



NOTICE OF MEETING

CITY OF PACIFIC GROVE

CITY COUNCIL

SPECIAL MEETING AGENDA

Wednesday, August 20, 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:

<https://www.cityofpacificgrove.org/Zoom> Closed

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

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. Initiation of litigation pursuant to Government Code Section 54956.9 (d): (One potential case)

ADJOURNMENT



NOTICE OF MEETING

CITY OF PACIFIC GROVE

CITY COUNCIL

REGULAR MEETING AGENDA

Wednesday, August 20, 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.

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THE CITY WILL DO ITS BEST TO RESOLVE ANY TECHNICAL ISSUES AS QUICKLY AS POSSIBLE.**

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

JOIN THE ZOOM WEBINAR TO PARTICIPATE LIVE AT:

<https://www.cityofpacificgrove.org/Zoom> CC

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

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE: Mayor Pro Tem Amelio

1. APPROVAL OF AGENDA

2. PRESENTATIONS

- A. In Remembrance of Steve Eugene Clatterbuck, Jamie Lee Tabscott, and James Vincent

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 July 16, 2025 City Council Special and Regular Meetings

Reference: Sandra Kandell, City Clerk **PAGE 9**

Recommended Action: Approve minutes.

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

6. **RESOLUTIONS**

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

7. **ORDINANCES**

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

- A. Second Reading of an Ordinance to Amend the Fiscal Year 25/26 Operating and Capital Improvement Budget **PAGE 17**

Reference: Fred Marsh, Administrative Services Director

Recommended Action: Hold second reading and adopt an ordinance amending the operating and capital budget for the Fiscal Year 2025-26.

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

- B. Second Reading of an Ordinance Amending the Classification Schedule for the City Manager

Reference: Brian Pierik, City Attorney **PAGE 28**

Recommended Action: Hold second reading and adopt an ordinance amending the classification schedule to set a salary for the City Manager.

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

8. **REPORTS – INFORMATION ONLY**

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

- A. Check Register and Core Fund Summary - July 2025 **PAGE 32**

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

- B. Community Human Service Highlights: April through July 2025 **PAGE 50**

Reference: Lori McDonnell, Councilmember

Recommended Action: Receive minutes.

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

- C. Monterey-Salinas Transit Minutes: June 9, 2025 and July 14, 2025 **PAGE 58**

Reference: Joe Amelio, Mayor Pro Tem

Recommended Action: Receive minutes.

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

9. **REPORTS – REQUIRING ACTION**

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

- A. Sinex and Congress Avenue Sidewalk Improvement Project (CIP25-15) – Award of Contract **PAGE 71**

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

Recommended Action:

1. Award an agreement with Spektren Engineering, Inc. in an amount not to exceed \$219,580 plus a 10% contingency for the Sinex and Congress Avenue Sidewalk Improvement Project
2. Alternatively, discuss and take other action related to this item.

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

- B. FY24/25 Crack & Slurry Seal (CIP25-02) **PAGE 74**

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

Recommended Action:

1. Authorize an agreement with Graham Contractors for the FY24/25 Crack and Slurry Seal project in an amount not to exceed \$338,568.00 plus a 5% contingency.
2. Alternatively, discuss and take other action related to this item.

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

- C. City Council Direction regarding a Traffic Safety Committee Recommendation to install Stop Signs at Congress (Lighthouse and Central Avenues) **PAGE 77**

Reference: Joe Amelio, Mayor Pro Tem

Recommended Action: Direct staff to consult with the Traffic Engineer to assess the installation of stop signs and intersection reconfiguration of Congress/Lighthouse/Central and return to the City Council with concept drawings, estimated costs and additional information for City Council consideration.

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

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

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

- A. Architectural Review Board Meeting Minutes: April 9, 2024, August 13, 2024, September 10, 2024, October 8, 2024, February 11, 2025, March 11, 2025

Reference: Anna Bornstein, Associate Planner **PAGE 97**

Recommended Action: Receive the minutes.

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

- B. Task Force on Diversity, Equity and Inclusion Meeting Minutes: May 12, 2025 and July 14, 2025 **PAGE 119**

Reference: Sandra Kandell, City Clerk/DEI Coordinator

Recommended Action: Receive the minutes.

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

- C. Library Board Regular Meeting Minutes: May 6, 2025 **PAGE 124**

Reference: Rachel Gaither, Library Director

Recommended Action: Receive the minutes.

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

REGULAR AGENDA

11. PUBLIC HEARINGS

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

- A. AB 2561 Reporting: Vacancies, Recruitment, and Retention ***This item was continued from the July 17, 2025 meeting.*** **PAGE 127**

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. Combination Building Permit Fee Increases **PAGE 129**

Reference: Jon Biggs, Community Development Director

Recommended Action:

1. Adopt a Resolution approving an amendment to the City's FY 25-26 Master Fee Schedule to reflect changes to the City's combination building permit fees and other changes as may be directed by Council.
2. Alternatively, discuss and take a different action related to this item.

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

12. **UNFINISHED AND ONGOING BUSINESS**

- A. Amended Protocol – Recommendations to City Council by Boards, Committees, and Commissions **PAGE 134**

Reference: Joyce Halabi, Deputy City Manager

Recommended Action:

1. Approve amended protocol for recommendations to the City Council by Boards, Committees, and Commissions
2. Alternatively, discuss and take other action.

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

13. **NEW BUSINESS**

- A. Referendum on Ordinance No. 25-007 Increasing the Compensation for Mayor and City Councilmembers **PAGE 142**

Reference: Sandra Kandell, City Clerk and Brian Pierik, City Attorney

Recommended Action: 1. Motion to Adopt the Resolution Accepting the Certification of Sufficiency of the Referendum Against Ordinance No. 25-007 Increasing the Compensation of the Mayor and City Councilmembers (Attachment 1 to this Agenda Report); and

2. Select one of the following three Options:

Option No. 1: Motion to direct staff to return to the Council on September 3, 2025 with an ordinance repealing Ordinance No. 25-007

--or--

Option No. 2: Motion to direct staff to return to the Council at the meeting on September 3, 2025 with documents to call a municipal election on the question of the referendum and to decide at that meeting the following:

- a) Selection of an election date to submit the Referendum to the voters which could include at the general municipal election consolidated with the County-run Statewide General Election (November 3, 2026), at a special election consolidated with a County-run Statewide Primary Election (June 2, 2026), or at a standalone special election on April 14, 2026 or on a Tuesday when permitted by the Elections Code and any County requirements (discussed further below)
- b) Whether one or more members of the City Council will be authorized to author an argument against the measure; and if rebuttal arguments will be permitted.

--or--

Option No. 3: Motion to direct staff to return to the Council on September 3, 2025 with an ordinance repealing Ordinance No. 25-007 and to return to the Council at a future meeting for discussion of a possible ballot measure to be presented in 2026 for a public vote on an ordinance increasing the salary of the Mayor and City Councilmembers.

3. Other action related to this Agenda item.

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

B. Combining the Architectural Review Board and Historic Resources Committee

Reference: Jon Biggs, Community Development Director **PAGE 161**

Recommended Action: Staff recommends that the City Council consider and provide guidance on whether it would like staff to proceed with drafting appropriate ordinances and policies that would combine the Architectural Review Board (ARB) and the Historic Resources Committee (HRC) and, following appropriate review, return with drafts of these documents for Council consideration.

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

C. Artificial Intelligence (AI) Framework and Policy **PAGE 164**

Reference: Chaps Poduri, Councilmember

Recommended Action: Motion to direct the City Manager to initiate the development of a comprehensive City-wide Artificial Intelligence (AI) Framework and Policy, for Council review and adoption.

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

14. **FULL PRESENTATIONS**

15. **CLOSED SESSION**

ADJOURNMENT

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



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Sandra Kandell, City Clerk/DEI Coordinator
MEETING DATE: August 20, 2025
SUBJECT: Minutes of the July 16, 2025 City Council Special and Regular Meetings
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Approve minutes.

Attachments

Draft Minutes 7-16-25



DRAFT MEETING MINUTES

CITY OF PACIFIC GROVE

CITY COUNCIL

SPECIAL MEETING

Wednesday, July 16, 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 Smith 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.

APPROVAL OF THE AGENDA

Upon motion by Mayor Pro Tem Amelio and seconded by Councilmember Poduri, Council voted 7-0 to approve the Special Meeting Agenda.

SPECIAL MEETING

PUBLIC COMMENT ON SPECIAL MEETING MATTERS

Public comment received from Jane Haines and Inge Lorentzen Daumer.

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



DRAFT MEETING MINUTES

CITY OF PACIFIC GROVE

CITY COUNCIL

REGULAR MEETING

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

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

Join the Zoom Meeting to participate live at:

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CALL TO ORDER

Mayor Smith called the meeting to order at 6:09 p.m. Present in Chamber: Mayor Smith, Mayor Pro Tem Amelio, Councilmembers Garfield, McDonnell, Poduri, and Rau and Walkingstick.

PLEDGE OF ALLEGIANCE

Councilmember McDonnell 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 as modified, continuing 11A to its August 20, 2025 meeting.

2. PRESENTATIONS

- A. Certificate of Recognition: Walk Every Street Pacific Grove

Action: Presented Certificates 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

Public Employment (Government Code § 54957)

Title: City Attorney Performance Evaluation

City Attorney Brian Pierik reported no action was taken.

- B. Council and staff made general announcements

4. GENERAL PUBLIC COMMENT

General public comment received from Peggy Gibbs, Susan Goldbeck, Carol Marquart, Vince Tuminello, Mike Gibbs, Jane Haines, Kim Akeman, Colleen Ingram, and Beth Walker.

- A. Written General Public Comment

CONSENT AGENDA

Action: Consent Agenda items 9B and 9E were pulled and considered immediately following the Consent Agenda.

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

5. APPROVAL OF CITY COUNCIL MEETING MINUTES

- A. Minutes of the June 18, 2025 City Council Special and Regular Meetings

Action: Approved the minutes.

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

6. RESOLUTIONS

7. ORDINANCES

- A. Second reading of an Amendment to Cannabis Licensing Ordinance

Action: Held second reading and adopted the amendment to the Cannabis Licensing Ordinance (Ordinance No. 25-012).

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

Action: Held second reading and adopted Ordinance No. 25-013 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

- A. Check Register and Core Fund Summary - June 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. Sewer System Management Plan Revision #4

Action: Adopted the Sewer System Management Plan (SSMP) Revision #4 and authorized 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 ***This item was pulled and considered immediately following the Consent Agenda.***

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

Recommended Action: 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.

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

C. Sanitary Sewer Maintenance Services Agreement

Action: Authorized 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

Action: Authorized 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 *This item was pulled and considered immediately following the Consent Agenda.*

Reference: Chaps Poduri, Councilmember

Recommended Action: 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**

9.B. Fiscal Year 2025/26 CIP Engineering Services *This item was pulled from the Consent Agenda.*

Public comment received from Andrew Kubica and Vince Tuminello.

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

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

9.E. Land Use Acknowledgment *This item was pulled from the Consent Agenda.*

Public comment received from Carol Marquart, Vince Tuminello, Lisa Ciani, and

Sharon Miller.

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

REGULAR AGENDA

11. PUBLIC HEARINGS

- A. AB 2561 Reporting: Vacancies, Recruitment, and Retention *During the Approval of the Agenda, this item was continued to the Council's August 20, 2025 meeting.*

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
Public comment received from Andrew Kubica.

Action: Mayor Pro Tem Amelio requested the City Attorney read the title of the ordinance.

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

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

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

- C. Consider First Amendment to Employment Agreement with City Manager Matthew Mogensen to Increase Salary and Deferred Compensation
No public comment received.

Action: Council considered the First Amendment to Employment Agreement with City Manager Matthew Mogensen to Increase Salary and Deferred Compensation

Action: Upon motion by Councilmember Poduri and seconded by Mayor Pro Tem Amelio, Council voted 7-0 to adopt a Resolution Authorizing Mayor to execute a First Amendment to Employment Agreement with City Manager Matthew Mogensen (No. 25-017).

Action: Mayor Smith requested the City Attorney read the title of the Ordinance.

Action: Upon motion by Mayor Smith and seconded by Mayor Pro Tem Amelio, the

Council voted 7-0 to

4. Waive further reading of the ordinance and introduce and hold first reading of an Ordinance of the City Council of the City of Pacific Grove Amending the Classification Schedule to Set a Salary for the City Manager; and
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
No public comment received from

Action: Upon motion by Councilmember Poduri and seconded by Councilmember Rau, the Council voted 7-0 to adopt Resolution No. 25-018 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
No public comment received.

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

1. Dissolve effective December 31, 2025 the City/ PGUSD subcommittee 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, and
2. Direct the 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

Action: Received 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

Council adjourned the regular meeting at 8:21 p.m.

Respectfully Submitted,

Sandra Kandell
City Clerk

Approved by Mayor: _____ Date _____

Attest by City Manager: _____ Date _____

DRAFT



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Fred Marsh, Administrative Services Director
MEETING DATE: August 20, 2025
SUBJECT: Second Reading of an 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

Hold second reading and adopt an ordinance amending the operating and capital budget for the Fiscal Year 2025-26.

DISCUSSION

There were no substantive changes between the first and second readings of this ordinance. The City Clerk caused a summary of the ordinance to be published on July 24, 2025.

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

Provide alternate direction.

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:

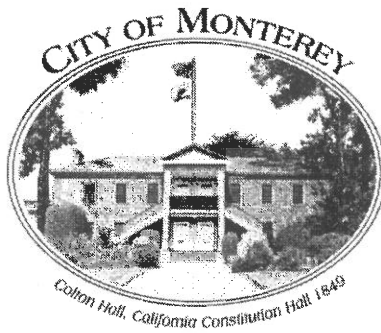
NICK SMITH, Mayor

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

INVOICE NO.

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

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

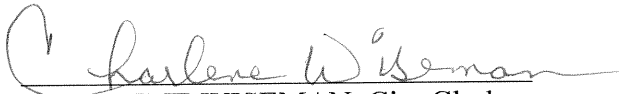
NOES: None

ABSENT: Council Member Bennett

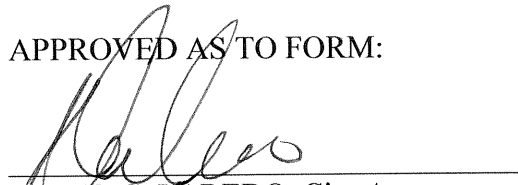
APPROVED:


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: August 20, 2025
SUBJECT: Second Reading of an Ordinance Amending the Classification Schedule for the City Manager
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Hold second reading and adopt an ordinance amending the classification schedule to set a salary for the City Manager.

DISCUSSION

There were no substantive changes between the first and second readings of the ordinance. The City Clerk caused a summary of the ordinance to be published on July 24, 2025.

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.

Attachment 1 is an Ordinance of the City Council of the City Of Pacific Grove Amending the Classification Schedule To Set A Salary For City Manager.

OPTIONS

Take other action.

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

1 Ordinance Amending Classification Schedule re CM Salary

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: Nicholas Cina, Finance Management Analyst
MEETING DATE: August 20, 2025
SUBJECT: Check Register and Core Fund Summary - July 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 July 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

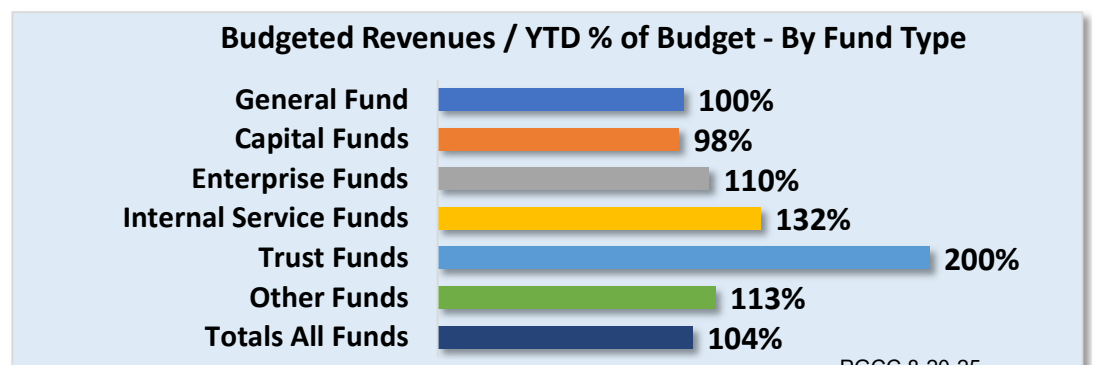
Core Fund Summary and GF Revenue
Check Register (By Detailed) - July 2025
Check Register (By Fund) - July 2025



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

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	\$ 33,311,095	100%	\$ 33,239,014	\$ (4,483,352)	\$ 12,912,838
Other Funds Included	24,700	36,514	148%	36,459	(1,493)	184,105
General Fund	33,312,727	33,347,609	100%	33,275,473	(4,484,845)	13,096,943
Capital Projects	\$ 3,084,533	\$ 3,030,673	98%	\$ 900,002	1,147,500	1,507,696
Capital Funds	3,084,533	3,030,673	98%	900,002	1,147,500	1,507,696
Local Water Project	1,310,187	1,711,309	131%	1,217,433	299,262	76,696
Cemetery	653,000	691,528	106%	764,656	(67,349)	1,018,896
Sewer	4,248,000	4,338,766	102%	4,189,214	(1,784,635)	6,809,583
Golf	762,000	949,883	125%	837,625	6,943	874,537
Sewer Lateral Loans	4,000	14,477	200%	8,200	4,000	170,928
Enterprise Funds	6,977,187	7,705,963	110%	7,017,128	(1,541,779)	8,950,640
Employee Benefit	265,000	275,254	104%	348,321	(67,000)	92,520
Worker's Compensation	722,113	868,129	120%	568,519	(13,836)	584,944
Liability Insurance	752,000	1,144,167	152%	1,143,440	34,997	627,716
Internal Service Funds	1,739,113	2,287,550	132%	2,060,280	(45,839)	1,305,180
Library	22,000	48,851	200%	43,196	22,000	587,637
Cemetery	113,000	209,448	185%	177,927	113,000	2,258,254
Yount	8,000	31,657	200%	16,675	-	781,371
Trust Funds	143,000	289,956	200%	237,798	135,000	3,627,262
Library / Poetry	97,283	137,533	141%	101,942	(3,288)	256,963
Museum	4,000	21,724	200%	16,939	(161,800)	183,023
Public Safety	800,225	859,808	107%	738,289	(22,152)	335,912
Housing	31,000	79,967	200%	104,863	(266,718)	780,386
Streets	1,596,839	1,780,630	112%	1,711,967	(2,177,002)	(583,097)
Lighthouse	90,000	138,526	154%	127,997	(109,450)	114,520
Community Development/CDBG	21,200	56,715	200%	64,582	1,200	1,454,089
ARPA	15,000	31,067	200%	49,418	(813,872)	81,297
Downtown/Hospitality Districts	695,650	609,383	88%	598,673	63,250	94,721
Cable Franchise / Other	97,650	182,376	187%	576,090	(48,350)	261,726
Other Funds	3,448,847	3,897,729	113%	4,090,760	(3,538,182)	2,979,540
Totals All Funds	\$ 48,705,407	\$ 50,559,480	104%	\$ 47,581,441	\$ (8,328,145)	\$ 31,467,261

* Excludes Proposed Adjustments and Rollovers

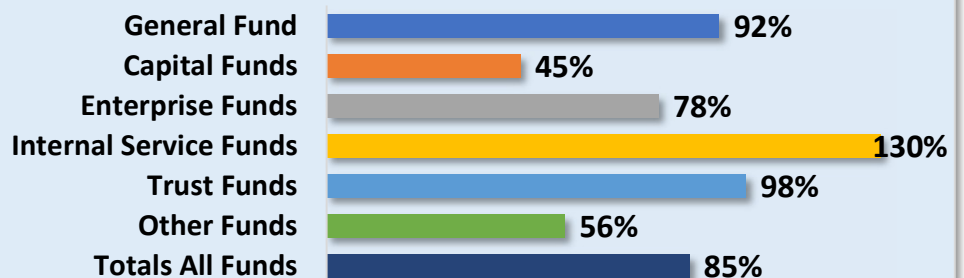




Expenses by Fund - FY 2024-25 (Unaudited)
Through June 2025 (Revised)

Fund	Expenses					
	Revised Budget	YTD	YTD % of Projected	Purchase Orders	YTD % with POs	Prior YTD
Main Fund - Fund 01	\$ 37,771,379	\$ 34,661,111	92%	\$ 894,370	94%	\$ 30,366,615
Other Funds Included	26,193	44,561	170%	-	170%	45,118
General Fund	37,797,572	34,705,672	92%	894,370	94%	30,411,733
Capital Projects	\$ 1,937,033	\$ 879,513	45%	\$ -	45%	\$ 562,432
Capital Funds	1,937,033	879,513	45%	-	45%	562,432
Local Water Project	1,010,925	1,788,280	177%	26,821	180%	1,121,475
Cemetery	720,349	719,158	100%	-	100%	438,861
Sewer	6,032,635	3,261,680	54%	295,199	59%	2,037,771
Golf	755,057	845,333	112%	-	112%	468,764
Sewer Lateral Loans	-	-	0%	-	0%	-
Enterprise Funds	8,518,966	6,614,451	78%	322,020	81%	4,066,871
Employee Benefit	332,000	370,614	112%	-	112%	282,458
Worker's Compensation	735,949	1,255,742	171%	-	171%	651,041
Liability Insurance	717,003	686,065	96%	-	96%	464,021
Internal Service Funds	1,784,952	2,312,421	130%	-	130%	1,397,520
Library	-	-	0%	-	0%	-
Cemetery	-	-	0%	-	0%	-
Yount	8,000	7,849	98%	-	98%	8,000
Trust Funds	8,000	7,849	98%	-	98%	8,000
Library / Poetry	100,571	71,018	71%	8,200	79%	131,015
Museum	165,800	58,809	35%	5,066	39%	-
Public Safety	822,377	671,476	82%	16,007	84%	735,491
Housing	297,718	96,931	33%	-	33%	137,062
Streets	3,773,841	1,335,284	35%	439,828	47%	1,754,556
Lighthouse	199,450	129,839	65%	-	65%	99,058
Community Development/CDBG	20,000	22,491	112%	39,000	200%	(34,974)
ARPA	828,872	833,240	101%	-	101%	228,414
Downtown/Hospitality Districts	632,400	583,117	92%	-	92%	586,605
Cable Franchise / Other	146,000	97,528	67%	39,000	94%	558,641
Other Funds	6,987,029	3,899,733	56%	547,101	64%	4,195,868
Totals All Funds	\$ 57,033,552	\$ 48,419,639	85%	\$ 1,763,491	88%	\$ 40,642,424

Budgeted Expenses / YTD % of Budget By Fund Type

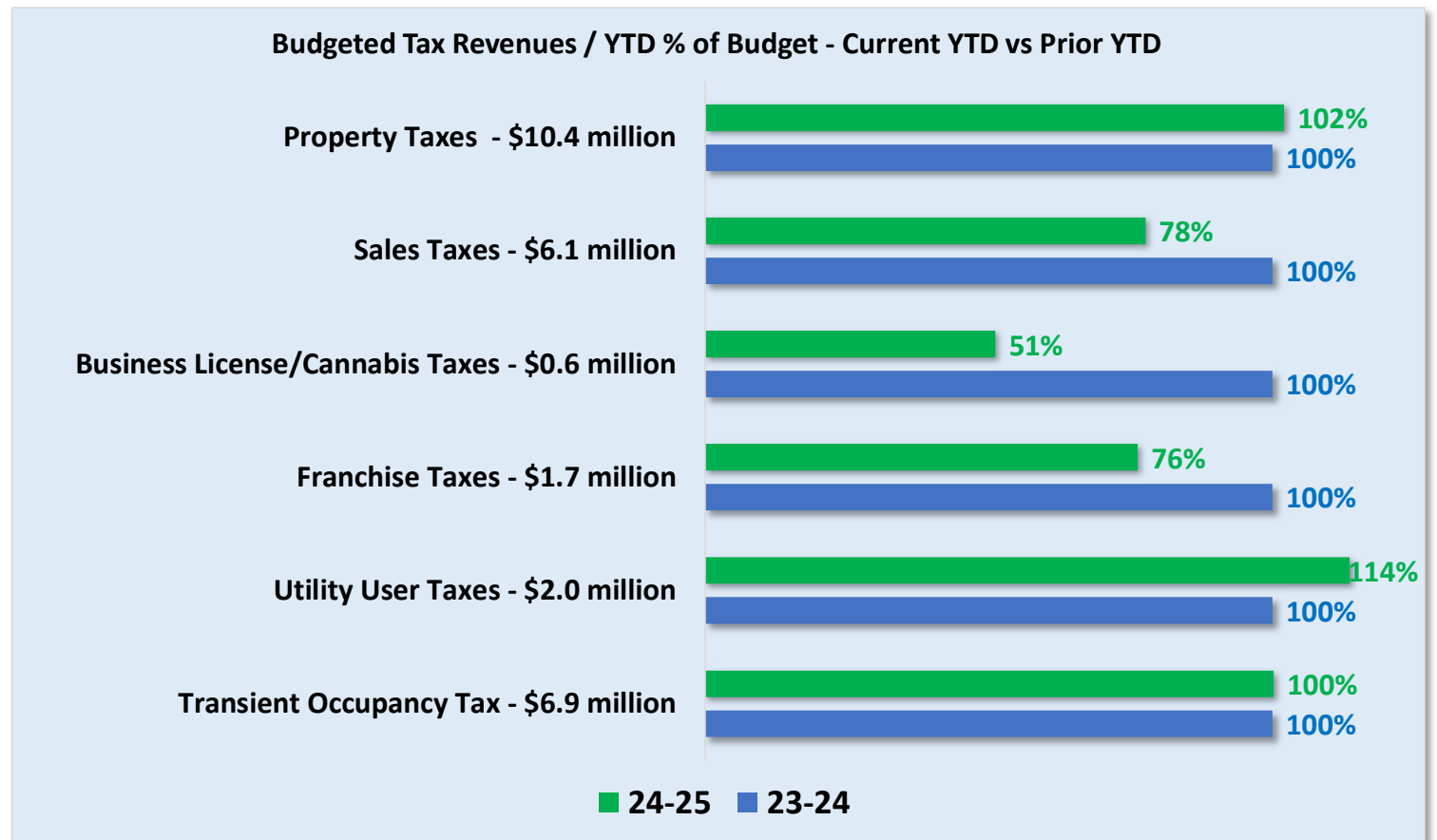




General Fund Revenues - FY 2024-25 (Unaudited)
Through June 2025 (Revised)

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	\$ 10,625,123	102%	10,626,000	10,135,764	100%
Sales Taxes	6,094,000	4,730,138	78%	4,731,000	5,975,031	100%
Business License/Cannabis Taxes	583,000	298,287	51%	299,000	697,772	100%
Franchise Taxes	1,659,000	1,265,347	76%	1,266,000	1,635,968	100%
Utility User Taxes	2,043,000	2,321,139	114%	2,244,000	2,118,068	100%
Transient Occupancy Tax	6,922,000	6,937,463	100%	6,938,000	6,730,240	100%
Litter Abatement	210,000	159,319	76%	160,000	202,763	100%
Construction Permits	1,191,000	1,030,971	87%	1,031,000	1,171,235	100%
Zoning Enforcement	283,250	215,517	76%	216,000	205,793	100%
Plan Check Fees	705,000	559,406	79%	560,000	502,812	100%
Parking Meters	373,000	358,365	96%	359,000	337,465	100%
Water Entitlements	575,187	1,612,353	200%	1,500,000	579,659	100%
Interest Earned	250,000	774,415	200%	775,000	485,944	100%
Investment Market Value Gain/Loss	-	287,610	200%	-	352,385	100%
Indirect Cost Reimbursement	551,000	552,000	100%	552,000	404,000	100%
Total Major Revenues	31,850,437	31,727,453	100%	31,257,000	31,534,899	100%
Total General Fund Revenues	33,312,727	15,261,090	46%	32,720,000	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



Check Register Report - Summary by Detailed View - July 2025

Fund	Check Date	Name	Description	Amount
01 - General Fund	7/3/25	Alex Corning	Rfnd Cancelled Clas	\$ 180.00
		Ashley Moranda	Rfnd Requested	339.00
		Augusta Welty	Rfnd Cancelled Clas	225.00
		Bonnie Post	Rfnd Requested	90.00
		Breona Alexander	Rfnd Requested	244.50
		Elizabeth Markham	Rfnd Cancelled Clas	180.00
		Elizabeth Nicknam	Rfnd Credit On Acct	315.00
		Emily Castillo	Rfnd Damage Deposit	206.00
		Emily Klein	Rfnd Damage Deposit	206.00
		Emily Treppendahl	Rfnd Requested	119.00
		Frederick Bensch	Rfnd Rate Adjustmt	10.00
		Hannah Newell	Rfnd Credit On Acct	35.00
		Jeanne Kerr	Rfnd Cancelled Clas	180.00
		Jennifer Luetgens	Rfnd Requested	103.00
		Jessica Caird	Rfnd Request	135.00
		Jessica Morris	Rfnd Cancelled Clas	180.00
		Jinyan Tan	Rfnd Requested	67.50
		Kateryna Beschasna	Rfnd Cancelled Clas	778.00
		Kristyn Childres	Rfnd Requested	25.50
		Laurel Weingand	Rfnd Cancel Class	75.00
		Lauren Walsh	Rfnd Cancelled Clas	360.00
		Linda Bileci	Rfnd Requested	84.75
		Megan Mckenna	Rfnd Cancelled Clas	75.00
		Melissa Fernandez	Rfnd Requested	181.50
		Mollie Collyer	Rfnd Requested	135.00
		Natalia Fedorova	Rfnd Cancelled Clas	180.00
		Patricia Costello	Rfnd Cancelled Clas	180.00
		Rebecca Kennedy De	Rfnd Requested	102.00
		Sa Vanna Baker Leyv	Rfnd Requested	135.00
		Sara Davi	Rfnd Cancel Class	100.00
		Savannah Lunt	Rfnd Cancelled Clas	180.00
		Sierra Abukins	Rfnd Cancel Class	226.00
		Wendy Mcdonald	Rfnd Requested	135.00
		Yuanyuan Ding	Rfnd Credit On Acct	115.00
		Ana Ruelas	Animal Control Trai	129.00
		Brian Duenas-Morale	Animal Control Trai	129.00
		Wiley James Griffin	Per Diem Traing Lun	56.00
		Total Imaging Solut	Lib Scan Services	935.00
		4Leaf	Building Dept Servi	75,729.02
		Air Exchange, Inc	Fd Equip/Eng Repair	322.17
		Amazon Capital Serv	Mech Stock Tools	37.32
			B&G Bsktbl Net	39.28
			Pd Camera Pio Proje	49.15
			Pd Camera Pio Projc	70.46
			Ee Supplies	123.09
			Lib Office Supplies	26.21
		American Lock & Key	B&G Lock Services	458.41
		At&T	Admin Phone 2539	31.54
			Rec Phone 0960	31.54
		At&T Calnet 3	Library Internet 33	246.95
			Ch Generatr Alarm	32.10
		Baker & Taylor Comp	Library Supplies	417.04
		Better Choice Costu	Fd Supplies Kids	255.24
		Boot Barn Inc	Street Boots	157.31
		Centralsquare Techn	Fin Software Servic	360.00
		Comcast	Pw Internet 019411	228.74
			Rec Internet 021497	99.21
			Pd Internet 0387836	151.24
			Ch Internet 0085844	153.24
			Pw Internet 0389527	106.24
			City Hall Tv 003903	14.08
		Coast Counties Glas	Lib Glass Replacmt	2,442.00
		Dawn Delfino	Reimb Aflac Overpmt	407.30
		Ewing Irrigation Pr	Irrigation Supplies	367.38
			Irrigation Supplies	76.89
			Irrigation Supplies	47.19
			Irrigation Supplies	19.09

Check Register Report - Summary by Detailed View - July 2025

Fund	Check Date	Name	Description	Amount
			Irrigation Supplies	\$ 2,795.69
		Foremost Promotions	Pd Promo Natl Nt Ou	498.19
			Pd Promo Natl Nt Ou	(498.19)
		Gachina Landscape M	B&G Pest Control	641.00
		Grand Avenue Floori	Community Center Cu	6,664.55
		Granite Rock Compan	Street Mortar	107.50
			Streets Stock	143.34
		Green Fields Falcon	Gull Abatement	8,424.00
			Gull Abatement	9,360.00
		Green Valley Landsc	Perkins Park Landsc	6,947.00
		Hana Gardens Seasid	Street River Rocks	179.17
		Hometek	B&G Mem Bench	165.00
			B&G Mem Bench	165.00
		Ips Group, Inc	Pd Meter Fees	1,416.60
			Pd Meter Fees May	1,594.44
			Pd Meter Fees April	1,619.27
			Pd Meter Fees	821.37
		Jd Repairs Inc	Fd Repairs Unit 641	414.70
		Kimberly Momberger	Reimb Doj Fingerprn	25.00
		Nancy Mcdowell	Pw Office Supplies	7.42
		Monterey Bay Econom	Annual Membership	3,000.00
		Monterey Bay Pest C	Fy25 Pest Control S	135.00
			Fy25 Pest Control S	175.00
			Fy25 Pest Control S	490.00
		Monterey Co. Busine	Cities Membership	500.00
		Monterey County Wee	2Nd Read Ord Salary	120.00
			Mty Cty Now Appopr	120.00
			2Nd Read 340 Repeal	120.00
			Pub Notice 25-008	120.00
			2Nd Read Ord Budget	120.00
		Monterey Fire Extin	Fire Extingsher Svc	579.35
		Monterey Tire Servi	Cdd Repair Unt Cdde	291.81
		Natalie Desrochers	Cdd Permit Refund	2,088.90
		Odp Business Soluti	Asd Office Supplies	400.43
			Cdd Office Supplies	101.84
			Cdd Office Supplies	10.48
			Cdd Office Supplies	21.95
			Asd Office Supplies	3.34
		Page & Turnbull	City Cncl Prof Svcs	4,972.50
		Rachel Shaw	Cm Employee Trainin	3,500.00
		Primo Brands	Fd Water Services	455.21
		Russell Auria Pest	Tree Feeding At Lov	5,650.00
		Sturdy Oil Company	Street Fuel May	1,656.30
			B&G Fuel May	3,312.61
			Pd Fuel May	5,690.31
			Fuel Ar	6,465.13
		Play-Well Teknologi	Rec Contract Pmt	283.50
		Toro Petroleum Corp	Fd Diesel June	1,774.13
		Vestis Services, LI	Linen Services Fy 2	182.31
			Linen Services Fy 2	182.31
		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
		White Cap Supply Ho	Street Supplies	1,852.80
		Brian Whitson	Museum Cleaning Fy2	2,100.00
7/9/25		Us Bank	L Livian Estimate	3,091.77
			M Khasimi Hardware	3,215.93
			K Clark Subscrip	12.00
			M Mogensen Mty Herl	18.00
			Pd Trvl 5084 Postag	29.19
			S Arriola Lib Namep	30.30
			S Arriola Cm Off Su	30.30
			S Arriola Staff Trn	31.78

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Fund	Check Date	Name	Description	Amount
			K Clark Rec Supplie	\$ 32.74
			S Arriola Cmo Meeti	52.42
			D Gho Dmv Fees	55.14
			S Arriola Cdd Namep	57.39
			S Arriola Postage C	62.80
			S Hoffman Tlo	75.00
			M Khasimi Gis Sftwa	120.00
			F Marsh Cmta Mbrshi	125.00
			M Khasimi Conf Lodg	133.38
			S Arriola Cm Subcrp	165.50
			D Delfino Training	170.91
			D Gho Office Suppli	185.70
			K Clark Prgm Suppli	186.28
			Pd Trvl 5092 Sfty E	186.47
			S Kandell Cc Dinner	189.43
			S Kandell Clerks Mb	250.00
			S Hoffman Pti Trng	279.00
			S Hoffman Off Suppl	359.99
			D Gho City Bbq	394.15
			M Khasimi Repairs	399.30
			Pd Trvl 5092 Off Su	409.68
			M Khasimi Software	420.65
			Pd Tvl 5084 Off Sup	426.06
			Pd Trvl 5084 Traini	459.00
			S Arriola Cc Travel	482.29
			K Clark Prgm Grt25-	522.24
			Pd Trvl 5092 Misc	547.31
			D Gho Mbrship /Subs	564.00
			D Gonzales Apa Mbrs	622.00
			Pd Trvl 5092 Equip	623.36
			S Arriola Mayor Con	675.00
			M Khasimi Zoom Sftw	702.15
			K Clark Staff Train	733.42
			M Mogensen Conf	750.00
			S Kandell Conf Trvl	1,287.92
			D Gonzales lcc Matl	1,493.75
			D Gho Golf Supplies	1,778.69
		Mission Linen Suppl	Fd Linen Cleaning F	412.90
		Mission Uniform Ser	Linen & Uniform Cle	(83.90)
			Linen & Uniform Cle	(83.90)
			Linen & Uniform Cle	189.99
			Linen & Uniform Cle	361.32
			Linen & Uniform Cle	657.07
			Linen & Uniform Cle	657.07
			Linen & Uniform Cle	657.08
			Linen & Uniform Cle	(83.91)
		Odp Business Soluti	Fin Office Supplies	15.91
		Pacific Gas & Elect	Golf Strt Elec 3438	41.91
			Rec Electric 4030-4	512.27
			Pw Admin 5508-4	1,742.76
			Rec Electric 0956-9	3,762.64
		Verizon Business	It Phone June	58.31
			Pw Phone June	733.44
			Rec Phone June	37.33
			Pw Data	62.07
			Fd Phone June	63.78
			Admin Data	68.81
			Library Data	76.02
			Pd Phone June	103.20
			Cm Phone June	136.28
			Cdd Phone June	158.68
			Asd Phone June	170.88
			Pd Data 371210040	501.52
	7/11/25	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

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Fund	Check Date	Name	Description	Amount
			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:103 Health	3,041.10
			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:4304 Hlth Retro	169.44
			Ded:105 Health	6,589.05
			Ded:2073 Health Fam	8,331.00
			Ded:122 Health	10,780.60
		City Of Pacific Gro	Ded:3301 Aflac Med	1,520.72
		Eft	Ded:*Fm Medicare	13,039.52
			Ded:*Sca State Tax	17,691.43
			Ded:*Ft Federal Tx	45,512.10
		Pacific Grove City	Ded:7000 Assoc Dues	909.50
		Mass Mutual (457 PI	Ded:3999 Roth Ira	1,298.00
			Ded:4000 Def Comp	11,214.52
		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:1009 Work Comp	556.14
			Ded:1005 Work Comp	1,493.57
			Ded:1010 Work Comp	2,960.30
			Ded:1003 Work Comp	6,360.96
		City Of Pacific Gro	Ded:7510 Pers Reimb	39.23
		City Of Pacific Gro	Ded:200 Dentaleoer	366.33
			Ded:2103 Dental Fam	1,559.90
			Ded:2102 Dental+1Ee	958.20
			Ded:2101 Dentaleoe	1,010.56
		City Of Pacific Gro	Ded:0005 Suta	155.03
		Pers	Ded:2003 Pers Other	167.53
			Ded:0004 Surv Ben	90.21
			Ded:08 Pers Other	338.72
			Ded:0022 Pers Sp Ms	343.92
			Ded:0019 Pers Rt Sf	(3.44)
			Ded:0018 Pers Sp Sf	956.32
			Ded:0009 Pers Other	622.66
			Ded:0002 Pers	2,705.07
			Ded:2001 Pers	2,072.67
			Ded:2000 Pers Empl	3,581.12
			Ded:07 Pers City	6,069.66
			Ded:0006 Pers City	6,760.83
			Ded:0017 Pers Rg Sf	8,629.69
			Ded:01 Pers	9,270.21
			Ded:0011 Pers Er Sf	9,749.82
			Ded:0021 Pers Reg M	14,580.24
			Ded:0020 Pers Er M3	15,328.60
		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	5,472.82
		Standard Insurance	Ded:3500 Life Ins	1,464.75
		Transamerica Employ	Ded:5202 Transameri	311.82
		Union Bank Of Calif	Ded:4005 Pars-457	4,118.18
		Vision Service Plan	Ded:300 Visioneoe	79.68
			Ded:2503 Vision+1Ee	199.92
			Ded:2502 Visioneoe	212.48

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Fund	Check Date	Name	Description	Amount
			Ded:2504 Vision Fam	\$ 228.48
	7/18/25	Accent Clean & Swee	Street Sweeping	18,810.00
			Street Sweeping	18,810.00
		Alena Rachelle Wagr	Pmt For Dance Camp	787.50
			Pmt Dance Classes	485.10
		Amazon Capital Serv	Library Supplies	222.17
			Pd Pio Project Item	164.55
			Library Supplies	14.50
			Ee/ Wellness Suppli	34.94
			Pw Office Supplies	52.73
			Lib Supplies	83.96
			Pd Office Supplies	104.18
		American Supply Com	Janitorial Supplies	7,805.81
		At&T	Lh Internet 1267	122.34
		At&T Calnet 3	Lib Internet 3343	46.99
			Admin Internet 3342	31.58
			Admin Phone 3242	2,136.33
		Baker & Taylor Comp	Library Supplies	85.57
		Bureau Veritas Tech	2025 Fcas - 10 Faci	18,440.25
		Ca Building Standar	Cbsc Fees Apr-Jun	488.70
		Ca Dept Of Conserva	Smip Fees Apr-June	1,284.87
		Ca Dept Of Justice	Pd Doj Livescans	355.00
		Ddi Signs	Pd Media Banner	2,675.00
		Dianne Lyle	Pmt Dance Classes	1,441.65
			Pmt For Dance Class	98.00
		Dwan Elevator Co	Lift Repair - Libra	2,365.00
			Lift Repair - Libra	8,298.62
		Engineered Fire Sys	Fd Plan Review June	337.50
		Fields Outdoor Adve	Pd Ammunition	9,200.00
		At&T Mobility	Pd Cell Phones 5185	1,786.32
			Lib Phones 1990	218.51
		Forest Hill Ace Har	B&G Supplies	32.75
			B&G Credit Supplies	(34.94)
		Gemma Peterson	Pmt Yoga Classes	518.00
		Hayward Lumber Comp	Finance Charges	17.53
			Fd Supplies	31.14
			B&G Supplies	2,328.79
		Heihachiro Takarabe	Pmt Tai Chi Classes	112.00
			Pmt For Tai Chi Cla	200.00
		Imperial County Off	Mrc Fy25 Q3 Jan-Mar	355.51
		La Mia Cucina	Facade Imp Prgm	3,366.19
		Johnson Electronics	Pd Server Work	135.00
			Pd Server Work	270.00
		Language Line Servi	Pd Language Service	97.63
		Liebert Cassidy Whi	Cmo Legal Services	450.00
			Cmo Legal Services	225.00
		Matthew Mogensen	Cty Cncl Gala	190.00
			Cty Cncl Speaker	65.00
			Cty Cncl Gala	570.00
		Monterey Bay Parent	Aci Mar - May	2,964.00
		Monterey Bay Treewo	Arborist Services F	475.00
			Arborist Services F	700.00
			Arborist Services F	2,700.00
		County Of Monterey	Cjis Access	20,723.02
			Cjis Access	(20,723.02)
		Monterey County Wee	Ph Pg He Dei Report	264.00
		Monterey Tire Servi	Mech Rpr Unit Cdcev	291.81
		Odp Business Soluti	Cdd Office Supplies	158.00
			Cdd Office Supplies	71.84
			Cdd Office Supplies	59.44
			Cdd Office Supplies	11.13
			Cdd Office Supplies	95.10
			Cdd Office Supplies	24.79
			Cdd Office Supplies	28.50
		Pacific Grove Golf	Pmt Golf Camps	2,975.00
		Page & Turnbull	Cmo Professional Se	8,108.68
		Paul Byrne Architec	Chinese Pavilion Ar	1,515.47

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Fund	Check Date	Name	Description	Amount
		Phillip Anderson	Training /Travel Cd	\$ 171.59
		Potter'S Electronic	B&G Elec Supplies	198.79
		Primo Brands	Pd Water Service	239.76
			Rec Bottle Water Sv	285.17
		Rincon Consultants,	Housing Element	53,499.40
		Dunnigan Psychologi	Pd Eval Picaso	650.00
		Monterey Peninsula	Sru Membership Dues	5,000.00
			Sru Membership Dues	(5,000.00)
		Varajic Consulting	Pmt Camps June	7,150.50
			Pmt For Camps June	2,835.00
		Republic Elevator,	Elevator Inspection	1,645.92
		Sentry Alarm System	Museum Alarm Instal	277.23
		Speakwrite	Pd Dictation Svcs	72.84
		Lehr	Patrol Vehicle Outf	24,163.91
		Sturdy Oil Company	Street Fuel June	743.48
			A/R Fuel June	3,672.71
			Pd Fuel June	3,156.64
			Rec Fuel June	39.64
			B&G Fuel June	1,486.97
		Tamc	Fees Apr - June	9,931.80
		Ca Dept Of Taxes An	Lh Sales Tax Apr-Ju	1,140.00
		Tope'S Tree Service	Contract Tree Servi	43,012.50
		Toro Petroleum Corp	Drums For Fuel	1,788.26
		V & V Manufacturing	Pd Employee Badges	467.08
		Valley Saw & Garden	B&G Small Tools	365.98
		Vestis Services, LI	Linen Services Fy 2	182.31
		Via Heart Project	Pd Aed Batteries	384.75
		Watsonville Ford	B&G Repair Unit 52	286.75
		Brian Whitson	Museum Cleaning Fy2	2,100.00
			City Hall Cleaning	380.00
			City Hall Cleaning	380.00
		Bethany Ghigliotto	Rfnd Requested	75.00
		Carly Adams	Rfnd Requested	101.25
		Chandra Weaver	Rfnd Cancel Class	20.00
		Claire Dunsford	Rfnd Credit	115.00
		Glynis Barrett	Rfnd Cancel Class	20.00
			Rfnd Credit	6.00
			Rfnd Credit	48.00
		Jane Thompson	Rfnd Requested	81.75
		Jennifer Weixler	Rfnd Cancel Class	20.00
		Jennifer Winter	Rfnd Prgm Fees	100.00
		Jessica Morris	Rfnd Credits	40.00
		Katie Nilsson	Rfnd Requested	67.50
		Mandi Ackerman	Rfnd Requested	135.00
		Mariah Dunning	Rfnd Cancel Class	100.00
		Maryn Ljubimow	Rfnd Cancel Class	20.00
		Matthew Logan	Rfnd Credit	37.00
			Rfnd Requested	307.50
		Mollie Collyer	Rfnd Prgm Fees	225.00
			Rfnd Cancel Class	30.00
			Rfnd Cancel Class	20.00
		Nayomi Monge Corres	Rfnd Cancel Class	20.00
		Patricia Costello	Rfnd Requested	153.75
		Rebecca Taylor-Perr	Rfnd Cancel Class	20.00
		Sophie Gates	Rfnd Requested	67.50
		Vanessa Anaya	Rfnd Requested	67.50
		A To Z Databases	Lib Subscription	690.00
		Amazon Capital Serv	Lib Office Supplies	87.41
			Pd Media Equipment	93.69
			Pd Safety Supplies	131.96
		Bound Tree Medical,	Fd Medical Supplies	427.96
		Bps Tactical, Inc.	Pd Ballastic Vests	3,660.29
		Bywater Solutions,	Koha Hosting And Su	8,411.00
		Califa Group	Ebsco Database Pack	9,321.50
		Computershare Corpo	Pers Pob Pmt Fy26	1,501,028.90
		Cpca	Cpca Dues Fy26	(508.00)
			Cpca Dues Fy26	508.00

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Fund	Check Date	Name	Description	Amount
		Cummins-Allison Cor	Jetsort Coin Svc Fy	\$ 674.40
		Debtbook	Debtbook Subscripti	11,700.00
		Ewing Irrigation Pr	B&G Irrigation Supp	475.09
			B&G Irrigation Supp	23.50
		Ferguson Enterprise	B&G City Hall Repai	289.47
		Gardaworld	July Service Fees	98.53
		Hometek	B&G Mem Bench	165.00
		Jeff Smallwood	Rfnd Prgm Fees	109.00
		Katie Clark	Reimb Traing Suppli	52.37
		Library Ideas, Llc	Lib Books & Materia	4,244.00
		City Of Monterey	Fy26 Fire Svcs July	286,394.00
		P.G. Museum Of Natu	Fy26 Museum Admin Q	94,000.00
		Pacific Library Par	Plp Consortium Memb	8,641.00
		Pacific West Water	Fin Water System	42.85
			Cdd Water System	42.85
		Pure Water	Pw Bottle Water	23.70
			Mech Bottle Water	23.70
			B&G Bottle Water	23.70
			Street Bottle Water	23.70
		Quadient Leasing Us	Pd Mail Lease	19.00
			Lib Mail Lease	50.00
			Cty Cncl Mail Lease	35.00
			Cmo Mail Lease	30.00
			Pw Mail Lease	30.00
			Cdd Mail Lease	40.15
			Rec Mail Lease	200.00
			Fin Mail Lease	60.00
		Sandra Kandell	Mileage Reimbursemt	35.00
		Sentry Alarm System	Pg Museum Alarm	336.93
		Tamc	Cmp Reg Trans Plann	4,835.00
		Tom'S Site Services	Delivery & Maintena	5,178.10
		Trucksis Enterprise	Pd Bus Cards Shum	54.60
		Vestis Services, Ll	Pd Linen Svcs	182.31
		Via Heart Project	Pd Aed Unit 8 Sro	384.75
		Swift Car Wash	Pd Car Washes Aug	300.00
		Cpca	Cpca Dues Fy25/26	508.00
		County Of Monterey	Cjis Access	20,723.02
		Monterey Peninsula	Sru Membership Dues	5,000.00
	7/25/25	Governmentjobs.Com,	Neogov Software Sub	6,236.00
		Pacific Gas & Elect	Caledonia Pk Lights	0.07
			Forest Centrl Spr	0.11
			17 Mi Dr Ballpark	0.22
			Lovers Point	5.45
			Berwick Park	7.16
			117 Recreation Room	7.59
			Platt Pk Sprnklr	8.42
			17 Mi Dr Ballpark	8.65
			Caledonia Pk Lights	10.98
			Forest Centrl Spr	11.07
			168 16Th St	11.38
			17 Mi Dr Ballpark	11.85
			Corp Yard Dm & 5Th	16.16
			Parking Lot Light	16.26
			Public Library	333.99
			Corp Yard Sunset Dr	17.95
			Cor Melrose	19.31
			Lovers Point	23.12
			101 Ch-Fin - 50%	44.05
			101 Ch-Cdd - 50%	44.06
			Cor Melrose	49.27
			300 16Th St.	62.05
			Concession Stand	68.68
			1307 Forst Pine Sig	68.85
			162 16Th Street	84.39
			City Council - 3%	95.10
			Recreation - 3%	95.10
			Chautauqua Hall	104.87

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Fund	Check Date	Name	Description	Amount
			Oceanview & 17Th	\$ 115.78
			City Council - 3%	122.18
			Recreation - 3%	122.18
			17 Mi Dr Ballpark	156.45
			117 Community Ctr	172.73
			300 Forest Ave	240.71
			Fire Dept	242.69
			Beach Boat Storage	246.45
			Forest 40 Ft E/O Lh	268.56
			Finance - 7%	285.10
			17 Mile Drive	293.30
			Cedd - 9.5%	301.14
			City Manager - 9.5%	301.14
			17Th St & Laurel	179.67
			Chautauqua Hall	180.70
			Finance - 7%	221.88
			117 Community Ctr	379.64
			Cedd - 9.5%	386.92
			City Manager - 9.5%	386.92
			Police Dept	457.34
			165 Forest Ave	340.11
			Forest 40 Ft E/O Lh	585.11
			117 Community Ctr	587.26
			17Th St & Laurel	760.74
			Fire Dept - 24%	760.77
			Forest & Central Dr	806.65
			550 Central Ave	832.12
			Fire Dept - 24%	977.47
			580 Pine Ave - Loan	1,046.81
			Police Dept - 43%	1,363.05
			Forest & Central Dr	1,423.57
			Public Library	1,669.82
			Police Dept - 43%	1,751.31
			620 Ocean View Pool	2,154.78
			1307 Forst Sinex Si	25.15
			117 Recreation Room	26.23
			Phone Booth-Berwick	26.35
			1307 Forst Pine Sig	27.47
			Piedmont & Moreland	28.68
			Platt Pk Sprnklr	28.82
			Grand Av & Pk Pl	24.53
			1307 Forst Sinex Si	64.26
		Aflac	Ded:5200 Aflac Prem	727.43
			Ded:5201 Aflac P/T	1,418.11
		Calpers Health	Ded:3053 Health Fam	1,446.77
			Ded:126 Health	1,475.23
			Ded:111 Health	1,633.65
			Ded:2071 Health	1,950.00
			Ded:104 Health	2,027.40
			Ded:2072 Health	1,109.00
			Ded:129 Health	1,134.79
			Ded:112 Health	2,225.80
			Ded:3051 Health Emp	2,225.80
			Ded:124 Health	4,425.69
			Ded:103 Health	3,547.95
			Ded:106 Health	3,690.25
			Ded:108 Health	3,837.86
			Ded:123 Health	4,539.16
			Ded:105 Health	6,589.05
			Ded:4304 Hlth Retro	169.44
			Ded:128 Health Emp	556.45
			Ded:116 Health	506.85
			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	13,890.28
			Ded:*Sca State Tax	19,454.39

Check Register Report - Summary by Detailed View - July 2025

Fund	Check Date	Name	Description	Amount
			Ded:*Ft Federal Tx	\$ 51,682.97
		Pacific Grove City	Ded:7000 Assoc Dues	936.25
		Mass Mutual (457 Pl	Ded:3999 Roth Ira	1,298.00
			Ded:4000 Def Comp	11,364.52
		Mtry County Dept Of	Ded:0023 Garnish	463.07
		Pacific Grove Manag	Ded:7203 Assoc Dues	55.00
		City Of Pacific Gro	Ded:1006 Work Comp	68.73
			Ded:1005 Work Comp	1,540.28
			Ded:1003 Work Comp	5,835.56
			Ded:1010 Work Comp	3,166.03
			Ded:1009 Work Comp	569.09
		City Of Pacific Gro	Ded:7510 Pers Reimb	39.23
		City Of Pacific Gro	Ded:200 Dentaleoer	334.75
			Ded:2103 Dental Fam	1,559.90
			Ded:2102 Dental+1Ee	958.20
			Ded:2101 Dentaleoe	1,010.56
		City Of Pacific Gro	Ded:0005 Suta	155.62
		Pers	Ded:0004 Surv Ben	89.28
			Ded:08 Pers Other	348.22
			Ded:2002 Pers Retro	398.27
			Ded:0022 Pers Sp Ms	293.93
			Ded:2003 Pers Other	185.91
			Ded:0009 Pers Other	507.78
			Ded:0018 Pers Sp Sf	543.45
			Ded:0019 Pers Rt Sf	(3.44)
			Ded:0002 Pers	2,786.22
			Ded:2001 Pers	2,193.46
			Ded:2000 Pers Empl	4,440.25
			Ded:07 Pers City	6,260.55
			Ded:0006 Pers City	6,692.29
			Ded:0017 Pers Rg Sf	7,221.88
			Ded:0011 Pers Er Sf	7,897.38
			Ded:01 Pers	9,562.99
			Ded:0021 Pers Reg M	15,307.38
			Ded:0020 Pers Er M3	16,024.07
		Police Officers Ass	Ded:7205 Assoc Dues	740.80
		State Disability Ta	Ded:0026 Sdi	5,491.18
		Transamerica Employ	Ded:5202 Transameri	311.82
		Union Bank Of Calif	Ded:4005 Pars-457	4,199.87
		Vision Service Plan	Ded:2503 Vision+1Ee	199.92
			Ded:2502 Visioneoe	212.48
			Ded:2504 Vision Fam	228.48
			Ded:300 Visioneoe	73.04
	7/29/25	Alfred Saxe	Rfnd Damage Deposit	187.00
		Claire Rodas	Reimb Lifeguard Cla	314.15
		Daisy Moore	Rfnd Requested	75.00
		Danielle Owens	Rfnd Damage Deposit	206.00
		Deirdre Newell	Rfnd Requested	67.50
		Dennis Tarmina	Rfnd Damage Deposit	206.00
		Heather Conner	Rfnd Credit	96.00
		Jason Szpyt	Rfnd Transfer Req	153.75
		Kathleen Cabanayan	Rfnd Damage Deposit	206.00
		Kiersten Jones	Reimb Lifegrd Class	314.15
		Laura Ottmar	Rfnd Program Fees	410.00
		Lucinda Carrington	Reimb Lifegrd Class	314.15
		Maryn Ljubimow	Rfnd Program Fees	100.00
			Rfnd Program Fees	30.00
		Naomi Flores	Rfnd Damage Deposit	206.00
		Glynis Barrett	Rfnd Requested	94.50
		Katie Clark	Reimburse Clothes	30.04
		Lisa Davis	Rfnd Requested	78.75
		Susan Corpus	Rfnd Program Fees	168.00
	7/25/25	Pers	Jul 2025 Ual	395,585.00
04 - Hyperbaric Chamber	7/3/25	Arthur J. Gallagher	Hyperchamber Insur	(8,320.66)
			Hyperchamber Insur	8,320.66
		Swagelok Northern C	Hyper Chamb Valve	836.17
		Arthur J. Gallagher	Hyperchamber Insur	8,320.66

Check Register Report - Summary by Detailed View - July 2025

Fund	Check Date	Name	Description	Amount
11 - Library Book Fund		Amazon Capital Serv	Lib Books & Materia	\$ 796.33
			Lib Books & Materia	42.58
			Lib Books & Materia	29.31
			Lib Books & Materia	29.49
			Lib Books & Materia	29.61
			Lib Books & Materia	18.59
			Baker & Taylor Comp	3,722.45
			Cengage Learning/Ga	24.46
			Library Ideas, Llc	4.50
			Midwest Tape	47.47
	7/9/25	Us Bank	A Canales Lib Grt19	229.29
			A Canales Lib Books	2,059.45
	7/18/25	Amazon Capital Serv	Lib Credit Books Ma	(29.38)
			Baker & Taylor Comp	868.74
		Midwest Tape	Lib Books & Materia	49.15
			Lib Books & Materia	185.68
		Overdrive, Inc.	Lib Books & Materia	11.96
			Lib Books & Materia	3,803.12
12 - Fire Emerg Equip Fund	7/3/25	American Medical Re	Chest Compression S	17,491.41
15 - Housing Fund	7/18/25	Benchmark Environme	Housing Loan Prgm	1,328.00
			Housing Loan Prgm	(1,328.00)
17 - Local Streets And Roads	7/3/25	Benchmark Environme	Housing Loan Prgrm	1,328.00
			David St Rehab	420.86
			Fy24/25 On-Call Tra	2,552.00
	7/18/25	Sturdy Oil Company	Gax Tax Fuel May	1,656.30
			Gas Tax Fuel June	743.48
			Disability Access C	2,000.00
	7/25/25	Pacific Gas & Elect	Pw Electric 4482-4	9,079.27
			Forest Av Sunset Av	24.05
			19Th & Sunset Dr.	16.56
			Forest Ave Sunset A	54.62
20 - Rstp-(Tamc)	7/3/25	Ghd Inc.	Forest Ave Sunset A	24.74
			Forest Av Sunset Av	63.12
			Pers	2,373.42
			Jul 2025 Ual	4,045.25
24 - Stillwell Children'S Pool	7/18/25	Ghd Inc.	Cedar, Sunset, Cong	1,782.25
			Cedar, Sunset, Cong	1,782.25
	7/3/25	Amazon Capital Serv	Pool Heater Parts	228.14
			Pool Supplies	28.23
27 - Lighthouse Maint.& Impv.	7/18/25	American Supply Com	Pool Supplies	438.42
			Forest Hill Ace Har	92.80
	7/3/25	At&T Calnet 3	Pool Supplies	31.58
			Lh Phone 3247	31.58
			Escarraga'S Luxury	480.00
			Pt Pinos Office Cle	84.11
	7/9/25	Stephanie T. Edenho	Gift Shop Merch	84.11
			Us Bank	1,638.00
	7/18/25	Forest Hill Ace Har	D Gho Lh Merch	1,638.00
			Lighthouse Supplies	10.44
34 - Cdbg Grant Fund	7/25/25	Pacific Gas & Elect	Asilomar Blvd Pg Lh	80.53
			Asilomar Blvd Pg Lh	173.30
	7/8/25	Old Republic Title	1223 Shafter Avenue	194,000.00
			1223 Shafter Avenue	194,000.00
40 - Poetry Promotion Fund	7/3/25	Jana Heller	Poetry Promotion	200.00
			Poetry Promotion	497.26
			Poetry Promotion	497.26
			Revival Ice Cream	(4,126.20)
		Patrice Vecchione	Lib Special Event	4,126.20
			Lib Special Event	4,126.20
			Poetry Promotion	100.00
			Poetry Promotion	100.00
	7/9/25	Us Bank	R Gaither Event Dep	1,031.55
			Salvatore Salemo	100.00
42 - Pub Safety Aug Fund	7/18/25	Vali Marie Francis	Poetry Promotion	220.00
			Poetry Promotion	220.00
		Monterey County Eme	Dispatch Services &	147,149.00
			Dispatch Services &	147,149.00
	43 - Slesf Fund	Flock Group, Inc.	Flock Cameras	36,000.00
			Flock Cameras	36,000.00
63 - Capital Improv Proj Fund	7/3/25	Courtteck Resurfaci	Tennis Court Resurf	13,500.00
			Tennis Court Resurf	13,500.00
	7/18/25	Pars	Ars Pars May Fees	373.63
			Ars Pars May Fees	373.63
		Claremont Behaviora	Eap July Services	648.15
			Eap July Services	648.15
	7/22/25	Pers	Fy24/25 1959 Surviv	6,641.00
			Fy24/25 1959 Surviv	6,641.00
71 - Workers Comp Fund	7/8/25	Calpers Health	Jul25 Ret & Changes	12,439.59
			Jul25 Ret & Changes	12,439.59
	7/3/25	California Jpia	Fy26 Work Comp Ins	285,241.00
			Fy26 Work Comp Ins	285,241.00
	7/18/25	Parma	Fy25/26 Membership	150.00
			Fy25/26 Membership	(150.00)
		Parma	Fy25/26 Membership	(150.00)
			Fy25/26 Membership W	150.00
		Parma	Fy25/26 Membership W	150.00
			Fy25/26 Membership W	150.00

Check Register Report - Summary by Detailed View - July 2025

Fund	Check Date	Name	Description	Amount
72 - Liability Ins Fund	7/25/25	Pers	Jul 2025 Ual	\$ 1,000.83
	7/3/25	California Jpia	Fy26 Liab Insur Prg	413,000.00
			Fy26 Prop Insur Prg	160,548.00
		Computershare Corpo	Pers Pob Fy25	2,500.00
			Pers Pob Fy25	(2,500.00)
		Computershare Corpo	Pers Pob Fy25	2,500.00
	7/18/25	Alliant Insurance S	Acip Fy26 Renewal	2,072.00
		Parma	Fy25/26 Membership	(150.00)
			Fy25/26 Membership	150.00
		Parma	Fy25/26 Membrship R	150.00
74 - Local Water Project	7/25/25	Pers	Jul 2025 Ual	890.00
	7/3/25	Perc Water Corporat	Fy 24/25 Lwp O&M	38,220.40
	7/9/25	Pacific Gas & Elect	Lwp Electric 0792-1	15,770.77
	7/3/25	Site Industries, LI	Annual Cem Licensin	3,500.00
75 - Cemetery Fund		Site Industries, LI	Gis Mapping Cemeter	6,500.00
		Odp Business Soluti	Cem Office Supplies	24.02
		Sturdy Oil Company	Cem Fuel May	275.66
	7/9/25	Mission Uniform Ser	Linen & Uniform Cle	657.08
			Linen & Uniform Cle	(83.91)
		Odp Business Soluti	Cem Office Supplies	61.71
	7/18/25	Csc Of Salinas	Cem Repairs Unit 68	88.97
		Hayward Lumber Comp	Cem Supplies	118.43
		Sturdy Oil Company	Cem Fuel June	63.16
		Quadient Leasing Us	Cem Mail Lease	36.00
	7/25/25	Pacific Gas & Elect	Cemetery - 1%	31.70
			Cemetery - 1%	40.73
			Cemetery	54.24
			Crest & Ripple	20.61
		Pers	Jul 2025 Ual	4,105.92
	7/3/25	At&T	Pw Sewer Phone 2931	31.54
			Pw Sewer Phone 0576	31.54
			Pw Sewer Phone 1261	31.54
			Pw Sewer Phone 1395	31.54
		Monterey One Water	Sewer Pipe Control	777.21
76 - Sewer Fund		Sturdy Oil Company	Sewer Fuel May	772.38
		The Monterey County	Sewer Bid Ad	146.83
		Wallace Group	Sewer Ssmp Update	1,063.75
	7/9/25	Mission Uniform Ser	Linen & Uniform Cle	657.08
			Linen & Uniform Cle	(83.90)
		Pacific Gas & Elect	Pw Sewer Elec 4175-	54.79
			Pw Sewer Elec 5126-	1,804.95
	7/18/25	A & R Plumbing Inc.	Emergency Sewer Wor	17,400.00
		Kyle Robert Molina	Pd Safety Boots	250.00
		Monterey One Water	Lift Station Mainte	41,250.62
		Monterey Peninsula	Emergency Sewer Rep	17,701.00
		Safety-Kleen System	Sewer Oil Collectio	325.65
		Sturdy Oil Company	Sewer Fuel June	435.66
		Brandon Sturm	Pw Safety Boots	174.75
		Monterey County Env	Inv 1230250 Inspect	41.00
			Inv 1230251 Inspect	697.00
		Pure Water	Sewer Bottle Water	23.70
	7/25/25	Pacific Gas & Elect	1996 Sunset Dr.	25.06
			Pump Station	29.26
			520 Ocean View Blvd	26.45
			Pump Russell Svc Ct	17.99
			471 Ocean View Bl.	335.11
			Pump Sunset Arena	8.92
			Oceanview Blvd & 8T	9.16
			520 Ocean View Blvd	7.41
			O V 9Th Pump #2	1,114.81
			471 Ocean View Bl.	159.55
			17Th & Ocnvw	135.54
			Eardley Pump #1	87.52
			Pump Sunset Arena	475.78
			360 Ocean View Blvd	538.76
			Pump Sunset Arena	222.07
			Eardley Pump #1	203.10

Check Register Report - Summary by Detailed View - July 2025

Fund	Check Date	Name	Description	Amount
77 - Golf Fund	7/18/25	Pers Umpqua Bank	Pump 17Th & Ocnvw	\$ 323.03
			1996 Sunset Dr.	78.55
			Pump Russell Svc Ct	64.44
			Jul 2025 Ual	12,774.67
			Golf Cip Interest	28,673.62
	7/25/25	Pacific Gas & Elect	Golf Cip Principal	107,374.83
			1313 Ocean View Blv	46.22
			1313 Ocean View Blv	106.09
Grand Total			\$ 5,089,569.39	

Check Register Report - Summary by Fund - July 2025

Fund	Amount
01 - General Fund Total	\$ 3,437,154.81
04 - Hyperbaric Chamber Total	9,156.83
11 - Library Book Fund Total	11,922.80
12 - Fire Emerg Equip Fund Total	17,491.41
15 - Housing Fund Total	1,328.00
17 - Local Streets And Roads Total	420.86
18 - Gas Tax Fund Total	18,587.56
20 - Rstp-(Tamc) Total	5,827.50
24 - Stillwell Children'S Pool Total	787.59
27 - Lighthouse Maint.& Impv. Total	2,497.96
34 - Cdbg Grant Fund Total	194,000.00
40 - Poetry Promotion Fund Total	2,148.81
42 - Pub Safety Aug Fund Total	147,149.00
43 - Slesf Fund Total	36,000.00
63 - Capital Improv Proj Fund Total	13,500.00
70 - Emp Benefit Fund Total	20,102.37
71 - Workers Comp Fund Total	286,391.83
72 - Liability Ins Fund Total	579,160.00
74 - Local Water Project Total	53,991.17
75 - Cemetery Fund Total	15,494.32
76 - Sewer Fund Total	100,255.81
77 - Golf Fund Total	136,200.76
Grand Total	\$ 5,089,569.39



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Lori McDonnell, Councilmember
MEETING DATE: August 20, 2025
SUBJECT: Community Human Service Highlights: April through July 2025
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive highlights.

Attachments

CHS Highlights April - July 2025

**HIGHLIGHTS OF
REGULAR BOARD MEETING
*April 17, 2025***

1. MaryAnn Carbone, Board Chair, called the meeting to order at 11:10 a.m. at City Hall in Sand City.
2. The Board approved adding an emergency item for just cause to allow Board Member Alex Miller to attend the meeting via phone.
3. The Board Approved routine consent items, including minutes of the March 20, 2025 Board meeting and disbursements for the period of March 1-31, 2025 in the amount of \$1,250,364.07.
4. From the CEO report:
 - Total donations for March 2025 were \$13,276.
 - Significant donations were as follows:
 - \$5,000 Montage Health (event sponsorship)
 - \$1,000 Monterey Peninsula Volunteer Services (event sponsorship)
 - \$2,000 Pinnacle Bank (event sponsorship)
 - 27 monetary donations (including 9 recurring “Friends and Neighbors” donations)
 - Grant applications were submitted to:
 - Dogs of Carmel Charity Benefactor, proceeds to support Shuman HeartHouse
 - City of Carmel-by-the-Sea Discretionary Grant, \$3,000 for Shuman HeartHouse
 - HHAP Round 5, \$450,000 for Shelter Operations at Shuman HeartHouse
 - HHAP Round 5, \$300,000 for Shelter Operations at Safe Place Youth Shelter
 - HHAP Round 5, \$449,992 for Shelter Operations at Casa de Noche Buena
 - Kaiser Permanente, \$25,000 for Housing Stability Service at Casa de Noche Buena.
 - Grant Received:
 - Salinas Valley Health Foundation, \$5,000 for General Support of Mental Health and Substance Use Services
 - Montage Health, \$5,000 for event sponsorship of Solving Homelessness
 - Negotiations for our two largest contracts, Behavioral Health drug and alcohol and mental health services, are under way and going smoothly. The County has expressed the desire to achieve a mutually beneficial agreement with amounts and rates that more than cover our costs, leaving small net profits if we reach our target goals. The discussions have been polite and transparent, and we are hopeful for positive outcomes.
 - The Agency reserved a table for the Monterey Peninsula Chamber of Commerce Annual Awards Dinner to honor our board chair Mary Ann Carbone who was awarded Elected Official of the Year. The Mayor’s reception was marked by the loudest cheers and most applause of the evening, which was most fitting given her long career in local politics and her amazing record of achievements. Congratulations, Mary Ann.
 - Human Resources Director A. Miller’s last day of employment with CHS was this month. We are recruiting; in the meantime, R. Angulo is once again performing our HR functions in addition to her Executive Assistant functions.
 - The preliminary Agency budget was prepared this month by CFO T. Allen, with input from the COO S. Stone, Senior Program Officer M. Sullivan and the CEO. A budget study session was held at 10 a.m. on 4/17. The budget will be adopted on 5/15 at the regular board meeting.
 - Off Main Clinic is creating an admissions office next door in the Outpatient Treatment suite to accommodate new patients more comfortably during the often-difficult admissions process

and planned growth of the patient census. That space is currently not utilized in the morning when admissions occur. Outpatient groups will still be offered in the afternoon.

- We received the Adolescent Outpatient Treatment license for our Monterey Outpatient Treatment Center this month. CHOMP Recovery Center already has a few patients to refer to us. We plan to open our doors to youth starting Monday, May 5.
- The CEO, Communications Manager G. James, Sr. Program Officer M. Sullivan and the CEO are developing an advertising and outreach plan and collateral materials to market our SUD services with a focus on the new adolescent program and medication-assisted treatment services. The goal is to reach more people and increase the level of services provided.
- The CFO T. Louis and the CEO attended the Monterey Museum of Art's Patron dinner as guests of our IT services provider Rayne Tech. It was a great opportunity to strengthen that relationship and meet a few prospective new supporters of CHS.
- After a thorough RFP process, CFO T. Louis, Finance Chair A. Yee Steck and the CEO met with the Audit Committee to interview 3 auditing firms for a new 3-year engagement.

5. From the COO report:

- The Senior Program Officer position for Mental Health Services remains vacant due to challenges in finding qualified candidates. Despite this, all programs are running smoothly, with particularly high productivity in FSC's largest program, the Outpatient Mental Health Program. Additionally, kudos to the OPMH team at FSC Salinas for successfully completing the Monterey County Behavioral Health site visit and having their corrective action plan approved.
- We currently have several key construction projects underway: Genesis House Bathroom Improvement Project – Genesis House continues to operate at full capacity during construction. The project is approximately 90% complete. Safe Passage Facility Improvements Project – Safe Passage is also fully operational during construction. This project is approximately 40% complete. FSC Seaside Mainline Plumbing Project – We have finalized the contract with JD Underground and are currently in the permitting and planning stages. We are aiming for project completion by the end of April.
- The SHARE Center is performing well and is fully staffed, with a current census of 85, putting capacity at 91%. This is a significant success. To track this more efficiently, the COO developed a bed-count tracking log that calculates current capacity by dividing the number of available beds (minus unavailable family beds) by the census. This provides an up-to-date snapshot of our capacity in real time. The log has been invaluable, as it allows us to clearly communicate our capacity to stakeholders—without needing to explain the nuances of vacant versus unavailable beds. Given its user-friendly design, we've also rolled out this log at both Casa de Noche Buena and Shuman HeartHouse.
- Last month, Evangelina Ochoa, Senior Program Officer of Homeless Services, and the COO developed a new Progress Report to assess engagement and progress at the SHARE Center. The report has been successfully rolled out. Given the unique nature of a low-barrier navigation center and shelter at the SHARE Center, parameters like length of stay and progress can be subjective. This new report streamlines the process, enhances objectivity, and helps staff stay aligned with the targeted goals of supporting guests in securing housing and achieving greater self-sufficiency. To further boost engagement and positive outcomes, we have also introduced this report at Casa de Noche Buena and Shuman HeartHouse. This will be a significant benefit across all our short-term shelters, as it provides a standardized guideline for 30-day progress checks, eliminating the need for separate procedures for progress reports.
- Lastly, the COO has had multiple meetings with Meals on Wheels, and is in the process of developing an agreement for them to provide food services to programs like Genesis House,

Casa de Noche Buena, and Shuman HeartHouse when kitchen operations are interrupted. Currently, when there is a planned or unplanned staff absence or kitchen closure, food services are handled on a case-by-case basis, often involving ordering outside food or using non-kitchen staff as needed. Having a contract with Meals on Wheels will not only be more cost-effective but will also ensure more nutritious and delicious meals when needed.

6. The Finance Committee meeting was held prior to the board meeting. The financial dashboard showed that cash went up and correspondingly accounts receivable went down. The Balance Sheet did not show anything unusual. The committee also reviewed action items for Selection of Auditor and Acceptance of 990 Tax Return and CA Tax Return that were on the agenda for approval.
7. The Board approved auditor Chavan and Associates, LLP, as recommended by the Audit Committee.
8. The Board accepted the 990 Tax Return, as presented by the Audit Committee.
9. The Board Member Alex Miller thanked the Board for allowing him to join the meeting.
10. Board Chair MaryAnn Carbone appointed board members Lori McDonnell & Anita Crawley to an Ad-Hoc Nominating Committee to bring a slate of officers for FY 2025-26 to the May board meeting for approval.
11. Board Chair MaryAnn Carbone also reminded the board that the CHS Board Meeting & Retreat will be held on Thursday, May 15th from 10 a.m. to 3 p.m. at Shoreline Church.
12. Board Chair MaryAnn Carbone adjourned the meeting at 12:14p.m.

The next regular board meeting & board retreat is scheduled for Thursday, May 15th from 10:00 a.m. to 3:00 p.m. at the Shoreline Church, Monterey CA.

**HIGHLIGHTS OF
REGULAR BOARD MEETING & BOARD RETREAT
*May 15, 2025***

1. MaryAnn Carbone, Board Chair, called the meeting to order at 10:13 a.m. at Shoreline Church.
2. The Board Approved routine consent items, including minutes of the April 17, 2025 Board meeting and disbursements for the period of April 1-30, 2025 in the amount of \$1,466,692.
3. From the CEO report:
 - Twenty-seven monetary donations totaled \$15,540 for the month of April.
 - Grant applications submitted:
 - Carmel Valley Women's Club, \$1,000
 - Central Coast Alliance for Health, \$50,000
 - Grants received:
 - Monterey Peninsula Foundation, \$60,000
 - Development Team produced the 2024 IMPACT REPORT which will be distributed to donors, JPA members and other supporters this month.
 - Donor direct mail package highlighting substance use services will mail in May.
 - Negotiations for the SHARE Center contract are complete. The indirect cost allowance increased from 10% to 15%, and the total amount of the contract covers our operating expenses. Contract total is just under \$3M.
 - Behavioral Health contracts for drug and alcohol services and mental health services are expected to be completed in June without issue.
 - "Solving Homelessness: A Community Conversation" commemorating the 4th anniversary of Casa de Noche Buena drew about 150 people to MIIS's Irvine Auditorium to hear sociologist and author Kevin F. Adler speak about the broken systems that contribute to homelessness and the role each of us can play in ending homelessness. The event netted approximately \$5,000 and raised our profile among donors and in the community. Additional donations of approximately \$3,000 were made to the Casa de Noche Buena Special Purpose Fund at Community Foundation.
 - The CEO attended the Association of Fundraising Professionals annual conference in Seattle.
 - The television segment for PBS's "Empowered with Meg Ryan" was filmed this month featuring CHS to discuss challenges and trends in mental health, substance use, and homelessness in Monterey County.
 - The CEO attended a ribbon-cutting ceremony at the Salinas MST transit station for the Health Department's kickoff of Narcan and fentanyl kiosks stationed county-wide to prevent opioid overdose fatalities. JPA members interested in locating a kiosk in their jurisdiction may contact:

Shiba Sumeshwar,
Monterey County Health Department
1270 Natividad Rd, Salinas, CA 93906
Desk: 831-755-4018 / Cell: 831-975-6208

4. From the COO report:
 - The Senior Program Officer position for Mental Health Services remains vacant due to ongoing challenges in identifying qualified candidates. All programs are operating smoothly.
 - Key construction projects underway include:

- Genesis House Bathroom Improvement Project –The project is now 100% complete and was completed \$62k under budget.
 - Safe Passage Facility Improvements Project – Safe Passage is fully operational, outside of 1 bathroom being unusable during construction. This project is approximately 80% complete.
 - FSC Seaside Mainline Plumbing Project – This project is 95% complete, and we are finalizing payments and documentation.
 - The SHARE center is operating smoothly with current capacity of 91%.
 - We received a generous donation of a 2023 Tesla Model Y. The vehicle will be used by the Administration Office to support work-related travel for essential business.
 - The admissions office expansion at Off Main Clinic is now complete. The new space significantly improves the quality of care at OMC, particularly for clients experiencing withdrawal symptoms at the time of admission.
 - The COO has been working closely with SUHSD to enhance Wellness Center initiatives and prepare for the upcoming renewal of the Substance Use Prevention Program contracts with them and other districts.
5. The Finance Committee meeting was held prior to the board meeting. The financial dashboard looks very positive year to date.
 6. The Board approved the Declaration of “Indefinite Compensation” Resolution which allows the Board to approve retroactive salary increases at a later date.
 7. The Board approved the slate of officers for FY 2025-26: Mary Ann Carbone, Chair; Jeremy Hallock, Vice Chair; Annette Yee Steck, Finance Committee Chair.
 8. The Board approved the Operating Budget for FY 2025-26, as recommended by the Finance Committee, in the amount of \$17.6M.
 9. The Board approved personnel policy revisions, job description revisions and a new job description, as recommended by the Personnel Committee.
 10. Board Chair MaryAnn Carbone also reminded the board that the CHS Annual Luncheon will be held on Thursday, July 17th at The Marriott Hotel in Monterey. Board members are encouraged to bring others to the luncheon.
 11. After a break for lunch, the meeting resumed with the Board Retreat.
 12. Management Team’s SWOT analysis was reviewed, and Board gave input.
 13. Progress on FY 2024-25 Strategic Plan goals was reviewed, and Board gave input.
 14. A draft Strategic Plan for FY 2025-26 and 2026-27 was reviewed. There was Board discussion and input was given.
 15. A final Strategic Plan will be brought to the Board for approval in June or July.

The next regular board meeting is scheduled for Thursday, June 26th from 11:00 a.m. to 1:00 p.m. at the Sand City City Hall, Sand City, CA.

**HIGHLIGHTS OF
REGULAR BOARD MEETING & BOARD RETREAT
June 26, 2025**

1. MaryAnn Carbone, Board Chair, called the meeting to order at 11:05 a.m. at Sand City, City Hall.
2. The Board Approved routine consent items, including minutes of the May 15, 2025 Board meeting and disbursements for the period of May 1-31, 2025 in the amount of \$1,489,653.03.
3. From the CEO report for May:
 - Total donations: \$15,811
 - Grant applications submitted:
 - Central Coast Alliance for Health Medi Cal Capacity Grant Program – \$50,000 for Parent Ed Program Support
 - Grants received:
 - Monterey Peninsula Foundation – \$60,000 in support of services for homeless youth in Monterey County
 - Kaiser Permanent – \$25,000 for CDNB shelter and housing services for homeless women and families
 - Carmel Valley Women’s Club – \$1,000 for emergency services at CDNB and SHH
 - City of Carmel-by-the-Sea City Council Discretionary Grant – \$1,500 for program support at SHH
4. The Finance Committee meeting was held prior to the board meeting. The financial dashboard looks positive year-to-date with a projected year-end balance of \$430K. Nothing unusual was noted on the Income Statement & Balance Sheet.
5. The Executive Committee met on June 19, 2025 to consider appointments to Transition Committee.
6. The Board approved the elimination of a Drug Resource Specialist position and layoff of the incumbent due to non-renewal of the Gonzales Substance Use Prevention Program contract effective June 30, 2025.
7. The Board approved appointments to an *ad hoc* Transition Committee that will manage the recruitment, selection and onboarding process for a successor CEO due to the planned retirement of Robin McCrae. Committee members are Mary Ann Carbone, Jeremy Hallock, Annette Yee Steck, Anita Crawley, Gloria De La Rosa and Jennifer McNary. Robin McCrae and Rosie Angulo will provide staff support to the Transition Committee. The Board will receive Transition Committee reports at monthly board meetings. A copy of the Success Plan will be sent to all Board members. The Transition Committee
8. Board Chair MaryAnn Carbone reminded the board that the CHS Annual Luncheon will be held on Thursday, July 17th at The Marriott Hotel in Monterey.

The next regular board meeting is scheduled for Thursday, July 17th from 10:15 a.m. to 11:15 a.m. at the Marriott Hotel in Monterey, CA. The Finance Committee will meet at 9:15 prior to board meeting at the same location.



COMMUNITY HUMAN SERVICES
HIGHLIGHTS OF REGULAR BOARD MEETING
JULY 17, 2025

1. Board Chair Mary Ann Carbone called the meeting to order at 10:17 a.m. at the Monterey Marriott.
2. The Board approved routine consent items, including the minutes of the June 26, 2025 Board meeting and disbursements for the month of June in the amount of \$1,366,619.13.
3. From the CEO's report:
 - a. The CEO and staff have given several tours of the SHARE Center to elected officials including members of the Board of Supervisors, councilmembers and staff from the City of Salinas, and Senator Laird. Congresswomen Zoe Lofgren will tour the facility in August.
 - b. The SHARE Center served 156 individuals in the first six months of operations under CHS's management. Of the 74 who exited the program, 46% were placed in permanent housing, and 20% were placed in temporary housing.
 - c. CHS All Staff met on June 27th at the National Steinbeck Center for an all-day training on Trauma Informed Care. Staff created an agency statement of commitment to provide TIC.
 - d. CHS hired a new Donor Relations Manager. Lidia Wilding starts July 14th. We hope to hire a new Development Director soon.
 - e. We have received two donor pledges for gifts totaling \$52,500.
 - f. Rough cuts of "Empowered with Meg Ryan" programming was made available for viewing at our upcoming luncheon and will be edited before airing nationally.
4. The Finance Committee Chair Annette Yee Steck reported from an earlier meeting. Year-to-date financials show net income of \$136,401. No irregularities were identified on the balance sheet. The Committee also discussed items K.1. and K.2. on the board agenda.
5. Transition Committee Chair Mary Ann Carbone reported from an earlier meeting. The committee would like to hire an executive search firm to assist with recruiting a new CEO. An RFP process was discussed. The committee report and recruitment timeline will be sent to Board Members.
6. Action: The Board authorized the Transition Committee to engage an executive search firm for the recruitment and selection of a successor CEO at a cost not to exceed \$100,000.
7. Action: The Board approved a budget modification of \$660,000 and authorized payment of Medicare taxes, employer and employee portions, for 2022, 2023, 2024 and half of 2025.
8. Action: The Board approved 1 FTE Counselor I or II position at Off Main Clinic.
9. Board Chair Mary Ann Carbone invited everyone to the West End event on 8/23-24.
10. The meeting was adjourned at 11:10 a.m. The Annual Luncheon followed upstairs in the Ferrante Room.



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Joe Amelio, Mayor Pro Tem
MEETING DATE: August 20, 2025
SUBJECT: Monterey-Salinas Transit Minutes: June 9, 2025 and July 14, 2025
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive minutes.

Attachments

MST Minutes June 2025

MST Minutes July 2025

MEETING OF THE MST BOARD OF DIRECTORS

Meeting Minutes

June 9, 2025

10:00 a.m. (Pacific)

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

Hector Suarez
Ikuyo Yoneda-Lopez
Jacob Huggins
Jacqueline Munoz
Jarred Augusta
Jose Sanchez Barajas
Karleen Russell
Luiza Hatlestad
Marc Friddle
Marzette Henderson
Melissa Valadez
Natalie Flores
Paul Lopez
Scott Taylor
Sherman Upshaw
Sonjé Dayries
Steven Bruno
Susie Flores
Ursulla Scardina
Vince Dang

Payroll Specialist
Marketing and Communications Manager
IT Specialist
Customer Service Representative
Risk and Safety Manager
Assistant Planner
Accounting Technician
Mobility Specialist
Trainer
Transportation Manager
Human Resources Supervisor
Associate Planner
Facilities Manager
Information Technology Manager
Facilities Technician
Civil Rights Officer
Purchasing Agent
Grants Analyst
Communications Specialist
Project Management Coordinator

Public: Jasmine Mejia-Cortes
Michelle Adams
Chris Duymich
Ariadne Sambrano

Monterey County Board of Supervisors
City of Sand City
TAMC
TAMC

1. CALL TO ORDER

1-1. Roll Call.

1-2. Pledge of Allegiance

Chair Carbone called the meeting to order at 10:05 a.m. Roll call was taken and a quorum established. Director Barrera led the pledge of allegiance.

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

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

Luis Alejo arrived at 10:08 a.m.

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

There were no public comments.

3. CONSENT AGENDA

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

- 3-1. Financial Reports – April 2025 (Lori Lee)
 - a) Accept Report of April 2025 Cash Flow
 - b) Approve April 2025 Disbursements
 - c) Accept Report of April 2025 Treasury Transactions
- 3-2. Approve Minutes of the MST Board Meeting May 12, 2025. (Jeanette Alegar-Rocha)
- 3-3. Receive Draft Minutes of the MST Board Administrative Performance Committee Meeting on May 12, 2025. (Jeanette Alegar-Rocha)
- 3-4. Adopt Resolution 2025-23 Recognizing Charles Kirk, Coach Operator as Employee of the Month for June 2025. (Marzette Henderson)
- 3-5. Adopt Resolution 2025-24 Recognizing Carl Sedoryk 25-year Anniversary. (Lisa Rheinheimer)
- 3-6. Authorize the General Manager/CEO, or Designated Staff to Purchase Nine (9) Starcraft Fixed-Route Cutaway Buses from Model 1 (formerly Creative Bus Sales) in an Amount Not to Exceed \$1,483,776. (Norman Tuitavuki)

End of Consent Agenda

There were no public comments on the Consent Agenda.

Director Smith commented on item# 3-2 minutes of May 12, 2025, that he voted on May agenda items 1-4 because he left the meeting starting at agenda item 5.

On a motion by Director Amelio and seconded by Director Pacheco, the Board approved items 3-1 through 3-6 on the Consent Agenda with Director LeBarre noted as absent and Director Smith's comment noted.

4. RECOGNITIONS AND SPECIAL PRESENTATIONS

- 4-1. June 2025 Employee of the Month Charles Kirk, Coach Operator. (Kelly Halcon)

There were no public comments.

The MST Board recognized Charles Kirk as the June 2025 Employee of the Month for his outstanding contribution to MST and to the entire community.

- 4-2. 25-Year Anniversary – Carl Sedoryk, General Manager/CEO – (Mary Ann Carbone)

There were no public comments.

The MST Board recognized and congratulated Carl Sedoryk on reaching the remarkable milestone of 25 years of service and for his unwavering dedication, visionary leadership and enduring contributions to MST’s vision of connecting communities, creating opportunity, and being kind to our planet. Under his leadership, MST has grown into a nationally respected transit agency, committed to innovation, sustainability, and safety.

5. PUBLIC HEARINGS

- 5-1. FY 2026-FY 2027 Operating and Capital Budget (Lisa Rheinheimer)
- a) Receive Presentation on the FY 2026-FY 2027 Operating and Capital Budget,
 - b) Conduct Public Hearing to Hear Comments on the FY 2026-FY 2027 Operating and Capital Budget,
 - c) Adopt FY 2026-FY 2027 Operating and Capital Budget,
 - d) Approve Resolution 2025-25 Authorizing the Filing of Federal Grant Applications, and
 - e) Authorize Staff to Apply to the Transportation Agency for Monterey County for Transportation Development Act Local Transportation Funds and State Transit Assistance for FY 2026.

There were no public comments.

On a motion by Director Alejo and seconded by Director Amelio, the Board approved item 5-1 with Director LeBarre noted as absent.

6. ACTION ITEMS

- 6-1. Authorize the General Manager/CEO or Their Designee to Execute a Lease Agreement for Property Located at 271 Rianda Street with Joseph V. Rossi and Diane H. Rossi, as Trustees of the Joseph V. Rossi Family Trust in an Amount not to Exceed \$17,000 per Month for the Initial Five 5-Year Term with an Annual 2% Increase, Two (2) Five (5)-Year Options, Annual Property Taxes, and a Right of First Offer to Purchase the Property. (Lisa Rheinheimer)

There were no public comments.

On a motion by Director Barrera and seconded by Director Pacheco, the Board approved item 6-1 with Director LeBarre noted as absent.

- 6-2. Adopt MST's Employee Handbook Policy 1.7 Non-Contravention of Laws. (Kelly Halcon) (Page)

There were no public comments.

On a motion by Director Alejo and seconded by Director Pacheco, the Board approved item 6-2 with Director LeBarre noted as absent.

7. REPORTS & INFORMATION ITEMS

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

- 7-1. General Manager/CEO Monthly Report – April 2025
 - a. MST Employee Safety BBQ Dates – June 11 in Monterey, June 18 in Salinas, and June 25 in King City
- 7-2. Federal Legislative Advocacy Report – (Page)
- 7-3. State Legislative Advocacy Update
- 7-4. Staff Trip Reports
- 7-5. Correspondence

8. BOARD REPORTS, COMMENTS, AND REFERRALS

- 8-1. Reports on Meetings Attended by Board Members at MST Expense. (AB 1234)
- 8-2. Board Member Comments and Announcements.

Director Barerra announced that his alternate, Gloria De La Rosa will attend the July 14, 2025 Board meeting in his absence.

- 8-3. Board Member Referrals for Future Agendas.

Directors Cabrera, Rodriguez, and Worthy requested a ridership report on results of South County circulator service from January 2025 to present.

9. ATTACHMENTS

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

10. CLOSED SESSION

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

There were no public comments.

- 10-1. Conference with Monterey-Salinas Transit and ATU Labor Contract – Gov. Code § 54957.6. (Michael Laredo, Kelly Halcon) (No Enclosure)

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

- 10-2. Conference with Real Property Negotiators – Gov. Code § 54956.8
APN#s: 003-051-086, 003-051-087, and 003-051-072 in Salinas, CA
MST Negotiators: Carl Sedoryk, General Manager/CEO
Under Negotiation: Price and Terms

Michael Laredo reported that the Board provided staff direction on closed session item 10-2 to submit a letter of interest to the property owner.

Director Alejo left the meeting at 12:18 p.m.

11. ADJOURN

With no further business to discuss, Chair Carbone adjourned the meeting at 12:24 p.m. (Pacific).

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

Reviewed by: 
Carl G. Sedoryk
General Manager/CEO

MEETING OF THE MST BOARD OF DIRECTORS

Meeting Minutes

July 14, 2025
10:00 a.m. (Pacific)

Present:	Mary Ann Carbone, Chair Lorraine Worthy, Vice Chair Bob Delves Kim Shirley Ariana Rodriguez Mike LeBarre Liesbeth Visscher Ed Smith Joe Amelio Gloria De La Rosa, Alternate Dave Pacheco	City of Sand City City of Gonzales City of Carmel-by-the-Sea City of Del Rey Oaks City of Greenfield City of King City of Marina City of Monterey City of Pacific Grove City of Salinas City of Seaside
Absent:	Fernando Cabrera Luis Alejo	City of Soledad County of Monterey
Counsel:	Michael D. Laredo	General Counsel, De Lay & Laredo
Staff:	Carl Sedoryk Lisa Rheinheimer Kelly Halcon Michael Kohlman Norman Tuitavuki Michelle Overmeyer Jeanette Alegar-Rocha Andrea Williams Cristy Sugabo Christine Church Daniel Rodriguez Danitza Lopez Elena Grigorichina Ezequiel Rebollar Hector Suarez Ikuyo Yoneda-Lopez	General Manager/CEO Deputy CEO Chief Human Resources Officer Chief Information Officer Chief Operating Officer Director of Planning and Innovation Deputy Secretary/Clerk to the Board Finance Manager Mobility Manager Compliance Officer Customer Service Representative Human Resources Assistant Operations Specialist IT System Engineer Payroll Specialist Marketing and Communications Manager

Jacob Huggins
Jarred Augusta
Jason Anderson
Jose Sanchez Barajas
Kevin Allshouse
Leticia Trevino
Luiza Hatlestad
Marzette Henderson
Paul Lopez
Scott Taylor
Sonjé Dayries
Steven Bruno
Susie Flores
Ursulla Scardina
Vince Dang

IT Specialist
Risk and Safety Manager
Drug and Alcohol Coordinator
Assistant Planner
Contract Transportation Coordinator
Coach Operator
Mobility Specialist
Transportation Manager
Facilities Manager
Information Technology Manager
Civil Rights Officer
Purchasing Agent
Grants Analyst
Communications Specialist
Project Management Coordinator

Public: Don Gilchrest
Matt Robinson
Michael Pimental
Jerry Benson
Michelle Adams
Chris Duymich

Thomas Walters and Associates
Shaw Yoder Antwih Schmelzer & Lange
Shaw Yoder Antwih Schmelzer & Lange
3rd Wind Leadership, LLC
City of Sand City
TAMC

1. CALL TO ORDER

1-1. Roll Call.

1-2. Pledge of Allegiance

Chair Carbone called the meeting to order at 9:04 a.m. Roll call was taken and a quorum established. Director Amelio led the pledge of allegiance.

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

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

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

There were no public comments.

2-1. Strategic Planning, Workshop Part 1 of 2 (Timed Agenda 9:00-10:00)

a. FY2022-FY2025 Strategic Plan Results. (Carl Sedoryk)

- b. Better Bus Network Update Presentation (through May 31, 2025). (Michelle Overmeyer)
- c. Review of MST Board and Executive Team Survey Results. (Lisa Rheinheimer)
- d. Facilitated Discussion on Past and Current Strategies. (Jerry Benson)

The MST Board conducted the first part of the Strategic Planning Workshop by receiving 1) FY2022-FY2025 Strategic Plan Results, 2) a presentation on the Better Bus Network Update, and 3) MST Board and Executive Team survey results. The Board provided feedback on the facilitated discussion of past and current strategies.

3. CONSENT AGENDA

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

- 3-1. Financial Reports – May 2025 (Lori Lee) (Page 7)
 - a) Accept Report of May 2025 Cash Flow
 - b) Approve May 2025 Disbursements
 - c) Accept report of May 2025 Treasury Transactions
- 3-2. Approve Minutes of the MST Board Meeting June 9, 2025. (Jeanette Alegar-Rocha) (Page 19)
- 3-3. Receive Draft Minutes of the MST Board Operations Performance Committee Meeting on June 9, 2025 (Jeanette Alegar-Rocha) (Page 25)
- 3-4. Receive Draft Minutes of the Mobility Advisory Committee Meeting on May 28, 2025. (Ruben Gomez) (Page 29)
- 3-5. Adopt Resolution 2026-01 Recognizing Daniel Rodriguez, Customer Service Representative as Employee of the Month for July 2025. (Beronica Carriedo) (Page 33)
- 3-6. Authorize the General Manager/CEO or Their Designee to Execute an Amendment with Kimley-Horn for Design Services During SURF! Project Construction in an Amount not to Exceed \$270,000. (Lisa Rheinheimer) (Page 35)
- 3-7. Receive an Update on Implementation of the South County Circulators. (Michelle Overmeyer) (Page 37)
- 3-8. Authorize the General Manager/CEO or Their Designee to Purchase Thirty-Two (32) Vontas TransitMaster V8 Integrated Vehicle Logic Units in an Amount not to Exceed \$343,200. (Norman Tuitavuki) (Page 63)

- 3-9. Reappoint Leticia Garcia to the Mobility Advisory Committee for a New 3-Year Term. (Cristy Sugabo) (Page 65)

End of Consent Agenda

There were no public comments on the Consent Agenda.

Director Visscher requested a correction to item 3-2 Minutes of the June 9, 2025 meeting to reflect that she was present. Director De La Rosa, Alternate for City of Salinas commented that she will abstain from approving the minutes.

Director Worthy pulled item 3-7 for more information.

On a motion by Director Amelio and seconded by Director Smith, the Board approved items 3-1 through 3-9 on the Consent Agenda with Director Visscher's amendment to item 3-2 and Director De La Rosa's abstention with Directors Alejo and Cabrera noted as absent.

4. RECOGNITIONS AND SPECIAL PRESENTATIONS

- 4-1. Federal Legislative Advocacy Report – (Page 69)

The Committee received an update on the Federal Legislative Program from Federal legislative advocate Don Gilchrest of Thomas Walters & Associates.

- 4-2. State Legislative Advocacy Update – (Page 73)

The Committee received an update from State legislative advocates Matt Robinson and Michael Pimentel of Shaw, Yoder, Antwih, Schmelzer & Lange.

- 4-3. July 2025 Employee of the Month – Daniel Rodriguez, Customer Service Representative (Ikuyo Yoneda-Lopez)

The MST Board recognized Daniel Rodriguez as the July 2025 Employee of the Month for his outstanding contribution to MST and to the entire community.

- 4-4. 25-Year Service Anniversary for Leticia Trevino, Coach Operator. (Marzette Henderson)

The MST Board recognized Leticia Trevino for her 25 years of service for her outstanding contribution to MST and to the entire community.

5. PUBLIC HEARINGS

None.

6. ACTION ITEMS

- 6-1. Receive Presentation on SURF! Project Groundbreaking Ceremony. (Carl Sedoryk)

There were no public comments.

7. REPORTS & INFORMATION ITEMS

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

- 7-1. General Manager/CEO Monthly Report – May 2025 (Page 77)
- 7-2. Staff Trip Reports – (Pages 79-91)
- 7-3. Correspondence – None

8. BOARD REPORTS, COMMENTS, AND REFERRALS

- 8-1. Reports on Meetings Attended by Board Members at MST Expense. (AB 1234) (Page 93)
- 8-2. Board Member Comments and Announcements.
 - a) APTA TRANSform Conference, Boston, MA, September 14-17, 2025. Early Registration Deadline, August 1, 2025.
- 8-3. Board Member Referrals for Future Agendas.

9. ATTACHMENTS

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

10. CLOSED SESSION

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

There were no public comments.

- 10-1. Conference with Monterey-Salinas Transit and ATU Labor Contract – Gov. Code § 54957.6. (Michael Laredo, Kelly Halcon) (No Enclosure)

Michael Laredo reported that the Board was provided an update and gave general direction on closed session item 10-1 with no reportable action.

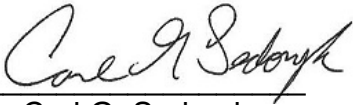
- 10-2. Conference with Real Property Negotiators – Gov. Code § 54956.8

APN#s: 003-051-086, 003-051-087, and 003-051-072 in Salinas, CA
MST Negotiators: Carl Sedoryk, General Manager/CEO
Under Negotiation: Price and Terms

Michael Laredo reported that Alternate De La Rosa recused herself for any appearance of bias or conflict. There was a general discussion regarding interest in the property but with no reportable action.

11. ADJOURN

With no further business to discuss, Chair Carbone adjourned the meeting at 11:47 a.m. (Pacific).

Prepared by:  Jeanette Alegar-Rocha Deputy Secretary/Clerk to the Board	Reviewed by:  Carl G. Sedoryk General Manager/CEO
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CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Daniel Gho, Public Works Director/Deputy City Manager
MEETING DATE: August 20, 2025
SUBJECT: Sinex and Congress Avenue Sidewalk Improvement Project (CIP25-15) – Award of Contract
CEQA: Categorical Exemption, CEQA Guidelines Section 15301, Class I, Existing Facilities

RECOMMENDATION

1. Award an agreement with Spektren Engineering, Inc. in an amount not to exceed \$219,580 plus a 10% contingency for the Sinex and Congress Avenue Sidewalk Improvement Project
2. Alternatively, discuss and take other action related to this item.

DISCUSSION

As part of the FY24/25 Capital Improvement Plan (CIP), the City Council approved the Sinex Avenue infill Sidewalk Project with an initial budget of \$175,000 funded by the General Fund.

This project aims to infill sidewalks and improve pedestrian safety along Sinex Avenue, between Congress Avenue and Forest Avenue. Sinex Avenue is a major Collector Street, heavily trafficked and providing access to the local schools, residences, Asilomar State Park and commercial areas. In addition to Sinex Avenue, the project will also include the construction of sidewalks on Congress from Sinex Avenue to Junipero to fill in gaps. The completion of Sidewalk infill on Sinex Avenue and Congress Avenue will provide continuous sidewalks on the North side of Sinex and the East side of Congress from Forest Avenue (PG Middle School) through our downtown Lighthouse Corridor.

On July 3, 2025, the City issued a call for bids for the installation of sidewalks along Sinex and Congress Avenue. The bidding period closed on July 31, 2025, and 9 bids were received:

Contractor	Bid Amount
Spektren Engineering, Inc	\$219,580
NPX Engineering	\$280,440
Golz Construction	\$331,736.70
FBD Vanguard Construction, Inc	\$336,473
Monterey Peninsula Engineering	\$345,460
Kraemer Engineering	\$367,764
Precision Grade, Inc.	\$403,264

Coastal Paving & Excavating	\$448,120
BNO Builders	\$456,970

Spektren Engineering, Inc has qualified as the lowest responsible bidder.

SCOPE OF WORK

The scope of work includes:

- Installation of 3,770 SF of sidewalk
- Installation of 220 LF of curb and gutter
- Installation and/or reconstruction of 3-driveway approach
- Construction of 4 curb ramps

AGREEMENT

If approved, the City's standard construction agreement template will be harnessed. This agreement has been approved by the California Joint Powers Authority (CJPIA) and the City Attorney's Office.

CONSTRUCTION TIMING & UPDATES

If the contract is awarded, the agreement will be executed, and construction will begin promptly. Regular updates will be shared in the City Manager's Report.

OPTIONS

1. Authorize the agreement
2. Do not approve the agreement.

FINANCIAL IMPACT:

The Sidewalk Project on Sinex & Sunset (CIP25-15) was approved in the FY25/26 CIP with a budget of \$175,000 derived from the General Fund (Fund 63). To date, \$22,888 has been expended on engineering. There is a \$98,276 delta needed to fully fund the entire project.

The City's approved CIP includes \$1.3 million of project funding, which has been earmarked for the FY 24/25 Street Rehabilitation Project. The City is still in the engineering phase for the Street Rehab project and minimal funding has been harnessed to date. The Sidewalk Project funding delta (\$98,276) could be addressed by transferring a portion of the \$200,000 General Fund (Fund 63) allocation earmarked for the Street Rehab project.

The purpose and intent of the general funding allocations for both projects are similar, and can be transferred from the Street Rehab project to the Sinex and Congress Avenue Sidewalk Improvement Project, internally. After the transfer, the City would still have \$1.2 million that can be harnessed towards street rehab, including a portion of that General Fund allocation.

Performing this transfer to fully fund the Sidewalk Project is prudent because:

1. This project is a timely pedestrian safety enhancement that would create a safe route to school and a continuous sidewalk from the middle school to the downtown corridor.
2. This transfer allows the City to promptly utilize the CIP General Fund allocations for streets/roads to fulfill MOE requirements, as these expenditures qualify as MOE-eligible expenses. Each year, we prioritize drawing from the General Fund streets/road allocations before accessing other funding sources to ensure full compliance with annual MOE regulations.
3. There is still sufficient funding in the Street Rehabilitation Project to address needed road segments in the City. This transfer will not impact the viability or benefit of the Street Rehab

Project.

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: Daniel Gho, Public Works Director/Deputy City Manager
MEETING DATE: August 20, 2025
SUBJECT: FY24/25 Crack & Slurry Seal (CIP25-02)
CEQA: Categorical Exemption, CEQA Guidelines Section 15301, Class I, Existing Facilities

RECOMMENDATION

1. Authorize an agreement with Graham Contractors for the FY24/25 Crack and Slurry Seal project in an amount not to exceed \$338,568.00 plus a 5% contingency.
2. Alternatively, discuss and take other action related to this item.

DISCUSSION

In 2019, the City completed a Pavement Management Program (PMP) assessing all 66.7 centerline miles that comprise the City's road network. The PMP is used as a vital tool to help maintain and rehabilitate the pavement network.

The pavement network is managed by harnessing several pavement treatments. Pavement treatments range from full road reconstructions and overlays to maintenance treatments like crack and slurry seals; each has an appropriate application. Crack and slurry seal treatments are a vital aspect of the City's pavement maintenance activities. These treatments are utilized to prevent rapid pavement deterioration and potholes due to inclement weather.

The PMP was used to identify approximately 560,000 square feet of street surface to be crack and slurry sealed at various locations as part of the approved FY24/25 Capital Improvement Plan (CIP) project, the FY24/25 Crack and Slurry Seal (CIP25-02).

A call for bids was issued on July 3, 2025. The bid period closed on July 30, 2025. Three (3) bids were received.

CONTRACTOR	BID AMOUNT
Graham Contractors, Inc.	\$338,568.00
Pavement Coatings	\$354,447.35
VSS International	\$364,000.00

Graham Contractors. Inc. has qualified as the lowest responsible bidder.

The scope of work for this project includes crack sealing, removal of existing road striping and markings, and application of slurry seal and thermoplastic road markings and striping. The project will address 39 road segments at various locations in the City; See the Financial Impact section below for additional details.

AGREEMENT

If awarded, the City will use the standard construction contract approved by the City's insurer, California Joint Powers Insurance Authority (CJPIA).

NEXT STEPS

Once a contract is executed, the City will work with the contractor to develop a construction schedule.

OPTIONS

1. Do not authorize the agreement. Failure to authorize the contract will hinder the City's ability to meet Maintenance of Effort (MOE) requirements in order to be eligible for continued Measure X and Senate Bill 1 funding.
2. Provide alternative direction.

FINANCIAL IMPACT:

As part of the FY24/25 CIP, the Crack and Slurry Seal project (CIP25-02) was approved with a \$400,000 budget, with \$200,000 being derived from the General Fund and \$200,000 from Measure X.

FOCUSED PRIORITY AREA: Infrastructure

Attachments

Slurry Seal Map



CITY OF PACIFIC GROVE

FY 2024/2025 CRACK SEAL & SLURRY SEAL PROJECT

DESCRIPTION OF WORK

APPLY CRACK SEAL, REMOVE EXISTING STRIPING & MARKINGS, PLACE TYPE II SLURRY SEAL, LAYOUT AND APPLY NEW TRAFFIC STRIPING & MARKINGS IN THERMOPLASTIC.

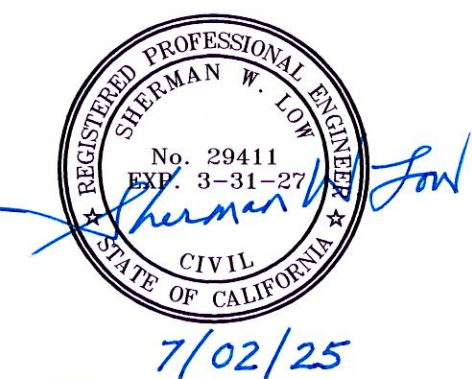
ID #	STREET NAME	LIMITS OF WORK	APPROX. AREA
1	ALDER STREET	SINEX AVE. TO PINE AVE.	60,000 SF
2	DENNETT AVENUE	17 MILE DR. TO SINEX AVE.	37,200 SF
3	8TH STREET	LAUREL AVE. TO PINE AVE.	5,700 SF
4	8TH STREET	PINE AVE. TO SPRUCE AVE.	5,600 SF
5	8TH STREET	SPRUCE AVE. TO JUNIPERO AVE.	5,600 SF
6	2ND STREET	SINEX AVE. TO GIBSON AVE.	8,000 SF
7	2ND STREET	GIBSON AVE. TO JUNIPERO AVE.	10,000 SF
8	2ND STREET	JUNIPERO AVE. TO SPRUCE AVE.	6,000 SF
9	2ND STREET	SINEX AVE. TO CARMEL AVE.	9,000 SF
10	2ND STREET	LIGHTHOUSE AVE. TO LAUREL AVE.	8,300 SF
11	4TH STREET	LIGHTHOUSE AVE. TO PINE AVE.	14,400 SF
12	4TH STREET	PINE AVE. TO EARDLEY AVE.	13,200 SF
13	12TH STREET	OCEAN VIEW BLVD. TO CENTRAL AVE.	7,400 SF
14	12TH STREET	CENTRAL AVE. TO LIGHTHOUSE AVE.	10,600 SF
15	14TH STREET	JUNIPERO AVE. TO GIBSON AVE.	7,400 SF
16	CARMEL AVENUE	LIGHTHOUSE AVE. TO LAUREL AVE.	8,600 SF
17	CARMEL AVENUE	LAUREL AVE. TO PINE AVE.	10,400 SF
18	PINE GARDEN LANE	JEWELL AVE. TO CUL-DE-SAC	5,300 SF
19	ACACIA AVENUE	1ST ST. TO EARDLEY AVE.	13,600 SF
20	BRIGGS STREET	JEWELL AVE. TO GATE	21,700 SF
21	7TH STREET	LAUREL AVE. TO PINE AVE.	7,700 SF
22	7TH STREET	PINE AVE. TO SPRUCE AVE.	7,800 SF
23	7TH STREET	SPRUCE AVE. TO JUNIPERO AVE.	7,600 SF
24	9TH STREET	PINE AVE. TO SPRUCE AVE.	7,600 SF
25	9TH STREET	SPRUCE AVE. TO JUNIPERO AVE.	7,600 SF
26	9TH STREET	JUNIPERO AVE. TO GIBSON AVE.	7,600 SF
27	9TH STREET	GIBSON AVE. TO SINEX AVE.	5,100 SF
28	SEAVIEW AVENUE	PRESCOTT AVE. TO STUART AVE.	15,300 SF
29	GRAND AVENUE	JUNIPERO AVE. TO PINE AVE.	36,000 SF
30	ARKWRIGHT COURT	MORELAND AVE. TO CUL-DE-SAC	12,500 SF
31	BALBOA AVENUE	CORAL ST. TO ESPLANADE ST.	15,000 SF
32	BALBOA AVENUE	ESPLANADE ST. TO BEACH ST.	17,000 SF
33	BALBOA AVENUE	BEACH ST. TO SIREN ST.	14,500 SF
34	BALBOA AVENUE	SIREN ST. TO SEA PALM AVE.	14,000 SF
35	SHELL AVENUE	ASILOMAR AVE. TO ACROPOLIS ST.	12,900 SF
36	SHELL AVENUE	ACROPOLIS ST. TO CORAL ST.	11,600 SF
37	GROVE ACRE AVE.	SINEX AVE. TO DENNETT AVE.	15,800 SF
38	GROVE ACRE AVE.	DENNETT AVE. TO PICO AVE.	25,500 SF
39	GROVE ACRE AVE.	PICO AVE. TO LIGHTHOUSE AVE.	50,000 SF
TOTAL			559,700 SF

CRACK SEAL NOT REQUIRED
CRACK SEAL NOT REQUIRED

LEGEND

AREA DESIGNATED FOR CRACK SEAL AND SLURRY SEAL (CRACK SEAL NOT REQUIRED FOR ALDER ST. AND DENNETT ST.)

LOCATION MAP



PREPARED BY:

NEILL ENGINEERS CORP.
CARMEL, CALIFORNIA

W.O. 8492 MAY 2025 NO SCALE



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Joe Amelio, Councilmember
MEETING DATE: August 20, 2025
SUBJECT: City Council Direction regarding a Traffic Safety Committee Recommendation to install Stop Signs at Congress (Lighthouse and Central Avenues)
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Direct staff to consult with the Traffic Engineer to assess the installation of stop signs and intersection reconfiguration of Congress/Lighthouse/Central and return to the City Council with concept drawings, estimated costs and additional information for City Council consideration.

DISCUSSION

Refer to attached Traffic Safety Commission (TSC) report on 5-28-2025. The attached TSC report recommends installing stop signs and pavement markings on westbound and eastbound Lighthouse Avenue at the intersection of Congress Avenue and Central Avenue.

NOTES: I observed on 7/28 and 7/29 that traffic flowed and traffic coming off Congress to Lighthouse seemed to flow fairly well and car stopping for pedestrians crossing all intersections picks from intersections and talked with business owner and pedestrian.

OPTIONS

1. Take no action.
2. Direct staff to take an alternative action
3. Consider directing staff to investigate the need, feasibility and costs for the potential installation of a lighted pedestrian crosswalk similar to David Avenue near Lucky's where a button is pressed to cross the intersection.

FINANCIAL IMPACT:

There is no fiscal impact for the writing of this agenda report. It is estimated it will cost approximately \$5,000 for the Traffic Engineer's work and staff time as a result of the recommended action.

GOAL ALIGNMENT: Not Applicable.

Attachments

TSC Recommendation
Photos



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

Committee Recommendation

TO: (Council Liaison) Joe Amelio
FROM: (Chairperson) Lester Brown
COMMITTEE: Traffic Safety Commission
DATE: 5/28/2025

RECOMENDATION (include date of committee vote)

The TSC recommends the City Council direct the Public Works Department to install stop signs and pavement markings on both west bound and east bound lanes of Lighthouse Ave. at the intersection of Congress Ave and Central Ave.

DISCUSSION(attach continued discussion)

The Traffic Safety Commission recommends the City Council direct Public Works staff to install stop signs and pavement markings on W/B and E/B Lighthouse Avenue at the intersection of Congress Avenue and Central Avenue, and make the following findings:

1. Drivers on Congress and Central have poor sight lines for traffic on Lighthouse Ave. due to parked vehicles and ornamental shrubbery. Consequently, the drivers have to pull out into traffic in order to make sure it is safe to cross Lighthouse.
2. There is significant pedestrian traffic at all four streets throughout the day. Often drivers do not yield to pedestrians in the crosswalks.
3. While the posted speed limit on Lighthouse is 15mph, many drivers exceed the speed limit creating a dangerous situation. City staff have noted the average speed through this intersection is 20 mph.

FISCAL IMPACT (if known)

Estimated to be less than \$10,000.

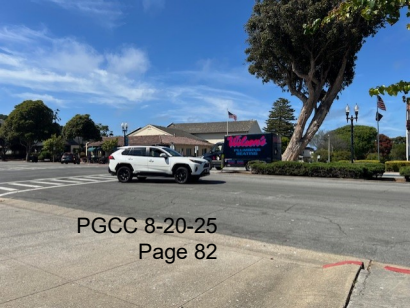
ATTACHMENTS



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Anna Bornstein, Associate Planner
MEETING DATE: August 20, 2025
SUBJECT: Architectural Review Board Meeting Minutes: April 9, 2024, August 13, 2024, September 10, 2024, October 8, 2024, February 11, 2025, March 11, 2025
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive the minutes.

Attachments

ARB Minutes 04.09.2024
ARB Minutes 08.13.2024
ARB Minutes 09.10.2024
ARB Minutes 10.08.2024
ARB Minutes 02.11.2025
ARB Minutes 03.11.2025



CITY OF PACIFIC GROVE

ARCHITECTURAL REVIEW BOARD

MINUTES

Tuesday, April 9, 2024, 3:00 P.M.
Council Chamber -- City Hall -- 300 Forest Avenue, Pacific Grove, CA

AGENDA

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

Chair Bornstein called the meeting to order at 3:00 p.m. Associate Planner, Laurel O'Halloran, conducted roll call with the following Board members present in the Chamber: Christi Sutphen, Anna Bornstein, Scott Brooks, David Huff, and one absent.

2. **APPROVAL OF THE AGENDA**

Action: Upon motion by Secretary Brooks, and seconded by Member Huff, the Board voted to approve the agenda with Item 8.C. pulled.

Motion carried 4-0-1 (absent), by the following roll call vote:

AYES: Anna Bornstein, Scott Brooks, Christi Sutphen, David Huff

NOES: None

ABSENT: Sarah Boyle

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

Laurel O'Halloran, staff liaison announced she is leaving her position at the city.

4. **COUNCIL LIAISON ANNOUNCEMENTS**

Council member Luke Colletti provided an update on city council matters.

5. **GENERAL PUBLIC COMMENT**

None.

A. Written General Public Comment

CONSENT AGENDA

6. **REPORTS FOR INFORMATION ONLY**

7. **REPORTS REQUIRING ACTION**

A. Draft March 12, 2024, Minutes.

Reference: Laurel O'Halloran, Associate Planner

Recommended Action: Approve the Draft March 12, 2024, Minutes as submitted.

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

Action: Upon motion by Secretary Brooks, seconded by Member Huff, the Board voted to approve the Consent Agenda.

Motion carried 4-0-1 (absent), by the following roll call vote:

AYES: Anna Bornstein, Scott Brooks, Christi Sutphen, David Huff

NOES: None

ABSENT: Sarah Boyle

REGULAR AGENDA

8. PUBLIC HEARINGS

- A. Architectural Permit and Tree Permit with Development 23-0226 for 519 Forest Avenue (APN 006-487-007)

Zoning District/General Plan Designation: R-4/HDR 29.0 DU/ac

Coastal Zone: No

Historic Resources Inventory: No

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

Recommended Action: Staff recommends the Architectural Review Board approve AP/TPD 23-0226 subject to the findings, conditions of approval, and CEQA Guidelines §15301(e), Class 1, Categorical Exemption for Existing Facilities.

Reference: Laurel O'Halloran, Associate Planner

Laurel O'Halloran, project Planner, introduced the project.

Steven Krebs, Designer, spoke to the project.

The Chair opened the floor to public comment:

None received.

The Chair closed public comment.

The Board engaged in discussion regarding the project.

Member Sutphen made a motion, seconded by Member Huff, to approve the project as submitted subject to the findings, conditions of approval, and a Class 1 CEQA exemption.

Motion carried 4-0-1 (absent), by the following roll call vote:

AYES: Scott Brooks, Anna Bornstein, Christi Sutphen, David Huff

NOES: None

ABSENT: Sarah Boyle

- B. Architectural Permit (AP) 23-0043 for 1126 Austin Avenue (APN 007-601-045).

Zoning District/General Plan Designation: R-1/ Medium Density Residential (9.7 du/ac)

Coastal Zone: No

Historic Resources Inventory: No

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

Recommended Action: Approve Architectural Permit (AP) 23-0043 subject to the recommended findings, conditions of approval, and Class 1 Categorical Exemption (CEQA Guidelines Section 15301(e), Class 1, Categorical Exemption for Existing Facilities).

15301, Existing Facilities).

Reference: Garrett McCown, Associate Planner

Aaron Campbell, Senior Planner, introduced the project on behalf of Garret McCown.

Angie Phares, Designer, spoke to the project.

The Chair opened the floor to public comment:

None received.

The Chair closed public comment.

The Board engaged in discussion regarding the project.

Secretary Brooks made a motion, seconded by Member Sutphen, to approve the project as submitted subject to the findings, conditions of approval, and a Class 1 CEQA exemption.

Motion carried 4-0-1 (absent), by the following roll call vote:

AYES: Christi Sutphen, Scott Brooks, Anna Bornstein, David Huff

NOES: None

ABSENT: Sarah Boyle

C. Architectural Permit (AP) 23-0346 for 206 Lobos Ave (APN 006-315-003-000)

Zoning District/General Plan Designation: R-4

Coastal Zone: No

Historic Resources Inventory: No

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

Recommended Action: Staff recommends the Architectural Review Board approve Architectural Permit (AP) 23-0346, subject to the findings, conditions of approval, and CEQA Guidelines §15301, Class 1, Categorical Exemption for Existing Facilities.

Reference: Aaron Campbell, Senior Planner

ITEM 8.C. WAS PULLED FROM THE AGENDA

9. **CONTINUED AND ONGOING BUSINESS**

None.

10. **NEW BUSINESS**

None.

11. **PRESENTATIONS**

A. Community Goals and Work Plan Review for FY 24-25

Zoning District/General Plan Designation: NA

Coastal Zone: N/A

Historic Resources Inventory: N/A

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

Recommended Action: Receive presentation of Community Goals and Work Plan Review for FY 24-25.

Reference: Robert Perault, Interim City Manager

The board received a presentation from Mr. Perault on Community Goals and the Work Plan for FY 24-25.

12. **NEXT MEETING - May 14, 2024**

13. **ADJOURNMENT: 3:58PM**



NOTICE OF MEETING

CITY OF PACIFIC GROVE

ARCHITECTURAL REVIEW BOARD

MEETING MINUTES

REGULAR MEETING AGENDA

Tuesday, August 13, 2024, 3:00 P.M.

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

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

Chair Bornstein called the meeting to order at 3:00pm. Present in the chamber: Chair Bornstein, Secretary Brooks, and Member Huff.

Vice Chair Boyle and Member Sutphen were absent.

2. **APPROVAL OF THE AGENDA**

ACTION: Community Development Director Vaughn requested to continue Item 8A to the September 10, 2024, ARB meeting.

ACTION: Upon motion by Secretary Brooks and seconded by Member Huff, the board voted to approve the agenda, as amended, continuing Item 8A to the September 10, 2024, ARB meeting.

Motion carried 3-0-2, by the following roll call vote:

AYES: Chair Bornstein, Secretary Brooks, and Member Huff

NOES: None

ABSENT: Vice Chair Boyle, Member Sutphen

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

Community Development Director Vaughn made staff announcements.

4. **COUNCIL LIAISON ANNOUNCEMENTS**

Council Member Coletti announced his attendance in place of ARB Liaison, Council Member Beck.

5. **GENERAL PUBLIC COMMENT**

General Public Comment was received by Lisa Ciani, Tony Ciani, Inge Lorentzen Daumer.

A. Written General Public Comment

NONE

CONSENT AGENDA

6. **REPORTS FOR INFORMATION ONLY**

NONE

7. **REPORTS REQUIRING ACTION**

A. Minutes of the May 14, 2024, Architectural Review Board Regular Meeting.

Reference: Aaron Campbell, Senior Planner

Recommended Action: Approve the minutes of the May 14, 2024, Architectural Review Board Regular Meeting.

Board Regular Meeting.

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

- B. Minutes of the June 11, 2024, Architectural Review Board Regular Meeting

Reference: Aaron Campbell, Senior Planner

Recommended Action: Approve the minutes of the June 11, 2024, Architectural Review Board Regular Meeting.

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

- C. Minutes of the July 9, 2024, Architectural Review Board Regular Meeting

Reference: Aaron Campbell, Senior Planner

Recommended Action: Approve the minutes of the July 9, 2024, Architectural Review Board Regular Meeting

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

ACTION: Chair Bornstein acknowledged that the minutes from the July 9, 2024, ARB Regular Meeting were corrected.

ACTION: Upon a motion by Chair Bornstein and seconded by Member Huff, the board voted to approve the consent agenda to include the corrected July 9, 2024, ARB Regular Meeting minutes.

Motion carried 3-0-2, by the following roll call vote:

AYES: Chair Bornstein, Secretary Brooks, and Member Huff

NOES: None

ABSENT: Vice Chair Boyle, Member Sutphen

REGULAR AGENDA

8. PUBLIC HEARINGS

- A. After-The-Fact Downtown Sign Permit (DSP) 24-0099 for 542 Lighthouse Avenue (APN: 006-173-003-000). – **Item Continued to the September 10, 2024 ARB meeting.**

Zoning District/General Plan Designation: C-1-T/Downtown Commercial

Coastal Zone: No

Historic Resources Inventory: Yes

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

Recommended Action: Consider After-The-Fact Downtown Sign Permit (DSP 24-0099) and whether a finding of unique design of the building, site or use warrants special consideration for increased signage allowance, subject to the conditions of approval, and Section 15301, Class 1, Existing Facilities, Categorical Exemption.

Reference: Karen Vaughn, Community Development Director

9. CONTINUED AND ONGOING BUSINESS

NONE

10. NEW BUSINESS

NONE

11. PRESENTATIONS

NONE

12. **NEXT MEETING** – *September 10, 2024*

13. **ADJOURNMENT** – *3:12 p.m.*



NOTICE OF MEETING

CITY OF PACIFIC GROVE

ARCHITECTURAL REVIEW BOARD

MEETING MINUTES

REGULAR MEETING AGENDA

Tuesday, September 10, 2024, 3:00 P.M.

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

AGENDA

1. **CALL TO ORDER & ROLL CALL**
Chair Bornstein called the meeting to order at 3:00pm. Present in the chamber: Chair Bornstein, Secretary Brooks, Member Huff and Member Sutphen.

Vice Chair Boyle was absent.
2. **APPROVAL OF THE AGENDA**
ACTION: Upon a motion by Member Huff, seconded by Secretary Brooks, the Board voted to approve the agenda.

Motion carried 4-0-1, by the following roll call vote:
AYES: Chair Bornstein, Secretary Brooks, Member Huff and Member Sutphen
NOES: None
ABSENT: Member Boyle
3. **BOARD AND STAFF ANNOUNCEMENTS (City-Related Items Only)**
NONE
4. **COUNCIL LIAISON ANNOUNCEMENTS**
Council Liaison was absent.
5. **GENERAL PUBLIC COMMENT**
NONE
 - A. Written General Public Comment
NONE

CONSENT AGENDA

6. **REPORTS FOR INFORMATION ONLY**
NONE
7. **REPORTS REQUIRING ACTION**
NONE

REGULAR AGENDA

8. PUBLIC HEARINGS

- A. After-The-Fact Downtown Sign Permit (DSP) 24-0099 for 542 Lighthouse Avenue (APN: 006-173-003-000). *Continued from August 13, 2024, ARB meeting.*

Zoning District/General Plan Designation: C-1-T/Downtown Commercial

Coastal Zone: No

Historic Resources Inventory: Yes

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

Recommended Action: Consider After-The-Fact Downtown Sign Permit (DSP 24-0099) and whether a finding of unique design of the building, site or use warrants special consideration for increased signage allowance, subject to the conditions of approval, and Section 15301, Class 1, Existing Facilities, Categorical Exemption.

Reference: Karen Vaughn, Community Development Director

Aaron Campbell, Senior Planner, provided the staff presentation.

Applicant, Peter Ruiz, was allowed 10 minutes to present.

Public Comments were received from Lisa Ciani, Inge Lorentzen Daumer.

Action: Upon motion by Member Huff, and seconded by Secretary Brooks, the Board voted to find that the unique design of the building warrants special consideration.

Motion failed 2-2-1, by the following tie vote:

AYES: Secretary Brooks, Member Huff

NOES: Chair Bornstein, Member Sutphen

ABSENT: Member Boyle

- B. Architectural and Administrative Use Permit AP/AUP 24-0309 for 850 Bayview Avenue (APN: 006-132-012).

Zoning District/General Plan Designation: R-1/ Medium Density Residential (7.3 du/ac)

Coastal Zone: No

Historic Resources Inventory: No

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

Recommended Action: Approve Architectural Permit and Administrative Use Permit 23-0309 subject to the recommended findings, conditions of approval, and Class 1 Categorical Exemption (CEQA Guidelines Section 15301, Existing Facilities).

Reference: Garrett McCown, Associate Planner

Garrett McCown, Associate Planner, provided the staff presentation.

Applicant, Nicole Bulich, was allowed 10 minutes to present.

Public Comments were received from Lisa Ciani.

Action: Upon motion by Member Huff, and seconded by Member Sutphen, the Board

voted to approve Architectural and Administrative Use Permit AP/AUP 24-0309 subject to the recommended findings, conditions of approval, and Class 1 Categorical Exemption (CEQA Guidelines Section 15301, Existing Facilities).

Motion carried 4-0-1, by the following vote:

AYES: Chair Bornstein, Secretary Brooks, Member Huff, Member Sutphen

NOES: None

ABSENT: Vice Chair Boyle

- C. Architectural Permit (AP) 24-0115, 2831 Forest Hill Boulevard, Pacific Grove (APN 007-642-006)

Zoning District/General Plan Designation: R-1 / Medium Density Residential 7.0 du/ac

Coastal Zone: No

Historic Resources Inventory: No

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

Recommended Action: Approve Architectural Permit 24-0115 subject to the recommended findings, conditions of approval, and Class 1 Categorical Exemption (CEQA Guidelines Section 15301, Existing Facilities).

Reference: Joseph Sidor, Contract Planner

Joseph Sidor, Senior Contract Planner, provided the staff presentation.

Applicant Shakim Kouchakali was allowed 10 minutes to present.

Public comments were received from Annette Kearney and Inge Lorentzen Daumer.

Action: Member Sutphen made a motion to continue Architectural Permit 24-0115 to the October 8th, 2024, regular meeting requesting updated floor plans and elevations to truly reflect the proposed front balcony.

Action: Member Huff offered a friendly amendment to consider “good neighborly privacy” and include a redesign of the south window of the proposed addition.

Action: Member Sutphen accepted the friendly amendment, and the motion was seconded by Member Huff. The Board voted to continue Architectural Permit 24-0115 to the October 8th, 2024, regular meeting requesting updated floor plans and elevations to truly reflect the proposed front balcony and redesign the south window of the proposed addition for “good neighborly privacy.”

Motion carried 4-0-1, by the following vote:

AYES: Chair Bornstein, Secretary Brooks, Member Huff, Member Sutphen

NOES: None

ABSENT: Vice Chair Boyle

- D. Architectural Permit (AP) 23-0295, 1327 Lawton Avenue, Pacific Grove (APN 007-561-044)

Zoning District/General Plan Designation: R-1 / Medium Density Residential 9.7 du/ac

Coastal Zone: No

Historic Resources Inventory: No

CEQA: Categorical Exemption, CEQA Guidelines Section 15303, Class 3, Construction or Conversion of Small Structures

Recommended Action: Approve Architectural Permit 23-0295 subject to the recommended findings, conditions of approval, and Class 3 Categorical Exemption (CEQA Guidelines Section 15303, New Construction or Conversion of Small Structures).

Reference: Joseph Sidor, Contract Planner

Joseph Sidor, Senior Contract Planner, provided the staff presentation.

Applicant Aaron Tollefson was allowed 10 minutes to present, Owner declined to comment.

No Public comments were received.

Action: Upon motion by Member Huff and seconded by Member Sutphen the Board voted to approve Architectural Permit 23-0295 subject to the recommended findings, conditions of approval, and Class 3 Categorical Exemption (CEQA Guidelines Section 15303, New Construction or Conversion of Small Structures).

Motion carried 4-0-1, by the following vote:

AYES: Chair Bornstein, Secretary Brooks, Member Huff, Member Sutphen

NOES: None

ABSENT: Vice Chair Boyle

9. **CONTINUED AND ONGOING BUSINESS**
NONE
10. **NEW BUSINESS**
NONE
11. **PRESENTATIONS**
NONE
12. **NEXT MEETING - October 8, 2024**
13. **ADJOURNMENT: 4:32pm**

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.
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NOTICE OF MEETING
CITY OF PACIFIC GROVE

ARCHITECTURAL REVIEW BOARD

MEETING MINUTES

REGULAR MEETING AGENDA

Tuesday, October 8, 2024, 3:00 P.M.

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

Appearing Telephonically Pursuant to Government Code

54953: Board Member Huff

1901 Avenue of the Stars, Suite

575 Los Angeles, CA 90067

1. CALL TO ORDER & ROLL CALL

Chair Bornstein called the meeting to order at 3:00pm. Present in the chamber: Chair Bornstein, Vice Chair Boyle, Secretary Brooks, Member Sutphen.

Action: Upon a motion by Chair Bornstein and seconded by Secretary Brooks the Board made a motion to approve the remote attendance of Member Huff.

Motion carried 4-0-1, by the following roll call vote:

AYES: Chair Bornstein, Vice Chair Boyle, Secretary Brooks, and Member Sutphen

NOES: None

ABSENT: Huff (telephonic)

Member Huff confirmed that he was appearing telephonically pursuant to Government Code 54953, that the location of telephonic appearance was posted, the agenda was posted on site, and no one over the age of 18 was present with member Huff in the room.

2. APPROVAL OF THE AGENDA

ACTION: Upon a motion by Member Sutphen, seconded by Secretary Brooks, the Board voted to approve the agenda.

Motion carried 5-0-0, by the following roll call vote:

AYES: Chair Bornstein, Vice Chair Boyle, Secretary Brooks, Member Huff, Member Sutphen

NOES: None

ABSENT: None

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

None

4. COUNCIL LIAISON ANNOUNCEMENTS

Mayor Peak provided council liaison announcements.

5. **GENERAL PUBLIC COMMENT**

None

A. Written General Public Comment

None

CONSENT AGENDA

6. **REPORTS FOR INFORMATION ONLY**

None

7. **REPORTS REQUIRING ACTION**

A. Minutes of the August 13, 2024, Architectural Review Board Regular Meeting

Reference: Aaron Campbell, Senior Planner

Recommended Action: Approve the Draft Minutes of the August 13, 2024, regular meeting of the Architectural Review Board.

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

B. Minutes of the September 10, 2024, Architectural Review Board Regular Meeting

Reference: Aaron Campbell, Senior Planner

Recommended Action: Approve the draft minutes of the September 10, 2024, regular meeting of the Architectural Review Board.

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

ACTION: Upon a motion by Vice Chair Boyle, seconded by Secretary Brooks, the Board voted to approve the consent agenda.

Motion carried 5-0-0, by the following roll call vote:

AYES: Chair Bornstein, Vice Chair Boyle, Secretary Brooks, Member Huff, Member Sutphen

NOES: None

ABSENT: None

REGULAR AGENDA

8. **PUBLIC HEARINGS**

A. Architectural Permit (AP) 24-0115, 2831 Forest Hill Boulevard, Pacific Grove (APN 007-642-006); Continued from September 10, 2024

Zoning District/General Plan Designation: R-1 / Medium Density Residential 7.0 du/ac

Coastal Zone: No

Historic Resources Inventory: No

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

Recommended Action: Approve Architectural Permit 24-0115 subject to the recommended findings, conditions of approval, and Class 1 Categorical Exemption (CEQA Guidelines Section 15301, Existing Facilities).

The staff presentation was provided by Senior Contract Planner, Joe Sidor.

No presentation was provided by the applicant.

No public comment.

ACTION: Upon a motion by Vice Chair Boyle, seconded by member Sutphen, the Board voted to approve Architectural Permit 24-0115 subject to the recommended findings, conditions of approval, and Class 1 Categorical Exemption (CEQA Guidelines Section 15301, Existing Facilities).

Motion carried 5-0-0, by the following roll call vote:

AYES: Chair Bornstein, Vice Chair Boyle, Secretary Brooks, Member Huff, Member Sutphen

NOES: None

ABSENT: None

9. **CONTINUED AND ONGOING BUSINESS**

None

10. **NEW BUSINESS**

None

11. **PRESENTATIONS**

None

12. **NEXT MEETING - November 12, 2024**

13. **ADJOURNMENT – Meeting adjourned at 3:17 p.m.**



NOTICE OF MEETING CITY OF PACIFIC GROVE

ARCHITECTURAL REVIEW BOARD MEETING MINUTES

Tuesday, February 11, 2025, 3:00 P.M.

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

1. CALL TO ORDER & ROLL CALL

Member Bornstein called the meeting to order at 3:00 pm with the following members present in the chamber: Members Bornstein, Brooks, Boyle, Byrne, and Huff.

2. ELECTION OF OFFICERS

Zoning District/General Plan Designation: N/A

Coastal Zone: N/A

Historic Resources Inventory: N/A

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

Recommended Action: Hold an election of Chair and Vice Chair, and appointment of Secretary, in accordance with the City's Boards, Committees, and Commissions Handbook dated March 20, 2024.

Reference: Joseph Sidor, Contract Planner

Action: Member Huff nominated Member Brooks for Chair of the Architectural Review Board. A roll call vote was taken and Member Brooks was elected Chair of the Architectural Review Board by the following 4-0-1 vote:

AYES: Members Huff, Bornstein, Byrne, and Boyle

NOES: NONE

ABSTENTION: Member Brooks

Action: Member Boyle nominated Member Byrne for Vice Chair of the Architectural Review Board. A roll call vote was taken, and Member Byrne was elected Vice Chair of the Architectural Review Board by the following 5-0-0 vote:

AYES: Chair Brooks, Members Boyle Huff, Bornstein, and Byrne

NOES: NONE

ABSTENTION: NONE

Action: Chair Brooks nominated Member Huff for Secretary of the Architectural Review Board. A roll call vote was taken, and Member Huff was elected Secretary of the Architectural Review Board by the following 5-0-0 vote:

AYES: Chair Brooks, Vice Chair Byrne. Members Boyle, Huff, and Bornstein

NOES: NONE

ABSTENTION: NONE

3. APPROVAL OF THE AGENDA

ACTION: Upon a motion by Secretary Huff, seconded by Vice Chair Byrne, the Board voted to approve the agenda.

Motion carried 5-0-0, by the following roll call vote:

AYES: Chair Brooks, Vice Chair Byrne, Secretary Huff, Members Bornstein, and Boyle

NOES: None

ABSENT: None

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

Anna Bornstein announced ex-parte communication with the property owner of 1150 Seaview Avenue, which consisted of simple introductions and no discussion of the project.

Senior Planner, Aaron Campbell, provided staff announcements.

5. **COUNCIL LIAISON ANNOUNCEMENTS**

Council member, Tina Rau, provided Council Liaison announcements.

6. **GENERAL PUBLIC COMMENT**

Action: Receive Written Public Comments

Action: General public comment was received from Inge Lorentzen Daumer.

CONSENT AGENDA

7. **REPORTS FOR INFORMATION ONLY**

8. **REPORTS REQUIRING ACTION**

A. **Minutes of the October 8, 2024, Architectural Review Board Regular Meeting**

Reference: Aaron Campbell, Senior Planner

Recommended Action: Approve the minutes of the October 8, 2024, Architectural Review Board regular meeting.

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

ACTION: Member Boyle provided a correction to the October 8, 2024 minutes stating that although she attended the meeting, she was not listed as being present.

ACTION: Upon a motion by Member Bornstein, seconded by Secretary Huff, the Board voted to approve the consent agenda as corrected.

Motion carried 5-0-1, by the following roll call vote:

AYES: Chair Brooks, Secretary Huff, Member Bornstein, Member Boyle

NOES: None

ABSTENTION: Vice Chair Byrne – was not present at the October 8, 2024, Architectural Review Board Regular Meeting

REGULAR AGENDA

9. **PUBLIC HEARINGS**

- A. Architectural Permit and Administrative Use Permit (AP/AUP) 24-0228 for 1150 Seaview Avenue (APN: 006-713-016-000)

Zoning District/General Plan Designation: R-1/ Medium Density Residential (7.0 du/ac)

Coastal Zone: No

Historic Resources Inventory: No

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

Recommended Action: Approve Architectural Permit and Administrative Use Permit 24-0228 subject to the recommended findings, conditions of approval, and Class 1 Categorical Exemption (CEQA Guidelines Section 15301, Existing Facilities).

Reference: Garrett McCown, Associate Planner

During Board and Staff announcements Anna Bornstein announced ex-parte communication with the property owner of 1150 Seaview Avenue, which consisted of simple introductions and no discussion of the project.

The staff report was presented by Associate Planner, Garrett McCown.

The applicant presentation was provided by the owner, Ryan Bitter.

Public comments were provided by Inge Lorentzen Daumer.

ACTION: Upon a motion by Secretary Huff, seconded by Member Boyle, the Board voted to approve Architectural Permit and Administrative Use Permit 24-0228 subject to the recommended findings, conditions of approval, and Class 1 Categorical Exemption (CEQA Guidelines Section 15301, Existing Facilities).

Motion carried 5-0-0, by the following roll call vote:

AYES: Chair Brooks, Vice Chair Byrne, Secretary Huff, Members Bornstein, and Boyle

NOES: None

ABSENT: None

- B. Architectural Permit 24-0208, 1239 Surf Avenue, Pacific Grove (APN 006-013-021)

Zoning District/General Plan Designation: R-1-H / Medium Density Residential 7.3 du/ac **Coastal Zone:** No

Historic Resources Inventory: No

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

Recommended Action: Approve Architectural Permit 24-0208 subject to the recommended findings, conditions of approval, and Class 1 Categorical Exemption (CEQA Guidelines Section 15301, Existing Facilities).

Reference: Joseph Sidor, Contract Planner

The staff report was presented by Contract Senior Planner, Joe Sidor.

The applicant presentation was provided by the owner, Stew Tabak and project architect, James Smith.

Public comments were provided by Anthony Ciani.

ACTION: Vice Chair Byrne requested that the applicant consider extending the windows to the upper level of the RV garage door.

ACTION: Upon a motion by Vice Chair Byrne and seconded by Member Boyle, the Board voted to approve Architectural Permit and Administrative Use Permit 24-0228 subject to the recommended findings, conditions of approval, and Class 1 Categorical Exemption (CEQA Guidelines Section 15301, Existing Facilities).

Motion carried 5-0-0, by the following roll call vote:

AYES: Chair Brooks, Vice Chair Byrne, Secretary Huff, Members Bornstein, and Boyle

NOES: None

ABSENT: None

C. Community Goal Recommendations

Zoning District/General Plan Designation: N/A

Coastal Zone: N/A

Historic Resources Inventory: N/A

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

Recommended Action: Discuss proposed goals for recommendation to the City Council within the guidance and parameters provided and approve up to 3 goals to recommend for City Council consideration for inclusion in the 2025-2027 Community Goals and Workplan.

Reference: Matt Mogensen, City Manager

The staff report was presented by City Manager, Matt Mogensen.

Public Comments were provided by Don Murphy, Lisa Ciani, Inge Lorentzen Daumer, and Tony Ciani.

Action: Secretary Huff made a motion to recommend the following three goals/priorities to City Council: 1. Implementation of design guidelines for the commercial district, 2. Community pathways of travel (i.e., intersection safety for pedestrians, especially near schools), 3. Protection of wildlife habitat through landscaping guidelines.

Vice Chair Byrne made offered a friendly amendment to remove the third goal concerning landscaping. Secretary Huff did not accept the friendly amendment. Secretary Huffs motion, not receiving a second did not move forward.

Action: On a motion made by Vice Chair Byrne and Seconded Member Boyle the Board voted to recommend the following two goals/priorities to City Council: 1. Implementation of design guidelines for the commercial district, 2. Community pathways of travel (i.e., intersection safety for pedestrians, especially near schools).

Motion carried 5-0-0, by the following roll call vote:

AYES: Chair Brooks, Vice Chair Byrne, Secretary Huff, Members Bornstein, and Boyle

NOES: None

ABSENT: None

10. **CONTINUED AND ONGOING BUSINESS - NONE**
11. **NEW BUSINESS - NONE**
12. **PRESENTATIONS – NONE**
13. **NEXT MEETING - March 11, 2025**
14. **ADJOURNMENT – Meeting adjourned at 4:24 p.m.**



NOTICE OF MEETING CITY OF PACIFIC GROVE

ARCHITECTURAL REVIEW BOARD MEETING MINUTES

Tuesday, March 11, 2025, 3:00 P.M.

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

1. CALL TO ORDER & ROLL CALL

Chair Brooks called the meeting to order at 3:00 pm with the following members present in the chamber: Chair Brooks, Vice Chair Byrne, Members Boyle and Huff.

2. APPROVAL OF THE AGENDA

ACTION: Upon a motion by Vice Chair Byrne and seconded by Member Boyle, the Board voted to approve the agenda.

Motion carried 4-0-0-1, by the following roll call vote:

AYES: Chair Brooks, Vice Chair Byrne, Secretary Huff, Member Boyle

NOES: None

ABSENT: None

VACANCY: One

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

Staff announcements were made by Senior Planner, Campbell.

4. COUNCIL LIAISON ANNOUNCEMENTS

Council Liaison announcements were made by Council Member, Tina Rau.

5. GENERAL PUBLIC COMMENT

Action: Receive Written Public Comments

Action: No oral comments were given.

CONSENT AGENDA

6. REPORTS FOR INFORMATION ONLY

NONE

7. REPORTS REQUIRING ACTION

NONE

REGULAR AGENDA

8. PUBLIC HEARINGS

A. Sign Permit (SP) 24-0266 for 215 Grove Acre Avenue (APN 006-361-009)

Zoning District/General Plan Designation: R-3-M Visitor Accommodation/Medium Density

Residential 17.4 du/AC

Coastal Zone: No

Historic Resources Inventory: No

CEQA: Categorical Exemption, CEQA Guidelines Section 15311, Class 11, Accessory Structures

Recommended Action: To approve Sign Permit 24-0266 subject to recommended findings, conditions of approval, and Class 11 Categorical Exemption (CEQA Guidelines Section 15311, Accessory Structures).

Reference: Garrett McCown, Associate Planner

The staff report was presented by Associate Planner, Garrett McCown.

The applicant presentation was provided by applicant, Nate Buchaklian.

Public comment was provided by Jeffery Harris.

ACTION: Upon a motion by Vice Chair Byrne and seconded by Secretary Huff, the Board voted to approve Sign Permit 24-0266 subject to recommended findings, conditions of approval, and Class 11 Categorical Exemption (CEQA Guidelines Section 15311, Accessory Structures).

Motion carried 4-0-0-1, by the following roll call vote:

AYES: Chair Brooks, Vice Chair Byrne, Secretary Huff, Member Boyle

NOES: None

ABSENT: None

VACANCY: One

B. Architectural Permit (AP) 25-0007, 1076 Ripple Avenue, Pacific Grove (APN 006-052-009)

Zoning District/General Plan Designation: R-1 / Medium Density Residential 7.3 du/ac

Coastal Zone: No

Historic Resources Inventory: No

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

Recommended Action: Approve Architectural Permit (AP) 25-0007 subject to the recommended findings, conditions of approval, and Class 1 Categorical Exemption (CEQA Guidelines Section 15301, Existing Facilities).

Reference: Joseph Sidor, Contract Planner

Vice Chair Jeanne Byrne recused herself stating that her architectural firm was representing the owner of the property.

The staff report was presented by Contract Senior Planner, Joe Sidor.

The applicant presentation was provided by the project architect, Paul Simpson.

No public comments were made.

ACTION: Upon a motion by Member Boyle and seconded by Secretary Huff, the Board voted to approve Architectural Permit (AP) 25-0007 subject to the recommended findings, conditions of approval, and Class 1 Categorical Exemption (CEQA Guidelines Section 15301, Existing Facilities).

Motion carried 3-0-1-1, by the following roll call vote:

AYES: Chair Brooks, Secretary Huff, Member Boyle

NOES: None

RECUSAL: Vice Chair Byrne

VACANCY: ONE

C. Architectural Permit (AP) 25-0004 for 370 Central Avenue (APN 006-218-007-000)

Zoning District/General Plan Designation: R-3-PGR

Coastal Zone: Yes

Historic Resources Inventory: No

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

Recommended Action: Approve Architectural Permit 25-0004 subject to the recommended findings, conditions of approval, and Class 1 Categorical Exemption (CEQA Guidelines Section 15301, Existing Facilities).

Reference: Aaron Campbell, Senior Planner

The staff report was presented by Senior Planner, Aaron Campbell.

The applicant presentation was provided by the project architect, Bill Mefford.

No public comments were made.

ACTION: Upon a motion by Vice Chair Byrne and seconded by Secretary Huff, the Board voted to approve Architectural Permit 25-0004 subject to the recommended findings, conditions of approval, and Class 1 Categorical Exemption (CEQA Guidelines Section 15301, Existing Facilities).

Motion carried 4-0-0-1, by the following roll call vote:

AYES: Chair Brooks, Vice Chair Byrne, Secretary Huff, Member Boyle

NOES: None

ABSENT: None

VACANCY: One

9. **CONTINUED AND ONGOING BUSINESS**

NONE

10. **NEW BUSINESS**

NONE

11. **PRESENTATIONS**

NONE

12. **NEXT MEETING - April 8, 2025**

13. **ADJOURNMENT – 3:30 p.m.**



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Sandra Kandell, City Clerk/DEI Coordinator
MEETING DATE: August 20, 2025
SUBJECT: Task Force on Diversity, Equity and Inclusion Meeting Minutes: May 12, 2025
and July 14, 2025
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines
Section 15378

RECOMMENDATION

Receive the minutes.

Attachments

DEI Minutes 5-12-25

DEI Minutes 7-14-25



MEETING MINUTES

CITY OF PACIFIC GROVE TASK FORCE ON DIVERSITY, EQUITY, AND INCLUSION REGULAR MEETING

Monday, May 12, 2025, 6:00 P.M.

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

JOIN THE ZOOM WEBINAR TO PARTICIPATE LIVE AT:

[https://www.cityofpacificgrove.org/Zoom DEI](https://www.cityofpacificgrove.org/Zoom_DEI)

1. **CALL TO ORDER / ROLL CALL**

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

2. **APPROVAL OF AGENDA**

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

3. **PRESENTATIONS**

No presentations scheduled.

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

Member Doneux gave an announcement re upcoming May holidays on the cultural calendar.

5. **COUNCIL LIAISON ANNOUNCEMENTS**

City Council Member Poduri gave announcement regarding approval of project submitted to City Council.

6. **GENERAL PUBLIC COMMENT**

General public comment received from Michael Ipson and Beth Walker.

7. **CONSENT AGENDA**

Action: Upon motion by Member Rubin and seconded by Member Doneux, the Task Force voted 4-0-1, Vice-Chair Fryberger absent, to approve the Consent Agenda.

- A. Minutes of the Task Force on Diversity, Equity and Inclusion on March 10, 2025 Regular Meeting and April 14, 2025 Study Session

Action: Approved minutes.

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

8. **REGULAR AGENDA**
 - A. Education and Resources Webpage Subcommittee Report
No public comment received.

Action: Received the Webpage Subcommittee report.
9. **NEXT REGULAR MEETING:** *June 9, 2025 at 6:00 PM*
10. **ADJOURNMENT**
The regular meeting was adjourned at 6:32 p.m.

Respectfully submitted,

Kimberly Pye
Secretary

Approved by Chair: _____ Date _____



MEETING MINUTES

CITY OF PACIFIC GROVE

TASK FORCE ON DIVERSITY, EQUITY, AND INCLUSION

REGULAR MEETING

Monday, July 14, 2025, 6:00 P.M.

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

JOIN THE ZOOM WEBINAR TO PARTICIPATE LIVE AT:

https://www.cityofpacificgrove.org/Zoom_DEI

1. CALL TO ORDER / ROLL CALL

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

2. APPROVAL OF AGENDA

Action: Upon motion by Chair Bui and seconded by Member Doneux, the Task Force voted unanimously (5-0-0) to approve the agenda.

3. PRESENTATIONS

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

Member Doneux makes announcement of items on cultural calendar for July and August.
No Staff Announcements.

5. COUNCIL LIAISON ANNOUNCEMENTS: No Council Liaison Announcements.

6. GENERAL PUBLIC COMMENT

No general public comment received.

7. CONSENT AGENDA

8. REGULAR AGENDA

- A. Outreach Subcommittee Report
No public comment received.

Action: The Task Force received the Outreach Subcommittee Report from Member Doneux.

- B. Submittal of Additional Events to the Cultural Calendar
No public comment received.

Action: Upon motion by Vice-Chair Fryberger and seconded by Secretary Pye, the Task Force voted unanimously (5-0-0) to approve the additional events outlined below to the

Cultural Calendar.

April:

National Maintenance Workers Day

Child Abuse Prevention Month

Stress Management Monte (VA Million Veterans Program)

October:

Filipino American History Month

November:

Ruby Bridges Day (Pacific Grove)

- C. Education and Resources Webpage report from Chair Bui and Secretary Pye.
Public comment received from Inge Lorentzen Daumer and Sharon Miller

Recommended: Upon motion by Member Doneux and seconded by Vice-Chair Fryberger, the Task Force voted unanimously (5-0-0) to:

Affirm the previous Education and Resources Webpage work

Approve the Education and Resources Webpage Subcommittee recommendations

Submit the Education and Resources Webpage recommendations to the City Council through the Task Force liaison

9. **NEXT MEETING:** *August 11, 2025 at 6:00 PM*

10. **ADJOURNMENT**

The regular meeting was adjourned at 6:45 p.m.

Respectfully submitted,

Kimberly Pye
Secretary

Approved by Chair: _____ Date _____



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Rachel Gaither, Library Director
MEETING DATE: August 20, 2025
SUBJECT: Library Board Regular Meeting Minutes: May 6, 2025
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines
Section 15378

RECOMMENDATION

Receive the minutes.

Attachments

LAB Minutes May 2025



MEETING MINUTES

CITY OF PACIFIC GROVE

LIBRARY BOARD

REGULAR MEETING

Tuesday, May 6, 2025, 4:00 p.m.

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

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

CALL TO ORDER/ROLL CALL

The meeting was called to order at 4 p.m. by Chair Olver who conducted roll call with the following LAB Members present in person: Lucy Moore, Tom Oldham, Tama Olver, Alycia Usher Perez, Meganne Yeoman. Absent: None.

1. APPROVAL OF AGENDA

Action: Upon motion by Member Oldham and Seconded by Vice-Chair Moore, the Board voted unanimously, 5/0/0, to approve the Agenda.

2. COMMISSION AND STAFF ANNOUNCEMENTS (City-Related Items Only)

The Board received board announcements from Chair Perez and staff announcements from Library Director, Rachel Gaither. Chair Perez introduced new board member Meganne Yeoman. Secretary Olver agreed to attend the May 7 City Council meeting to convey the board's support for Library projects in the annual CIP budget proposal.

3. COUNCIL LIAISON ANNOUNCEMENTS

The Board received announcements from Council Liaison Lori, McDonnell.

4. GENERAL PUBLIC COMMENT/WRITTEN PUBLIC COMMENT

Public comment received by Bruce Doneux.

5. APPROVAL OF THE MINUTES

March 5, 2025, Library Board Regular Meeting Minutes

Action: Upon motion by Member Oldham and seconded by Secretary Olver, the Board voted unanimously, 5/0/0, to approve the minutes.

REGULAR AGENDA

6. UNFINISHED AND ONGOING BUSINESS

A. Work Plan for the Board

Public comment not received.

Action: Monitor the plan at each meeting and update as needed.

B. Recommendation for Funding to Complete the ADA Transition Plan

Public comment not received.

Action: As the funding was approved, this item is closed. Monitoring completion of the plan will be tracked in the board's workplan.

7. NEW BUSINESS

A. Board Support for the Library Budget

Public comment not received.

Action: Track results of budget discussions at the City Council, specifically at the May 21, 2025 meeting.

B. Regular Meeting Schedule

Public comment not received.

Action: Action: To accommodate the July 4 holiday week, move the meeting to July 8 pending availability of City Council Chambers and staff.

Next Meeting – July 8, 2025, at 4pm [Subsequently rescheduled to July 29 to accommodate the July 4 holiday and facility availability.]

ADJOURNMENT – The meeting was adjourned at 4:34 p.m.

Respectfully submitted,



Tama Olver (Jul 30, 2025 11:27:08 PDT)

Tama Olver
Secretary

Approved by Chair:  _____ Date: 30JUL25

Alycia Osher Perez (Jul 30, 2025 11:44:41 PDT)



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: August 20, 2025
SUBJECT: AB 2561 Reporting: Vacancies, Recruitment, and Retention *This item was continued from the July 17, 2025 meeting.*
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	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: Jon Biggs, Community Development Director
MEETING DATE: August 20, 2025
SUBJECT: Combination Building Permit Fee Increases
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

1. Adopt a Resolution approving an amendment to the City's FY 25-26 Master Fee Schedule to reflect changes to the City's combination building permit fees and other changes as may be directed by Council.
2. Alternatively, discuss and take a different action related to this item.

DISCUSSION

In September of 2024, new fees for City services were adopted by Council. These fees were supported by a report on the cost of services conducted by Matrix Consulting Group. Chapter 6.02 of the Pacific Grove Municipal Code (PGMC) requires the schedule of fees to be reviewed annually. In May of this year, the City's fee schedule was amended to reflect a 2.4% increase in the Consumer Price Index (CPI) for the San Francisco-Oakland-San Jose area for the period ending December 31, 2024.

Following the adoption of the amended fee schedule in May, staff discovered that the method to arrive at the fee for a combination permits for projects with values greater than \$1,000,000 did not result in fees that adequately cover the costs incurred by the City to conduct building permit inspections. To prevent a situation where revenues do not meet expenditures for the Building Division, staff is recommending that Council adopt the attached resolution (attachment 2) that reflects the approval of amended fees for combination building permits (attachment 1) that are an element of the adopted 25/26 fee schedule. This is in line with Council's direction to recover 100% of the costs associated with providing services to the public (with certain specific exceptions).

The corrected fee column in attachment 1 of this agenda report contains three columns that reflect the current fee (column 1), proposed fee (column 2), and the fee from 23/24 fee schedule (column 3). The proposed fees reflect that needed to achieve cost recovery for building permit inspections and account for the CPI and some other adjustments to achieve a consistency in the fee increases over the past two years.

Notice of the public hearing for this Council meeting was published in accordance with PGMC Chapter 6.02 and relevant California Government Code sections.

OPTIONS

1. Approve the amendments to the 25/26 fee schedule.
2. Provide alternate direction.

FINANCIAL IMPACT:

The recommended fee changes correspond to the costs associated with providing building permit inspection services for FY 2025-26.

FOCUSED PRIORITY AREA: Community Development

Attachments

Attachment 1 Proposed Combinatin Building Permit Fee Increases

Attachment 2 Resolution Approving Combination Building Permit Fee Increases

COMMUNITY DEVELOPMENT	Fiscal Year 25-26 Fees		
CONSTRUCTION INSPECTION: Based on Project Valuation)			
Combination Permit Fees: (Building or Building + M + E + P)	Per Current Fee Schedule *	Proposed Fee	Per Fee Schedule 23-24
Value \$0 to \$500.99	\$196	\$196	
Value of \$501.00 to \$2,000.00 (first \$500)	\$196	\$196	
Each additional \$100.00 or fraction thereof	\$16	\$16	\$ 12
Value of \$2,001.00 to \$25,000.00 (first \$2,000)	\$434	\$436	
Each additional \$1,000.00 or fraction thereof	\$59	\$59	\$ 49
Value of \$25,001.00 to \$50,000.00 (first \$25,000)	\$1,789	\$1,793	
Each additional \$1,000.00 or fraction thereof	\$40	\$40	\$ 35
Value of \$50,001.00 to \$100,000.00 (first \$50,000)	\$2,796	\$2,793	
Each additional \$1,000.00 or fraction thereof	\$30	\$30	\$ 21
Value of \$100,001.00 to \$500,000.00 (first \$100,000)	\$4,300	\$4,293	
Each additional \$1,000.00 or fraction thereof	\$25	\$25	\$ 17
Value of \$500,001.00 to \$1,000,000.00 (first \$500,000)	\$13,993	\$14,293	
Each additional \$1,000.00 or fraction thereof	\$22	\$22	\$ 16
Value of \$1,000,001.00 - 5,000,000.00 (first \$1,000,000)	\$24,539	\$25,293	
Each additional \$1,000.00 or fraction thereof	\$2.00	\$12	\$ 9
Value of \$5,000,001.00 - 10,000,000.00 (first \$5,000,000)	\$30,916	\$73,293	
Each additional \$1,000.00 or fraction thereof	\$1.00	\$12	\$ 9
Value of \$10,000,001.00 + (first \$10,000,000)	\$36,037	\$133,293	
Each additional \$1,000.00 or fraction thereof	\$0.50	\$12	\$ 9

*Rounded to Zero for Display Purposes

RESOLUTION NO. 25-xxx

**ESTABLISHING FEES AND CHARGES FOR
COMBINATION BUILDING PERMITS**

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 August 20, 2025 regarding changes to the Master Fee Schedule, and;
3. Notice of a Public Hearing to be held on August 20, 2025 was published in accordance with PGMC Chapter 6.02 and relevant California Government Code sections, and;
4. On May 21, 2025, the City Council adopted the Master Fee Schedule for FY 2025-26, and;
5. Following adoption of the Master Fee Schedule for FY 2025-26, staff found that the fees for combination building permits were inaccurate, and;
6. The City Council desires to amend the adopted Master Fee Schedule for FY 2025-26 by adopting new fees for combination building permits, and;
7. 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 describing the need to amend the combination building permit fees contained in the City of Pacific Grove FY 2025-26 Master Fee Schedule, and having held a public hearing on the changes, the City Council hereby authorizes the changes including any changes as directed by Council.

3. Per Government Code 66017, approved changes that relate to community development services shall be effective 60 days following final action by the City Council on the resolution.
4. The Community Development Department is requested to reproduce, display, and distribute copies of their fee schedules as deemed appropriate. The Master Fee Schedule shall also be posted on the City's website and available at the Library.

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

AYES:

NOES:

ABSENT:

APPROVED:

NICK SMITH, Mayor

ATTEST:

SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

BRIAN A. PIERIK, City Attorney



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Joyce Halabi, Deputy City Manager
MEETING DATE: August 20, 2025
SUBJECT: Amended Protocol – Recommendations to City Council by Boards, Committees, and Commissions
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

1. Approve amended protocol for recommendations to the City Council by Boards, Committees, and Commissions
2. Alternatively, discuss and take other action.

DISCUSSION

BACKGROUND

On August 7, 2024, the City Council approved Resolution 24-035 which amended [Council Policy 000-5, Committee Classification; Board, Commission, and Committee Appointments and Procedures](#).

The amendment added the following section (7), allowing Council to establish a process for BCC initiated recommendations:

*“7. **Recommendations to City Council from Boards, Committees and Commissions.** The protocol for the submission of recommendations to the City by Boards, Committees and Commissions shall be as set forth by action of the City Council except for recommendations by the Boards, Committees and Commissions requested by City staff.”*

In addition to amending Council Policy 000-5, the Council approved a high-level protocol which was adopted as proposed in the [August 7, 2024 Agenda Report](#). The protocol in effect today is as follows:

1. Committee approves recommendation via an agenda item and vote.
2. Chairperson documents recommendation via a Committee Recommendation in the [BCC Recommendation Form](#).
3. Chairperson and Council Liaison discuss next steps which may include discussion with City Manager and/or City Attorney.

PROTOCOL APPLICABILITY

The existing process (outlined above), and proposed amended process (attached), provides a pathway for recommendations initiated by the BCCs to be submitted to the Council.

This process does not apply to reactionary items in the purview of the BCC (ex: BNRC's Tree Permit Appeals), items brought forward by staff in alignment with the Council's approved [Goals and Workplan](#), Capital Improvement Plan, or items originated by City Council or staff to support operations, projects, programs, services or initiatives.

BUILDING A STRONGER FRAMEWORK

Since the protocol was established last year, almost a dozen recommendation forms have been submitted by the BCCs.

Over the past year of implementation, the City Manager's Office and Mayor have identified several ways to strengthen the process, enhance operational efficiency, and ensure close alignment with Council's approved Priority Areas.

The proposed amended protocol is included as Attachment 1. At a high level, the largest changes to the framework include:

- Limiting the number of annual BCC recommendations (2 per BCC/year)
 - A limit ensures the BCCs prioritize initiatives submitted for Council consideration.
 - If each BCC were to submit two annual recommendations, the limit would ensure Council reviews a manageable, realistic list.
- Establishing an annual cumulative review of submissions
 - Conducting an annual review of all BCC submissions allows Council to more effectively evaluate and prioritize them. This approach enables a holistic assessment of workload and fiscal impacts, along with other considerations, when reviewing all submission together.
 - It also creates a predictable cadence for the BCCs and establishes a clear feedback loop/next step.
- Creating a timeline where the annual review of BCC recommendations aligns with the quarterly goals review, biannual goal setting process, and mid-year budget process.
 - Establishing this timeline allows Council to weigh the BCCs recommendations against current workload, council priorities and goals and the progress made on these items and against other budgetary considerations.
 - This also allows a timely implementation mechanism (ex: adding new goals if others are completed or making mid-year budget adjustments if opting to proceed with an initiative with budget needs).

Establishing clear guidelines, submission limits, and a defined timeline will streamline the process, improve efficiency, and enable more comprehensive evaluation within existing workload and discal constraints.

BCC CHAIR FEEDBACK

A meeting was held on Monday, August 4, 2025, with the Boards, Committee and Commission Chairs to discuss the proposed changes and obtain feedback. The meeting allowed questions and opportunities for discussion. Ultimately, no substantive changes were requested to the protocol.

Subsequently, an email was also sent to the BCC chairs that were unable to make the meeting. The email requested feedback for incorporation into this discussion. Two comments were received. They are attached for reference.

OPTIONS

1. Approve the Amended Protocol
2. Do not approve the Amended Protocol. Continue with the existing process.

FINANCIAL IMPACT:

There is no fiscal impact associated with this item.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

- Amended Protocol for Recommendations to the City Council by Boards, Committees, and Commissions

Chair Comments Received via Email

PROTOCOL FOR BCC ORIGINATED RECOMMENDATIONS TO THE CITY COUNCIL

This protocol outlines the process for recommendations initiated by the Boards, Committees, or Commissions (BCCs) to the City Council.

This protocol is intended to provide a pathway for BCCs to submit recommendations to the Council for consideration that are not on the adopted Goals and Workplan, Capital Improvement Plan, or originated by City Council or Staff to support operations, projects, programs, services, or initiatives.

Submission Guidelines

Before submitting a recommendation, the Chair should review the guidelines and ensure compliance with the required criteria, including scope and deadlines.

1. **Scope:** Recommendations must fall within BCC's authorized responsibilities, as defined in the Charter, Pacific Grove Municipal Code, and the BCC Handbook.
2. **Limit:** Each BCC may submit up to two (2) recommendations per calendar year.
3. **Alignment:** Recommendations must support, and advance the Councils adopted goals and workplan.
4. **Deadline:** All recommendations must be submitted by December 31 annually.

BCC Recommendation Form Submission Process

This section outlines the formal BCC Recommendation Form submission process, as approved by City Council on August 20, 2025.

1. **Formal BCC Approval.** The BCC formally approves a recommendation via an agenda item and recorded vote.
2. **Submission to Council Liaison.** The Chairperson completes the BCC Recommendation Form and submits it to their assigned Council liaison.
3. **Aggregation of Submissions.** The Council Liaisons submit the BCC Recommendation Forms to the Mayor and City Manager. The forms are collected throughout the year until the annual December 31st deadline.

Annual Review Process & Timeline*

**The timeline is subject to change based on agenda availability and other considerations.*

- **December 31:** BCC Recommendation Form submission deadline.
- **January–February:** Staff provides preliminary input (e.g., estimated staff hours, potential costs, general feasibility).
- **February–March:** Recommendations are brought forward to City Council for consideration. Reviewing them in a batch allows the City Council to assess cumulative impacts, costs, and resource needs.
- **March:** Approved recommendations may be incorporated into the mid-year workplan, if appropriate.



Re: Follow Up: BCC Chairs Meeting 8/4

From Jay Tulley <jay.tulley@gmail.com>

Date Wed 8/13/2025 12:57 PM

To Joyce Halabi <jhalabi@cityofpacificgrove.org>

[**NOTICE:** This message originated outside of the City of Pacific Grove email system -- **DO NOT CLICK** on links or open **attachments** unless you are sure the content is safe.]

Joyce,

Thanks for sending this. I was out of town for the meeting- I'm sorry to have missed it.
My main question is when we need to use the BBC Recommendation Form.

A recent example that the Rec Board is discussing is an updated version of the Needs Assessment survey that you created back in 2018. We want to do another one, likely very similar to the one done in 2018 but we know that this will require effort by city staff.

The decision will be based on cost and staff hours- or alternatively the cost for a contractor to do it. But to get the cost estimate for council to base their decision on, we'll need to get staff to think through the scope.

I would think that the appropriate use of the BCC Recommendation Form would be to decide on the survey, but only after staff comes up with a rough cost / labor estimate.

Do we need a preliminary BCC Recommendation Form just to do that first step? I would hope not, especially if we are limited to just 2 per year.

If we don't need the recommendation form, how do we ask staff to start the work? We had requested no more than 20 hours of work to help get the survey started but it was unclear if that request would require a BCC Recommendation Form.

Thanks,
Jay

On Wed, Aug 6, 2025 at 5:08 PM Joyce Halabi <jhalabi@cityofpacificgrove.org> wrote:

Good Afternoon Boards, Committee, and Commission Chairs,

As a recap to our meeting on Monday, 8/4, I am sending the draft amended protocol for BCC Recommendations to Council (see attached). I am also including some background and context below for those who were unable to attend the meeting. **Please submit any comments to me no later than Monday, 8/11 by 5pm.**

Why A Change?

Now that we've had a year of implementing the existing BCC Recommendation Form and process, we've identified areas of opportunity to refine the procedures for greater efficiency for all parties involved, and better alignment with [City Council approved focused areas/goals](#).

A Few Key Takeaways

The attached document outlines the full process in detail, but a few takeaways include:

- This process only applies to initiatives initiated by the BCC; it does not apply to reactionary items or actions brought forward by staff (ex: BNRC Tree Appeals, Permit

Reviews by ARB or PC, Code Changes Initiated By Staff or directed by Council Goals, items referred to the BCCs by Council)

- The protocol establishes basic submission guidelines, including:
 - ensuring the scope aligns with the respective BCC authorized responsibilities
 - limit of submissions per calendar
 - alignment with Council's adopted goals and workplan, and
 - annual submission deadline
- The protocol also establishes an annual review process/timeline which aligns with the City Council goal review/setting process and the mid-year budget cycle. This ensures that accommodations can be made to budget or workplan if recommended by the Council.

Next Steps

- This will be brought before the Council for consideration; tentatively scheduled for the 8/20 meeting.
- Following approval of any changes, I will work with your respective staff Liaisons to present changes to the BCCs so everyone's aware of the process.

Please feel free to give me a call or send me an email if you have any questions about the attached.

Joyce Halabi
Deputy City Manager
City of Pacific Grove
(831)648-3107
300 Forest Avenue, Pacific Grove, CA 93950



RE: Follow Up: BCC Chairs Meeting 8/4

From Andrew Kubica <andrewkubica@outlook.com>

Date Mon 8/11/2025 6:32 PM

To Joyce Halabi <jhalabi@cityofpacificgrove.org>; alycia.usher.perez@gmail.com <alycia.usher.perez@gmail.com>; cdmessman@gmail.com <cdmessman@gmail.com>; jay.tulley <jay.tulley@gmail.com>; ssbrooks82@gmail.com <ssbrooks82@gmail.com>; ninerfan119@comcast.net <ninerfan119@comcast.net>; Kim Bui <kbuipg@gmail.com>; zebuln1@mac.com <zebuln1@mac.com>; christinesaari@gmail.com <christinesaari@gmail.com>

Cc Nick Smith <nsmith@cityofpacificgrove.org>; Matthew Mogensen <mmogensen@cityofpacificgrove.org>

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Ms. Halabi,

It was my understanding that the BCC form was created by the previous Mayor and Council to facilitate communication of critical items from the Commissions to the Council in a timely manner. This communication will allow the Mayor and Council to address items that would better serve the city to be addressed "in real time" rather than in future budgeting cycle.

I have read the "BCC recommendations to Council form" several times. Limiting the commissions to two (2) a year and potentially waiting until an aggregation on December 31st defeats the intent and purpose of the form which was a vehicle for clear communication to our city council representatives.

Again, the form was intended to be for special/critical items that could not wait until the next budget cycle. I strongly urge reconsideration of this change to the original proposal which was to streamline and better communicate commission efforts for critical issues to the council.

Sincerely,

Andrew Kubica

From: Joyce Halabi <jhalabi@cityofpacificgrove.org>

Sent: Wednesday, August 6, 2025 5:08 PM

To: alycia.usher.perez@gmail.com; cdmessman@gmail.com; andrewkubica <andrewkubica@outlook.com>; jay.tulley <jay.tulley@gmail.com>; ssbrooks82@gmail.com; ninerfan119@comcast.net; Kim Bui <kbuipg@gmail.com>; zebuln1@mac.com; christinesaari@gmail.com

Cc: Nick Smith <nsmith@cityofpacificgrove.org>; Matthew Mogensen <mmogensen@cityofpacificgrove.org>

Subject: Follow Up: BCC Chairs Meeting 8/4

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Please feel free to give me a call or send me an email if you have any questions about the attached.

Joyce Halabi
Deputy City Manager
City of Pacific Grove
(831)648-3107
300 Forest Avenue, Pacific Grove, CA 93950



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 and Brian Pierik, City Attorney
MEETING DATE: August 20, 2025
SUBJECT: Referendum on Ordinance No. 25-007 Increasing the Compensation for Mayor and City Councilmembers
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

1. Motion to Adopt the Resolution Accepting the Certification of Sufficiency of the Referendum Against Ordinance No. 25-007 Increasing the Compensation of the Mayor and City Councilmembers (Attachment 1 to this Agenda Report); and

2. Select one of the following three Options:

Option No. 1: Motion to direct staff to return to the Council on September 3, 2025 with an ordinance repealing Ordinance No. 25-007

--or--

Option No. 2: Motion to direct staff to return to the Council at the meeting on September 3, 2025 with documents to call a municipal election on the question of the referendum and to decide at that meeting the following:

a) Selection of an election date to submit the Referendum to the voters which could include at the general municipal election consolidated with the County-run Statewide General Election (November 3, 2026), at a special election consolidated with a County-run Statewide Primary Election (June 2, 2026), or at a standalone special election on April 14, 2026 or on a Tuesday when permitted by the Elections Code and any County requirements (discussed further below)

b) Whether one or more members of the City Council will be authorized to author an argument against the measure; and if rebuttal arguments will be permitted.

--or--

Option No. 3: Motion to direct staff to return to the Council on September 3, 2025 with an ordinance repealing Ordinance No. 25-007 and to return to the Council at a future meeting for discussion of a possible ballot measure to be presented in 2026 for a public vote on an ordinance

increasing the salary of the Mayor and City Councilmembers.

3. Other action related to this Agenda item.

DISCUSSION

On May 7, 2025, the Council considered and discussed a potential ordinance increasing the compensation of the Mayor and City Councilmembers and providing medical benefits as available to City Management Employees. The issue of providing medical benefits was tabled to a future date. The City Council requested the City Attorney read the title of the proposed ordinance, eliminating the sections referring to medical benefits, waived further reading of the ordinance, introduced and [held first reading](#) of an Ordinance of the City Council of the City of Pacific Grove Increasing the Compensation of the Mayor and City Councilmembers, and directed that publication of the ordinance be satisfied by publication of a summary approved by the City Attorney.

On May 21, 2025, the Council [held second reading](#) and adopted an Ordinance of the City Council of the City of Pacific Grove Increasing the Compensation of the Mayor and City Councilmembers.

Absent the Referendum, Ordinance [No. 25-007](#) would have become effective 30 days after adoption - Friday, June 20, 2025. [City Charter Section 16](#) states, "The right of initiative and referendum is hereby preserved to the citizens of the City to be exercised in accordance with the procedures prescribed by the Constitution and General Laws of this State." In order for a Referendum to appear on the ballot, a petition must be submitted within 30 days of Proponent's receipt of the City Attorney's approved Summary of Referendum and be signed by Pacific Grove voters equaling 10% or more of the voter registration last officially reported to the Secretary of State. On February 10, 2025, the County report of City voter registration to the State was 10,601. Ten percent of 10,601 is 1060.

On May 23, 2025, Proponent presented the City Clerk's Office with a Request for Approved Summary of Referendum Against Ordinance 25-007 (Attachment 1 to this Agenda Report) and on June 5, 2025, the City Attorney transmitted an approved Summary of Referendum to the Proponent (Attachment 2 to this Agenda Report) commencing the period to circulate petitions on June 5, 2025 and concluding on June 7, 2025.

On July 1, 2025, Proponent submitted the Referendum petition in sections. The petition format was reviewed for adherence to state law (e.g. required heading, copy of the ordinance, proper components for voter entries, declaration of circulator) and was found to comply. A prima facie count was conducted by the City Clerk's office and it was established that there were 1773 signatures received. The prima facie review found that two of the sections did not conform as one was circulated prior to the approved summary date provided to Proponent (June 5, 2025), and one was deemed incomplete by the circulator as it was undated. The Monterey County Elections are making further determinations as to the City Clerk's findings. At the point the Referendum was accepted, Ordinance 25-007 was suspended pursuant to Elections Code 9237.

On July 2, 2025, the Referendum petition was delivered to the Monterey County Elections Department and Registrar of Voters for review of the petition signatures. The City's instructions to the County requested examination of signatures and certification be accomplished by full check pursuant to Elections Code Section 9114.

The following is a summary of the signatures received, reviewed, qualified, and determined to be found not sufficient.

Signatures submitted to City (prima facie count):	1773
Signatures required to qualify:	1060
Signatures filed with the County (per County count):	1839
Signatures verified:	1299
Signatures - valid:	1178
Signatures - found not sufficient:	121

Based on the County's determination that valid signatures of more than 10% of the City's voter registration were present on the Referendum, on August 6, 2025 the Monterey County Registrar of Voters' Certificate of Signature Verification was issued, received by the City Clerk, and forwarded to the proponent and the City Council (Attached to the Resolution).

In accordance with Elections Code Section 9114, certification of the qualified Referendum petition is before the City Council tonight. In addition, there are three Options for the City Council to discuss which are set forth in the Recommendations section of this Agenda Report.

POTENTIAL BALLOT MEASURE SEPARATE FROM REFERENDUM PROCESS

If the City Council repeals the ordinance, then the City Council has the option (see Option No. 3 in Recommendations) to repeal Ordinance No. 25-007 and submit for a public vote an ordinance increasing the salary of the Mayor and City Councilmembers as a regular ballot measure pursuant to Elections Code 9200 et seq.

HOLD AN ELECTION

If the City Council decides to submit the Referendum to the voters, direction will need to be given at the Council meeting on September 3, 2025 on the following points:

1. Whether to submit the Referendum to the voters at the next general municipal election consolidated with the County-run Statewide General Election (November 3, 2026), at a special election consolidated with a County-run Statewide Primary Election (June 2, 2026), or at a standalone special election on April 14, 2026 or on a Tuesday when permitted by the Elections Code and any County requirements and
2. Whether one or more Councilmembers will be authorized to author an argument in opposition to the measure, and whether rebuttal arguments will be permitted.

Next General Municipal Election (Consolidated)

The City may submit the Referendum at "the next regular municipal election occurring not less than 88 days after the order of the legislative body ..." pursuant to Elections Code Sections 1410 and 9241. Per Article 8 of the City Charter, the next general municipal election is November 3, 2026. The County is also conducting a Statewide General Election on the same date. This means that if the City Council decides to submit the Referendum at the next general municipal election, then it can be consolidated with the Statewide General Election. The County's estimate to add a measure to its ballot is \$74,207-106,010. The estimate is based on the number of registered voters and permanent vote-by-mail

voters (10,601 x \$7-10) and is subject to modification if there are changes in the number of registered voters and other jurisdictions sharing the costs.

Special Election (Consolidated)

The City may also submit the Referendum at “a special election called for the purpose, not less than 88 days after the order of the legislative body ..” per Elections Code Section 9241. The County is conducting a Statewide Primary Election on Tuesday, June 2, 2026. This means that, if the City Council decides to submit the Referendum at a special election, it has the option submitting the Referendum on June 2, 2026, and, further, consolidating that special election with the Statewide Primary Election held by the County on the same date. Per the County, the costs for this is about the same as submitting the Referendum at the next general municipal election.

Special Election (Standalone)

Pursuant to Elections Code Section 1410, a special election could be called for this purpose not less than 88 days after the date of the order of election. EC 9241 further states that the special election be held “not less than 88 days after the order of the legislative body.” There are currently two potential sets of dates to hold a standalone special election:

1. Elections Code 1000(c) provides an election date of April 14, 2026.
2. Elections Code Section 1002 states that all elections must be held on one of the established elections dates under Elections Code Section 1000 except as provided by Elections Code Section 1003. Elections Code Section 1003(e) allows elections concerning referendum petitions to be held on a date other than what is provided in Elections Code Section 1000. As such, the City Council may submit the Referendum to the voters on a date other than the dates provided above, provided that the requirements of Elections Code Section 1100 are met: “No election shall be held on any day other than a Tuesday, nor shall any election be held on the day before, the day of, or the day after, a state holiday.”

This special election would be a standalone election, which means that it is not consolidated with any election that is being run by the County. This would require requesting election services from the County and require the County to agree to provide election services on the date selected. Further, a proposed special election date should be based on the time necessary to notice the argument deadlines, allow for the argument review period, and have materials compiled and transmitted to voters in the timeframe specified in state law. The estimated cost for a standalone special election is \$169,616-254,424. The estimate is based on the number of current registered voters and permanent vote-by-mail voters (10,601 x \$16-24).

Summary of Election Date Options

Based upon the forgoing, the election on the referendum could be held on the following dates:

1. November 2026 (consolidated with Statewide General election – General Municipal Election)
2. June 2026 (consolidated with Statewide Primary Election – Special Municipal Election)
3. April 14, 2026 (Standalone Election – Special Municipal Election)
4. Any Tuesday meeting requirements of the Elections Code and the County of Monterey as stated above (Standalone Election – Special Municipal Election)

Voter Turnout

A factor of possible consideration in making the election date determination is voter participation. Turnout in the past few years of City elections has varied as indicated below.

June 2022 Primary Election – 48.98%
November 2022 General Election – 69.63%
June 2024 Primary Election – 52.43%
November 2024 General Election – 89.39%

Ballot Arguments

Pursuant to Elections Code Section 9287, the priority for the argument in favor of the measure goes to, “The individual...or associations, who are bona fide sponsors or proponents of the measure.” The City Council has priority to submit the argument against the measure. It may choose not to have an argument, or authorize one or more councilmembers to author an argument, but if the City Council determines to not submit any arguments against then others may submit one.

The final determination of which Member(s) will author an argument can be made at the September 3, 2025 Council Meeting. If a majority of the City Council is authorized to author an argument, the argument must be finalized at a noticed public meeting. If one or two Council Members are authorized to author the argument, they will be free to proceed without City Council action on the argument. The deadline for arguments for an election called will be determined by the Monterey County Elections Office pursuant to Elections Code Section 9286 and any other County requirements.

OPTIONS

Provide alternate direction.

FINANCIAL IMPACT:

There is no cost to receive and file this report. Future fiscal impacts will be based on the City Council’s decision regarding repeal of Ordinance No. 3047 and/or calling for an election.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

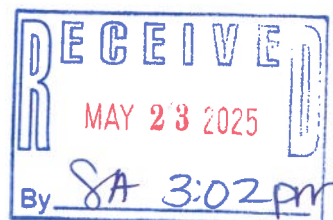
- 1 Referendum
- 2 Approved Summary
- 3 Proposed Resolution
- 4 ROV Certification

Luke Coletti
718 Walnut Street
Pacific Grove, CA 93950

May 23, 2025

Via Hand Delivery

Sandra Kandell, City Clerk
c/o City Manager's Office
City Hall
300 Forest Ave., 2nd Floor
Pacific Grove, CA 93950



Re: ***Request for Approved Summary of Referendum Against Ord. 25-007***

Ms Kandell:

Pursuant to Article 16 of the Pacific Grove City Charter, I intend to exercise the right of referendum as a citizen of the City in accordance with the procedures prescribed by the Constitution and General Laws of this State.

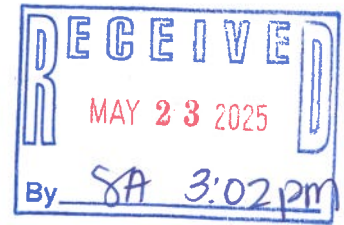
Pursuant to Elections Code section 9238 (B), I am submitting a proposed summary of a referendum against Ordinance 25-007, passed by the Pacific Grove City Council on May 21, 2025. Please immediately transmit the enclosed summary to the City Attorney. The City Attorney must provide an approved summary of 5,000 words or less within 10 business days. The proponents have 30 days from the date that the summary is approved to provide the signatures on the referendum petition.

I request that you confirm that the City recognizes this submission as the initiation of the process under Elections Code section 9238 (b)(2)(B). Please respond post-haste by email to ljcoletti@icloud.com.

Sincerely,

Luke Coletti

Enclosures



Proposed Summary

Referendum Against Ordinance 25-007

Ordinance of the City Council of the City of Pacific Grove Increasing the Compensation of the Mayor and City Councilmembers.

This is a referendum against Ordinance 25-007, passed by the Pacific Grove City Council on May 21, 2025. The purpose of this referendum is to submit the question of whether to increase the compensation amounts for the Mayor and City Councilmembers to a vote of the electorate. Government Code section 36516(b) allows the City Council to submit Councilmember and Mayoral salary information to the electorate.

A 'yes' vote is to uphold Ordinance 25-007 increasing the compensation amounts for the Mayor and City Councilmembers by 130 percent. A 'No' vote is to repeal Ordinance 25-007 and continue with the current compensation amounts for the Mayor and City Councilmembers.

Ordinance 25-007 increases the compensation amounts for both the Mayor and City Councilmembers by 130 percent. Commencing June 20, 2025, the date Ordinance 25-007 becomes effective, the compensation amounts for the Mayor and City Councilmembers shall be increased as follows:

Mayor.....\$700 to \$1610 per month
Council Members\$420 to \$966 per month

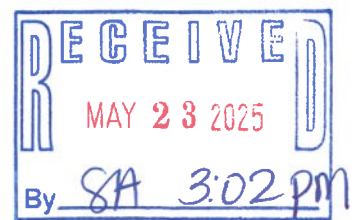
A link to the city's website containing the text of Ordinance 25-007, which is the subject of this referendum, is provided below.

https://files.cityofpacificgrove.org/Document_Center/Resolutions%20&%20Ordinances/Ordinances/2025/25-007%20Council%20Salary%20Increase%20Ord.pdf

Luke Coletti, proponent:

Date:

5/23/25



ORDINANCE NO. 25-007

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

FINDINGS

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

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

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

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

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

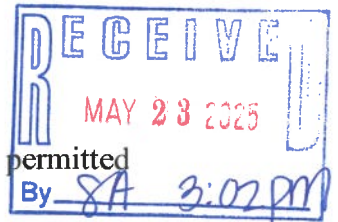
WHEREAS, the findings in SB 329 regarding the permitted compensation increases for the Councilmembers included the following:

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

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

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

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



1. For cities with a population of 35,000 or less, the compensation permitted increased from \$300 dollars to \$950 dollars.
2. In the alternative, the compensation of City Councilmember could be increased by the greater amount of:
 - (A) An amount equal to 5 percent for each calendar year from the operative date of the last adjustment of the compensation in effect when the ordinance or amendment is enacted.
 - (B) An amount equal to inflation since January 1, 2024, based upon the California Consumer Price Index, which shall not exceed 10 percent for each calendar year.

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

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

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

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

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

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

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

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

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

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

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

- SECTION 1. Findings.** The foregoing Findings are hereby incorporated by reference in full.
- SECTION 2. Effective Date.** This Ordinance shall become effective 30 days after the second reading of this Ordinance ("Effective Date").
- SECTION 3. Repeal of Ordinance No. 1872 N.S.** Ordinance No. 1872 N.S. is hereby repealed in its entirety.

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

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

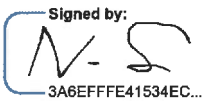
SECTION 5. Waiver of Compensation. The Mayor and/or individual Councilmembers may waive any or all of the compensation permitted by this Ordinance.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE
this 21st day of May, 2025, by the following vote:

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



APPROVED:

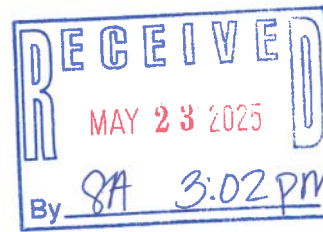
Signed by:

3A6EFFFFE41534EC...

NICK SMITH, Mayor

ATTEST: 5/22/2025
DATED: _____

DocuSigned by:
Sandra Kandell
4E11A61C850B4E1

SANDRA KANDELL, City Clerk



APPROVED AS TO FORM:

DocuSigned by:
Brian A. Pierik
01871FB17BD8435...

BRIAN A. PIERIK, City Attorney

June 5, 2025

VIA EMAIL TRANSMISSION

ljcoletti@icloud.com

Luke Coletti

Re: Request for Approved Summary of Referendum Against Ord. No. 25-007

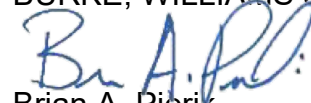
Dear Mr. Coletti:

I am the City Attorney for the City of Pacific Grove. The City received your Request for Approved Summary of Referendum Against Ord. No. 25-007 dated May 23, 2025 and your proposed summary has been transmitted to me.

The law provides the City Attorney with ten (10) business days to provide you and the City Clerk with an approved referendum summary. By this letter, I am transmitting the attached approved Summary of Referendum to you.

Sincerely,

BURKE, WILLIAMS & SORESENSEN



Brian A. Pierik

City Attorney, City of Pacific Grove

BAP:dvdw

Enclosure: Summary of Referendum

cc: City Clerk Sandra Kandell

Summary Of Referendum

This is a referendum against Ordinance No. 25-007 passed by the Pacific Grove City Council on May 21, 2025 entitled: “Ordinance of the City Council of the City of Pacific Grove Increasing the Compensation of the Mayor and City Councilmember”, hereafter referred to as “Ordinance 25-007.” The full text of Ordinance 25-007 is set forth at the end of this Summary.

Ordinance 25-007 increases the compensation of the Mayor from \$700 a month to \$1610 a month and increases the compensation of each Councilmember from \$420 a month to \$966 a month. The increased compensation under Ordinance 25-007 is based upon California Government Code Section 36516 which allows for a compensation increase in an amount up to 5 percent for each calendar year from the operative date of the last adjustment of the compensation in effect when the ordinance is enacted. The operative date of the last adjustment of compensation for the Mayor and City Councilmembers in Pacific Grove was December 1, 1998 and the period through December 1, 2024 is 26 years multiplied by 5 percent equals 130 percent.

The Ordinance also repeals City Ordinance No. 1872 which allowed the Mayor and Councilmembers to decline all of their compensation, but may not decline the compensation in part or accept in part. Ordinance 25-007 allows the Mayor and/or individual Councilmembers to waive any or all of their compensation.

This petition requests that the City Council either repeal Ordinance 25-007 or submit Ordinance 25-007 to the voters. Signing this petition supports this request.

A link to the City’s website containing the text of Ordinance No. 25-007, which is the subject of this referendum, is provided below:

https://files.cityofpacificgrove.org/Document_Center/Resolutions%20&%20Ordinances/Ordinances/2025/25-007%20Council%20Salary%20Increase%20Ord.pdf

Full Text of Ordinance No. 25-007

ORDINANCE NO. 25-007

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

FINDINGS

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

WHEREAS, Article 12 of the Charter of the City of Pacific Grove provides Councilmembers may receive compensation as provided by ordinance, but in no case shall the

compensation exceed that amount which is permitted by the State Law for General Law cities of comparable size to Pacific Grove.

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

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

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

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

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

- (a) The compensation schedule for general law cities has not been adjusted since 1984, meaning that city council compensation has not kept pace with inflation.
- (b) Allowing cities to adjust their compensation for inflation since 1984 may help city councils become more diverse because increased compensation can help individuals from across different income levels receive sufficient income from their service to help ensure that they can continue to serve the public and support their families.

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

1. For cities with a population of 35,000 or less, the compensation permitted increased from \$300 dollars to \$950 dollars.
2. In the alternative, the compensation of City Councilmember could be increased by the greater amount of:
 - (A) An amount equal to 5 percent for each calendar year from the operative date of the last adjustment of the compensation in effect when the ordinance or amendment is enacted.
 - (B) An amount equal to inflation since January 1, 2024, based upon the California Consumer Price Index, which shall not exceed 10 percent for each calendar year.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE
this **21st** day of **May**, by the following vote:

AYES: Mayor Smith, Mayor Pro Tem Amelio, Councilmembers Garfield, Poduri and Rau

NOES: Councilmembers McDonnell and Walkingstick

ABSENT: None

APPROVED:

_____/s/_____
NICK SMITH, Mayor

ATTEST:
DATED: 5/22/2025

_____/s/_____
SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

_____/s/_____
BRIAN A. PIERIK, City Attorney

RESOLUTION NO. 25-XXX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE DECLARING THE CERTIFICATION OF SUFFICIENCY OF THE REFERENDUM AGAINST ORDINANCE 25-007 INCREASING THE COMPENSATION OF THE MAYOR AND CITY COUNCILMEMBERS

1. On May 7, 2025, the Council considered and discussed a potential ordinance increasing the compensation of the Mayor and City Councilmembers and providing medical benefits as available to City Management Employees. The issue of medical benefits was tabled and the Council introduced and held first reading of an Ordinance of the City Council of the City of Pacific Grove Increasing the Compensation of the Mayor and City Councilmembers.
2. On May 21, 2025, the Council held second reading and adopted an Ordinance of the City Council of the City of Pacific Grove Increasing the Compensation of the Mayor and City Councilmembers.
3. Absent the Referendum, Ordinance No. 25-007 would have become effective 30 days after adoption (Friday, June 20, 2025).
4. City Charter Section 16 states, "The right of initiative and referendum is hereby preserved to the citizens of the City to be exercised in accordance with the procedures prescribed by the Constitution and General Laws of this State."
5. For a Referendum to appear on a ballot, a petition must be submitted within 30 days of Proponent's receipt of the City Attorney's approved Summary of Referendum and be signed by Pacific Grove voters equaling 10% or more of the voter registration last officially reported to the Secretary of State. On February 10, 2025, the County report of City voter registration to the State was 10,601. Ten percent of 10,601 is 1060.
6. On May 23, 2025, Mr. Coletti presented the City Clerk's Office with a Request for Approved Summary of Referendum Against Ordinance 25-007.
7. On June 5, 2025, City Attorney transmitted an approved Summary of Referendum to the Proponent; commencing the period to circulate petitions on June 5, 2025 and concluding on June 7, 2025.
8. On July 1, 2025, Mr. Coletti submitted the petition. A prima facie count was conducted by the City Clerk's office and it was established that there were 1773 signatures received. At the point the Referendum was accepted, Ordinance 25-007 was suspended pursuant to Elections Code 9237.
9. On July 2, 2025, the Referendum petition was delivered to the Monterey County Elections Department and Registrar of Voters for review of the petition signatures. The City's instructions to the County requested examination of signatures and

certification be accomplished by full check pursuant to Elections Code Section 9114.

10. On August 6, 2025, the Monterey County Registrar of Voters provided the City with its Certificate of Signature Verification resolving that the number of valid signatures on said petition exceeds 10% of the registered voters in the City of Pacific Grove.

11. This action does not constitute a "Project" under California Environmental Quality Act (CEQA) Guidelines Section 15378.

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

SECTION 1. The City Council determines that each Finding set forth above is true and correct, and by this reference incorporates those Findings as an integral part of this Resolution.

SECTION 2. The City Clerk hereby is authorized and directed to enter upon the records of this Council a Certificate of Signature Verification, attached hereto as Exhibit A.

SECTION 4. This resolution shall take effect immediately following passage and adoption.

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:

DATED: _____

SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

BRIAN PIERIK, City Attorney

MONTEREY COUNTY ELECTIONS



1441 Schilling Place – North Building
Salinas, CA 93901
CountyofMonterey.gov/Elections

PO Box 4400
Salinas, CA 93912

831-796-1499 Phone
831-755-5485 Fax
Elections@countyofmonterey.gov

Gina Martinez
Registrar of Voters

Jessica Cedillo
Assistant Registrar of Voters

Certificate of Signature Verification

WHEREAS, Referendum Against An Ordinance Passed by the City Council – Ordinance No.25-007 – Ordinance of the City Council of the City of Pacific Grove Increasing the Compensation of the Mayor and City Councilmembers was transferred by the City Clerk of the City of Pacific Grove to the County of Monterey Elections Department for signature verification on July 2, 2025.

WHEREAS, the petition consists of 77 sections and 1,839 signatures;

WHEREAS, each section contains signatures purporting to be the signatures of qualified Electors of this county; that attached to each petition at the time it was filed was an affidavit purporting to be the affidavit of the persons who solicited the signatures, and containing the dates between which the purported qualified electors signed the petition; that the affiant stated his or her own qualifications, that he or she had solicited the signatures upon that section, that all of the signatures were made in his or her presence, and that to the best of his or her knowledge and belief each signature to that section was the genuine signature of the person whose name it purports to be;

WHEREAS, pursuant to Elections Code §§ 9240 & 9115, the City Elections Official may request a random sampling review of 3% or 500 petition signatures, whichever number is greater, or a full check review, in which each petition signature is verified until the petition is determined to have passed or failed, at which point petition verification will conclude.

WHEREAS, of the 1,839 signatures submitted, Elections conducted a review of the petition following the full check methodology by examining the records of registration of this County, current and in effect at the respected purported dates of such signing, to determine what number of qualified electors signed the petition;

WHEREAS, Elections Code § 9237 provides that the minimum number of signatures required for an initiative petition submitted to the City is not less than 10% of the voters in the City, according to the last report of registration by the County Elections Official to the Secretary of State pursuant to Section 2187, and there are 10,601 registered voters in the City of Pacific Grove as of the report of registration at the time of filing.

WHEREAS, of the 1,839 signatures submitted in the raw count, 1,299 were verified, 1,178 were deemed valid, and 121 signatures were found not sufficient.

NOW, THEREFORE, BE IT RESOLVED, the number of valid signatures on said petition exceeds 10% of the registered voters in the City of Pacific Grove.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal this 6th Day of August, 2025.

Gina Martinez, Registrar of Voters
County of Monterey





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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Jon Biggs, Community Development Director
MEETING DATE: August 20, 2025
SUBJECT: Combining the Architectural Review Board and Historic Resources Committee
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Staff recommends that the City Council consider and provide guidance on whether it would like staff to proceed with drafting appropriate ordinances and policies that would combine the Architectural Review Board (ARB) and the Historic Resources Committee (HRC) and, following appropriate review, return with drafts of these documents for Council consideration.

DISCUSSION

This agenda item is to obtain Council's feedback and guidance on consolidating the Pacific Grove Architectural Review Board (ARB) and the Historic Resources Committee (HRC) into one Commission with the goal of maintaining architectural review standards and historic preservation efforts across the City. In short, does Council believe it better to have one unified body consider the architectural/design *and* historic qualities of a project or are two bodies reviewing these elements separately preferable?

Combining the Pacific Grove Architectural Review Board (ARB) and the Historic Resources Commission (HRC) could offer permitting and administrative efficiencies, provided it's done carefully to preserve the architectural and historic quality of structures in the City. Both bodies review design proposals and assess aesthetic or historical appropriateness within the City's various zone districts. The principal focus of each of these bodies is:

- ARB typically focuses on architectural design and the aesthetics of new structures and additions or alterations to existing structures.
- HRC focuses on preservation of historical character and compliance with historical guidelines.

Establishment of a single Architectural and Historic Resource Commission (AHRC) having a blend of members with backgrounds in building, design, and historic preservation (e.g., architects, landscape architects, builders with expertise in the restoration of historic structures and preservationists or historians) could result in a unified architectural and historic review process that results in efficiencies and a consistent and cohesive evaluation of projects. It would be consistent because rather than having two separate bodies interpret and apply

design guidelines and standards, there would be one body that does this. It would also be consistent because one body would review all the land use entitlements a project may require, and the review would not be spread between two bodies. The goal of combining the ARB and HRC for a streamlined, transparent process supporting faster decision-making and improved consistency.

Consolidating the ARB and HRC also consolidates staff support functions, reduces administrative overhead, and better allocates department resources that allows for:

- One set of agendas and meeting minutes;
- One staff liaison;
- Unified training and onboarding for members of the Commission and future staff.

Another consideration are the on-going efforts by the State to put in place regulations that limit a City's ability to exercise discretion with respect to housing projects, notably multi-family and accessory dwelling units (ADU's). Given the effort at the State level to have City's adopt objective design guidelines, the need to have a standalone body, like the ARB, is becoming limited because the ability of Cities to exercise discretion in the review of a housing project has been and, most likely, will continue to be taken away.

Summary of Potential Efficiencies

AREA	EFFICIENCY GAINED
Governance	Fewer meetings, clearer accountability, less discretionary meetings for a project
Staffing	Consolidated support, lower resource requirements
Application Processing	Unified process reduces applicant confusion and supports consistency in decision making
Policy	Harmonized design/preservation standards
Public Communication	Easier navigation of city processes while protecting architectural and historic preservation goals

Staff suggests, should Council provide direction to combine the ARB and HRC, that there be seven members appointed to the newly formed commission so that there is less a chance that meetings would need to be canceled because of a lack of a quorum. Staff also suggests that the Heritage Society be allowed to appoint one of its members to serve with the other six on this Commission so that the Commission will have a member with preservation skills to evaluate projects for properties on the City's Historic Inventory.

To facilitate combining these two bodies into one city commission, changes to the City's land use documents will need to be drafted that provide the appropriate regulations and policies that will guide the Commission's duties and responsibilities. It would also be beneficial if the ARB and HRC guidelines were unified into a single set of design and preservation policies to guide applicants, staff, and reviewers. If Council's direction is to move forward with combining these two bodies, staff will need to draft these regulations and take them through the appropriate review process before returning to Council with an ordinance and other policy documents for its consideration.

Staff has met collectively with the Chairs of the ARB and HRC and let them know it would be agendizing the combining of these two bodies for Council consideration. During the discussion, each of the Chairs noted that having separate Commissions with citizens having

special interests or skills in historic preservation and architectural design helped efforts to preserve and protect the historic and architectural qualities of the community; however, each understood the need for developing a more cohesive review process that was less burdensome on resources and noted it has been a challenge to get enough citizens to volunteer to serve on the ARB and HRC. With that noted, they indicated they supported evaluating combining the ARB and HRC so long as it would not impede efforts at improving, preserving, and protecting the historic and architectural qualities of the City.

OPTIONS

1. Direct Staff to prepare the appropriate documents to facilitate combining the ARB and HRC.
2. Decline initiation of efforts to combine the ARB and HRC.
3. Provide an alternate direction.

FINANCIAL IMPACT:

There are no significant financial impacts associated with the City Council's consideration of this agenda item.

FOCUSED PRIORITY AREA: Community Development



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Chaps Poduri, Councilmember
MEETING DATE: August 20, 2025
SUBJECT: Artificial Intelligence (AI) Framework and Policy
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Motion to direct the City Manager to initiate the development of a comprehensive City-wide Artificial Intelligence (AI) Framework and Policy, for Council review and adoption.

DISCUSSION

Background

The rapid advancement and increasing integration of Artificial Intelligence (AI) technologies present both significant opportunities and potential challenges for municipal operations and public services. Many cities are already leveraging AI to enhance efficiency, improve service delivery, and support data-driven decision-making.

Examples of AI in action include:

- **Traffic Management:** Cities have used AI to optimize traffic signal timing, reducing congestion and vehicle emissions.
- **311 Services & Citizen Engagement:** AI-powered chatbots and virtual assistants are being deployed to provide instant responses to resident inquiries, streamlining service requests and improving accessibility.
- **Waste Management:** AI-driven sensors and route optimization software are used in cities to make waste collection more efficient, reducing fuel consumption and operational costs.
- **Infrastructure Monitoring:** AI is used to analyze sensor data from roads, bridges and other infrastructure to predict maintenance needs, allowing cities to perform proactive repairs.
- **Document Processing & Permitting:** AI can automate the review and processing of applications, permits, and other administrative documents, speeding up city services for residents and businesses.

The responsible deployment of AI requires careful consideration of ethical implications, data privacy, bias elimination, transparency, and accountability. Without a clear guiding framework, our city risks inconsistent application of AI technologies, potential public mistrust, and unforeseen negative consequences. This agenda item seeks Council's direction to formally begin the process of creating a tailored AI framework and policy for Pacific Grove, ensuring that our adoption of AI is principled, beneficial, and aligned with community values.

Key Areas:

The framework should be designed to govern the responsible exploration, procurement, development, deployment, and oversight of AI technologies within all City operations and services. Staff should pay particular attention to the following key areas in constructing the framework and the associated policy:

1. Core Ethical Principles:

- **Fairness and Equity:** Establish clear principles to prevent AI systems from perpetuating or exacerbating biases, ensuring equitable outcomes for all residents regardless of background.
- **Transparency:** Define requirements for disclosing when and how AI is being used, and ensure that AI-assisted decisions can be understood and explained to the public.
- **Accountability and Human Oversight:** Mandate clear human responsibility for AI systems and establish mechanisms for human review and override of AI-generated decisions, especially in areas impacting individuals' rights.
- **Privacy and Data Stewardship:** Outline stringent safeguards for the collection, use, storage, and protection of personal and sensitive data utilized by AI systems, adhering to all applicable privacy laws.
- **Security and Reliability:** Ensure AI systems are robust, secure from cyber threats, and consistently deliver accurate and reliable results to maintain public trust.

2. Governance and Oversight:

- **AI Inventory/Registry:** Develop a process for creating and maintaining a public, accessible inventory of all AI systems used by City departments, detailing their purpose, data sources, and any associated risks or safeguards.
- **Procurement Guidelines:** Establish specific criteria and contractual requirements for the acquisition of AI solutions from vendors, ensuring alignment with the City's ethical principles and requiring vendor transparency regarding data, bias mitigation, and performance.
- **Internal Review / Advisory Structure:** Internal group(s) responsible for reviewing new AI initiatives, assessing risks, and providing ongoing guidance on AI use.

3. Employee Training:

- Outline a plan for providing City staff with necessary training on AI literacy, ethical considerations, and responsible use of AI tools (including generative AI), ensuring employees understand both the benefits and potential pitfalls.

4. Guidelines and Potential Prohibitions:

- Develop guidelines for appropriate AI applications within different departmental contexts, recognizing varying levels of risk.
- Specifically, staff should research and recommend any types of AI uses that should be strictly regulated, subject to enhanced scrutiny, or explicitly prohibited due to high risks to civil liberties or potential for discrimination.

Timeline:

Suggested timeline is 6 months for a preliminary draft for initial Council review.

OPTIONS

Do not authorize City Manager to initiate development of framework and/or policy: This would lead to insecure use of technology and erosion of public trust in addition to City being subject to legal risks.

FINANCIAL IMPACT:

There is no fiscal impact.

GOAL ALIGNMENT: Not Applicable.