



NOTICE OF MEETING

CITY OF PACIFIC GROVE

CITY COUNCIL

SPECIAL MEETING AGENDA

Wednesday, July 16, 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.**

Join the Zoom Meeting to participate live at:

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AGENDA

CALL TO ORDER

APPROVAL OF THE AGENDA

SPECIAL MEETING

PUBLIC COMMENT ON SPECIAL MEETING MATTERS

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

- A. Public Employment (Government Code § 54957)
Title: City Attorney Performance Evaluation

ADJOURNMENT



NOTICE OF MEETING

CITY OF PACIFIC GROVE

CITY COUNCIL

REGULAR MEETING AGENDA

Wednesday, July 16, 2025, 6:00 P.M.

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

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

Copies of the agenda packet are available for review at the Pacific Grove Library, in the Finance Department, and electronically at www.cityofpacificgrove.org/agendas. The most effective method of communication with the City Council is by sending an email to citycouncil@cityofpacificgrove.org. In order to allow the City Council adequate time to review communication related to an agenda item, it is recommended that the communication be sent no later than 9:00 AM on the day prior to the City Council meeting. Public comments received through this email address by noon on the day of the meeting will be posted with the corresponding agenda item.

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

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

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

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

JOIN THE ZOOM WEBINAR TO PARTICIPATE LIVE AT:

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[Please click here for directions to dial into the meeting audio.](#)

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE: Councilmember McDonnell

1. APPROVAL OF AGENDA

2. PRESENTATIONS

A. Certificate of Recognition: Walk Every Street Pacific Grove PG 9

Reference: Nick Smith Mayor

Recommended Action: Present Certificate of Recognition

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 June 18, 2025 City Council Special and Regular Meetings

Reference: Sandra Kandell, City Clerk PG 11

Recommended Action: Approve the minutes.

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

6. **RESOLUTIONS**

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

7. **ORDINANCES**

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

A. Second reading of an Amendment to Cannabis Licensing Ordinance **PG 18**

Reference: Matthew Mogensen, City Manager

Recommended Action: Hold second reading and adopt the amendment to the Cannabis Licensing Ordinance.

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

B. Second Reading of an Ordinance Repealing and Replacing PGMC Chapter 18.32.080 to adopt the 2025 Fire Hazard Severity Zone Map for the City as identified by the California State Fire Marshall in Accordance with Government Code Section 51178 **PG 34**

Reference: Matthew Mogensen, City Manager

Recommended Action: Hold second reading and adopt an Ordinance Repealing and Replacing PGMC Chapter 18.32.080 to adopt the 2025 Fire Hazard Severity Zone Map for the City as identified by the California State Fire Marshall in Accordance with Government Code Section 51178

CEQA: Statutory Exemption, CEQA Guidelines Section 15268, Ministerial Projects

8. **REPORTS – INFORMATION ONLY**

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

A. Check Register and Core Fund Summary - June 2025 **PG 41**

Reference: Nicholas Cina, Finance Management Analyst

Recommended Action:

1. Receive the Check Register and Core Fund Summary.
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. Sewer System Management Plan Revision #4 **PG 61**
Reference: Daniel Gho, Public Works Director/Deputy City Manager
Recommended Action: Adopt Sewer System Management Plan (SSMP) Revision #4 and authorize staff to certify the document in the California Integrated Water Quality System (CIWQS).
CEQA: Categorical Exemption, CEQA Guidelines Section 15308, Class 8, Actions by Regulatory Agencies for Protection of the Environment
- B. Fiscal Year 2025/26 CIP Engineering Services **PG 63**
Reference: Daniel Gho, Public Works Director/Deputy City Manager
Recommended Action:
 1. Authorize an agreement with Neill Engineers Corp for FY25/26 Capital Improvement Plan engineering services in an amount not to exceed \$546,718 plus a 10% contingency.
 2. Alternatively, discuss and take other action on this item.**CEQA:** Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378
- C. Sanitary Sewer Maintenance Services Agreement **PG 65**
Reference: George Fuerst, Environmental Program Manager
Recommended Action: Authorize an agreement with The Don Chapin Company, Inc. DBA Green Line Liquid Waste Company for sanitary sewer services in an amount not to exceed \$400,000 per fiscal year with options to extend the agreement for two (2) additional yearly increments, by mutual letter signed by the Mayor.
CEQA: Categorical Exemption, CEQA Guidelines Section 15301, Class I, Existing Facilities
- D. Response to Grand Jury Regarding City of Pacific Grove Mobile App for Public to Report Road Safety and Maintenance Issues **PG 67**
Reference: Brian Pierik, City Attorney
Recommended Action: Motion to Authorize the Mayor to send a letter to the Honorable Stephanie Hulsey (Judge of the Superior Court), Attention Sandra Ontiveros, advising that the City Council agrees with Grand Jury Report Finding 3 and Recommendation 3 has been implemented by the City, namely by activating its mobile app on the Apple Store.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378
- E. Land Use Acknowledgment **PG 70**
Reference: Chaps Poduri, Councilmember
Recommended Action: Motion to direct the Task Force on Diversity Equity and Inclusion (DEI) to develop language for a Land and Ancestral Peoples Acknowledgment. Upon completion of their work, Council will review policy framework and specific acknowledgment language for formal consideration and adoption.

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

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

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

REGULAR AGENDA

11. **PUBLIC HEARINGS**

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

A. **AB 2561 Reporting: Vacancies, Recruitment, and Retention PG 72**

Reference: Leticia Livian, Human Resources Director

Recommended Action: Receive the report.

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

B. **Ordinance to Amend the Fiscal Year 25/26 Operating and Capital Improvement Budget**

Reference: Fred Marsh, Administrative Services Director **PG 74**

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 amending the operating and capital budget for the Fiscal Year 2025-26;
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. **Consider First Amendment to Employment Agreement with City Manager Matthew Mogensen to Increase Salary and Deferred Compensation**

Reference: Brian Pierik, City Attorney **PG 86**

Recommended Action:

1. Consider First Amendment to Employment Agreement with City Manager Matthew Mogensen to Increase Salary and Deferred Compensation and, if Council determines appropriate, then the following actions are proposed:
2. Motion to adopt a Resolution Authorizing Mayor to execute a First Amendment to Employment Agreement with City Manager Matthew Mogensen.
3. Request the City Attorney to read the title of the Ordinance.

4. Motion to waive further reading and introduce an Ordinance Of The City Council Of The City Of Pacific Grove Amending The Classification Schedule To Set A Salary For The City Manager.
5. 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

D. Adoption of a Resolution approving Cannabis Regulatory Fees

Reference: Matthew Mogensen, City Manager **PG 94**

Recommended Action: Adopt the Resolution Establishing Commercial Cannabis Regulatory Fees

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

12. **UNFINISHED AND ONGOING BUSINESS**

A. Discuss and provide direction regarding the City/School subcommittee formed on February 14, 2024 **PG 99**

Reference: Matthew Mogensen, City Manager

Recommended Action:

1. Motion to dissolve effective December 31, 2025 the City/ PGUSD sub committee which was established on February 14, 2024 and for the Mayor and Mayor Pro Tem to participate on this sub committee as Council representatives through December 31, 2025.
2. Motion to direct City Manager commencing January 1, 2026 to arrange for meetings to be attended by the Mayor, Chair of PGUSD School Board, City Manager, PGUSD Superintendent and respective staff as necessary to discuss topics of mutual interest and to report back to the City Council with periodic status updates.

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

13. **NEW BUSINESS**

14. **FULL PRESENTATIONS**

A. The Pacific Grove Police Department 2024 Annual Report **PG 103**

Reference: Kyle Baum, Administrative Analyst

Recommended Action: Receive the Pacific Grove Police Department 2024 Annual Report.

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

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: July 16, 2025
SUBJECT: Certificate of Recognition: Walk Every Street Pacific Grove
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines
Section 15378

RECOMMENDATION

Present Certificate of Recognition

Attachments

Certificate



CERTIFICATE OF RECOGNITION

This certificate is proudly presented to

Walk Every Street PG

In recognition of your inspiring commitment to fostering community connection and well-being through the encouragement of walking every street in our city. Your efforts have sparked movement, strengthened neighborhood bonds, and promoted a culture of health, inclusion, and shared purpose. With deep appreciation, we honor your meaningful contribution to building a more vibrant, active, and united community.

MATT MOGENSON
City Manager



NICK SMITH
Mayor



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Sandra Kandell, City Clerk/DEI Coordinator
MEETING DATE: July 16, 2025
SUBJECT: Minutes of the June 18, 2025 City Council Special and Regular Meetings
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Approve the minutes.

Attachments

Draft Minutes 6-18-251



DRAFT MEETING MINUTES
CITY OF PACIFIC GROVE
CITY COUNCIL
SPECIAL MEETING

Wednesday, June 18, 2025, 5:00 P.M.

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

Join the Zoom Meeting to participate live at:

https://www.cityofpacificgrove.org/Zoom_Closed

CALL TO ORDER

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

SPECIAL MEETING

PUBLIC COMMENT ON SPECIAL MEETING MATTERS

No public comment received.

- A. Conference with Real Property Negotiators (Government Code § 54956.8)
Property: 77 Asilomar, Pacific Grove (Pacific Grove Golf Links)
Agency Negotiator(s): Matthew Mogensen, City Manager and Nick Cina, Management Analyst Negotiating
Party(ies): Michael Sharp, PGA, President/CEO, CourseCo Inc.
Under negotiation: Price and terms of payment
- B. Conference with Real Property Negotiators (Government Code § 54956.8)
Property: 79 Asilomar (Point Pinos Grill)
Agency Negotiator(s): Matthew Mogensen, City Manager and Nick Cina, Management Analyst Negotiating
Party(ies): Tamie Aceves, owner, La Crème Hospitality, Inc.
Under negotiation: Price and terms of payment

- 1. Written Public Comment



DRAFT MEETING MINUTES

CITY OF PACIFIC GROVE

CITY COUNCIL

REGULAR MEETING

Wednesday, June 18, 2025, 6:00 P.M.

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

JOIN THE ZOOM WEBINAR TO PARTICIPATE LIVE AT:

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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, and Rau and Walkingstick.

PLEDGE OF ALLEGIANCE

Councilmember Walkingstick 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 Regular Meeting Agenda.

2. PRESENTATIONS

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

A. Report on Closed Session by City Attorney

Conference with Real Property Negotiators (Government Code § 54956.8)

Property: 77 Asilomar, Pacific Grove (Pacific Grove Golf Links)

Agency Negotiator(s): Matthew Mogensen, City Manager and Nick Cina, Management

Analyst Negotiating Party(ies): Michael Sharp, PGA, President/CEO, CourseCo Inc.

Under negotiation: Price and terms of payment

Conference with Real Property Negotiators (Government Code § 54956.8)

Property: 79 Asilomar (Point Pinos Grill)

Agency Negotiator(s): Matthew Mogensen, City Manager and Nick Cina, Management
Analyst Negotiating

Party(ies): Tamie Aceves, owner, La Crème Hospitality, Inc.

Under negotiation: Price and terms of payment

City Attorney Brian Pierik reported no action was taken as to the two items noticed.

B. Council and staff made general announcements.

4. **GENERAL PUBLIC COMMENT**

General public comment received from Sam Al-Maqtari, Kim Bui, Jameson Paull, Robin Aeschliman, Bill Peake, Adam de Boor, Inge Lorentzen Daumer, Luke Coletti, and Mari Adams.

A. Written General Public Comment

CONSENT AGENDA

Action: Upon motion by Mayor Pro Tem Amelio and seconded by Councilmember Rau, Council voted 6-0-1, Councilmember Poduri absent, to approve the Consent Agenda.

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

A. Minutes of the City Council June 4, 2025 Special and Regular Meetings.

Action: Approved minutes.

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

6. **RESOLUTIONS**

A. Resolution Setting the Appropriations Limit for FY 2025-2026

Action: Approved Resolution No. 25-014 setting the Appropriations Limit for Fiscal Year 2024-2025

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

7. **ORDINANCES**

A. Second Reading of an Ordinance Amending the Salary Classification Schedule

Action: Held second reading and adopted Ordinance No. 25-009 to amend the salary classification schedule and approve the amendment.

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

B. Second Reading of an Ordinance to Adopt the Fiscal Years 25-26 and 26-27 Operating and Capital Improvement Budget

Action: Held second reading and adopted Ordinance No. 25-010 adopting 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

C. Second Reading of an Ordinance Repealing Chapter 3.40 of the Pacific Grove Municipal Code on the Economic Development Commission

Action: Held second reading and adopted Ordinance No. 25-011 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

8. **REPORTS – INFORMATION ONLY**

A. Check Register and Core Fund Summary - May 2025

Action: Received the Check Register and Core Fund Summary.

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

9. **REPORTS – REQUIRING ACTION**

- A. Amended Agreement with HdL Companies for Sales Tax, Business Licenses, and TOT Collection and Compliance Services.

Action: Authorized the Mayor to amend the existing agreement with HdL Companies for a 2-year extension to June 30, 2027 (renewable for an additional 2 years thereafter) in the amount not to exceed \$60,000 for the following: Sales, Use and Transactions Tax Auditing and Information Services; Business License Tax Operations and Compliance Services; and Transient Occupancy Tax Operations Management Services.

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

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

- A. Historic Resources Committee Meeting Minutes: December 2024 through April 2025

Action: Received minutes.

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

REGULAR AGENDA

11. **PUBLIC HEARINGS**

- A. Consider Appeals of Coastal Development Permit (CDP) 25-0031, Recreation Trail Realignment within the Ocean View Blvd Right-of-Way, Pacific Grove

Mayor Smith announced and opened the quasi-judicial appeal.

No ex parte communication was declared by Council.

Contract Planner Joe Sidor presented behalf of the City.

Appellants Lisa Ciani and Anthony Ciani were provided 10 minutes for presentation.

Public comment was received from Inge Lorentzen Daumer, Antony Tersol, and Layla Sandell.

Appellants Lisa Ciani and Anthony Ciani were provided 5 minutes for rebuttal.

The matter returned to Council for dialogue and questions.

Action: Upon motion by Mayor Pro Tem Amelio and seconded by Councilmember Garfield, Council voted to deny the appeals and approve Coastal Development Permit (CDP) 25-0031, subject to the findings, recommended conditions, and CEQA Class 1 and 2 categorical exemptions, and approved the resolution attached to the agenda report (Resolution No. 25-015).

Motion carried 6-0-0-1 with the following roll-call vote:

AYES: Mayor Smith, Mayor Pro Tem Amelio, Councilmembers Garfield,

McDonnell, Rau and Walkingstick.
NOES: None.
ABSENT: None.
ABSTAIN: Councilmember Poduri.

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

- B. First reading of an Amendment to Cannabis Licensing Ordinance, Approval of Cannabis Administrative Regulations & Adoption of Cannabis License Application Fee
Public comment received from Inge Lorentzen Daumer, Mike Gibbs, Elouise, Melissa White, and Sarah Epperson.

Action: Councilmember Garfield requested the City Attorney read the title of the Amendment to the Cannabis Licensing Ordinance.

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

2. Waive further reading of the ordinance.
3. Introduce and hold first reading of the Amendment to the Cannabis Licensing Ordinance.
4. Direct that publication of the ordinance will be satisfied by publication of a summary approved by the City Attorney.
5. Adopt Resolution No. 25-016 Approving the Application Procedures & Guidelines for Storefront Retail Commercial Cannabis Business License.

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

- C. First Reading of an Ordinance Repealing and Replacing PGM Chapter 18.32.080 to adopt the 2025 Fire Hazard Severity Zone Map for the City as identified by the California State Fire Marshall in Accordance with Government Code Section 51178
No public comment received.

Action: Councilmember McDonnell requested the City Attorney read the title of the Ordinance.

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

2. Waive further reading of the ordinance.
3. Introduce and hold first reading of an Ordinance Repealing and Replacing PGM

Chapter 18.32.080 to adopt the 2025 Fire Hazard Severity Zone Map for the City as identified by the California State Fire Marshall in Accordance with Government Code Section 511783.

4. Direct that publication of the ordinance will be satisfied by publication of a summary approved by the City Attorney.

CEQA: Statutory Exemption, CEQA Guidelines Section 15268, Ministerial Projects

12. **UNFINISHED AND ONGOING BUSINESS**

13. **NEW BUSINESS**

14. **FULL PRESENTATIONS**

15. **CLOSED SESSION**

- A. Conference with Labor Negotiators (Government Code § 54957.6) City designated representative: City Attorney
Employee: City Manager

ADJOURNMENT

Council adjourned the regular meeting at 8:45 p.m. Council returned to closed session at 8:45 p.m. to discuss Closed Session agenda item 15A. Council adjourned closed session at 9:30 p.m. An oral report will be provided at the Council's next meeting.

Respectfully Submitted,

Sandra Kandell
City Clerk

Approved by Mayor: _____ Date _____

Attest by City Manager: _____ Date _____



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Matthew Mogensen, City Manager
MEETING DATE: July 16, 2025
SUBJECT: Second reading of an Amendment to Cannabis Licensing Ordinance
CEQA: Proposed Ordinance not subject to CEQA based on Guideline Sections: 15060(c)(3) and 15378; 15060(c)(2); 15061(b)(3); and 150308

RECOMMENDATION

Hold second reading and adopt the amendment to the Cannabis Licensing Ordinance.

DISCUSSION

No substantive changes were made between the first and second readings of this ordinance. The City Clerk caused a summary of the ordinance to be published on June 26, 2025.

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

At the December 7, 2022 City Council meeting, the Council directed the City Manager and City Attorney to create a cannabis licensing program to authorize one cannabis retail storefront to operate in the City, consistent with the voter approval of Measure M. Two draft ordinances were prepared, one establishing a licensing program and the other addressing zoning. After several City Council and Planning Commission meetings and hearings considering the draft ordinances, the City Council adopted Ordinance Nos. 23-017 and 23-018 on December 6, 2023.

Application Procedures & Guidelines

Since that time, City staff has been working on implementation of the ordinances, including preparing the “rules, policies and procedures” required by the Cannabis Licensing Ordinance to be adopted by resolution of the City Council. Ultimately, staff requested, and the City Council approved, a contract with HdL Companies to assist with the implementation of the City’s cannabis licensing program. HdL prepared the proposed Application Procedures & Guidelines for Storefront Retail Commercial Cannabis Business License and related application materials, which were reviewed by City staff and the City Attorney’s office. The proposed Procedures & Guidelines establish a lottery based system for the award of the sole storefront retail license. The Procedures & Guidelines and related application materials

prepared by HdL are based on their extensive experience in assisting local jurisdictions with the implementation of cannabis licensing and permitting programs and reflect their expertise and professional judgment.

The Procedures & Guidelines (Attachment No. 3, will be Exhibit A to the Resolution in Attachment No. 2) provide for a three-phase application process. Phase 1 is a determination of eligibility. Upon receipt of a complete application, it will be reviewed using the Application Submittal Checklist included with the application form to determine whether the basic eligibility criteria are met. If so, the application will move on to Phase 2, where an evaluation of the application for compliance with the criteria listed in Appendix A to the Procedures & Guidelines will be performed. This evaluation includes review of the business plan, labor plan, neighborhood compatibility plan and location, and security plan. The applications that meet the requirements in Appendix A for each of these plans will move on to Phase 3, which is the lottery. The lottery will be conducted by random drawing open to the public.

Application Fee

HdL's experience implementing cannabis licensing and permitting programs similar to what is proposed in the Procedures & Guidelines also provided the basis for calculating the proposed application fee. Staff will return with a resolution to adopt this fee on the July 16, 2025 City Council Agenda.

Ordinance Amendment

Based on the Procedures & Guidelines prepared by HdL, certain amendments to the Cannabis Licensing Ordinance are being proposed for consistency purposes. The proposed ordinance:

- Modifies the application period from 60 days to 30 days, with the City Manager authorized to extend the window for submission of an application.
- Specifies that a location for the proposed cannabis business must be identified as a part of the license application package.
- States that a lottery will be used to award a license and that the Community Development Director will be responsible for determining which applications are to be included in the lottery based on the criteria and procedures in the Procedures & Guidelines. HdL will assist the Director with this by reviewing the applications and providing recommendations.
- Adds an appeal provision that provides for a right of appeal of the Director's determination regarding an application's inclusion in or exclusion from the lottery to the City Manager. There is no right to appeal the final results of the lottery. General appeal provisions are also added pertaining to license renewals, revocations, or changes.

OPTIONS

Provide alternate direction.

FINANCIAL IMPACT:

Estimated annual revenue up to \$50,000; actual amount of annual revenue may be more or less than this estimate. Administrative costs unknown.

FOCUSED PRIORITY AREA: Financial Sustainability

Attachments

Cannabis Ord

ORDINANCE NO. 25-XXX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE AMENDING CHAPTER 11.100 TO THE PACIFIC GROVE MUNICIPAL CODE PERTAINING TO COMMERCIAL CANNABIS LICENSING

FACTS

A majority of the voters in Pacific Grove who voted on Measure M at the November 8, 2022 election voted in favor of Measure M, which was an advisory measure asking whether the electors supported amending the Municipal Code to allow one cannabis retailer in the City at a location at least 1000 feet from any existing licensed daycare/preschool, youth center, or school; and

On December 6, 2023, the City Council of the City of Pacific Grove adopted Ordinance No. 23-18 adding commercial cannabis licensing regulations to Chapter 11.100 of the Pacific Grove Municipal Code to allow for one cannabis retailer to operate a storefront in the City consistent with the results of Measure M; and

The City entered into an agreement with HdL to provide consulting services related to the implementation of cannabis licensing in the City, and in consultation with HdL and the City Attorney's office City staff has proposed several amendments to the City's existing commercial cannabis licensing regulations.

**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. The City Council finds that the adoption of this Ordinance is exempt from review under the California Environmental Quality Act (CEQA) pursuant to the common sense exemption (CEQA Guideline 15061(b)(3)) because it can be seen with certainty that there is no possibility that permitting one cannabis retail location to operate within the City may have a significant effect on the environment. This Ordinance makes changes to the administrative process to be utilized to award a commercial cannabis license. It is procedural in nature and does not make any substantive changes to the City's existing commercial cannabis licensing regulations.

SECTION 3. Pacific Grove Municipal Code Chapter 11.100 is amended in its entirety to read as shown in Exhibit A hereto.

SECTION 4. The City Manager is directed to execute all documents and to perform all other necessary City acts to implement 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.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC
GROVE THIS 16TH day of July, 2025, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED

NICK SMITH, Mayor

ATTEST:

DATED: _____

~~SANDRA KANDELL, City Clerk~~ _____

APPROVED AS TO FORM:

BRIAN PIERIK, City Attorney

EXHIBIT A
Chapter 11.100

CANNABIS

Sections:

- 11.100.010 Statement of purpose.
- 11.100.020 Relationship to other laws.
- 11.100.030 Definitions.
- 11.100.040 Local license in addition to business license or other permit.
- 11.100.050 Local license required.
- 11.100.060 Local license application process.
- 11.100.070 Conditions of approval, administrative rules.
- 11.100.080 Changes and modifications of local licenses.
- 11.100.090 Renewal of local license.
- 11.100.095 Appeal of decision on local license
- 11.100.100 Cannabis business operational requirements.
- 11.100.110 Limitations on city's liability.
- 11.100.120 Inspections.
- 11.100.130 Enforcement – Suspension and revocation of license.
- 11.100.140 Residential cannabis cultivation.
- 11.100.150 Consumption of cannabis.
- 11.100.160 Exceptions.

11.100.010 Statement of purpose.

(a) This chapter shall provide for the regulation and licensing of medicinal and adult-use cannabis businesses throughout the city in conformance with applicable state and local laws and regulations pertaining to medicinal and adult-use cannabis.

(b) The city council finds that it is necessary for the city to adopt local licensing standards for medicinal and adult-use cannabis businesses for the purpose of controlling and regulating the sale of medicinal cannabis and medicinal cannabis products to qualified patients, and adult-use cannabis and adult-use cannabis products to adults 21 years of age and over.

(c) The purpose of this chapter is to regulate all commercial cannabis activity in the city, as defined in the Medicinal and Adult-Use Cannabis Regulation and Safety Act (MAUCRSA), to the extent authorized by state law and in a manner designed to minimize negative impacts on the city and neighboring uses, and promote the health, safety and general welfare of residents and businesses within the city.

11.100.020 Relationship to other laws.

(a) Except as otherwise specifically provided herein, this chapter incorporates the requirements and procedures set forth in MAUCRSA. In the event of any conflict between the provisions of this chapter and the provisions of MAUCRSA or any other applicable state or local law or regulation, the more restrictive provision shall control.

(b) Except as expressly stated herein, cannabis businesses must comply with all other city codes and regulations. Nothing in this chapter shall be construed as permitting a cannabis business to operate at any time in a manner that is in violation of other applicable state and local laws.

11.100.030 Definitions.

Unless otherwise defined herein, the terms in this chapter shall have the same meaning as set forth in MAUCRSA and any rules promulgated pursuant thereto. In addition, the following terms shall be defined as follows:

“Adult-use cannabis” means cannabis and cannabis products that are intended for adults who are 21 years of age and older and who do not possess a physician’s recommendation, or are intended for use on, or consumption by, animals.

“Cannabis business” means any person engaged in commercial cannabis activity.

“City” means Pacific Grove, California.

“City manager” shall mean the city manager of the city or their designee.

“Director” shall mean the community development director or their designee

“Identification card” or “ID card” means a valid identification card issued pursuant to Section 11362.7 et seq., of the California Health and Safety Code.

“Identification card holder” or “ID card holder” means an individual who is a qualified patient who has applied for and received a valid ID card pursuant to Article 2.5 of Chapter 6 of Division 10 of the California Health and Safety Code.

“Licensed premises” means a premises for which a local license has been issued pursuant to this chapter.

“Licensee” means a person who has been issued a local license pursuant to this chapter.

“Local license” means a license issued pursuant to this chapter. A “provisional local license” is a local license issued to a storefront retail cannabis business that has not secured a use permit for a location to operate their storefront retail business.

“Medicinal and Adult-Use Cannabis Regulation and Safety Act” or “MAUCRSA” means Division 10 of the California Business and Professions Code.

“Medicinal cannabis” means cannabis and cannabis products that are intended to be sold or donated for use pursuant to the Compassionate Use Act of 1996 (Proposition 215), found in Section 11362.5 of the Health and Safety Code, by a medicinal cannabis patient in California who possesses a physician’s recommendation.

“Medicinal cannabis patient” means both a qualified patient without an identification card and an ID card holder.

“Owner” shall have the definition provided in MAUCRSA, as it may be amended from time to time, which as of the date of the adoption of this definition means any of the following:

- (1) A person with an aggregate ownership interest of 20 percent or more in the person applying for a license or a licensee, unless the interest is solely a security, lien, or encumbrance.
- (2) The chief executive officer of a nonprofit or other entity.
- (3) A member of the board of directors of a nonprofit.

(4) An individual who will be participating in the direction, control, or management of the person applying for a license.

“Physician,” as used in this chapter, shall mean an individual who possesses a license in good standing to practice medicine or osteopathy from the state of California.

“Qualified patient” shall have the meaning set forth in Section 11362.7(f) of the California Health and Safety Code.

“Retail, delivery-only” shall mean a cannabis business that does not allow on-site sales of cannabis to customers, and has or will have a Type 9 license from the California Department of Cannabis Control.

“Retail, storefront” shall mean a cannabis business that has a physical location from which cannabis is sold to retail customers on site, and has or will have a Type 10 license from the California Department of Cannabis Control.

“State law(s)” shall mean and include California Health and Safety Code Section 11362.5 (Compassionate Use Act of 1996); California Health and Safety Code Sections 11362.7 to 11362.85 (Medicinal Marijuana Program Act); the MAUCRSA, and all other applicable laws and regulations of the state of California.

“State license” means a state license issued under MAUCRSA, and includes both an A-license and an M-license, as well as a testing laboratory license.

“State licensing authority” shall mean the state agency responsible for the issuance, renewal, or reinstatement of a state license, or the state agency authorized to take disciplinary action against a state licensee.

11.100.040 Local license in addition to business license or other permit.

The local license required by this chapter shall be in addition and supplemental to any other business registration or any permit required by any ordinance of the city.

11.100.050 Local license required.

(a) It is unlawful to operate any cannabis business in the city without first having obtained a local license under this chapter.

(b) The city shall not grant a license to any cannabis business proposing to engage in cannabis cultivation, manufacturing, distribution, or laboratory testing. The city may approve a license for a cannabis business proposing to operate as a cannabis retailer subject to the following limitations:

(1) No more than one local license to engage in storefront retail sales shall be active in the city at any time.

(2) A license for delivery-only retail sales shall only be granted to a business engaging exclusively in retail sale of medicinal cannabis and medicinal cannabis products. No license shall be granted to a delivery-only retailer for the retail sale of adult-use cannabis or adult-use cannabis products.

(c) The city may grant a local license prior to the applicant having obtained a state license. A cannabis business must possess the requisite state and local licenses and a use permit prior to receiving a certificate of occupancy from the city.

11.100.060 Local license application process.

(a) For the single storefront retail license, there shall be an initial application period of not less than thirty (30) days, the precise days of which shall be determined by the city manager. The city manager may open

up subsequent application periods of at least thirty (30) days if there is no active local license for a storefront retail cannabis business in the city.

(b) An application for a local license shall be made upon the form prescribed by the city and accompanied by the application fee established by resolution of the city council. The application shall include the following basic information, in addition to any additional information that the city requests or that is required in the administrative rules:

(1) An operating plan for the proposed cannabis business including the following information:

(A) The location of the proposed cannabis business including the property owner's consent to file the license application if the applicant is not the property owner;

(B) A general description of the types of products and services to be provided by the business;

(C) A statement confirming whether delivery service of cannabis to any location outside the premises will be provided and the extent of such service, and in the event delivery is provided, a detailed delivery plan detailing how the retailer will comply with all requirements of this chapter, MAUCRSA, and any other applicable state or local laws.

(2) Authorization for the city to seek verification of the information contained within the application and to conduct background checks of the owners of the cannabis business. If the background check shows that any owner has been convicted of a crime listed in Business and Professions Code Sections 26057(b)(4)(A) through (E) the application shall be denied.

(3) Proof of the nature of the cannabis business's organizational status, such as articles of incorporation, bylaws, organizational minutes, partnership agreements, or such other documentation acceptable to the city.

(c) The administrative rules adopted pursuant to PGMC 11.100.070 shall provide for a lottery system to award the one storefront retail local license. The director shall determine which applications are to be included in the lottery based on the criteria and procedures in the administrative rules.

(d) The one storefront retail local license shall be provisionally granted to the applicant who is selected from the lottery system set forth in the administrative rules. From the date the local license is provisionally approved, the applicant will have 12 months to secure approval of a use permit for a premises, in addition to any other land use permits or entitlements that may be required by this code for the premises. If the applicant who received a provisional license does not obtain the use permit or any other required land use permits or entitlements for the premises within this time frame, then the provisional license shall become null and void and a provisional license may be granted to another applicant from the lottery in the manner specified in the administrative rules, or the city manager may terminate the licensing proceedings.

(e) A local license issued pursuant to this chapter shall specify the date of issuance, the expiration date, the name of the licensee, and whether the cannabis business is storefront retail or delivery-only retail. A provisional local license is valid for one year from the date of issuance. A provisional local license shall automatically lose its provisional status once a use permit is granted for a premises to operate the business. The term of the license shall be valid for one year from the date the use permit for the premises is approved.

11.100.070 Conditions of approval, administrative rules.

(a) The director shall have the authority to approve or deny an application for a local license. The director may place conditions upon the approval of any local license which are, in the opinion of the director, reasonably related to the protection of the health, safety and welfare of the general public.

(b) The city council shall establish by resolution rules, policies and procedures consistent with the intent and spirit of this chapter concerning the applications, the application process, the information required of applicants, the application procedures, and the administration and procedures to be used and followed in the application process, including but not limited to those required by PGMC 11.100.060.

11.100.080 Changes and modifications of local licenses.

In addition to any applicable requirements in Chapter 23.92 PGMC, the following requirements apply for transfers of or changes to the ownership of a licensee:

(a) Subsequent to the issuance of a local license, the licensee shall report any transfer of ownership in the cannabis business to the director on forms prescribed by the city and pay the application fee established by resolution of the city council.

(b) A change of ownership that solely involves a previously approved owner no longer being an owner of the cannabis business shall be reported to the director within 30 calendar days of the change. The city will administratively remove a previously approved owner from a license only if notarized statements are submitted by all approved owners consenting to the change, or the change is mandated by order of a court of competent jurisdiction.

(c) A change in ownership that involves adding a new owner to the previously approved ownership must be approved by the director in advance and a background check must be conducted on the proposed new owner. The director shall have the discretion to approve or deny a proposed change of ownership that involves the addition of a new owner. All owners must submit notarized statements agreeing to the addition of a new owner to the business.

11.100.090 Renewal of local license.

(a) A cannabis business that desires to renew its license shall apply for the renewal no less than 60 calendar days prior to the local license's expiration date. If the cannabis business files a renewal application within 60 calendar days prior to expiration, the cannabis business must provide a written explanation detailing the circumstances surrounding the late filing. The director may accept or reject such late filing in its discretion. The director may elect to administratively continue a local license past its expiration date; provided, that the licensee has submitted a renewal application that is pending final action.

(b) An application for renewal shall be submitted on forms provided by the city, accompanied by the application fee established by resolution of the city council. The following information shall be submitted as a part of the renewal application:

(1) Verification that no changes to the ownership of the cannabis business have occurred since last approved by the city.

(2) Verification that the licensee is still entitled to the possession and use of the premises for which a use permit has been granted.

(3) Any other information that the director deems necessary to determine whether to renew the local license.

(c) The director shall renew a local license if the licensee has submitted a complete application and paid the application fee, unless the director finds that there are grounds to suspend or revoke the license as provided in PGM 11.100.130. Notwithstanding the foregoing, the director in their discretion may elect not to renew any local license if it determines that the licensed premises has not been used for a cannabis business without reasonable cause, as determined by the director, during the term of the license.

(d) Unless administratively continued pursuant to subsection (a) of this section, a local license is immediately invalid upon expiration and the cannabis business shall cease operations. If a local license expires, the director may approve a renewal of the expired license at any time up to three months from the expiration date of the license. After the license has been expired for three months, the license may not be renewed by the director, and the holder of the expired license must apply for and obtain a new cannabis license to resume operations.

11.100.095 Appeal of decision on local license

A licensee may appeal the director's approval, conditional approval, or denial of a renewal of a local license, a change to the license requested under Section 11.100.080, or a revocation or suspension of the license under Section 11.100.130. Such appeal shall be filed with the City Clerk within 10 calendar days of the date of the decision of the director and must state the basis for the appeal. The City Clerk will give the appellant written notice of the date, time and place of the appeal hearing. The city manager shall hear the appeal de novo and shall not be limited by the rules of evidence. The city manager may affirm, amend or reverse the decision of the director. The city manager's decision shall be final with no right of appeal to the city council.

Any applicant may appeal the director's determinations regarding their or any other applicant's inclusion or exclusion from the lottery for a license under Section 11.100.060(c). Such appeal shall be filed with the City Clerk within 10 calendar days of the date of the decision of the director and must state the basis for the appeal. The City Clerk will give the appellant written notice of the date, time and place of the appeal hearing. The city manager shall hear the appeal de novo and shall not be limited by the rules of evidence. The city manager may affirm, amend or reverse the decision of the director. The city manager's decision shall be final with no right of appeal to the city council. There shall be no right to appeal the award of a provisional license or initial license to the applicant who is selected from the lottery pursuant to Section 11.100.060(d).

11.100.100 Cannabis business operational requirements.

All cannabis business must comply with the requirements set forth in this section.

(a) General Obligation to Operate in Compliance. A cannabis business shall operate in compliance with all applicable state and local laws and regulations governing cannabis businesses.

(b) General Obligation to Pay Taxes. A cannabis business must pay all applicable taxes pursuant to federal, state, and local law, including but not limited to state and local sales and use taxes and state excise taxes.

(c) Age Requirement. A cannabis business shall not allow an individual less than 21 years of age to work within the licensed premises or handle cannabis and cannabis products.

(d) Age Restrictions. A cannabis business may not permit an individual less than 21 years of age to enter, or be within, its licensed premises, except that a cannabis business with an M-license from the state may allow persons 18 years of age or older within the licensed premises if they are an ID card holder or qualified patient with physician's recommendation from a licensed physician.

(e) Secure Storage of Product. Cannabis and cannabis products possessed by a cannabis business shall be kept and stored in a secured manner at all times.

(f) Cannabis Consumption on Licensed Premises. Smoking, vaporizing, ingesting, or otherwise consuming cannabis and cannabis products at a licensed premises is prohibited. "Licensed premises" as used in this subsection includes the actual building, as well as any accessory structures, common areas and parking areas. A sign shall be posted at each entrance to a licensed premises that clearly and legibly states:

Smoking, vaporizing, ingesting, or otherwise consuming cannabis or cannabis products on these premises or in their vicinity is prohibited and a violation of the Pacific Grove Municipal Code.

The licensee must also comply with the sign posting requirements of PGMC 11.24.050.

(g) Prohibition on Alcohol and Tobacco Sales, Distribution, or Consumption on Licensed Premises. A cannabis business shall not sell, provide, store, or distribute any alcoholic beverages or tobacco products, or allow such products to be consumed on the licensed premises.

(h) Advertising. A cannabis business shall not advertise in a manner intended to encourage persons under 21 years of age to consume cannabis or cannabis products. It shall be unlawful for any cannabis business to make any claims that a product is safe because it is tested. All advertisements, including off-site advertising signs, shall comply with Chapter 15 of MAUCRSA.

(i) Display of License. A cannabis business shall display a copy of its local license issued pursuant to this chapter in a conspicuous place at or near the entrance to the licensed premises.

(j) No Physician Evaluations on Licensed Premises. A cannabis business shall not permit a physician to evaluate potential medicinal cannabis patients or to provide a physician's recommendation for medicinal cannabis within its licensed premises. Cannabis businesses shall not offer or provide any form of remuneration to a physician who provides physician's recommendations for medicinal cannabis.

(k) Community Relations Designee. A cannabis business must provide the city with the name, phone number, facsimile number, and email address of an on-site community relations representative or staff member or other representative whom the city can contact regarding operating concerns associated with the cannabis business. The cannabis business shall report any change in their community relations designee to the city within 10 calendar days.

(l) Security Requirements. The licensed premises of a cannabis business must comply with all of the following security requirements:

(1) Video Surveillance. The licensed premises must be equipped with a video surveillance system that meets all of the requirements set forth in this subsection.

(A) Security cameras and digital storage of recordings shall be maintained in good condition and used in an ongoing manner, 24 hours per day, seven days per week.

(B) The security system must maintain at least 90 days of digitally recorded video for each security camera in the licensed premises. Security footage should be stored in an MPEG4, MJPEG, H.264, or another format approved by the city manager in writing.

(C) Security cameras must provide adequate and sufficient coverage for the facility, which must include, but need not be limited to, all limited access areas, all areas of ingress and egress, point

of sale, the public areas, storage areas, and any other areas as required by this chapter and the MAUCRSA.

(D) The video surveillance system must be equipped with a failure notification system that provides prompt notification to the manager of record of the licensed premises of the cannabis business of any surveillance interruption or complete failure of the surveillance system that lasts longer than 15 minutes.

(E) The video surveillance system shall have sufficient battery backup to support a minimum of 24 hours of recording in the event of a power outage.

(2) Alarm System. The licensed premises shall have an audible interior and exterior security alarm system installed on all perimeter entry points and perimeter windows, operated and monitored by a security company licensed by the Department of Consumer Affairs, Bureau of Security and Investigative Services.

(3) Signage Requirement. The licensed premises must comply with the following signage requirements:

(A) A sign shall be posted in a conspicuous place near each point of public access which shall be not less than 12 inches wide and 12 inches long, composed of letters not less than one inch in height, stating "All Activities Monitored by Video Camera."

(B) Limited access areas shall be clearly identified by the posting of a sign which shall be not less than 12 inches wide and 12 inches long, composed of letters not less than one-half inch in height, which shall state, "Limited Access Area – Authorized Personnel Only."

(4) Lighting. The business entrance(s) and all window areas shall be illuminated during evening hours. The cannabis business shall comply with the city's lighting standards regarding fixture type, wattage, illumination levels, and shielding.

(5) Commercial-Grade Locks. All points of ingress and egress to a licensed premises shall ensure the use of commercial-grade, nonresidential door locks or window locks.

(6) Notification of City Manager and Law Enforcement. A cannabis business shall notify the city manager and the appropriate law enforcement authorities within 24 hours after discovering any of the following:

(A) Significant discrepancies identified during inventory;

(B) Diversion, theft, loss, or any criminal activity involving the retailer or any employee or agent of the retailer;

(C) The loss or unauthorized alteration of records related to cannabis, cannabis patients, primary caregivers, or retailer employees or agents; or

(D) Any other breach of security.

(m) Subletting Prohibited. Licensees are not authorized to sublet any portion of a licensed premises for any purpose.

(n) Recordkeeping. Cannabis businesses shall keep and maintain all records specified in Chapter 16 of the MAUCRSA and shall make the same available for inspection and examination of the city manager or their duly authorized representatives during standard business hours of the licensed facility or at any other

reasonable time. Cannabis businesses are required to exercise due diligence in preserving and maintaining all required records.

(o) Transactions. Licensees shall only do business with cannabis businesses that are licensed or permitted to do business in their respective jurisdictions.

(p) Limited Hours of Operation. A retailer may only be open to the public and engage in sales between the hours of 8:00 a.m. and 10:00 p.m.

(q) Window Displays. Cannabis, cannabis products and cannabis paraphernalia shall not be placed in a window display or otherwise placed in a manner primarily intended for individuals outside of the premises to view the products.

(r) Cannabis Paraphernalia Sales. Retailers may sell or otherwise provide equipment, supplies, and paraphernalia used to consume cannabis and cannabis products.

(s) Electronic Point-of-Sale System Required. Retailers must have an electronic point of sale system. The electronic point of sale system must be capable of producing an electronic or automatic paper record for all transactions associated with any product sold, rented, or otherwise provided to the customer.

(t) No Sales of Expired Product. A retailer may not sell any expired products, cannabis or cannabis products. A retailer shall not alter, edit, or adjust in any manner an expiration date on any item or product once affixed by its manufacturer.

(u) Handling of Edible Cannabis Products. A retailer that possesses edible cannabis products shall comply with the provisions of all relevant state and local laws regarding the storage, handling, and sale of food.

(v) Delivery of Cannabis and Cannabis Products. A retailer that provides delivery service shall comply with the following requirements:

(1) The retailer shall not deliver cannabis or cannabis products to any location outside of California or to any location within California where the delivery of cannabis or cannabis products has been prohibited by the city or county.

(2) The delivery service must be approved by the city as a part of the licensing process. The deliveries must be conducted in accordance with any relevant state laws, this code, any applicable local laws in the delivery location, and any conditions imposed upon the license.

(3) The retailer must keep in place standard operating procedures that ensure the safety and security of those individuals engaging in delivery and the security of all cannabis being delivered, including procedures to prevent diversion.

(4) A retailer may only deliver cannabis to a specific street address requested by the purchaser. Delivery to parks, schools or any other public facilities is prohibited.

(5) Upon arrival at the delivery address and prior to transferring any cannabis or cannabis products, the delivery person must verify and confirm that the identity of the recipient is the same as the person who requested the delivery and that the person is either 21 years of age or a qualified patient or primary caregiver.

(6) A retailer shall report to the city manager and local law enforcement any vehicle accidents, diversions, losses, or other reportable incidents such as thefts or suspicious activity, that occur during transportation and delivery, within 24 hours.

(7) The delivery shall keep a delivery manifest that includes the following information:

- (A) All cannabis that will be transported, accurately inventoried;
- (B) Departure date and approximate time of departure;
- (C) Arrival date and approximate time of arrival;
- (D) Name, address, local license number and CUP number of the originating cannabis business;
- (E) Name and address of the individual requesting the delivery;
- (F) Delivery vehicle make, model, and license plate number; and
- (G) Name and signature of the individual transporting the cannabis.

(8) Sale of Live Plants. A retailer may sell and offer for sale seeds and immature cannabis plants, but shall not sell or offer for sale live mature cannabis plants. The retailer may provide light and water to immature cannabis plants being offered for sale but may not engage in any other cultivation activity. For the purposes of this provision, an “immature cannabis plant” is defined as a nonflowering cannabis plant that is shorter and narrower than 18 inches.

11.100.110 Limitations on city’s liability.

To the fullest extent permitted by law, the city shall not assume any liability whatsoever, with respect to approving any local license pursuant to this chapter or the operation of any cannabis business approved for such local license pursuant to this chapter. As a condition of approval of a local license granted under this chapter, the applicant or its legal representative shall:

- (a) Indemnify and hold the city harmless from any and all claims, damages, legal or enforcement actions, including, but not limited to, any actions or claims associated with violation of federal law associated with the operation of the cannabis business and delivery of cannabis as provided in this chapter; and
- (b) Maintain insurance in the amounts and of the types that are acceptable to the city pursuant to guidelines and policies set forth by the city; and
- (c) Name the city as an additional insured on all city-required insurance policies; and
- (d) Defend, at its sole expense, any action against the city, its agents, officers, and employees related to the approval of a local license or the operation of the cannabis business; and
- (e) Reimburse the city for any court costs and attorney fees that the city may be required to pay as a result of any legal challenge (or federal enforcement action) related to the city’s approval of a local license or use permit. The city may, at its sole discretion, participate at its own expense in the defense of any such action, but such participation shall not relieve the operator of its obligation hereunder.

11.100.120 Inspections.

- (a) Recordings made by security cameras at any cannabis business shall be made immediately available to the city manager upon verbal request for law or regulatory enforcement and criminal investigation purposes. Such recordings shall be considered confidential and shall not be released to the public pursuant to Government Code Section 7923.600 without the consent of the licensee.
- (b) The city manager shall have the right to enter all cannabis businesses from time to time unannounced for the purpose of making reasonable inspections to observe and enforce compliance with this chapter. Such inspections shall be limited to observing the licensed premises for purposes of determining whether

the cannabis business is being operated or maintained in compliance with this code, state law, and other applicable laws and regulations. Any cannabis business licensed pursuant to this chapter may be required to demonstrate, upon demand by the city manager, that the source and quantity of any cannabis or cannabis products found upon the licensed premises is in full compliance with any applicable local or state law or regulation.

(c) The city manager shall have the right to inspect records of medicinal cannabis patients and primary caregivers that have made purchases of medicinal cannabis or medicinal cannabis products from a retailer for the sole purpose of determining whether any and all such individuals are qualified to make such purchases. Such inspections of records shall not be used for any other purposes, nor shall the records be removed off site by the city without a court order.

(d) The city manager may delegate an act required to be performed pursuant to this section to any code enforcement officer or official of the city, including, without limitation, the chief of police, the fire chief, the building official, the finance director, the city attorney, or any designee of such officers or officials.

(e) Applicants and licensees must cooperate with the city manager and his designees who are conducting inspections or investigations relevant to the enforcement of laws and regulations related to this chapter.

11.100.130 Enforcement – Suspension and revocation of license.

(a) The provisions of this chapter may be enforced by the city by any means provided for in Chapter 1.16 or 1.19 PGMC in addition to any and all other remedies, civil, equitable or criminal, afforded to the city under the law. Any use or condition caused, or permitted to exist, in violation of any provision of this chapter is hereby deemed to be a public nuisance and may be summarily abated by the city pursuant to Code of Civil Procedure Section 731 or by any other remedy available to the city. Any violation of this chapter is declared to be a public nuisance per se contrary to the public interest and will, at the discretion of the city, be subject to a cause of action for injunctive relief.

(b) Any violation of this chapter shall constitute a misdemeanor and a separate offense for each and every day during any portion of which any such person commits, continues, permits, or causes a violation thereof, and shall be enforced pursuant to Chapters 1.16 and 1.19 PGMC.

(c) In addition to any other remedies available to the city under the law, a license issued under the terms of this chapter may be suspended or revoked by the director if they conclude any of the following:

- (1) The cannabis business or licensee has violated any of the requirements of this chapter, Chapter 23.92 PGMC, or the applicable use permit.
- (2) The cannabis business is being operated in a manner which constitutes a nuisance.
- (3) The cannabis business is being operated in a manner which conflicts with or violates state laws.
- (4) A licensee's use permit issued pursuant to Chapter 23.92 PGMC has been terminated or revoked.
- (5) A licensee's state license has been suspended, terminated, or revoked.

11.100.140 Residential cannabis cultivation.

(a) All cannabis cultivation within city limits is prohibited except that a person, 21 years of age or older, may cultivate no more than six living cannabis plants inside a private residence, regardless of the number of persons that reside in the private residence, or inside a fully enclosed and secure accessory structure to a private residence located upon the grounds of that private residence. Such cultivation shall only occur in residences and accessory structures that are fully enclosed and secured against unauthorized entry.

(b) The primary use of the property must be for a private residence, and cultivation must not prevent the property owner's primary use as a residential use. The property shall remain at all times a private residence with a legal and functioning kitchen, bathroom(s) and bedroom(s) for their intended use and such cultivation shall not prevent the property's primary use as a residential use. The cultivation activities shall be conducted in a manner that is child resistant.

(c) If a private residence is not occupied or inhabited by the owner of the private residence, then no persons living in the residence may cultivate cannabis without written consent signed by the owner expressly allowing cannabis cultivation to occur at the private residence.

(d) Persons cultivating cannabis in a residence shall comply with all applicable building code requirements set forth in the Pacific Grove Municipal Code.

(e) There shall be no use of gas products (CO₂, butane, propane, natural gas, etc.) on the property for purposes of cannabis cultivation.

(f) All private cannabis cultivation under this section shall comply with Health and Safety Code Section 11362.2.

(g) The cannabis cultivation area shall not adversely affect the health or safety of nearby residents by creating dust, glare, heat, noise, noxious gases, odor, smoke, traffic, vibration or other impacts and shall not be hazardous due to the use or storage of materials, processes, products or wastes, or from other actions related to cultivation.

(h) The outdoor cultivation of cannabis is prohibited within city limits.

11.100.150 Consumption of cannabis.

Smoking and vaporizing of cannabis and cannabis products are prohibited in all public places and any place that is open to the public; reference Chapter 11.24 PGMC. Additionally, consumption and the use of any and all forms of cannabis, including edible cannabis product, shall be prohibited in all public places.

11.100.160 Exceptions.

(a) To the extent that the following activities are permitted by state law, nothing in this chapter shall prohibit a person 21 years of age or older from:

(1) Possessing, processing, purchasing, transporting, obtaining or giving away to persons 21 years of age or older without compensation whatsoever not more than 28.5 grams of cannabis not in the form of concentrated cannabis; or

(2) Possessing, processing, purchasing, transporting, obtaining or giving away to persons 21 years of age or older without compensation whatsoever up to eight grams of cannabis in the form of concentrated cannabis; or

(3) Possessing, smoking or ingesting cannabis or cannabis products in a manner consistent with California Health and Safety Code Section 11362.3.

(b) This chapter shall not prohibit any person from transporting cannabis through the jurisdictional limits of the city for delivery or distribution to a person located outside of the city, where such transport does not involve delivery or distribution within the jurisdictional limits of the city.



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Matthew Mogensen, City Manager
MEETING DATE: July 16, 2025
SUBJECT: Second Reading of an Ordinance Repealing and Replacing PGMC Chapter 18.32.080 to adopt the 2025 Fire Hazard Severity Zone Map for the City as identified by the California State Fire Marshall in Accordance with Government Code Section 51178
CEQA: Statutory Exemption, CEQA Guidelines Section 15268, Ministerial Projects

RECOMMENDATION

Hold second reading and adopt an Ordinance Repealing and Replacing PGMC Chapter 18.32.080 to adopt the 2025 Fire Hazard Severity Zone Map for the City as identified by the California State Fire Marshall in Accordance with Government Code Section 51178.

DISCUSSION

There were no substantive changes between the first and second readings of this ordinance. This City Clerk caused a summary of the ordinance to be published on June 26, 2025.

The State Fire Marshal in conjunction with the California Department of Forestry and Fire Protection (CAL FIRE) is tasked with assigning and periodically updating Fire Hazard Severity Zones in the state based on the severity of fire hazard that is expected to prevail in those areas. Moderate, High, and Very High Fire Hazard Severity Zones are based on fuel loading, slope, fire weather, and other relevant factors including areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread. (Government Code section 51178)

On March 10, 2025, CAL FIRE released the 2025 Local Responsibility Area Fire Hazard Severity (FHSZ) maps that apply to the City of Pacific Grove. The maps indicate potential hazard, not immediate risk, and do not take into account mitigation efforts such as maintaining defensible space or fire-resistant construction. Changes to the map do not affect how fire services are provided.

Requirements and Updates

Within 30 days of the City receiving the FHSZ information, the City was required to publish the information and make it available for public comment. (Government Code section 51178.5.)

The City is also required by state law to adopt, by ordinance (Attachment No. 1), the updated FHSZ map (Attachment No. 2) within 120 days of publication. (Government Code section 51178.) FHSZ classifies the zones by categorizing properties as Moderate, High, or Very High based on terrain,

vegetation, fire history, and climate conditions.

Finally, the City is required to post a notice at the office of the County Recorder, County Assessor, and County Planning Agency identifying the location of the map provided by the State Fire Marshal.

Analysis

All parcels in Pacific Grove, regardless of FHSZs, are required to maintain defensible space requirements as outlined in the amendments to the California Fire Code Section 4907.1.1. Homeowners in the updated Very High, High, and Moderate FHSZ must comply with more stringent defensible space requirements as required by the state.

The 2025 updated FHSZ map expands the City's current Very High FHSZ from 82-acres in total to 167-acres with an additional High FHSZ category of 64-acres and a Moderate FGSZ category of 141-acres. The total acreage in Pacific Grove with a FHSZ designation is now 372-acres.

New construction and certain renovations in Very High FHSZ must adhere to the Wildland-Urban Interface (WUI) building code standards. The City adopted its WUI with the adoption of Resolution No. 24-031 C.S. on July 17, 2024.

Additional properties will be included in the FHSZ because of the 2025 FHSZ map adoption. All properties within the FHSZ will be subject to the following:

- A defensible space inspection annually from the Fire Department that advises of vegetation clearance around structures. Note that many properties in the City are already receiving these as a result of the City's adoption of the Community Wildfire Protection Plan (CWPP).
- New construction in the FHSZ will need to meet current Fire and Building Code requirements for wildfire protections.
- CAL FIRE will be issuing further regulations regarding fire defensible space and structure hardening in the future and some property owners will need to make modifications within 3 years to comply once these regulations are established.

Additionally, Property sellers must disclose FHSZ designations and have a defensible space inspection during real estate transactions as well. (AB 38 inspection – Civil Code section 1102.19).

City Actions

On March 13, 2025, the City timely shared the FHSZ information through a press release.

On March 28, 2025 the information was posted on the City website at.

https://www.cityofpacificgrove.gov/our_city/departments/fire___emergency_preparedness/index.php

Staff will be evaluating the need to modify the City's WUI to align with the newly updated FHSZ maps. Planning Staff will bring forward an amendment to the General Plan Safety Element to adopt the new FHSZ map.

Environmental Review

Adoption of an ordinance pursuant to GC Section 51179(a) does not include an increase to FHSZ levels or areas beyond what was identified by the State Fire Marshall. Therefore, action by the City Council does not include exercising the discretion afforded in GC Section 51179(b). As such, adoption of the ordinance is a ministerial action statutorily exempt pursuant to Public Resources Code (PRC) Section

Further, PRC Section 21080(b)(4) and CEQA Guidelines Section 15269(c) statutorily exempts actions necessary to prevent or mitigate an emergency. The Governor of California Executive Order N- 18-25 identifies that California is at a great risk due to wildfire. This order proclaims that standards, regulations and statutes shall be incorporated to harden communities to reduce wildfire risk. Adoption of the FHSZ map furthers this proclamation. Therefore, this action qualifies under this exemption.

CEQA Guidelines Sections 15307 and 15308 categorically exempts actions by regulatory agencies for protection of natural resources and of the environment, respectively. These include actions taken by regulatory agencies (i.e. the City) as authorized by state law (i.e. GC Section 51179(a)) to assure the maintenance of a natural resource and protection of the environment where the regulatory process involves procedures for such maintenance and protection. Adoption of an ordinance incorporating the updated FHSZ map prepared by the State Fire Marshal within the Pacific Grove Municipal Code is required by state law and associated wildfire prevention and protection measures ensure the maintenance of the city's natural resources and protection of the overall environment. None of the exceptions to the exemptions listed in CEQA Guidelines Section 15300.2 exist in this case. Although additional areas are now designated, from 82-acres to 372-acres, the required vegetation management and structural hardening are already required by state law and do not go beyond the baseline requirements. Therefore, the ordinance does not present or entail any unusual circumstances.

OPTIONS

The map must be adopted by the City to be compliant with state law. The City cannot make changes to the map that reduces the fire hazard classification, although it may suggest a higher severity level to the State Fire Marshal pursuant to Government Code section 52119 as follows:

- The City could designate areas not identified as Very High Fire Hazard Severity Zones by the State Fire Marshall, as Very High Fire Hazard Severity Zones following a finding supported by substantial evidence in the record that the requirements of Government Code Section 51182 are necessary for effective fire protection within the area.

The foregoing option is not recommended because it would impose additional regulatory requirements on property owners beyond those mandated by the State, potentially leading to increased costs, community opposition, and legal challenges. Moreover, absent compelling and well-documented local evidence demonstrating a heightened fire risk, such designations could be seen as arbitrary or unsupported.

FINANCIAL IMPACT:

There is no additional fiscal impact related to this item at this time.

FOCUSED PRIORITY AREA: Environmental Stewardship

Attachments

Proposed Ordinance
Exhibit

ORDINANCE NO. 25-XXX

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE REPEALING AND REPLACING PGMC CHAPTER 18.32.080 TO ADOPT THE 2025 FIRE HAZARD SEVERITY ZONE MAP FOR THE CITY AS IDENTIFIED BY THE CALIFORNIA STATE FIRE MARSHALL IN ACCORDANCE WITH GOVERNMENT CODE SECTION 51178

FACTS

1. Chapter 18.32.080 of the Pacific Grove Municipal Code “Very high fire hazard severity zone” (VHFHSZ) includes regulations pursuant to the requirements of Government Code Sections 51175 through 51189, and the “Pacific Grove VHFHSZ” map dated July 22, 2008 as recommended by the Director of the California Department of Forestry and Fire Protection.
2. On March 10, 2025, the California State Fire Marshal updated and officially released the 2025 Fire Hazard Severity Zone (FHSZ) map (Exhibit A), using the latest science, data, and modeling methodologies, and transmitted the new map to the City as required by law.
3. The City of Pacific Grove is required to adopt the 2025 FHSZ map within 120 days of receipt in order to remain in compliance with Government Code Section 51179 and to enhance wildfire resilience and planning measures
4. Adoption of an ordinance pursuant to GC Section 51179(a) does not include an increase to FHSZ levels or areas beyond what was identified by the State Fire Marshall. Therefore, action by the City Council does not include exercising the discretion afforded in GC Section 51179(b). As such, adoption of the ordinance is a ministerial action statutorily exempt pursuant to Public Resources Code (PRC) Section 21080(b)(1) and CEQA Guidelines Section 15268.

Further, PRC Section 21080(b)(4) and CEQA Guidelines Section 15269(c) statutorily exempts actions necessary to prevent or mitigate an emergency. The Governor of California Executive Order N- 18-25 identifies that California is at a great risk due to wildfire. This order proclaims that standards, regulations and statutes shall be incorporated to harden communities to reduce wildfire risk. Adoption of the FHSZ map furthers this proclamation. Therefore, this action qualifies under this exemption.

CEQA Guidelines Sections 15307 and 15308 categorically exempts actions by regulatory agencies for protection of natural resources and of the environment, respectively. These include actions taken by regulatory agencies (i.e. the City) as authorized by state law (i.e. GC Section 51179(a)) to assure the maintenance of a natural resource and protection of the environment where the regulatory process involves procedures for such maintenance and protection. Adoption of an ordinance incorporating the updated FHSZ map prepared by the State Fire Marshal within the Pacific Grove Municipal Code is required by state law and associated wildfire prevention and protection measures ensure the maintenance of the city’s natural resources and protection of the overall environment. None of the exceptions to the exemptions listed in CEQA Guidelines Section 15300.2 exist in this case. Although additional areas are now designated, from 82-acres to 372-acres, the required vegetation management and structural hardening are already required

by state law and do not go beyond the baseline requirements. Therefore, the ordinance does not present or entail any unusual circumstances.

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 18.32.080 of the Pacific Grove Municipal Code “Very high fire hazard severity zone” is hereby repealed and replaced as follows:

18.32.080 FIRE HAZARD SEVERITY ZONE ADOPTED

This section shall be known as the fire hazard severity zone (FHSZ) regulations and is adopted pursuant to the requirements of Government Code Sections 51175 through 51189. The area described as the FHSZ has been recommended by the California Department of Forestry and Fire Protection. The city of Pacific Grove FHSZ is designated on a map titled “Pacific Grove VHFHSZ” dated March 1, 2025, and retained on file at the city of Pacific Grove and which shall also be retained on file at the office of the California Department of Forestry and Fire Protection. Whenever a more restrictive standard is set forth on any of the city’s codes or state law, the more restrictive standard shall apply in all cases.

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 16th day of July, 2025, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

NICK SMITH, Mayor

ATTEST:

DATED: _____

SANDRA KANDELL, City Clerk

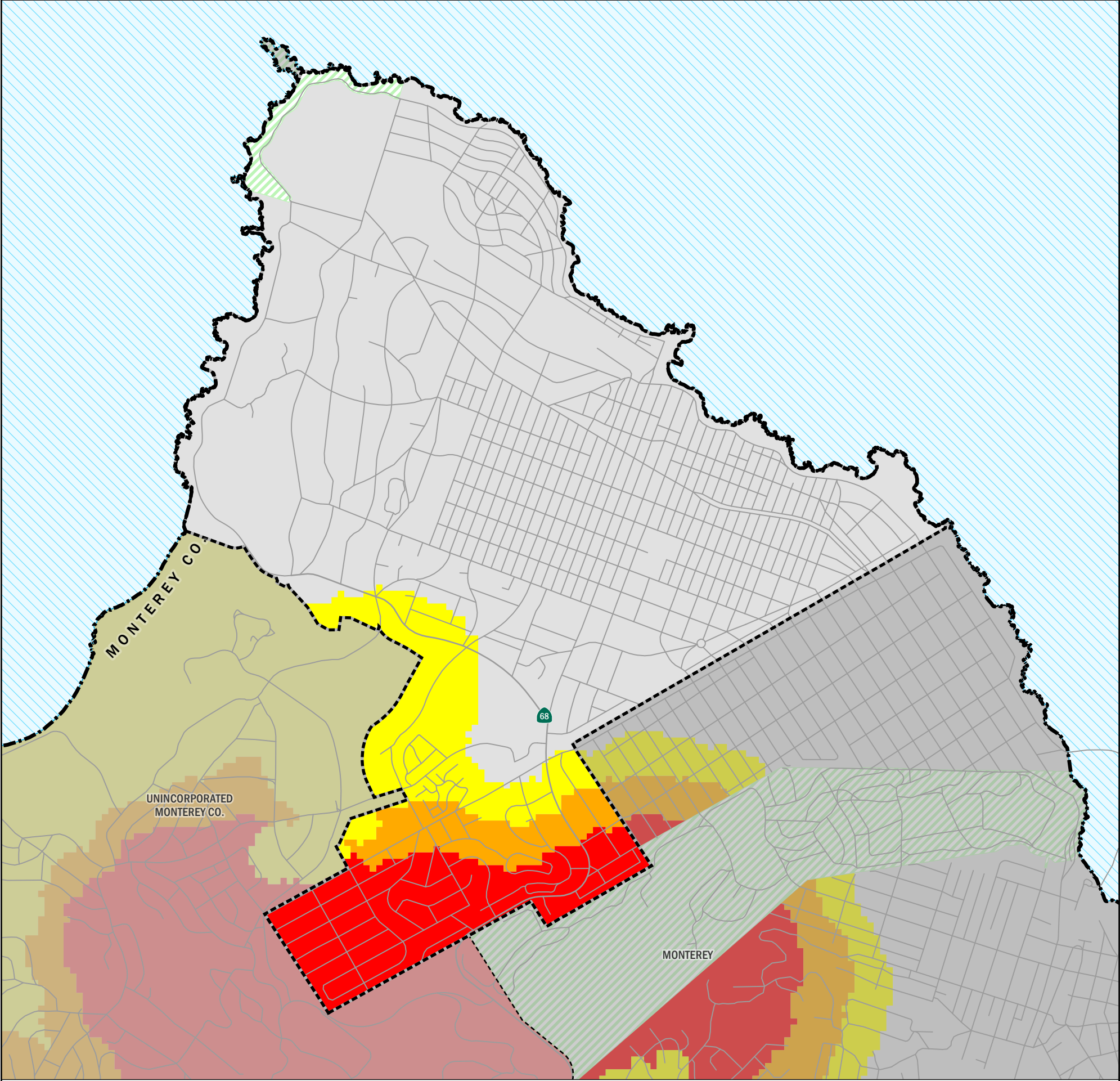
APPROVED AS TO FORM:

BRIAN A. PIERIK, City Attorney



Local Responsibility Area Fire Hazard Severity Zones

As Identified by the
State Fire Marshal
March 10, 2025



Fire Hazard Severity Zones (FHSZ) in Local Responsibility Area (LRA), as Identified by the State Fire Marshal

Very High High Moderate

Fire Hazard Severity Zones in State Responsibility Area (SRA), Effective April 1, 2024

Very High High Moderate



Projection: NAD 83 California Teale Albers
Scale: 1:20,000 at 11" x 17"

Incorporated City Federal Responsibility Area (FRA)
Unzoned LRA

Government Code section 51178 requires the State Fire Marshal to identify areas in the state as moderate, high, and very high fire hazard severity zones based on consistent

statewide criteria and based on the severity of fire hazard that is expected to prevail in those areas. Moderate, high, and very high fire hazard severity zones shall be based on fuel loading, slope, fire weather,

and other relevant factors including areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread.

The State of California and the Department of Forestry and Fire Protection make no representations or warranties regarding the accuracy of data or maps. Neither the State nor the Department shall be liable under any circumstances for any direct, special, incidental, or consequential damages with respect to any claim by any user or third party on account of, or arising from, the use of data or maps.

Gavin Newsom, Governor, State of California
Wade Crowfoot, Secretary for Natural Resources, CA Natural Resources Agency
Joe Tyler, Director/Fire Chief, CA Department of Forestry and Fire Protection
Daniel Berlant, State Fire Marshal, CA Department of Forestry and Fire Protection

Data Sources:
CAL FIRE Fire Hazard Severity Zones (FHSZSRA23_3, FHSZLRA_25_1)
CAL FIRE State Responsibility Areas (SRA25_1)
City and County boundaries as of 10/22/24 (CA Board of Equalization)



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Nicholas Cina, Finance Management Analyst
MEETING DATE: July 16, 2025
SUBJECT: Check Register and Core Fund Summary - June 2025
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

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

DISCUSSION

The check register is an account of monthly expenditures. It provides budgetary insight and promotes transparency. The check register is produced from the City's financial system. The report groups the checks by the respective city fund. Attached is the check register report for June 2025. In addition, a detailed listing of the checks issued for the month is available on the City's website.

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

Please note that this report is preliminary for Fiscal Year 2024-25 and that not all 4th quarter revenue and expenditures have been accrued for Fiscal Year 2024-25 at the time this report was generated. In addition, a number of year-end entries will need to be posted prior to the closing of the books, which will affect the balances shown on this report.

OPTIONS

N/A - This is informational only.

FINANCIAL IMPACT:

There is no fiscal impact. This is informational only.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Check Register (By Fund) - June 2025

Check Register (By Detailed) - June 2025
Core Fund Summary and GF Revenue

Check Register Report - Summary by Fund - June 2025

Fund	Amount
01 - General Fund Total	\$ 1,939,811.85
11 - Library Book Fund Total	2,969.75
15 - Housing Fund Total	1,833.33
18 - Gas Tax Fund Total	25,783.97
24 - Stillwell Children'S Pool Total	11,527.30
27 - Lighthouse Maint.& Impv. Total	4,180.65
34 - Cdbg Grant Fund Total	190,000.00
40 - Poetry Promotion Fund Total	287.90
43 - Slesf Fund Total	2,034.40
63 - Capital Improv Proj Fund Total	57,185.50
70 - Emp Benefit Fund Total	8,211.01
71 - Workers Comp Fund Total	750.00
72 - Liability Ins Fund Total	666.67
74 - Local Water Project Total	45,161.69
75 - Cemetery Fund Total	25,398.39
76 - Sewer Fund Total	39,816.97
77 - Golf Fund Total	2,859.14
Grand Total	\$ 2,358,478.52

Check Register Report - Summary by Detailed View - June 2025

Fund	Check Date	Name	Description	Amount
01 - General Fund	06/06/25	Pacific Gas & Elect	Rec Electric 0956-9	\$ 4,496.83
		4Leaf	Building Dept Servi	82,968.40
			Building Dept Servi	7,580.30
		Amazon Capital Serv	Library Supplies	164.29
			Pd Office Supplies	7.59
			B&G Lightbulbs	55.15
			Pd Office Supplies	129.01
		Andrea M Hill	Boot Reimbursement	202.65
		At&T Calnet 3	Ch Genertr Alarm 32	32.11
			Admin Internet 3342	31.58
		Better Impact Usa I	Volunteer Program	860.00
		Calif Police Chiefs	Eli Training - Comm	11,500.00
		Code Publishing, In	Web Update	98.00
			Muni Code Update	294.00
		Comcast	Pw Internet 0389527	106.24
			Pd Internet 0387836	151.24
			Pw Internet 0194117	228.71
		Cpoa	Cpoa Membership 3Yr	2,685.00
		Crossroads Software	E-Cite Software	2,500.00
		L.N. Curtis & Sons	20" Variable Speed	7,205.04
		Demco Inc	Library Equip Suppl	995.72
		Dwan Elevator Co	Lift Repair - Libra	8,200.00
		Gachina Landscape M	Fy25 Park Mowing Se	641.00
		Granite Rock Compan	Street Supplies	701.91
		Home Depot Credit S	B&G Perkins Park	23.82
			B&G Library Repairs	86.29
			B&G Library Repairs	(86.29)
			B&G Perkins Park	(23.82)
		International Code	Cdd Books	1,016.58
		Iworq Systems	Iworq Software	500.00
		Lenovo Usa Inc	Computer Refresh	15,260.04
		Liebert Cassidy Whi	Cmo Legal Services	45.00
			Cmo Legal Services	225.00
		Hometek	Mem Bench Inscriptn	165.00
			Mem Bench Inscriptn	165.00
		Mark43, Inc.	Rms Maintenance - M	13,836.00
		Monterey Bay Pest C	Fy25 Pest Control S	135.00
		Monterey County Wee	2Nd Read Ordinance	144.00
		Monterey Peninsula	Fy24/25 On-Call Con	34,100.00
		City Of Monterey	Fy25 Fire Services	272,759.00
		Municipal Resource	Org Assist / Analys	10,400.00
		Neill Engineers Cor	Fy25 Cip Engineerin	6,835.00
			Pw 5Yr Maps	3,454.00
		Odp Business Soluti	Cdd Office Supplies	27.26
			Cdd Office Supplies	60.86
			Cdd Office Supplies	79.87
		County Of Santa Cla	Evoc Training - Dep	11,760.00
		Pacific Gas & Elect	Golf St Elec 3438-9	23.99
			Pw Admin Elec 5508-	1,722.71
			Rec Electric 4030-4	404.40
		Pacific Products &	Street Supplies	336.36
		Peninsula Ready Mix	Street Concrete	1,056.95
		Phillip Anderson	Pre-Empty Fingerprn	25.00
		Quinn Rental Servic	B&G Rental Mower	3,877.27
		Primo Brands	Pd Bottle Water Svc	229.70

Check Register Report - Summary by Detailed View - June 2025

Fund	Check Date	Name	Description	Amount
			Rec Bottled Water	\$ 28.34
		Regional Government	Payroll Advisory Ap	743.75
		Rincon Consultants,	Housing Element	120,600.76
		Signworks	Perkins Park Donor	561.00
		Sir Speedy	Bus Cards Joyce H	88.07
			Bc Biggs / P Anders	150.40
		Speakwrite	Pd Transcription Sv	48.13
		The Briefing Room L	Training Platform	670.66
		The Monterey County	Public Hrng Noaa Bl	393.80
		Tom'S Site Services	Portable Potties	3,935.58
		Tope'S Tree Service	Contract Tree Servi	16,000.00
		Tracnet Corporation	Rms Maintenance - T	9,500.00
		Trucksis Enterprise	B&G Pride Flags	98.16
		Verizon Business	Rec Phone	37.33
			It Phone	58.31
			Pw Data	62.07
			Fire Dept Phone	63.49
			Admin Data	68.81
			Lib Data	76.02
			Cmo Phone	101.46
			Pd Phone	103.20
			Cdd Phones	155.39
			Pw Phone	590.01
			Pd Data	501.52
			Admin Phone	231.61
		Vestis Services, LI	Linen Services Fy 2	182.31
			Linen Services Fy 2	182.31
			Linen Services Fy 2	182.31
		Watsonville Ford	Pd Repair Unit 2	266.99
			Pd Repair Unit 5	254.60
			Pd Repair Unit 5	612.31
			Fd Repair Unit 6494	204.04
			Pd Repair Unit 5	65.93
		Wells Fargo Vendor	Fy 24/25 Konica Lea	180.28
			Fy 24/25 Konica Lea	195.01
			Fy 24/25 Konica Lea	201.58
			Fy 24/25 Konica Lea	212.52
			Fy 24/25 Konica Lea	212.52
			Fy 24/25 Konica Lea	213.73
			Fy 24/25 Konica Lea	248.43
		Brian Whitson	City Hall Cleaning	380.00
			City Hall Cleaning	380.00
			City Hall Cleaning	380.00
		Home Depot Credit S	B&G Perkins Park	23.82
			B&G Library Repairs	86.29
		Alena Rachelle Wagr	Pmt For Dance Class	960.05
		Us Bank	S Hoffman Off Suppl	59.84
			S Hoffman Tlo Credi	(75.00)
			M Khasimi Ms365 Sof	0.70
			M Mogense Subscrip	18.00
			K Clark Training	26.64
			S Arriola Suppl/Mea	112.98
			C Day Fuel Training	85.08
			A Canales Lib Suppl	87.99
			D Gho Recorder Fees	98.50

Check Register Report - Summary by Detailed View - June 2025

Fund	Check Date	Name	Description	Amount
			L Frati Csmfo Mtg	\$ 50.00
			Pd 5084 Nasro Mbrsh	50.00
			F Marsh Csmfo Mtg	50.00
			D Gho Pw Subscriptns	68.99
			S Arriola Cm Subscr	70.50
			S Kandell Arma Conf	129.00
			Pd 5084 Chief Proje	222.00
			M Khasimi Linkedin	239.88
			J Medawar Training	245.00
			S Hoffman Staff Trn	284.61
			K Clark Grt Prgm Su	292.94
			K Clark Program Sup	318.90
			F Marsh Trng Manual	374.21
			K Clark Rec Subscpt	445.99
			M Khasimi Comp Repa	502.87
			M Khasimi Comp Equi	510.60
			C Day Safety Equip	544.50
			M Khasimi Misac Con	674.94
			M Khasimi Zoom Soft	702.15
			D Delfino Training	886.50
			D Gonzales Mbrships	887.24
			M Khasimi Comp Hrdw	904.19
			S Arriola Cncl Meal	406.37
			D Gho Streets Trail	1,225.88
			L Livian Council We	1,372.18
			B Anderson Lodg Trn	1,942.02
			D Gho VInteer Appre	2,143.86
			L Livian Ee Recg Gi	4,575.03
	06/13/25	Aflac	Ded:5200 Aflac Prem	727.43
			Ded:5201 Aflac P/T	1,440.37
		Calif Law Enforcmen	Ded:3200 Ltd Pd	608.00
		Calpers Health	Ded:116 Health	506.85
			Ded:128 Health Emp	556.45
			Ded:121 Health	567.40
			Ded:3053 Health Fam	1,446.77
			Ded:2072 Health	1,109.00
			Ded:129 Health	1,134.79
			Ded:126 Health	1,475.23
			Ded:111 Health	1,633.65
			Ded:104 Health	2,027.40
			Ded:112 Health	2,225.80
			Ded:3051 Health Emp	2,225.80
			Ded:2071 Health	2,925.00
			Ded:4304 Hlth Retro	(168.56)
			Ded:106 Health	3,690.25
			Ded:108 Health	3,837.86
			Ded:124 Health	4,425.69
			Ded:123 Health	4,539.16
			Ded:103 Health	3,041.10
			Ded:105 Health	5,271.24
			Ded:2073 Health Fam	8,331.00
			Ded:122 Health	11,348.00
		City Of Pacific Gro	Ded:3301 Aflac Med	1,520.72
		Eft	Ded:*Fm Medicare	12,243.68
			Ded:*Sca State Tax	17,355.21

Check Register Report - Summary by Detailed View - June 2025

Fund	Check Date	Name	Description	Amount
			Ded:*Ft Federal Tx	\$ 43,703.00
		Pacific Grove City	Ded:7000 Assoc Dues	882.75
		Mass Mutual (457 Pl	Ded:3999 Roth Ira	2,637.00
			Ded:4000 Def Comp	10,916.44
		Mtry County Dept Of	Ded:0023 Garnish	396.92
		Pacific Grove Manag	Ded:7203 Assoc Dues	40.00
		City Of Pacific Gro	Ded:1006 Work Comp	64.73
			Ded:1009 Work Comp	343.19
			Ded:1005 Work Comp	1,499.58
			Ded:1003 Work Comp	6,651.68
			Ded:1010 Work Comp	3,010.15
		City Of Pacific Gro	Ded:7510 Pers Reimb	39.23
		City Of Pacific Gro	Ded:200 Dentaleoer	366.33
			Ded:2102 Dental+1Ee	958.20
			Ded:2101 Dentaleoee	1,042.14
			Ded:2103 Dental Fam	1,477.80
		City Of Pacific Gro	Ded:0005 Suta	149.08
		Pers	Ded:2003 Pers Other	167.53
			Ded:0019 Pers Rt Sf	(6.88)
			Ded:0002 Pers	2,705.07
			Ded:2001 Pers	2,072.67
			Ded:0018 Pers Sp Sf	971.62
			Ded:0009 Pers Other	705.12
			Ded:0004 Surv Ben	90.21
			Ded:08 Pers Other	338.72
			Ded:0022 Pers Sp Ms	341.80
			Ded:0017 Pers Rg Sf	8,923.63
			Ded:01 Pers	9,248.30
			Ded:0011 Pers Er Sf	9,895.59
			Ded:07 Pers City	6,007.88
			Ded:2000 Pers EmPLY	3,571.52
			Ded:0006 Pers City	6,911.32
			Ded:0021 Pers Reg M	14,551.74
			Ded:0020 Pers Er M3	15,124.19
		Police Officers Ass	Ded:7205 Assoc Dues	807.70
			Ded:7204 Assoc Dues	8.00
		Legal Shield	Ded:6100 Legal Svc	31.75
		State Disability Ta	Ded:0026 Sdi	5,263.53
		Standard Insurance	Ded:3500 Life Ins	1,464.75
		Transamerica Employ	Ded:5202 Transameri	311.82
		Union Bank Of Calif	Ded:4005 Pars-457	2,268.38
		Vision Service Plan	Ded:2503 Vision+1Ee	199.92
			Ded:2504 Vision Fam	214.20
			Ded:2502 Visioneoee	219.12
			Ded:300 Visioneoer	79.68
	06/20/25	Adrianne Gabrio	Rfnd Cancel Class	12.50
		Alexis Shammas	Rfnd Cancel Class	12.50
		Alfred Saxe	Rfnd On Account	235.00
		Byung-Hyun Kim	Rfnd Prgm Fees	410.00
		Carly Adams	Rfnd Prgm Fees	600.00
			Rfnd Cancel Class	225.00
		Carolyn Graves	Rfnd Cancel Class	12.50
		Catherine Durkin	Rfnd Cancel Class	12.50
		Danielle Elischer	Rfnd Cancel Class	12.50
		Denica De Foy	Rfnd Prgm Fees	205.00

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Fund	Check Date	Name	Description	Amount
		Emma Russo	Rfnd Cancel Class	\$ 12.50
		Gabriel Howard	Rfnd Cancel Class	12.50
		Gabrielle Dye	Rfnd Cancel Class	12.50
		Janettia Williams	Rfnd Cancel Class	12.50
		Jennifer Travis	Rfnd Cancel Class	12.50
		Jessica Mcdonald	Rfnd Cancel Class	12.50
		Kelly Mckay	Rfnd Cancel Class	12.50
		Kimberly Reyes	Rfnd Cancel Class	25.00
		Laura Frasse	Rfnd Cancel Class	25.00
		Lia Simmons	Rfnd Cancel Class	12.50
		Maria Mateo-Nippes	Rfnd Prgrm Fees	225.00
		Marissa Merrill	Rfnd Cancel Class	13.75
		Melissa Hart	Rfnd Cancel Camp	225.00
		Nicole Johnson	Damage Dep Refund	206.00
		Rebecca Kennedy De	Rfnd Cancel Class	26.25
		Ryan Oliver	Rfnd Cancel Class	12.50
		Samantha Sanders	Damage Dep Refund	206.00
		Stephanie Alexander	Rfnd Cancel Class	12.50
		Tracy Turpen	Rfnd Credit On Acct	2.00
			Rfnd Cancel Class	12.50
		Vanessa Anaya	Rfnd Cancel Class	12.50
		William Bans	Rfnd Requested	187.50
		Accent Clean & Swee	Street Sweeping	18,810.00
		Alexandra Braude	Water Cr Reimburse	484.00
		Amazon Capital Serv	Pw Office Supplies	25.11
			Pd Office Supplies	26.76
			Pd Office Supplies	45.88
			Pd Office Supplies	62.67
			Lib Supplies	24.02
			Pw Office Supplies	58.87
			Pd Dept Batteries	74.53
			Pd Office Supplies	133.30
			Ee Supplies June	83.61
		American Supply Com	Janitorial Supplies	5,485.27
		Arcpoint Labs Of Mo	Cm Pre-Empl Screen	660.00
		At&T Calnet 3	Pd Data 8120	1,053.09
			Admin Phone 3242	2,143.43
		Burke, Williams & S	City Attorney Servi	73,088.71
		Ca Dept Of Justice	Cm Doj Livescans	376.00
			Pd Doj Livescans	311.00
		Caltronics Business	Konica Copies Fy 24	26.73
			Konica Copies Fy 24	72.43
			Konica Copies Fy 24	98.27
			Konica Copies Fy 24	181.35
			Konica Copies Fy 24	226.28
			Konica Copies Fy 24	511.09
			Rec Copier Lease	13.91
		Centralsquare Techn	Finance Software Fy	4,962.96
		Coast Counties Glas	Fire Station Door	1,690.00
		Denise Duffy & Asso	Mnd Crespi Pond	2,928.00
		Doroteo Vazquez	Reimb Permit Fees	168.00
		Dwan Elevator Co	Youth Center Elevao	8,846.50
		Engineered Fire Sys	Fd Plan Review May	405.00
		Ewing Irrigation Pr	B&G Gw Park Repairs	145.28
		Coastal Fabrication	B&G Yard Gate	85.22

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Fund	Check Date	Name	Description	Amount
		Fault Line Plumbing	Rfnd Permit Fees	\$ 428.49
		Forest Hill Ace Har	B&G Supplies	89.53
			B&G Monarch Supplie	120.16
			B&G Small Tools	48.05
			B&G Park Supplies	3.45
		Gachina Landscape M	Fy25 Park Mowing Se	1,339.00
		Gardaworld	June Services	97.77
		Granite Rock Compan	Street Cement	319.01
		Harris & Associates	Contract Planning S	22,400.00
		Hinderliter, De Lla	Sales Tax, Biz Lic	629.15
			Sales Tax, Biz Lic	629.15
			Econ Cannabis Mgmt	600.00
			Sales Tax, Biz Lic	1,105.10
		Hometek	B&G Mem Bench	165.00
			B&G Mem Bench	165.00
		Kimball Midwest	Mech Supplies Stock	987.28
			B&G Mem Benches	1,196.29
			B&G Repair Unit 61	387.34
		Secure Solutions	Pd Backgrounds	2,027.52
			Pd Backgrounds	4,257.38
		Language Line Servi	Pd Language Svcs	86.35
		Lexipol Llc	Pd Training Resourc	3,755.92
		Mcdonald Refrigerat	B&G Cooler Repairs	781.59
		Monterey Bay Pest C	Fy25 Pest Control S	135.00
			Fy25 Pest Control S	175.00
			Fy25 Pest Control S	180.00
		Monterey Bay Treewo	Arborist Services F	1,600.00
			Arborist Services F	2,300.00
		Monterey County Wee	Cc 2Nd Read	192.00
			Cdd Ph 304 Grove Ac	264.00
			Cc Election Notice	144.00
			Cc Pub Notice	144.00
		Monterey Tire Servi	Street Repair Unit	204.41
		Quadient Finance Us	Postage	1,000.00
		Odp Business Soluti	Cm Office Supplies	312.69
			Cc Office Supplies	146.42
			Cm Office Supplies	78.15
			Cm Office Supplies	49.58
			Fin Office Supplies	61.72
		O'Reilly Auto Enter	Street Vehicle Repa	96.66
			Mech Supplies	399.84
			Pd Vehicle Repairs	738.07
			Pw Vehicle Repairs	19.61
			Fd Vehicle Repairs	192.62
		P.G. Museum Of Natu	Pg Museum Reimburse	320.00
		Pacific Grove Hardw	Pool Supplies	873.99
			B&G Repair Supplies	999.37
			Pd Repair Supplies	34.49
			Rec Repair Supplies	42.55
			Fd Repair Supplies	75.41
			Lib Repair Supplies	122.37
			Mech Repair Supplie	7.20
			Cdd Supplies	10.90
			Street Repair Suppl	187.33
			B&G Vehicle Repairs	20.28

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Fund	Check Date	Name	Description	Amount
		Pacific Products &	Street Paints	\$ 382.64
		Pacific West Water	Asd Water System	42.85
			Cdd Water System	42.85
		Pape Machinery Exch	B&G Repairs Unit 13	148.91
		Phillip Anderson	Travel Reimburse	1,110.00
		Powerdms, Inc.	Pd Subscription	3,567.32
		Putterman Athletics	B&G Golf Supplies	1,778.69
		Regional Government	Payroll Advisory Se	922.25
		Rincon Consultants,	Housing Element	36,847.50
		Salinas Valley Pros	Pd Uniforms	1,765.40
		Republic Elevator,	B&G Elevator Repair	1,316.23
		Sentry Alarm System	Fy 24/25 Alarm Serv	1,786.50
		Sir Speedy	Pw Bus Cards	103.78
		Sirchie Acquisition	Pd Evidence Supplie	102.29
		South Bay Regional	Pd Cit Training	90.00
		Spca Of Monterey Co	Pd Animal Svcs	735.00
		Summit Uniforms	Pd Service Patches	113.75
		Tope'S Tree Service	Contract Tree Servi	41,230.00
		Trucksis Enterprise	Pd Holiday Supplies	764.11
		Valley Saw & Garden	B&G Small Tools	76.39
		Swift Car Wash	Pd Car Washes July	300.00
		At&T	Lighthouse Internet	112.35
		Dell Marketing Lp	Microsoft 365 Licen	66.99
		At&T Mobility	Library Phones 1990	269.22
			Pd Phones 5185	1,822.56
		Johnson Electronics	Pd Camera Subscptn	330.33
		Mission Linen Suppl	Fd Linen Cleaning F	318.87
		Mission Uniform Ser	Linen & Uniform Cle	126.66
			Linen & Uniform Cle	240.88
			Linen & Uniform Cle	479.47
			Linen & Uniform Cle	479.47
			Linen & Uniform Cle	479.47
		Monterey County Hea	Haz Mat Registratio	1,349.00
			Haz Mat Registratio	2,620.00
			Haz Waste Gen Fee	984.00
		Monterey One Water	Fd Sewer Trmt	472.32
			Rec Sewer Trmt	708.48
			Pd Sewer Trmt	826.56
			B&G Sewer Trmt	4,204.72
			Pw Sewer Trmt	118.08
			Lib Sewer Trmt	118.08
		Total Security Solu	Relocate Ballistic	3,332.12
	06/23/25	Ca Dept Of Taxes An	Lh Q1 2025 Sales Ta	1,212.28
	06/25/25	California American	139 Grand Ave	116.56
			114 Caledonia Pk	2,337.71
			2100 Sunset Drive	85.12
			840 Lighthse Plante	85.12
			850 Lighthse Plante	85.12
			882 Lighthse Plante	85.12
			106 7Th St Park	85.12
			748 Lighthse Irrg	85.12
			308 16Th St.	85.12
			765 Lighthse Irrig	85.12
			643 Hydrants Hydt	45.30
			Mech 5%	53.12

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Fund	Check Date	Name	Description	Amount
			165 Forest-Museum	\$ 62.60
			600 Pine Ave Fire	62.60
			300 Forest Ave	62.60
			Central 4 In Fire	62.60
			800 Lighthse Plante	85.12
			792 Lighthse Irrig	85.12
			582 Lighthse Irrig	85.12
			304 16Th St Fire	99.98
			300 Forest Irrig	131.65
			611 Central Ave	143.22
			B & G 15%	159.38
			Sunset-Corpyard18%	191.25
			130 Lighthouse Irri	228.15
			585 Laurel	228.15
			300 Forest Fire-50%	453.32
			300 Forest Fire-50%	453.32
			600 Pine	466.24
			St Fund 50%	531.25
			300 Forest Ave	534.24
			100 Oceanvw Irrig	534.24
			196 Oceanvw Irrig	534.24
			515 Junipero	648.36
			580 Pine	666.38
			165 Forest Ave Fir	732.70
			1051 Oceanview Irrg	876.30
			863 Oceanview Irrg	876.30
			707 Oceanview-Naiad	876.30
			304 16Th St Bdom-Fr	915.35
			550 Central	1,044.21
			610 Oceanvw Irrigpk	1,073.95
			1025 Morse-Platt Pk	1,262.05
			620 Oceanview/Bath	1,364.81
			930 Sinex	1,855.36
			616 Oceanvw-Swim Pl	2,051.39
			711 Oceanview Irrg	2,107.34
			616 Oceanview Irrg	3,364.51
			230 17-Mile Drive	4,302.56
			980 Piedmont Ball P	4,484.90
			150 Forest-Jewell P	5,795.34
			391 Oceanvw-Berwick	8,971.28
		Pacific Gas & Elect	Caledonia Pk Lights	0.03
			Forest Centrl Spr	0.08
			Beach Boat Storage	192.34
			Platt Pk Sprnklr	25.57
			1307 Forst Sinex Si	26.95
			Piedmont & Moreland	28.01
			1307 Forst Pine Sig	29.27
			620 Ocean View Pool	34.60
			101 Ch-Fin - 50%	34.93
			101 Ch-Cdd - 50%	34.94
			Phone Booth-Berwick	23.58
			Cor Melrose	24.94
			117 Recreation Room	24.97
			Grand Av & Pk Pl	19.26
			City Council - 3%	52.33

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Fund	Check Date	Name	Description	Amount
			Recreation - 3%	\$ 52.33
			1307 Forst Sinex Si	68.81
			Concession Stand	69.19
			162 16Th Street	69.71
			1307 Forst Pine Sig	73.38
			City Council - 3%	76.42
			Recreation - 3%	76.42
			300 16Th St.	78.29
			Oceanview & 17Th	86.19
			Cor Melrose	62.91
			Chautauqua Hall	116.87
			117 Community Ctr	120.59
			Finance - 7%	122.09
			17 Mi Dr Ballpark	129.17
			17Th St & Laurel	140.29
			Chautauqua Hall	156.77
			Cedd - 9.5%	165.70
			City Manager - 9.5%	165.70
			Finance - 7%	178.32
			17 Mile Drive	278.04
			117 Community Ctr	295.96
			300 Forest Ave	330.67
			Public Library	349.19
			165 Forest Ave	382.00
			Fire Dept - 24%	418.60
			Forest 40 Ft E/O Lh	514.35
			117 Community Ctr	572.77
			Police Dept	576.32
			550 Central Ave	581.74
			Fire Dept - 24%	611.39
			Forest & Central Dr	625.96
			17Th St & Laurel	646.45
			Police Dept - 43%	750.00
			Fire Dept	759.61
			Forest 40 Ft E/O Lh	237.58
			Cedd - 9.5%	242.01
			City Manager - 9.5%	242.01
			580 Pine Ave - Loan	1,046.81
			Police Dept - 43%	1,095.40
			Forest & Central Dr	1,238.95
			Public Library	1,348.55
			17 Mi Dr Ballpark	0.19
			Lovers Point	4.88
			Platt Pk Sprnklr	7.38
			17 Mi Dr Ballpark	8.11
			Caledonia Pk Lights	9.91
			Forest Centrl Spr	10.02
			168 16Th St	10.34
			17 Mi Dr Ballpark	10.74
			Parking Lot Light	14.29
			Corp Yard Sunset Dr	14.86
			Corp Yard Dm & 5Th	14.87
			Berwick Park	6.43
			117 Recreation Room	6.92
			Lovers Point	20.76

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Fund	Check Date	Name	Description	Amount
	06/27/25	Civicplus, LLC	Civicrec Annual Ren	\$ 9,905.22
		Aflac	Ded:5200 Aflac Prem	727.43
			Ded:5201 Aflac P/T	1,440.37
		Calpers Health	Ded:3053 Health Fam	1,446.77
			Ded:126 Health	1,475.23
			Ded:111 Health	1,633.65
			Ded:104 Health	2,027.40
			Ded:112 Health	2,225.80
			Ded:3051 Health Emp	2,225.80
			Ded:2071 Health	2,925.00
			Ded:103 Health	3,041.10
			Ded:106 Health	3,690.25
			Ded:108 Health	3,837.86
			Ded:2072 Health	1,109.00
			Ded:129 Health	1,134.79
			Ded:116 Health	506.85
			Ded:128 Health Emp	556.45
			Ded:121 Health	567.40
			Ded:124 Health	4,425.69
			Ded:123 Health	4,539.16
			Ded:105 Health	5,271.24
			Ded:2073 Health Fam	8,331.00
			Ded:122 Health	10,780.60
			Ded:4304 Hlth Retro	(168.56)
		City Of Pacific Gro	Ded:3301 Aflac Med	1,520.72
		Eft	Ded:*Fm Medicare	12,768.68
			Ded:*Sca State Tax	17,490.12
			Ded:*Ft Federal Tx	44,517.04
		Pacific Grove City	Ded:7000 Assoc Dues	909.50
		Mass Mutual (457 Pl	Ded:3999 Roth Ira	2,637.00
			Ded:4000 Def Comp	11,116.44
		Mtry County Dept Of	Ded:0023 Garnish	396.92
		Pacific Grove Manag	Ded:7203 Assoc Dues	35.00
		City Of Pacific Gro	Ded:1006 Work Comp	63.78
			Ded:1005 Work Comp	1,465.26
			Ded:1009 Work Comp	578.88
			Ded:1010 Work Comp	2,891.26
			Ded:1003 Work Comp	6,494.67
		City Of Pacific Gro	Ded:7510 Pers Reimb	39.23
		City Of Pacific Gro	Ded:200 Dentaleoer	366.33
			Ded:2102 Dental+1Ee	958.20
			Ded:2101 Dentaleoee	1,010.56
			Ded:2103 Dental Fam	1,477.80
		City Of Pacific Gro	Ded:0005 Suta	155.15
		Pers	Ded:2003 Pers Other	167.53
			Ded:0004 Surv Ben	89.28
			Ded:2001 Pers	2,072.67
			Ded:0002 Pers	2,705.07
			Ded:2000 Pers Empl	3,571.52
			Ded:0018 Pers Sp Sf	1,024.65
			Ded:0022 Pers Sp Ms	327.46
			Ded:08 Pers Other	338.72
			Ded:0009 Pers Other	695.92
			Ded:0006 Pers City	6,892.66
			Ded:07 Pers City	5,962.64

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Fund	Check Date	Name	Description	Amount
			Ded:0021 Pers Reg M	\$ 14,366.10
			Ded:0020 Pers Er M3	14,921.15
			Ded:0017 Pers Rg Sf	8,923.63
			Ded:01 Pers	9,176.12
			Ded:0011 Pers Er Sf	9,952.07
			Ded:0019 Pers Rt Sf	(3.44)
		Police Officers Ass	Ded:7205 Assoc Dues	807.70
		State Disability Ta	Ded:0026 Sdi	5,479.18
		Transamerica Employ	Ded:5202 Transameri	311.82
		Union Bank Of Calif	Ded:4005 Pars-457	4,251.68
		Vision Service Plan	Ded:2503 Vision+1Ee	199.92
			Ded:2502 Visioneoe	212.48
			Ded:2504 Vision Fam	214.20
			Ded:300 Visioneoe	79.68
		Pers	Jun 25 Ual	250.00
			Jun 25 Ual	500.00
			Jun 25 Ual	1,333.33
			Jun 25 Ual	4,083.33
			Jun 25 Ual	4,333.33
			Jun 25 Ual	6,416.67
			Jun 25 Ual	8,416.67
			Jun 25 Ual	10,750.00
			Jun 25 Ual	12,500.00
			Jun 25 Ual	13,583.33
			Jun 25 Ual	13,916.67
			Jun 25 Ual	14,833.33
			Jun 25 Ual	16,833.33
			Jun 25 Ual	107,666.67
			Jun 25 Ual	135,596.92
		Eft	Ded:*Fm Medicare	1.78
			Ded:*Fm Medicare	2.84
			Ded:*Fm Medicare	4.50
			Ded:*Fm Medicare	21.54
			Ded:*Ft Federal Tx	21.69
			Ded:*Fm Medicare	24.88
			Ded:*Ft Federal Tx	25.12
			Ded:*Fm Medicare	25.96
			Ded:*Sca State Tax	38.33
			Ded:*Fm Medicare	47.48
			Ded:*Ft Federal Tx	103.32
			Ded:*Sca State Tax	11.92
			Ded:*Sca State Tax	12.67
		City Of Pacific Gro	Ded:1009 Work Comp	13.59
			Ded:1009 Work Comp	6.16
			Ded:1009 Work Comp	7.12
			Ded:1009 Work Comp	7.43
			Ded:1009 Work Comp	1.29
			Ded:1009 Work Comp	0.51
			Ded:1009 Work Comp	0.82
		City Of Pacific Gro	Ded:0005 Suta	0.56
			Ded:0005 Suta	0.02
			Ded:0005 Suta	0.03
			Ded:0005 Suta	0.05
			Ded:0005 Suta	0.25
			Ded:0005 Suta	0.29

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Fund	Check Date	Name	Description	Amount
			Ded:0005 Suta	\$ 0.30
		State Disability Ta	Ded:0026 Sdi	0.74
			Ded:0026 Sdi	1.18
			Ded:0026 Sdi	1.87
			Ded:0026 Sdi	8.91
			Ded:0026 Sdi	10.30
			Ded:0026 Sdi	10.74
			Ded:0026 Sdi	19.64
		Union Bank Of Calif	Ded:4005 Pars-457	122.78
			Ded:4005 Pars-457	11.66
			Ded:4005 Pars-457	7.37
			Ded:4005 Pars-457	4.61
			Ded:4005 Pars-457	55.69
			Ded:4005 Pars-457	64.35
			Ded:4005 Pars-457	67.13
11 - Library Book Fund	06/06/25	Library Ideas, Llc	Lib Books & Materia	1.50
		Midwest Tape	Lib Books & Materia	80.83
		Overdrive, Inc.	Lib Books & Materia	5.98
			Lib Books & Materia	5.98
		Us Bank	A Canales Books	701.91
	06/20/25	Amazon Capital Serv	Lib Books & Materia	415.26
			Lib Books & Materia	534.22
			Lib Books & Materia	106.89
			Lib Books & Materia	95.48
			Lib Books & Materia	79.68
			Lib Books & Materia	30.58
			Lib Books & Materia	17.47
			Lib Books & Materia	17.58
			Lib Credit For Book	(9.72)
		Cengage Learning/Ga	Lib Books & Materia	33.20
			Lib Books & Materia	71.65
			Lib Books & Materia	24.46
			Lib Books & Materia	690.23
		Midwest Tape	Lib Books & Materia	54.61
		Overdrive, Inc.	Lib Books & Materia	2.99
			Lib Books & Materia	8.97
15 - Housing Fund	06/27/25	Pers	Jun 25 Ual	1,833.33
18 - Gas Tax Fund	06/06/25	Dave'S Repair Servi	Tank Monitor Cert	(3,184.41)
			Tank Monitor Cert	3,184.41
		Dave'S Repair Servi	Tank Monitor Cert	3,184.41
	06/20/25	Tapco	Pine Ave Crosswalk	10,521.64
			Street Supplies	465.41
	06/25/25	California American	Cem 4%	42.50
		Pacific Gas & Elect	Forest Av Sunset Av	21.52
			Forest Ave Sunset A	23.01
			19Th & Sunset Dr.	15.78
			19Th & Sunset Dr.	0.14
			Forest Av Sunset Av	56.14
			Forest Ave Sunset A	50.86
		Pacific Gas & Elect	Pw Electric 4482-4	9,069.23
	06/27/25	Pers	Jun 25 Ual	2,333.33
‡ - Stillwell Children'S Po	06/06/25	Aloha Pool And Spa	Lovers Point Pool H	3,475.18
			Lovers Point Pool H	6,516.98
		Us Bank	D Gho Pool Supplies	37.16
	06/20/25	American Supply Com	Pool Supplies	568.98

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Fund	Check Date	Name	Description	Amount	
- Lighthouse Maint.& Im	06/06/25	Monterey County Hea	Lover Pt Pool Permi	\$ 929.00	
		Historic Resource A	Reports Cip23-05	500.00	
		Federico'S Embroide	Lighthouse Merch	(716.06)	
	06/20/25		Lighthouse Merch	716.06	
		Katherine Healey	Lh Giftshop Merch	135.99	
		Federico'S Embroide	Lighthouse Merch	716.06	
		Big Sur Handworks	Lighthse Merch	1,729.00	
		Escarraga'S Luxury	Lighthse Cleaning	480.00	
		Pacific Grove Hardw	Lhse Repair Supplie	26.38	
	06/25/25	Monterey One Water	Lh Sewer Trmt	118.08	
California American		90 Asilomar	264.84		
Pacific Gas & Elect		Asilomar Blvd Pg Lh	63.83		
		Asilomar Blvd Pg Lh	146.47		
34 - Cdbg Grant Fund	06/12/25	Old Republic Title	Ab Loan 2012025001	190,000.00	
) - Poetry Promotion Fur	06/06/25	Us Bank	A Canales Poet Prom	116.34	
	06/20/25	Monterey One Water	Poetry Sewer Trmt	171.56	
43 - Slesf Fund	06/06/25	Enterprise Fm Trust	Lease Pmt May	2,034.40	
- Capital Improv Proj Fu		Neill Engineers Cor	Fy25 Cip Engineerin	17,315.00	
			Fy25 Cip Engineerin	28,064.50	
			Streets Sidewalk Im	11,806.00	
70 - Emp Benefit Fund	06/17/25	Standard Insurance	June 2025	7,194.36	
	06/20/25	Claremont Behaviora	Eap June Services	648.15	
		Pars	Pars Fees April	368.50	
71 - Workers Comp Func	06/27/25	Pers	Jun 25 Ual	750.00	
72 - Liability Ins Fund			Jun 25 Ual	666.67	
74 - Local Water Project	06/06/25	California Marine S	Pglwp Monitoring 20	6,832.80	
		Pacific Gas & Elect	Lwp 0792-1	12,275.02	
	06/20/25	Pacific Grove Hardw	Lwp Repair Supplies	20.25	
		Monterey County Hea	Lwp Haz Mat Registr	984.00	
			Waste Wtr Op Permit	1,071.00	
	06/25/25	Monterey One Water	Lwp Sewer Trmt	21,187.33	
		California American	1313 Ocean View Blv	2,791.29	
	75 - Cemetery Fund	06/06/25	Asco Pacific Supply	Cemetery Supplies	98.44
			C & N Tractors	Utiltiy Vehicle For	17,522.38
		06/20/25	Us Bank	L Frati Mtg Vendor	84.11
Csc Of Salinas			Cem Repairs Unit 71	364.54	
Odp Business Soluti			Cem Office Supplies	112.87	
06/25/25		Pacific Grove Hardw	Cem Repair Supplies	217.89	
		Mission Uniform Ser	Linen & Uniform Cle	479.47	
		California American	Sewer 8%	85.00	
			1254 Delmontecem70%	627.24	
		Pacific Gas & Elect	Cemetery - 1%	17.44	
		Crest & Ripple	18.79		
		Cemetery	51.20		
	Cemetery - 1%	25.47			
76 - Sewer Fund	06/27/25	Joyce Schardt	Burial Site Buy Bac	1,943.55	
		Pers	Jun 25 Ual	3,750.00	
	06/06/25	Pacific Gas & Elect	Pw Sewer Elec 5126-	1,468.39	
		Neill Engineers Cor	Admin Engineering S	1,000.00	
			Sewer Cip25-01	1,773.50	
			Pacific Gas & Elect	Pw Sewer Elec 4175-	48.97
06/20/25	Rincon Consultants,	Amendment #3 - Arch	824.50		
	Safety-Kleen System	Oil Collection Fee	326.37		
	Wallace Group	Scsmp 1, 6, 9 Cip24	14,177.75		
	Don Chapin Co., Inc	Sewer Emergncy	1,872.50		

Check Register Report - Summary by Detailed View - June 2025

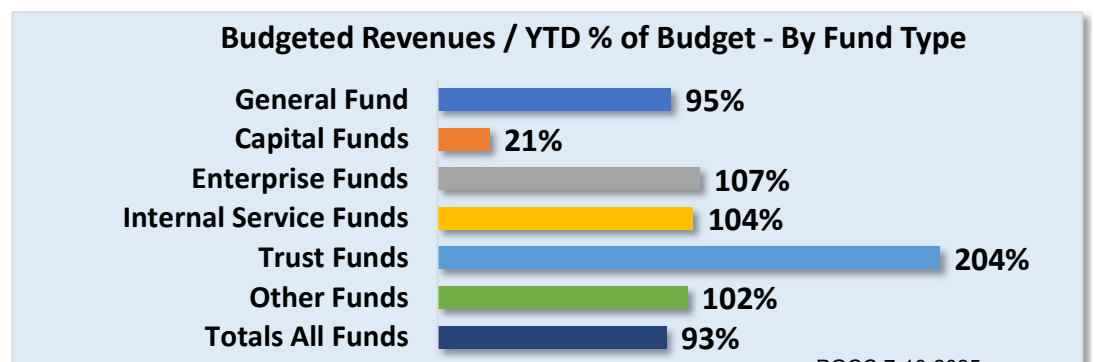
Fund	Check Date	Name	Description	Amount
77 - Golf Fund	06/25/25	Quinn Rental Servic	Sew Gen Repairs	\$ 2,330.96
		Mission Uniform Ser	Linen & Uniform Cle	479.47
		California American	263 Grove Acres	330.19
			1273 Crespi Pond 50	128.67
			100 Oceanvw Irrig	85.12
		Pacific Gas & Elect	Oceanview Blvd & 8T	7.20
			520 Ocean View Blvd	23.33
			Pump Russell Svc Ct	15.95
			Pump Sunset Arena	11.35
			520 Ocean View Blvd	6.11
			Pump Sunset Arena	193.00
			Pump 17Th & Ocnvw	234.10
			1996 Sunset Dr.	19.86
			Pump Station	25.16
			1996 Sunset Dr.	67.86
			471 Ocean View Bl.	117.79
			17Th & Ocnvw	98.49
			Pump Russell Svc Ct	59.21
			Eardley Pump #1	72.88
			471 Ocean View Bl.	259.79
			O V 9Th Pump #2	955.33
			Eardley Pump #1	179.17
			Pump Sunset Arena	435.24
			360 Ocean View Blvd	438.76
	06/27/25	Pers	Jun 25 Ual	11,750.00
	06/25/25	California American	1273 Crespi Pond 50	128.68
			77 Asilomar Golf Hs	2,221.75
			77 Asilomar Fire Sv	99.98
			1254 Delmontegolf30	268.82
		Pacific Gas & Elect	1313 Ocean View Blv	98.58
			1313 Ocean View Blv	41.33
Grand Total				\$ 2,358,478.52



Revenues by Fund - FY 2024-25 (Unaudited)
Through June 2025

Fund	Revenues				Working Capital	
	Revised Budget	YTD	YTD % of Budget	Prior YTD	Projected Change for Fiscal Year	Projected Ending Reserves *
Main Fund - Fund 01	\$ 33,288,027	\$ 31,603,252	95%	\$ 33,239,014	\$ (4,483,352)	\$ 12,912,838
Other Funds Included	24,700	36,514	>100%	36,459	(1,493)	184,105
General Fund	33,312,727	31,639,766	95%	33,275,473	(4,484,845)	13,096,943
Capital Projects	\$ 3,084,533	\$ 651,140	21%	\$ 900,002	1,147,500	1,507,696
Capital Funds	3,084,533	651,140	21%	900,002	1,147,500	1,507,696
Local Water Project	1,310,187	1,530,429	>100%	1,217,433	(711,663)	(934,229)
Cemetery	653,000	691,528	>100%	764,656	(67,349)	1,018,896
Sewer	4,248,000	4,251,266	>100%	4,189,214	(1,784,635)	6,809,583
Golf	762,000	949,883	>100%	837,625	6,943	874,537
Sewer Lateral Loans	4,000	14,477	>100%	8,200	4,000	170,928
Enterprise Funds	6,977,187	7,437,583	107%	7,017,128	(2,552,704)	7,939,715
Employee Benefit	265,000	237,754	90%	348,321	(67,000)	92,520
Worker's Compensation	722,113	613,726	85%	568,519	(13,836)	584,944
Liability Insurance	752,000	956,667	>100%	1,143,440	34,997	627,716
Internal Service Funds	1,739,113	1,808,147	104%	2,060,280	(45,839)	1,305,180
Library	22,000	48,851	>100%	43,196	22,000	587,637
Cemetery	113,000	209,448	>100%	177,927	113,000	2,258,254
Yount	8,000	33,673	>100%	16,675	-	781,371
Trust Funds	143,000	291,972	204%	237,798	135,000	3,627,262
Library / Poetry	97,283	134,183	>100%	101,942	(3,288)	256,963
Museum	4,000	21,724	>100%	16,939	(161,800)	183,023
Public Safety	800,225	777,308	97%	738,289	(22,152)	335,912
Housing	31,000	79,967	>100%	104,863	(266,718)	780,386
Streets	1,596,839	1,572,242	98%	1,711,967	(3,934,039)	(2,340,134)
Lighthouse	90,000	138,526	>100%	127,997	(109,450)	114,520
Community Development/CDBG	21,200	56,715	>100%	64,582	1,200	1,454,089
ARPA	15,000	31,067	>100%	49,418	(1,642,744)	(747,575)
Downtown/Hospitality Districts	695,650	512,732	74%	598,673	63,250	94,721
Cable Franchise / Other	97,650	181,865	>100%	576,090	(113,350)	196,726
Other Funds	3,448,847	3,506,329	102%	4,090,760	(6,189,091)	328,631
Totals All Funds	\$ 48,705,407	\$ 45,334,937	93%	\$ 47,581,441	\$ (11,989,979)	\$ 27,805,427

* Excludes Proposed Adjustments and Rollovers

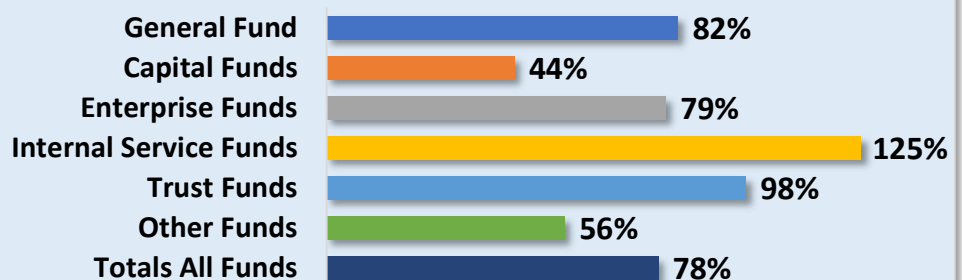




Expenses by Fund - FY 2024-25 (Unaudited)
Through June 2025

Fund	Expenses					
	Revised Budget	YTD	YTD % of Projected	Purchase Orders	YTD % with POs	Prior YTD
Main Fund - Fund 01	\$ 37,771,379	\$ 31,057,967	82%	\$ 1,407,846	86%	\$ 28,447,065
Other Funds Included	26,193	26,296	>100%	-	>100%	23,272
General Fund	37,797,572	31,084,263	82%	1,407,846	86%	28,470,337
Capital Projects	\$ 1,937,033	\$ 852,513	44%	\$ -	44%	\$ 247,031
Capital Funds	1,937,033	852,513	44%	-	44%	247,031
Local Water Project	2,021,850	3,179,268	>100%	219,392	>100%	1,593,424
Cemetery	720,349	637,908	89%	71	89%	519,698
Sewer	6,032,635	3,068,077	51%	1,940,702	83%	2,214,935
Golf	755,057	680,160	90%	-	90%	483,621
Sewer Lateral Loans	-	-	0%	-	0%	-
Enterprise Funds	9,529,891	7,565,413	79%	2,160,165	>100%	4,811,678
Employee Benefit	332,000	360,522	>100%	-	>100%	269,531
Worker's Compensation	735,949	1,189,139	>100%	-	>100%	871,919
Liability Insurance	717,003	680,967	95%	-	95%	890,691
Internal Service Funds	1,784,952	2,230,628	125%	-	>100%	2,032,141
Library	-	-	0%	-	0%	-
Cemetery	-	-	0%	-	0%	-
Yount	8,000	7,849	98%	-	98%	5,658
Trust Funds	8,000	7,849	98%	-	98%	5,658
Library / Poetry	100,571	58,227	58%	10,818	69%	117,187
Museum	165,800	58,809	35%	5,066	39%	-
Public Safety	822,377	653,985	80%	33,498	84%	676,298
Housing	297,718	95,603	32%	-	32%	133,937
Streets	5,530,878	1,871,775	34%	412,803	41%	2,316,870
Lighthouse	199,450	124,491	62%	-	62%	89,190
Community Development/CDBG	20,000	212,491	>100%	39,000	>100%	34,384
ARPA	1,657,744	1,665,480	>100%	-	>100%	241,252
Downtown/Hospitality Districts	632,400	489,596	77%	-	77%	443,186
Cable Franchise / Other	211,000	145,711	69%	39,000	88%	456,141
Other Funds	9,637,938	5,376,168	56%	540,185	61%	4,508,445
Totals All Funds	\$ 60,695,386	\$ 47,116,834	78%	\$ 4,108,196	84%	\$ 40,075,290

Budgeted Expenses / YTD % of Budget By Fund Type

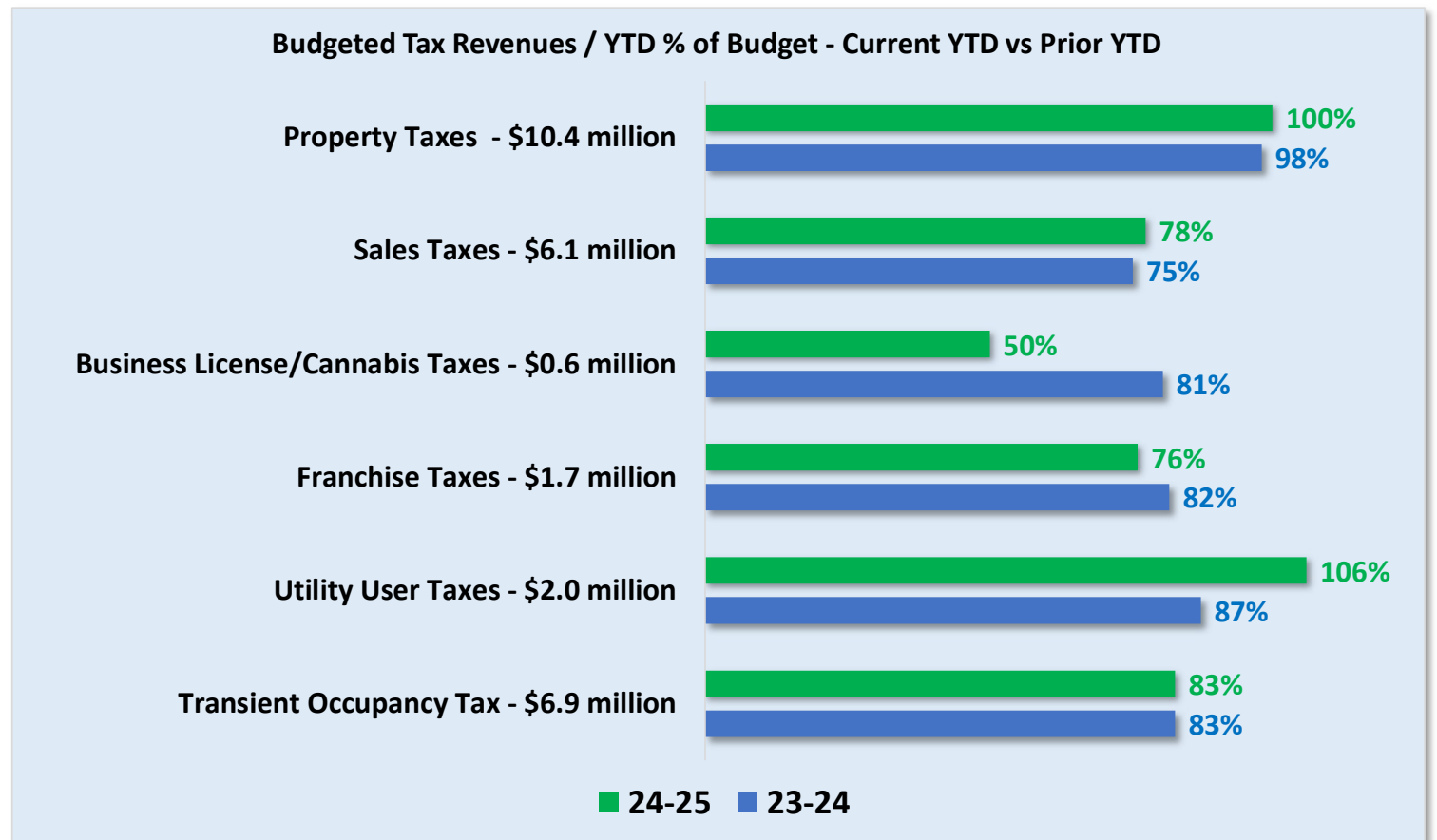




General Fund Revenues - FY 2024-25 (Unaudited)
Through June 2025

Revenue Account	Revised Budget	YTD Revenues	YTD % of Budget	Year End Projection	Prior YTD Revenues	Prior YTD % of PY Budget
Property Taxes	\$ 10,411,000	\$ 10,451,991	100%	10,657,000	9,941,654	98%
Sales Taxes	6,094,000	4,730,138	78%	6,274,000	4,505,065	75%
Business License/Cannabis Taxes	583,000	292,589	50%	363,000	562,951	81%
Franchise Taxes	1,659,000	1,265,347	76%	1,547,000	1,338,910	82%
Utility User Taxes	2,043,000	2,166,345	106%	2,417,000	1,850,656	87%
Transient Occupancy Tax	6,922,000	5,735,916	83%	6,923,000	5,576,783	83%
Litter Abatement	210,000	159,319	76%	212,000	152,396	75%
Construction Permits	1,191,000	1,029,176	86%	1,034,000	1,166,628	100%
Zoning Enforcement	283,250	216,401	76%	211,000	212,026	103%
Plan Check Fees	705,000	559,232	79%	558,000	504,252	>100%
Parking Meters	373,000	326,598	88%	363,000	304,338	90%
Water Entitlements	575,187	1,596,572	100%	1,500,000	551,367	95%
Interest Earned	250,000	766,486	100%	1,281,000	290,911	60%
Investment Market Value Gain/Loss	-	287,610	100%	-	212,995	60%
Indirect Cost Reimbursement	551,000	414,000	75%	552,000	303,000	75%
Total Major Revenues	31,850,437	29,997,720	94%	33,892,000	27,473,932	87%
Total General Fund Revenues	33,312,727	15,261,090	46%	35,355,000	15,424,403	46%

FY 2022-23 Tax Revenues	Property Taxes	Sales Taxes	BL/Other	Franchise	Hotel Taxes	Utility
	9,330,981	5,614,305	549,856	1,570,875	6,635,688	2,097,934





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: July 16, 2025
SUBJECT: Sewer System Management Plan Revision #4
CEQA: Categorical Exemption, CEQA Guidelines Section 15308, Class 8, Actions by Regulatory Agencies for Protection of the Environment

RECOMMENDATION

Adopt Sewer System Management Plan (SSMP) Revision #4 and authorize staff to certify the document in the California Integrated Water Quality System (CIWQS).

DISCUSSION

The City of Pacific Grove owns and operates the sewer collection system, which consists of approximately 58 miles of pipelines, 900 manholes, and 7 pump stations.

The State Water Resources Control Board's (SWRCB) Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems, Order No. 2022-0103-DWQ, require the City of Pacific Grove to have and maintain a Sewer System Management Plan (SSMP), which provides a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system.

The purpose of the SSMP is to help reduce and prevent sanitary sewer overflows and mitigate any sanitary sewer overflows that may occur. The plan achieves these goals by identifying 11 pivotal elements, which are detailed in the executive summary of the SSMP. The WDR and Monitoring and Reporting Program require all agencies in California that own and operate sanitary sewer systems greater than one mile in length, which collect or convey untreated or partially treated wastewater to a publicly owned treatment facility, to develop and implement a SSMP and report sanitary sewer overflows using the State's electronic reporting system, CIWQS.

To comply with the SWRCB requirements, the City must:

- Complete an SSMP revision every six years (six years is a new regulation; the current update still falls within the previous 5-year requirement)
 - This is required to be adopted by the City Council
- Perform an audit of the current SSMP every three years

The original SSMP was developed in 2009. To date, the City has met all of the requirements for Audits and SSMP revisions, which included revisions in 2013, 2018, and 2022.

The complete [SSMP Revision 4](#) document is available on the City's website and at the Public Works

Administration office. Upon adoption, all necessary updates required by the WDR will occur through the CIWQS reporting system.

The SSMP is a living document and will be revised as changes in City operation, maintenance, and management practices and SWRCB regulations occur. The SSMP will continue to be formally updated and re-certified every six years, and the three-year audits will continue, as required by SWRCB Order No. 2022-0103-DWQ.

OPTIONS

Do not approve the revisions to the SSMP. Failure to do so will result in non-compliance with SWRCB Orders noted above. Non- Compliance may result in enforcement that range from informal to formal actions that could require an Enrollee to simply provide the missed information all the way to formal hearings to impose administrative civil liability penalties.

FINANCIAL IMPACT:

Funding for the preparation of the SSMP audit was budgeted for as an element of the FY24/25 budget via the Sewer Enterprise Fund.

FOCUSED PRIORITY AREA: Environmental Stewardship



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: July 16, 2025
SUBJECT: Fiscal Year 2025/26 CIP Engineering Services
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

1. Authorize an agreement with Neill Engineers Corp for FY25/26 Capital Improvement Plan engineering services in an amount not to exceed \$546,718 plus a 10% contingency.
2. Alternatively, discuss and take other action on this item.

DISCUSSION

The City of Pacific Grove (City) Public Works Department utilizes engineering services to execute vital Capital Improvement Plan (CIP) projects by providing technical consultation, project design, and surveying services. Neil Engineers Corp (Neil Engineers) has provided the City with engineering services since 1964. From 1964 through 1991, Neil Engineers augmented City staffing during fluctuations in workload to help minimize cost while maintaining existing staffing levels. In 1991, the role of Neil Engineers expanded from a project-based service to the function of City Engineer via a formalized professional services agreement. In 2008, a new professional services agreement with Neil Engineers was executed, with the same scope, to reflect an increased monthly retainer of \$1,000, previously \$750. The current contract, executed in 2008, has been renewed by yearly extensions and has maintained the same \$1,000 monthly retainer. The City has harnessed this agreement for a variety of administrative engineering functions including project consultation, surveying, plan review, and public hearings.

In addition to the existing executed professional services agreement that allows for administrative engineering functions, staff is recommending entering into an agreement to authorize specific project-based engineering services related to the CIP in an amount not to exceed \$546,718 plus a 10% contingency, for FY 25/26. This contract will allow the progression of the CIP projects noted below. This list includes FY 2024/25 project carry forwards, and newly proposed CIP projects adopted in the FY 25/26 Budget:

Projects

- FY 25/26 Street Rehabilitation
- FY 25/26 Mandated ADA Improvements
- FY 25/26 Sewer Force Main Replacement: Arena Avenue

- FY 24/25 Street Rehabilitation (Carry Over)
- FY 24/25 Crack & Slurry Seal (Carry Over)
- FY 24/25 Sinex Avenue Sidewalk Infill Project (Carry Over)
- Pedestrian Safety - Central/Fountain & Grand/Fountain (Carry Over)
- Recreation Trail Improvements – Esplanade Park (Carry Over)

Although a two-year budget was approved, City staff is only requesting a one-year agreement with Neil Engineers to address the identified projects in FY 25/26 and to finalize the FY 24/25 carryovers.

Standard bidding procedures were suspended in accordance with Pacific Grove Municipal Code (PGMC) section 2.16.080 “Bidding procedures- Dispensation When” which provides that the purchasing agent, the City Manager, may dispense with bid procedures for purchase of services when in his sole discretion and judgment it is in the best interest of the City when (d) a service (such as attorney, accountant, architect or specialized consultant) involves specialized knowledge or personal skill.

Neill Engineers has worked with the city since 1964. Their vast and incomparable institutional knowledge and robust experience with the City provide them with specialized knowledge and skill regarding the City’s existing infrastructure that is necessary to most efficiently and effectively design, plan and execute CIP projects. If approved, the City’s standard professional service agreement (reviewed and approved by the City Attorney, Risk Management and the California Joint Powers Insurance Authority) will be prepared for the Mayor’s signature per the standard contracting process. Failure to authorize this agreement will result in significant delays in the above-referenced CIP projects.

OPTIONS

1. Do not authorize the agreement.
2. Provide alternative direction. Please note that this option would significantly delay the above-referenced projects. This option may also result in additional fiscal impacts if engineering services exceed engineering allocations within the approved CIP project budgets.

FINANCIAL IMPACT:

Engineering services are included within individual CIP project budgets, approved as part of the annual budget. Therefore, no additional fiscal impact is anticipated.

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: George Fuerst, Environmental Program Manager
MEETING DATE: July 16, 2025
SUBJECT: Sanitary Sewer Maintenance Services Agreement
CEQA: Categorical Exemption, CEQA Guidelines Section 15301, Class I, Existing Facilities

RECOMMENDATION

Authorize an agreement with The Don Chapin Company, Inc. DBA Green Line Liquid Waste Company for sanitary sewer services in an amount not to exceed \$400,000 per fiscal year with options to extend the agreement for two (2) additional yearly increments, by mutual letter signed by the Mayor.

DISCUSSION

The City of Pacific Grove's sanitary sewer collection system includes 59 miles (314,435 linear feet) of sanitary sewer line ranging in size from 4" to 18" in diameter and approximately 900 manholes. The pipes are comprised of various materials, including but not limited to: vitrified clay (VCP), reinforced concrete (RCP), polyvinyl chloride (PVC), and cast iron (CI) pipes.

Maintenance of the sanitary sewer system is vital to the longevity and operation of the system. The proposed \$400,000 annual contract with Green Line Liquid Waste Company includes line maintenance, anticipated CCTV needs, and emergency call-outs. The work to be done under this contract consists of the cleaning of the City's sanitary sewer mains and removal of tree roots in various locations throughout the City. The work shall also include the removal and disposal of tree roots, solids, sludge, grit, grease, sand, pieces of the broken pipe and any other debris from the sanitary sewer lines and sanitary manholes.

The City issued a Request for Proposals on June 16, 2025. Three bids were received:

Company	Task	Price
Green Line Liquid Waste	Hydro-Flush	\$1.12/LF
	Hydro-Flush w/Root Removal	\$1.44/LF
Murgreen Environmental	Hydro-Flush	\$2.50/LF
	Hydro Flush w/Root Removal	\$4.50/LF
Pipe and Plant Solutions	Hydro-Flush	\$13.00/LF
	Hydro Flush w/Root Removal	\$14.00/LF

Green Line Liquid Waste Company has been qualified as the lowest, responsible bidder. The City has successfully used Green Line Liquid Waste Company for maintenance of the City's sanitary sewer lines since 2013. They are qualified to perform the services.

OPTIONS

1. Approve agreement
2. Do not approve agreement

FINANCIAL IMPACT:

As an element of the FY25/26 Operating Budget, \$400,000 was budgeted from the Sewer Fund for the sanitary sewer maintenance services agreement.

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: Brian Pierik, City Attorney
MEETING DATE: July 16, 2025
SUBJECT: Response to Grand Jury Regarding City of Pacific Grove Mobile App for Public to Report Road Safety and Maintenance Issues
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Motion to Authorize the Mayor to send a letter to the Honorable Stephanie Hulsey (Judge of the Superior Court), Attention Sandra Ontiveros, advising that the City Council agrees with Grand Jury Report Finding 3 and Recommendation 3 has been implemented by the City, namely by activating its mobile app on the Apple Store.

DISCUSSION

On April 28, 2025, the City received a letter from the Office of the County Counsel for the County of Monterey regarding the 2024-2025 Monterey County Civil Grand Jury Final Redport - "Road Safety in Monterey County: Where to Report a Problem" ("Report").

Finding 3 of the Report stated: The City of Pacific Grove appears to have a mobile app, but it is not available at the Apple Store.

Recommendation 3 of the Report stated: The City of Pacific Grove activate its mobile app on the Apple Store by September 30, 2025.

Mohammed Khasimi, Chief Information Officer for the City of Pacific Grove, has advised that the City's mobile app has been restored in the Apple App Store.

At this time, the Mayor should send a letter to the Honorable Stephanie Hulsey (Judge of the Superior Court) advising that the City Council agrees with Finding 3 and Recommendation 3 has been implemented by the City, namely by activating its mobile app on the Apple App Store.

The recommended action is a Motion to Authorize the Mayor to send a letter to the Honorable Stephanie Hulsey (Judge of the Superior Court), Attention Sandra Ontiveros, advising that the City Council agrees with Grand Jury Report Finding 3 and that Recommendation 3 has been implemented by the City, namely by activating its mobile app on the Apple Store.

OPTIONS

None.

FINANCIAL IMPACT:

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

FOCUSED PRIORITY AREA: Community Development

Attachments

Proposed Letter from Mayor to Honorable Stephanie Hulse

ATTACHMENT 1 TO AGENDA REPORT

CITY LETTERHEAD

July ___, 2025

Honorable, Stephanie Hulsey
Judge of the Superior Court
c/o Office of the County Counsel
Attention: Sandra Ontiveros
168 W. Alisal Street, 3rd FL
Salinas, CA 93901

Re: Response to 2024-2025 Monterey County Civil Grand Jury Final Report – “Road Safety in Monterey County: Where to Report A Problem”

Dear Ms. Ontiveros:

As the Mayor for the City of Pacific Grove, I am submitting this letter to you as a response by the Pacific Grove City Council to the 2024-2025 Monterey County Civil Grand Jury Final Report – “Road Safety in Monterey County: Where to Report A Problem” (“Report”).

Finding 3 of the Report stated: The City of Pacific Grove appears to have a mobile app, but it is not available at the Apple App Store.

Recommendation 3 of the Report stated: The City of Pacific Grove activate its mobile app on the Apple Store by September 30, 2025.

I was authorized by the City Council at its meeting on July 16, 2025 to submit this letter to you in response to the Report.

The City Council agrees with Finding 3 and Recommendation 3 has been implemented by the City, namely by activating its mobile app on the Apple Store.

If you have any questions, please contact me.

Thank you.

Nick Smith, Mayor
City of Pacific Grove



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Chaps Poduri, Councilmember
MEETING DATE: July 16, 2025
SUBJECT: Land Use Acknowledgment
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Motion to direct the Task Force on Diversity Equity and Inclusion (DEI) to develop language for a Land and Ancestral Peoples Acknowledgment. Upon completion of their work, Council will review policy framework and specific acknowledgment language for formal consideration and adoption.

DISCUSSION

Background

The City of Pacific Grove recognizes the historical and ongoing significance of the Indigenous peoples who are the original stewards of this land. Acknowledging the traditional territories of Indigenous communities is a growing practice among governmental bodies and organizations as a step towards reconciliation, cultural recognition, and fostering respectful relationships.

To establish a formal Land and Ancestral Peoples Acknowledgment requires careful research, thoughtful consideration, and engagement with relevant communities and best practices. The Taskforce for **Diversity, Equity, and Inclusion (DEI)** is uniquely positioned to lead this critical development phase due to its mandate to foster a more inclusive and equitable community. Tasking the DEI with this specific work will leverage their expertise and ensure that the proposed policy and statement are thoughtfully crafted and reflect a deep understanding of the historical and cultural context.

Upon completion of their work, the DEI Board's recommendations for the specific acknowledgment language will be submitted to Council to review the policy framework and specific acknowledgment language for formal consideration and adoption.

OPTIONS

1. Do not authorize staff to direct the DEI: This would potentially delay an opportunity for meaningful reconciliation and cultural recognition.
2. Provide alternative direction for statement development: Alternatives may require staff work to implement the revised direction.

FINANCIAL IMPACT:

There is no fiscal impact.

GOAL ALIGNMENT:

Not Applicable.



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Leticia Livian, Human Resources Director
MEETING DATE: July 16, 2025
SUBJECT: AB 2561 Reporting: Vacancies, Recruitment, and Retention
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Staff recommends that the City Council receives the report for information purposes only during the public hearing at which the City will report on workforce vacancies, recruitment, and retention efforts. The City's recognized employee organizations will be provided an opportunity to make a presentation on such subjects.

DISCUSSION

AB 2561 requires public agencies, including the City, to hold at least one (1) public hearing per year to discuss vacancies, recruitment and retention efforts. This communication along with the public presentation discusses the City's legal obligations under the new law, which took effect January 1, 2025. This presentation is for informational purposes only regarding the status of the City's vacancies, recruitment and retention efforts.

AB 2561 was introduced to address the issue of job vacancies in local government, which adversely affects the delivery of public services and employee workload. Among other requirements, the bill mandates that public agencies conduct a public hearing to present the status of vacancies, recruitment, and retention efforts during a public hearing before the agency's governing body and identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.

In compliance with the new legal obligations, the City is required to do the following:

Public Hearing – Report on Vacancies: For the calendar year 2024, the City's annual average percentage of vacancies (i.e., regular, full-time equivalent) is 8%.

Employee Organization Participation: Allow the recognized employee organization for each bargaining unit at the City to make presentations during the public hearing concerning vacancies and recruitment and retention efforts. Human Resources notified the three (3) represented bargaining units at the City of the opportunity to present.

Additional Reporting for High Vacancy Rates: If vacancies within a single bargaining unit meet or

exceed 20% of authorized full-time positions in that bargaining unit, upon request of the recognized employee organization for that bargaining unit, the City must provide additional information during the public hearing, including the following: (1) the total number of vacancies within the bargaining unit; (2) the number of applicants; (3) the average number of days to fill positions; and (4) opportunities to improve compensation and working conditions for employees in the bargaining unit.

For the calendar year 2024, within the City's bargaining units with recognized employee organizations, they were all under the 20% vacancy rate, which is summarized below:

Bargaining Group	2024 Annual Average
General Employee Association (GEA)	8%
Police Officer Association (POA)	12%
Management Employee Association (MEA)	5%

For the calendar year 2024, within the City's non-represented employee groups, they were all under the 20% vacancy rate, which is summarized below:

Non-represented Groups	2024 Annual Average
Non-Represented Management & Confidential Groups	4%
Department Head Group	12%
Management Employee Association (MEA)	10%

OPTIONS

N/A - For informational purposes only.

FINANCIAL IMPACT:

There is no direct fiscal impact associated with conducting the public hearing.

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: Fred Marsh, Administrative Services Director
MEETING DATE: July 16, 2025
SUBJECT: Ordinance to Amend the Fiscal Year 25/26 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 amending the operating and capital budget for the Fiscal Year 2025-26;
4. Direct that publication of the ordinance will be satisfied by publication of a summary approved by the City Attorney.

DISCUSSION

The City of Pacific Grove was recently notified by the City of Monterey that there was an outstanding bill owed in the amount of \$113,101.66. This amount related to work done in Fiscal Year 2007-08 on a portion of a capital improvement project extending the Prescott Avenue sidewalk that Pacific Grove agreed to reimburse the City of Monterey for. Details on this item is included in an attachment to this report, including the prior approval by the City Council as part of Resolution 08-048.

This action is requesting a budget amendment for this amount so this amount can be paid to the City of Monterey after the second reading of this ordinance.

OPTIONS

- Introduce and hold the first reading of this ordinance
- Direct the City Manager to take an alternative action

FINANCIAL IMPACT:

Dependent on the direction provided by Council at tonight's meeting.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Ordinance

Backup Documentation

ORDINANCE NO. 25-xxx

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

FACTS

1. The City Council approved the FY 2025-26 Budget on June 18, 2025.
2. It is customary to amend the budget to adjust revenues and expenditures to reflect updated information since the adoption of the FY 2025-26 Budget.
3. The City Manager is recommending amendments to the FY 2025-26 Budget to reflect an additional amount due to the City of Monterey for prior work performed on Prescott Avenue.
4. The Council has determined it is appropriate to amend the approved budget for FY 2025-26
5. Pursuant to Charter Article 156, an amendment of the budget must be approved by ordinance.
6. A summary of the ordinance, approved by the City Attorney, was published on _____.
7. In the enactment of the ordinance, the City followed the guidelines adopted by the State of California and published in the California Code of Regulations, Title 154, Section 15000, et seq.
8. Enactment of this ordinance action does not constitute a “project” as defined by California Environmental Quality Act (CEQA) Guidelines Section 15378 because it is an organizational or administrative activity that will not result in direct or indirect physical changes to the environment.

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

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

SECTION 2: The expenditure budget for the Capital Projects - General Fund is amended for this item in the amount of \$113,102.

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

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 20th day of August, 2025, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

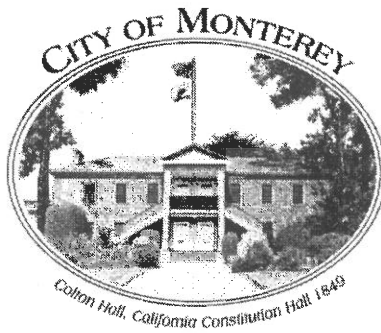
NICK SMITH, Mayor

ATTEST:

SANDRA KANDRELL, City Clerk

APPROVED AS TO FORM:

BRIAN A. PIERIK, City Attorney



City of Pacific Grove
Administrative Services Department
300 Forest Ave., 1st Floor
Pacific Grove, CA 93950
ATTN: Fred Marsh, Administrative Services Director

RE: Past Due Invoice

Dear Mr. Marsh,

It has recently come to my attention that the City of Pacific Grove (PG) has an outstanding bill owed to the City of Monterey in the amount of \$113,101.66.

In Fiscal Year 2007-08, PG agreed to reimburse Monterey for a portion of a capital improvement project extending the Prescott Avenue sidewalk. The City of PG had ten years in which to pay the final costs associated with your city's share of the project. The due date was September 23, 2021. Attached, please find a copy of the original invoice, summary of contractor's costs, and the signed agreement between both municipalities.

Please remit the total amount due to the City of Monterey by June 30, 2025. Due to the oversight by both of our agencies, the City of Monterey is willing to waive interest and penalties per the attached agreement, Section 4., which would otherwise be imposed as of September 23, 2021.

If you have any questions, please contact Stella Sandoval, Assistant Finance Director, at 831-646-5687 or ssandoval@monterey.gov.

Thank you for your prompt attention to this matter,

Rafaela T. King, CPA, MBA
City of Monterey Finance Director

cc: Hans Uslar, City Manager, City of Monterey
Matthew Mogensen, City Manager, City of Pacific Grove
Stella Sandoval, Assistant Finance Director



CITY of MONTEREY

INVOICE NO.

INVOICE DATE Sept 23, 2011

City of Pacific Grove
Finance Dept.
300 Forest Ave
Pacific Grove, CA 99950

LINE	1	\$
LINE	2	\$
LINE	3	\$
LINE	4	\$
LINE	5	\$
LINE	6	\$
LINE	7	\$
LINE	8	\$
LINE	9	\$
LINE	10	\$

TOTAL \$ 113,101.66

PLEASE DETACH AND RETURN THIS PORTION OF THE INVOICE WITH YOUR PAYMENT

YOU MAY RETAIN THIS PORTION FOR YOUR RECORDS

CITY of MONTEREY

INVOICE

City of Pacific Grove's portion of the
Prescott Avenue Sidewalk Project

INVOICE NO.

INVOICE DATE

\$113,101.66

Due on or before 9/23/2021 -

PLEASE MAKE YOUR CHECK PAYABLE TO:

CITY of MONTEREY
CITY HALL
MONTEREY, CALIFORNIA 93940

FOR MORE INFORMATION ABOUT THIS INVOICE CALL (831) 646-3944



MARK THOMAS & COMPANY, INC.

Providing Engineering, Surveying and Planning Services

September 20, 2011

Brian McMinn, Principal Engineer
City of Monterey - Capital Projects Division
353 Camino El Estero
Monterey, CA 93040

RE: Prescott Sidewalk Project
Summary of Costs and Reimbursement from City of Pacific Grove

As you're aware, the cities of Monterey and Pacific Grove executed a reimbursement agreement in October 2008 for the Prescott Sidewalk Project and this letter presents a breakdown of the associated costs. Please note the sidewalk placed in Pacific Grove was constructed as part of "Prescott Sidewalk Phase 2".

OFFICES

Cupertino
Fresno
Pleasanton
Sacramento
Salinas
San Jose
San Mateo
County
Walnut Creek

The City of Monterey approved this project through the NIP process and we were selected to design the project under our Program Manager contract with the city. Phase 1 of the Prescott Sidewalk Project was constructed in November and December 2010 and Phase 2 was constructed between March and June 2011 with final acceptance occurring in early July 2011.

A detailed breakdown is attached and the cost summary is:

	Total	City of Monterey	City of Pacific Grove
Design	\$27,029.00	\$21,258.00	\$5,770.00
City of Monterey Staff Oversight	\$16,609.63	\$13,063.47	\$3,546.16
CM/Inspection	\$28,846.00	\$22,687.00	\$6,159.00
Construction (Phase 2)	\$177,339.50	\$79,713.00	\$97,626.50
Total =	\$249,824.13	\$136,721.47	\$113,101.66

Therefore the City of Pacific Grove's share of the project is \$113,101.66. If you have any questions or comments regarding this matter, please contact me at (831) 754-4412.

Sincerely,
MARK THOMAS & COMPANY, Inc.

PATRICK DOBBINS

Patrick M. Dobbins
Senior Project Manager

Attachments

1. Quantities and Unit Costs related to portion of Project Constructed in Pacific Grove
2. Reimbursement Agreement for Prescott Sidewalk Project
3. Project Plans for Prescott Sidewalk Phase 2
4. Contractor Invoices for Prescott Sidewalk Phase 2

REIMBURSEMENT AGREEMENT

between

City of Monterey and City of Pacific Grove

Prescott Avenue Sidewalk Improvement Project

THIS AGREEMENT is executed this 24th day of October, 2008, by and between the CITY OF MONTEREY, a municipal corporation ("Monterey"), and the City of Pacific Grove ("Pacific Grove" or "P.G."), a municipal corporation. Monterey and Pacific Grove are sometimes collectively referred to herein as "Parties."

RECITALS

WHEREAS, On June 26, 2008, the Monterey City Council approved a list of Neighborhood Improvement Projects and Capital Improvement Projects ("NIP/CIP") for the 2008/2009 fiscal year. Included in the approved NIP list was a project for the construction of sidewalks and handicap ramps along the south side of Prescott Avenue, beginning at Taylor Street and ending at Divisadero Street ("the Project"). A portion of the Project area (between the west side of Divisadero Street and Seaview Avenue) is located within the limits of the City of Pacific Grove; and

WHEREAS, the estimated cost of the portion of the Project occurring within the Pacific Grove city limits is Seventy-Five Thousand Dollars (\$75,000); and

WHEREAS, it is the desire of the parties herein to allow Monterey to complete construction of the entire Project, including that portion of the Project located within the Pacific Grove city limits, and to obligate Pacific Grove to reimburse Monterey for all costs related to the P.G. portion of the Project.

NOW THEREFORE, in consideration of the mutual promises contained in this agreement, Monterey and Pacific Grove agree as follows:

1. This Agreement shall commence on the date of its execution and shall continue for a period of ten (10) years from the date of Monterey's invoice to Pacific Grove as described in Paragraph 2 below or upon full reimbursement, whichever occurs first.
2. Monterey shall be responsible for the design, oversight and construction of the entire Prescott Avenue sidewalk improvement project as approved by the Monterey City Council, including that portion lying within the Pacific Grove city limits.
3. Pacific Grove shall reimburse Monterey for the total cost of that portion of the Project located within Pacific Grove. Upon completion of the Project, Monterey will submit an invoice to Pacific Grove itemizing all costs for which Pacific Grove will be responsible, including but not limited to labor, materials, administrative costs (i.e., time

spent by City personnel), and all costs resulting from the use of contractors or subcontractors in the performance of the P.G. portion of the Project.

4. The City of Monterey agrees to accept payment from the City of Pacific Grove for the full amount of the subject invoice on or before ten (10) years from the date of the invoice. Should the City of Pacific Grove fail to pay in full on or before the last day of the tenth (10th) year from the date of the subject invoice, interest and penalties shall accrue at the LAIF (Local Agency Investment Fund) interest rate in effect on the last day of the tenth (10th) year until subject invoice is paid in full.

5. Pacific Grove agrees to indemnify, defend, and hold harmless Monterey, its officers, agents, and employees, from and against any and all claims, liabilities, costs, damages and losses whatsoever (including, but not limited to, injuries to or death of persons, court costs, and attorney's fees) arising out of or connected with any negligence or willful misconduct on the part of Pacific Grove in connection with Monterey's construction of the portion of the Project located within the Pacific Grove city limits. Pacific Grove agrees to maintain in full force and effect adequate comprehensive general liability insurance and shall not cancel, fail to renew or materially change said insurance without 30 days written notice to the City of Monterey.

6. If any action or proceeding is brought against Monterey by reason of any of the matters against which Pacific Grove has agreed to indemnify Monterey as provided above, Pacific Grove shall defend Monterey at Pacific Grove's expense by counsel acceptable to Monterey, such acceptance not to be unreasonably withheld.

7. No official or employee of Monterey or Pacific Grove shall be personally liable for any default or liability under this Agreement.

8. Monterey may decide to cancel or terminate the entire Project, or the Pacific Grove portion of the Project, at any time. No damages shall be owed by Monterey to Pacific Grove as a result of any such termination.

9. This Agreement constitutes the entire Agreement between the parties hereto and supersedes any and all prior agreements, whether oral or written, relating to the subject matter thereof. Any modification of this Agreement will be effective only if it is in writing signed by both parties hereto.

10. This Agreement shall be interpreted as though prepared by both parties.

11. If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will continue in full force without being impaired or invalidated in any way.

12. The parties agree that in the performance of this Agreement they will comply with all applicable State, Federal and local laws and regulations. This Agreement shall

be governed by and construed in accordance with the laws of the State of California and the City of Monterey.

IN WITNESS WHEREOF, this Agreement is entered into by the parties hereto on the day and year first above written in Monterey, California.

Date: 10/24/08, 2008

CITY OF MONTEREY

By Fred Meurer
Fred Meurer, City Manager

Date: 9-24, 2008

CITY OF PACIFIC GROVE

By James J. Colangelo
James J. Colangelo, City Manager

Approved by Monterey City Resolution No. 08-103 dated 6/25/08
Approved by Pacific Grove Resolution No. 08-048 dated 6/4/08

Approved as to form:

Steve (Jordan)
Monterey City Attorney

Approved as to form:

Adelle
Pacific Grove City Attorney

Approved:

cc
Risk Manager - Monterey

RESOLUTION NO. 08-048

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE
AUTHORIZING THE CITY MANAGER TO ENTER INTO A REIMBURSEMENT
AGREEMENT WITH THE CITY OF MONTEREY FOR SIDEWALK CONSTRUCTION**

WHEREAS, the City of Monterey has a Neighborhood Improvement Program (NIP) that has been working on a sidewalk project on Prescott Lane that begins in New Monterey and ends in the City of Pacific Grove ("Prescott Avenue Sidewalk Improvement Project" or "Project");

WHEREAS, a portion of Prescott Street falls within the City limits of Pacific Grove; and

WHEREAS, the City of Pacific Grove wishes to improve Prescott Street with a sidewalk and curb ramps; and

WHEREAS, in order for the City of Pacific Grove to have the sidewalk work within its city limits constructed, the Pacific Grove City Council must agree to repay its portion of construction costs to the City of Monterey; and

WHEREAS, the City of Monterey proposes a ten (10) year no interest re-payment period for the City of Pacific Grove to repay its costs for construction, estimated to be \$75,000.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF PACIFIC GROVE DOES
RESOLVE 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 Manager or his or her assign is authorized to execute a reimbursement Agreement between the City of Monterey and the City of Pacific Grove for the Prescott Avenue Sidewalk Improvement Project for approximately \$75,000.00/

SECTION 3. This Resolution shall become effective immediately following passage and adoption hereof.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE
this 20th day of August 2008, by the following vote:

AYES: Council Members Cohen, Cort, Davis, Miller, Nilmeier, Stilwell

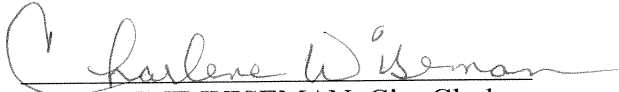
NOES: None

ABSENT: Council Member Bennett

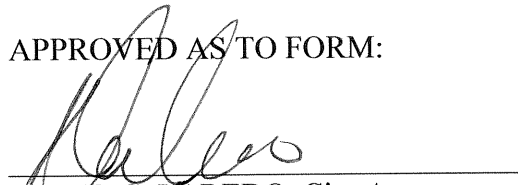
APPROVED:


DANIEL E. CORT, Mayor

ATTEST:


CHARLENE WISEMAN, City Clerk

APPROVED AS TO FORM:


DAVID C. LAREDO, 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: Brian Pierik, City Attorney
MEETING DATE: July 16, 2025
SUBJECT: Consider First Amendment to Employment Agreement with City Manager Matthew Mogensen to Increase Salary and Deferred Compensation
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

1. Consider First Amendment to Employment Agreement with City Manager Matthew Mogensen to Increase Salary and Deferred Compensation and, if Council determines appropriate, then the following actions are proposed:
2. Motion to adopt a Resolution Authorizing Mayor to execute a First Amendment to Employment Agreement with City Manager Matthew Mogensen.
3. Request the City Attorney to read the title of the Ordinance.
4. Motion to waive further reading and introduce an Ordinance Of The City Council Of The City Of Pacific Grove Amending The Classification Schedule To Set A Salary For The City Manager.
5. Direct that publication of the ordinance will be satisfied by publication of a summary approved by the City Attorney.

DISCUSSION

On April 30, 2024, the City of Pacific Grove and Matthew Mogensen entered into an Employment Agreement (“Agreement”) pursuant to which Matthew Mogensen was appointed to the position of City Manager with an annual salary of \$251,680.00 and deferred compensation with a City contribution of 2600 per year.

At this time, the Council, if it determines appropriate, may consider a salary increase for Mr. Mogensen and an increase in the City contribution to his deferred compensation.

Attachment 1 is a First Amendment to Employment Agreement with City Manager Matthew Mogensen to Increase Salary and Deferred Compensation (“First Amendment”) for City Council consideration. The First Amendment includes an annual salary increase from the current \$251,680.00 (\$121.00 an hour) to \$266,469.00 (\$128.11), an increase of \$14,789.

The First Amendment also includes an additional annual employer contribution of \$1,300 to the employee’s deferred compensation plan. This amount is in addition to the existing \$2,600 annual employer match. As a result, the total annual employer-funded deferred compensation (inclusive of both

match and contribution) will increase from \$2,600 to \$3,900.

The First Amendment also includes an increase in the annual Paid Time Off (PTO) accruals from 192 hours to 216 hours.

These amendments to the Employment Agreement shall be effective July 6, 2025, to coincide with the pay period.

Attachment 2 is a Resolution Authorizing Mayor to execute a First Amendment to Employment Agreement with City Manager Matthew Mogensen.

Attachment 3 is an Ordinance Of The City Council Of The City Of Pacific Grove Amending The Classification Schedule To Set A Salary For City Manager

If Council determines appropriate, then the Council may take the actions set forth in the Recommendations section of this Agenda Report.

OPTIONS

1. Approve a First Amendment to Employment Agreement with City Manager Matthew Mogensen in some other amounts.
2. Take no action
3. Take other action related to this Agenda item

FINANCIAL IMPACT:

The fiscal impact would be \$14,789 for the salary increase and \$1300 for the deferred compensation increase.

In addition, there are other fiscal impacts due to the salary increase which include the following increases: Management Incentive (\$444); PERS (\$1,121); Workers Compensation (\$123); Medicare (\$214); State Unemployment Tax Act (\$5) which together equal \$1,907.00.

The total fiscal impact would be \$14,789 plus \$1300 plus \$1907 equaling \$17,996.00. Sufficient funds have been allocated in the Fiscal Year 2025-26 Budget for this proposed change.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

First Amendment to CM Agreement

Resolution Authorizing Mayor to Execute 1st Amendment

Ordinance Amending Classification Schedule re CM Salary

FIRST AMENDMENT TO EMPLOYMENT AGREEMENT BETWEEN THE CITY OF PACIFIC GROVE AND CITY MANAGER MATTHEW MOGENSEN

This First Amendment To Employment Agreement Between The City Of Pacific Grove And Matthew Mogensen (First Amendment) is made by and between the City of Pacific Grove (“City”) and City Manager Matthew Mogensen (“City Manager”). The City and City Manager are collectively referred to as the “Parties”. This First Amendment will be effective on the date signed by the Mayor.

RECITALS

1. On April 30, 2024, the City and City Manager entered into an Employment Agreement (“Agreement”).
2. Pursuant to the Agreement, the City Manager currently receives an annual salary of \$251,680.00 and deferred compensation by a City contribution of \$2600 per year.
3. The City Council desires to increase the City Manager’s Paid Time Off (PTO) accrual rate, annual salary and the amount of the City contribution to deferred compensation in that amounts specified in this First Amendment.

OPERATIVE PROVISIONS

1. The foregoing Recitals are hereby incorporated by this reference as though set forth in full.
2. The City agrees to increase the annual PTO accruals from 192 hours to 216 hours effective July 6, 2025, to coincide with the pay period.
3. The City agrees to increase annual salary of the City Manager from the current \$251,680 to \$266,469 and to increase the City contribution for deferred compensation from the current employer match of up to \$2,600 a year to \$3,900 a year (\$2,600 employer match and \$1,300 employer contribution).
4. These increases in salary and deferred compensation shall be effective as of July 6, 2025, to coincide with the pay period. An Ordinance amending the salary schedule shall complete the administrative process to implement the salary change.
5. Except as amended by the First Amendment, the Agreement shall remain in full force and legal effect.

CITY OF PACIFIC GROVE

Mayor Nick Smith

Date: _____

ATTEST:

City Clerk Sandra Kandell

Date: ____

CITY MANAGER

Matthew Mogensen

Date: _____

APPROVED AS TO FORM

City Attorney Brian Pierik

Date: _____

RESOLUTION NO. 25-XX

RESOLUTION AUTHORIZING MAYOR TO EXECUTE A FIRST AMENDMENT TO EMPLOYMENT AGREEMENT WITH CITY MANAGER MATTHEW MOGENSEN

FINDINGS

1. On April 30, 2024, the City of Pacific Grove and Matthew Mogensen entered into an Employment Agreement (“Agreement”) pursuant to which Matthew Mogensen was appointed to the position of City Manager with an annual salary of \$251,680.00 and deferred compensation with a City contribution of \$2600 per year.
2. The City Council wishes to increase the salary and deferred compensation and for the Matthew Mogensen.
3. Attached as Exhibit A to this Resolution is a First Amendment to Employment Agreement with City Manager Matthew Mogensen to Increase Salary and Deferred Compensation (“First Amendment”).
4. The First Amendment includes an annual salary increase from the current \$251,680.00 (\$121.00 an hour) to \$266,469.00 (\$128.11), an increase of \$14,789.
5. The First Amendment also includes an additional annual employer contribution of \$1,300 to the employee’s deferred compensation plan.
6. The First Amendment also includes an increase in the annual Paid Time Off (PTO) accruals from 192 hours to 216 hours.

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

1. The Council determines that each of the Findings set forth above is true and correct, and by this reference incorporates those Findings as an integral part of this Resolution.
2. The Council authorizes the Mayor to execute the First Amendment to Employment Agreement with City Manager Matthew Mogensen to Increase Salary and Deferred Compensation attached hereto as Exhibit A.
3. This Resolution shall become effective immediately following passage and adoption thereof.

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

ORDINANCE NO. 25-XXXX

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE AMENDING THE CLASSIFICATION SCHEDULE TO SET A SALARY FOR THE CITY MANAGER

Findings

1. On April 17, 2024 the City Council approved the employment contract for City Manager Matthew Mogensen which included a change in the annual base salary from the City Manager classification listed on the City's salary classification schedule in effect at that time. The salary for City Manager was set at \$121.00 an hour (\$251,680 annually) effective retroactively to May 6, 2024.
2. Amendments to the salary classification plan must be adopted by the City Council pursuant to Charter Article 25 and Pacific Grove Municipal Code (PGMC) Section 4.20.280.
3. On May 15, 2024, the City Council adopted Ordinance No. 24-008 which included an amendment to the Classification Schedule setting the salary of the City Manager at \$121 an hour.
4. The Council desires to increase the salary of the City Manager from \$121.00 an hour to \$128.11 an hour.
5. On July 16, 2025, the City Council adopted a Resolution Authorizing the Mayor to execute a First Amendment to Employment Agreement with City Manager Matthew Mogensen which includes an increase in the salary of the City Manager to \$128.11 an hour.
6. 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, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE:

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 hereby amended to increase the salary for City Manager from \$121.00 an hour to \$128.11 an hour effective retroactive to July 6, 2025 to coincide with the pay period.

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

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this ____ day of _____, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

BILL PEAKE, Mayor

ATTEST:

DATED: _____

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: Matthew Mogensen, City Manager
MEETING DATE: July 16, 2025
SUBJECT: Adoption of a Resolution approving Cannabis Regulatory Fees
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Adopt the Resolution Establishing Commercial Cannabis Regulatory Fees

DISCUSSION

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

At the December 7, 2022, City Council meeting, the Council directed the City Manager and City Attorney to create a cannabis licensing program to authorize one cannabis retail storefront to operate in the City, consistent with the voter approval of Measure M. Two draft ordinances were prepared, one establishing a licensing program and the other addressing zoning. After several City Council and Planning Commission meetings and hearings considering the draft ordinances, the City Council adopted Ordinance Nos. 23-017 and 23-018 on December 6, 2023.

On June 18, 2025, the City Council approved the first reading of an ordinance that set forth certain modifications to implement the proposed Application Procedures & Guidelines that were presented for Storefront Retail Commercial Cannabis Business License and related application materials.

Cannabis Regulatory Fees

The City Council previously authorized staff to enter an agreement with HdL to assist with developing the application process, performing onsite inspections and regulatory fee setting.

Cannabis Regulatory fees must take into account the staff time involved in developing the program, the time and resources needed to review application packages, onsite regulatory inspections, annual audits, background checks and appeals. In addition, the fees must include the direct costs the City will realize through the HdL services necessary to perform the Cannabis Business permitting and regulatory

activities.

The proposed fees included in the attached Resolution were developed to capture 100% cost recovery of the City implementing the program.

The draft fees developed are summarized in the table below:

CITY OF PACIFIC GROVE - CANNABIS FEE SCHEDULE			
Fee Title	Fee	Unit	Est. Revenue
Application Fee	\$9,272.48	Application	\$46,362
Annual Regulatory Fee	\$12,751.56	Permittee	\$12,752
Appeal Process Fee	\$8,589.44	Appeal	\$8,589
Zoning Confirmation Fee	\$210.00	Permittee	\$210
Use Permit Fee	\$3,701.00	Permittee	\$3,701
Site Plan Evaluation	\$600.00	Permittee	\$600
Pre-License Site Inspection	\$2,600.00	Permittee	\$2,600
Background Investigation (Owner)	\$300.00	Owner	\$300
Annual Financial Audit	\$10,000.00	Annual	\$10,000
Annual Compliance Inspection	\$2,500.00	Annual	\$2,500

The estimated revenue column is based on the assumption that the City will receive 5 application packages when the application period opens. Should the City receive more applications the revenue will increase. Included in these fees are the cost of HdL services, city staff time and any other costs associated.

OPTIONS

Do not adopt the resolution and provide staff with alternative direction. Note that the City will not be able to open an application period without an established fee schedule to cover the application review costs.

FINANCIAL IMPACT:

The cost per application indicated in the fee study is \$9,272.48. From this fee the City will pay HdL \$3,500 (per the existing agreement) for the extensive application review they will provide the City. The net revenue the City will realize per application will be \$5,777.48. Appeal process fees, Zoning Conformance Fees, and Use Permit fees will 100% captured by the City. Site plan evaluation fees and background check fees will not require staff time but will cover 100% of HdL charges for these services. Annual Regulatory, audits, and compliance inspections will cover staff time and HdL services.

FOCUSED PRIORITY AREA: Financial Sustainability

Attachments

Resolution Adopting Cannabis Business Fees
Exhibit "A" to Resolution

RESOLUTION NO. 25-XXX

ESTABLISHING FEES AND CHARGES FOR CANNABIS BUSINESS REGULATORY ACTIVITIES

FINDINGS

1. Pacific Grove Municipal Code (PGMC) Chapter 6.02 provides for the establishment of fees and charges for service, and;
2. The City of Pacific Grove held a public hearing on July 16, 2025 regarding changes to the Master Fee Schedule, and;
3. Notice of a Public Hearing to be held on July 16, 2025 was published in accordance with PGMC Chapter 6.02 and relevant California Government Code sections, and;
4. The City Council desires to adopt Cannabis Regulatory Fees and incorporate them into the City's Master Fee Schedule for FY 2025-26, and;
5. The Action proposed by this Resolution does not constitute a "Project" as that term is defined under California Environmental Quality Act (CEQA), CEQA Guideline section 15378.

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

1. The Council determines that each of the Findings set forth above is true and correct, and by this reference incorporates those Findings as an integral part of this Resolution.
2. After receiving a report of the proposed Cannabis Regulatory fees, charges, and costs contained Cannabis Regulatory fee schedule, and having held a public hearing on the changes, the City Council hereby authorizes the changes including any changes as directed by Council.
3. Per Government Code 66017, approved changes that relate to community development services shall be effective 60 days following final action by the City Council on the resolution. In the case of reductions, the reductions can be implemented on July 1, 2025, on a case-by-case basis, by decision of the City Manager.
4. Approved changes shall be effective Monday, September 15, 2025.
5. The Cannabis Regulatory fees as listed in Exhibit "A" will be incorporated into the Master Fee Schedule and shall also be posted on the City's website and available at the Library.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this
18th day of July 2025, 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

CITY OF PACIFIC GROVE - CANNABIS FEE SCHEDULE

<u>Fee Title</u>	<u>Fee</u>
Application Fee	\$ 9,272.48
Annual Regulatory Fee	\$ 12,751.56
Appeal Process Fee	\$ 8,589.44
Zoning Confirmation Fee	\$ 210.00
Use Permit Fee	\$ 3,701.00
Site Plan Evaluation	\$ 600.00
Pre-License Site Inspection	\$ 2,600.00
Background Investigation (Owner)	\$ 300.00
Annual Financial Audit	\$ 10,000.00
Annual Compliance Inspection	\$ 2,500.00



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: July 16, 2025
SUBJECT: Discuss and provide direction regarding the City/School subcommittee formed on February 14, 2024
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

1. Motion to dissolve effective December 31, 2025 the City/ PGUSD sub committee which was established on February 14, 2024 and for the Mayor and Mayor Pro Tem to participate on this subcommittee as Council representatives through December 31, 2025.
2. Motion to direct City Manager commencing January 1, 2026 to arrange for meetings to be attended by the Mayor, Chair of PGUSD School Board, City Manager, PGUSD Superintendent and respective staff as necessary to discuss topics of mutual interest and to report back to the City Council with periodic status updates.

DISCUSSION

On February 14, 2024, the City Council heard a presentation from Robert Perrault, Interim City Manager, regarding a need to establish more communication with the Pacific Grove Unified School District (PGUSD) to discuss topics of interest to both entities and to form a better partnership. The Agenda Report for the February 14, 2024 Council meeting is attached to this Agenda Report.

PGUSD and the City held two joint meetings in 2024 in which each exchanged updates on their ongoing activities. The City Council has not reauthorized the Mayor and Mayor Pro Tem to participate in the meeting for 2025 as of yet. As part of the recommended action, staff proposes that the City Council authorize the Mayor and Mayor Pro Tem to represent the City in the joint meeting through the end of 2025.

Proposed Sub Committee structure beginning 2026

City staff and PGUSD staff have discussed opportunities to further enhance the working relationship between the City and PGUSD. One observation is that the initial sub committee structure may be too formal or structured to foster the more collaborative, responsive and effective partnership each side wished to achieve. A more formal structure tends to inhibit ongoing working collaborations between staff to more quickly address challenges and concerns. Another challenge is that the sub committee meetings have been very difficult to schedule because of conflicting schedules of the City and PGUSD.

To enhance the model of collaboration and further the working partnership between the City and PGUSD, City staff is proposing that the City Council reconsider the more formal nature of the subcommittee to encourage ongoing informal meetings at staff level for information exchanges to happen regularly. Under this proposal, City staff and PGUSD staff would meet quarterly as needed to address and work on common issues.

In addition to more frequent staff level meetings, the joint committee would be restructured to include 2 elected officials consisting of the Mayor and the Chair of the PGUSD Board. The City Manager, Superintendent and other staff as needed would continue to participate in this new joint meeting. This would greatly reduce the scheduling conflicts. At the meetings, each agency would continue to provide updates regarding on going activities of their agency. Jointly, City and PGUSD staff would present joint collaborative work efforts to the Mayor and the Chair of the Board to gain their feedback and input. The meetings will take place during the business day and will not be formally agendized and no formal minutes will be prepared. Following the joint meeting, the City Manager and Superintendent will report to the City Council/PGUSD Board to keep all elected officials updated. Necessary decisions of each body will be agendized for formal discussion and action.

Should the City Council opt to approve the proposed Motion, the PGUSD Board will also need to consider the proposed revised structure for concurrence.

OPTIONS

Do not authorize the Mayor and Mayor Pro Tem to attend a Sub Committee meeting this calendar year.

Authorize the Mayor and Mayor Pro Tem to attend a Sub Committee meeting this calendar year and do not make changes to the Sub Committee structure beginning the 2026 calendar year.

FINANCIAL IMPACT:

There is no additional fiscal impact related to this item.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

February 14 2024 CC and PGUSD Joint Sub committee Agenda Report



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Robert Perrault, Interim City Manager
MEETING DATE: February 14, 2024
SUBJECT: Authorization to Participate in a Joint Subcommittee with the Pacific Grove Unified School District
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

By Motion Authorize the City to Participate In the City/ School Sub committee and Appoint the Mayor and Mayor Pro Tem. to Serve on the Sub Committee

DISCUSSION

In December, I met with Dr. Linda Adamson, the new Superintendent of Schools for the Pacific Grove Unified School District. The topics covered during the meeting were wide-ranging, and beneficial to both the city and the district. One of the topics we discussed was the possibility of forming a City / School Subcommittee.

The establishment of a subcommittee could serve as a venue for the exploration of common approaches to deal with issues we share including student and community safety, demographics, future planning, and shared facilities. During our meeting we discussed a committee structure that would consist of two elected officials and possibly an alternate representing the School Board and two plus an alternate representing the City Council. The elected members would be supported by the Superintendent and the City Manager and other staff as may be deemed necessary. Designated staff would meet to prepare the agendas and any meeting materials. Initially, I am suggesting the Subcommittee meet at a minimum on a quarterly basis. The frequency of the meetings could vary according to the number of items needing to be addressed. Each component of the Subcommittee: School / City would then report back to their respective board/ Council.

Earlier this month, Superintendent Adamson communicated that she had taken the creation of the joint subcommittee to her Board who supported the committee's formation. Dr. Adamson confirmed that two trustees and an alternate have been identified to serve on the committee. The trustees identified include PGUSD Clerk, Elliott Hazen, PGUSD President Ottmar and alternate PGUSD President, Brian Swanson. Dr. Adamson also noted that she had asked Assistant Superintendent Josh Jorn to serve on the committee along with Dr. Adamson as administrative support.

Based on the School District's actions, I am recommending the Council authorize participation and appoint the Mayor and the Mayor Pro Tempore to represent the Council on the Subcommittee for the

remainder of the calendar year and appoint an alternate. I would also like to have Deputy City Manager Dan Gho work alongside me to provide administrative support.

OPTIONS

The Council could choose not to participate in a joint subcommittee;

The Council could provide alternative direction to staff;

The Council could appoint subcommittee members other than those recommended.

FINANCIAL IMPACT:

There will be some use of staff resources associated with the preparation of agenda materials and attendance at meetings.

GOAL ALIGNMENT: Not Applicable.



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AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Kyle Baum, Administrative Analyst
MEETING DATE: July 16, 2025
SUBJECT: The Pacific Grove Police Department 2024 Annual Report
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines
Section 15378

RECOMMENDATION

Receive the [Pacific Grove Police Department 2024 Annual Report](#).