. The foregoing Findings are adopted as findings of the City Council as though set forth in full.

2. The Appropriation Limit for Fiscal Year 2025-2026 shall be $ 53,132,095.

3. The Notice of Public Hearing and State of California Department of Finance calculation factors are hereby approved and by this reference are incorporated as set forth in its entirety.

4. This Resolution shall take effect immediately following passage and adoption.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 18th day of June 2025, by the following vote:

AYES:

NOES:

ABSENT:

Acronyms

ACFR	Annual Comprehensive Financial Report
ADA	Americans with Disability Act
ADU	Accessory Dwelling Unit
ARPA	American Rescue Plan Act (2021)
ASBS	Area of Special Biological Significance
BID	Business Improvement District
CalPERS	California Public Employees Retirement System
CAP	Climate Action Plan
CDBG	Community Development Block Grant
CDC	Center for Disease Control and Prevention
CIP	Capital Improvement Plan
CJPIA	California Joint Powers Insurance Authority
COLA	Cost of living adjustment
COPS	Certificates of Participation
COVID	Coronavirus Disease
CPI	Consumer Price Index
CSMFO	California Municipal Finance Officers Association
CSO	Community Services Officer
DEI	Diversity, Equity and Inclusion
DOF	State Department of Finance
DOJ	Department of Justice
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
ERAF	Educational Revenue Augmentation Fund
ERP	Enterprise Resource Planning System
FDIC	Federal Deposit Insurance Corporation
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
FLSA	Fair Labor Standards Act
FORA	Fort Ord Reuse Authority
FTE	Full-Time Equivalent
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GEA	General Employees Association
GFOA	Government Finance Officers Association
GIS	Geographic Information Systems
HID	Hospitality Improvement District
HOPTR	Home Owners' Property Tax Relief
HUD	US Dept Housing & Urban Development
ISF	Internal Services Fund
LCP	Local Coastal Program
LWP	Local Water Project
M1W	Monterey One Water
MCWRA	Monterey County Water Resources Agcy
MEA	Management Employee Association
MOU	Memorandum of Understanding
MPWMD	Monterey Peninsula Mgmt Water District
NFPA	National Fire Protection Association
NPDES	National Pollution Dischg Elimination Sys.
OES	Office of Emergency Services
OPEB	Other Post-Employment Benefits
PARSAC	Public Agency Risk Sharing Authority
PCI	Pavement Condition Index
PGPL	Pacific Grove Public Library
PEG	Public, Educational and Governmental
PEPRA	Public Employees' Pension Reform Act
PERS	Public Employee's Retirement System
POA	Police Officers Association
POB	Pension Obligation Bond
POST	Peace Officer Standards and Training
PUB	Public Utilities Board
RMS	Records Management System
RSTP	Regional Surface Transportation Program
SCSMP	Sewer Collection System Master Plan
STR	Short Term Rental
TAMC	Transportation Agency Monterey County
TOT	Transient Occupancy (Hotel) Tax
TUT	Transaction and Use Tax
TRAN	Tax and Revenue Anticipation Note
UUT	Utility User Tax
VLF	Vehicle License Fee
VOIP	Voice Over Internet Protocol (Phones)

City of Pacific Grove
Glossary

Accrual

A revenue or expense that has been earned or incurred; and recorded to align with the proper reporting period.

Appropriation

An authorization by the City Council to make expenditures and to incur obligations for a specific purpose within a specific time frame.

Assessed Valuation

A dollar value placed on real estate or other property by Monterey County as a basis for levying property taxes.

Available Fund Balance

The net difference between cash, accounts receivable, and current liabilities. The new appropriations are netted to arrive at the estimated ending fund balance.

Audit

Scrutiny of the City's accounts by an independent auditing firm to determine whether the City's financial statements are fairly presented in accordance with generally accepted accounting principles.

Balanced Budget

The budget for a fund is balanced when total budgeted resources, including revenues, transfers in from other funds, and unrestricted fund balance from previous years meet or exceed total budgeted use of resources, including expenditures and transfers out to other funds.

Base Budget

The base budget can be used to reference the original starting point for multi-year projections. It can also be considered the initial adopted budget.

Beginning Fund Balance

Unencumbered resources available from prior years.

Bond

Capital raised by issuing promise to pay a specified sum of money, called the face value or principal amount, with interest at predetermined intervals.

Budget

A fiscal plan of financial operation listing an estimate of proposed application or expenditures and the proposed means of financing them. The budget must be approved by the City Council prior to the beginning of the fiscal year.

Public Employee Retirement Systems (CalPERS)

The retirement system, administered by the State of California, to which all full-time long term City employees belong to.

Capital Asset / Capital Outlay

Land, infrastructure, and equipment used in operations that have initial useful lives greater than three years. The City, by provision of the Council Policy 400-6, has set the capitalization threshold for reporting capital assets at $5,000. Expenditures made for Capital Assets are commonly referred to as "Capital Outlay," and are shown in each fund and/or department.

Certificates of Participation (COPs)

A lending agreement secured by a lease on the acquired asset or other assets of the City.

Debt Service

Payment of the principal and interest on an obligation resulting from the insurance of bonds, notes, or certificates of participation (COPs).

Deficit

An excess of expenditures over revenues (resources).

Department

An organizational unit comprised of divisions or functions. It is the basic unit of service responsibility encompassing a broad mandate of related activities.

Encumbrances

A legal obligation to pay funds for expenses yet to occur, such as when a purchase order has been issued but the related goods or services have not yet been received.

Enterprise Fund

A type of fund established for the total costs of those governmental facilities and services which are operated in a manner similar to private enterprise.

Fiscal Year

For the City, July 1st through June 30th.

Historic Buildings


1887


1926


1886


1887


1905


1883


1887


1894


1887

Full-Time Equivalent (FTE)

The number of full-time hours worked by an employee or the percentage of hours equivalent to 40 work hours.

Fund

An independent fiscal and accounting entity with a self-balancing set of accounts, used to record all financial transactions related to the specific purpose for which the fund was created.

Fund Balance

The difference between fund assets and fund liabilities.

Gann Limit

State of California legislation that limits a City's appropriations growth rate to changes in population and either the change in California per capita income or the change in the local assessment roll due to non-residential new construction.

General Fund

The primary fund of the City used to account for all revenues and expenditures of the City not legally restricted as to use. This fund is used to accumulate the cost of the City's general operations.

General Obligation Bond

Bonds backed by the full faith and credit of the City, used for various purposes and repaid by the regular revenue raising powers (generally property taxes) of the City.

Governmental Fund

Funds used to account for activities primarily supported by taxes, grants, and similar revenue sources.

Grant

Contribution or gifts of cash or other assets from another governmental entity or foundation to be used or expended for a specific purpose, activity or facility.

Indirect Cost Allocation

To ensure that non-General fund revenues support a proportionate share of administrative services, these costs are allocated across all operational costs.

Infrastructure

Facilities on which the continuance and growth of the community depend, such as roads, sidewalks, parks, public buildings, sewer lines, etc.

Internal Service Fund

An Internal Service Fund provides services to other City departments and bills the various other funds for services rendered, just as would private business.

Materials, Supplies and Services

Expenditures for operating items which are ordinarily consumed within a fiscal year.

Memorandum of Understanding

The result of labor negotiations between the City of Pacific Grove and its bargaining units.

Multi-Year Forecast

A five-year projection of revenues and expenditures to assist with planning and identifying milestones. The forecast is not a budget, but more of a planning tool.

Non-Departmental

Appropriations of the General Fund not directly associated with a specific department. Expenditure items and certain types of anticipated general savings are included.

Ordinance

A formal legislative enactment by the City Council. It has the full force and effect of law within the City boundaries.

Permanent Fund

Accounts for financial resources where the principal is restricted, committed, or assigned for a specific usage; and only the interest earnings are transferred for use in the corresponding enterprise or governmental funds. These funds may also be referred to as a Trust Fund.

Resolution

A special order of the City Council, which has a subordinate legal standing than an ordinance.

Special Revenue Fund

This fund type is used to account for City revenues from sources that, by law or administrative action, are designated to finance particular functions or activities of government.

Butterflies in PG














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: June 04, 2025

SUBJECT: Consideration of Potential Ordinance of the City Council of the City of Pacific Grove Repealing Chapter 3.40 of the Pacific Grove Municipal Code on the Economic Development Commission

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

RECOMMENDATION

1. Discuss potential Ordinance of the City Council of the City of Pacific Grove Repealing Chapter 3.40 of the Pacific Grove Municipal Code on the Economic Development Commission (Attachment 1). If the Council directs to proceed with the potential Ordinance, then the following are the recommended actions.
2. Request the City Attorney read the title of the ordinance.
3. Motion to waive further reading of the ordinance.
4. Introduce and hold a first reading of an Ordinance of the City Council of the City of Pacific Grove Repealing Chapter 3.40 of the Pacific Grove Municipal Code on the Economic Development Commission.
5. Direct that publication of the ordinance will be satisfied by publication of a summary approved by the City Attorney.
6. Other action related to this Agenda Item

DISCUSSION

On December 18, 2024, the City Council held a discussion regarding the efficiency and effectiveness of the Economic Development Commission (EDC) and if a staffing alternative would create a larger impact to economic development efforts in Pacific Grove.

Following the discussion the City Council approved two motions. The first motion directed the City Manager to separate the Economic Development Commission budget to assist with funding a full-time City staff position and begin the process of recruitment for that position. The second motion authorized the Mayor to make appointments to the EDC for a two-year term with a letter to appointed applicants that the EDC will be evaluated in 2025 which may impact their term.

The City of Pacific Grove's Economic Development Commission (EDC) is governed by PGMC Chapter 3.40 (Attachment 2). The Ordinance provides that the Commission consists of seven voting members appointed by the mayor and approved by the council. In addition, the president of the Pacific

Grove Chamber of Commerce serves as an ex officio, nonvoting member. Voting members of the Commission are to be persons selected for their business knowledge and interest in economic development issues. Four members are required to be owners or managers of businesses or commercial property located in a commercial business district in Pacific Grove. The three other members can be residents registered to vote in the City of Pacific Grove.

The powers and duties of the EDC provided include:

- Devise and recommend economic development and enhancement strategies and programs to the city manager and council; and
- Assist the city's businesses and job seekers in their efforts; and
- Help meet the shopping and service needs of local residents by promoting retail business interests; and
- Ensure coordination of efforts by the Pacific Grove chamber of commerce, the Pacific Grove business improvement district, the hospitality improvement district, the Monterey County convention and visitors bureau and the city; and

The Commission has met monthly to discuss on-going subcommittee work efforts and consider requests for funding from the City Council allocated EDC contribution. These funds have been reallocated following City Council direction on December 18, 2024.

Present status

- The EDC currently has four active commissioners. Since the Mayor appointed the new commission of seven in January 2025, 3 have resigned.
- The EDC has had to cancel 3 meetings since January due to lack of quorum.

A City staff business liaison was appointed and is beginning work to serve the businesses of the city. This work will primarily include items listed as the powers and duties of the EDC listed in PGMC Chapter 3.40.

Re-evaluation of Efficiency and Effectiveness of the EDC

In addition to the direction the City Council provided to staff at the December 18, 2024, City Council Meeting, Council also provided general feedback that the EDC should be re-evaluated once again after a City staff business liaison was appointed to facilitate economic development programs and activities for the City. This action has now occurred.

In January of 2025, the Mayor made appointments to fill the seats on the EDC with a total of 7 members. Unfortunately, 3 of the appointees have decided to resign and the remainder of the commission has had to cancel 3 meetings due to lack of quorum.

Due to a City staff member now ready to undertake the EDC duties and the EDC having difficulties meeting to begin its business this year, City staff's analysis is that continuing the EDC is no longer efficient or effective and it is now time to sunset the Commission.

Staff is recommending that the City Council consider holding a public hearing and considering approval of the potential Ordinance repealing PGMC Chapter 3.40 (Attachment 1).

OPTIONS

Take an alternative action or do nothing.

FINANCIAL IMPACT:
There is no additional fiscal impact related to this item at this time.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Proposed Ordinance Resending PGMC Chapter 3.40
Chapter 3.40 Economic Development Commission

ORDINANCE NO. 25-____

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE REPEALING CHAPTER 3.40 OF THE PACIFIC GROVE MUNICIPAL CODE ON ECONOMIC DEVELOPMENT COMMISSION

FACTS

1. Chapter 3.40 of the Pacific Grove Municipal Code "Economic Development Commission"(EDC) includes several Sections regarding the EDC include creation, membership qualifications, terms, removal, selection of chairperson, time and place of meetings and powers and duties, Sections 3.40.010 through 3.40.070.

2. On December 18, 2024, the City Council held a discussion regarding the efficiency and effectiveness of the Economic Development Commission (EDC) and if a staffing alternative would create a larger impact to economic development efforts in Pacific Grove.

3. At the December 18, 2024 City Council meeting, the City Council approved two motions. The first motion directed the City Manager to separate the Economic Development Commission budget to assist with funding a full-time City staff position and begin the process of recruitment for that position. The second motion authorized the Mayor to make appointments to the EDC for a two-year term with a letter to appointed applicants that the EDC will be evaluated in 2025 which may impact their term

4. A City staff member has been appointed with duties to include serving as a business liaison was appointed and is beginning work to serve the businesses of the city. This work will primarily include items listed as the powers and duties of the EDC listed in PGMC Chapter 3.40.

5. The EDC currently has four active commissioners. Since the Mayor appointed the new commission of seven in January 2025, 3 have resigned. The EDC has had to cancel 3 meetings since January due to lack of quorum.

6. Due to a City staff member now being ready to undertake the EDC duties and the EDC having difficulties meeting to begin its business this year, continuing the EDC is no longer efficient or effective and it is now time to sunset the Commission.

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

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

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

SECTION 2. Pacific Grove Municipal Code Chapter 3.40 Economic Development Commission is hereby repealed in their entirety.

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

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

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

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this _____ day of _____, _____, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

_____
NICK SMITH, Mayor

ATTEST:

DATED:_____

_____
SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

_____
BRIAN A. PIERIK, City Attorney

Chapter 3.40
ECONOMIC DEVELOPMENT COMMISSION

Sections:

3.40.010 Creation – Membership.

3.40.020 Member qualifications.

3.40.030 Terms designated.

3.40.040 Removal of members.

3.40.050 Selection of chairperson.

3.40.060 Time and place of meetings.

3.40.070 Powers and duties.

3.40.010 Creation – Membership.

An economic development commission for the city of Pacific Grove is created. The commission shall consist of seven voting members appointed by the mayor and approved by the council. In addition, the president of the Pacific Grove Chamber of Commerce shall serve as an ex officio, nonvoting member. [Ord. 19-005 § 2, 2019; Ord. 14-020 § 2, 2014; Ord. 10-005 § 5, 2010].

3.40.020 Member qualifications.

Voting members of the commission shall be persons selected for their business knowledge and interest in economic development issues. Four members shall be owners or managers of businesses or commercial property located in a commercial business district in Pacific Grove. The three other members shall be residents registered to vote in the city of Pacific Grove. [Ord. 19-005 § 2, 2019; Ord. 14-020 § 2, 2014; Ord. 10-005 § 5, 2010].

3.40.030 Terms designated.

All appointees shall serve for a two-year term. Three of the commission members shall be appointed for terms ending on January 31st in even-numbered years, and four members for terms ending on January 31st in odd-numbered years. [Ord. 19-005 § 2, 2019; Ord. 14-020 § 2, 2014; Ord. 10-005 § 5, 2010].

3.40.040 Removal of members.

Any member may be removed from the commission prior to the expiration of his or her term by the majority vote of the council, in the council's discretion. Any member who absents himself or herself from two consecutive regular meetings, without cause or approval by the commission, shall be automatically removed. [Ord. 14-020 § 2, 2014; Ord. 10-005 § 5, 2010].

3.40.050 Selection of chairperson.

The voting members of the commission shall select one of their members to be chairperson for a one-year term, the chairperson to be selected and the term to commence at the first meeting in February. [Ord. 14-020 § 2, 2014; Ord. 10-005 § 5, 2010].

3.40.060 Time and place of meetings.

All meetings of the commission shall be open to the public, and the commission shall meet no less frequently than once a month and shall establish its own rules for the frequency, time and place of meetings, and to govern its procedures. Notice of meetings shall be given in accord with the Ralph M. Brown Act. [Ord. 14-020 § 2, 2014; Ord. 10-005 § 5, 2010].

3.40.070 Powers and duties.

The economic development commission shall have the following powers and duties:

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

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

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

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

(e) Perform other duties and functions as set out in this chapter or as may be required from time to time by specific direction of the council. [Ord. 14-020 § 2, 2014; Ord. 10-005 § 5, 2010].

The Pacific Grove Municipal Code is current through Ordinance 25-005, passed April 2, 2025.

Disclaimer: The City Clerk's office has the official version of the Pacific Grove Municipal Code. Users should contact the City Clerk's office for ordinances passed subsequent to the ordinance cited above.

City Website: https://www.cityofpacificgrove.org/

City Telephone: (831) 648-3100

Codification services provided by General Code

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

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

MEETING DATE: June 04, 2025

SUBJECT: Pedestrian Safety - Central/Fountain Ave & Grand/Fountain Ave ***This item was pulled from the 5/7 Consent Agenda and continued to the next available City Council meeting.***

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

RECOMMENDATION

1. Approve the Central, Grand and Fountain Avenue reconfiguration; and
2. Authorize staff to issue a call for bids for the project.
3. Alternatively, discuss and take other action related to this item.

DISCUSSION

BACKGROUND

The Kimpton Hotel, formerly Hotel Durell, will be a high-end lodging hotel with amenities including a restaurant, gym, spa, and meeting room. The hotel site is located between Central and Lighthouse Avenues, on the North and South, and Grand & Fountain Avenue on the West and East.

The Conditions of Approval for the hotel, approved by Resolution in September of 2018 and amended by Resolution in March of 2022 by the City Council, included various requirements. Condition of Approval 11 pertained specifically to the intersections adjacent to the project and states:

"Pedestrian safety. *The Applicant shall pay for 25% of the cost for design and construction of the complete reconfiguration of the intersection of Central A venue and Fountain Avenue to provide an All-Way Stop intersection as identified in the Mitigation Measures of the Environmental Impact Report. The intersection redesign shall be consistent with the guidelines described in the "Pedestrian Safety Report" Prepared for the City by the Institute of Transportation Studies dated November 2008.*

The Applicant shall pay 25% of the cost for design and construction of the reconfiguration of the intersection of Central Ave, and Grand Ave. to accommodate a new raised pavement crosswalk across the intersection on the south side of Central Ave. The final project landscape plan for landscaping within the public right-of-way shall be designed to incorporate the new raised pavement crosswalk."

The final resolution, with the full list of the Conditions of Approval, can be found here.

ENGINEERING & DESIGN

In accordance with Condition 11, the City requested funding through the FY24/25 Capital Improvement Plan to begin evaluation of the intersections at Fountain & Central, and Grand and Central to enhance the vehicle and pedestrian safety. City also commenced discussions related to the required improvements with the developer of the Kimpton Hotel.

Following evaluation from the City's Civil and Traffic Engineers, a reconfiguration of both intersections has been engineered. The improvements include:

- A complete reconfiguration of Fountain and Central, with the intent of implementing a 4-way stop.
- A bulb out on the southwest corner of Grand and Central and upgrade of all existing curb ramps

o The original intent was to construct a raised crosswalk at Central and Grand on the southern portion of the intersection (across from the hotel and adjacent to the museum) as specified in the conditions
o However, review from the engineers determined that due to the extremely wide road, a bulb out and updated ADA ramps would better address pedestrian safety and be a superior solution for this intersection.
o This was proposed to enhance safety on the extremely wide roadway by decreasing crossing times

Engineering is complete and the final plan set has been developed. The plans are included as Attachment 1.

FUNDING

Per Condition of Approval 11, 25% of the design and construction of the intersection improvements at Fountain/Central and Grand/ Central are to be paid by the developer.

The City has expanded the project to include repaving the roadways adjacent to the hotel due to poor or failing current conditions, which is not the responsibility of the hotel developer. The current Pavement Condition Index (PCI) on the adjacent roadways to the hotel are:

- Central Avenue: PCI 27 (poor condition)
- Grand Avenue: PCI 44 (poor condition)
- Fountain Avenue: PCI 68 (fair condition)

The Hotel developers are required to pave the travel lanes adjacent to the hotel on Grand, Fountain, and Central to tie in the sidewalk reconstruction that they will perform as part of their project.

The City will pave the remainder of the surrounding roadways to address their deteriorated conditions. It is best to perform the paving work under one contract for coordination and quality control. To facilitate that, the developer is willing to provide $13,000 to the City. This amount is equivalent to the developers cost to their contractor perform the travel lane pavement requirement. This amount would simply be provided to the City to allow repaving both travel lanes as an element of the City's bid process, versus piecemealing the efforts between the Hotel's contractor and the City's contractor.

In addition to the $13,000, the developer will pay 25% of the curb ramps and sidewalk installation at both intersections, though this amount will not be determined until bidding has

occurred.

OPTIONS

1. Approve the staff recommendation
2. Provide alternative direction

FINANCIAL IMPACT:

There is no impact by receiving this report and approving the plan set. As part of the FY 24/25 CIP, $270,000 has been allocated towards the project. It is anticipated that the City will harness Regional Surface Transportation Program (RSTP) funds administered by the Transportation Agency of Monterey County to complete the project.

Once the City completes the competitive bid process and determines the total cost of the project, City staff will bring back a full plan to fund the project.

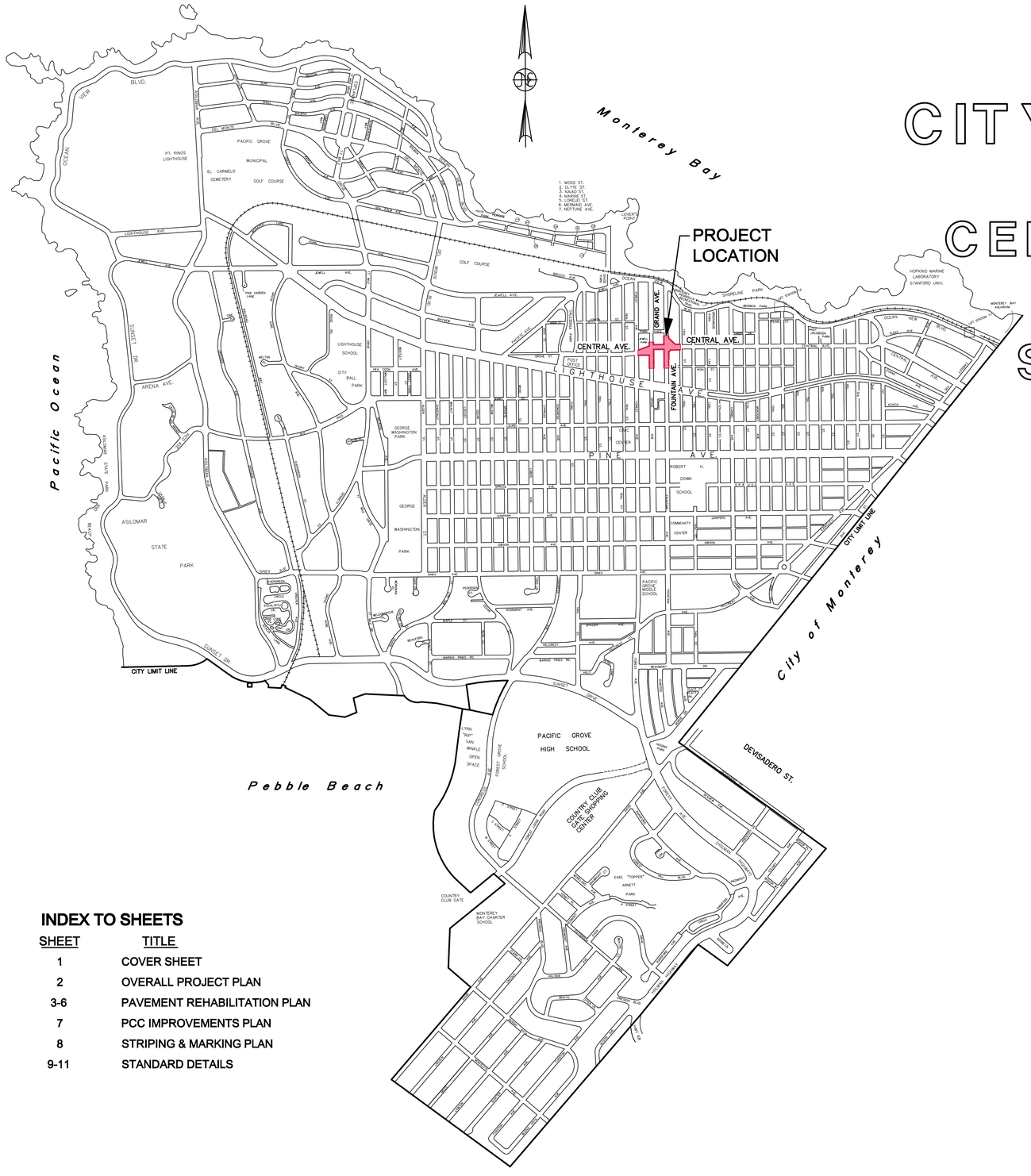
FOCUSED PRIORITY AREA: Infrastructure

Attachments

Plan Set, Central, Grand and Fountain

CITY OF PACIFIC GROVE

CENTRAL AVE., GRAND AVE. & FOUNTAIN AVE. STREET IMPROVEMENTS PROJECT



LOCATION MAP

INDEX TO SHEETS

SHEET	TITLE
1	COVER SHEET
2	OVERALL PROJECT PLAN
3-6	PAVEMENT REHABILITATION PLAN
7	PCC IMPROVEMENTS PLAN
8	STRIPING & MARKING PLAN
9-11	STANDARD DETAILS

CITY OF PACIFIC GROVE COUNCIL

NICK SMITH, Mayor

JOE AMELIO, Mayor Pro Tempore — **CYNTHIA GARFIELD**

LORI McDONNELL — **CHAPS PODURI**

TINA RAU — **PAUL WALKINGSTICK**

MATTHEW MOGENSEN, City Manager

DANIEL GHO, Public Works Director

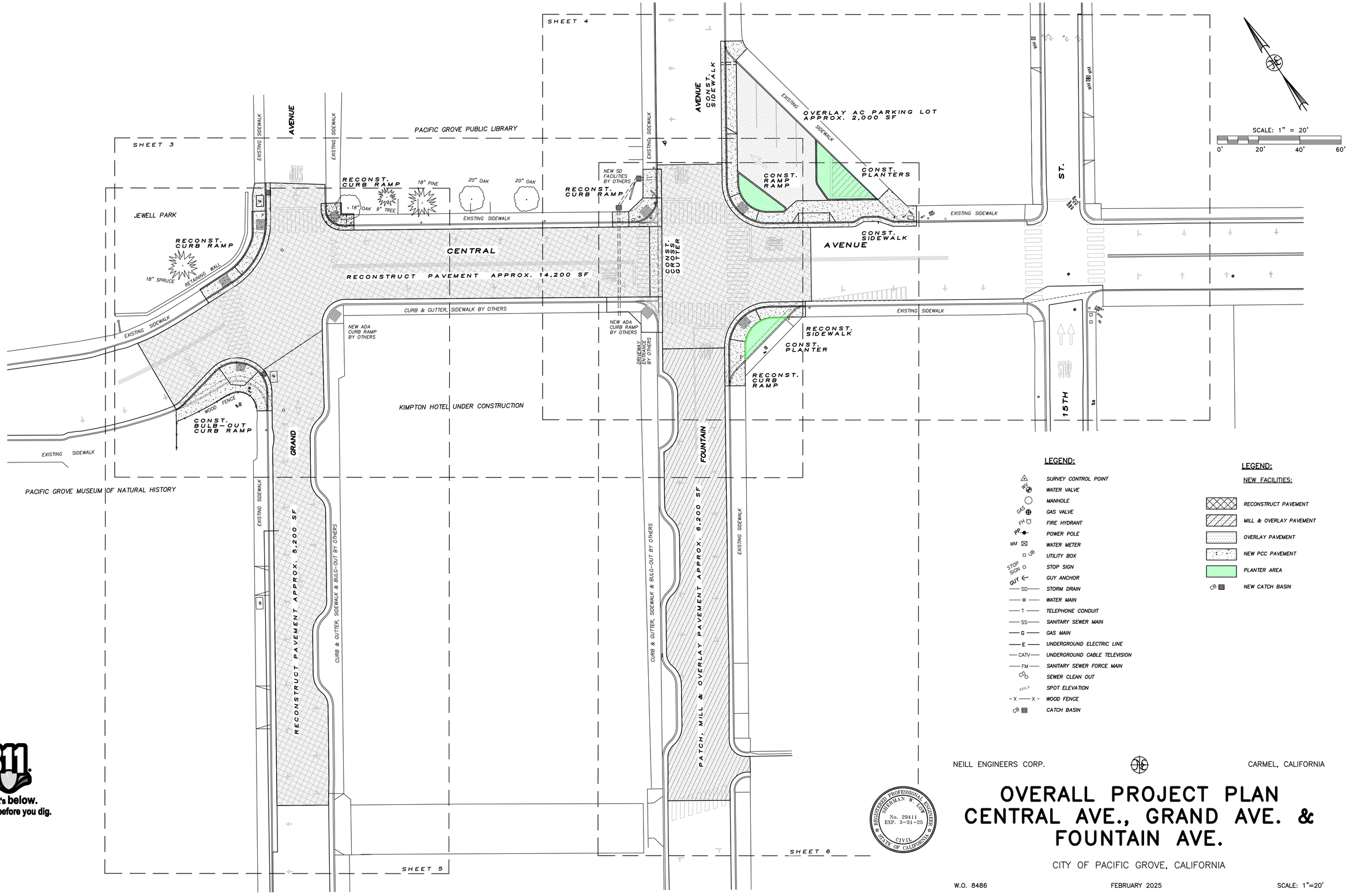
REGISTERED PROFESSIONAL ENGINEER
SHERMAN W. LOW
No. 29411
EXP. 3-31-25
CIVIL
STATE OF CALIFORNIA

PREPARED BY:

NEILL ENGINEERS CORP.
CARMEL, CALIFORNIA

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LEGEND:

- SURVEY CONTROL POINT
- WV WATER VALVE
- MANHOLE
- GAS GAS VALVE
- FH FIRE HYDRANT
- PP POWER POLE
- WM WATER METER
- UB UTILITY BOX
- STOP SIGN STOP SIGN
- GUY GUY ANCHOR
- SD STORM DRAIN
- W WATER MAIN
- T TELEPHONE CONDUIT
- SS SANITARY SEWER MAIN
- G GAS MAIN
- E UNDERGROUND ELECTRIC LINE
- CATV UNDERGROUND CABLE TELEVISION
- FM SANITARY SEWER FORCE MAIN
- CO SEWER CLEAN OUT
- XXX.X SPOT ELEVATION
- X WOOD FENCE
- CB CATCH BASIN

LEGEND:

NEW FACILITIES:

- RECONSTRUCT PAVEMENT
- MILL & OVERLAY PAVEMENT
- OVERLAY PAVEMENT
- NEW PCC PAVEMENT
- PLANTER AREA
- NEW CATCH BASIN

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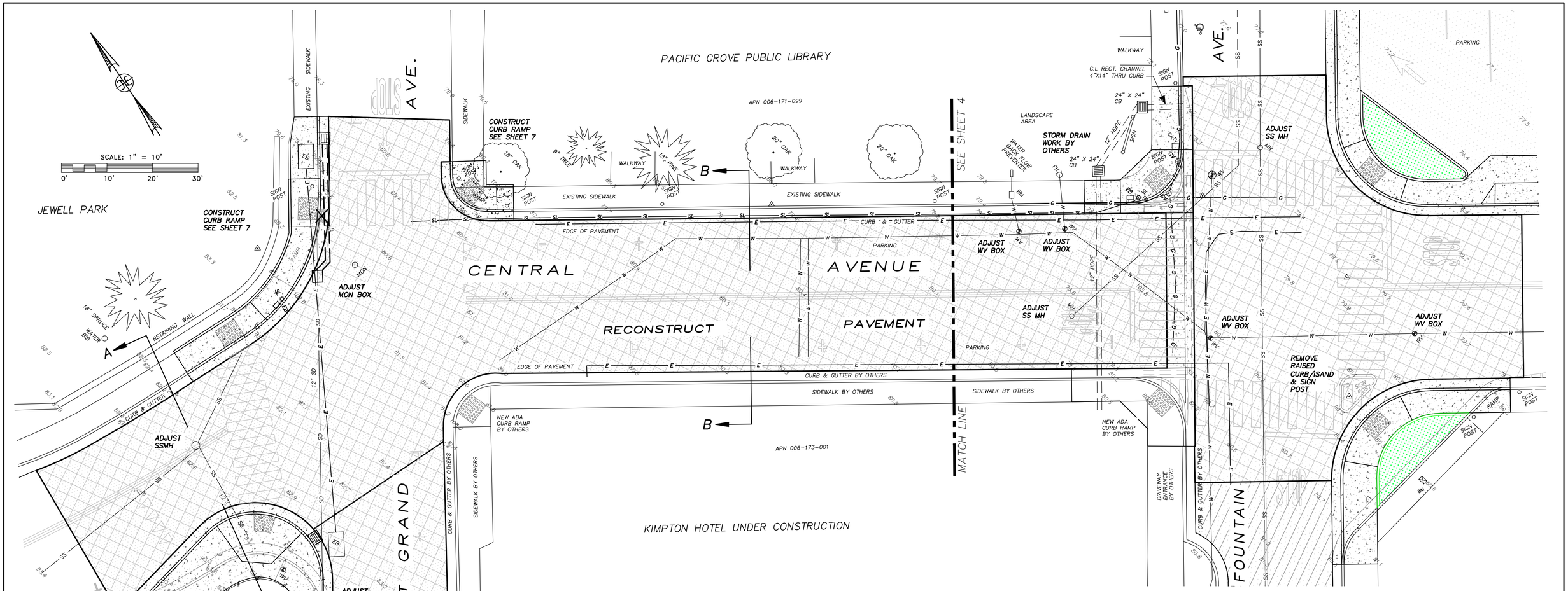
OVERALL PROJECT PLAN CENTRAL AVE., GRAND AVE. & FOUNTAIN AVE.

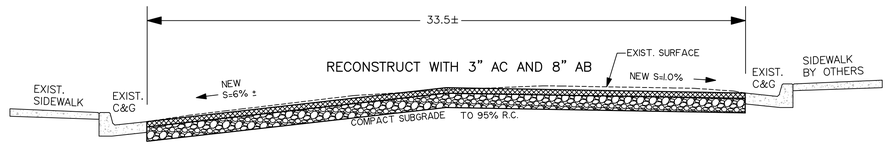
CITY OF PACIFIC GROVE, CALIFORNIA

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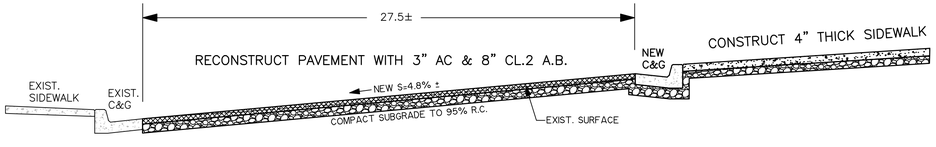
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SECTION B–B
CENTRAL AVENUE
BETWEEN GRAND AVE. & FOUNTAIN AVE.
NOT TO SCALE



SECTION A–A
CENTRAL AVENUE
BETWEEN FOREST AVE. & GRAND AVE.
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STREET IMPROVEMENTS CENTRAL AVENUE

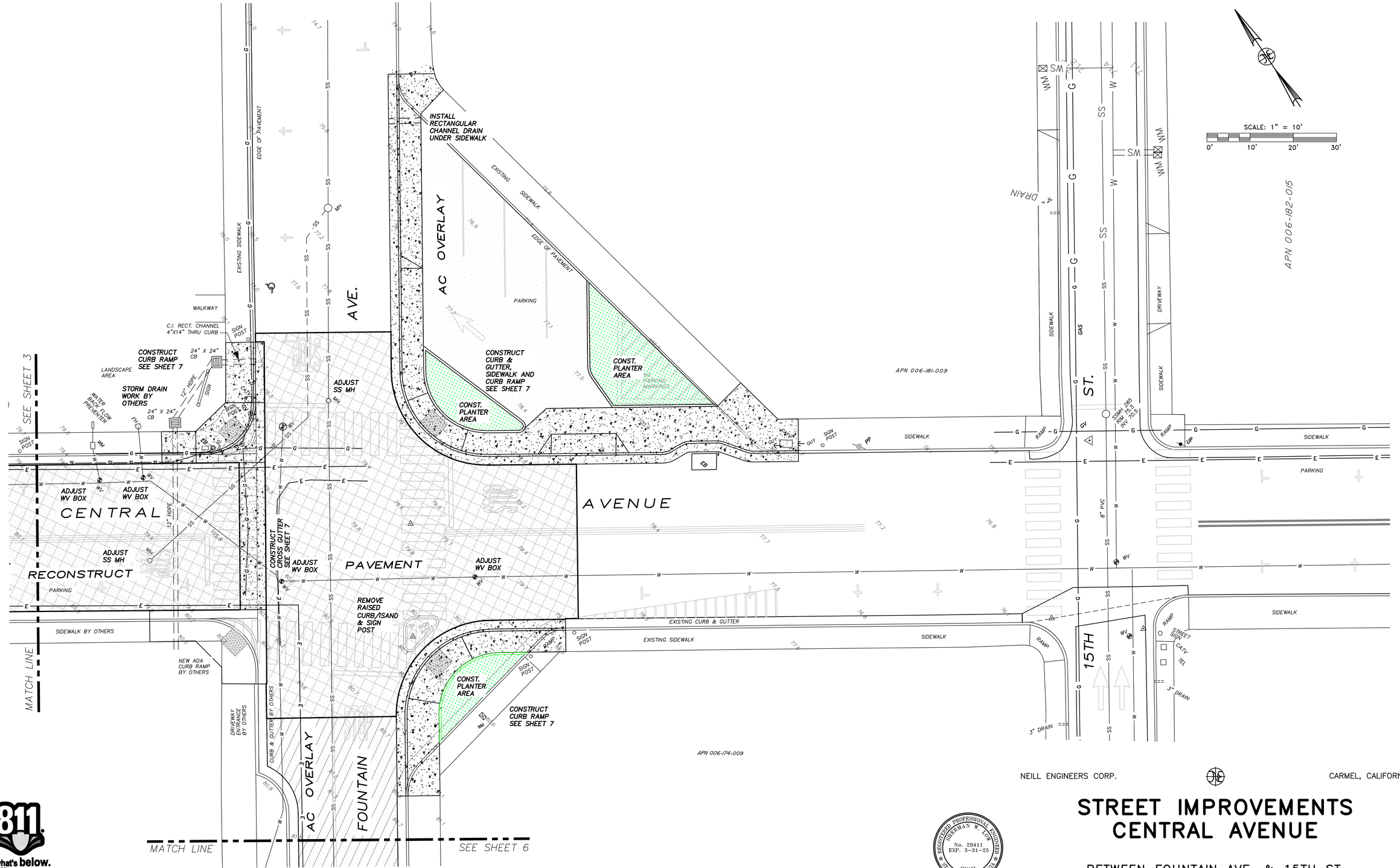
BETWEEN GRAND AVE. & FOUNTAIN AVE.

CITY OF PACIFIC GROVE, CALIFORNIA

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STREET IMPROVEMENTS CENTRAL AVENUE

BETWEEN FOUNTAIN AVE. & 15TH ST.

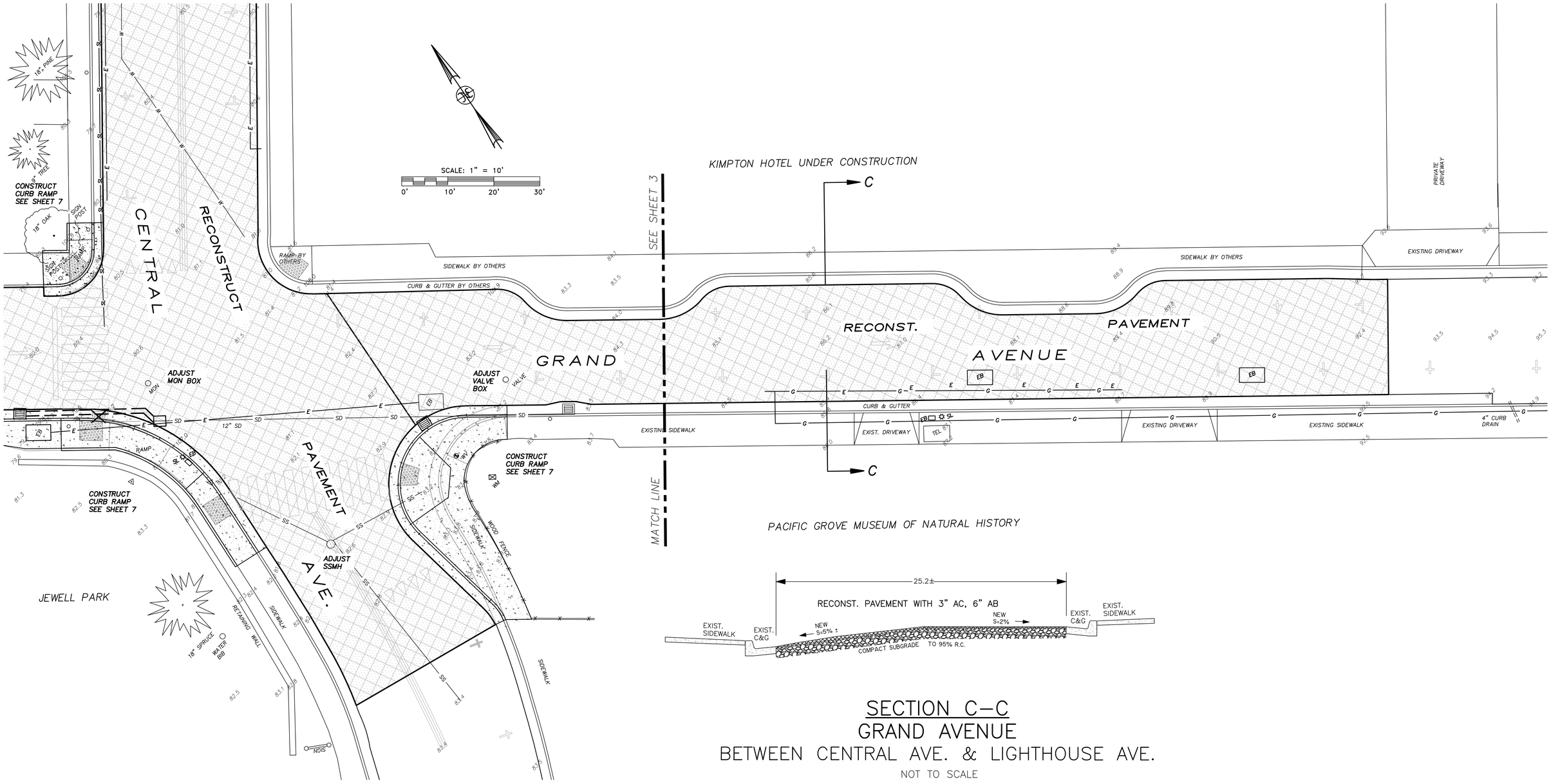
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SECTION C–C
GRAND AVENUE
BETWEEN CENTRAL AVE. & LIGHTHOUSE AVE.

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STREET IMPROVEMENTS
GRAND AVENUE

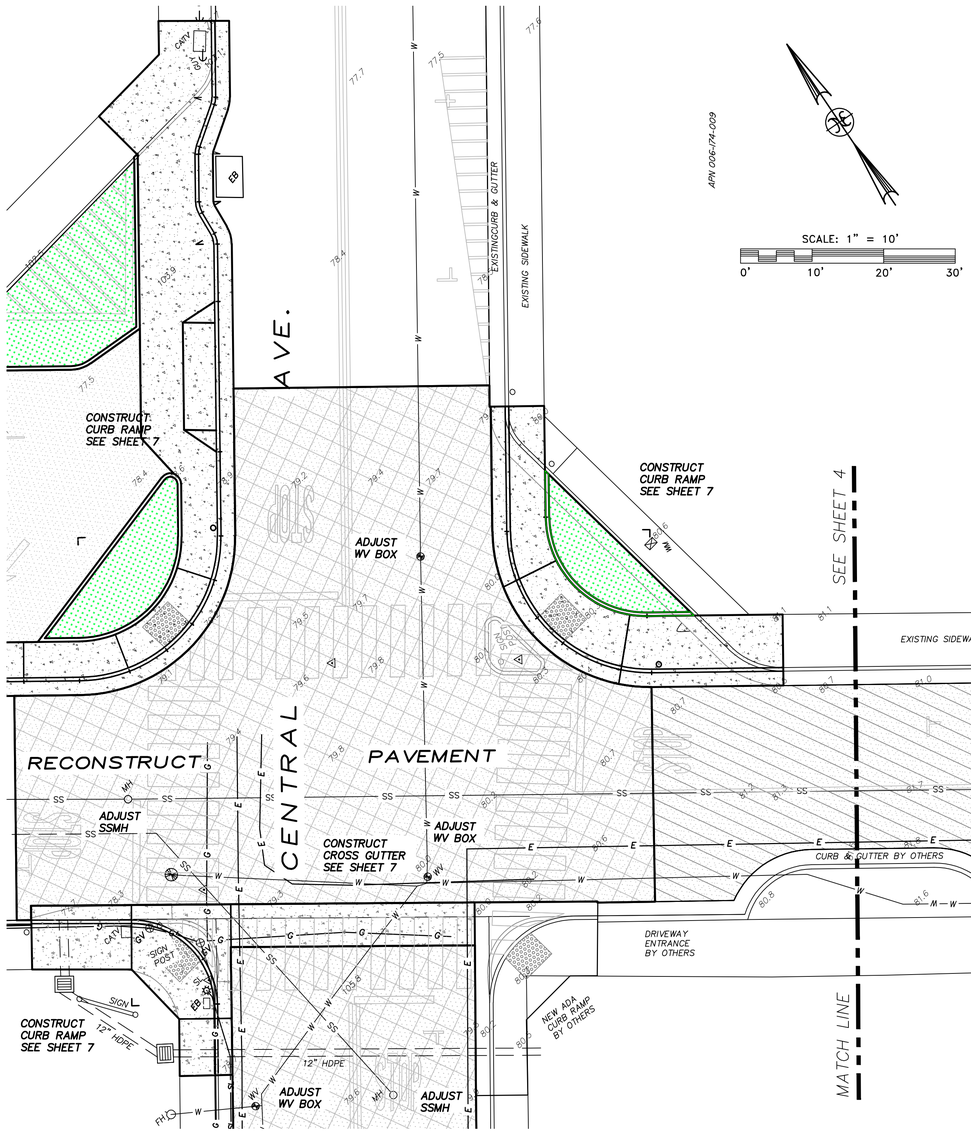
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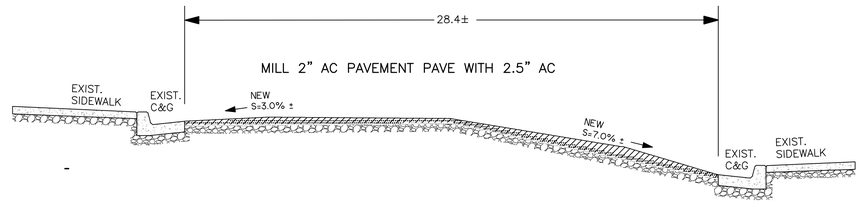
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SECTION D–D
FOUNTAIN AVENUE
BETWEEN CENTRAL AVE. & LIGHTHOUSE AVE.

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FOUNTAIN AVENUE

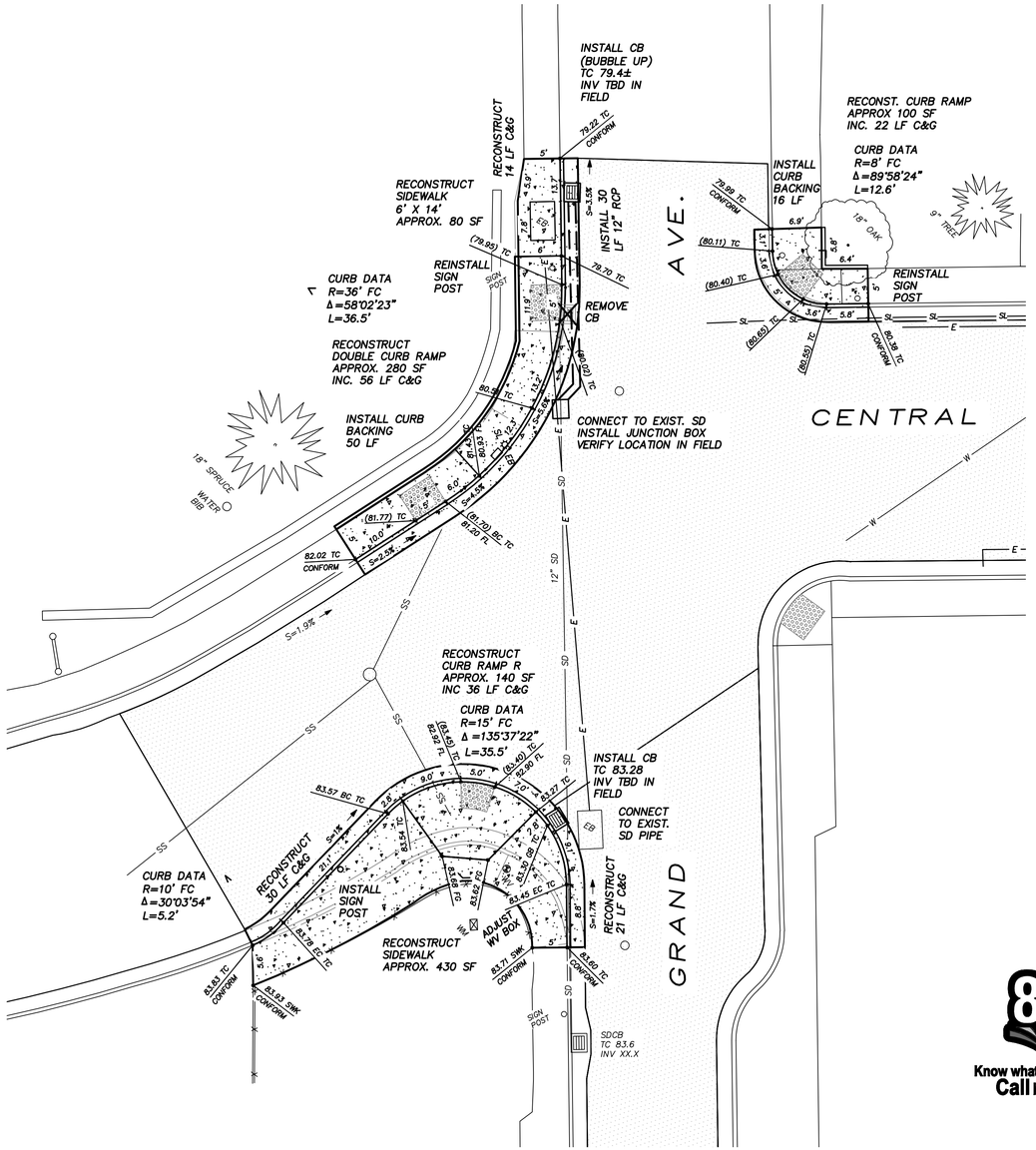
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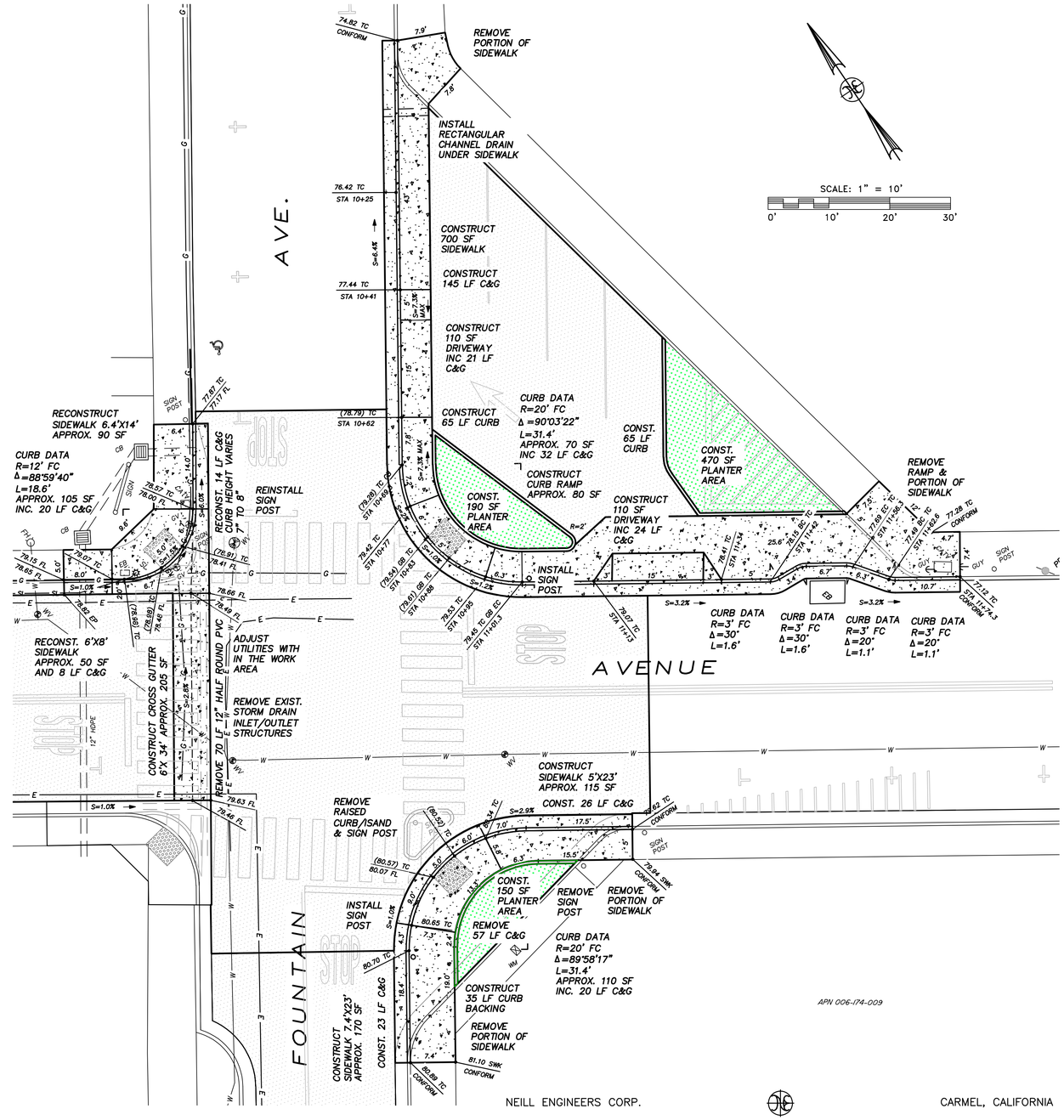
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PCC IMPROVEMENTS CENTRAL AVENUE

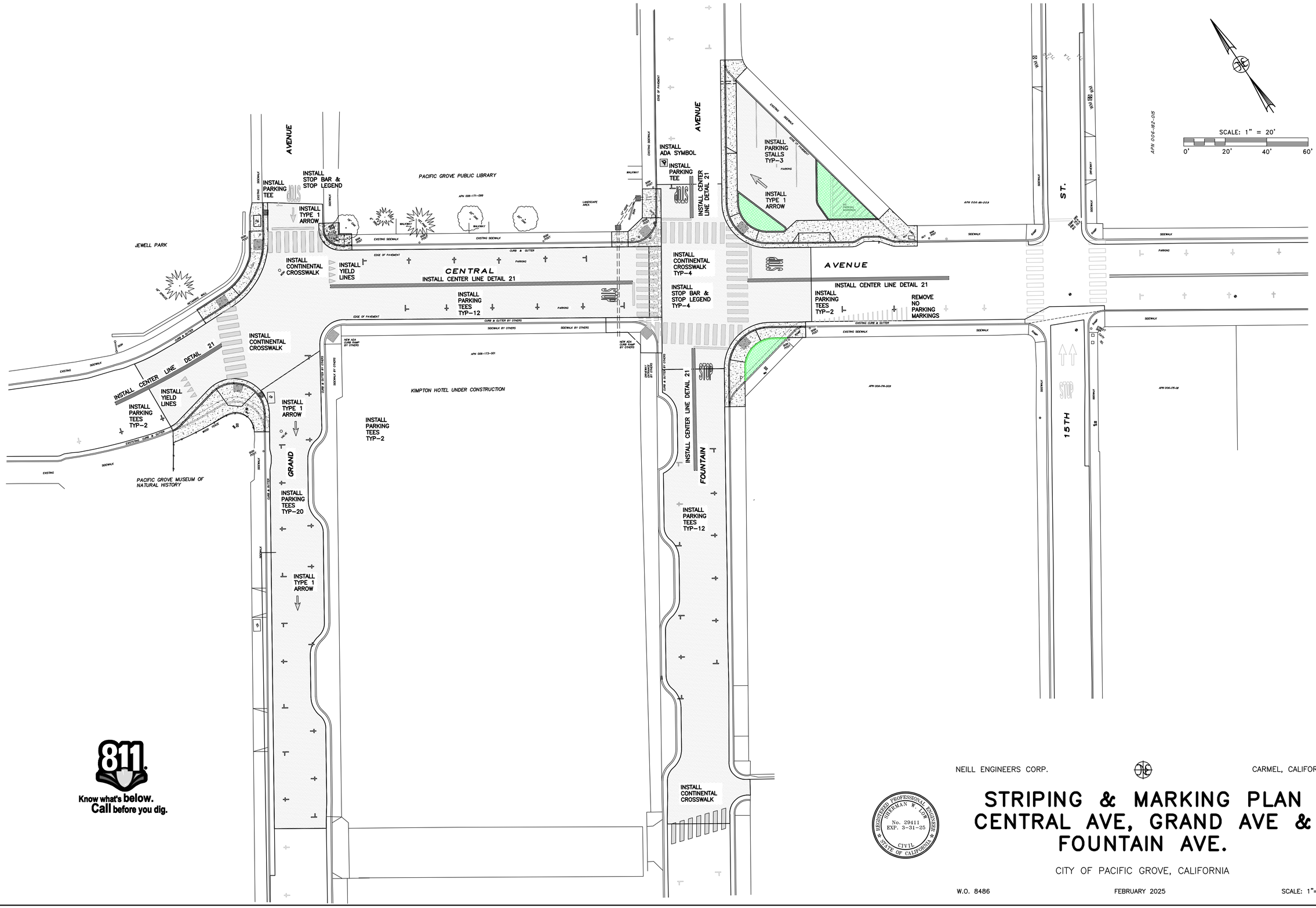
AT FOUNTAIN AVE. & GRAND AVE. INTERSECTIONS

CITY OF PACIFIC GROVE, CALIFORNIA

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CIVIL
STATE OF CALIFORNIA

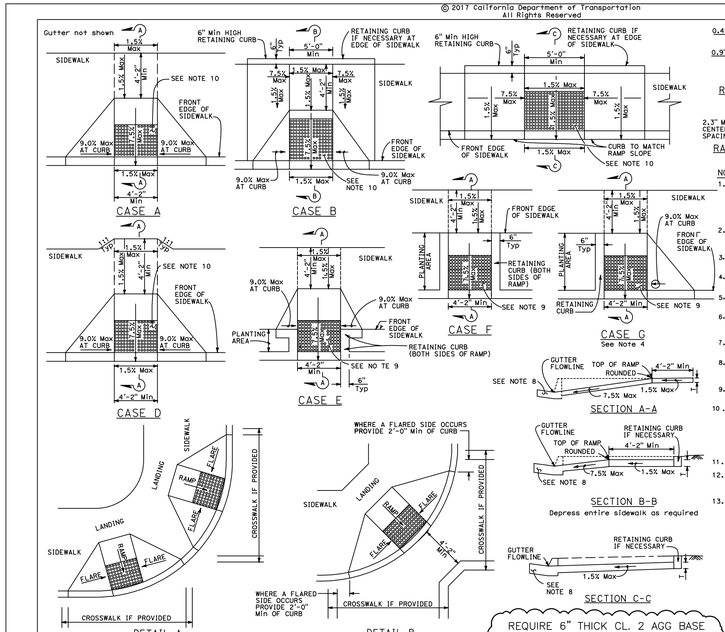
STRIPING & MARKING PLAN CENTRAL AVE, GRAND AVE & FOUNTAIN AVE.

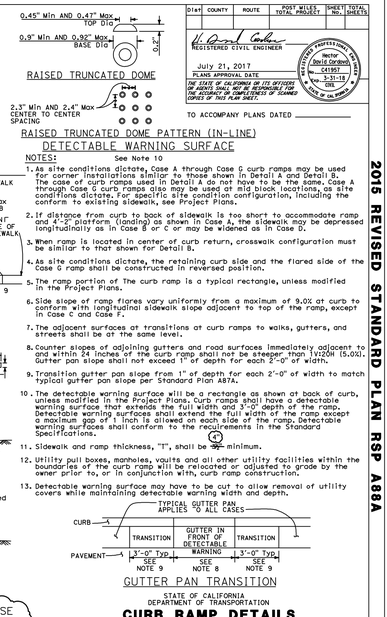
CITY OF PACIFIC GROVE, CALIFORNIA

W.O. 8486 FEBRUARY 2025 SCALE: 1"=20'

Y:\PROJECTS\dwg\PacificGrove\8486 Central & Fountain Intersection\8486CENTRAL PROJECT\dwg\8486 IMP CENTRAL-FOUNTAIN.dwg 2-19-25 10:00:43 AM

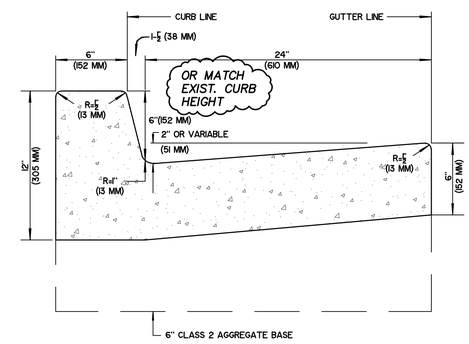
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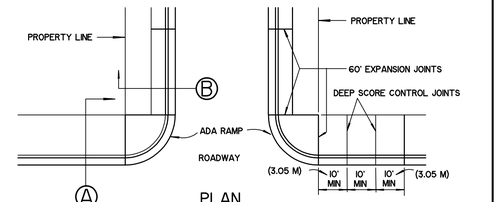
2015 REVISED STANDARD PLAN RSP A88A

FOR LOCATIONS WHERE CURB RAMP CANNOT MEET STANDARD PLAN REQUIREMENTS, CURB RAMP SHALL BE CONSTRUCTED TO "BEST FIT" EXISTING SITE CONDITIONS. TRUNCATED DOMES MATS SHALL BE TRIMMED TO FIT RAMP CONDITIONS.



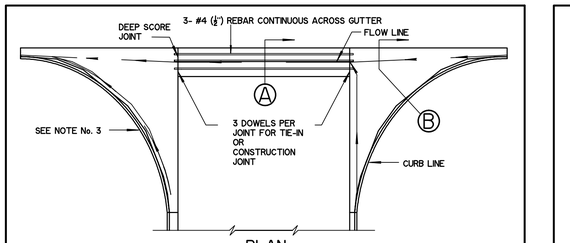
NOTES:
1. ALL WORKS SHALL BE DONE IN ACCORDANCE WITH SECTION 73 OF STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS
2. TOP AND FRONT OF CURBS AND GUTTERS TO BE FINE BRUSH FINISH AFTER TROWELLING; BRUSHING TO BE PARALLEL TO THE LINE OF THE CURB.
3. CONCRETE TO BE CLASS B (5 SACK).
4. PLACE 6" MIN CLASS 2 AGGREGATE BASE.

CITY OF PACIFIC GROVE
STANDARD DETAILS FOR STREET IMPROVEMENTS
DESIGNED BY | TITLE: CURB & GUTTER | DETAIL No. 100
DRAWN BY: AP | CHECKED BY | APPROVED | DATE
CITY ENGINEER | RCE NO. 29411



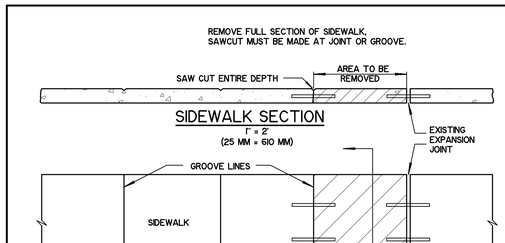
NOTES:
1. CONCRETE TO BE CLASS "B" (5 SACK) .
2. ALL WORK SHALL BE DONE IN ACCORDANCE WITH SECTION 73 OF STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS.
3. FINISH SHALL BE BROOM OVER STEEL TROWEL OTHER FINISHES SUBJECT TO CITY APPROVAL INCLUDING COLORS.

CITY OF PACIFIC GROVE
STANDARD DETAILS FOR STREET IMPROVEMENTS
DESIGNED BY | TITLE: SIDEWALK | DETAIL No. 106
DRAWN BY: AP | CHECKED BY | APPROVED | DATE
CITY ENGINEER | RCE NO. 29411

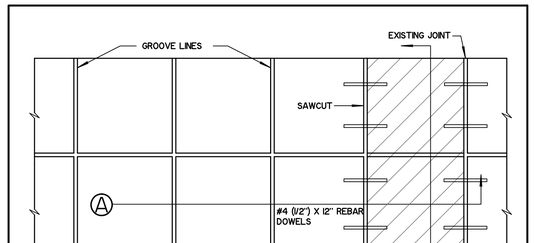


NOTES:
1. CONCRETE TO BE CLASS "B" (5 SACK) .
2. FINISH SHALL BE BROOM OVER STEEL TROWEL.
3. PROVIDE CURB RAMPS AS REQUIRED.

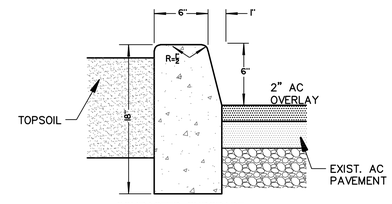
CITY OF PACIFIC GROVE
STANDARD DETAILS FOR STREET IMPROVEMENTS
DESIGNED BY | TITLE: OPEN CROSS GUTTER | DETAIL No. 109
DRAWN BY: AP | CHECKED BY | APPROVED | DATE
CITY ENGINEER | RCE NO. 29411



CITY OF PACIFIC GROVE
STANDARD DETAILS FOR STREET IMPROVEMENTS
DESIGNED BY | TITLE: REMOVAL OF CONCRETE CURB AND SIDEWALK | DETAIL No. 110
DRAWN BY: AP | CHECKED BY | APPROVED | DATE
CITY ENGINEER | RCE NO. 29411



CITY OF PACIFIC GROVE
STANDARD DETAILS FOR STREET IMPROVEMENTS
DESIGNED BY | TITLE: REPLACEMENT OF CONCRETE SIDEWALK | DETAIL No. 111
DRAWN BY: AP | CHECKED BY | APPROVED | DATE
CITY ENGINEER | RCE NO. 29411



CURB DETAIL
NOT TO SCALE

NEILL ENGINEERS CORP. CARMEL, CALIFORNIA

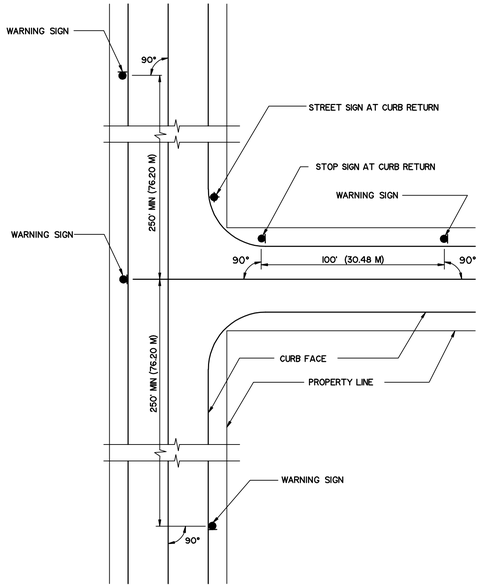
REGISTERED PROFESSIONAL ENGINEER
SHERMAN F. LOWE
No. 29411
EXP. 3-31-25
CIVIL
STATE OF CALIFORNIA

STANDARD DETAILS STREET IMPROVEMENTS CENTRAL AVENUE

CITY OF PACIFIC GROVE, CALIFORNIA

W.O. 8486 FEBRUARY 2025 SCALE: NONE

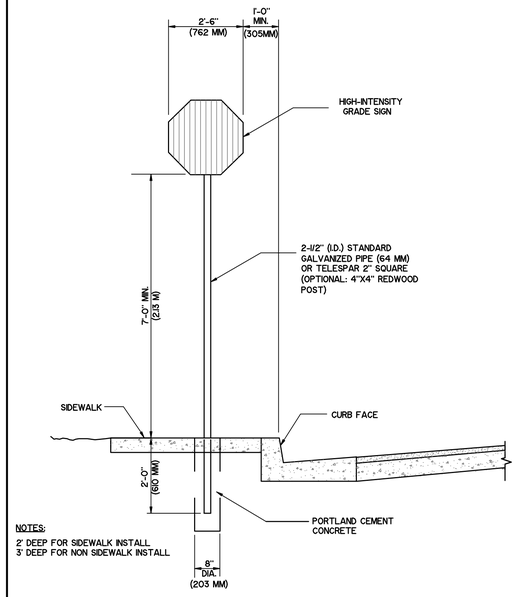
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CITY OF PACIFIC GROVE

STANDARD DETAILS FOR STREET IMPROVEMENTS

DESIGNED BY	TITLE	DETAIL No.
DRAWN BY AP	STREET SIGN LOCATIONS	115
CHECKED BY	APPROVED DATE	
	CITY ENGINEER RCE NO. 29411	

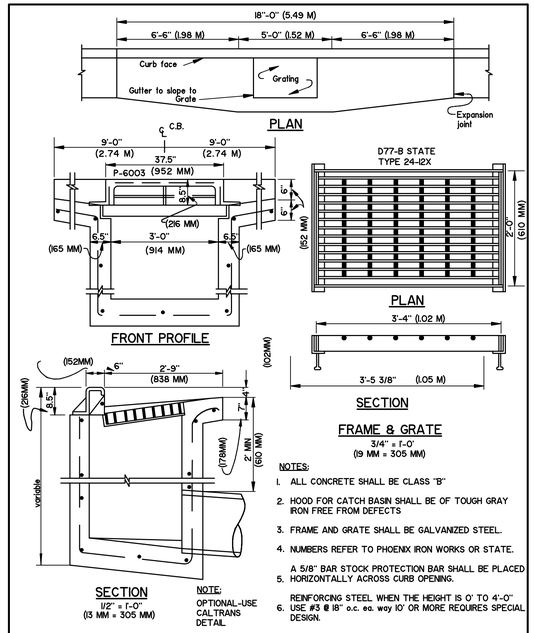


NOTES:
2' DEEP FOR SIDEWALK INSTALL
3' DEEP FOR NON SIDEWALK INSTALL

CITY OF PACIFIC GROVE

STANDARD DETAILS FOR STREET IMPROVEMENTS

DESIGNED BY	TITLE	DETAIL No.
DRAWN BY AP	GENERAL SIGN INSTALLATION	116
CHECKED BY	APPROVED DATE	
	CITY ENGINEER RCE NO. 29411	

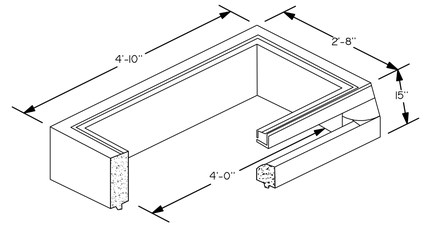


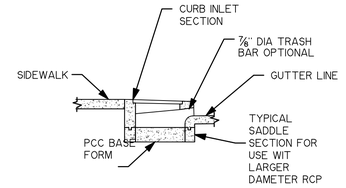
NOTES:
1. ALL CONCRETE SHALL BE CLASS "B"
2. HOOD FOR CATCH BASIN SHALL BE OF TOUGH GRAY IRON FREE FROM DEFECTS
3. FRAME AND GRATE SHALL BE GALVANIZED STEEL.
4. NUMBERS REFER TO PHOENIX IRON WORKS OR STATE.
5. A 5/8" BAR STOCK PROTECTION BAR SHALL BE PLACED HORIZONTALLY ACROSS CURB OPENING.
6. REINFORCING STEEL WHEN THE HEIGHT IS 0' TO 4'-0" USE #3 @ 18" o.c. ea. way 10' OR MORE REQUIRES SPECIAL DESIGN.

CITY OF PACIFIC GROVE

STANDARD DETAILS FOR STREET IMPROVEMENTS

DESIGNED BY	TITLE	DETAIL No.
DRAWN BY AP	CATCH BASIN	117
CHECKED BY	APPROVED DATE	
	CITY ENGINEER RCE NO. 29411	

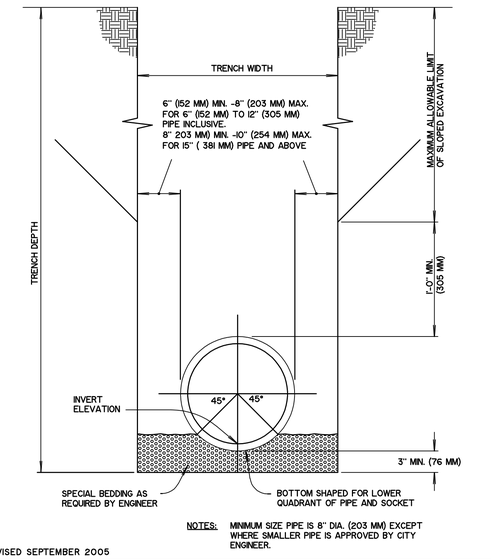




CURB INLET U37-FC BOX

NO SCALE

ORDERING CODE	ITEM	APPROX. SHIPPING WEIGHT	DESCRIPTION
U37CI-FC	CURB INLET	1530	U37 CURB INLET (2' X 4' X 15" DEEP- 5" WALLS) FITS U36 CATCH BASIN
U37-62D	COVER	113	STEEL CHECKER PLATE, GALVANIZED, 2 PCS.



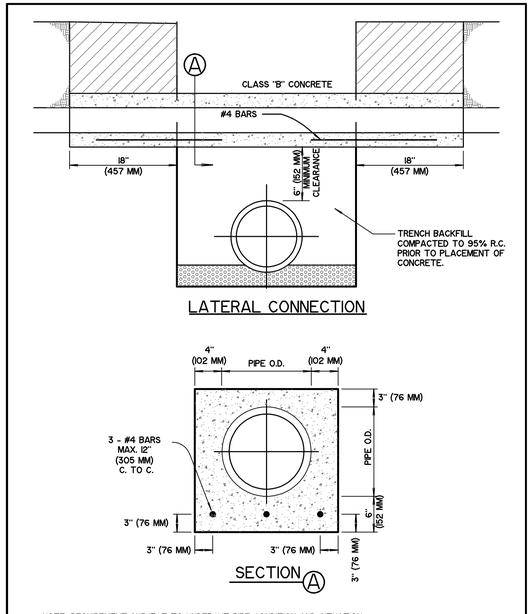
NOTES: MINIMUM SIZE PIPE IS 8" DIA. (203 MM) EXCEPT WHERE SMALLER PIPE IS APPROVED BY CITY ENGINEER.

REVISED SEPTEMBER 2005

CITY OF PACIFIC GROVE

STANDARD DETAILS FOR STREET IMPROVEMENTS

DESIGNED BY	TITLE	DETAIL No.
DRAWN BY AP	PIPE SUBGRADE FOR SEWER & STORM DRAIN	205
CHECKED BY	APPROVED DATE	
	CITY ENGINEER RCE NO. 29411	

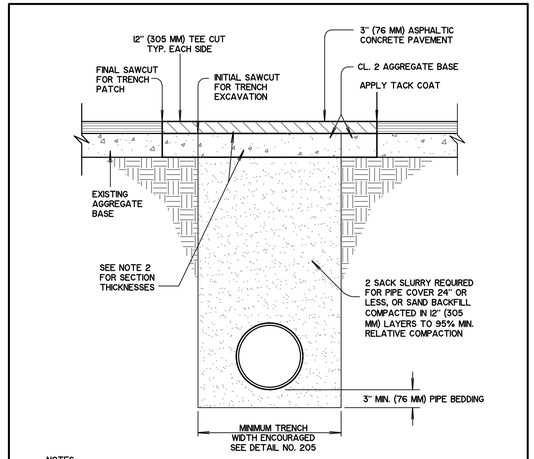


NOTE: REQUIREMENT SUBJECT TO UNDERCUT PIPE CONDITION AND SITUATION.

CITY OF PACIFIC GROVE

STANDARD DETAILS FOR STREET IMPROVEMENTS

DESIGNED BY	TITLE	DETAIL No.
DRAWN BY AP	CONCRETE SUPPORT FOR UNDERCUT PIPE	206
CHECKED BY	APPROVED DATE	
	CITY ENGINEER RCE NO. 29411	

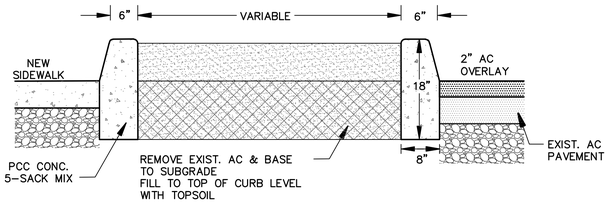


NOTES:
1. SAWCUTS REQUIRED FOR ALL PATCHES
2. DEPTH OF SUBGRADE FOR TRENCH PATCH SHALL MATCH THE EXISTING THICKNESS OF ASPHALT CONCRETE AND AGGREGATE BASE. IN NO CASE SHALL THE TRENCH PATCH BE LESS THAN 3" (76 MM) ASPHALT CONCRETE AND 6" (152 MM) CLASS 2 AGGREGATE BASE. ASPHALT CONCRETE AND CLASS 2 AGGREGATE BASE SHALL CONFORM TO CALTRANS STANDARD SPECIFICATIONS.
3. SAND BACKFILL TO BE VIBRATORY COMPACTED AT OPTIMUM MOISTURE CONTENT TO 95% RELATIVE COMPACTION. CONTRACTOR SHALL PROVIDE FOR COMPACTION TESTING AND SUBMIT FINAL RESULTS TO CITY ENGINEER .
4. 2 SACK SLURRY CEMENT BACKFILL SHALL BE IN ACCORDANCE WITH SECTION 19, "EARTHWORK" OF CALTRANS STANDARD SPECIFICATIONS UNLESS OTHERWISE SPECIFIED BY CITY ENGINEER.
5. CITY ENGINEER MAY REQUIRE OUTLET FOR TRENCH BOTTOM WHEN WATER BUILD UP OCCURS.

CITY OF PACIFIC GROVE

STANDARD DETAILS FOR STREET IMPROVEMENTS

DESIGNED BY	TITLE	DETAIL No.
DRAWN BY AP	TRENCH SECTION & PAVEMENT REPLACEMENT	207
CHECKED BY	APPROVED DATE	
	CITY ENGINEER RCE NO. 29411	



PLANTER DETAIL

NOT TO SCALE

NEILL ENGINEERS CORP. CARMEL, CALIFORNIA

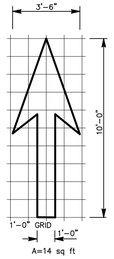
REGISTERED PROFESSIONAL ENGINEER SHERMAN W. LOW No. 29411 EXP. 3-31-25 CIVIL STATE OF CALIFORNIA

STANDARD DETAILS STREET IMPROVEMENTS CENTRAL AVENUE

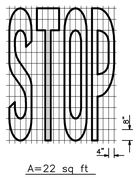
CITY OF PACIFIC GROVE, CALIFORNIA

W.O. 8486 FEBRUARY 2025 SCALE: NONE

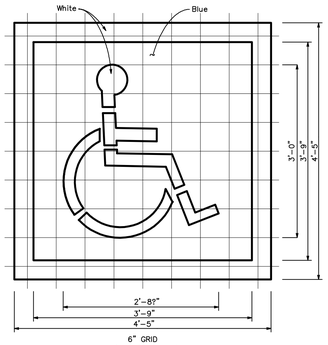
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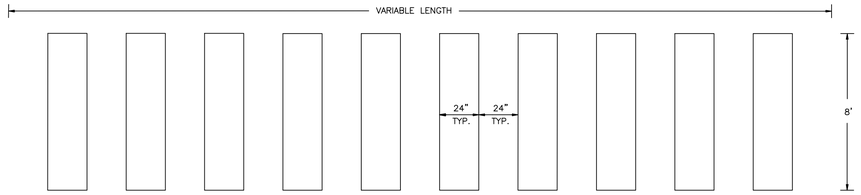
TYPE I 10'-0" ARROW
(2015 CALTRANS STANDARD PLAN A24A)



A=22 sq ft



INTERNATIONAL SYMBOL
OF ACCESSIBILITY MARKING

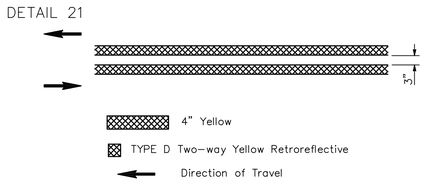


24" WIDE WHITE LINES
(YELLOW IN SCHOOL ZONE)

NOTE: BARS STRIPES ARE TO BE PARALLEL TO THE DIRECTION OF TRAVEL

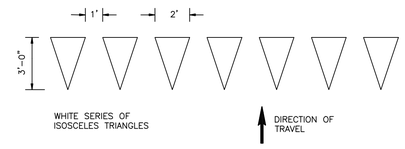
CONTINENTAL CROSSWALK
NOT TO SCALE

NO PASSING ZONES–TWO DIRECTION





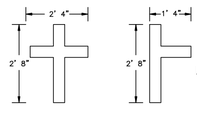
STOP BAR
NOT TO SCALE



YIELD LINE



R1-5 SIGN
NOT TO SCALE



4" WIDE WHITE LINES
(BLUE FOR HANDICAP PARKING)

NOTE: ACTUAL PARKING TEE-BAR DIMENSIONS MAY VARY. MATCH EXISTING LAYOUT AND DIMENSIONS UNLESS OTHERWISE DIRECTED BY CITY OF PACIFIC GROVE PUBLIC WORKS.

PARKING TEE-BARS
NOT TO SCALE

REGISTERED PROFESSIONAL ENGINEER
HERMAN W. JOK
No. 29411
EXP. 3-31-25
CIVIL
STATE OF CALIFORNIA

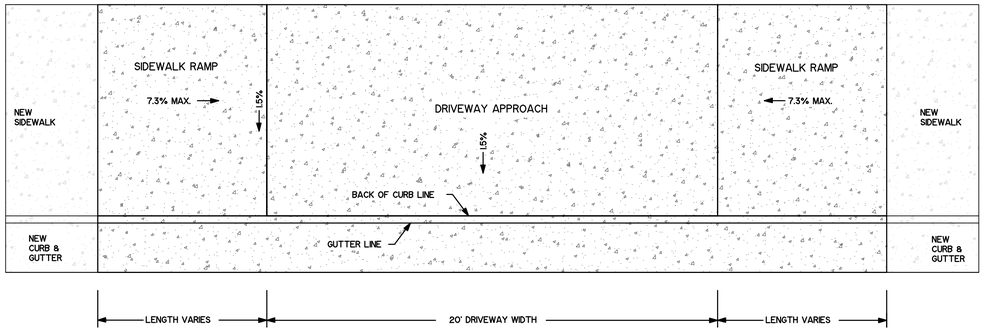
NEILL ENGINEERS CORP. CARMEL, CALIFORNIA

STRIPING & MARKING DETAILS
STREET IMPROVEMENTS
CENTRAL AVE., GRAND AVE. & FOUNTAIN AVE..

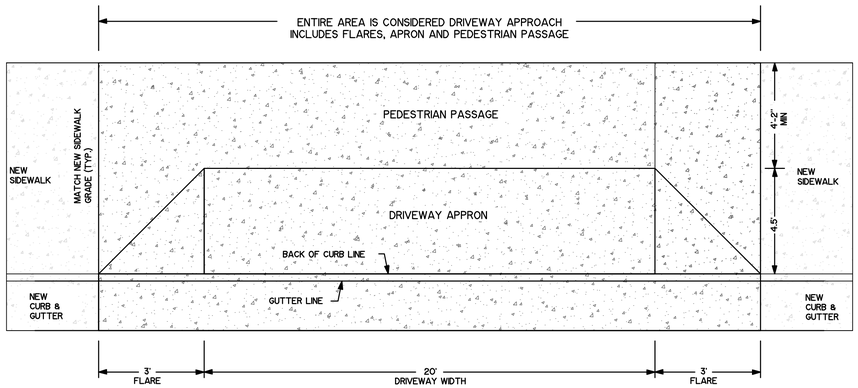
CITY OF PACIFIC GROVE, CALIFORNIA

W.O. 8486 FEBRUARY 2025 SCALE: NONE

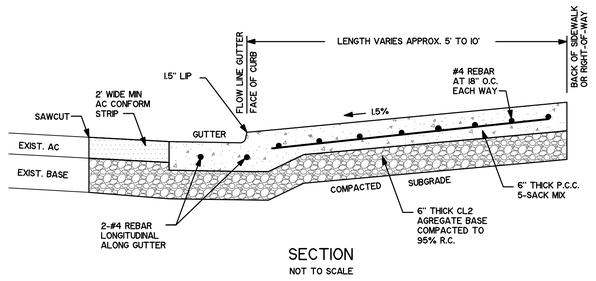
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PLAN
NO SCALE

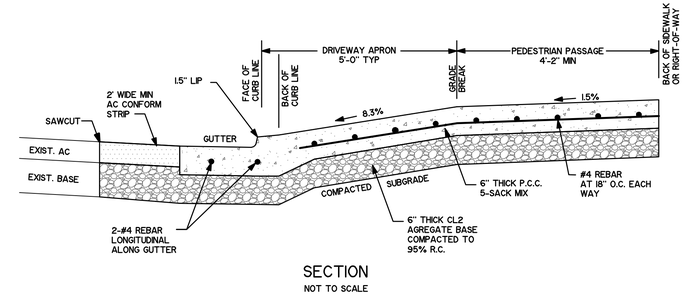


PLAN
NO SCALE



SECTION
NOT TO SCALE

TYPE C DRIVEWAY APPROACH



SECTION
NOT TO SCALE

TYPE A DRIVEWAY APPROACH

NEILL ENGINEERS CORP. CARMEL, CALIFORNIA

REGISTERED PROFESSIONAL ENGINEER
SHERMAN W. LOW
No. 29414
EXP. 3-31-25
CIVIL
STATE OF CALIFORNIA

DRIVEWAY APROACH DETAILS
STREET IMPROVEMENTS
CENTRAL AVENUE

CITY OF PACIFIC GROVE, CALIFORNIA

W.O. 8486 FEBRUARY 2025 SCALE: NONE

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