NOTICE OF MEETING

CITY OF PACIFIC GROVE

CITY COUNCIL

REGULAR MEETING AGENDA

Wednesday, May 20, 2026, 6:00 P.M.
Council Chamber – City Hall – 300 Forest Avenue, Pacific Grove, CA

APPEARING REMOTELY:
Councilmember Chaps Poduri
676 N. Michigan Avenue
Chicago, IL 60611

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

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

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

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

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

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

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

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

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE: Councilmember Rau

1. **APPROVAL OF AGENDA**

2. **PRESENTATIONS**

A. Meritorious Conduct Award to Justin Harrell **PG 9**
Reference: Mayor Nick Smith and Fire Chief Pat Moore
Recommended Action: Receive the presentation of a Meritorious Conduct Award to Justin Harrell. This award shall be awarded to citizens of the community who display courage in assisting the Fire Department and/or their fellow citizens. This award will be presented by the City Council and the Fire Chief.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

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

A. Other

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

A. Written General Public Comment

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

5. **APPROVAL OF CITY COUNCIL MEETING MINUTES**
Items pulled from this section will be placed under 11. Unfinished and Ongoing Business

A. Minutes of the May 6, 2026 City Council Regular Meeting **PG 11**
Reference: Sandra Kandell, City Clerk
Recommended Action: Approve the minutes.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

6. **RESOLUTIONS**
Items pulled from this section will be placed under 11. Unfinished and Ongoing Business or 12. New Business

7. **ORDINANCES**
Items pulled from this section will be placed under 10. Public Hearings

8. **REPORTS – INFORMATION ONLY**
Items pulled from this section will be placed under 11. Unfinished and Ongoing Business or 12. New Business

A. Monterey-Salinas Transmit Minutes for April 6, 2026 **PG 18**
Reference: Joe Amelio, Mayor Pro Tem
Recommended Action: Receive the minutes.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

B. Notification of the extension of Permit No. AP-TPD-UP 19-0363 for the American Tin Cannery Hotel Project located at 109/125 Ocean View Boulevard and 124 Central Avenue.
Reference: Jon Biggs, Community Development Director **PG 25**
Recommended Action: Receive notification of the extension of Permit No. AP-TPD-UP 19-0363 for the American Tin Cannery Hotel Project located at 109/125 Ocean View Boulevard and 124 Central Avenue.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

C. Check Register, Purchase Order Report, and Financial Status Report - April 2026 **PG 27**
Reference: Honorable Mayor and Members of the City Council
Recommended Action:

1. Receive the Check Register, Purchase Order Report, and Financial Status Report.
2. Alternatively, discuss and take other action related to this item.

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

D. FY26 Q3 Quarterly Investment Report **PG 50**

Reference: Honorable Mayor and Members of the City Council

Recommended Action:

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

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

9. **REPORTS – REQUIRING ACTION**

Items pulled from this section will be placed under 11. Unfinished and Ongoing Business or 12. New Business

A. 2026 9-1-1 Service Agreement with the County of Monterey **PG 69**

Reference: Casey J. Day, Chief of Police

Recommended Action:

1. Accept and file the report; and
2. Direct the City Manager to execute the Agreement for 911 Emergency Communications Services.

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

B. Letter of Support for AB 1942 (Bauer - Kahan) - E-Bike: Registration & License Plates

Reference: Casey J. Day, Chief of Police **PG 126**

Recommended Action:

Approve Issuing a Letter of Support for AB 1942 (Bauer - Kahan) with Amendments, E-Bikes: Registration & License Plates

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

C. Oppose Assembly Bill 1383 (McKinnor): Public Employees' Retirement Benefits **PG 132**

Reference: Chaps Poduri, Councilmember

Recommended Action: Approve a formal position of "Oppose" for Assembly Bill 1383 and authorize the Mayor to sign and transmit an opposition letter.

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 12. New Business

A. Architectural Review Board Meeting Minutes: February 10, 2026 **PG 135**

Reference: Anna Bornstein, Associate Planner

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; Apirl 13, 2026 **PG 140**

Reference: Sandra Kandell, City Clerk

Recommended Action: Receive the minutes.

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

REGULAR AGENDA

11. **PUBLIC HEARINGS**

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

A. Ordinance Amending the Salary Classification Schedule to add Information Technology Analyst Classification **PG 143**

Reference: Leticia Livian, Human Resources Director

Recommended Action:

1. Introduce and hold a first reading of an ordinance to amend the salary classification schedule to add Information Technology Classification; and
2. Direct that a summary of a proposed ordinance be published as approved by the City Attorney.

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

B. Downtown Business Improvement District (BID) Program for Fiscal Year 2026-27 **PG 150**

Reference: Lori Frati, Finance Manager

Recommended Action: Staff recommends that the City Council:

1. Hold a public hearing to determine that majority protest to the annual assessment were not received.
2. Adopt the resolution approving the annual report, approving the Program of Expenditures, assessing the levy, and appointing an advisory board for the Downtown Business Improvement District for Fiscal Year 2026-27
3. Authorize the City Manager to execute an agreement allowing the Pacific Grove Chamber of Commerce to administer the BID budget.
4. Take an alternative action.

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

C. Hospitality Improvement District (HID) program for Fiscal Year 2026-27 **PG 171**

Reference: Lori Frati, Finance Manager

Recommended Action: Staff recommends that the City Council:

1. Hold a public hearing to determine that a majority protest to the annual assessment was not received.
2. Adopt the Resolution approving the annual report and program of expenditures, assessing the levy and appointing an Advisory Board for the Hospitality Improvement District for Fiscal Year 2026-27.
3. Authorize the City Manager to execute an agreement allowing the Pacific Grove Chamber of Commerce to administer the HID budget.
4. Take and alternative action.

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

D. Master Fee Schedule for Fiscal Year 2026-27 **PG 196**

Reference: Lori Frati, Finance Manager

Recommended Action:

1. Approve Resolution adopting the City's FY 2026-27 Master Fee Schedule, including the annual Consumer Price Index (CPI) adjustment and other changes as directed by Council
2. Alternatively, discuss and take other action related to this item.

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

E. Appeal of Architectural Permit (AP), Historic Preservation Permit, and Coastal Development Permit (CDP) 25-0186 for 689 Mermaid Avenue (APN 006-085-001-000)

Reference: Garrett McCown, Associate Planner **PG 238**

Recommended Action:
Staff recommends the City Council reverse the action of the Planning Commission and approve Architectural Permit (AP), Historic Preservation Permit (HPP), and Coastal Development Permit (CDP) 25-0186, subject to the findings, recommended conditions, and Class 1 and 31 Categorical Exemptions (CEQA Guidelines Sections 15301, Existing Facilities, and 15331, Historical Resource Restoration and Rehabilitation).

CEQA: Categorical Exemption, CEQA Guidelines 15331, Historical Resources Restoration/Rehabilitation

12. UNFINISHED AND ONGOING BUSINESS

A. Re-Consider the Draft City Council Policy Entitled Vacancy in Elective Office and Appointment. **PG 321**

Reference: Sandra Kandell, City Clerk

Recommended Action: Adopt a Resolution approving the City Council Policy entitled Vacancy in Elective Office and Appointment.

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

B. Ownership Analysis and Control Analysis for Cannabis Business License Applications **PG 328**

Reference: Joyce Halabi, Deputy City Manager

Recommended Action:

1. Receive the Ownership and Control Analysis
2. Provide staff direction on next steps

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

C. Artificial Intelligence (AI) Policy **PG 358**

Reference: Joyce Halabi, Deputy City Manager

Recommended Action:

1. Adopt a Resolution approving the Artificial Intelligence Policy, Council Policy 200-7
2. Alternatively, take other action related to this item.

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

13. **NEW BUSINESS**

A. Fiscal Year 2026/27 Capital Improvements Program **PG 373**

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

Recommended Action:

1. Received and approve the update, including the two additional projects, to the Fiscal Year 2026/27 Capital Improvement Plan (CIP), and
2. Approve the commitment of $750,000 from General Fund reserves for the Pier at Lover Point to act as a match for grant opportunities, and
3. Approve a resolution adopting the FY 2026/27 Senate Bill 1 Project List, or
4. Alternatively, discuss and take other action related to this item.

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

14. **FULL PRESENTATIONS**

A. Update on Monterey Regional Airport **PG 388**

Reference: Chris Morello, Monterey Regional Airport Executive Director

Recommended Action: Receive the presentation.

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

15. **CLOSED SESSION**

ADJOURNMENT

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

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Sandra Kandell, City Clerk/DEI Coordinator
MEETING DATE:	May 20, 2026
SUBJECT:	Meritorious Conduct Award to Justin Harrell
CEQA:	{CEQA}

RECOMMENDATION

Receive the presentation of a Meritorious Conduct Award to Justin Harrell. This award shall be awarded to citizens of the community who display courage in assisting the Fire Department and/or their fellow citizens. This award will be presented by the City Council and the Fire Chief.

Attachments

Meritorious Award

Certificate of Commendation

MERITORIOUS CONDUCT AWARD

PRESENTED TO

JUSTIN HORRELL

This award shall be awarded to citizens of the community who display courage in assisting the Fire Department and/or their fellow citizens.

PRESENTED ON

May 20, 2026

Patrick Moore
Fire Chief

Nick Smith
Mayor

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Sandra Kandell, City Clerk/DEI Coordinator
MEETING DATE:	May 20, 2026
SUBJECT:	Minutes of the May 6, 2026 City Council Regular Meeting
CEQA:	{CEQA}

RECOMMENDATION

Approve the minutes.

Attachments

Draft Minutes 5-6-26

DRAFT MEETING MINUTES

CITY COUNCIL

REGULAR MEETING

Wednesday, May 6, 2026, 6:00 P.M.
Council Chamber – City Hall – 300 Forest Avenue, Pacific Grove, CA

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

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

PLEDGE OF ALLEGIANCE
Mayor Smith led the pledge of allegiance.

1. **APPROVAL OF AGENDA**
   Upon motion by Councilmember Rau and seconded by Councilmember Poduri, Council voted 5-0-1, Mayor Pro Tem Amelio absent, to approve the Regular Meeting Agenda.

2. **PRESENTATIONS**

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

4. **GENERAL PUBLIC COMMENT**
   General public comment received from Christi Metzner, Bill Kampe, and Nina Beety.

   A. Written General Public Comment

CONSENT AGENDA
Action: Upon motion by Councilmember Rau and seconded by Councilmember Garfield, Council voted 5-0-1, Mayor Pro Tem Amelio absent, to approve the Consent Agenda (as modified).

5. **APPROVAL OF CITY COUNCIL MEETING MINUTES**
   A. Minutes of the April 15, 2026 Special and Regular Meetings
   Action: Approved the minutes.
   CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

6. **RESOLUTIONS**
   A. Resolution of Intention to Levy the Annual Assessment for the Downtown Business Improvement District (BID)

DRAFT

Action:

1. Approved Resolution of Intention to Levy an Assessment for the Downtown Business Improvement District for Fiscal Year 2026-27 (Resolution No. 26-008).
2. Approved a public hearing for May 20, 2026 to hear protests and determine whether to levy the assessment.

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

B. Resolution of Intention to Levy the Annual Assessment for the Hospitality Improvement District (HID)

Action:

1. Approved Resolution of Intention to Levy an Assessment for the Hospitality Improvement District for Fiscal Year 2026-27 (Resolution No. 26-009).
2. Approved a public hearing for May 20, 2026 to hear protests and determine whether to levy the assessment.

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

7. **ORDINANCES**

A. Second Reading of Ordinance Adopting Amendments to the R-3, C-1, C-2, and R-3-M Zoning Regulations

Action: Held second reading and adopted Ordinance No. 26-009 Amending Chapters 23.24, 23.32, and 23.52 of Title 23, Zoning, of the Pacific Grove Municipal Code.

CEQA: Environmental Impact Report

B. Second Reading of an Ordinance Approving Concession Lease Agreement with Fortunate Fork, LLC

Action: Held second reading and adopted Ordinance No. 26-010 approving a concession lease agreement with Fortunate Fork, LLC.

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

8. **REPORTS – INFORMATION ONLY**

9. **REPORTS – REQUIRING ACTION**

A. Appointments to the Museum Board

Action: Approved the following appointments to the Museum Board: Mary Albert, Robert Burdick, and Jessica Swanson.

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

B. Regional Surface Transportation Program Allocation Funding Agreement

Action: Authorized an agreement with the Transportation Agency for Monterey County (TAMC) for appropriation of $123,590.57 of Fair Share Regional Surface Transportation Program funds.

CEQA: Does not constitute a Project per California Environmental Quality

DRAFT

Act Guidelines Section 15378

C. Renewal of Microsoft Enterprise Software License Agreement
Action: Authorized a 3-year renewal agreement with Dell / Microsoft for Microsoft Enterprise Software Licensing through Riverside County Master Agreement, in the amount of approximately $26,000 annually.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

D. Emission-Reducing Replacement of City Owned Natural Gas Water Heaters, Funded by PG&E Government/K-12 Program Incentive
Action: Authorized the City Manager, or designee, to enter into an agreement with Willdan, an authorized implementer of PG&E Programs, for the replacement of natural gas storage tank water heaters with emission-reducing heat pump water heaters or on-demand natural gas water heaters.
CEQA: Categorical Exemption, CEQA Guidelines Section 15302, Class 2, Replacement or Reconstruction of Existing Structures and Facilities

E. Extension with Topes Tree Service Inc. for Tree Maintenance Services in Public Right of Way
Action: Authorized Fiscal Year 2026/27 extension with Topes Tree Service Inc. to provide Tree Maintenance Services for trees in the public right-of-way and on City-owned properties in an amount not to exceed $250,000.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

F. Assembly Bill 2254 / Coastal Monarchs Protection Act
Action: Approved the submission of a letter in support of Assembly Bill 2254.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

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

A. Task Force on Diversity, Equity and Inclusion Meeting Minutes: 1/12, 2/9, and 3/9/2026
Action: Received the minutes.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

REGULAR AGENDA

11. **PUBLIC HEARINGS**

A. Consider an Appeal of the Planning Commission's approval of Coastal Development Permit 26-0011, Crespi Pond Vegetation Management Project (portion of APN 007-011-006) and Adoption of an Initial Study/Mitigated Negative Declaration.

Mayor Smith opened the public hearing.

No ex parte communications were reported.

DRAFT

Planner Joe Sidor presented to Council.

Appellant Anthony Ciani was provided 10 minutes to present to Council.

Applicant Public Works Director provided comments to Council.

Public comment received from Inge Lorentzen Daumer.

Appellant Anthony Ciani was provided 1 minute for rebuttal.

Mayor Smith closed the public hearing.

Action: Upon motion by Councilmember Rau and seconded by Councilmember Garfield, Council voted 5-0-1, Mayor Pro Tem Amelio absent, to deny the appeal, adopt the Initial Study/Mitigated Negative Declaration pursuant to CEQA Guidelines Section 15074, approve a 5-Year Coastal Development Permit (CDP 26-0011) subject to the findings and conditions of approval, and adopt the associated Mitigation Monitoring and Reporting Plan (Resolution No. 26-010).

CEQA: Initial Study, Mitigated Negative Declaration

12. **UNFINISHED AND ONGOING BUSINESS**

A. Process for Submitting Applications to Fill Vacant Council Seat
No public comment received.

Action: Upon motion by Mayor Smith and seconded by Councilmember Rau, Council voted 4-1-1, Councilmember Poduri dissenting and Mayor Pro Tem Amelio absent, to

1. Hold the selection to fill the vacant Council seat on June 3, 2026;
2. Direct the City Clerk to post the application on the City Council's webpage and make it available upon request;
3. Advise potential applicants to submit applications to the City Clerk commencing May 7, 2026 and closing on May 22, 2026 at close of business; and
4. Direct the City Clerk to post redacted applications on the City Council's webpage within 24-48 hours of receipt.

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

B. Consider Draft City Council Policy 000-XXX Vacancy in Elective Office and Appointment
No public comment received.

Action: Upon motion by Mayor Smith and seconded by Councilmember Poduri, Council voted to revise the policy with the following additions and revisions:

- Adding "fairly" to "All stages of the nomination process must be conducted *fairly* without bias…
- Revised: Each applicant will have *5-10* minutes, *at the Mayor's discretion,*

DRAFT

to present a statement… The time will be set at the posting of the agenda.

- Added after Public Comment: The matter will be returned to Council for dialogue and Council's submitted questions to the applicants.
- Revised: The Mayor will request that each Councilmember clearly state for the record their top applicant.
- Added: If one applicant receives four nominations, a vote shall be conducted to ratify the top applicant.

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

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

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

13. **NEW BUSINESS**

A. Receive Presentation and Consider Approving ReGen Monterey's Technical Advisory Committee's Subgroup Recommendation on the 2030 Collection Franchise Planning Process
Public comment received from Inge Lorentzen Daumer, Craig Girard, Zoe Shoats, Tim Morris, Emily Hanson, Manny Gouveia, and Nick Becker.

Action: Upon motion by Councilmember Rau and seconded by Councilmember McDonnell, Council voted 5-0-1, Mayor Pro Tem Amelio absent, to adopt a Resolution initiating a Competitive Request for Proposal Process for future Solid Waste, Recycling, and Organic Collection Services; and Adopt related Process Integrity Policy.

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

B. Installation of a 4-way Stop at the Intersection of Congress, Central and Lighthouse Avenue
Public comment received from Sally Moore, Nocholas Mourlam, and Inge Lorentzen Daumer.

Action: Upon motion by Councilmember Rau and seconded by Mayor Smith, Council voted 5-0-1, Mayor Pro Amelio absent, to receive report and authorize staff to install a 4-way stop at the intersection of Lighthouse, Congress and Central Avenue and all associated actions consistent with installation of a 4-way stop including recommendations for signs, markings and striping.

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

14. **FULL PRESENTATIONS**

DRAFT

15. **CLOSED SESSION**

ADJOURNMENT
Council adjourned the regular meeting at 8:37 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:	Joe Amelio, Mayor Pro Tem
MEETING DATE:	May 20, 2026
SUBJECT:	Monterey-Salinas Transmit Minutes for April 6, 2026
CEQA:	{CEQA}

RECOMMENDATION

Receive the minutes.

Attachments

MST Minutes

MEETING OF THE MST BOARD OF DIRECTORS

Meeting Minutes
April 6, 2026
10:00 a.m. (Pacific)

JURISDICTION	BOARDMEMBER (Alternate)	JAN 2026	FEB 2026	MAR 2026	APR 2026	MAY 2026	JUN 2026	JUL 2026	AUG 2026	SEP 2026	OCT 2026	NOV 2026	DEC 2026
Carmel-by-the-Sea	Bob Delves (J. Baron)	P	A	A	**P**								
Del Rey Oaks	Kim Shirley (J. Hallock)	P	P	P	**P**								
Gonzales	Lorraine Worthey **Vice Chair** (M. Orozco**)**	A	P	P	**P**								
Greenfield	Ariana Rodriguez (R. White)	P	P	P	**P**								
King City	Mike LeBarre (C. DeLeon)	P	A	A	**P**								
Marina	Liesbeth Visscher (B. Delgado)	P	P	P	**P**								
Monterey	Ed Smith (J. Rasch)	P	P	R	**P**								
Pacific Grove	Joe Amelio (C. Poduri)	P	P	P	**P**								
Sand City	Mary Ann Carbone **Chair** (K. Scudder)	A	P	P	**P**								
Salinas	Tony Barrera (G. De La Rosa)	P	P	P	**P**								
Seaside	Dave Pacheco (A. Garcia-Arrazola)	P	P	P	**P**								
Soledad	Fernando Cabrera (E. Banuelos)	P	R	P	**P**								
County of Monterey	Luis Alejo (W. Askew)	P	P	P	**P**								

P=Present
A=Absent
R=Remote
P(A)= Present Alternate

Counsel:	Michael Laredo, Remote	General Counsel, De Lay & Laredo
Staff:	Carl Sedoryk	General Manager/CEO
	Lisa Rheinheimer	Deputy CEO
	Kelly Halcon	Chief Human Resources Officer
	Norman Tuitavuki,	Chief Operating Officer
	Jeanette Alegar-Rocha	Deputy Secretary/Clerk to the Board
	Antonio Sanchez	Coach Operator
	Beronica Carriedo	C/S & Community Relations Supervisor
	Cristy Sugabo	Mobility Manager
	Diana Lopez	Customer Service Representative
	Emma Patel	Planning Manager
	Ezequiel Rebollar	Systems Engineer
	Hardy Culp	Coach Operator
	Ikuyo Yoneda-Lopez	Marketing & Communications Manager
	Jacob Newman	Operations Specialist
	Jack Perrin	Assistant Planner
	Kevin Allhouse	Contract Transportation Manager
	Jarred Augusta	Risk and Safety Manager
	Martin Mendoza	Communications Systems Specialist
	Marzette Henderson	Transportation Manager
	Omarr Wilson	Operations Supervisor
	Paul Lopez	Facilities Manager
	Rolando Munoz	Mobility Specialist
	Ruben Gomez	Mobility Coordinator
	Scott Taylor	IT Manager
	Sonjé Dayries	Civil Rights Officer
	Steven Bruno	Purchasing Agent
	Susie Flores	Grants Analyst
	Tizianno Minelli	Senior Operations Supervisor
	Ursulla Scardina	Communications Specialist
	Vince Dang	Project Management Coordinator
Public:	Javier Gomez	County of Monterey
	Jasmine Mejia-Cortes	County of Monterey
	Christina Watson	TAMC
	Brian Cox	Trans Dev

1. CALL TO ORDER

1-1. Roll Call.

1-2. Pledge of Allegiance

Chair Carbone called the meeting to order at 10:03 a.m. Roll call was taken and a quorum established. Director LeBarre 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.

3. CONSENT AGENDA

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

3-1. Financial Reports – February 2026 (Lori Lee)
   a) Accept Report of February 2026 Cash Flow
   b) Approve February 2026 Disbursements, and
   c) Accept report of February 2026 Treasury Transactions

3-2. Approve Minutes of the MST Board Meeting March 9, 2026. (Jeanette Alegar-Rocha)

3-3. Receive Draft Minutes of the MST Board Administrative Performance Committee Meeting on March 9, 2026. (Jeanette Alegar-Rocha)

3-4. Receive Draft Minutes of the Measure Q Oversight Committee Meeting March 16, 2026. (Jeanette Alegar-Rocha)

3-5. Adopt Resolution 2026-16 Recognizing Tiziano “Tim” Minelli, Antonio Sanchez, Hardy Culp, Omarr Wilson, and Martin Mendoza as Employees of the Month for April 2026. (Carl Sedoryk)

3-6. Receive Letter from Measure Q Oversight Committee Reporting that FY 2025 Funds were Spent on Eligible Expenses. (Lisa Rheinheimer)

3-7. Authorize the General Manager/CEO or Their Designee to Purchase of Seven Toyota Camry Hybrid Sedans at the Lowest Price/Best Options Available at the Time of Purchase in an Amount not to Exceed $222,000. (Norman Tuitavuki)

3-8. Authorize the General Manager/CEO or their Designee to Execute an Amendment with Kimley-Horn for Additional Design Services During Construction for the SURF! Busway and Bus Rapid Transit Project in an Amount not to Exceed $317,011. (Lisa Rheinheimer)

3-9. Authorize the General Manager/CEO or their Designee to Amend the Purchase of Up to 90 Sportworks Apex +3 Bike Backs and Mounting Deployment Kits for an Additional $33,077 to Account for Shipping and Taxes for a Total Amount Not to Exceed $244,229. (Norman Tuitavuki)

3-10. Appoint Serena Solis to the Measure Q Oversight Committee to a 3-year Term. (Carl Sedoryk)

End of Consent Agenda

There were no public comments on the Consent Agenda.

On a motion by Director Alejo and seconded by Director Smith, the Board approved all items on the consent agenda.

4. RECOGNITIONS AND SPECIAL PRESENTATIONS

4-1. April 2026 MST Employees of the Month – (Carl Sedoryk/Norman Tuitavuki)

a) Tiziano "Tim" Minelli, Operations Superintendent
b) Antonio Sanchez, Coach Operator
c) Hardy Culp, Coach Operator
d) Omarr Wilson, Operations Supervisor
e) Martin Mendoza, Communications Systems Specialist

5. PUBLIC HEARINGS

None.

6. ACTION ITEMS

6-1. Adopt the Revised MST Zero-Tolerance Anti-Drug Use and Alcohol Misuse Policy. (Sonjé Dayries)

There were no public comments.

On a motion by Director Barrera and seconded by Director Amelio the Board approved item 6-1.

7. REPORTS & INFORMATION ITEMS

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

7-1. General Manager/CEO Monthly Report – February 2026

7-2. Federal Legislative Advocacy Report

7-3. State Legislative Advocacy Report

7-4. Staff Trip Reports

7-5. Correspondence None

8. BOARD REPORTS, COMMENTS, AND REFERRALS

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

8-2. Board Member Comments and Announcements.

a. Director Cabrera thanked staff for informing him about the upcoming MST touch a bus and tractor event.
b. Director Rodriguez inquired about the status of MST vehicle donations. Norman Tuitavuki and staff who coordinate donations were present to answer questions.
c. Chair Carbone reminded the Board of the nominating committee for the election of new officers and to contact her if they are interested in serving on the ad hoc nominating committee.

8-3. Board Member Referrals for Future Agendas.

9. ATTACHMENTS

None.

10. CLOSED SESSION

None.

11. ADJOURN

With no further business to discuss, Chair Carbone adjourned the meeting at 10:43 AM (Pacific).

Prepared by: _____ Reviewed by: _____

Jeanette Alegar-Rocha
Deputy Secretary/Clerk to the Board

Carl G. Sedoryk
General Manager/CEO

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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Jon Biggs, Community Development Director

MEETING DATE: May 20, 2026

SUBJECT: Notification of the extension of Permit No. AP-TPD-UP 19-0363 for the American Tin Cannery Hotel Project located at 109/125 Ocean View Boulevard and 124 Central Avenue.

CEQA: {CEQA}

RECOMMENDATION

Receive notification of the extension of Permit No. AP-TPD-UP 19-0363 for the American Tin Cannery Hotel Project located at 109/125 Ocean View Boulevard and 124 Central Avenue.

DISCUSSION

BACKGROUND

On January 12, 2022, at a special meeting, the City Council certified the Final Environmental Impact Report (EIR) for the American Tin Cannery Hotel and Commercial Project and approved the Project (City Council Resolution No. 22 – 002). The project is located at 109/125 Ocean View Boulevard and 124 Central Avenue. The approvals allowed the partial demolition of existing commercial buildings, removal of on-site trees, and the redevelopment of the site for a hotel with associated hotel amenities including the sale of alcoholic beverages, retail commercial uses, and on-site valet and self-service parking.

On February 7, 2022, after the City's approval of the Project, the California Coastal Commission (CCC) appealed the City's approval and assumed jurisdiction of the Project's associated Coastal Development Permit (CDP). The City's approval was then held in abeyance pending a decision by the CCC. On April 11, 2024, the CCC conducted appellate proceedings and determined that the Project, as modified, will not result in any significant environmental effects for which feasible mitigation measures have not been employed and approved. Based on the date of the CCC decision, the expiration date of the City's approval was extended to April 11, 2026.

In April of 2026, the Executive Director of the CCC granted an extension of the Coastal Development Permit for the project to April 11, 2027.

PERMIT EXTENSION

Per Pacific Grove Municipal Code (PGMC) Section 23.73.05(c), the City's Chief Planner (Director) may grant up to two, one-year extensions of any Community Development permit. Per PGMC Section 23.73.050(d), an application for extension was made prior to the permit expiration date for AP-TPD-UP 19-0363. A one-year extension to this permit has been granted and it expires on April 11, 2027.

OPTIONS

No action, other than to receive this notification, is required.

FINANCIAL IMPACT:

No significant financial impact related to the extension of the city approvals for one year is anticipated.

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: David Stiles, Senior Accountant
MEETING DATE: May 20, 2026
SUBJECT: Check Register, Purchase Order Report, and Financial Status Report - April 2026
CEQA: {CEQA}

RECOMMENDATION

1. Receive the Check Register, Purchase Order Report, and Financial Status Report
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. A detailed listing of the checks issued for the month is also available. The Check Register for April 2026 is also available on the City's website.

The Purchase Order Report includes information on outstanding purchase orders that were issued. This report is intended to be consistent with the reporting requirements in Section 2.16.160 of the City's Purchasing Systems and Procedures. Purchase orders are required for purchases of supplies, services, materials, equipment, and contractual services over $5,000. The Purchase Order Report is also available on the City's website.

The Administrative Services Department produces Monthly Financial Status reports, to assist in evaluating the City's fiscal condition. The report provides details on General Fund revenues, as well as a summary related to its other funds. The Quarterly Budget Status report, which is a more detailed version of this report, is available on the City's website.

OPTIONS

N/A - This is informational only.

FINANCIAL IMPACT:

There is no financial impact. This is informational only.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Check Register by Fund - April 2026
Check Register by Detail - April 2026
FY26 Q3 Purchase Order Report
FY26 Apr Financial Status Report

Check Register - Summary by Fund - April 2026

Fund		Transaction Amount
01 - General Fund Total	$	1,750,680.20
04 - Hyperbaric Chamber Total		792.00
06 - State Franchise Peg Total		13,000.00
11 - Library Book Fund Total		4,498.08
12 - Fire Emerg Equip Fund Total		3,690.00
18 - Gas Tax Fund Total		12,622.48
20 - Rstp-(Tamc) Total		48,492.50
27 - Lighthouse Maint.& Impv. Total		3,736.08
30 - Operating Grants Total		1,158.25
31 - Operating Donations Total		82,283.40
34 - Cdbg Grant Fund Total		204,800.00
40 - Poetry Promotion Fund Total		363.21
70 - Emp Benefit Fund Total		24,481.20
71 - Workers Comp Fund Total		1,000.83
72 - Liability Ins Fund Total		19,118.45
74 - Local Water Project Total		79,728.87
75 - Cemetery Fund Total		10,066.82
76 - Sewer Fund Total		102,759.71
77 - Golf Fund Total		17,382.99
Grand Total	$	2,380,655.07

Check Register - Summary by Detail - April 2026

Fund	Check Date	Name	DESCRIPTION	Amount
01 - GENERAL FUND	04/03/26	AFLAC	DED:5200 AFLAC PREM	$ 577.44
			DED:5201 AFLAC P/T	1,472.87
		CALIF LAW ENFORCMEN	DED:3200 LTD PD	640.00
		CALPERS HEALTH	DED:109 HEALTH	668.15
			DED:128 HEALTH EMP	584.43
			DED:116 HEALTH	560.29
			DED:3081 HEALTH EMP	987.69
			DED:137 TRIO 95076	1,166.58
			DED:112 HEALTH	1,168.86
			DED:131 HEALTH	1,301.95
			DED:106 HEALTH	1,670.14
			DED:111 HEALTH	1,737.18
			DED:3053 HEALTH FAM	1,519.52
			DED:104 HEALTH	2,241.16
			DED:2071 HEALTH	2,657.50
			DED:3051 HEALTH EMP	2,922.15
			DED:118 HEALTH	1,456.76
			DED:2072 HEALTH	3,627.00
			DED:108 HEALTH	4,342.36
			DED:132 HEALTH	6,770.16
			DED:2073 HEALTH FAM	7,567.50
			DED:103 HEALTH	8,964.64
			DED:130 HEALTH	9,113.72
			DED:105 HEALTH	10,197.32
			DED:4304 HLTH RETRO	(22.92)
		CITY OF PACIFIC GRO	DED:3301 AFLAC MED	1,847.38
		EFT	DED:*FM MEDICARE	11,686.56
			DED:*SCA STATE TAX	17,248.35
			DED:*FT FEDERAL TX	42,917.05
		FRANCHISE TAX BOARD	DED:7502 WAGE GARN	881.54
		PACIFIC GROVE CITY	DED:7000 ASSOC DUES	735.75
		MASS MUTUAL (457 PL	DED:3999 ROTH IRA	3,398.00
			DED:4000 DEF COMP	13,201.76
		MASS MUTUAL GROUP W	DED:5203 WHOLE LIFE	431.21
			DED:5203 WHOLE LIFE	(431.21)
		MTRY COUNTY DEPT OF	DED:0023 GARNISH	439.99
		PACIFIC GROVE MANAG	DED:7203 ASSOC DUES	35.00
		CITY OF PACIFIC GRO	DED:1006 WORK COMP	52.63
			DED:1009 WORK COMP	163.46
			DED:1010 WORK COMP	3,191.69
			DED:1005 WORK COMP	1,530.97
			DED:1003 WORK COMP	6,574.99
			DED:7510 PERS REIMB	56.58
			DED:200 DENTALEOER	157.90
			DED:2101 DENTALEOEE	1,357.94
			DED:2102 DENTAL+1EE	830.44
			DED:2103 DENTAL FAM	1,231.50
			DED:0005 SUTA	143.43
		PERS	DED:08 PERS OTHER	359.81
			DED:0022 PERS SP MS	291.84
			DED:0004 SURV BEN	90.21
			DED:2003 PERS OTHER	173.96
			DED:0019 PERS RT SF	185.10
			DED:0009 PERS OTHER	509.21
			DED:0018 PERS SP SF	530.90
			DED:2001 PERS	2,193.46
			DED:0002 PERS	2,465.51
			DED:0021 PERS REG M	15,412.43
			DED:0020 PERS ER M3	16,129.79
			DED:0011 PERS ER SF	10,231.62
			DED:0017 PERS RG SF	9,340.10
			DED:01 PERS	8,765.03
			DED:07 PERS CITY	5,763.83
			DED:0006 PERS CITY	6,043.63
			DED:2000 PERS EMPLY	3,784.48
		POLICE OFFICERS ASS	DED:7205 ASSOC DUES	853.67
			DED:7204 ASSOC DUES	8.00
		LEGAL SHIELD	DED:6104 LEGAL SVC	29.30
		STATE DISABILITY TA	DED:0026 SDI	5,483.73
		STANDARD INSURANCE	DED:3500 LIFE INS	1,496.25
		TRANSAMERICA EMPLOY	DED:5202 TRANSAMERI	311.82
		U.S. BENCOR/MIDAMER	DED:4007 HRA	225.00

Check Register - Summary by Detail - April 2026

Fund	Check Date	Name	DESCRIPTION	Amount
		UNION BANK OF CALIF	DED:4005 PARS-457	$ 639.10
		VISION SERVICE PLAN	DED:2502 VISIONEOEE	285.52
			DED:2504 VISION FAM	185.64
			DED:2503 VISION+1EE	185.64
			DED:300 VISIONEOER	33.20
		HOME DEPOT CREDIT S	B&G SUPPLIES	288.25
		MUNICIPAL RESOURCE	ORG ASSIST / ANALYS	1,950.00
			ORG ASSIST / ANALYS	3,080.00
			ORG ASSIST / ANALYS	5,470.00
			ORG ASSIST / ANALYS	7,182.75
	04/07/26	VISION SERVICE PLAN	APR 2026 VISION	11.75
	04/08/26	LEGAL SHIELD	FEB 2026 SWORN LEGA	29.30
	04/10/26	AMAZON CAPITAL SERV	REC PROGRAM SUPPLIE	17.89
			B&G LANDSCAPE SUPPL	39.32
			LIB SUPPLIES	66.51
			PD OFFICE SUPPLIES	67.45
			PD OFFICE SUPPLIES	103.79
			FIN OFFICE SUPPLIES	6.54
			LIB SUPPLIES	13.34
			B&G DETERRENT PEST	164.55
			REC PROGRAM SUPPLIE	168.52
			B&G RAT DETERRENT	205.26
			PD OFFICE SUPPLIES	227.73
			PD RANGE SUPPLIES	422.75
			FD OFFICE SUPPLIES	444.65
			REC TRAINING SUPPLI	1,702.06
		US BANK	KHASIMI MS 365	0.72
			CANALES SUBSCRPTNS	13.00
			ARRIOLA NICK SMITH	14.30
			MOGENSEN SUBSCRPTN	18.00
			ARRIOLA CMO OFF SPP	23.48
			KHASIMI CURATOR SUB	25.00
			HOFFMAN RECORD REQ	33.00
			GHO MTY NEWSPAPER	34.00
			HALABI POSTER	37.69
			LIVIAN PGHS JOB FAI	49.90
			MARSH CSMFO PLAQUE	50.00
			ARRIOLA JOB FAIR RE	51.32
			MEDAWAR PARKING CON	56.00
			LIVIAN AI SUBSCRPTI	60.00
			MOGENSEN MTY CTY MT	195.00
			PD TRVL 5084 STICKE	232.74
			KHASIMI LINKEDIN SU	239.88
			HOFFMAN PD OFF SUPP	249.21
			CLARK REC PRGM SUPP	274.12
			ARRIOLA CC AIRFARE	286.80
			GHO MECH SM TOOLS	404.23
			KANDELL ARMA CONF	476.81
			KHASIMI ZOOM SUBSCP	702.15
			PD TRVL 5084 BIKECL	749.00
			GHO SAF EQUIP/VLNTR	866.63
			KHASIMI EQUIP REPAI	871.20
			PD TRVL 5092 FIREAR	960.33
			KHASIMI LIB NTWSWIT	1,310.50
			DAY CHIEFS CONF MCP	1,718.92
			GHO PW TRAINING	1,858.69
			DELFINO MTG/CONF	2,103.38
			HOFFMAN REG TRAININ	75.00
			ARRIOLA CMO SUBSCRP	83.25
			DAY CITY VEHICLE FU	83.68
			HOFFMAN TLO SUBCRPT	100.00
			MARSH CONF/WEBINAR	119.00
			HALABI CANVA SUBCRP	119.40
			ANDERSON FRAUD CHGS	132.89
			GHO MECH STOCK	137.67
			PD TRVL 5084 CSO CL	155.82
		MONTEREY ONE WATER	LIB SEWER TREATMENT	121.98
			PW SEWER TREATMENT	121.98
			MUS SEWER TREATMENT	243.96
			FD SEWER TREATMENT	487.92
			REC SEWER TREATMENT	731.88
			PD SEWER TREATMENT	853.86

Check Register - Summary by Detail - April 2026

Fund	Check Date	Name	DESCRIPTION	Amount
			B&G SEWER TREATMNT	$ 4,382.92
		ALTERNATOR STARTER	B&G REPAIRS UNIT 58	566.70
		ALYSSA DAVIS	REFUND PERMIT FEES	246.00
		AT&T	LH INTERNET 3200212	112.35
		AT&T CALNET 3	PD DATA LINES 8120	1,057.31
			CH GENRTR ALARM 325	20.17
			ADMIN INTERNET 3342	31.91
		BAVCO	B&G BACKFLOW SPPLY	125.00
		BOUND TREE MEDICAL,	FD MEDICAL SUPPLIES	1,851.61
		CA BUILDING STANDAR	CBSC FEE JAN-MAR 20	405.57
		CA DEPT OF CONSERVA	SMIP FEE JAN-MAR 20	1,242.84
		CARAHSOFT	DOCUSIGN RENEWAL	6,645.60
		CARINA ALEXANDER	TRAVEL EBIKE TRAINI	715.98
		CENTRALSQUARE TECHN	FINANCE SOFTWARE MA	5,211.10
		CIVICPLUS, LLC	ANNUAL SOFTWARE REN	10,202.38
		COMCAST	PW INTERNET 0389527	106.24
			PD INTERNET 0387836	151.24
			PW INTERNET 0194117	228.86
		L.N. CURTIS & SONS	EQUIPMENT NEW FIRE	7,290.46
		CYPRESS COAST FENCE	FENCE REPAIR	3,455.00
		DEMCO INC	LIB SUPPLIES	192.25
		DENISE DUFFY & ASSO	MND CRESPI POND	3,763.50
		DROUGHT RESISTANT N	B&G LANDSCAPE SUPPL	1,083.97
			B&G LANDSCAPE SUPPL	604.38
		EWING IRRIGATION PR	BG IRRIGATION SUPPL	553.05
			B&G IRRIGATION SUPP	142.88
			BG IRRIGATION SUPPL	38.55
		COASTAL FABRICATION	MEM BENCH SUPPLIES	413.49
		FENTON & KELLER	LEGAL SERVICES	58,530.00
		FLEXTG LLC	REC KONICA LEASE	76.84
		GACHINA LANDSCAPE M	B&G LANDSCAPE SVCS	1,387.00
		GARDAWORLD	APRIL SERVICE FEES	105.55
		GRANITEROCK COMPANY	STREET SUPPLIES	2,411.31
			STREET SUPPLIES	824.84
			STREETS SUPPLIES	724.23
		HANA GARDENS SEASID	B&G SUPPLIES	776.63
			B&G SUPPLIES	353.97
			B&G SUPPLIES	5.45
		HAYWARD LUMBER COMP	B&G REPAIR SUPPLIES	3,782.65
			STREETS SUPPPLIES	168.04
		HINDERLITER, DE LLA	TOT JAN- MAR 2026	817.08
			TOT JAN-MAR 2026	648.02
		HOMETEK	MEM'L BENCH SERVICE	165.00
		HOWARD'S UPHOLSTERY	BG REPAIR UNIT 54	899.66
		JD REPAIRS INC	FD REPAIR UNIT 6414	2,784.43
			FD REPAIRS UNIT 641	398.37
		KIMBALL MIDWEST	MECH STOCK	217.55
			STREET REPAIR UNIT	363.67
			B&G SUPPLIES	983.09
		LORI MCDONNELL	ELECTED OFFICIAL SU	546.80
		MAIN STREET SIGNS	SIGNAGE FOR PARKS	288.67
		MARTIN GONZALEZ	REG TRAINING CERT	320.00
		MONTEREY PEACE OFFI	MCPOA RANGE USE	630.00
		MICHAEL HARVEY TRUC	STREET DUMPING SVCS	727.50
		MIDWEST LIBRARY SER	LIB SUPPLIES	72.05
			LIB SUPPLIES	55.44
			LIB SUPPLIES	28.68
		MISSION LINEN SUPPL	FIRE DEPT LINEN UNI	426.15
		MISSION UNIFORM SER	LINEN / UNIFORM CLE	129.66
			LINEN / UNIFORM CLE	255.34
			LINEN / UNIFORM CLE	631.42
			LINEN / UNIFORM CLE	631.42
			LINEN / UNIFORM CLE	631.43
		MONTEREY BAY PEST C	RODENT CONTROL FOR	135.00
			RODENT CONTROL FOR	175.00
			RODENT CONTROL FOR	975.00
			RODENT CONTROL FOR	975.00
		MONTEREY COUNTY WEE	CDD PH MERMAID	329.94
		MONTEREY FIRE EXTIN	GC FIRE EXT SERVICE	112.50
		ODP BUSINESS SOLUTI	CDD OFFICE SUPPLIES	104.05
			FIN OFFICE SUPPLIES	61.78
			FIN OFFICE SUPPLIES	4.47

Fund	Check Date	Name	DESCRIPTION	Amount
		O'REILLY AUTO ENTER	MECH REPAIRS CREDIT	$ (22.00)
			PD VEHILCE REPAIRS	162.20
			PW VEHICLE REPAIRS	391.38
			FD VEHICLE REPAIRS	748.07
			BG VEHICLE REPAIRS	413.56
			CEM VEHICLE REPAIRS	70.31
		PACIFIC CHESS ACADE	CHESS ACADEMY CLASS	1,638.00
		PACIFIC GAS & ELECT	PW ADMIN ELEC 5508	1,785.24
			REC ELECTRIC 4030	370.38
			REC ELECTRIC 0956	4,773.67
			GOLF ST ELEC 3438	36.87
		PACIFIC GROVE HARDW	BG VEHICLE REPR SUP	64.95
			FD REPAIR SUPPLIES	40.40
			CDD REPAIR SUPPLIES	48.85
			PD REPAIR SUPPLIES	25.11
			PD VEHILCE RPSUPPLI	34.50
			MUSEUM REPAIR SUPPL	35.77
			MECH REPAIR SUPPLIE	5.01
			B&G REPR SUP CREDIT	(235.49)
			B&G REPAIR SUPPLIES	343.37
			PW ADMIN SUPPLIES	131.08
			STREET REPAIR SUPPL	204.99
			LIB REPAIR SUPPLIES	205.22
		PACIFIC WEST WATER	ASD WATER SERVICES	42.85
			CDD WATER SERVICES	42.85
		PATRICIA NOFZIGER	PMT TAI CHI CLASSES	168.00
		PROPS & MEASURES	MANAGEMENT SERVICES	48,150.00
		QUADIENT LEASING US	FIN MAIL MACHINE LE	130.02
			CDD MAIL MACHINE LE	200.06
			CC MAIL MACHINE LEA	25.01
			PW MAIL MACHINE LEA	60.03
			PD MAIL MACHINE LEA	60.03
			CMO MAIL MACHINE LE	10.00
			REC MAIL MACHINE LE	15.00
		PRIMO BRANDS	REC WATER SERVICES	36.03
		SAME DAY SHRED	PD SHREDDING	75.00
		SENTRY ALARM SYSTEM	CITY HALL FIRE PANE	18,338.16
		LEHR	PD VEHICLE OUTFIT	808.13
		STURDY OIL COMPANY	STREET FUEL MAR	1,100.30
			B&G FUEL MAR	2,200.60
			PD FUEL MAR	4,537.38
			A/R FUEL MAR	6,701.93
			FD FUEL MAR	32.15
		TRUCKSIS ENTERPRISE	FLAGS FOR CITY	802.99
		VERIZON BUSINESS	PD PORT ACCESS	118.08
			PD DATA 371210040	539.97
		WATSONVILLE CHRYSLE	PD STOCK	75.51
			PD REPAIRS UNIT 7	772.64
		BRIAN WHITSON	MONTHLY MUSEUM JANI	2,100.00
		WILSON'S PLUMBING &	GC PLUMBING REPAIRS	767.72
			CH RESTRM PLUMBING	377.53
	04/17/26	PERS	APR 2026 UAL	395,585.00
		AFLAC	DED:5201 AFLAC P/T	1,472.87
			DED:5200 AFLAC PREM	577.44
		CALPERS HEALTH	DED:128 HEALTH EMP	584.43
			DED:109 HEALTH	668.15
			DED:116 HEALTH	560.29
			DED:3053 HEALTH FAM	1,519.52
			DED:104 HEALTH	2,241.16
			DED:106 HEALTH	1,670.14
			DED:111 HEALTH	1,737.18
			DED:3081 HEALTH EMP	987.69
			DED:137 TRIO 95076	1,166.58
			DED:112 HEALTH	1,168.86
			DED:131 HEALTH	1,301.95
			DED:2071 HEALTH	2,657.50
			DED:3051 HEALTH EMP	2,922.15
			DED:118 HEALTH	1,456.76
			DED:2072 HEALTH	3,627.00
			DED:108 HEALTH	4,342.36
			DED:132 HEALTH	6,770.16
			DED:2073 HEALTH FAM	7,567.50

Fund	Check Date	Name	DESCRIPTION	Amount
			DED:103 HEALTH	$ 8,964.64
			DED:130 HEALTH	9,113.72
			DED:105 HEALTH	10,197.32
		CITY OF PACIFIC GRO	DED:3301 AFLAC MED	1,847.38
		EFT	DED:*FM MEDICARE	11,714.66
			DED:*SCA STATE TAX	17,233.07
			DED:*FT FEDERAL TX	42,587.04
		FRANCHISE TAX BOARD	DED:7502 WAGE GARN	539.23
		PACIFIC GROVE CITY	DED:7000 ASSOC DUES	735.75
		MASS MUTUAL (457 PL	DED:4000 DEF COMP	13,486.68
			DED:3999 ROTH IRA	3,398.00
		MASS MUTUAL GROUP W	DED:5203 WHOLE LIFE	415.85
		MTRY COUNTY DEPT OF	DED:0023 GARNISH	439.99
		PACIFIC GROVE MANAG	DED:7203 ASSOC DUES	35.00
		CITY OF PACIFIC GRO	DED:1006 WORK COMP	52.48
			DED:1009 WORK COMP	168.02
			DED:1010 WORK COMP	3,185.76
			DED:1005 WORK COMP	1,557.61
			DED:1003 WORK COMP	6,643.18
			DED:7510 PERS REIMB	56.58
			DED:200 DENTALEOER	157.90
			DED:2101 DENTALEOEE	1,357.94
			DED:2103 DENTAL FAM	1,231.50
			DED:2102 DENTAL+1EE	830.44
			DED:0005 SUTA	145.05
		PERS	DED:0004 SURV BEN	90.21
			DED:0022 PERS SP MS	273.55
			DED:2003 PERS OTHER	173.96
			DED:0019 PERS RT SF	(3.44)
			DED:08 PERS OTHER	359.81
			DED:0002 PERS	2,433.49
			DED:2001 PERS	2,193.46
			DED:2000 PERS EMPLY	3,784.48
			DED:0011 PERS ER SF	10,418.67
			DED:0017 PERS RG SF	9,410.52
			DED:01 PERS	8,650.02
			DED:07 PERS CITY	5,691.19
			DED:0006 PERS CITY	6,573.90
			DED:0021 PERS REG M	15,528.15
			DED:0020 PERS ER M3	16,229.87
			DED:0018 PERS SP SF	832.88
			DED:0009 PERS OTHER	802.23
		POLICE OFFICERS ASS	DED:7205 ASSOC DUES	849.54
		LEGAL SHIELD	DED:6104 LEGAL SVC	29.30
		STATE DISABILITY TA	DED:0026 SDI	5,549.22
		TRANSAMERICA EMPLOY	DED:5202 TRANSAMERI	311.82
		U.S. BENCOR/MIDAMER	DED:4007 HRA	225.00
		UNION BANK OF CALIF	DED:4005 PARS-457	687.03
		VISION SERVICE PLAN	DED:2502 VISIONEOEE	285.52
			DED:2504 VISION FAM	185.64
			DED:2503 VISION+1EE	185.64
			DED:300 VISIONEOER	33.20
	04/16/26	CORE SURVEILLANCE	LIBRARY CAMERAS	8,548.96
	04/24/26	AMAZON CAPITAL SERV	CTY CNCL OFF SUPPLI	22.36
			BUTTERFLIES EVENT	33.57
			LIB OFFICE SUPPLIES	37.35
			REC OTHER SUPPLIES	37.46
			FD PRINTING SUPPLIE	44.88
			PD OFFICE SUPPLIES	46.68
			PD OFFICE SUPPLIES	57.89
			REC PROGRAM SUPPLIE	67.04
			LIB SUPPLIES	67.44
			REC OFFICE SUPPLIES	68.59
			FD PRINTING SUPPLIE	68.80
			REC OFFICE SUPPLIES	84.10
			PW STOCK REPAIRS	87.55
			PD STOCK REPAIRS	87.55
			B&G STOCK REPAIRS	87.55
			B&G REPAIR UNIT 58	126.64
			REC PROGRAM SUPPLIE	135.17
			PD OFFICE SUPPLIES	145.32
			PD OFFICE SUPPLIES	145.70

Fund	Check Date	Name	DESCRIPTION	Amount
			FD PRINTING SUPPLIE	$ 208.34
			REC OFFICE SUPPLIES	213.02
			REC OFFICE SUPPLIES	373.03
			B&G FILTER FOUNTAIN	378.07
			BACKFLOW REPAIRS	393.27
			LIB OFFICE SUPPLIES	16.38
		PACIFIC GAS & ELECT	PHONE BOOTH-BERWICK	(9.59)
			PLATT PK SPRNKLR	(7.75)
			CALEDONIA ST	0.01
			17 MI DR BALLPARK	0.05
			FOREST CENTRL SPR	0.07
			117 RECREATION ROOM	3.23
			LOVERS POINT	(11.63)
			LOVERS POINT	4.83
			BERWICK PARK	5.69
			PLATT PK SPRNKLR	6.28
			17 MI DR BALLPARK	7.84
			PARKING LOT LIGHT	14.30
			101 CH -FIN - 50%	17.14
			101 CH -CEDD - 50%	17.14
			CORP YARD DM & 5TH	15.43
			CORP YARD SUNSET DR	19.25
			1307 FORST SINEX SI	21.34
			GRAND AV & PK PL	22.14
			1307 FORST PINE SIG	25.91
			CITY COUNCIL - 3%	32.65
			RECREATION - 3%	32.65
			COR MELROSE	39.05
			162 16TH STREET	47.40
			PIEDMONT & MORELAND	48.61
			620 OCEAN VIEW POOL	31.04
			OCEANVIEW & 17TH	53.04
			300 16TH ST.	72.21
			17TH ST & LAUREL	72.39
			1307 FORST PINE SIG	75.61
			FINANCE - 7%	76.18
			1307 FORST SINEX SI	64.98
			117 COMMUNITY CTR	65.73
			CITY COUNCIL - 3%	87.06
			17 MILE DRIVE	510.31
			17TH ST & LAUREL	546.81
			FOREST 40 FT E/O LH	566.14
			FIRE DEPT - 24%	696.46
			CALEDONIA PK LIGHTS	(26.63)
			FOREST CENTRL SPR	(26.46)
			168 16TH ST	(26.17)
			17 MI DR BALLPARK	(26.01)
			117 RECREATION ROOM	(16.78)
			17 MI DR BALLPARK	175.87
			580 PINE AVE - LOAN	1,046.81
			POLICE DEPT - 43%	1,247.83
			FOREST & CENTRAL DR	1,339.61
			PUBLIC LIBRARY	1,353.31
			117 COMMUNITY CTR	183.84
			FOREST 40 FT E/O LH	197.83
			FIRE DEPT	199.69
			FINANCE - 7%	203.14
			117 COMMUNITY CTR	211.50
			PUBLIC LIBRARY	236.90
			165 FOREST AVE	240.18
			FIRE DEPT - 24%	261.17
			CEDD - 9.5%	275.69
			CITY MANAGER - 9.5%	275.69
			POLICE DEPT	326.47
			550 CENTRAL AVE	383.02
			FOREST & CENTRAL DR	436.32
			300 FOREST AVE	171.53
			RECREATION - 3%	87.06
			COR MELROSE	92.96
			CHAUTAUQUA HALL	95.04
			CEDD - 9.5%	103.38
			CITY MANAGER - 9.5%	103.38

Fund	Check Date	Name	DESCRIPTION	Amount
			CHAUTAUQUA HALL	$ 117.86
			CONCESSION STAND	121.09
			BEACH BOAT STORAGE	134.84
			POLICE DEPT - 43%	467.93
		CA DEPT OF TAX AND	2026 LH Q1 SALES TA	956.00
		4LEAF	FY 25/26 BUILDING S	82,294.14
			FY 25/26 BUILDING S	78,632.33
		ACCENT CLEAN & SWEE	FY 25/26 STREET SWE	18,810.00
		ALENA RACHELLE WAGR	PMT FOR DANCE CLASS	1,522.50
		ALL STAR ELITE SPOR	REC PROGRAM SUPPLIE	758.76
		JOE A AMELIO	TRAVEL REIMBURSMT	820.24
		AT&T	REC PHONE 096	31.76
			ADMIN PHONE 253	31.76
		AT&T CALNET 3	LIBRARY INTERNET 33	249.57
			ADMIN PHONE 3242	2,150.49
		AUDREY LORCA	RFND REQUESTED	78.75
		BRIAN DUENAS-MORALE	TRAVEL LAWS OF ARRE	506.00
		BRIAN WADE	RFND REQUESTED	63.00
		BRYCE CONSULTING IN	CMO CONSULTING	1,600.00
		CALIFORNIA ANIMAL W	PD MEMBERSHIP	150.00
		CASEY DAY	LEADERSHIP TRAVEL	238.00
		CHICAGO TITLE COMPA	361 LIGHTHOUSE DEED	44.00
		CLAUDIA KOSTYSHAK	RFND TREE PERMIT	318.00
		COMCAST	CH INTERNET 0085844	153.24
			CH TV 0039031	14.13
			REC INTERNET 021497	102.49
		COPWARE, INC.	PD SITE LICENSE	705.00
		DAVE'S REPAIR SERVI	PW HOSE REPLACMT	466.28
		DROUGHT RESISTANT N	B&G LANDSCAPE SUPPL	654.51
		ENGINEERED FIRE SYS	FD PLAN REVIEW MARC	472.50
		EWING IRRIGATION PR	B&G SUPPLIES	107.20
			REC BLDG MAINT SUPP	108.42
		FIELDS OUTDOOR ADVE	PD AMMO	2,520.00
		FIRST ALARM INC.	PD ALARM TESTING	149.04
		AT&T MOBILITY	LIB PHONES 1990	224.97
			PD CELL PHONES 5185	1,771.75
		FOREST HILL ACE HAR	PW SUPPLIES	104.10
		GARDAWORLD	MARCH EXCESS FEES	38.76
		GROVE MARKET	REC PROGRAM SUPPLIE	24.02
		HARO, KASUNICH AND	LOVER PT EMERGENCY	5,535.00
		HARRIS & ASSOCIATES	CONTRACT PLANNING S	14,527.50
		HEATHER PARDINI	RFND PRGM FEES	102.00
		HINDERLITER, DE LLA	SALES TAX SVC Q3 FY	2,486.21
		HOMETEK	B&G BENCH MAINT	330.00
		JD REPAIRS INC	FD REPAIRS UNIT 641	10,421.92
		KEVIN TATSUGAWA	RFND REQUESTED	10.50
		KRISTEN DEMERS	RFND REQUESTED	10.50
		LANGUAGE LINE SERVI	PD LANGUAGE SVCS	56.27
		LEAGUE OF CALIFORNI	MEMBERSHIP DUES	900.00
		LEXIPOL LLC	LEFTA SHIELD ANNUAL	6,504.75
		LIEBERT CASSIDY WHI	LEGAL SERVICES JAN	48.50
			LEGAL SERVICES JAN	1,164.00
			LEGAL SERVICES JAN	1,212.50
			LEGAL SERVICES JAN	6,465.58
		LYNGSOE SYSTEMS INC	LIB SOFTWARE	501.00
		MARIA PARKER	RFND SOUND PERMIT F	95.00
		MITCHELL 1	MECH SOFTWARE SUBSC	2,028.00
		MONTEREY BAY ECONOM	ANNUAL MEMBERSHIP	5,000.00
		MONTEREY BAY PEST C	RODENT CONTROL FOR	135.00
			RODENT CONTROL FOR	180.00
			RODENT CONTROL FOR	490.00
			RODENT CONTROL FOR	975.00
		SEE MONTEREY	TOT MKTG FY26 Q3 3%	27,163.69
		COUNTY OF MONTEREY	CJIS ACCESS FY26 Q3	17,072.35
		MONTEREY COUNTY WEE	2ND READ SPEED ZONE	152.28
			ORD AMEND SPEED ZON	152.28
			PH CC TITLE 23 ZONI	355.32
		CITY OF MONTEREY	FY26 Q3 FIRE PREVNT	3,066.00
		NICHOLAS SMITH	TRAVEL PER DIEMS AD	215.00
		ODP BUSINESS SOLUTI	CTY CNCL OFFICE SUP	137.60
			CDD OFFICE SUPPLIES	98.57
			CDD OFFICE SUPPLIES	101.64

Fund	Check Date	Name	DESCRIPTION	Amount
			CMO OFFICE SUPPLIES	$ 113.28
		P.G. MUSEUM OF NATU	FY26 MUSEUM ADMIN Q	94,000.00
		PACIFIC WEST WATER	PD WATER SVCS	523.74
		PAUL NAGAMINE	BOOT REIMBURSEMENT	238.01
		PIPE DOWN LAW ENFOR	PD OFFICE EQUIPMENT	1,737.08
		PRIMO BRANDS	FD WATER SERVICES	437.11
			PD WATER SERVICE	130.37
		RESTORATION FIRST R	PD EAP SERVICES	16,854.00
			PD EAP SERVICES	16,854.00
		RINCON CONSULTANTS,	RINCON - HOUSING EL	3,324.50
		ROBERT HALF	IT SUPPORT TEMP	13,393.01
		RYAN GRANCHALEK	RFND REQUESTED	282.75
		SALINAS VALLEY PROS	PD UNIFORMS	215.20
		SAME DAY SHRED	CMO SHRED SVCS	55.00
		SPCA OF MONTEREY CO	PD ANIMAL SERVICES	2,260.00
		TASHA STEVENS	RFND REQUESTED	157.50
		TOPE'S TREE SERVICE	CONTRACT TREE SERVI	47,200.00
		TRUCKSIS ENTERPRISE	PD BUSINESS CARDS	262.24
		V & V MANUFACTURING	PD BADGES	946.96
		VERIZON BUSINESS	PD PORT ACCESS	118.08
			PD PHONES APR	99.93
			ADMIN PHONES APR	167.95
			CDD PHONES APR	137.04
			FD PHONES APR	62.77
			IT PHONES APR	45.20
			REC PHONES APR	37.35
			PD DATA 371210040	537.32
			PW PHONES APR	558.85
			CMO PHONES APR	1,698.83
		VESTIS SERVICES, LL	PD LINEN SVCS	746.12
		WELLS FARGO VENDOR	KONICA LEASE FY25/2	169.21
			KONICA LEASE FY25/2	195.01
			KONICA LEASE FY25/2	216.78
			KONICA LEASE FY25/2	216.80
			KONICA LEASE FY25/2	216.80
			KONICA LEASE FY25/2	216.80
			KONICA LEASE FY25/2	232.67
		SWIFT CAR WASH	PD CAR WASHES MAY	320.00
	04/27/26	EFT	Q1 TAXES 2026 941V	0.09
04 - HYPERBARIC CHAMBER	04/10/26	PENINSULA WELDING &	HYPERBRC CHMBER	792.00
06 - STATE FRANCHISE PEG		ACCESS MEDIA PRODUC	AMP RENEWAL FY26 CO	13,000.00
11 - LIBRARY BOOK FUND		AMAZON CAPITAL SERV	LIB BOOKS & MATERIA	(22.37)
			LIB BOOKS & MATERIA	(21.81)
			LIB BOOKS & MATERIA	17.43
			LIB BOOKS & MATERIA	158.26
			LIB BOOKS & MATERIA	47.24
			LIB BOOKS & MATERIA	52.35
			LIB BOOKS & MATERIA	52.84
			LIB BOOKS & MATERIA	53.51
			LIB BOOKS & MATERIA	62.18
			LIB BOOKS & MATERIA	21.62
			LIB BOOKS & MATERIA	21.81
			LIB BOOKS & MATERIA	22.37
			LIB BOOKS & MATERIA	23.06
		US BANK	CANALES BOOKS & MAT	228.02
		CENGAGE LEARNING	LIB BOOKS & MATERIA	33.20
			LIB BOOKS & MATERIA	131.93
		INGRAM LIBRARY SERV	LIB BOOKS & MATERIA	1,693.04
		MIDWEST LIBRARY SER	LIB BOOKS & MATERIA	739.60
			LIB BOOKS & MATERIA	575.13
			LIB BOOKS & MATERIA	359.14
		MIDWEST TAPE	LIB BOOKS & MATERIA	101.81
			LIB BOOKS & MATERIA	104.03
			LIB BOOKS & MATERIA	43.69
12 - FIRE EMERG EQUIP FUND		HONEYWELL INTERNATI	FS14 ALERTING SYSTE	3,690.00
18 - GAS TAX FUND		STURDY OIL COMPANY	GAS TAX FUEL MAR	1,100.30
	04/17/26	PERS	APR 2026 UAL	2,373.42
	04/24/26	PACIFIC GAS & ELECT	FOREST AVE SUNSET A	49.31
			FOREST AVE SUNSET A	17.64
			FOREST AV SUNSET AV	18.86
			FOREST AV SUNSET AV	15.00
			19TH & SUNSET DR.	15.00

Check Register - Summary by Detail - April 2026

Fund	Check Date	Name	DESCRIPTION	Amount
			PW ELECTRIC 4482	$ 9,032.95
20 - RSTP-(TAMC)		GHD INC.	CEDAR, SUNSET, CONG	48,492.50
27 - LIGHTHOUSE MAINT.& IMPV.	04/10/26	MONTEREY ONE WATER	LH SEWER TREATMENT	121.98
		ESCARRAGA'S LUXURY	LH MAR CLEANING	504.00
		PACIFIC GROVE HARDW	LH REPAIR SUPPLIES	200.17
		RAUL M. GARCIA	LH CLOCK REPAIRS	265.00
	04/24/26	AMAZON CAPITAL SERV	LH SUPPLIES	17.50
		PACIFIC GAS & ELECT	ASILOMAR BLVD PG LH	77.36
			ASILOMAR BLVD PG LH	33.16
		AT&T CALNET 3	LH PHONE 3247	31.91
		HAPPY WOMAN JEWELRY	LH MERCHANDISE	270.00
		KAY BONNELL	LH MERCHANDISE	637.00
		LIFE AT SEA	LH MERCHANDISE	1,578.00
30 - OPERATING GRANTS	04/10/26	ROBERT HALF	CDD HOUSING TEMP	1,158.25
31 - OPERATING DONATIONS		GREEN VALLEY LANDSC	PERKINS PARK LANDSC	7,724.15
		HUNTER PORTER ELDRI	CHAUTAUQUA HALL PRO	8,619.25
		KIMM BARNES	CHINESE PAVILION CI	2,000.00
		OJLA	CHINESE PAVILION CI	5,000.00
		PREMO ROOFING	PD ROOF REPLACEMENT	58,940.00
34 - CDBG GRANT FUND	04/07/26	OLD REPUBLIC TITLE	308 CHESTNUT STREET	199,000.00
	04/24/26	TOWNSHEND BUILDER	REHAB LOAN 409 WILL	5,800.00
40 - POETRY PROMOTION FUND	04/10/26	MONTEREY ONE WATER	POET SEWER TREATMEN	177.66
		MITY-LITE, INC.	LIB POETRY PROMOTIO	85.55
	04/24/26	KATHRYN VOGEL	POETRY PROGRAM	100.00
70 - EMP BENEFIT FUND	04/07/26	CALPERS HEALTH	APR26 RET & CHANGES	12,852.75
		STANDARD INSURANCE	APR 2026 LIFE PREMI	3,088.24
			MAR 2026 DENTAL	7,357.64
	04/24/26	CLAREMONT BEHAVIORA	EAP APRIL SERVICES	752.45
		PARS	PARS FEES FEB 2026	430.12
71 - WORKERS COMP FUND	04/17/26	PERS	APR 2026 UAL	1,000.83
72 - LIABILITY INS FUND			APR 2026 UAL	890.00
	04/24/26	MARK'S BARN AUTO BO	PD VEHICLE REPAIR I	17,364.99
		NORTHERN CALIFORNIA	VEHICLE REPAIR CLAI	661.90
		SIGNWORKS	VEHICLE REPAIR CLAI	201.56
74 - LOCAL WATER PROJECT	04/10/26	MONTEREY ONE WATER	LWP SEWER TREATMENT	24,526.84
		PACIFIC GAS & ELECT	LWP ELECTRIC 0792	6,503.95
	04/24/26	PERC WATER CORPORAT	LWP O&M SERVICES FY	48,698.08
75 - CEMETERY FUND	04/10/26	HAYWARD LUMBER COMP	CEM REPAIR SUPPLIES	196.81
		MISSION UNIFORM SER	LINEN / UNIFORM CLE	631.42
		PACIFIC GROVE HARDW	CEM REPAIR SUPPLIES	216.66
		STURDY OIL COMPANY	CEM FUEL MAR	622.74
		TURF STAR INC.	CEM UNIT 71D MAINT	61.30
			CEM SUPP UNIT 71D	27.08
			CEM SUPPLY UNIT 71D	95.89
			CEM SUPPLIES	67.89
			CEM UNIT 71D MAINT	467.16
	04/17/26	PERS	APR 2026 UAL	4,105.92
	04/24/26	PACIFIC GAS & ELECT	CEMETERY - 1%	10.88
			CEMETERY - 1%	29.02
			CEMETERY	23.78
			CREST & RIPPLE	15.89
		BIG BRAND TIRE AND	CEM REPAIR UNIT L47	706.52
		BEARING ENGINEERING	CEM REPAIR UNIT 68	87.86
		LLORIN-VELASQUEZ CO	FY 25/26 CEMETERY H	2,700.00
76 - SEWER FUND	04/03/26	WALLACE GROUP	SCSMP 1, 6, 9 CIP24	18,717.04
	04/10/26	US BANK	GHO ST RPR UNIT G1	185.49
		MISSION UNIFORM SER	LINEN / UNIFORM CLE	631.42
		PACIFIC GAS & ELECT	PW SEWER ELEC 4175	41.26
			PW SEWER ELEC 5126	980.35
		PACIFIC GROVE HARDW	SEWER REPAIR SUPPLI	67.61
		STURDY OIL COMPANY	SEWER FUEL MAR	1,230.62
		WALLACE GROUP	SCSMP 1, 6, 9 CIP24	64,870.30
	04/17/26	PERS	APR 2026 UAL	12,774.67
	04/24/26	PACIFIC GAS & ELECT	PUMP SUNSET ARENA	150.59
			EARDLEY PUMP #1	153.08
			PUMP 17TH & OCNVW	166.48
			PUMP RUSSELL SVC CT	19.35
			1996 SUNSET DR.	33.71
			1996 SUNSET DR.	14.71
			PUMP RUSSELL SVC CT	10.27
			OCEANVIEW BLVD & 8T	5.48
			PUMP STATION	(9.70)

Check Register - Summary by Detail - April 2026

Fund	Check Date	Name	DESCRIPTION		Amount
			520 OCEAN VIEW BLVD	$	4.36
			520 OCEAN VIEW BLVD		(12.84)
			471 OCEAN VIEW BL.		208.25
			PUMP SUNSET ARENA		449.39
			PUMP SUNSET ARENA		458.39
			360 OCEAN VIEW BLVD		320.26
			O V 9TH PUMP #2		968.47
			471 OCEAN VIEW BL.		76.65
			EARDLEY PUMP #1		53.96
			17TH & OCNVW		63.05
		AT&T	PW SEWER PHONE 126		31.76
			PW SEWER PHONE 057		31.76
			PW SEWER PHONE 139		31.76
			PW SEWER PHONE 293		31.76
77 - GOLF FUND		PACIFIC GAS & ELECT	1313 OCEAN VIEW BLV		31.29
			1313 OCEAN VIEW BLV		70.19
		PACIFIC GROVE CAPIT	JAN-MAR 2026		13,781.51
		PACIFIC GROVE GOLF	MARCH FOOD / BEV		3,500.00
Grand Total				$	2,380,655.07

Approval Group	Vendor	PO Nbr	PO Line Item	Check #	Invoice	Orig Encumbrance	Changes	Payments	PO Balance
CITY HALL	ACCESS MEDIA PRODUCTIONS	26000123	AMP RENEWAL FY26 CONTRACT			52,000.00	0.00	0.00	52,000.00
		Total for PO 26000123				**52,000.00**	**0.00**	**0.00**	**52,000.00**
	Total for ACCESS MEDIA PRODUCTIONS					**52,000.00**	**0.00**	**0.00**	**52,000.00**
	CARAHSOFT	26000119	DOCUSIGN RENEWAL			6,645.60	0.00	0.00	6,645.60
		Total for PO 26000119				**6,645.60**	**0.00**	**0.00**	**6,645.60**
	Total for CARAHSOFT					**6,645.60**	**0.00**	**0.00**	**6,645.60**
	CATALIS PWE	26000100	QALERT SOFTWARE 2025			7,775.00	0.00	0.00	7,775.00
			QALERT SOFTWARE 2025	115262	INV308368374	0.00	0.00	7,775.00	(7,775.00)
		Total for PO 26000100				**7,775.00**	**0.00**	**7,775.00**	**0.00**
	Total for CATALIS PWE					**7,775.00**	**0.00**	**7,775.00**	**0.00**
	CDW GOVERNMENT INC	26000103	ADOBE SUBSCRIPTION RENEWAL			4,586.36	0.00	0.00	4,586.36
		Total for PO 26000103				**4,586.36**	**0.00**	**0.00**	**4,586.36**
	Total for CDW GOVERNMENT INC					**4,586.36**	**0.00**	**0.00**	**4,586.36**
	CLEARGOV	26000090	CLEARGOV TRANSPARENCY APPLICATION			7,158.50	0.00	0.00	7,158.50
			CLEARGOV TRANSPARENCY APPLICATION	115020	2025-18273	0.00	0.00	7,158.50	(7,158.50)
		Total for PO 26000090				**7,158.50**	**0.00**	**7,158.50**	**0.00**
	Total for CLEARGOV					**7,158.50**	**0.00**	**7,158.50**	**0.00**
	CORE SURVEILLANCE	26000125	LIBRARY CAMERAS			15,000.00	0.00	0.00	15,000.00
		Total for PO 26000125				**15,000.00**	**0.00**	**0.00**	**15,000.00**
	Total for CORE SURVEILLANCE					**15,000.00**	**0.00**	**0.00**	**15,000.00**
	FLEXTG LLC	26000093	KONICA COPIES FY26			14,656.59	0.00	0.00	14,656.59
		Total for PO 26000093				**14,656.59**	**0.00**	**0.00**	**14,656.59**
	Total for FLEXTG LLC					**14,656.59**	**0.00**	**0.00**	**14,656.59**
	PROPS & MEASURES	26000124	MANAGEMENT SERVICES FY26			141,530.00	0.00	0.00	141,530.00
		Total for PO 26000124				**141,530.00**	**0.00**	**0.00**	**141,530.00**
	Total for PROPS & MEASURES					**141,530.00**	**0.00**	**0.00**	**141,530.00**
	SITE INDUSTRIES, LLC	26000121	GIS MAPPING CEMETERY			6,500.00	0.00	0.00	6,500.00
			GIS MAPPING CEMETERY	115655	067060	0.00	0.00	6,500.00	(6,500.00)
		Total for PO 26000121				**6,500.00**	**0.00**	**6,500.00**	**0.00**
	Total for SITE INDUSTRIES, LLC					**6,500.00**	**0.00**	**6,500.00**	**0.00**
Total for CITY HALL						**255,852.05**	**0.00**	**21,433.50**	**234,418.55**
CITY MANAGER	FENTON & KELLER	26000120	LEGAL SERVICES			26,780.00	0.00	0.00	26,780.00
			LEGAL SERVICES	115663	195754	0.00	0.00	26,780.00	(26,780.00)
		Total for PO 26000120				**26,780.00**	**0.00**	**26,780.00**	**0.00**
	Total for FENTON & KELLER					**26,780.00**	**0.00**	**26,780.00**	**0.00**

Approval Group	Vendor	PO Nbr	PO Line Item	Check #	Invoice	Orig Encumbrance	Changes	Payments	PO Balance
CITY MANAGER	HINDERLITER, DE LLAMAS & ASSOCIATES	26000095	CANNABIS MANAGEMENT PROGRAM			50,000.00	0.00	0.00	50,000.00
			CANNABIS MANAGEMENT PROGRAM	115160	SIN058034	0.00	0.00	35,225.00	(35,225.00)
			CANNABIS MANAGEMENT PROGRAM	115425	SIN056059	0.00	0.00	300.00	(300.00)
		Total for PO 26000095				**50,000.00**	**0.00**	**35,525.00**	**14,475.00**
	Total for HINDERLITER, DE LLAMAS & ASSOCIATES					**50,000.00**	**0.00**	**35,525.00**	**14,475.00**
Total for CITY MANAGER						**76,780.00**	**0.00**	**62,305.00**	**14,475.00**
COMMUNITY DEVELOPMENT DEPARTMENT	HARRIS & ASSOCIATES, INC.	26000108	CONTRACT PLANNING SERVICES FY26			367,265.00	0.00	0.00	367,265.00
			CONTRACT PLANNING SERVICES FY26	115424	71014	0.00	0.00	10,237.50	(10,237.50)
			CONTRACT PLANNING SERVICES FY26	115672	71423	0.00	0.00	4,338.75	(4,338.75)
		Total for PO 26000108				**367,265.00**	**0.00**	**14,576.25**	**352,688.75**
	Total for HARRIS & ASSOCIATES, INC.					**367,265.00**	**0.00**	**14,576.25**	**352,688.75**
Total for COMMUNITY DEVELOPMENT DEPARTMENT						**367,265.00**	**0.00**	**14,576.25**	**352,688.75**
FIRE DEPARTMENT	ALLSTAR FIRE EQUIPMENT INC.	26000112	HOSE FOR NEW FIRE TRUCK			8,398.15	0.00	0.00	8,398.15
		Total for PO 26000112				**8,398.15**	**0.00**	**0.00**	**8,398.15**
	Total for ALLSTAR FIRE EQUIPMENT INC.					**8,398.15**	**0.00**	**0.00**	**8,398.15**
	L.N. CURTIS & SONS	26000111	EQUIPMENT NEW FIRE TRUCK			16,486.30	0.00	0.00	16,486.30
		Total for PO 26000111				**16,486.30**	**0.00**	**0.00**	**16,486.30**
	Total for L.N. CURTIS & SONS					**16,486.30**	**0.00**	**0.00**	**16,486.30**
Total for FIRE DEPARTMENT						**24,884.45**	**0.00**	**0.00**	**24,884.45**
POLICE DEPARTMENT	COUNTY OF MONTEREY - SHERIFF	26000092	CRIMINAL JUSTICE INFORMATION SYSTEM			20,183.81	0.00	0.00	20,183.81
			CRIMINAL JUSTICE INFORMATION SYSTEM	115173	3204	0.00	0.00	20,183.81	(20,183.81)
		Total for PO 26000092				**20,183.81**	**0.00**	**20,183.81**	**0.00**
		26000107	CJIS ACCESS MONTEREY COUNTY SHERIFFS			17,297.88	0.00	0.00	17,297.88
			CJIS ACCESS MONTEREY COUNTY SHERIFFS	115440	3236	0.00	0.00	17,297.88	(17,297.88)
		Total for PO 26000107				**17,297.88**	**0.00**	**17,297.88**	**0.00**
	Total for COUNTY OF MONTEREY - SHERIFF					**37,481.69**	**0.00**	**37,481.69**	**0.00**
	GOGOV, INC.	26000091	PERMIT AND LICENCE SUBSCRIPTION			8,988.00	0.00	0.00	8,988.00
			PERMIT AND	115035	25-739	0.00	0.00	8,988.00	(8,988.00)

Approval Group	Vendor	PO Nbr	PO Line Item	Check #	Invoice	Orig Encumbrance	Changes	Payments	PO Balance
POLICE DEPARTMENT	GOGOV, INC.	26000091	LICENCE SUBSCRIPTION						
		Total for PO 26000091				**8,988.00**	**0.00**	**8,988.00**	**0.00**
	Total for GOGOV, INC.					**8,988.00**	**0.00**	**8,988.00**	**0.00**
	NORTHERN CALIFORNIA'S EMERGENCY	26000094	EMERGENCY VEHICLE INSTALLATION			8,697.31	0.00	0.00	8,697.31
			EMERGENCY VEHICLE INSTALLATION	115179	6133	0.00	0.00	8,697.31	(8,697.31)
		Total for PO 26000094				**8,697.31**	**0.00**	**8,697.31**	**0.00**
	Total for NORTHERN CALIFORNIA'S EMERGENCY					**8,697.31**	**0.00**	**8,697.31**	**0.00**
	TRACNET CORPORATION	26000101	RMS MAINTENANCE-TRACNET			9,500.00	0.00	0.00	9,500.00
			RMS MAINTENANCE-TRACNET	115330	10153	0.00	0.00	9,500.00	(9,500.00)
		Total for PO 26000101				**9,500.00**	**0.00**	**9,500.00**	**0.00**
	Total for TRACNET CORPORATION					**9,500.00**	**0.00**	**9,500.00**	**0.00**
Total for POLICE DEPARTMENT						**64,667.00**	**0.00**	**64,667.00**	**0.00**
PUBLIC WORKS DEPARTMENT	ALFREDOS CONCRETE	26000109	ESPLANADE BULB OUT CONCRETE WORK			29,768.00	0.00	0.00	29,768.00
			ESPLANADE BULB OUT CONCRETE WORK	115512	3160	0.00	0.00	29,768.00	(29,768.00)
		Total for PO 26000109				**29,768.00**	**0.00**	**29,768.00**	**0.00**
	Total for ALFREDOS CONCRETE					**29,768.00**	**0.00**	**29,768.00**	**0.00**
	AURUM CONSULTING ENGINEERS, INC.	26000115	GENERATOR DESIGN FOR MUSEUM			9,525.00	0.00	0.00	9,525.00
			GENERATOR DESIGN FOR MUSEUM	115522	50158	0.00	0.00	1,805.00	(1,805.00)
		Total for PO 26000115				**9,525.00**	**0.00**	**1,805.00**	**7,720.00**
	Total for AURUM CONSULTING ENGINEERS, INC.					**9,525.00**	**0.00**	**1,805.00**	**7,720.00**
	DWAN ELEVATOR CO	26000089	ELEVATOR INSPECTION, MAINTENANCE &			27,691.00	0.00	0.00	27,691.00
			ELEVATOR INSPECTION, MAINTENANCE &	115027	37625	0.00	0.00	6,922.75	(6,922.75)
		Total for PO 26000089				**27,691.00**	**0.00**	**6,922.75**	**20,768.25**
	Total for DWAN ELEVATOR CO					**27,691.00**	**0.00**	**6,922.75**	**20,768.25**
	GRAHAM CONTRACTORS INC.	26000098	FY24/25 CRACK & SLURRY SEAL			338,568.00	0.00	0.00	338,568.00
			FY24/25 CRACK & SLURRY SEAL	115156	033520	0.00	0.00	264,578.00	(264,578.00)
			FY24/25 CRACK & SLURRY SEAL	115156	033616	0.00	0.00	73,990.00	(73,990.00)
		Total for PO 26000098				**338,568.00**	**0.00**	**338,568.00**	**0.00**
	Total for GRAHAM CONTRACTORS INC.					**338,568.00**	**0.00**	**338,568.00**	**0.00**
	HONEYWELL	26000097	FS14 ALERTING			142,724.25	0.00	0.00	142,724.25

Approval Group	Vendor	PO Nbr	PO Line Item	Check #	Invoice	Orig Encumbrance	Changes	Payments	PO Balance
PUBLIC WORKS DEPARTMENT	INTERNATIONAL INC	26000097	SYSTEM						
			FS14 ALERTING SYSTEM	115162	5271676026	0.00	0.00	62,059.40	(62,059.40)
			FS14 ALERTING SYSTEM	115296	5271993996	0.00	0.00	73,662.60	(73,662.60)
		Total for PO 26000097				**142,724.25**	**0.00**	**135,722.00**	**7,002.25**
	Total for HONEYWELL INTERNATIONAL INC					**142,724.25**	**0.00**	**135,722.00**	**7,002.25**
	KNAPP MILL AND CABINET COMPANY	26000118	CITY HALL DOOR & WINDOW REPAIR PROJECT			38,898.06	0.00	0.00	38,898.06
			CITY HALL DOOR & WINDOW REPAIR PROJECT	115677	8791	0.00	0.00	8,206.00	(8,206.00)
			CITY HALL DOOR & WINDOW REPAIR PROJECT	115677	8792	0.00	0.00	9,600.00	(9,600.00)
		Total for PO 26000118				**38,898.06**	**0.00**	**17,806.00**	**21,092.06**
	Total for KNAPP MILL AND CABINET COMPANY					**38,898.06**	**0.00**	**17,806.00**	**21,092.06**
	MONTEREY ONE WATER - MONTEREY	26000105	SEMI-ANNUAL MRSWP JUL-DEC FY25-26			52,000.00	0.00	0.00	52,000.00
			SEMI-ANNUAL MRSWP JUL-DEC FY25-26	115443	16315	0.00	0.00	25,839.41	(25,839.41)
		Total for PO 26000105				**52,000.00**	**0.00**	**25,839.41**	**26,160.59**
		26000106	FOG / STORMWATER INSPEC FY25-26			21,800.00	0.00	0.00	21,800.00
			FOG / STORMWATER INSPEC FY25-26	115443	16324	0.00	0.00	2,517.96	(2,517.96)
		Total for PO 26000106				**21,800.00**	**0.00**	**2,517.96**	**19,282.04**
	Total for MONTEREY ONE WATER - MONTEREY					**73,800.00**	**0.00**	**28,357.37**	**45,442.63**
	MONTEREY REGIONAL WASTE MGMT DIST.	26000096	FY25/26 SB 1383 IMPLEMENTION MOU			22,396.00	0.00	0.00	22,396.00
			FY25/26 SB 1383 IMPLEMENTION MOU	115176	04-SB13832526	0.00	0.00	22,396.00	(22,396.00)
		Total for PO 26000096				**22,396.00**	**0.00**	**22,396.00**	**0.00**
	Total for MONTEREY REGIONAL WASTE MGMT DIST.					**22,396.00**	**0.00**	**22,396.00**	**0.00**
	PACIFIC GROVE GOLF LINKS	26000104	GOLF LINKS FOOD & BEVERAGES SERVICES			17,500.00	0.00	0.00	17,500.00
			GOLF LINKS FOOD & BEVERAGES SERVICES	115451	52021321	0.00	0.00	3,500.00	(3,500.00)
			GOLF LINKS FOOD & BEVERAGES SERVICES	115451	62021310	0.00	0.00	3,500.00	(3,500.00)

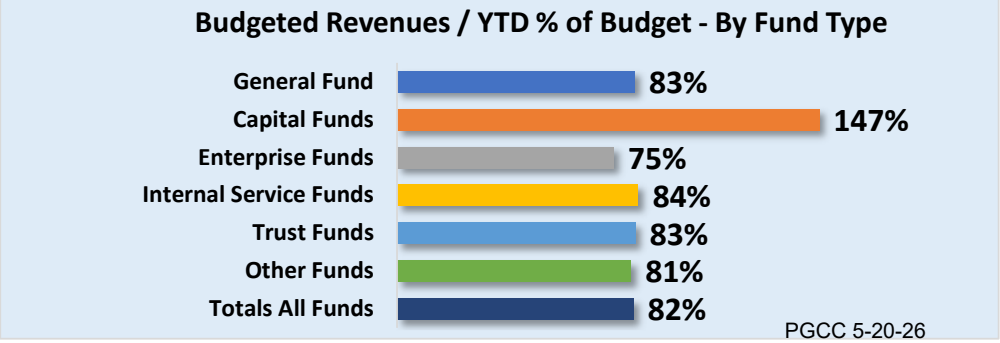
Approval Group	Vendor	PO Nbr	PO Line Item	Check #	Invoice	Orig Encumbrance	Changes	Payments	PO Balance
PUBLIC WORKS DEPARTMENT	PACIFIC GROVE GOLF LINKS	**Total for PO 26000104**				**17,500.00**	**0.00**	**7,000.00**	**10,500.00**
		26000116	GOLF LINKS REPAIR MAINTENANCE			7,869.46	0.00	0.00	7,869.46
			GOLF LINKS REPAIR MAINTENANCE	115576	62021020	0.00	0.00	7,869.46	(7,869.46)
		Total for PO 26000116				**7,869.46**	**0.00**	**7,869.46**	**0.00**
	Total for PACIFIC GROVE GOLF LINKS					**25,369.46**	**0.00**	**14,869.46**	**10,500.00**
	PREMO ROOFING	26000110	YOUTH CENTER ROOF REPAIR			13,960.00	0.00	0.00	13,960.00
			YOUTH CENTER ROOF REPAIR	115582	9712	0.00	0.00	13,960.00	(13,960.00)
		Total for PO 26000110				**13,960.00**	**0.00**	**13,960.00**	**0.00**
	Total for PREMO ROOFING					**13,960.00**	**0.00**	**13,960.00**	**0.00**
	SENTRY ALARM SYSTEMS INC.	26000114	FIVE-YEAR SPRINKLER INSPECTION ON			19,570.00	0.00	0.00	19,570.00
			FIVE-YEAR SPRINKLER INSPECTION ON	115590	STMT-153-030326	0.00	0.00	8,937.51	(8,937.51)
		Total for PO 26000114				**19,570.00**	**0.00**	**8,937.51**	**10,632.49**
	Total for SENTRY ALARM SYSTEMS INC.					**19,570.00**	**0.00**	**8,937.51**	**10,632.49**
	SPEKTREN ENGINEERING INC	26000099	SIDEWALK IMPROVEMENTS (SINEX & CONGRESS)			224,557.34	0.00	0.00	224,557.34
			SIDEWALK IMPROVEMENTS (SINEX & CONGRESS)	115193	2601	0.00	0.00	213,329.47	(213,329.47)
			SIDEWALK IMPROVEMENTS (SINEX & CONGRESS)	115193	2603	0.00	0.00	11,227.87	(11,227.87)
		Total for PO 26000099				**224,557.34**	**0.00**	**224,557.34**	**0.00**
	Total for SPEKTREN ENGINEERING INC					**224,557.34**	**0.00**	**224,557.34**	**0.00**
Total for PUBLIC WORKS DEPARTMENT						**966,827.11**	**0.00**	**843,669.43**	**123,157.68**
Overall Total						**1,756,275.61**	**0.00**	**1,006,651.18**	**749,624.43**

Revenues by Fund - FY 2025-26 (Unaudited)
Through April 2026
83% of Budget Year Complete

Fund	Revenues				Working Capital	
	Revised Budget	YTD	YTD % of Budget	Prior YTD	Projected Change for Fiscal Year	Projected Ending Reserves *
Main Fund - Fund 01	$ 33,460,651	$ 28,398,453	85%	$ 28,844,286	$ (1,576,147)	$ 15,609,656
Other Funds Included	1,027,610	166,445	16%	36,514	(110,640)	60,419
General Fund	**34,488,261**	**28,564,898**	**83%**	**28,880,800**	**(1,686,787)**	**15,670,075**
Capital Projects	$ 506,682	$ 745,440	147%	$ 651,140	(959,003)	1,305,115
Capital Funds	**506,682**	**745,440**	**147%**	**651,140**	**(959,003)**	**1,305,115**
Local Water Project	1,288,746	989,013	77%	1,055,265	263,641	482,582
Cemetery	580,902	459,873	79%	523,380	(267,207)	766,398
Sewer	4,099,809	2,888,319	70%	3,588,735	(3,535,874)	6,521,660
Golf	956,538	885,076	93%	821,993	(41,144)	917,793
Sewer Lateral Loans	3,908	6,951	178%	12,060	(26,092)	155,482
Enterprise Funds	**6,929,903**	**5,229,232**	**75%**	**6,001,433**	**(3,606,676)**	**8,843,915**
Employee Benefit	316,299	242,076	77%	214,740	3,599	65,661
Worker's Compensation	925,299	846,815	92%	552,713	8,351	772,664
Liability Insurance	753,944	587,721	78%	585,530	(128,223)	773,000
Internal Service Funds	**1,995,542**	**1,676,612**	**84%**	**1,352,983**	**(116,273)**	**1,611,326**
Library	23,141	26,492	114%	48,851	13,141	610,620
Cemetery	121,734	100,535	83%	194,723	121,734	2,411,891
Yount	8,000	-	0%	33,673	-	807,008
Trust Funds	**152,875**	**127,027**	**83%**	**277,247**	**134,875**	**3,829,519**
Library / Poetry	101,677	140,547	138%	114,774	(723)	317,397
Museum	8,073	7,396	92%	21,724	(32,927)	265,456
Public Safety	732,890	569,620	78%	570,917	(133,319)	445,245
Housing	48,956	56,146	115%	79,967	(363,927)	299,633
Streets	1,935,351	1,413,412	73%	1,480,197	(2,405,918)	531,169
Lighthouse	126,917	100,491	79%	113,914	(60,966)	163,206
Community Development/CDBG	41,957	42,746	102%	55,607	(370,444)	348,797
ARPA	-	-	0%	31,067	-	-
Downtown/Hospitality Districts	561,700	466,613	83%	460,677	-	58,804
Cable Franchise / Other	62,750	152,231	200%	127,178	(150,441)	168,488
Other Funds	**3,620,271**	**2,949,202**	**81%**	**3,056,022**	**(3,518,665)**	**2,598,194**
Totals All Funds	**$ 47,693,534**	**$ 39,292,411**	**82%**	**$ 40,219,625**	**$ (9,752,529)**	**$ 33,858,144**

* Excludes Proposed Adjustments and Rollovers

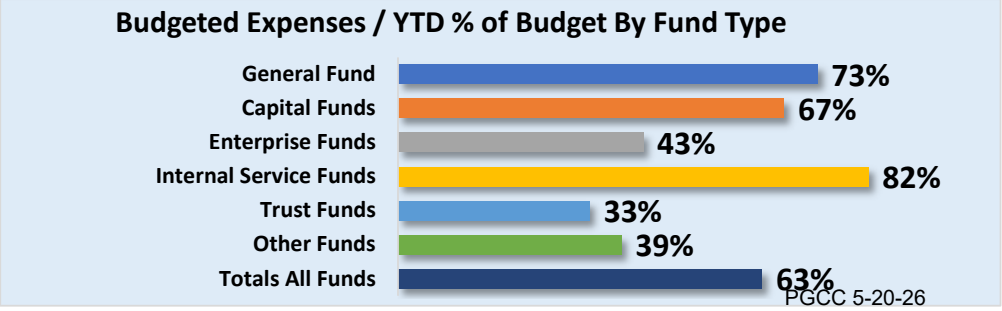
Analysis: P10 revenues are aligned with budget, primarily due to $4.8M in Property Tax receipts in the period.



Expenses by Fund - FY 2025-26 (Unaudited)
Through April 2026
83% of Budget Year Complete

Fund	Expenses					
	Revised Budget	YTD	YTD % of Projected	Purchase Orders	YTD % with POs	Prior YTD
Main Fund - Fund 01	$ 35,036,798	$ 26,286,906	75%	$ 3,384,790	85%	$ 26,398,454
Other Funds Included	1,138,250	112,461	10%	186,708	26%	14,656
General Fund	**36,175,048**	**26,399,367**	**73%**	**3,571,498**	**83%**	**26,413,110**
Capital Projects	$ 1,465,685	$ 984,817	67%	$ -	67%	$ 795,328
Capital Funds	**1,465,685**	**984,817**	**67%**	**-**	**67%**	**795,328**
Local Water Project	1,025,105	920,077	90%	86,407	98%	1,550,821
Cemetery	848,109	621,450	73%	5,676	74%	524,037
Sewer	7,635,683	2,058,573	27%	1,984,099	53%	2,880,576
Golf	997,682	889,589	89%	10,500	90%	649,646
Sewer Lateral Loans	30,000	4,261	14%	-	14%	-
Enterprise Funds	**10,536,579**	**4,493,950**	**43%**	**2,086,682**	**62%**	**5,605,080**
Employee Benefit	312,700	273,749	88%	-	88%	311,714
Worker's Compensation	916,948	750,503	82%	-	82%	1,034,137
Liability Insurance	882,167	703,504	80%	5,446	80%	672,608
Internal Service Funds	**2,111,815**	**1,727,756**	**82%**	**5,446**	**82%**	**2,018,459**
Library	10,000	-	0%	-	0%	-
Cemetery	-	-	0%	-	0%	-
Yount	8,000	6,000	75%	-	75%	7,849
Trust Funds	**18,000**	**6,000**	**33%**	**-**	**33%**	**7,849**
Library / Poetry	102,400	62,602	61%	-	61%	49,236
Museum	41,000	40,749	99%	-	99%	58,809
Public Safety	866,209	746,319	86%	3,313	87%	629,688
Housing	412,883	87,054	21%	-	21%	74,330
Streets	4,341,269	1,180,931	27%	519,359	39%	1,255,151
Lighthouse	187,883	90,133	48%	-	48%	99,132
Community Development/CDBG	412,401	24,206	6%	39,000	15%	21,395
ARPA	-	-	0%	-	0%	812,068
Downtown/Hospitality Districts	561,700	396,623	71%	-	71%	366,596
Cable Franchise / Other	213,191	143,746	67%	55,394	93%	97,503
Other Funds	**7,138,936**	**2,772,363**	**39%**	**617,066**	**47%**	**3,463,908**
Totals All Funds	**$ 57,446,063**	**$ 36,384,253**	**63%**	**$ 6,280,692**	**74%**	**$ 38,303,734**

Analysis: P10 expenses are significantly lower than budget. Individually significant items are as follows: **Other Funds**: $900k budget for Chautauqua Hall and Chinese Pavilion, with no expenditures YTD. **Sewer/Streets/RMRA/Capital Projects**: $4.3M CIP combined budget rollover with minimal expenditures YTD.

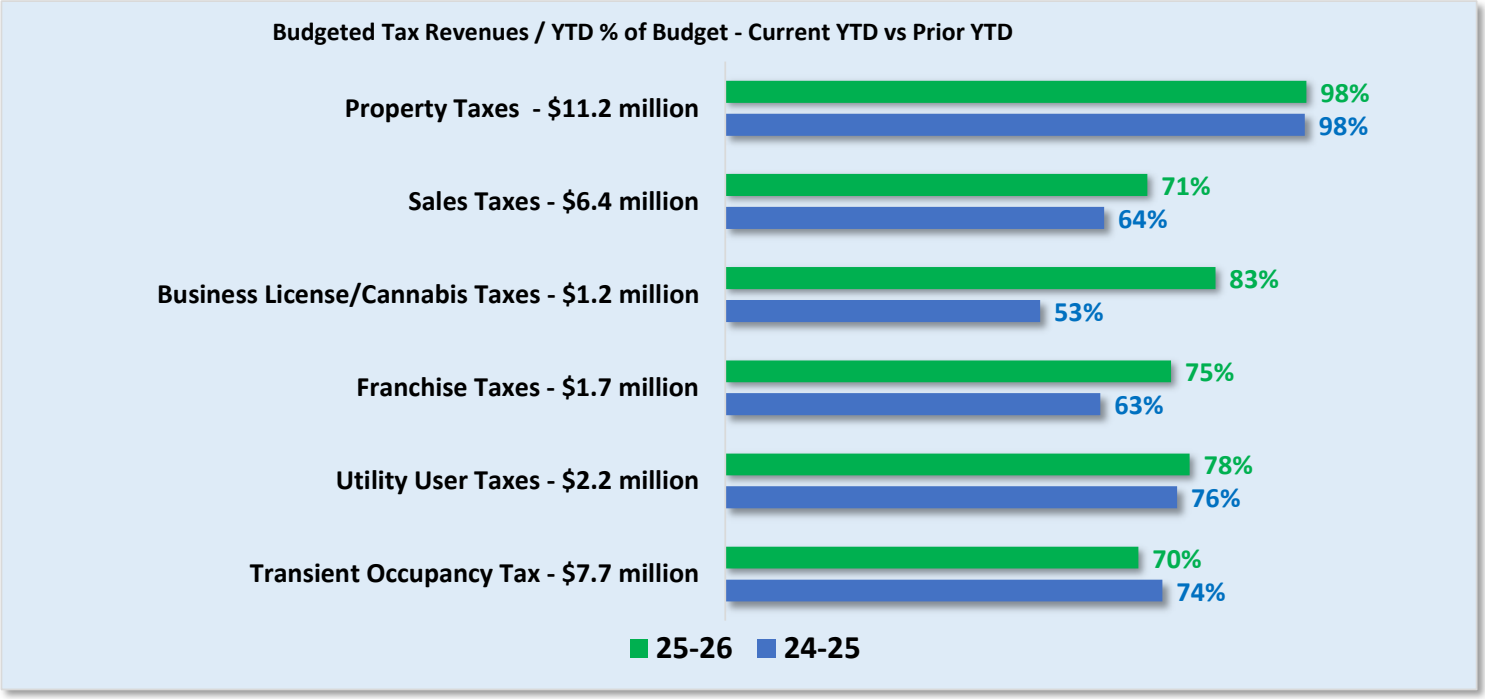


General Fund Revenues - FY 2025-26 (Unaudited)
Through April 2026
83% of Budget Year Complete

Revenue Account	Revised Budget	YTD Revenues	YTD % of Budget	Year End Projection	Prior YTD Revenues	Prior YTD % of PY Actual
Property Taxes	$ 11,222,700	$ 11,015,843	98%	11,255,000	10,422,108	98%
Sales Taxes	6,353,575	4,528,752	71%	7,076,000	4,332,476	64%
Business License/Cannabis Taxes	1,214,530	1,005,578	83%	1,891,000	715,519	53%
Franchise Taxes	1,650,400	1,242,409	75%	1,962,000	1,007,183	63%
Utility User Taxes	2,183,500	1,711,900	78%	2,244,000	1,859,054	76%
Transient Occupancy Tax	7,739,984	5,399,452	70%	7,314,000	5,561,204	74%
Litter Abatement	210,000	168,090	80%	336,000	106,163	50%
Construction Permits	932,200	944,795	101%	1,315,000	741,029	72%
Zoning Enforcement	206,000	401,076	195%	502,000	172,280	80%
Plan Check Fees	606,700	517,617	85%	585,000	495,281	89%
Parking Meters	351,200	287,512	82%	350,000	297,519	82%
Water Entitlements	287,600	117,697	41%	125,000	1,528,493	95%
Interest Earned	843,002	1,080,793	128%	1,081,000	1,224,646	100%
Investment Market Value Gain/Loss	-	101,386	200%	102,000	324,907	100%
Indirect Cost Reimbursement	2,049,600	1,518,000	74%	2,024,000	1,314,000	75%
Total Major Revenues	**35,850,991**	**30,040,900**	**84%**	**38,162,000**	**30,101,862**	**80%**
Total General Fund [Main] Revenues	**33,460,651**	**28,398,453**	**85%**	**35,772,000**	**28,844,286**	**77%**

FY 2023-24 Tax Revenues	Property Taxes	Sales Taxes	BL/Other	Franchise	Hotel Taxes	Utility
	10,135,764	5,975,031	697,772	1,635,968	6,730,240	2,118,068

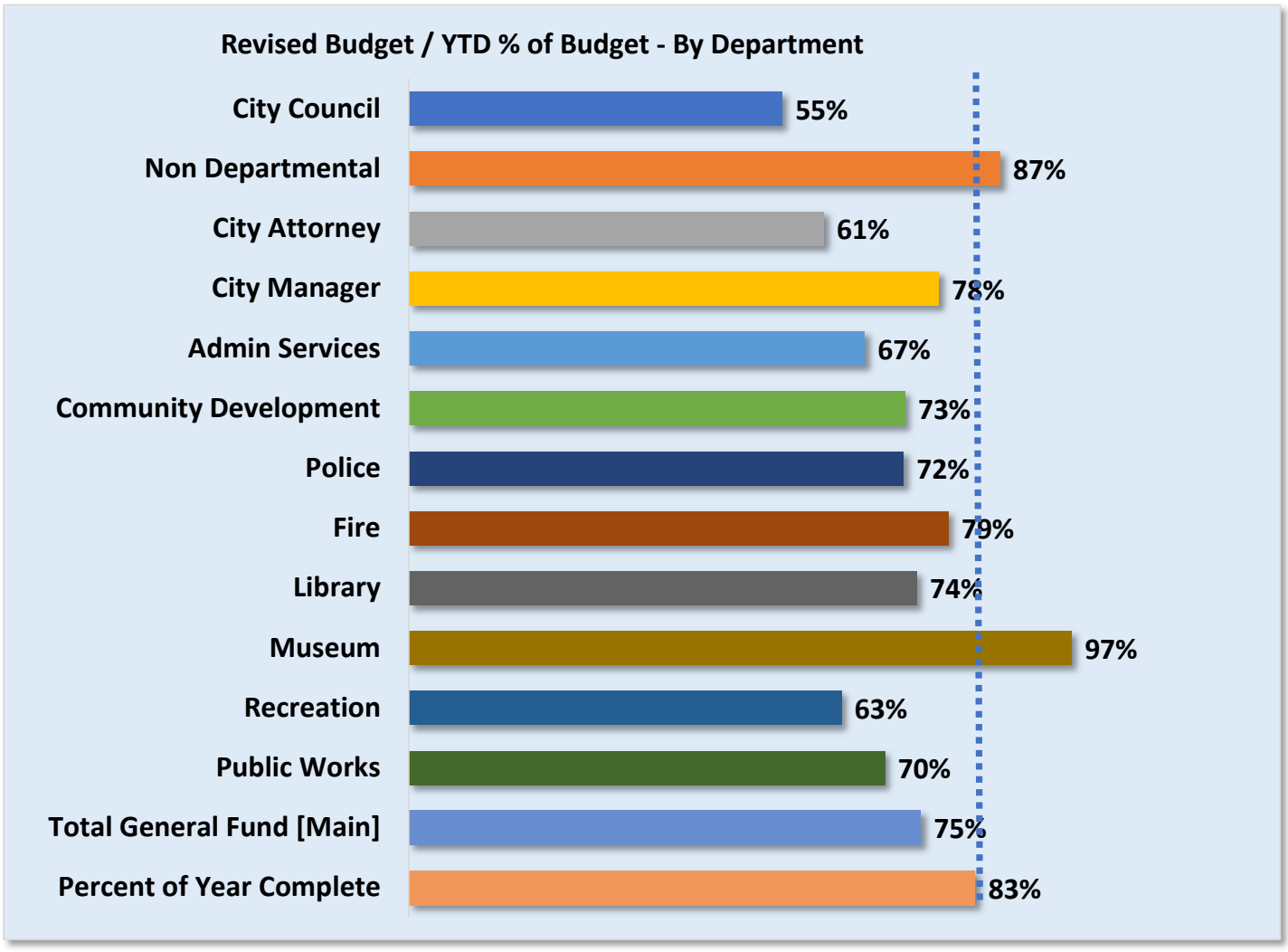
Analysis: P10 revenues are aligned with budget primarily due to:
1. $4.8M Property Tax receipt in the current period,
2. $2.6M Interest earned YTD.
Note: Bus Lic for FY24-25 was adjusted in Period 13 to move revenues belonging to FY23-24. This will remain high until year end.



General Fund Expenses (including Transfer) by Department - FY 2025-26 (Unaudited)
Through April 2026
83% of Budget Year Complete

Department	Revised Budget	YTD Expenditures	YTD % of Budget	PY YTD % of PY Budget	Outstanding Purchase Orders	YTD % with POs	Year End Projection
City Council	$ 276,365	$ 151,225	55%	120%	$ -	55%	$ 276,000
Non Departmental	7,034,619	6,096,745	87%	0%	-	87%	7,035,000
City Attorney	915,000	556,020	61%	59%	379,864	102%	915,000
City Manager	1,651,679	1,282,568	78%	80%	51,119	81%	1,652,000
Admin Services	2,699,548	1,803,208	67%	83%	94,105	70%	2,700,000
Community Development	2,439,321	1,773,625	73%	90%	804,615	106%	2,439,000
Police	7,981,343	5,786,277	72%	88%	4,565	73%	7,981,000
Fire	4,078,497	3,225,175	79%	97%	1,767,971	122%	4,078,000
Library	1,201,910	894,667	74%	86%	8,484	75%	1,202,000
Museum	424,493	412,417	97%	108%	-	97%	424,000
Recreation	1,802,832	1,143,345	63%	102%	3,872	64%	1,803,000
Public Works	4,531,191	3,161,634	70%	76%	270,198	76%	4,531,000
Total General Fund [Main]	**$ 35,036,798**	**$ 26,286,905**	**75%**	**84%**	**$ 3,384,793**	**85%**	**$ 35,036,000**

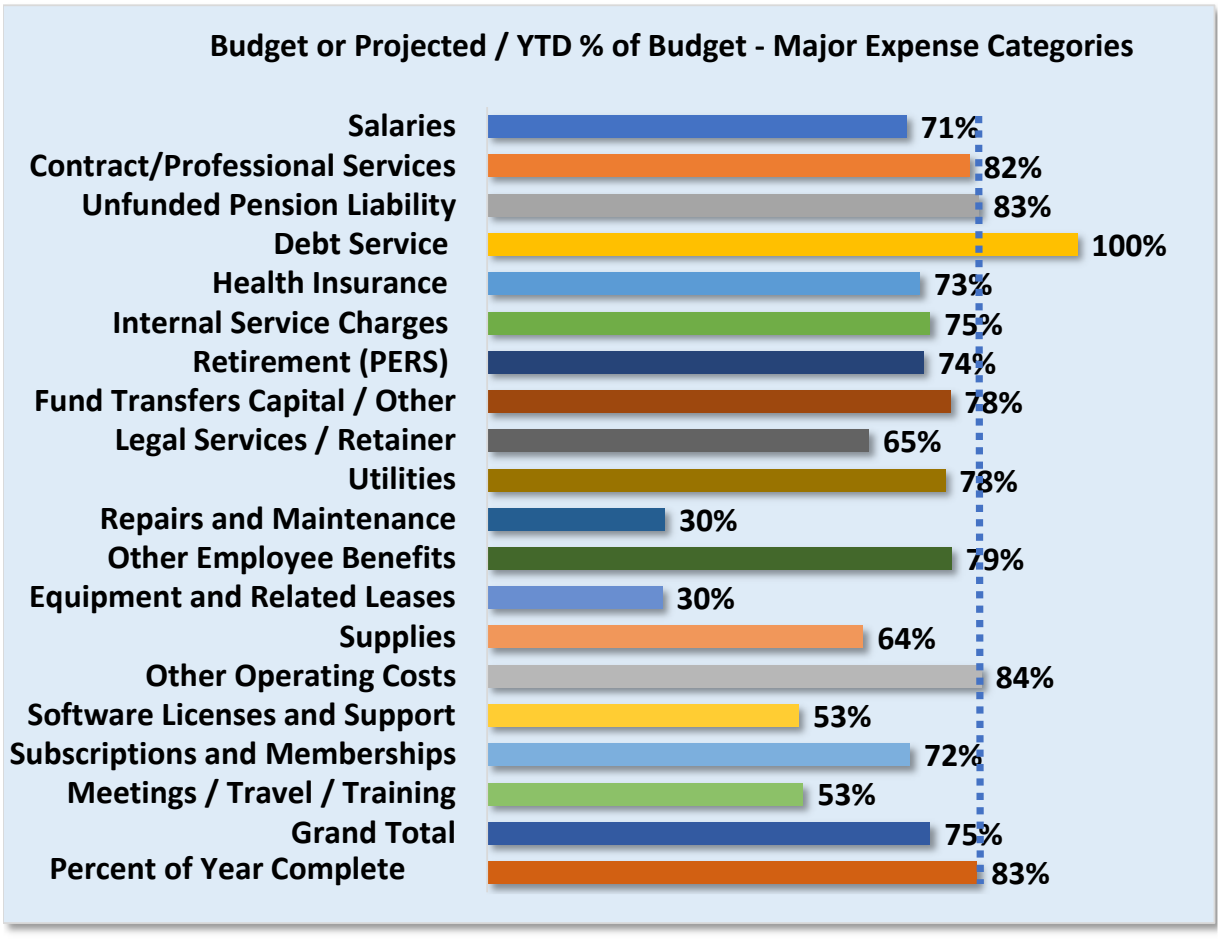
Analysis: P10 expenses are slightly lower than budgeted due to Police, Public Works, Admin, Recreation, and Community Development operating under budget. Non Departmental is slightly higher due to a $1.5M PERS P.O.B. payment made at the beginning of the year.



General Fund Expenditure Report - FY 2025-26 (Unaudited)
Through April 2026
83% of Budget Year Complete

Expense Line Item	Revised Budget	YTD	YTD % of Budget	Purchase Orders	YTD % with POs
Salaries	11,628,459	8,254,881	71%	-	71%
Contract/Professional Services	6,661,694	5,441,545	82%	2,870,357	125%
Unfunded Pension Liability	4,747,019	3,955,850	83%	-	83%
Debt Service	1,512,562	1,511,497	100%	-	100%
Health Insurance	1,368,833	1,003,447	73%	-	73%
Internal Service Charges	1,364,000	1,023,000	75%	-	75%
Retirement (PERS)	1,150,254	850,231	74%	-	74%
Fund Transfers Capital / Other	1,117,600	876,701	78%	-	78%
Legal Services / Retainer	966,000	624,457	65%	411,213	107%
Utilities	900,968	699,076	78%	-	78%
Repairs and Maintenance	682,892	205,593	30%	20,768	33%
Other Employee Benefits	634,618	499,220	79%	-	79%
Equipment and Related Leases	519,780	154,231	30%	62,723	42%
Supplies	461,800	294,210	64%	8,270	66%
Other Operating Costs	456,050	381,846	84%	6,876	85%
Software Licenses and Support	397,569	209,832	53%	4,586	54%
Subscriptions and Memberships	285,200	204,209	72%	-	72%
Meetings / Travel / Training	181,500	97,078	53%	-	53%
Grand Total	**35,036,798**	**26,286,905**	**75%**	**3,384,793**	**85%**

Analysis: P10 expenditures are below budget primarily due to savings in Salaries, Repairs, and Equipment. Debt Service represents a $1.5M PERS P.O.B. payment made at the beginning of the year.



CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: David Stiles, Senior Accountant
MEETING DATE: May 20, 2026
SUBJECT: FY26 Q3 Quarterly Investment Report
CEQA: {CEQA}

RECOMMENDATION

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

DISCUSSION

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

This report reflects the City's balances as of March 31st, 2026 and shows that cash and investments were held citywide, with a market value of $41,082,954. There was a $1,573,968 decrease in the cost basis of the City's investments from the prior quarter, and a $1,616,521 decrease in the fair market value of the City's investments from the prior quarter. All investments are in government securities, certificates of deposit (CD), or other approved investment vehicles. The maturity dates are laddered, to ensure liquidity. Investments that have matured will be reinvested according to the City's applicable policies. All bank balances are insured. The City does not actively trade either certificates of deposit or federal agency securities, but holds investments in the portfolio until maturity. The table below shows the activity for the quarter:

Date	Description	Security Type	Rate	Dollar Amt./Face Value	Activity
01/12/26	Dort Financial Credit Union	Certificate of Deposit	4.50%	$247,000	Matured
02/11/26	Industrial & Commercial Bank of China	Certificate of Deposit	0.45%	$249,000	Matured
01/20/26	Liberty First Credit Union	Certificate of Deposit	4.55%	$249,000	Matured
03/16/26	Lyons National Bank	Certificate of Deposit	4.75%	$244,000	Matured
03/27/26	Truliant Federal Credit Union	Certificate of Deposit	5.00%	$247,000	Matured
01/15/26	United States Treasury	U.S. Treasury Securities	0.00%	$97,000	Matured

The average yield on the City's portfolio for the quarter is 3.82%. This represents a yield rate that is 0.02% more than the prior quarter and 0.34% more than the same quarter of the prior year.

The Investment Report is also available on the City's website.

OPTIONS

N/A - This is informational only.

FINANCIAL IMPACT:

There is no fiscal impact. This is informational only.

FOCUSED PRIORITY AREA: Not Applicable.

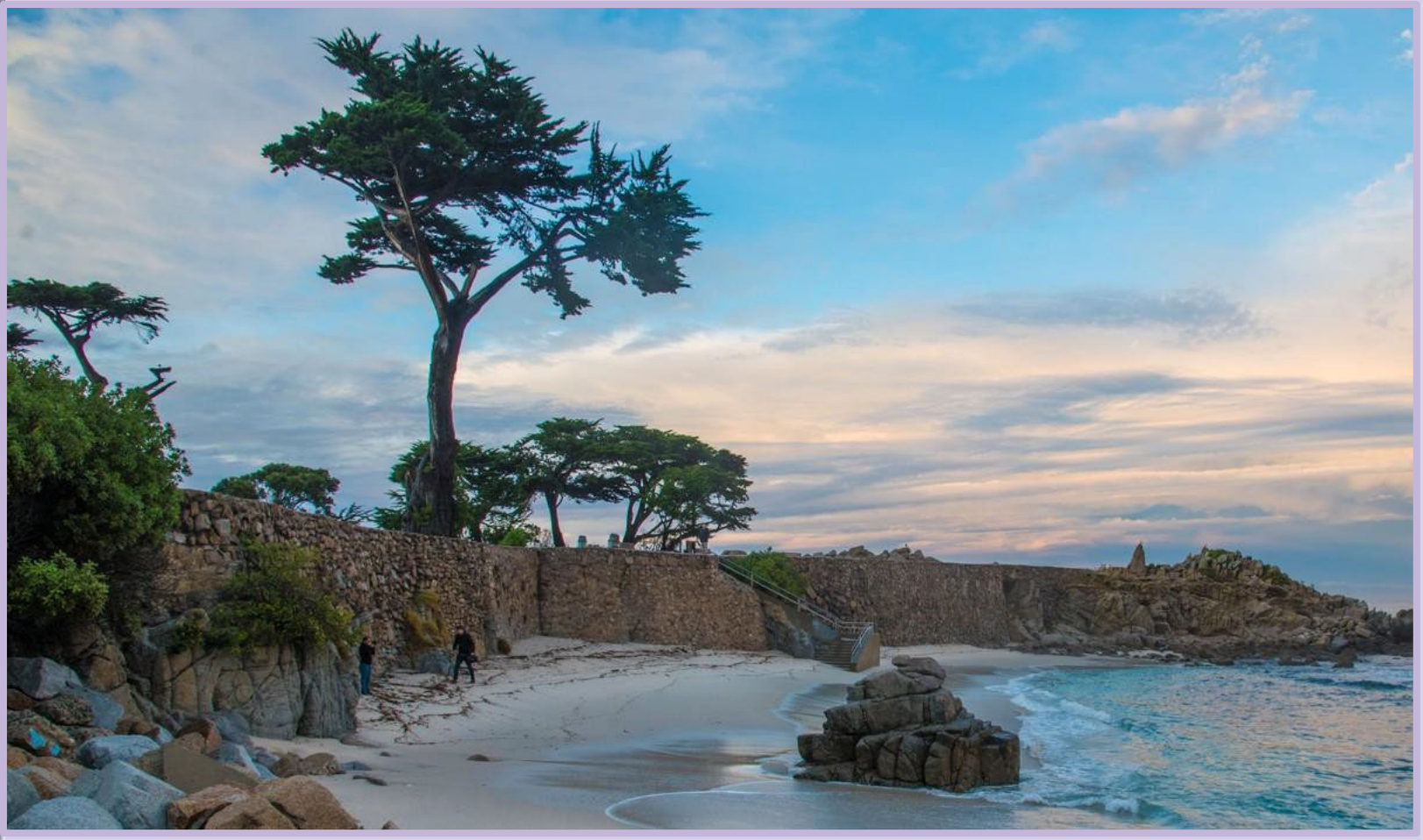
Attachments

FY26 Q3 Investment Report

City of Pacific Grove
California

Interim Investment Report

For the Fiscal Year Ended June 30, 2026



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

City of Pacific Grove Investment Report Fiscal Year 2025-26

Table of Contents

Investment Summary 3
Investment Compliance Report 4
LAIF Pool Background 6
Economic Trends 7
Investment Details 9

Long Term Investment Restrictions

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

Liquidity Objectives

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

Safety Objectives

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

Additional Resources for Information

Website: cityofpacificgrove.org

Facebook: CityofPacificGrove

X/Twitter: @PacificGrove

Welcome Message From the City Manager

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



Matthew Mogensen
City Manager

Cash Overview

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

Investment Reporting Standards

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

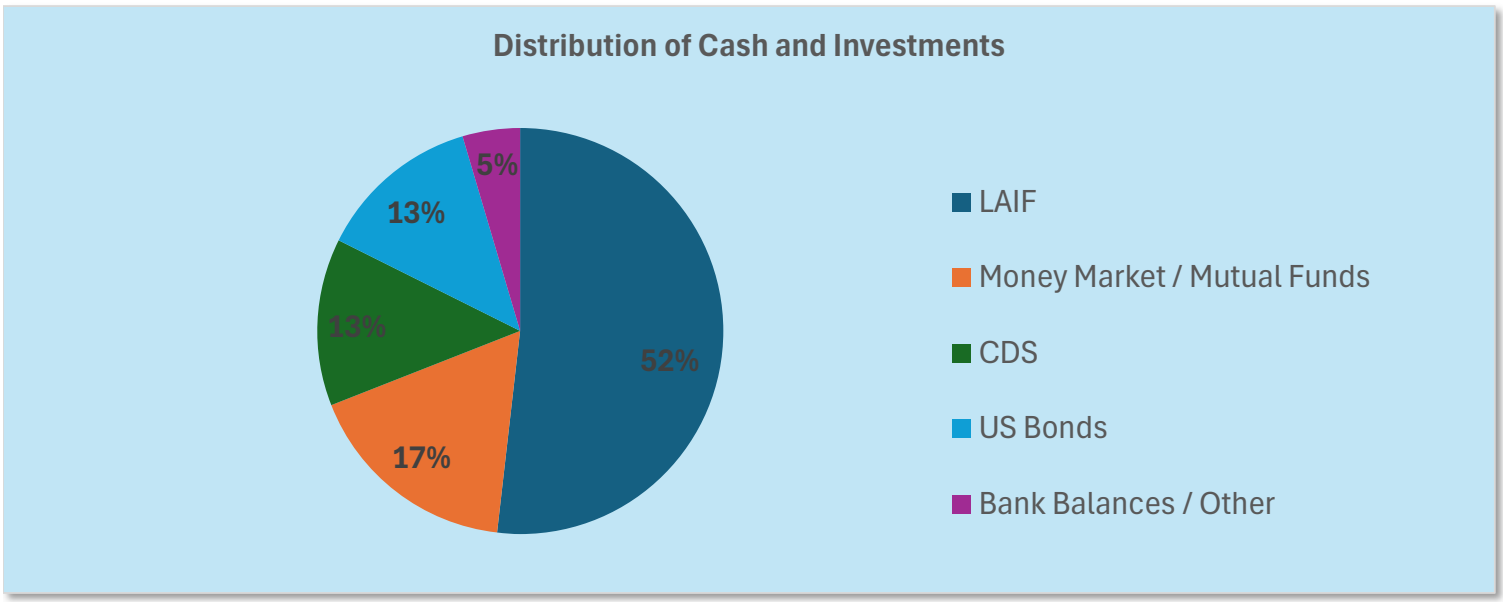
Yield Objectives

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

City of Pacific Grove
Cash and Investments Summary - All Funds
As of March 31, 2026

Institution	Category	Rating	% of Total	% Yield	Book Value	Market Value
Cash Deposits						
Petty Cash			0.10%	0.00%	1,045	1,045
Bank of America - Sweep Checking			100%	2.56%	1,044,286	1,044,286
Total Cash Deposits			**100%**	**2.56%**	**1,045,331**	**1,045,331**
Investments - Yount Trust						
Money Market	Uncategorized	Not Rated	0%	3.28%	1,448	1,448
U.S. Government Bonds	Level 2	AA/AAA	100%	1.56%	840,286	840,263
Total Investments - Yount Trust			**100%**	**1.56%**	**841,734**	**841,711**
Investments - Other City Wide						
State Local Agency Fund (LAIF)	Uncategorized	Not Rated	54%	4.40%	21,257,837	21,257,837
Dreyfus Money Market (TVI)	Uncategorized	Not Rated	1%	0.00%	500,930	500,930
Columbia Bank Money Market	Uncategorized	Not Rated	5%	0.01%	2,024,006	2,024,006
Mututal Funds	Uncategorized	Not Rated	12%	3.66%	4,548,304	4,548,304
Certificates of Deposit	Level 2	Not Rated	14%	3.86%	5,457,000	5,477,224
U.S. Government Bonds	Level 2	AA/AAA	13%	3.90%	5,103,327	5,138,870
U.S. Treasury Securities	Level 1	AA/AAA	1%	0.75%	250,021	248,740
Total Investments - Other City Wide			**100%**	**3.87%**	**39,141,425**	**39,195,911**
Total Cash and Investments - City Wide				**3.82%**	**41,028,491**	**41,082,954**
Difference in Cost/Market Value					**54,464**	**0.13%**
Net Deposits / (Withdrawals) for Quarter					(1,573,968)	(1,616,521)

As required under State law, the City is able to meet its expenditure requirements for the next six months.



City of Pacific Grove, California
Investment Disclosures and Compliance Review

Overview of Investment Policy

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

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

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

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

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

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

Custodial Credit Risk

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

Fair Value of Investments

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

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

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

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

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

PMIA/LAIF Performance Report as of 04/15/26

Quarterly Performance Quarter Ended 03/31/26

LAIF Apportionment Rate[2]:	3.98
LAIF Earnings Ratio[2]:	0.00010906180047888
LAIF Administrative Cost[1]*:	TBD
LAIF Fair Value Factor[1]:	0.999980831
PMIA Daily[1]:	3.82
PMIA Quarter to Date[1]:	3.92
PMIA Average Life[1]:	261

PMIA Average Monthly Effective Yields[1]

March	**3.826**
February	3.871
January	3.931
December	4.025
November	4.096
October	4.150

Pooled Money Investment Account Monthly Portfolio Composition [1] 3/31/26 $165.3 billion

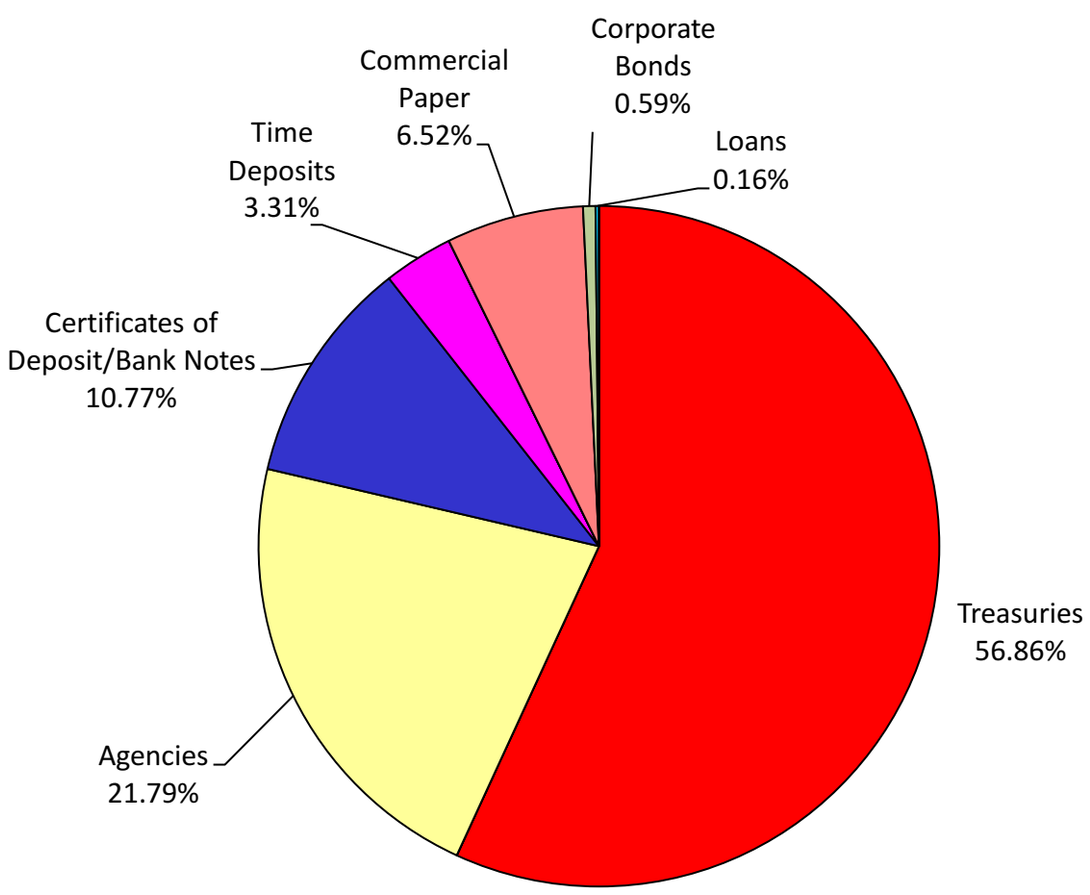


Chart does not include $829,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

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

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) .

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

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

Monthly Market Review

Fixed Income | April 2026

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

CAMP® CALIFORNIA ASSET MANAGEMENT PROGRAM

Markets reflect on conflict in Iran.

Economic Highlights

- Geopolitics dominated markets in March amid the escalating Middle East conflict and near-closure of the Strait of Hormuz, a critical energy chokepoint which handles roughly 20% of global seaborne oil trade. Brent crude ended March at $118 per barrel, up more than 60% for the month. Volatility also spiked across energy, fixed-income, and global equity markets.
- The initial market reaction focused on the potential inflationary impact of higher energy prices While still too early to assess the full economic impact, sustained energy cost pressures could weigh on consumer sentiment and discretionary spending if the conflict persists.
- The Federal Open Market Committee (Fed or FOMC) met in March and held the target rate unchanged at 3.50%–3.75%, as expected. Policymakers acknowledged heightened uncertainty stemming from the conflict and communicated a patient, data-dependent approach. The "dot plot" showed several individual projections shifting toward fewer or no rate cuts, though the median expectation remained for one additional 25 basis point (bps) cut in 2026.
- Market expectations for Fed policy fluctuated wildly in March. The month began with markets pricing two or three cuts in 2026 but ended the month pushing the next expected rate cut into 2027. Fed Chair Jerome Powell's measured "wait and see" commentary tempered these hawkish expectations, leaving the market priced for a prolonged hold.
- While too early to reflect the cascading impact of higher oil prices, consumer price inflation data for February was broadly in line with recent readings. Notably, producer prices jumped significantly more than expected, rising 0.7% month-over-month and highlighting renewed upstream price pressures.
- The labor market showed renewed resilience in March with payrolls rebounding after contracting in February. Other labor indicators such as initial jobless claims held near historically low levels and continuing claims declined. The unemployment rate edged down to 4.3%, reinforcing the persistence of a "low-hire, low-fire" environment. However, elevated energy prices pose potential risks to hiring momentum ahead.

Interest Rates

- U.S. Treasury yields increased and the yield curve steepened as investors repriced their Fed policy outlook driven by geopolitical turmoil and renewed inflation concerns. The yield on 3-month, 2-year, and 10-year U.S. Treasuries ended the month at 3.67%, 3.79%, and 4.32%, representing increases of +2 bps, +42 bps, and +38 bps, respectively.
- Longer duration bond indices bore the brunt of rising yields as higher rates pressured market values. The ICE BofA 3-month, 2-year, and 10-year U.S. Treasury indices returned +0.29%, -0.49%, and -2.52%, respectively.

Equity Markets

- Equity market volatility jumped to its highest level since April 2025 amid de-risking sentiment. For the month, the Dow Jones Industrial Average fell by -5.2%, the S&P 500 Index was down -5.0%, and the Nasdaq dipped -4.7%.
- After strong relative performance over the prior 12 months, international equities underperformed domestic counterparts in March as the MSCI ACWI ex U.S. Net Index declined -10.8%.

PFMAM Strategy Recap & Outlook

- While future Fed policy remains uncertain amid the ongoing conflict, we view the meaningful rise in interest rates and the steeper curve as an opportunity, particularly for strategies inside five years. As a result, we will look to target portfolio durations at 101-105% of benchmarks. For longer-duration strategies beyond five years, we believe the risk profile is less favorable relative to shorter strategies. As such, we expect to maintain durations near 100% of benchmarks.
- Spreads on federal agencies and supranationals remain narrow, although callable spreads have widened modestly due to increased market volatility. New supply is expected to be focused in the money market space and likely to remain limited beyond one year.
- In response to geopolitical tensions, heightened issuance, and concerns over private debt capital, investment-grade (IG) corporate bond spreads widened noticeably in March and pushed excess returns firmly negative. Despite these factors, fundamentals remain solid and the technical backdrop is supportive. Combined with cheaper valuations, we find the sector more attractive and anticipate adding via both new issues and secondary markets.
- Spreads on asset-backed securities (ABS) widened marginally over the month despite the negative market sentiment. Solid consumer fundamentals and credit enhancements are expected to insulate the sector from meaningful downturns.
- Mortgage-backed securities (MBS) generated negative excess returns over the month as higher yields and a spike in bond volatility weighed on the sector. Conversely, the less interest-rate sensitive agency CMBS sector largely broke even over the month.
- Credit spreads on the short end of the curve widened significantly over the month. Maturities in the 9-12 month range offer attractive all-in yields, particularly for investors anticipating the next Fed policy move will be a rate cut.

CAMP® is a registered trademark and the CAMP logos and designs are trademarks owned by the California Asset Management Trust (Trust). This information is for institutional investor use only, not for further distribution to retail investors, and does not represent an offer to sell or a solicitation of an offer to buy or sell any fund or other security. Investors should consider the Trust's investment objectives, risks, charges and expenses before investing in the Trust. This and other information about the Trust is available in the Trust's current Information Statement, which should be read carefully before investing. A copy of the Trust's Information Statement may be obtained by calling 1-800-729-7665 or is available on the Trust's website at www.camponline.com. While the Cash Reserve Portfolio seeks to maintain a stable net asset value of $1.00 per share and the CAMP Term Portfolio seeks to achieve a net asset value of $1.00 per share at the stated maturity, it is possible to lose money investing in the Trust. An investment in the Trust is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Shares of the Trust are distributed by U.S. Bancorp Investments, Inc., member FINRA (www.finra.org) and SIPC (www.sipc.org). PFM Asset Management is a division of U.S. Bancorp Asset Management, Inc., which serves as administrator and investment adviser to the Trust. U.S. Bancorp Asset Management, Inc. is a direct subsidiary of U.S. Bank N.A. and an indirect subsidiary of U.S. Bancorp. U.S. Bancorp Investments, Inc. is a subsidiary of U.S. Bancorp and affiliate of U.S. Bank N.A.

U.S. Treasury Yields

Maturity	Mar 31, 2025	Feb 28, 2026	Mar 31, 2026	Monthly Change
3-Month	4.30%	3.66%	3.68%	0.02%
6-Month	4.23%	3.62%	3.70%	0.08%
2-Year	3.89%	3.38%	3.80%	0.42%
5-Year	3.95%	3.50%	3.94%	0.44%
10-Year	4.21%	3.94%	4.32%	0.38%
30-Year	4.57%	4.61%	4.91%	0.30%

Yields by Sector and Maturity

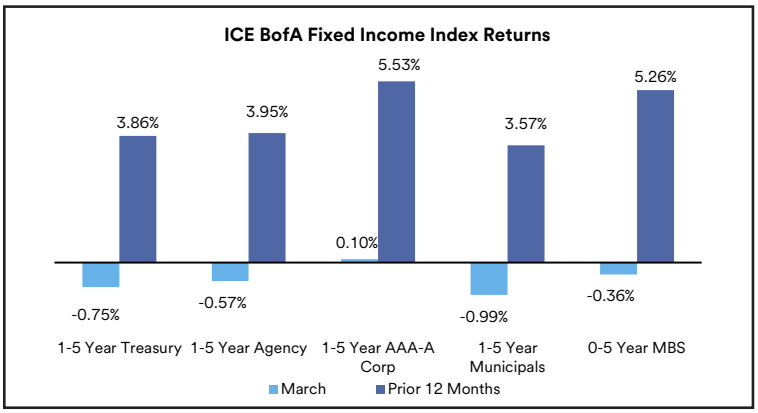
Maturity	U.S. Treasury	Federal Agency	Corporates-AA-A Industrials	AAA Municipals
3-Month	3.68%	3.69%	4.14%	-
6-Month	3.70%	3.70%	4.15%	-
2-Year	3.80%	3.81%	4.18%	2.10%
5-Year	3.94%	3.95%	4.55%	2.19%
10-Year	4.32%	4.38%	5.04%	2.66%
30-Year	4.91%	-	5.79%	3.87%

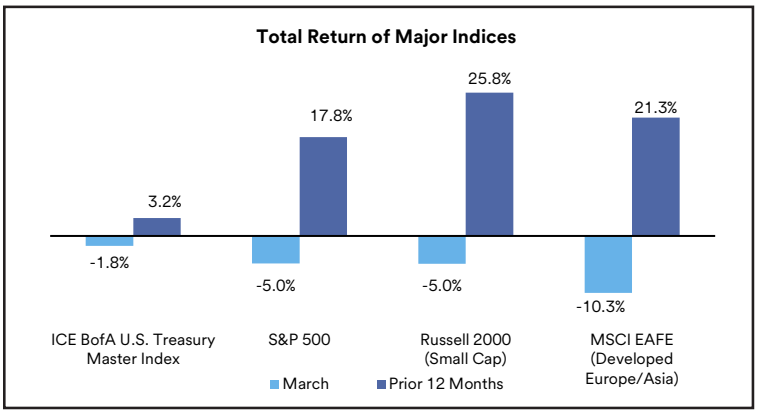
Spot Prices and Benchmark Rates

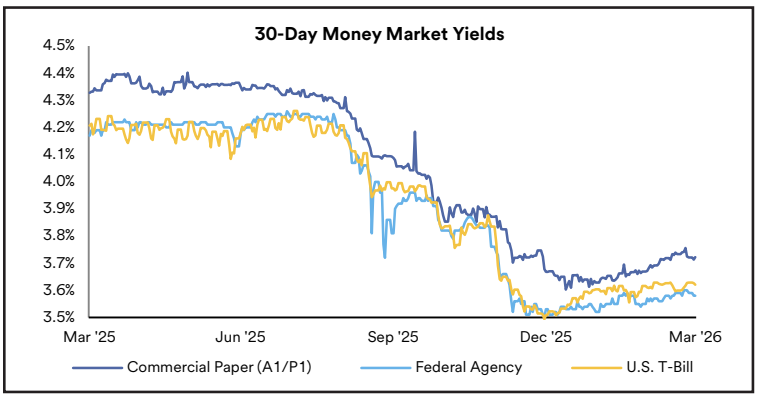
Index	Mar 31, 2025	Feb 28, 2026	Mar 31, 2026	Monthly Change
1-Month SOFR	4.32%	3.67%	3.66%	-0.01%
3-Month SOFR	4.29%	3.67%	3.68%	0.01%
Effective Fed Funds Rate	4.33%	3.64%	3.64%	0.00%
Fed Funds Target Rate	4.50%	3.75%	3.75%	0.00%
Gold ($/oz)	$3,123	$5,248	$4,648	-$600
Crude Oil ($/Barrel)	$71.48	$67.02	$101.38	$34.36
U.S. Dollars per Euro	$1.08	$1.18	$1.16	-$0.02

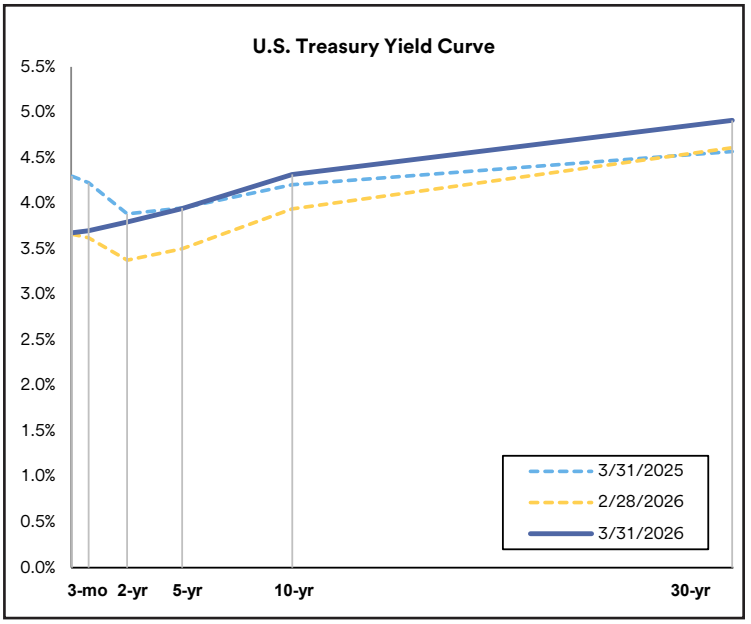
Economic Indicators

Indicator	Release Date	Period	Actual	Survey (Median)
Existing Home Sales MoM	10-Mar	Feb	1.70%	-0.80%
CPI YoY	11-Mar	Feb	2.40%	2.40%
GDP Annualized QoQ	13-Mar	4Q S	0.70%	1.40%
PCE YoY	13-Mar	Jan	2.80%	2.90%
FOMC Rate Decision	18-Mar	Mar	3.75%	3.75%
U. of Mich. Consumer Sentiment	27-Mar	Mar F	53.3	54
Change in Nonfarm Payrolls	3-Apr	Mar	178k	65k









Source: Bloomberg. Data as of March 31, 2026, unless otherwise noted.

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

The views expressed within this material constitute the perspective and judgment of U.S. Bancorp Asset Management, Inc. at the time of distribution and are subject to change. Any forecast, projection, or prediction of the market, the economy, economic trends, and equity or fixed-income markets are based upon current opinion as of the date of issue and are also subject to change. Opinions and data presented are not necessarily indicative of future events or expected performance. Information contained herein is based on data obtained from recognized statistical services, issuer reports or communications, or other sources, believed to be reliable. No representation is made as to its accuracy or completeness.

NOT FDIC INSURED : NO BANK GUARANTEE : MAY LOSE VALUE

TVI Platinum Reporting Prepared for:

TVI | TIME VALUE INVESTMENTS®

City of Pacific Grove

As of March 31, 2026

Recipient Info:

Provider Info:

Time Value Investments, Inc.
9725 3rd Ave NE, Suite 610
Seattle, WA 98115

Disclaimer:

Information contained within investment reports provided by Time Value Investments, Inc (TVI) are believed to be reliable but may not have been independently verified. TVI does not guaranty, represent or warrant, or accept any responsibility or liability as to, the accuracy, completeness or appropriateness of the information contained in these reports. Information contained herein may not be current due to, among other things, changes in the financial markets or economic environment. Opinions reflected in these reports are subject to change without notice. Forecasts represent estimates.

Investing carries risk of losses. Information provided by Time Value Investments does not constitute, and should not be used as a substitute for, tax, legal or investment advice. Clients retain responsibility for their internal accounting policies, implementing and enforcing internal controls and generating ledger entries or otherwise recording transactions. Market prices on TVI reports are typically derived from the client's custodian's reports. Client is encouraged to confirm that market values on this report match those on custodian's report. Although TVI believes the prices to be reliable, the values of the securities do not always represent the prices at which the securities could have been bought or sold.

Callable securities are subject to redemption prior to maturity and may be redeemed in whole or in part before maturity by the issuer, which could affect the yield represented. Certain call dates may not appear on the report if the call date has passed and if the security is continuously callable. Information provided for credit ratings is based upon a good faith inquiry of selected sources, but its accuracy and completeness are not guaranteed. All opinions expressed in this report constitute the judgments as of the dates indicated and are subject to change without notice.

This report is for informative purposes only and is not intended as an offer or solicitation with respect to the purchase or sale of any product. Investment in securities involves risks, including the possible loss of the amount invested. None of the securities in this portfolio are in any way guaranteed from loss.

All information is believed to be from reliable sources. However, Cetera Advisor Networks makes no representation as to its completeness or accuracy. Please keep your original, official statement(s) in a safe, secure location.

Data is provided by US Bank (add any other sources) and is not guaranteed or provided by Cetera.

Cetera Advisor Networks and Cetera Investment Advisers exclusively provide investment products and services through its representatives. Although Cetera does not provide tax or legal advice, or supervise tax, accounting or legal services, Cetera representatives may offer these services through their independent outside business. This information is not intended as tax or legal advice.

FOR INSTITUTIONAL INVESTOR USE ONLY

TIME VALUE INVESTMENTS®

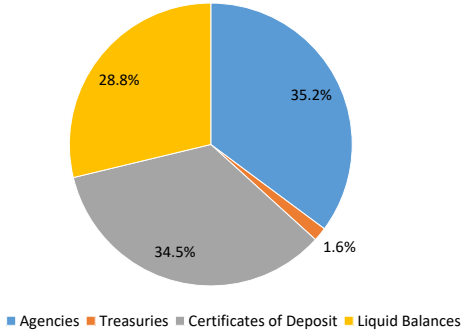
FOR INSTITUTIONAL INVESTOR USE ONLY

Portfolio Summary

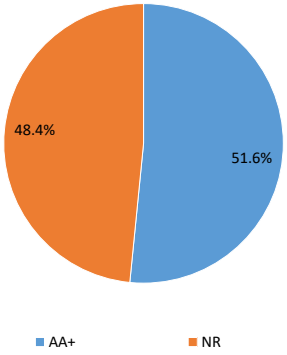
Wgtd Avg YTM *	3.77%
Wgtd Avg YTM with Liq. Bal.*	3.67%
Wgtd Avg YTW **	3.77%
Wgtd Avg Mat (no call)	1.83 yrs
Wgtd Avg Mat with Liq. Bal.	1.3 yrs
Wgtd Avg Mat (all called)	1.73 yrs
Market Value 3/31/2026	11,343,278
Par Value	11,268,000
Liquid Balances	4,548,303
Total Par with Liquid Bal.	**15,816,303**
Current MV with Liquid Bal.	**15,891,581**

Portfolio Composition (incl. Liquid Balances)

Sector	Par Value	YTM *	Weight
Agencies	5,561,000	3.82%	35.2%
Treasuries	250,000	0.70%	1.6%
Certificates of Deposit	5,457,000	3.86%	34.5%
Municipal Bonds			
Corporate Bonds			
Mortgages			
Commercial Paper			
Supra Nationals			
Total	**11,268,000**	**3.77%**	**71.2%**
Account Name	**Balance**	**Rate**	**Weight**
Money Market	4,548,303	3.42%	28.8%
Total Liquid Balances	**4,548,303**	**3.42%**	**28.8%**



Portfolio Ratings (Worst***)

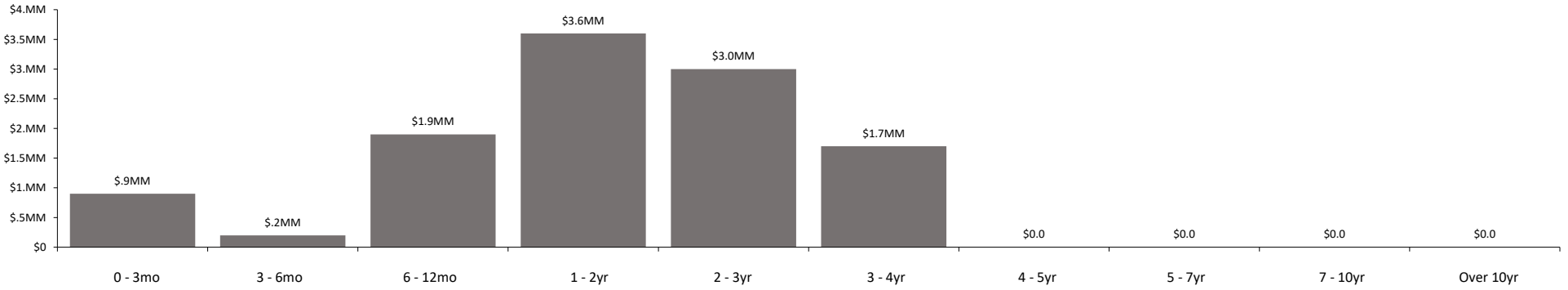


*** All ratings are shown in S&P format.
Ratings Do Not Include Liquid Balances.

* Purchase Yield to Maturity

** Purchase Yield to Worst

Maturity Distribution



Performance versus Benchmark as of 3/31/2026

	1Yr Average	As of 3/31/2026	1Mo Ago	3Mos Ago	6Mos Ago	9Mos Ago	As of 12/31/2025	1Yr Ago	3Yrs Ago	5Yrs Ago
Yield to Maturity:										
Portfolio	n/a	3.77%	3.82%	3.66%	3.35%	3.26%	3.66%	3.38%	n/a	n/a
2-Year Treasury	3.67%	3.82%	3.38%	3.47%	3.60%	3.72%	3.47%	3.89%	4.06%	0.16%
Fed Funds	4.19%	3.75%	3.75%	3.75%	4.25%	4.50%	3.75%	4.50%	5.00%	0.25%

Excluded Securities

Bonds that are not found will not be shown

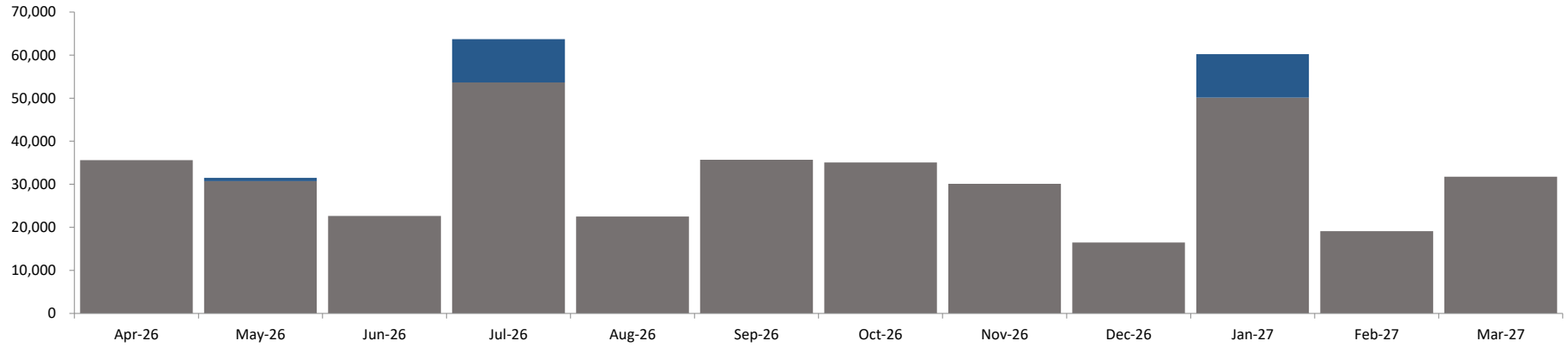
Cusip	Reason

FOR INSTITUTIONAL INVESTOR USE ONLY

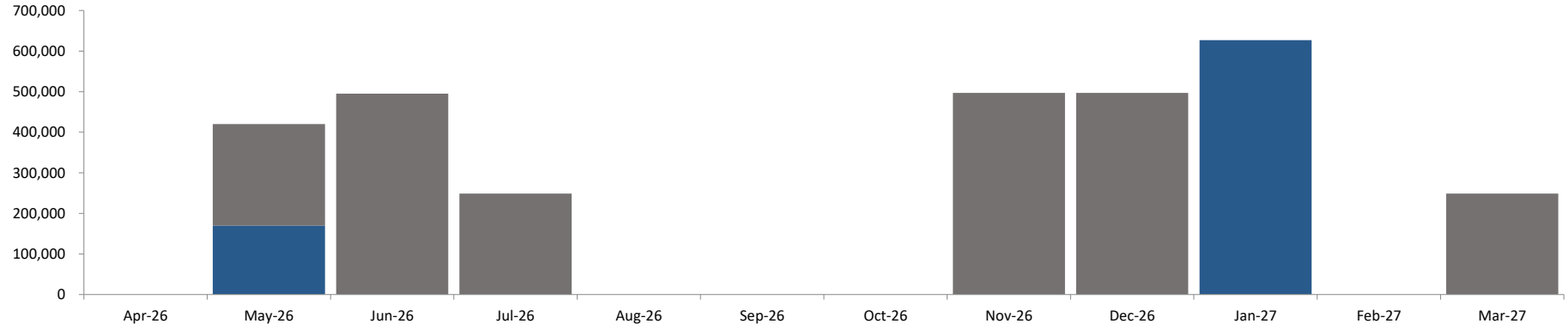
Cash-Flows - from 04/2026 to 03/2027 - Assuming None Called

Type	Par	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27
Callable	1,047,000	0	170,744	0	10,078	0	0	0	0	0	637,078	0	0
Non-Callable	10,221,000	35,614	280,744	517,649	302,629	22,490	35,678	35,074	527,124	513,467	50,133	19,118	280,769
TOTAL	**11,268,000**	**35,614**	**451,488**	**517,649**	**312,707**	**22,490**	**35,678**	**35,074**	**527,124**	**513,467**	**687,211**	**19,118**	**280,769**

Interest Payments



Principal Payments

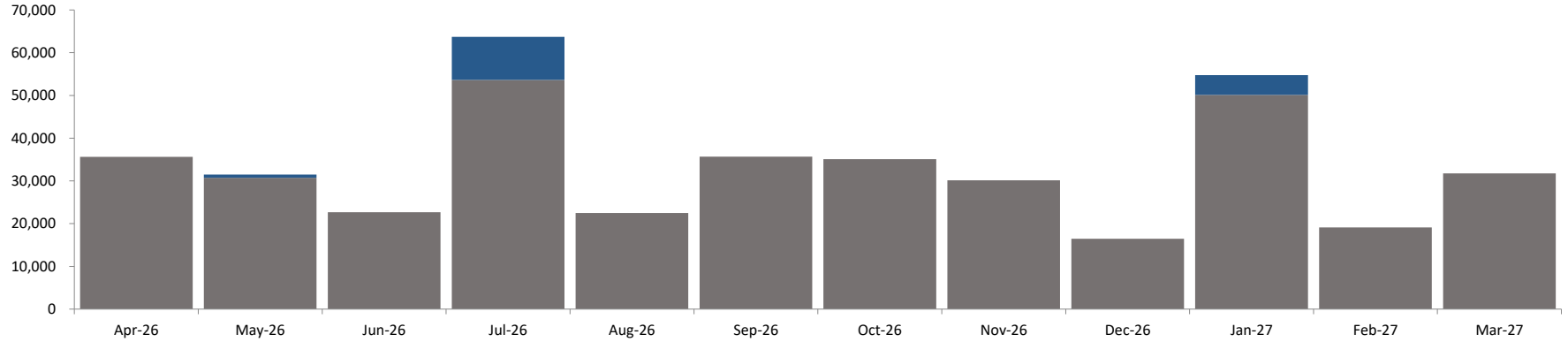


FOR INSTITUTIONAL INVESTOR USE ONLY

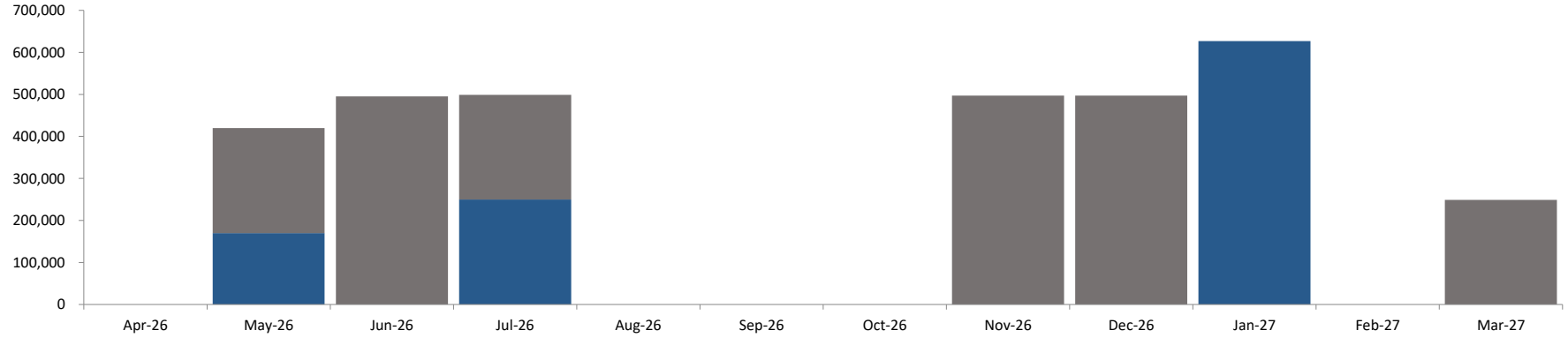
Cash-Flows - from 04/2026 to 03/2027 - Recognizing Likelihood of Call*

Type	Par	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27
Callable	1,047,000	0	170,744	0	260,078	0	0	0	0	0	631,609	0	0
Non-Callable	10,221,000	35,614	280,744	517,649	302,629	22,490	35,678	35,074	527,124	513,467	50,133	19,118	280,769
TOTAL	**11,268,000**	**35,614**	**451,488**	**517,649**	**562,707**	**22,490**	**35,678**	**35,074**	**527,124**	**513,467**	**681,742**	**19,118**	**280,769**

Interest Payments



Principal Payments



** Likelihood based on 03/31/2026 market rates*

FOR INSTITUTIONAL INVESTOR USE ONLY

Extended Cash-Flows

#	Cusip	Par Value	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Year 1 Total
1	3133EMZC9*	170,000	0	170,744	0	0	0	0	0	0	0	0	0	0	170,744
2	91282CCF6	250,000	0	250,938	0	0	0	0	0	0	0	0	0	0	250,938
3	02007GSU8	246,000	0	0	249,680	0	0	0	0	0	0	0	0	0	249,680
4	90348JN48	249,000	159	153	249,159	0	0	0	0	0	0	0	0	0	249,471
5	649447UZ0	249,000	0	0	0	249,864	0	0	0	0	0	0	0	0	249,864
6	25460FDV5	249,000	1,005	972	1,005	972	1,005	1,005	972	250,005	0	0	0	0	256,941
7	07181JAV6	248,000	1,053	1,019	1,053	1,019	1,053	1,053	1,019	249,053	0	0	0	0	256,322
8	87164WH84	248,000	0	0	1,546	0	0	0	0	0	249,554	0	0	0	251,100
9	052392CH8	249,000	1,047	1,013	1,047	1,013	1,047	1,047	1,013	1,047	250,013	0	0	0	258,287
10	3133ENKG4*	530,000	0	0	0	3,896	0	0	0	0	0	533,896	0	0	537,792
11	3133ENKG4*	97,000	0	0	0	713	0	0	0	0	0	97,713	0	0	98,426
12	15118RE78	249,000	994	962	994	962	994	994	962	994	962	994	994	249,898	260,704
13	32116QBK1	244,000	0	5,384	0	0	0	0	0	5,474	0	0	0	0	10,858
14	254673G34	246,000	0	0	3,864	0	0	0	0	0	3,885	0	0	0	7,749
15	58404DSN2	249,000	952	921	952	921	952	952	921	952	921	952	952	860	11,208
16	438649AJ4	249,000	983	952	983	952	983	983	952	983	952	983	983	888	11,577
17	02589ADB5	246,000	0	0	0	3,965	0	0	0	0	0	4,030	0	0	7,995
18	90352RCU7	249,000	819	846	819	846	846	819	846	819	846	846	764	846	9,962
19	31422XH70	334,000	6,329	0	0	0	0	0	6,329	0	0	0	0	0	12,658
20	914098DJ4	249,000	888	860	888	860	888	888	860	888	860	888	831	860	10,459
21	01664MAB2	249,000	931	900	931	900	931	931	900	931	900	931	931	840	10,957
22	51828MAC8	249,000	952	921	952	921	952	952	921	952	921	952	952	860	11,208
23	45157PAZ3	249,000	952	921	952	921	952	952	921	952	921	952	890	921	11,207
24	01882MAA0	249,000	1,026	993	1,026	993	1,026	1,026	993	1,026	993	1,026	960	993	12,081
25	82671DAB3	249,000	931	900	931	900	931	931	900	931	900	931	931	840	10,957
26	61690U3L2	244,000	0	0	0	0	0	6,027	0	0	0	0	0	5,929	11,956
27	91527PBW6	249,000	867	839	867	839	867	867	839	867	839	867	867	783	10,208
28	3130AXEL8	250,000	0	0	0	0	0	5,938	0	0	0	0	0	5,938	11,876
29	3133EPF91	500,000	0	11,250	0	0	0	0	0	11,250	0	0	0	0	22,500
30	3130AYJ31**	250,000	0	0	0	255,469	0	0	0	0	0	0	0	0	255,469
31	3133EPW84	750,000	0	0	0	14,531	0	0	0	0	0	14,531	0	0	29,062
32	3133ERQD6	500,000	0	0	0	0	9,063	0	0	0	0	0	9,063	0	18,126
33	3133EP5J0	500,000	0	0	0	0	0	10,313	0	0	0	0	0	10,313	20,626
34	3133EPXV2	180,000	4,163	0	0	0	0	0	4,163	0	0	0	0	0	8,326
35	3133EPXV2	500,000	11,563	0	0	0	0	0	11,563	0	0	0	0	0	23,126
36	3133ERKX8	1,000,000	0	0	0	21,250	0	0	0	0	0	21,250	0	0	42,500
	TOTAL	**11,268,000**	**35,614**	**451,488**	**517,649**	**562,707**	**22,490**	**35,678**	**35,074**	**527,124**	**513,467**	**681,742**	**19,118**	**280,769**	**3,682,920**

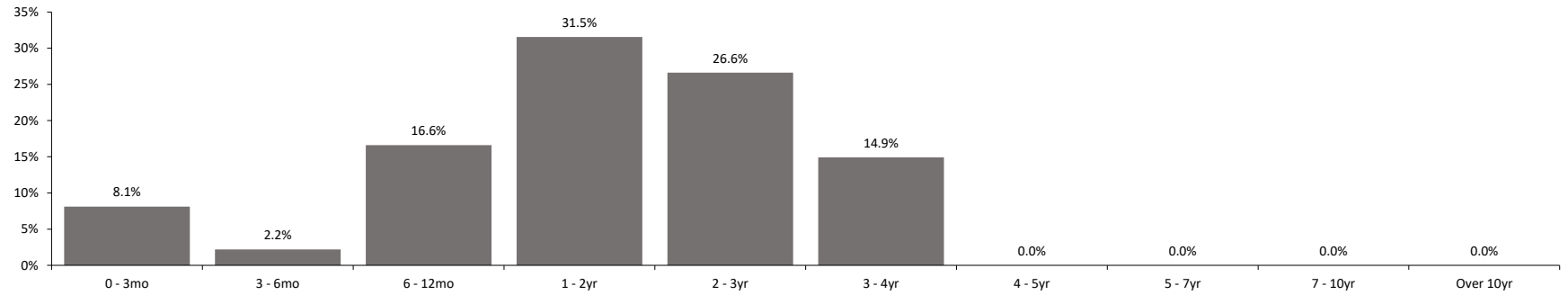
* Callable - currently not likely to be called

** Callable - currently likely to be called

See Cash-Flows graph above "Recognizing Likelihood of Call" for current projected cash-flows

FOR INSTITUTIONAL INVESTOR USE ONLY

Maturity Distribution



Portfolio Details - Sorted by Maturity

#	CUSIP/Sec-ID	Sec Desc 1	Weight	Par Value	Coupon *	Settle Dt	Mat Dt	Nxt Call Dt	Rating ***	YTM **	YTW **	Duration	Call Type	Estimated Bps to Call	Estimated Redem. Date
0	Total Liquid Balances		28.8%	4,548,303											
1	3133EMZC9	FFCB	1.1%	170,000	0.875	5/13/2021	5/13/2026	4/7/2026	AA+	0.84	0.84	0.11	Anytime	(169)	5/13/2026
2	91282CCF6	T	1.6%	250,000	0.750	7/16/2021	5/31/2026		AA+	0.70	0.70	0.16			5/31/2026
3	02007GSU8	ALLY BK SANDY UTAH CD	1.6%	246,000	3.000	6/9/2022	6/9/2026		NR	3.00	3.00	0.19			6/9/2026
4	90348JN48	UBS BK USA SALT LAKECITY UT CD	1.6%	249,000	0.750	6/23/2021	6/23/2026		NR	0.75	0.75	0.22			6/23/2026
5	649447UZ0	FLAGSTAR BANK NATIONAL A	1.6%	249,000	0.700	6/30/2021	7/1/2026		NR	0.70	0.70	0.25			7/1/2026
6	25460FDV5	DIRECT FED CR UN NEEDHAM MA	1.6%	249,000	4.750	11/7/2022	11/9/2026		NR	4.75	4.75	0.60			11/9/2026
7	07181JAV6	BAXTER CR UN VERNON HILLS ILL	1.6%	248,000	5.000	11/28/2022	11/30/2026		NR	5.00	5.00	0.65			11/30/2026
8	87164WH84	SYNCHRONY BANK CD	1.6%	248,000	1.250	12/10/2021	12/10/2026		NR	1.25	1.25	0.68			12/10/2026
9	052392CH8	AUSTIN TELCO FED CR UN TEX	1.6%	249,000	4.950	12/16/2022	12/16/2026		NR	4.95	4.95	0.69			12/16/2026
10	3133ENKG4	FFCB	3.4%	530,000	1.470	1/31/2022	1/11/2027	4/7/2026	AA+	1.67	1.67	0.76	Anytime	(234)	1/11/2027
11	3133ENKG4	FFCB	0.6%	97,000	1.470	1/27/2022	1/11/2027	4/7/2026	AA+	1.67	1.67	0.76	Anytime	(234)	1/11/2027
12	15118RE78	CELTIC BK SALT LAKE CITY UTAH	1.6%	249,000	4.700	3/17/2023	3/17/2027		NR	4.70	4.70	0.94			3/17/2027
13	32116QBK1	FIRST NATL BK MIDDLETENN CD	1.5%	244,000	4.450	5/23/2023	5/19/2027		NR	4.45	4.45	1.09			5/19/2027
14	254673G34	CAPITAL ONE NATL ASSN VA CD	1.6%	246,000	3.150	6/7/2022	6/7/2027		NR	3.15	3.15	1.14			6/7/2027
15	58404DSN2	MEDALLION BK UTAH CD	1.6%	249,000	4.500	6/16/2023	6/16/2027		NR	4.50	4.50	1.17			6/16/2027
16	438649AJ4	HONOLULU FIRE DEPT FED CR UN	1.6%	249,000	4.650	6/22/2023	6/22/2027		NR	4.65	4.65	1.19			6/22/2027
17	02589ADB5	AMERICAN EXPRESS NATL BK BR	1.6%	246,000	3.250	7/13/2022	7/13/2027		NR	3.25	3.25	1.24			7/13/2027
18	90352RCU7	USALLIANCE FCU RYE NEW YORK	1.6%	249,000	4.000	9/30/2022	9/30/2027		NR	4.00	4.00	1.45			9/30/2027
19	31422XH70	FAMCA	2.1%	334,000	3.790	11/22/2023	10/4/2027		AA+	4.50	4.50	1.43			10/4/2027
20	914098DJ4	UNIVERSITY BK ANN ARBOR MICH	1.6%	249,000	4.200	11/30/2022	11/30/2027		NR	4.20	4.20	1.60			11/30/2027
21	01664MAB2	ALL IN FED CR UN DALEVILLE	1.6%	249,000	4.400	12/20/2022	12/20/2027		NR	4.40	4.40	1.65			12/20/2027
22	51828MAC8	LATINO CMNTY CR UN DURHAM NOR	1.6%	249,000	4.500	12/21/2022	12/21/2027		NR	4.50	4.50	1.65			12/21/2027
23	45157PAZ3	IDEAL CR UN WOODBURYMN	1.6%	249,000	4.500	12/29/2022	12/29/2027		NR	4.50	4.50	1.67			12/29/2027
24	01882MAA0	ALLIANT CR UN CHICAGO IL	1.6%	249,000	4.850	12/30/2022	12/30/2027		NR	4.85	4.85	1.67			12/30/2027
25	82671DAB3	SIGNATURE FED CR UN ALEXANDRIA	1.6%	249,000	4.400	1/31/2023	1/31/2028		NR	4.40	4.40	1.75			1/31/2028
26	61690U3L2	MORGAN STANLEY BK N A CD	1.5%	244,000	4.900	3/24/2023	3/23/2028		NR	4.90	4.90	1.87			3/23/2028
27	91527PBW6	UNIVEST NATL BK TR SOUDERTON	1.6%	249,000	4.100	5/5/2023	5/5/2028		NR	4.10	4.10	1.99			5/5/2028
28	3130AXEL8	FEDERAL HOME LOAN BANK M1-2028	1.6%	250,000	4.750	10/31/2023	9/8/2028		AA+	4.77	4.77	2.29			9/8/2028
29	3133EPF91	FFCB	3.2%	500,000	4.500	11/27/2023	11/27/2028		AA+	4.40	4.40	2.45			11/27/2028
30	3130AYJ31	FEDERAL HOME LOAN BANK TU-2029	1.6%	250,000	4.375	1/17/2024	1/17/2029	7/17/2026	AA+	4.24	4.12	0.29		49	7/17/2026

Portfolio Details - Sorted by Maturity												
31	3133EPW84	FFCB	4.7%	750,000	3.875	1/18/2024	1/18/2029	AA+	3.92	3.92	2.61	1/18/2029
32	3133ERQD6	FFCB	3.2%	500,000	3.625	8/20/2024	2/20/2029	AA+	3.61	3.61	2.71	2/20/2029
33	3133EP5J0	FFCB	3.2%	500,000	4.125	3/21/2024	3/12/2029	AA+	4.22	4.22	2.75	3/12/2029
34	3133EPXV2	FFCB	1.1%	180,000	4.625	4/30/2024	4/5/2029	AA+	4.66	4.66	2.74	4/5/2029
35	3133EPXV2	FFCB	3.2%	500,000	4.625	4/26/2024	4/5/2029	AA+	4.65	4.65	2.74	4/5/2029
36	3133ERKX8	FFCB	6.3%	1,000,000	4.250	7/22/2024	7/12/2029	AA+	4.09	4.09	3.02	7/12/2029
TOTAL and AVERAGES			**100.0%**	**15,816,303**			**1.83 yrs**	**1.73 yrs**	**3.77**	**3.77**	**1.66**	

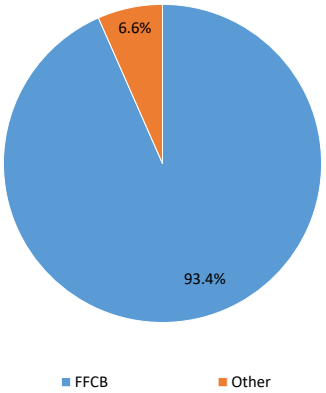
* Semi-Annual interest payment

** Yields calculated using cost price, at settlement date

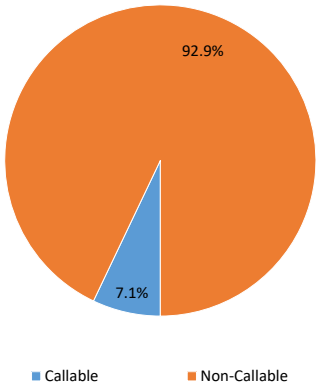
*** Ratings Shown Are: Lowest Rating in S&P format, NR AGY = Non-Rated U.S. Government Agency

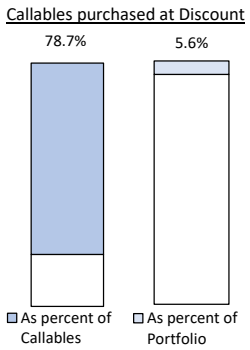
FOR INSTITUTIONAL INVESTOR USE ONLY

Agency Distribution

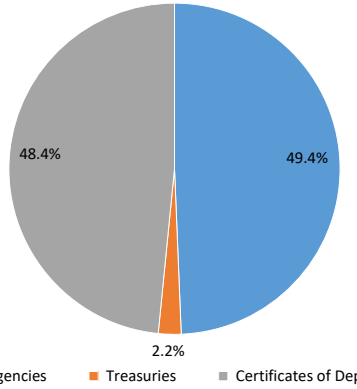


Callable Breakdown





Portfolio Composition *



Amortization/Accretion Book Calculations

#	CUSIP/Sec-ID	Sec Desc 1	Cpn	Mat Dt	Par Value	Cost	Purch Px	Book Val	Book Px	Book YTM	Mkt Val	Mkt Px	Mkt YTM	Unrealized Gain/Loss
1	3133EMZC9	FFCB	0.88	5/13/2026	170,000	170,291	100.17	170,006	100.00	0.82	169,000	99.41	5.79	(1,006)
2	91282CCF6	T	0.75	5/31/2026	250,000	250,596	100.24	250,020	100.01	0.70	248,113	99.25	5.28	(1,907)
3	02007GSU8	ALLY BK SANDY UTAH CD	3.00	6/9/2026	246,000	246,000	100.00	246,000	100.00	3.00	245,282	99.71	4.49	(718)
4	90348JN48	UBS BK USA SALT LAKECITY UT (	0.75	6/23/2026	249,000	249,000	100.00	249,000	100.00	0.75	246,005	98.80	6.09	(2,995)
5	649447UZ0	FLAGSTAR BANK NATIONAL /	0.70	7/1/2026	249,000	249,000	100.00	249,000	100.00	0.70	245,820	98.72	5.79	(3,180)
6	25460FDV5	DIRECT FED CR UN NEEDHAM	4.75	11/9/2026	249,000	249,000	100.00	249,000	100.00	4.75	250,877	100.75	3.50	1,877
7	07181JAV6	BAXTER CR UN VERNON HILLS IL	5.00	11/30/2026	248,000	248,000	100.00	248,000	100.00	5.00	250,262	100.91	3.60	2,262
8	87164WH84	SYNCHRONY BANK CD	1.25	12/10/2026	248,000	248,000	100.00	248,000	100.00	1.25	242,809	97.91	4.33	(5,191)
9	052392CH8	AUSTIN TELCO FED CR UN TEX	4.95	12/16/2026	249,000	249,000	100.00	249,000	100.00	4.95	251,550	101.02	3.48	2,550
#	3133ENKG4	FFCB	1.47	1/11/2027	530,000	524,988	99.05	529,180	99.85	1.67	519,538	98.03	4.07	(9,642)
#	3133ENKG4	FFCB	1.47	1/11/2027	97,000	96,081	99.05	96,850	99.85	1.67	95,085	98.03	4.07	(1,765)
#	15118RE78	CELTIC BK SALT LAKE CITY UTAH	4.70	3/17/2027	249,000	249,000	100.00	249,000	100.00	4.70	251,577	101.04	3.60	2,577
#	32116QBK1	FIRST NATL BK MIDDLETENN CD	4.45	5/19/2027	244,000	244,000	100.00	244,000	100.00	4.45	246,067	100.85	3.68	2,067
#	254673G34	CAPITAL ONE NATL ASSN VA C	3.15	6/7/2027	246,000	246,000	100.00	246,000	100.00	3.15	243,956	99.17	3.87	(2,044)
#	58404DSN2	MEDALLION BK UTAH CD	4.50	6/16/2027	249,000	249,000	100.00	249,000	100.00	4.50	251,418	100.97	3.67	2,418
#	438649AJ4	HONOLULU FIRE DEPT FED CR U	4.65	6/22/2027	249,000	249,000	100.00	249,000	100.00	4.65	251,953	101.19	3.66	2,953
#	02589ADB5	AMERICAN EXPRESS NATL BK I	3.25	7/13/2027	246,000	246,000	100.00	246,000	100.00	3.25	244,167	99.26	3.84	(1,833)
#	90352RCU7	USALLIANCE FCU RYE NEW YOR	4.00	9/30/2027	249,000	249,000	100.00	249,000	100.00	4.00	249,844	100.34	3.77	844
#	31422XH70	FAMCA	3.79	10/4/2027	334,000	325,656	97.50	330,578	98.98	4.50	334,784	100.23	3.63	4,206
#	914098DJ4	UNIVERSITY BK ANN ARBOR M	4.20	11/30/2027	249,000	249,000	100.00	249,000	100.00	4.20	250,770	100.71	3.76	1,770
#	01664MAB2	ALL IN FED CR UN DALEVILLE	4.40	12/20/2027	249,000	249,000	100.00	249,000	100.00	4.40	251,722	101.09	3.74	2,722
#	51828MAC8	LATINO CMNTY CR UN DURHAM	4.50	12/21/2027	249,000	249,000	100.00	249,000	100.00	4.50	251,971	101.19	3.78	2,971
#	45157PAZ3	IDEAL CR UN WOODBURYMN	4.50	12/29/2027	249,000	249,000	100.00	249,000	100.00	4.50	252,018	101.21	3.78	3,018
#	01882MAA0	ALLIANT CR UN CHICAGO IL	4.85	12/30/2027	249,000	249,000	100.00	249,000	100.00	4.85	253,497	101.81	3.78	4,497
#	82671DAB3	SIGNATURE FED CR UN ALEXAN	4.40	1/31/2028	249,000	249,000	100.00	249,000	100.00	4.40	251,624	101.05	3.80	2,624
#	61690U3L2	MORGAN STANLEY BK N A CD	4.90	3/23/2028	244,000	244,000	100.00	244,000	100.00	4.90	249,439	102.23	3.72	5,439

Amortization/Accretion Book Calculations													
# 91527PBW6	UNIVEST NATL BK TR SOUDERT	4.10	5/5/2028	249,000	249,000	100.00	249,000	100.00	4.10	250,594	100.64	3.78	1,594
# 3130AXEL8	FEDERAL HOME LOAN BANK M1	4.75	9/8/2028	250,000	249,783	99.91	249,885	99.95	4.77	257,715	103.09	3.42	7,830
# 3133EPF91	FFCB	4.50	11/27/2028	500,000	502,222	100.44	501,214	100.24	4.40	510,275	102.06	3.68	9,061
# 3130AYJ31	FEDERAL HOME LOAN BANK TU	4.38	1/17/2029	250,000	251,500	100.60	250,863	100.35	4.24	250,273	100.11	4.33	(591)
# 3133EPW84	FFCB	3.88	1/18/2029	750,000	748,500	99.80	749,091	99.88	3.92	754,485	100.60	3.65	5,394
# 3133ERQD6	FFCB	3.63	2/20/2029	500,000	500,309	100.06	500,189	100.04	3.61	499,485	99.90	3.66	(704)
# 3133EP5J0	FFCB	4.13	3/12/2029	500,000	497,883	99.58	498,686	99.74	4.22	506,115	101.22	3.68	7,429
# 3133EPXV2	FFCB	4.63	4/5/2029	180,000	179,759	99.87	179,849	99.92	4.66	184,669	102.59	3.71	4,820
# 3133EPXV2	FFCB	4.63	4/5/2029	500,000	499,400	99.88	499,624	99.92	4.65	512,970	102.59	3.71	13,346
# 3133ERKX8	FFCB	4.25	7/12/2029	1,000,000	1,007,345	100.73	1,004,965	100.50	4.09	1,017,550	101.76	3.68	12,585
TOTAL and AVERAGES				**11,268,000**	**11,261,311**		**11,268,001**		**3.77**	**11,343,278**		**3.92**	**75,277**

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Casey J. Day, Chief of Police
MEETING DATE:	May 20, 2026
SUBJECT:	2026 9-1-1 Service Agreement with the County of Monterey
CEQA:	{CEQA}

RECOMMENDATION

1. Accept and file the report; and
2. Direct the City Manager to execute the Agreement for 911 Emergency Communications Services.

DISCUSSION

BACKGROUND

The current 911 services agreement between the City of Pacific Grove and other allied agencies & fire district within the County of Monterey was executed in 2020. The 911 Services Agreement is the contract between the County and the user agencies which provides the governance and financing terms of the dispatch and call taking services provided by the Monterey County Emergency Communications Department (ECD).

The ECD Executive Board has completed a current revision of the agreement which has been vetted through the various contract agencies and County of Monterey legal counsel. This action was confirmed in their meeting on February 18th 2026. Revisions to the Agreement were focused on nine different areas which are listed below and further detailed in the attached summary of changes document.

1. Executive Board Composition and Voting.
    a. The Board must meet four times per year.
    b. Alternates for Board members were added.
    c. Approval of routine actions requires only a majority vote.
    d. Quorum criteria require at least four members representing 50% of dispatch funding.
2. Operations Board Clarification
    a. Composition reduced to eight members.
    b. The Operations Board must meet once per year.
    c. Quorum is five members with a required member from the City of Salinas.
3. Clarified relationship between ECD and Next Generation Radio (NGEN).
    a. Aligns the 911 Services Agreement with the NGEN Services and Governance Agreement.
    b. Removes ambiguity on who provides radio support.
4. Defines ECD's Scope of Services regarding Ambulance Dispatch.
5. Cost-Sharing Plan Modification

a. Clarifies billing language.

6. Emergency Notification System Billing
    a. The Alert and Warning MOU will be administered by the County Department of Emergency Management.
7. Updates the process for complaint handling and reporting.
8. Aligns with current ECD operations and technological advancements.
9. Grammatical/Style Adjustments
    a. Modifications to fit County of Monterey legal and policy styles.

The final steps in the approval process are for each contracting agency to present the revised agreement to their governing Boards or City Councils for approval.

DISCUSSION:

At the August 2025 Executive Board meeting, ECD notified the Executive Board that the new 911 Services Agreement was in the process of being drafted and that the draft would be distributed to the Executive Board for review. The draft was distributed on October 15, 2025 incorporating updates from the 2020 edition which were approved by the Board. Changes were incorporated into the current and revised contract.

OPTIONS

N/A

FINANCIAL IMPACT:

The billing estimates received from the County of Monterey for FY26-27 Emergency Communications Services, totals $562,909, and will be reflected in the FY26-27 budget update, as this is approximately $17k more than originally budgeted for within the current two-year approved budget.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

SummaryofChanges

BoardAction

911Agreement

2026 9-1-1 Services Agreement Review/ Recommendation for Signature

Action Item – ECD Executive Board 25-007

Date: 12/11/2025

Presented by: ECD Staff

Request:

1: Approve the 2026 Agreement for 9-1-1 Emergency Communications Services and Governance (9-1-1 Services Agreement) for release to Parties for signature;

2: Recommend to all Parties that they sign the 2026 9-1-1 Services Agreement as presented; and

3: Direct the Emergency Communications Department to distribute the 2026 9-1-1 Services Agreement to all Parties for signature with a target effective date of July 1, 2026.

Summary/Discussion

At the August Executive Board ECD notified the Executive Board that a new 9-1-1 Services Agreement was in progress and the draft would be distributed to the Executive Board for them to review and pass along to the Parties they represent for review. This draft was distributed on October 15, 2025 with tracked changes showing updates from the current 9-1-1 Services Agreement. Feedback was due November 25 and changes were incorporated into the current draft. Below is a high-level summary of changes from the current active agreement from 2020.

Before release for signature, County will finalize spacing/formatting after agreement is accepted in final form.

SUMMARY OF CHANGES DISTRIBUTED IN OCTOBER 15, 2025 DRAFT

1. Governance Structure Updates

A. Executive Board Composition and Voting

2020 Agreement

- No alternates permitted for Executive Board voting members.
- All recommendations required **unanimous vote of the quorum**.
- Quorum required representation of **greater than 50 percent of dispatch funding**.
- Must meet once per quarter.

2025 Revision

- Must meet at least four times per year.
- **Alternates formally added** for Executive Board voting seats, designated through an agendized notice.

- **Approval of routine actions** now requires a **majority vote of the quorum**, not unanimity.
- Unanimous vote still required for:
    - Amendments to the Agreement
    - Amendments to bylaws
    - Adding or removing Participating Parties
- Quorum requirements clarified:
    - Must include at least four members representing at least 50 percent of dispatch funding.

2. Operations Board Clarifications

A. Membership Adjustments

2020 Agreement

- Ten members, including three law, three fire, Sheriff, Salinas Police, Salinas Fire, and ECD Director.

2025 Revision

- Reduced to **eight members**, representing:
    - Two law
    - Two fire
    - Sheriff
    - Salinas Police Chief
    - Salinas Fire Chief
    - ECD Director
- Formalized quorum definition: 5 members, with representation requirements.
- Salinas must be present.
- Must meet at least once per year.

3. Clarified Relationship Between ECD and NGEN

2020 Agreement

- NGEN referenced only as “other governing agreements.”

2025 Revision

- Explicitly aligns the 9-1-1 Services Agreement with the **NGEN Services and Governance Agreement**, clarifying that:
    - ITD manages radio infrastructure under the NGEN agreement.

- ECD manages call taking and dispatch operations.

- Removes ambiguity on who provides radio support.

4. Clearer Definition of ECD's Scope of Services

A. Ambulance Dispatch Clarification

2020 Agreement

- EMS Agency referenced but ambulance dispatch responsibilities were not clearly separated.

2025 Revision

- Explicit statement that **ECD does not dispatch ambulances**, except where local arrangements exist.
- Defines ECD's role as **initial call-taking and transfer** to the EMS provider.

5. Cost-Sharing Plan Modernization

A. Standard Cost Sharing

2020 Agreement

- Cost formula based on actual costs minus revenue offsets, weighted 3-factor formula, Prop 172 offset, etc.

2025 Revision

- Clarifies billing language:
  - Explicit recognition of **admin fees** tied to non-dispatch services (NGEN, ENS).
  - Clarifies that **Inform Mobile Licensing** is billed under this agreement.
  - Introduces 2026 policy change:
    - Fire-only agencies that transition later lose the 10 percent multiplier privilege.
    - New agencies joining must be "fire only" service for the Party to qualify for 10% multiplier subsidy.

6. Emergency Notification System Billing

2020 Agreement

- ENS billing referenced as a possible charge.

2025 Revision

- Billing authority remains, but will move to new Alert & Warning MOU administered by DEM and be removed from 9-1-1 Services Agreement as soon as MOU is complete.

7. Complaint Handling and Reporting Changes

2020 Agreement

- Required Director to routinely report summary of complaints to EC Boards.

2025 Revision

- Updates process:
    - Complaints handled as a core operational responsibility.
    - Reporting to EC Boards occurs only **upon request**.
    - Users directly involved in complaints receive updates automatically.

8. Alignment with Current ECD Operations and Technology

The 2025 revision adds significant clean-up:

- Updated definitions for:
    - EMS Provider
    - MDCS responsibilities
    - ITD's role in cybersecurity and infrastructure
    - Vendor agreements and third-party support
- Removes outdated language tied to pre-2020 systems.

9. Grammatical/Style Adjustments

- Standardization of Terminology
- Removal of Redundant or Conflicting Language
- Punctuation and Grammar Corrections
- Clarification of Definitions and Cross-References
- Alignment with County Legal and Policy Style

_____**Executive Board Action** _____

Modification to requested action: Yes ___ No ___

Vote Date __/__/__

Motion by _____ 2nd _____ Approved:

/s/ Chair _____

Yeas: __ Nays:

Docusign Envelope ID: 793B7FAC-1F91-437D-B895-1780CC8FCFDD

2026 9-1-1 Services Agreement Review/ Recommendation for Signature

Action Item – ECD Executive Board 26-001

Date: 2/18/2026

Presented by: ECD Staff

Request:

1: Approve the 2026 Agreement for 9-1-1 Emergency Communications Services and Governance (9-1-1 Services Agreement) for release to Parties for signature;

2: Recommend to all Parties that they sign the 2026 9-1-1 Services Agreement as presented; and

3: Direct the Emergency Communications Department to distribute the 2026 9-1-1 Services Agreement to all Parties for signature with a target effective date of July 1, 2026.

Summary/Discussion

At the August Executive Board ECD notified the Executive Board that a new 9-1-1 Services Agreement was in progress and the draft would be distributed to the Executive Board for them to review and pass along to the Parties they represent for review. This draft was distributed on October 15, 2025 with tracked changes showing updates from the current 9-1-1 Services Agreement. Feedback was due November 25 and changes were incorporated into the current draft and presented to the Executive Board in December 2025. The Executive Board requested additional time for their constituent agencies to review and no action was taken at that meeting. The parties were given until February 2, 2026 to submit feedback.

No feedback was received from this last review and the same agreement that was presented on December 11, 2025 is being brought for action today.

Executive Board Action

Modification to requested action: Yes ___ No X

Vote Date 2/18/2026

Motion by Nieto 2nd Norgaard

/s/ Chair Signed by: David Sargenti FDBD8685F463463...

Yeas: De La Rosa, Sargenti, Wood, Nieto, Guertin, Norgaard, Mendez

Nays: None

AGREEMENT
FOR 9-1-1 EMERGENCY COMMUNICATIONS SERVICES AND GOVERNANCE

This agreement is made and entered into as of the date of last signature, by and between the County of Monterey, a political subdivision of the State of California ("County"), and the Cities, Fire Districts and other organizations listed below (County and these entities may be referred to collectively as the "Parties"):

	Fire	Police
City of Carmel-by-the-Sea	X	
City of Del Rey Oaks		X
City of Gonzales	X	X
City of Greenfield	X	X
City of King	X	X
City of Marina	X	X
City of Monterey	X	X
City of Pacific Grove	X	X
City of Salinas	X	X
City of Sand City		X
City of Seaside	X	X
City of Soledad	X	X
Monterey County Regional Fire Protection District	X	
North County Fire Protection District of Monterey County	X	
Big Sur Volunteer Fire Brigade	X	
Mid Coast Fire Brigade	X	
Miscellaneous Agencies		
California State University, Monterey Bay		X
Monterey Peninsula Airport District	X	X
Correctional Training/ Salinas Valley State Prison	X	

RECITALS

WHEREAS, the Parties desire to participate in a countywide public safety communications and emergency 9-1-1 dispatch system (System) consisting of all necessary 9-1-1 call taking, logging, dispatching, communications and other related services and technology for law enforcement, fire, emergency medical and other services;

WHEREAS, the Parties desire to collaborate as partners to better serve the public with the understanding that a formal structure will enable the County to work with representatives of the Parties and users of the System to achieve clear policy direction and consistent coordination regarding emergency dispatch services;

WHEREAS, the County, through its Department of Emergency Communications and under the governance of the Board of Supervisors, is willing and able to furnish such services through a mutually agreeable cost sharing plan;

WHEREAS, the Parties agree to utilize mutually owned and/or licensed equipment and resources including, but not limited to: facilities for housing staff or equipment, telephone system(s), a computer aided dispatch system and other shared infrastructure that exists today and may be installed in the future;

WHEREAS, the County of Monterey and participating jurisdictions have entered into a separate Services and Governance Agreement to support the Next Generation Radio System (NGEN), which provides for the shared operation, maintenance, and management of critical public safety radio infrastructure in alignment with, but independent from, this 9-1-1 Services Agreement;

WHEREAS, the Parties desire to work in partnership to provide input, direction and advisory decision-making on items such as operations, budget, strategy, and vision as they pertain to the County's provision of emergency call taking, non-emergency call taking, fire, law enforcement and medical dispatching and associated emergency communications services; and

WHEREAS, the County has previously provided these services pursuant to a written agreement.

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

1. DEFINITIONS

A Assets: Real estate, structures, equipment, and intellectual property dedicated to, used by, or generated for use in the 9-1-1 communications system and associated emergency services. "County Assets" include property purchased or otherwise acquired by the County, without financial contributions from other member Agencies. "System Assets" include property purchased or otherwise acquired by the Parties in common. Those Parties that did not contribute to the purchase, acquisition, or generation of an asset do not hold ownership rights in that asset.

B County: The County has several roles as administrator of the System, provider of services, and as a recipient of services. A "County Service Department" refers to a department of the County that directly bills Emergency Communications for services.

C County Board of Supervisors: The Board of Supervisors for the County of Monterey, pursuant to Government Code section 25000, is the governing body for the County of Monterey. It has final authority regarding all aspects

of the 9-1-1 system, including budget, for delivery of emergency communications services.

D County-wide Cost Allocation Plan: The County-wide Cost Allocation Plan is the mechanism used by the County to bill overhead charges to County departments.

E Director: The Director of the County of Monterey Emergency Communications Department, a County employee, as further described herein.

F Emergency Communications Department (ECD): The County department responsible for providing emergency and non-emergency public safety communications services to participating jurisdictions under this Agreement. ECD's responsibilities include 9-1-1 call-taking, non-emergency call handling and dispatch operations for law enforcement and fire services. ECD also provides initial call triage for medical emergencies before transferring to the designated EMS provider.

G Emergency Medical Service (EMS) Agency: the Local Emergency Medical Services Agency (LEMSA) designated by the County pursuant to the California Emergency Medical Services System and the Prehospital Emergency Medical Care Personnel Act. The EMS Agency is responsible for medical control, regulatory oversight, system design and provider authorization for emergency medical services within the County.

H EMS Provider: the contract ambulance service provider authorized by the EMS Agency and selected by a Participating Jurisdiction to deliver emergency and/or non-emergency medical transportation services. The EMS Provider is responsible for field response and coordination in accordance with EMS Agency protocols and the terms of its service agreement.

I Executive Board: The Executive Board is comprised of certain executives of the Parties and represents the Parties as specified in this agreement.

J Fiscal Year: A "Fiscal Year" is defined as July 1 of each year to June 30 of the following year.

K Emergency Communications Boards (EC Boards): The Emergency Communications Boards are the Executive Board and the Operations Board whose responsibilities are specified in this agreement.

L Information Technology Department (ITD): The County department responsible for providing and maintaining countywide information technology infrastructure and services, including network connectivity, cybersecurity, County-wide enterprise systems, and County-managed computer hardware

used by the Emergency Communications Department (ECD). ITD also operates and maintains the Next Generation Radio System (NGEN) pursuant to the separate Agreement for NGEN Services and Governance.

M Operations Board: The Operations Board is comprised of certain representatives of the law enforcement and fire protection agencies that are Users, as defined below, directly receiving services as specified in this agreement.

N Parties: The County and the Cities, Fire Districts, and other organizations that are signatory to this agreement.

O User: Any entity directly receiving emergency communications services from the County through ECD, including County Departments, such as but not limited to, the County of Monterey Sheriff and the EMS provider utilized by the County of Monterey, and including the public safety departments and sub-entities of the Parties to this agreement. The Parties understand and agree that each Party may have one or more Users of ECD services pursuant to this agreement.

P Miscellaneous Agencies: Non-Voting Agencies that do not have all three billable factors of "population, assessed property value, workload" necessary to be charged with the Standard Cost Sharing model such as Municipal, State and Federal entities that contract for services with the County of Monterey for Emergency Communications, e.g. State College and Correctional Facilities.

2. <u>DIRECTOR OF EMERGENCY COMMUNICATIONS</u>

A The Director is a County of Monterey department head position.

B The duties of the Director are to plan, organize, coordinate, administer, and direct all activities of the Emergency Communications Department.

C The Director shall be selected by the County Administrative Officer (CAO).

1. In the selection of the Director, the CAO shall seek concurrence from the Executive Board, but the CAO shall retain authority to select, hire, evaluate, discipline and release the Director.
2. In reviewing the performance of the Director, the CAO shall consult with the Executive Board and shall receive a written statement from the Executive Board regarding the Director's performance in meeting the standard herein, which will become part of the overall review. Still, all personnel evaluation decisions regarding the Director shall be the sole purview of the CAO.

D The Director will consult with the EC Boards in matters related to ECD operational priorities, financial and budgetary requirements, policies and problem-solving. ECD operational decisions shall be the sole purview of the

County, acting through the Director.

E The Director, at the request of the Executive Board, will seek accreditation from an appropriate accreditation group.

3. EMERGENCY COMMUNICATIONS BOARDS (EC Boards)

A The Parties agree to the formation of the EC Boards to consult and advise on the emergency communications and dispatch services provided by the ECD. Responsibilities of the EC Boards are defined herein. For those items where the EC Boards do not have direct responsibility, such as, but not limited to, labor relations, the County shall coordinate and collaborate in good faith with the Parties through the EC Boards. The governance structure established by any other agreement affecting the delivery of 9-1-1 emergency communications is revoked to the extent that it conflicts with the governance structure established by this agreement.

B The EC Boards shall work in conjunction with the Director in developing a strategic plan for the delivery of emergency communications services.

4. EXECUTIVE BOARD

A Voting members: Comprised of four City Managers---one city manager representing Salinas, one city manager representing the South County Cities of Gonzales, Greenfield, Soledad, and King City, one city manager representing the North Peninsula Cities of Marina, Seaside, and Sand City, and one city manager representing the South Peninsula Cities of Carmel-by-the Sea, Monterey, Del Rey Oaks, and Pacific Grove; plus one representative of the Fire Districts, one representative of the County of Monterey Sheriff, and the CAO, for a total of seven (7) voting Executive Board members. Each of these positions shall also have an Alternate who may act as a full Board Member in the absence of the Board Member. The Alternate must be set in advance through an agendized notification to the ECD Executive Board. The three City Managers representing the South County Cities, North Peninsula Cities, and the South Peninsula Cities will be selected by members of the Monterey Bay Area Manager's Group. The Fire District Representative will be selected by the Monterey County Fire District's and Volunteer Fire Company Association. The Alternates will be selected by the same groups with the City of Salinas and the County of Monterey Sheriff selecting their own Alternates.

B Each Voting Member will have one equally weighted vote. Voting Members must be Present for their vote to count. To be considered Present a Voting Member must attend in person or through Ralph M. Brown Act, Government Code section 54950-54963 (Brown Act) compliant remote attendance for their vote to count. The weight of each vote shall be dependent upon how many voting members are present with the total weight always equaling 100% and a quorum

must be present for voting to occur.

C A quorum for conducting business shall consist of at least four Executive Board members representing at least 50% of the total dispatch center funding as defined by the current cost-sharing formulas.

D Approval of actions by the Executive Board shall require a majority vote of the Executive Board members present at a meeting where quorum is established.

E All operational and financial decisions within the scope of the approved budget shall remain under the exclusive authority of the Director of the ECD.

F A unanimous vote of the quorum shall be required to: Amend this Agreement, create or amend the bylaws, or admit or remove a Participating Party.

1. All recommendations and other actions taken by the Executive Board pursuant to this agreement require a vote of a quorum at a duly noticed and conducted meeting, that includes the following non- voting advisors:

   1 County of Monterey ECD Director or their designee

2. The following non-voting advisors of the Executive Board are NOT required to be present at a meeting for a vote on any recommendation or action are:

   1 County of Monterey EMS Bureau Chief
   2 Chief Information Officer for the County of Monterey
   3 Operations Board Chairperson or Vice Chair

3. The presence or absence of an advisor at a meeting of the Executive Board shall not count towards establishing a quorum.

G The Executive Board shall meet at least four times per Fiscal Year and shall give reasonable notice of all meetings to all Users and all Parties. Meetings of the Executive Board shall be conducted in compliance with the requirements of the Brown Act.

H Executive Board meeting agendas will be physically posted and electronically posted on the ECD web site in accordance with Brown Act requirements.

I The Executive Board shall elect a chair and such other officers as it sees fit. The Executive Board may establish procedures for its business and operations, create committees composed of the Party representatives or other persons, and perform such other acts that do not violate the terms of this agreement, the bylaws adopted by the Executive Board or applicable law.

J Tenure: In the event of removal, resignation, or death of a voting member of the Executive Board, the entity responsible for appointment of that member shall promptly appoint a successor to fill the position.

K Executive Board Duties

1. The Parties understand and agree that the Executive Board has the responsibility, under this agreement, to make recommendations that affect the costs, nature and scope of the emergency communications services provided to their organizations; recommendations regarding the costs, nature, and scope of the emergency communications services provided to the Parties under this agreement shall be made at Executive Board meetings at which a quorum of voting members is present; all recommendations made by the Executive Board shall be enacted by a vote of the quorum following voting rules set forth in this agreement.
2. From time to time, ECD's budget may be augmented pursuant to this Agreement to provide special funding as needed for reasons such as, but not limited to, purchase of special or upgraded equipment, replacement of failed equipment, purchase of emergency communications system software and hardware; the Executive Board shall recommend equitable apportionment of such special costs among the Parties, as otherwise provided in this agreement.
3. The Executive Board may recommend that the County, acting through the Board of Supervisors, enter into binding service agreements on behalf of all Parties or it may recommend that a service be referred to the affected Users' governing bodies for approval before a service is implemented.
4. The Executive Board may make recommendations to the County, through ECD, regarding emergency communications services program and budget-related issues. Executive Board members shall be responsible for providing information on emergency communications services program and budget issues to the Users that they represent. Users shall present such information to their governing bodies, as they deem appropriate.
5. The Executive Board shall have the responsibility to propose to the Parties fiscal policies that affect the Parties and Users.
6. The Executive Board shall meet at least four times per fiscal year, provided a quorum can be present, to receive reports from the Director or designee on all policy matters pertaining to budget, personnel, equipment, operations, or fiscal issues which could affect costs to Users. The Executive Board may review items presented by

the County, items initiated by members of the Executive Board and items initiated by Parties and Users.

7. Notwithstanding the duties of the Executive Board to recommend policies regarding emergency communications services, where services provided or administered by ECD are not used by all the Parties, the representatives of those Parties using the respective services shall have primary responsibility for recommending policies with respect to those services; these policies shall not conflict with the County's policies or other ECD departmental policies. Any costs of special services shall be the responsibility of the using Party(s). The County will determine policy on unique services used by specified Parties, taking into account their recommendations, made pursuant to this provision.
8. The Executive Board may appoint Standing and Ad Hoc Committee(s) as necessary to advise it on technical matters or to consider special issues.
9. The Executive Board shall provide policy recommendations and input to the ECD Director. Operational decisions on the delivery of 9-1-1 services shall be the sole purview of the County, acting through the Director as provided in ***Section 2, subsection D*** of this Agreement.
10. The Executive Board may request financial or performance audit(s) of the ECD, including that the auditor be independent from the County. The costs of an independent financial audit shall be borne, proportionally, by the Parties as specified in this agreement. Upon the Executive Board's request for an audit, the Emergency Communications Department will cooperate in such audits.
11. Bylaws. The Executive Board may adopt bylaws consistent with this agreement, which may be amended from time to time. These by-laws shall serve as the guiding governance document for the Executive Board in performing its duties under this agreement. In the event of a conflict between the Executive Board's Bylaws and this agreement, this agreement shall prevail.
    1 The Executive Board shall provide 30-day advance notice to the Parties of any scheduled Executive Board meeting at which it will consider a proposal to amend the by-laws.
    2 Amendments to the bylaws must be approved by a vote of the Executive Board per the voting requirements in ***Section 4*** of this Agreement.

5. OPERATIONS BOARD

A Membership of the Operations Board consists of executives, or their designees, from two law enforcement agencies, two fire protection agencies, and the County of Monterey Sheriff, City of Salinas Police Chief, City of Salinas Fire Chief, and the Director of the County's ECD, for a total of eight members.

B Representatives of the law enforcement agencies and the fire protection agencies will be selected by their respective Chiefs associations.

C The Parties agree that attendance and full participation by all Operations Board members are crucial. A quorum shall be defined as five voting members. It must include at least one representative from the City of Salinas and at least one law and one fire representative from any agency (the City of Salinas representative may count). Designees shall count towards quorum and must verbally identify themselves during roll-call. A quorum shall be established for each meeting of the Operations Board. After three unexcused absences by any one member of the Operations Board, the entity or entities represented by that member shall appoint a different individual to serve as a member of the Operations Board.

D Each member has one vote; there shall be no weighted voting.

E The affirmative vote by a majority of a quorum of the voting members present at an Operations Board meeting is required for the Operations Board to take action.

F Key responsibilities of the Operations Board include:

1. Creating and tasking internal User Groups to resolve issues, develop protocols; investigate technologies, and address other operational issues associated with emergency communications and dispatch services. These User Groups may include:
    1 Dedicated Fire Dispatch (DFD) subcommittee of the Monterey County Fire Chiefs Association
    2 The Monterey County Law Enforcement Agency Association (MCLEAA) subcommittee of the Monterey County Chief Law Enforcement Officers Association.
    3 Other User Groups as needed.
2. Providing recommendations to the Executive Board on operational policies, goals, and operational enhancements, including those that have budgetary implications.

G Meets at least once annually and as needed to provide input and make recommendations on operational issues that impact multiple Parties. Duties

1. The Operations Board may provide operational policy recommendations.

2. The Operations Board shall have responsibility to provide recommendations regarding matters pertaining to operating policies that affect multiple Parties.
3. The Operations Board may receive reports from the Director or designee on major operational issues that impact multiple Parties.
4. The Operations Board may review items presented by the County, initiated by members of the Operations Board, and initiated by Users and Parties.
5. Where services are provided or administered by ECD, and are not used by all the Parties, the representatives of those Parties using the respective services shall have primary responsibility for recommending operational policies with respect to those services; these policies shall not conflict with County-wide policies or with ECD departmental policies. Any costs of special services shall be the responsibility of the using Party(s). County will determine policy on unique services used by specified Parties, taking into account their recommendations, made pursuant to this provision.
6. The Operations Board may appoint Standing and Ad Hoc Committee(s) as necessary to advise it on technical matters or to consider special issues.
7. In advance of addition of new technology or services that increase costs to User Agencies, the Operations Board shall identify and recommend cost sharing and funding mechanisms. This shall include technology and services that are funded by grants but that may have future additional costs such as for maintenance.
8. The Operations Board will recommend to the Executive Board, as it sees fit, programmatic performance audits and reviews of the Emergency Communications Department.
9. Bylaws. The Operations Board may adopt bylaws consistent with this agreement, which may be amended from time to time. These by-laws shall be the guiding governance document for the Operations Board in performing its duties under this agreement. In the event of a conflict between the By-Laws and this agreement, this agreement shall prevail.
    1 The Operations Board shall provide 30-days advance notice to the Parties of any scheduled Operations Board meeting at which it will consider a proposal to amend the by-laws.
    2 Amendments to Operations Board bylaws must be approved by all members of the Operations Board.

6. COUNTY OBLIGATIONS

A The County shall provide 9-1-1 call-taking and dispatch services through ECD, excluding radio infrastructure support and maintenance. The County, through the IT Department, provides radio services through the Agreement for NGEN Services and Governance.

B The County shall provide all answering services for calls made to Users' non-emergency telephone number (one number per User).

C The County shall dispatch User law enforcement, fire, and in jurisdictions where specific local arrangements apply emergency medical field units and shall provide associated services, including status reporting and activity reports.

D The County, through its Emergency Medical Services (EMS) Agency, contracts separately for ambulance dispatch and transport under the Ambulance Services Agreement. The Emergency Communications Department (ECD) does not dispatch ambulance units under this 9-1-1 Services Agreement, except in jurisdictions where specific local arrangements apply. ECD's role is limited to initial call-taking, defined as the receipt and processing of telephone calls, including the entry of basic location and incident information into the computer-aided dispatch (CAD) system, followed by the transfer of the call to the designated ambulance dispatch provider. Responsibility for ambulance unit deployment and oversight remains solely with the EMS Agency and the contracted provider under the Ambulance Services Agreement.

E The County shall, upon agreement with the individual Parties, provide responses to urgent or emergency data inquiries made by Users' field units.

F At the request of a User agency, the County may provide additional public safety call-taking or dispatch-related services beyond the scope of this Agreement. Such services shall be considered upon recommendation by the Operations and Executive Boards and are subject to final approval by the Director of Emergency Communications. All costs for additional services shall be the responsibility of the requesting agency and shall be memorialized in a separate written agreement.

G The County shall provide and maintain all necessary consoles, and telephone systems, located in its communications center(s).

H The County shall operate and maintain the telecommunications systems and associated infrastructure necessary to support the Emergency Communications Department's 9-1-1 call-taking and dispatch functions. Equipment and transmission systems that are exclusively used by an individual User agency—such as mobile, portable, base station, or remote radio and data terminals—shall be the sole responsibility of that User agency and

maintained at that agency's expense. This section does not apply to infrastructure or services governed under the Agreement for NGEN Services and Governance.

I County shall coordinate, administer, and maintain all systems defined by the EC Boards to benefit all Parties and Users, including development of standard operating procedures that may include training of Parties' and Users' staff to meet their responsibilities. All systems shall be maintained and operated consistent with applicable federal, state, and local laws, rules and regulations such as the State of California Department of Justice and Federal Communications Commission.

J The County, on behalf of all Parties, may pursue grant opportunities and other external funding sources as appropriate. Applications shall be made with authorization from the County Board of Supervisors. Any funds awarded shall be applied to proportionately offset the Parties' share of applicable project expenses.

K County shall provide technical expertise in emergency communications and dispatch services and as well as associated administrative services such as, but not limited to, human resources, budgeting, auditor, treasurer, and technical support.

L The County shall notify the Executive Board of finalized decisions that may materially affect the cost or delivery of emergency communications services under this Agreement, including implemented salary or benefit adjustments, layoffs, or scheduling impacts such as winter recess. The County shall not disclose pending labor negotiations or confidential matters related to collective bargaining. However, the County will consider feedback from the EC Boards on the operational impacts of such decisions once formally adopted.

M With the approval of the County Board of Supervisors, County shall be the signatory on agreements with third-party vendors for services such as, but not limited to, support of systems required under this agreement.

N The County shall provide appropriate management, supervision, and administrative support for all emergency communications and dispatch services delivered through this Agreement. The EC Boards may make recommendations regarding service enhancements or alternative approaches to support operational efficiency. The County shall consider such recommendations in good faith, consistent with applicable laws, fiscal constraints, and operational requirements.

O The County shall bill to Users all costs associated with providing 9-1-1 emergency call taking, non-emergency call-taking, law enforcement dispatch, fire dispatch, emergency medical dispatch, and other emergency

communications or associated services in accordance with ***Section 13*** of this agreement.

P The County will support, participate in, and cooperate with financial and programmatic audits and reviews of the Emergency Communications Department as recommended by the Executive and Operations Boards.

Q For direct and indirect costs that County will bill to Users as part of this agreement, County shall provide invoices or other available supporting documents in a timely manner and in accordance with ***Section 13*** of this agreement.

R County-requested projects requiring contribution from the Parties shall be submitted by the County, through the Director, to the Executive Board, in advance of incurring costs. The Executive Board shall make recommendations to the County on the projects and costs.

7. RESPONSIBILITIES OF THE USERS AND PARTIES

A Each Party, through its representative on the EC Boards, shall support the effective management and operation of the emergency communications system by providing technical and operational input to inform system design, functionality, and usage. Such input will help ensure the system meets both individual and collective public safety needs, while operational authority remains with the County.

B Each Party shall be responsible for communicating with its constituents and governing bodies about the emergency communications systems.

C Each Party shall, at its own cost, be responsible for the procurement, maintenance, and replacement of its assets that are not System Assets Such assets must be (1) compatible with the systems used by County of Monterey Emergency Communications Department, (2) serve an individual User, and (3) used by that User's personnel at that Party's expense. Each Party shall pay all costs associated with those assets.

D Each Party utilizing Mobile Data Communications System (MDCS) services shall, at its own expense, be responsible for the procurement, maintenance, and use of equipment that is compatible with the County's technology infrastructure in effect at that time and coordinate directly with the County's Information Technology Department (ITD), and any associated costs shall be borne by the Party. These services and expenses are separate from the emergency communications services and budget administered by ECD.

E The Executive Board, with input from the Operations Board, may recommend to the County cost-sharing formulas on behalf of all Users for additional future emergency communications services provided by the County under

this Agreement. This excludes services governed by separate agreements.

F All Parties shall provide information requested by the County or the EC Boards such as device inventory, in a timely manner.

G Each Party shall comply with future requirements as recommended by the EC Boards. This may include but is not limited to required operational agreements, training, or upgrades of systems to comply with state or federal requirements.

H Where applicable and feasible, and at the request of the Executive Board, all Parties shall cooperate in supporting the acquisition of external funding such as grants or earmarks. Parties are not obligated to seek or administer grants independently but may assist when opportunities align with mutual goals or operational needs. If any portion of the emergency communications system is funded through grants, contracts, or earmarks secured by any Party, all Parties shall comply with applicable provisions of such agreements to the extent required. Upon request, the Party awarded the funding shall provide a copy of the relevant documentation to any requesting Party at no cost.

8. TERM AND RENEWAL OF THE AGREEMENT

A The Effective Date of this agreement shall be the date that all Parties have signed the agreement, with the County signing last. Simultaneous to the effective date of the agreement, the County and the Parties agree that the following agreements are revoked and are no longer in effect:

1. All pre-existing 9-1-1 Services Agreements including by-laws, addressing emergency communications and dispatch services in the County of Monterey.

B The initial term of this agreement shall be for three years plus the remainder of the fiscal year that the agreement is executed, unless terminated sooner by mutual consent of all Parties.

1. Any Party seeking to withdraw may do so starting with the end of year three of the agreement and only after providing a two-year advance notice to the Executive Board and to all other Parties as specified in ***Section 8, subsection G*** below.

C Upon completion of the initial three-year term, this agreement shall automatically be renewed for successive periods of two years.

D Any Party seeking to withdraw may do so only after providing a two-year (24 months) advance written notice to (1) the Executive Board and (ii) to all other Parties. Notices of intention to withdraw shall be mailed or delivered to (i) each member of the Executive Board and (ii) to each Party at the address identified on the signature pages of this agreement.

E If a Party withdraws pursuant to this Section, the agreement will remain valid for

those Parties that have elected to remain party to this agreement and any costs that are shared among the Parties shall be reallocated to reflect proportionate share for the Parties continuing to participate. All costs for the remainder of the fiscal year that a party withdraws in is the responsibility of the withdrawing party.

F In the event of withdrawal by a Party which is providing resources (such as licenses, site, or other resources) to the benefit of all Users, that resource shall be left intact and in service and that Party shall negotiate in good faith with the County and remaining Parties for continuing use of that resource.

G Voluntary Withdrawal.

1. A withdrawing Party shall provide the EC Boards with written notice of intent to withdraw 24 months before the effective date of withdrawal, a written timetable for withdrawal, and a description of the way the withdrawal will be conducted. The withdrawing Party's plan for withdrawal shall minimize disruption to other Parties and Users. The withdrawing Party shall provide any other appropriate information requested by the EC Boards or the Director, to allow the development of strategies to mitigate disruption to the remaining Users.
2. Such withdrawing Party shall continue to fund its portion of the Emergency Communications budget pursuant to this agreement for 24 months plus the remainder of the fiscal year in which the withdrawal occurs after issuance of its notice of withdrawal.
3. A withdrawing Party shall agree to a buy-out agreement to retire any financial obligations of the withdrawing Party. The Party will remain responsible for any services that will continue to be provided by the County.
4. Upon withdrawal, the withdrawing Party relinquishes all rights to System Assets.
5. A withdrawing Party that is a member of an EC Board shall notify the applicable appointing authority of its intention to withdraw at the same time that it notifies the other Parties of its withdrawal. If a withdrawing Party holds a seat on an EC Board representing other parties, that Party's seat shall be reassigned immediately upon receipt of the written notice to withdraw.
6. A Party that has withdrawn from its participation in this Agreement shall not be entitled to refund of any costs that it has incurred for the system through to the date of termination.

H Termination for Cause. The County, in consultation with the Executive Board, may terminate the participation of any Party for cause, including a Party's failure to fully fund or fully pay budgeted costs, as well as any other breach of

this agreement (default). Cause for termination includes compliance with any requirement imposed upon the Parties as specified in this agreement.

1. The Termination for Cause process shall include the following steps:
   1 Written notice by the Director of the Emergency Communications Department or designee to the Party, with a copy to Executive Board members. Such notice shall advise the Party of the reason for possible termination. The notice shall further advise that the Party may cure its default within 30 days of the notice and thereby avoid termination.
   2 If the defaulting Party begins to cure such default, the 30-day cure period will be extended by additional 30-day extensions, for as long as the defaulting Party continues to diligently prosecute such a cure to completion.
   3 If the defaulting Party does not cure the default within 30 days, termination of the defaulting Party shall be placed on the agenda for next Executive Board meeting. The Executive Board shall request in writing that the defaulting Party attend that meeting. The defaulting Party shall be asked to provide either (1) a plan for curing its default or (2) a plan for withdrawal, as detailed below.
   4 If the Executive Board finds the defaulting Party's plan for curing its default unacceptable, the Executive Board may determine by majority vote to recommend to the County that it terminate the defaulting Party's participation in this Agreement or to take other appropriate measures (e.g. lien).
   5 If the Executive Board decides to recommend termination of the defaulting Party from this Agreement, the Executive Board shall provide written notice to the defaulting Party that it recommends to the County that services provided under this agreement be terminated, effective 24 months following the date of delivery of the notice. A copy of the written notice of recommended termination delivered to a defaulting Party shall be provided to County. The County retains final authority and discretion to terminate a defaulting party and to determine the date that services provided under this agreement will be terminated.
   6 A Party terminated by the County for cause remains liable for its portion of emergency communications system costs up to the effective termination date, as well as applicable damages, collection costs, and interest.

7 The Executive Board may recommend to the County allocation of remaining System Assets among the Parties to the County or it may recommend to the County allowing the terminated Party to retain the value of its System Assets, with the stipulation that use of the system will not be made available to that Party, unless and until the Party agrees to cure all defaults/breaches as set out above.

2. The terminated Party forfeits all other rights.

3. Rights of Remaining Parties. Once the un-depreciated value of the system assets used by the defaulting Party is determined, the Executive Board may recommend to the County reallocating the system value and allocating system costs proportionally among the remaining parties. A Party that has been terminated by the County or that has withdrawn from participation shall not be entitled to refund of any costs that it has incurred for the system to the date of termination.

I Dissolution. This agreement may be voluntarily terminated by the agreement of all the Parties. As part of the termination of this agreement and dissolution of the system, the County, upon recommendation of the Executive Board, shall distribute System Assets in proportion to the contribution made by all Parties.

9. SERVICE QUALITY AND CONDITIONS

A The quality of system services to be provided to all Parties and Users shall, in the absence of explicitly adopted exceptions, be equal to or above established industry standards. The adopted standards and best practices shall be based upon those established by APCO, NFPA, NENA, POST, ISO, CalOES 9-1-1 Branch, and others identified by the EC Boards. In those areas where there are no industry standards, or where the established standard is not appropriate for the County of Monterey, the Director shall recommend standards and advise the EC Boards regarding budgetary, service level and other resources required to meet those standards. The EC Boards shall consider those recommendations and agree to appropriate System standards in good faith.

B Emergency Communications systems performance shall be measured in accordance with those standards developed as indicated above. The Director shall report at least annually to Parties and Users through the EC Boards regarding performance. The EC Boards may review the level of performance being achieved for each agency/User and for the whole operation in comparison to the standards and in comparison, to the levels of performance achieved in previous periods.

In reviewing system performance, the EC Boards shall consider staffing, technology, or other limitations impacting the ability to meet standards. The reporting interval may differ for different standards.

C The County, in consultation with the EC Boards, will evaluate the feasibility of accreditation by appropriate accrediting groups, (i.e., CALEA, APCO, etc.), taking into account the investment of County staffing levels and County resources required. Final decision regarding pursuit of accreditation will remain in the sole discretion of the County. The accreditations referred to by this provision of this Agreement do not refer to or include accreditation of the County's contract ambulance services provider.

D During the budget development process, the Director shall recommend, and the EC Boards shall evaluate, the nature and scope of services to be provided to Users. The Director shall consider requests from Users desiring increased levels of service; such requests may be recommended to the County through the Executive Board.

E Procedures related to dispatch operations will be developed by the Director, with input, as needed, from recognized advisory groups (e.g., Law Chiefs or Fire Chiefs.) Any dispute or conflict regarding a dispatch procedure will first be addressed by the Director to determine if a resolution can be reached. If no resolution can be agreed to by the affected parties, the EC Boards may be consulted, with the final determination of appropriate action to be made by the County, acting through the Director.

F The Director or their designee will promptly investigate all complaints received from any User or member of the public and will respond in a timely manner to the complaining party. The Director shall provide a summary of complaints and their resolution to the EC Boards or individual Users upon request. As Users contract with the County for 9-1-1 services, the handling of complaints is considered a core operational responsibility and will not be subject to routine reporting unless specifically requested. If a User is directly involved in a complaint, the Department will ensure that User is kept informed of any new or relevant information throughout the course of the investigation.

10. <u>ADDITION OF NEW MEMBERS</u>

A Any government organization that is not a party to this agreement on the effective date of this agreement may become a Party upon: (a) the recommendation of the Emergency Communications Department; (b) the recommendation of the Executive Board by majority vote; (c) payment of a pro rata share of all previously incurred costs that the County determines will benefit the requesting organization and are thereby appropriate to assess to the

organization; and (d) execution of a written agreement with the County subjecting the requesting organization to the terms and conditions of this agreement. The County may execute an amendment to this agreement to include a new Party.

B The Executive Board may recommend by majority vote, imposing one-time fees upon new Parties to offset costs incurred in previous fiscal years (buy-in fees). Buy-in fees include but are not limited to facility construction, major equipment purchases, and software. Buy-in fees will be incorporated into the budget for emergency communications services.

C Under special circumstances, such as but not limited to manmade or natural disaster, acts of God, and acts of civil unrest, temporary access to the emergency communications services may be provided to non-Parties. The Director may approve non-party access and notify the EC Boards. Non-Parties may be required by the County to reimburse the County or Parties and Users any costs resulting from temporary emergency access.

11. BUDGET DEVELOPMENT PROCESS

A Program and budget related decisions shall be developed by the County with input from the EC Boards, and ECD staff. The Executive Board will review staff recommendations and provide final recommendations to the County. The County Board of Supervisors shall have final authority over program and budget related decisions.

B The Executive Board shall review the Emergency Communications Department's annual budget request prior to County's budget hearings. The County shall provide all relevant information, including information about indirect costs, in a timely manner, allowing sufficient time for the Executive Board to evaluate and make requests for information.

C The Executive Board will advise regarding the Emergency Communications Department budget and service levels to be proposed to the Board of Supervisors and to the Parties' governing bodies, as applicable, in the form of recommended budgets and augmentation requests, in accordance with procedures established by the County. The Executive Board may provide recommendations to staff working with County service departments in reviewing charges and levels of service provided by the Emergency Communications Department. In the event that the Executive Board does not concur with the County's Recommended Budget, the Director and the Chair of the Executive Board shall present the Executive Board's recommendations regarding emergency communications budget and service levels directly to the County Board of Supervisors. Final

budget approval regarding budgets and funding of service levels are the responsibility of the County Board of Supervisors.

D The County of Monterey Emergency Communications Department will provide reports on future budgets, current year budget management and cost control, personnel (recruitment, hiring, retention), and special project status on an ongoing and annual basis as requested by the Executive Board.

E County Administrative Office staff will present ECD annual forecasts and recommended budgets for the County Board of Supervisors' consideration, including information on alternative funding/service levels and Countywide service department charges.

12. 9-1-1 RESERVE ACCOUNT

A The Emergency Communications Department shall regularly report accounting for the 9-1-1 Reserve Account to the Executive Board. As authorized by the County Board of Supervisors, the 9-1-1 Reserve Account will be restricted for expenditures as recommended by the EC boards, with final determination on expenditures to be made by the County and will be maintained in an interest-bearing restricted fund, until the funds are expended.

B The purpose of the 9-1-1 Reserve Account is to fiscally support capital expenditures, the future acquisition of major equipment (such as computer systems), and to spread out major expenditures over time, thereby reducing the need for large assessments to the Parties. The 9-1-1 Reserve Account will enable County and the Parties to better prepare budgets and facilitate long term fiscal planning.

C Funds in the 9-1-1 Reserve Account shall be readily accessible to the Emergency Communications Department to use for appropriate expenditures that benefit the Parties and Users.

D The Director shall present 9-1-1 Reserve Account accounting reports to the Executive Board annually or as requested.

E Accumulation of interest in the 9-1-1 Reserve Account will accrue to the benefit of the emergency communications dispatch fund.

13. STANDARD COST SHARING PLAN FOR PARTIES AND USERS

A Until such time that the Department of Emergency Management (DEM) establishes the Emergency Notification Governance and Financing Agreement, Emergency Notification System fees may be billed by the County.

1. DEM, as the administrator of the system, must seek annual approval from the ECD Executive Board to authorize this charge.
2. All other payment provision in this agreement shall apply.

B ECD will invoice each Party separately, either annually, biannually, or quarterly for fees for Dispatch Services, Inform Mobile Licensing, and other special charges to Parties and Users and may include administrative fees that will be recovered to support dispatch operations when invoices are sent for non-dispatch/call-taking services (i.e. NGEN & Emergency Notification System). County will consult with the Executive Board at least 10 days before the start of each fiscal year regarding the frequency of billing and methodology of billing to actual expenses or budgeted expenses per ***subsection 1*** below. The County, through ECD, may exercise its discretion in the timing of invoicing, in order to maintain adequate reserves in the special revenue fund dedicated to provision of 9-1-1 services.

1 In consideration of the foregoing, each Party will pay to the County, on an annual, biannual, or quarterly basis, an amount derived by the formula set forth below based on the year-to-date actual costs or budgeted costs.

2 Invoices shall be sent via email to the email address listed in the signature block of this Agreement. Invoices will be mailed via certified mail ONLY at the written request of the Party or User Agency to the ECD. This mailing address and email address may be changed only with written notice to ECD. An email to the current Director will suffice.

3 The funding formula for user agencies may include 5.0% of the County of Monterey's total Proposition 172 revenue from the two-year prior audited actual Proposition 172 revenue to offset the total charges incurred by all Parties to this agreement as determined annually by the County of Monterey Board of Supervisors during the budget process.

4 ECD may provide administrate support, including invoicing, to the Parties of this Agreement and may collect fees for this support.

5 The Countywide Cost Allocation Plan will be utilized to capture and bill the indirect costs incurred by the County which are associated with the operations of the County of Monterey Emergency Communications Department.

(remainder of page intentionally left blank)

C Formula Definitions:

A	Actual or budgeted cost of dispatch service (Source: County of Monterey Auditor/Controller's expenditure or budget report for the Billing Period.)
B	Revenues from Miscellaneous Agencies, Administrative Fees, offsetting fund balance, other revenues from entities who are not party to this Agreement including the Ambulance Provider and reimbursements from the State of California.
C	Actual or Budgeted Annual cost subject to percentage distribution.
D	Most recently available total assessed valuation of real property of the Party per County Assessor. (Source: "County of Monterey Tax Rates" for the Billing Year.)
E	Most recently available assessed valuation of real property in the County of Monterey less the assessed valuation of real property attributed to organizations not receiving direct dispatch services. (Source: "Monterey County Tax Rates" per County Assessor for the billing year.)
F	Most recently available resident population of each Party. (source: for county and cities, "State of California Department of Finance Data" for the billing year and for Fire Districts, "Inventory of Local Agencies" as provided by the Local Agency Formation Commission for the County of Monterey.)
G	Most recently available total population of the County of Monterey, less the population of agencies not receiving direct dispatch services. (Source: for county and cities, "State of California Department of Finance Data" and for Fire Districts, "Inventory of Local Agencies" as provided by the Local Agency Formation Commission for the County of Monterey.)
H	Annual Workload total for each Party from the most recently available calendar year. (Source: Workload totals compiled by the County of Monterey Emergency Communications Department, following review by the Operations Board.)
I	Annual Workload total for all law enforcement, fire, special emergency, and other emergency response units for the most recently available calendar year. (Source: Workload totals compiled by the County of Monterey Emergency Communications Department, following review by the Operations Board.)
J	Party net percentage (Derived by applying equal weight to Party Percentage of Assessed Valuation, Resident Population and Dispatch Workload.) For Fire Districts and Fire Only Users this net percentage is multiplied by 10%. Effective July 1, 2026: • Current Parties to this Agreement who transition to Fire-Only service will no longer be eligible for the 10% multiplier. Miscellaneous Agencies will continue to not be eligible. • New Parties joining the Agreement after July 1, 2026, that provide both Law and Fire services will also not be eligible for the 10% multiplier. Miscellaneous Agencies will continue to not be eligible.
K	Party Gross Bill.
L	Party's Prop 172 offset shall be computed by taking the Party's original billing and dividing that by the total billing of all Parties subject to Prop 172 reduction, which is a percentage of the total billing. That percentage is multiplied by the total gross Prop 172 amount to derive the individual Party's percentage share of the Prop 172 funding.

D Cost Allocation Formula:

(1) $A - B = C$

(2) $\left[\frac{D}{E} + \frac{F}{G} + \frac{H}{I} \right]$ Divided by 3 = J

(3) C x J = K

(4) K – L = Charge to the Party for the billing year.

E In addition to the foregoing formula, the County may, after consultation and recommendations with the EC Boards, augment the formula on a pro rata basis to include provisions of special funding for any purpose such as, but not limited to, adding to the 9-1-1 Reserve Account, supporting needed projects to replace software, hardware, dispatch furniture, major building repair, etc. Withdrawals from the 9-1-1 Reserve Account shall be recommended to the County through the Executive Board.

F The County may consult with the Executive Board and may choose to select other source documents to replace those defined in the Formula Definitions above if the County determines that the new documents provide more accurate information.

G The Workload component of the billing formula will be annually reviewed as part of the budget process. Changes to the Workload component may be recommended to the County by the Executive Board, which changes may be implemented by the County, in its discretion, as appropriate.

H Delinquency. If a Party does not pay its fees for service as set forth above on or before the Due Date, the amount unpaid shall be deemed delinquent. A "Delinquency Fee" in the amount of five percent (5 %) of the delinquent amount shall be added to the amount owed and charged to the Party. The delinquency fee shall be applied to the amount owed (the amount owed includes any previously added delinquency fee) every 30 days until such time the bill is paid in full. If a Party does not pay the delinquent amount and any delinquency fee within 90 calendar days from the original due date from the first invoice, the County is authorized to withhold and offset from any lawful source whatsoever otherwise due to the Party, including the regular apportionment of property tax revenue, an amount sufficient to satisfy the delinquent amount and delinquency fees.

I Billing Dispute: If a Party disputes any portion of an invoice issued under this agreement, it shall notify the County in writing within 15 calendar days of receipt. The notice must include sufficient detail for the County to review and respond. The County shall provide the requested information within 15 calendar days of receiving the notice. If the County is unable to respond within 15 calendar days, the disputing Party shall be relieved of any delinquency fees or penalties on the disputed amount until 15 calendar days after the County provides the requested information. The Party shall pay all undisputed amounts by the original due date. If the dispute remains unresolved after the County's response, the matter may be escalated to the Executive Board for recommendation. No delinquency fees shall be assessed on the disputed amount while the matter is pending Executive Board review, provided the dispute was submitted in good faith and in compliance with this section. Once the Executive Board has issued a recommendation, the County shall make a final determination in good faith based on that recommendation. Delinquency fees, if any, shall only apply beginning 15 calendar days after the final determination is issued.

14. PAYMENT PROVISIONS FOR MISCELLANEOUS AGENCIES

A ECD shall invoice each Miscellaneous Agency in alignment with the invoicing schedule as outlined in ***Section 13, subsection B*** of this Agreement.

B The formula to determine costs is as follows:

Formula Definitions:

A	Miscellaneous Agency Workload for the last available calendar year (Source: Workload totals compiled by the County of Monterey Emergency Communications Department, following review by the Operations Board.)
B	Annual Workload total for the most recently available calendar year for all law enforcement, fire, special emergency, and other emergency response units for the billing period. (Source: Workload totals compiled by the County of Monterey Emergency Communications Department, following review by the Operations Board.)
C	Miscellaneous Agency net percentage
D	Actual or budgeted cost of dispatch service (Source: County of Monterey Auditor/Controller's expenditure or budget report for the Billing Period.)
E	Charge to the Miscellaneous Agency for the billing year.

Cost Allocation Formula for Miscellaneous Agencies:

(1) $\frac{A}{B} = C$

(2) $C \times D = E$

C In addition to the foregoing formula, the County may, after consultation and recommendations with the EC Boards, augment the formula on a pro rata basis to include provisions of special funding for any purpose such as, but not limited to, adding to the 9-1-1 Reserve Account, supporting needed projects to replace software, hardware, dispatch furniture, major building repair, etc. Withdrawals from the 9-1-1 Reserve Account shall be recommended to the County through majority vote of the Executive Board.

D The County may consult with the Executive Board and may choose to select other source documents to replace those defined in the Formula Definitions above if the County determines that the new documents provide more accurate information.

E The County of Monterey Emergency Communications Department shall bill each Miscellaneous Agency with the same timing as the other Parties to this Agreement.

F Delinquency. If a Miscellaneous Agency does not pay its fees for service as set forth above on or before the Due Date, the amount unpaid shall be deemed delinquent. A "Delinquency Fee" in the amount of five percent (5 %) of the delinquent amount shall be added to the amount owed and charged to the Miscellaneous Agency. The delinquency fee shall be applied to the amount owed (the amount owed includes any previously added delinquency fee) every 30 days until such time the bill is paid in full. If a Miscellaneous Agency does not pay the delinquent amount and any delinquency fee within 90 calendar days from the Due Date of the original invoice, the County is authorized to withhold and offset from any lawful source whatsoever otherwise due to the Miscellaneous Agency, including the regular apportionment of property tax revenue, an amount sufficient to satisfy the delinquent amount and delinquency fees.

G Billing Dispute: If a Miscellaneous Agency(s) dispute payment owed to County, each Miscellaneous Agency shall notify County within 15 calendar days of its receipt of its invoice. This notice shall include sufficient details about the dispute for County to review and act. County shall provide any requested information within 15 calendar days. If County is unable to respond within 15 calendar days, the Miscellaneous Agency disputing the billing shall be relieved of any delinquency payment until 15 days after the information is provided.

15. <u>ONGOING USE OF 9-1-1 DISPATCH CENTER</u>

A As provided in the Agreement for the Construction and Funding of a Consolidated Dispatch Center for 9-1-1 emergency communications, effective on July 1, 2001, County shall provide the land located at 1322 Natividad Road,

Salinas at no cost to the Parties and Users for the duration of its use for the purposes set forth in that agreement and in this agreement.

B The County shall permit ECD to provide the Users emergency communications and dispatch services from the 9-1-1 Dispatch Center of the consolidated Emergency Services Center including its equipment, fixtures, and furnishings for the period of time that the facility is used for 9-1-1 dispatch services.

C The County and the Parties shall be jointly responsible for costs of maintenance of the 9-1-1 Dispatch Center.

16. RECORDS AND CONFIDENTIALITY

A **Confidentiality:** County and the Parties and Users and their officers, employees, agents, and subcontractors shall comply with all federal, state, and local laws which provide for the confidentiality of records and other information. No Party shall disclose any confidential information, any confidential records, or other confidential information received from any Party to this agreement or prepared in connection with the performance of this agreement, unless the other Party specifically permits such disclosure of records or information. All requests for disclosure of confidential information shall be promptly transmitted to the owner of the information. Notwithstanding these duties of confidentiality, the Parties acknowledge that the Parties and the County are government agencies subject to the California Public Records Act, which requires disclosure of public records subject to exceptions. The Parties and the County will mutually cooperate to comply with the California Public Records Act disclosure obligations, consistent with these confidentiality obligations.

B **Maintenance of Records:** The County shall prepare, maintain, and preserve all reports and records that may be required by federal, state, or local rules and regulations related to services performed under this agreement. The County shall maintain such records in accordance with the provisions of the County and ECD Record Retention policies. The Parties shall maintain such records in accordance with their records retention policies. If any litigation, claim, negotiation, audit exception, or other action relating to this agreement is asserted, the County and the Parties shall retain such records until such action is resolved.

17. COUNTY INDEMNIFICATION OF PARTIES AND PARTIES' WAIVER OF CLAIMS AGAINST THE COUNTY

A County hereby agrees to indemnify and hold harmless each Party, its officers, agents, employees, and authorized volunteers from any and all claims, demands, judgments or decrees made or rendered against each Party, its officers, agents or employees by reason of any injury, death or damage suffered or sustained by

any person or entity caused by, or alleged to have been caused by or arising out of the provision of the emergency communications services by the County as set forth in this agreement.

B Further, County, at its own cost, expense and risk, shall defend any and all suits, actions, or other legal proceedings arising from the provision of emergency communications services by the County pursuant to this agreement that may be brought or instituted by third parties against each Party, its officers, agents, employees, or authorized volunteers, and shall pay and satisfy any judgment or decree that may be rendered against each Party, its officers, agents or employees in any such suit, action, or other legal proceedings. Each Party agrees to promptly notify County of any suit, action, or other legal proceeding asserted against it by third parties which arises from the provision of emergency communications services as specified in this agreement and each Party agrees to cooperate with County in the defense of such claims.

C In return for and in recognition of County's acceptance of liability, as set forth above, each Party agrees that it will not sue, make any demand or claim, or otherwise prosecute or assert liability against the County for any claim, demand, judgment, or decree of any nature caused by or arising out of the provision of the emergency communications services by the County set forth in this agreement. This waiver of liability against the County by the Parties applies to claims, demands, judgments or decrees which are asserted by third parties and to claims, demands, judgments or decrees which could be asserted by the Parties against the County.

D Survival of Indemnification and Waiver of Liability Obligations

1. The indemnification and defense obligations assumed by County and the waiver of liability against the County agreed to by the Parties, established above, shall survive the termination of this agreement, the withdrawal of any Party from this Agreement, and the termination of any Party from this Agreement. These obligations and the waiver of liability shall extend to the expiration of the statute of limitations applicable to any claims arising from this agreement and the provision of emergency communications services pursuant to this agreement.

18. <u>INSURANCE</u>

A Without limiting the foregoing indemnification, all Parties shall maintain in force at all times during the performance of this agreement, a policy or policies of insurance as follows, and in the minimum limits of liability as stated herein:

B Comprehensive general liability, including but not limited to premises, personal

injuries, products, and completed operations for combined single limit of not less than $1,000,000 per occurrence.

C Comprehensive automobile liability, including but not limited to property damage, bodily injury, and personal injuries for combined single limit of not less than $1,000,000 per occurrence.

D Workers' Compensation covering statutory requirements of the State of California and Employer's Liability of not less than $1,000,000 per occurrence.

E In the event any Party is lawfully self-insured in any or all of the aforementioned insurance areas, upon the request of a Party a letter certifying those areas of coverage, and in the minimum amounts as set forth in this agreement, shall be furnished to the requesting party prior to execution of this agreement.

F Except with respect to Workers' Compensation insurance, each Party maintaining commercial insurance or excess insurance shall provide an endorsement naming the County, its officers, agents, and employees as additional insureds and shall provide that such commercial insurance is primary to any other commercial insurance maintained by the County; and the County shall, under any commercial insurance or excess insurance it maintains, provide an endorsement naming each Party, its officers, agents, and employees as additional insureds and shall provide that such commercial insurance is primary to any other commercial insurance maintained by each Party.

19. GENERAL PROVISIONS

A Amendment. This agreement may be amended or modified only by an instrument in writing signed by all the Parties hereto; except for an Amendment of adding a new Party as described in ***Section 10*** of this Agreement.

B Effect on Existing Agreements:

1. Agreement for 9-1-1 Emergency Communications Dispatch Services (the City and Fire District 9-1-1 Service Agreement): Upon final execution of this agreement by the County and all Parties, the 9-1-1 Service Agreement executed by the County in 2020 and any amendments to that agreement shall terminate and shall no longer be of any force or effect.
2. Agreement for 9-1-1 Emergency Communications Dispatch Services for Miscellaneous Agencies (the miscellaneous agency 9-1-1 Service Agreements): Upon final execution of this agreement by the County and miscellaneous agencies, the 9-1-1 Service Agreement executed by the County in 2020 and any amendments to that agreement shall terminate and shall no longer be of any force or effect.

C Waiver. Any waiver of any terms and conditions hereof must be in writing and signed by the Parties hereto. A waiver of any of the terms and conditions hereof shall not be construed as a waiver of any other terms or conditions in this agreement.

D Successors and Assigns. This agreement and the rights, privileges, duties, and obligations of the Parties hereunder, to the extent assignable or delegable, shall be binding upon and inure to the benefit of the Parties and their respective successors, permitted assigns, and heirs.

E Assignment. No Party may assign, sell, or otherwise transfer its interest or obligations in this agreement without the prior written consent of the County upon the recommendation of the Executive Board. Any organization wishing to participate in this system shall participate through this agreement and may not participate through agreements with other participating agencies. Any such purported assignment is null and void.

F Compliance with Applicable Law. The Parties shall comply with all applicable federal, state, and local laws and regulations in performing this agreement.

G Severability. If any part, term or provision of this agreement shall be held void, illegal, unenforceable, or in conflict with any law of a Federal, State or Local Government having jurisdiction over this agreement, the validity of the remaining portions or provisions shall not be affected thereby.

H Heading. The section and paragraph headings are for convenience only and shall not be used to interpret the terms of this agreement.

I Time is of the Essence. Time is of the essence in each and all of the provisions of this agreement.

J Governing Law. This agreement shall be governed by and interpreted under the laws of the State of California. Venue of any dispute arising from this agreement shall be in the Superior Court of California, in the County of Monterey.

K Construction of Agreement. The Parties agree that each Party has fully participated in the review and revision of this agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting Party shall not apply in the interpretation of this agreement or any amendment hereto.

L Counterparts. This agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement.

M Authority. Any individual executing this agreement on behalf of a Party represents and warrants hereby that he or she has the requisite authority to

enter into this agreement on behalf of such Party and to bind the Party to the terms and conditions of the same.

N Integration. This agreement, including the exhibits hereto, shall represent the entire agreement between the Parties with respect to the subject matter hereof and shall supersede all prior negotiations, representations, or agreements, either written or oral, between the Parties as of the effective date hereof.

O Change of Address. The mailing addresses, email addresses, phone numbers, and Party contacts may change and it is the responsibility of the Parties to notify the County as specified in paragraph (P) within ten days of said change.

P Notices. Notices required under this agreement shall be emailed or delivered personally or by first-class, postage pre-paid mail as follows:

COUNTY OF MONTEREY
Director of Emergency Communications
1322 Natividad Road
Salinas, CA 93906
831.769.8880 ecdmgr@countyofmonterey.gov

IN WITNESS WHEREOF, the COUNTY and each of the Agencies have caused this agreement to be executed by their duly authorized representative as of the day and year written above.

COUNTY OF MONTEREY: Name (printed) _____ Signature: _____ Date: _____ Director of Emergency Communications
Address: _____ _____
APPROVED AS TO FORM: Name (printed) _____ Signature: _____ Date: _____ Deputy County Counsel
APPROVED AS TO FISCAL PROVISIONS: Name (printed) _____ Signature: _____ Date: _____ Auditor-Controller

City of Carmel-by-the-Sea Duly Authorized Representative
Name (printed) _____ Signature: _____ Date: _____ Title _____
Mailing Address: _____ _____
Email: _____

City of Del Rey Oaks Duly Authorized Representative
Name (printed) _____ Title _____ Signature: _____ Date: _____
Mailing Address: _____ _____
Email: _____

City of Gonzales Duly Authorized Representative
Name (printed) _____ Title _____ Signature: _____ Date: _____
Mailing Address: _____ _____
Email: _____

City of Greenfield Duly Authorized Representative
Name (printed) _____ Title _____ Signature: _____ Date: _____
Mailing Address: _____ _____
Email: _____

City of King Duly Authorized Representative
Name (printed) _____ Title _____ Signature: _____ Date: _____
Mailing Address: _____ _____
Email: _____

City of Marina Duly Authorized Representative
Name (printed) _____ Title _____ Signature: _____ Date: _____
Mailing Address: _____ _____
Email: _____

City of Monterey Duly Authorized Representative
Name (printed) _____ Title _____ Signature: _____ Date: _____
Mailing Address: _____ _____
Email: _____

City of Pacific Grove Duly Authorized Representative
Name (printed) _____ Title _____ Signature: _____ Date: _____
Mailing Address: _____ _____
Email: _____

City of Salinas Duly Authorized Representative
Name (printed) _____ Title _____ Signature: _____ Date: _____
Mailing Address: _____ _____
Email: _____

City of Sand City Duly Authorized Representative
Name (printed) _____ Title _____ Signature: _____ Date: _____
Mailing Address: _____ _____
Email: _____

City of Seaside Duly Authorized Representative
Name (printed) _____ Title _____ Signature: _____ Date: _____
Mailing Address: _____ _____
Email: _____

City of Soledad Duly Authorized Representative
Name (printed) _____ Title _____ Signature: _____ Date: _____
Mailing Address: _____ _____
Email: _____

Monterey County Regional Fire Protection District Duly Authorized Representative
Name (printed) _____ Title _____ Signature: _____ Date: _____
Mailing Address: _____ _____
Email: _____

Monterey Peninsula Airport District Duly Authorized Representative
Name (printed) _____ Title _____ Signature: _____ Date: _____
Mailing Address: _____ _____
Email: _____

North County Fire Protection District of Monterey County Duly Authorized Representative
Name (printed) _____ Title _____ Signature: _____ Date: _____
Mailing Address: _____ _____
Email: _____

Big Sur Volunteer Fire Brigade Duly Authorized Representative
Name (printed) _____ Title _____ Signature: _____ Date: _____
Mailing Address: _____ _____
Email: _____

Mid-Coast Fire Brigade Duly Authorized Representative
Name (printed) _____ Title _____ Signature: _____ Date: _____
Mailing Address: _____
Email: _____

California State University, Monterey Bay Duly Authorized Representative
Name (printed) _____ Title _____ Signature: _____ Date: _____
Mailing Address: _____ _____
Email: _____

Correctional Training/ Salinas Valley State Prison Duly Authorized Representative
Name (printed) _____ Title _____ Signature: _____ Date: _____
Mailing Address: _____ _____
Email: _____

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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Casey J. Day, Chief of Police

MEETING DATE: May 20, 2026

SUBJECT: Letter of Support for AB 1942 (Bauer - Kahan) - E-Bike: Registration & License Plates

CEQA: {CEQA}

RECOMMENDATION

Approve Issuing a Letter of Support for AB 1942 (Bauer - Kahan) with Amendments, E-Bikes: Registration & License Plates

DISCUSSION

Electric bicycles (e-bikes) have rapidly increased in popularity across California, offering an accessible, cost-effective, and environmentally friendly transportation option for residents and visitors alike. However, this growth has also introduced new public safety challenges, particularly related to speed, roadway integration, rider behavior, and inconsistent compliance with existing laws. Local jurisdictions, including the City of Pacific Grove, have experienced these impacts firsthand, especially in areas with high pedestrian traffic and mixed-use pathways.

Under current law, e-bikes are divided into three classifications (Class I, II, and III), each with different operational characteristics and legal requirements. Despite this framework, enforcement remains difficult in practice. Officers in the field often cannot readily distinguish between e-bike classes, particularly when devices have been modified or lack clear identifying features. This creates challenges in ensuring compliance with speed restrictions, helmet laws, and permissible areas of operation, ultimately limiting the effectiveness of existing regulations.

AB 1942 seeks to establish a statewide registration and licensing framework for certain e-bikes, representing a meaningful step toward improving accountability and standardization. A registration system has the potential to support enforcement efforts, deter theft, and provide valuable data to better understand usage patterns and safety trends. However, as currently written, the bill applies only to Class II and Class III e-bikes, which may unintentionally create confusion and limit its effectiveness in the field.

From a local government and public safety perspective, a comprehensive and clearly defined regulatory structure is critical. Expanding the program to include all e-bike classifications would promote consistency, reduce ambiguity, and support equitable enforcement. Additionally, requiring standardized, visible identifiers—such as decals or license plates tied to each classification—would allow officers to quickly assess compliance without relying on time-intensive stops or technical

verification.

The City also recognizes the importance of balancing regulation with accessibility. E-bikes serve as an important mobility option for many residents, including those who rely on them as an affordable alternative to traditional vehicles. Establishing a reasonable and clearly defined cap on registration fees will help ensure that cost does not become a barrier to use, while still allowing the state to recover legitimate program administration costs.

Finally, while AB 1942 provides tools that may improve safety and accountability, it may also result in increased enforcement and administrative responsibilities for local jurisdictions. As with many state mandates, cities remain concerned about implementation expectations without corresponding resources or funding.

With thoughtful amendments, AB 1942 has the potential to provide a balanced and effective framework that enhances public safety, supports enforcement, and preserves equitable access to e-bikes.

OPTIONS

Direct staff to take alternative action.

FINANCIAL IMPACT:

There is no fiscal impact as a result of issuing a letter of support for the proposed legislation.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

LetterofSupportPG

LetterofSupportCalCities

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

May 20, 2026

The Honorable Revecca Bauer-Kahan
California State Assembly
State Capitol, Suite 5210
Sacramento, CA 95814

RE: AB 1942 (BAUER-Kahan) – Electric Bicycles: Registration and License Plates
SUPPORT IF AMENDED

Dear Assembly Member Bauer-Kahan:

The City of Pacific Grove will support, if amended, **AB 1942 (Bauer-Kahan)**, which requires class 2 and 3 electric bicycles to be registered with the California Department of motor Vehicles (DMV).

AB 1942 represents a significant and necessary step toward establishing a statewide framework to improve accountability, safety, and compliance in the rapidly expanding electric bicycle market. However, we respectfully request the following amendments:

1. Apply the Program to All E-Bike Classifications (Class I, II, and III)
Limiting the program to only Class II and Class III devices create enforcement ambiguity and undermines the goal of a clear, consistent regulatory framework. From a city enforcement perspective, distinctions between classifications are not always readily apparent in real time. A comprehensive approach that includes all three classes will improve compliance, reduce confusion, and support equitable application of the law.

2. Establish a Clear and Reasonable Cap on Registration Fees
While the bill appropriately limits fees to "reasonable regulatory costs," additional clarity is needed to ensure affordability and prevent cost barriers—particularly for lower-income residents who rely on e-bikes as an accessible transportation option. A defined, reasonable fee cap will help balance program sustainability with equity considerations and maintain access to this important mobility option.

3. Require Readily Identifiable Visual Markers by Classification
For the program to be effective, law enforcement must be able to quickly and reliably identify the classification of an e-bike from a distance. Cal Cities recommend requiring unique visual identifiers, such as color-coded license plates, decals, or other standardized markers for each classification. This will enhance field-level enforcement, improve compliance, and reduce reliance on time-intensive verification methods.

From a local government perspective, AB 1942 has the potential to provide meaningful tools to improve safety outcomes, support enforcement, and enhance data collection. At the same time, cities remain concerned about increased enforcement responsibilities without reimbursement and the need for clear, practical implementation standards.

With the amendments outlined above, AB 1942 can strike the appropriate balance between accountability, safety, and accessibility, while providing cities with a workable framework to manage e-bike use in their communities. For these reasons, the City of Pacific Grove will support, if amended, **AB 1942 (Bauer-Kahan).**

Sincerely,

Nick Smith, Mayor
City of Pacific Grove

Sincerely,

Matthew Mogansen, City Manager
City of Pacific Grove

cc. Senator Shannon Grove & Assembly Member Dawn Addis
Deanna Sessums, Cal-Cities League Regional Public Affairs Manager
League of California Cities, cityletters@cacities.org

April 28, 2026

The Honorable Rebecca Bauer-Kahan
California State Assembly
State Capitol
Sacramento, CA 95814

RE: AB 1942 (Bauer-Kahan) – Electric Bicycles: Registration and License Plates
SUPPORT IF AMENDED

Dear Assembly Member Bauer-Kahan:

On behalf of the League of California Cities (Cal Cities), I write to express our support for AB 1942, if amended, to strengthen its effectiveness, equity, and enforceability for local governments.

AB 1942 represents a significant and necessary step toward establishing a statewide framework to improve accountability, safety, and compliance in the rapidly expanding electric bicycle market. Cities across California are experiencing increasing challenges related to e-bike safety, rider behavior, and enforcement, particularly as higher-speed devices become more prevalent in dense, multimodal environments. A uniform, state-administered registration system can provide an important foundation to address these concerns.

As we have shared with your staff, Cal Cities has undertaken a comprehensive, multi-pronged effort to better understand and respond to the growing impacts of e-bikes in our communities. We conducted a statewide survey of our member cities to identify on-the-ground challenges, enforcement gaps, and priorities for state policy action. In addition, Cal Cities hosted a statewide webinar bringing together local officials, practitioners, and subject matter experts to share best practices and real-world experiences managing e-bike use.

Building on this work, Cal Cities convened a multidisciplinary working group composed of local law enforcement, public works professionals, and city officials. Over several months, this group developed a set of policy recommendations focused on safety, enforceability, and clarity in state law. These updated e-bike policy principles were recently adopted by the Cal Cities Board and reflect a broad local government consensus on the need for clear classifications, practical enforcement tools, and balanced statewide standards.

To ensure AB 1942 aligns with these locally informed priorities and achieves its intended outcomes without creating unintended burdens, Cal Cities respectfully requests the following amendments:

LEAGUE OF CALIFORNIA CITIES

1. Apply the Program to All E-Bike Classifications (Class I, II, and III)
Limiting the program to only Class II and Class III devices create enforcement ambiguity and undermines the goal of a clear, consistent regulatory framework. From a city enforcement perspective, distinctions between classifications are not always readily apparent in real time. A comprehensive approach that includes all three classes will improve compliance, reduce confusion, and support equitable application of the law.

2. Establish a Clear and Reasonable Cap on Registration Fees
While the bill appropriately limits fees to "reasonable regulatory costs," additional clarity is needed to ensure affordability and prevent cost barriers—particularly for lower-income residents who rely on e-bikes as an accessible transportation option. A defined, reasonable fee cap will help balance program sustainability with equity considerations and maintain access to this important mobility option.

3. Require Readily Identifiable Visual Markers by Classification
For the program to be effective, law enforcement must be able to quickly and reliably identify the classification of an e-bike from a distance. Cal Cities recommend requiring unique visual identifiers, such as color-coded license plates, decals, or other standardized markers for each classification. This will enhance field-level enforcement, improve compliance, and reduce reliance on time-intensive verification methods.

From a local government perspective, AB 1942 has the potential to provide meaningful tools to improve safety outcomes, support enforcement, and enhance data collection. At the same time, cities remain concerned about increased enforcement responsibilities without reimbursement and the need for clear, practical implementation standards.

With the amendments outlined above, AB 1942 can strike the appropriate balance between accountability, safety, and accessibility, while providing cities with a workable framework to manage e-bike use in their communities.

Sincerely,



Damon Conklin
Legislative Advocate

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: May 20, 2026
SUBJECT: Oppose Assembly Bill 1383 (McKinnor): Public Employees' Retirement Benefits
CEQA: {CEQA}

RECOMMENDATION
Approve a formal position of "Oppose" for Assembly Bill 1383 and authorize the Mayor to sign and transmit an opposition letter.

DISCUSSION
Assembly Bill 1383 (McKinnor) proposes significant changes to the California Public Employees' Pension Reform Act (PEPRA) of 2013. The bill seeks to lower the normal retirement age for public safety members and increase the cap on pensionable compensation. While intended to aid in recruitment and retention, the bill represents an unfunded mandate that would significantly increase pension liabilities for Pacific Grove.

Background

In 2013, the Legislature enacted PEPRA to stabilize the state's retirement system, restore public confidence, and address long-term costs associated with unfunded accrued liabilities. AB 1383 would alter several of these foundational reforms for public safety employees. Key provisions of the bill as amended on January 22, 2026, include:

- Lowering retirement age: The bill would reduce the normal retirement age for public safety workers from 57 to 55.
- Enhanced benefit formulas: It authorizes the creation of new defined benefit retirement formulas, including a 3% at age 55 formula.
- Increased compensation cap: The bill proposes increasing the pensionable compensation cap of approximately $155,000 to align with federal Internal Revenue Service (IRS) limits which are more than 70% higher.
- Bargaining flexibility: It allows public employers and employee organizations to negotiate these prospective increases to retirement formulas.

Reasons for opposing AB 1383:

- Increased pension liability: The bill would lead to substantial increases in mandated costs for Pacific Grove without providing a dedicated funding source. Statewide, some estimates have costs resulting from AB 1383 to be over $9 billion in 20 years.
- Undermining PEPRA reform: PEPRA was a critical step in helping local agencies manage future

pension costs and preventing the California Public Employees Retirement System (CalPERS) from potential insolvency. AB 1383 would upend many of these 2013 reforms, potentially reversing a decade of fiscal stabilization.

- Fiscal volatility: The potential costs associated with this bill arrive during a period of global financial and economic instability. The combination of market volatility and increased benefit costs could lead to severe financial strain for all cities including Pacific Grove.
- Unfunded mandate: While the City supports competitive recruitment, AB 1383 fails to balance sustainable benefits with taxpayer fairness and long-term financial stability.

OPTIONS

None.

FINANCIAL IMPACT:

Recommendation has no direct impact; if the bill becomes law City would have significant ongoing increases in pension contributions and unfunded liabilities.

GOAL ALIGNMENT: Not Applicable.

Attachments

Proposed Opposition Letter

The Honorable Tina McKinnor
Chair, Assembly Committee on Public Employment and Retirement
1020 N Street, Room 153
Sacramento, CA 95814

RE: AB 1383 (McKinnor) Public employees' retirement benefits.
OPPOSE (As Amended January 22, 2026)

Dear Assembly Member McKinnor,

The City of Pacific Grove respectfully **opposes AB 1383**, which would make several significant changes to public employees' retirement benefits and lead to increased pension liability for public agencies.

The Public Employees' Pension Reform Act (PEPRA) was designed to address a wide range of issues involving public employee pensions and was a major step in helping local agencies better manage future pension costs and prevent the California Public Employees Retirement System from sliding into insolvency. AB 1383 would upend many of the reforms put in place in 2013 by PEPRA.

While we recognize and appreciate the intent of the bill to support recruitment and retention of essential public safety professionals, the bill would increase mandated costs without funding. The potential cost of this bill comes at a time of uncertainty. The fiscal volatility in the market compounded with the increased benefit costs from this bill could lead to serious cost increases for local government.

While our city supports competitive recruitment and retention for all public employees, AB 1383 represents an unfunded mandate that fails to balance sustainable retirement benefits with taxpayer fairness and long-term financial stability.

For these reasons, the City of Pacific Grove respectfully **opposes AB 1383.**

Sincerely,

Nick Smith
Mayor
City of Pacific Grove

Cc: (as needed or all of below)
The Honorable Tina McKinnor, Chair, Assembly Committee on Public Employment and Retirement
Honorable Members, Senate Labor, Public Employment and Retirement Committee
Senator John Laird
Assemblymember Dawn Addis
League of California Cities

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:	May 20, 2026
SUBJECT:	Architectural Review Board Meeting Minutes: February 10, 2026
CEQA:	{CEQA}

RECOMMENDATION

Receive the minutes.

Attachments

ARB Minutes 02.10.2026

NOTICE OF MEETING

CITY OF PACIFIC GROVE

ARCHITECTURAL REVIEW BOARD

MEETING MINUTES

Tuesday, February 10, 2026, 3:00 P.M.
Council Chamber – City Hall – 300 Forest Avenue, Pacific Grove, CA

AGENDA

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

Member Brooks called the meeting to order at 3:00 pm with the following members present in the chamber: Brooks, Boyle, Byrne, Sublett, and Carr

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: Anna Bornstein, Associate Planner

ACTION: Member Byrne nominated Member Brooks for Chair of the Architectural Review Board. The nomination was seconded by Member Boyle. 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: Byrne, Boyle, Sublett, Carr
NOES:
ABSTENTIONS: Brooks

ACTION: Chair Brooks nominated Member Byrne for Vice Chair of the Architectural Review Board. The nomination was seconded by Member Sublett. 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: Brooks, Byrne, Boyle, Sublett, Carr
NOES:
ABSTENTIONS: Sublett

ACTION: Chair Brooks nominated Member Sublett for Secretary of the Architectural Review Board. A roll call vote was taken, and Member Sublett was elected Secretary of the Architectural

Review Board by the following 4-0-1 vote:
AYES: Brooks, Byrne, Boyle, Carr
NOES:
ABSTENTION: Sublett

3. **APPROVAL OF THE AGENDA**
ACTION: Upon a motion by Vice Chair Byrne and seconded by Secretary Sublett, the Board voted to approve the agenda.

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

AYES*:* Brooks, Byrne, Boyle, Sublett, Carr
NOES:
ABSTENTIONS: Sublett

4. **BOARD AND STAFF ANNOUNCEMENTS (City-Related Items Only)**
Aaron Campbell made staff announcements

5. **COUNCIL LIAISON ANNOUNCEMENTS**
None

6. **GENERAL PUBLIC COMMENT**

A. Written General Public Comment
None

CONSENT AGENDA

7. REPORTS FOR INFORMATION ONLY
None

8. REPORTS REQUIRING ACTION

A. Minutes of the January 13, 2026, Architectural Review Board Regular Meeting

Reference: Anna Bornstein, Associate Planner

Recommended Action: Approve the minutes of the January 13, 2026, 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 Secretary Sublett and seconded by Vice Chair Byrne, the Board voted to approve the consent agenda.

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

AYES: Brooks, Byrne, Boyle, Sublett, Carr
NOES:
ABSTENTIONS:

REGULAR AGENDA

9. **PUBLIC HEARINGS**

A. Architectural Permit 25-0294 for 153 and 155 Sloat Avenue and 160 Central Avenue, Pacific Grove (APNs 006-234-002, -003, and -015)

Zoning District/General Plan Designation: C-1 and C-2 / V-C

Coastal Zone: Yes

Historic Resources Inventory: No

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

Recommended Action: Approve Architectural Permit 25-0294, 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 Planner, Joe Sidor.
The applicant presentation was provided by Ceresa Skinner
Public comments were provided by Inge Lorentzen Daumer

ACTION: Upon a motion by Member Boyle and seconded by Vice Chair Byrne, the Board voted to approve Architectural Permit 25-0294, 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: Brooks, Byrne, Sublett, Boyle, Carr
NOES:
ABSENT:

B. Architectural Permit (AP) 25-0192 for 1134 Ripple Avenue (APN 006-051-018-000)

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: Staff recommends the Architectural Review Board approve Architectural Permit (AP) 25-0192, subject to the findings, recommended conditions, and Class 1 Categorical Exemption (CEQA Guidelines Section 15301, Existing Facilities).

Reference: Garrett McCown, Associate Planner

The staff report was presented by Associate Planner, Garrett McCown
The applicant presentation was provided by Eric Miller, AIA

Public comments were provided by Inge Lorentzen Daumer

ACTION: Upon a motion by Vice Chair Byrne and seconded by Member Boyle, the Board voted to approve Architectural Permit (AP) 25-0192, subject to the findings, recommended conditions, and Class 1 Categorical Exemption (CEQA Guidelines Section 15301, Existing Facilities).

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

AYES: Brooks, Byrne, Sublett, Boyle, Carr
NOES:
ABSENT:

10. **CONTINUED AND ONGOING BUSINESS**
None

11. **NEW BUSINESS**
None

12. **PRESENTATIONS**
None

13. **NEXT MEETING - March 10, 2026**

14. **ADJOURNMENT –** 3:30pm

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Sandra Kandell, City Clerk/DEI Coordinator

MEETING DATE: May 20, 2026

SUBJECT: Task Force on Diversity, Equity and Inclusion Meeting Minutes; Apirl 13, 2026

CEQA: {CEQA}

RECOMMENDATION

Receive the minutes.

Attachments

DEI Minutes 4-163-26

DRAFT MEETING MINUTES

CITY OF PACIFIC GROVE

TASK FORCE ON DIVERSITY, EQUITY, AND INCLUSION

REGULAR MEETING

Monday, April 13, 2026, 6:00 P.M.

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

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

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

2. **APPROVAL OF AGENDA**
Action: Upon motion by Vice-Chair Doneux and seconded by Task Force Member Rubin, the Task Force voted 3-0-2, Chair Bui and Secretary Pye absent, to approve the agenda.

3. **PRESENTATIONS**

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

5. **COUNCIL LIAISON ANNOUNCEMENTS**

6. **GENERAL PUBLIC COMMENT**
No general public comment received.

A. Written General Public Comment

7. **CONSENT AGENDA**
Action: Upon motion by Member Rubin and seconded by Member Fisher, the Task Force voted 3-0-2, Chair Bui and Secretary Pye absent, to approve the Consent Agenda.

A. Minutes of the January 12, February 9, and March 9, 2026 Task Force on Diversity, Equity and Inclusion Meetings
Action: Approved the minutes.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

8. **REGULAR AGENDA**

A. Resolution Prohibiting the Use of City-Owned Facilities for Civil Immigration Enforcement Activities

Public comment received from Beth Walker.

Action: Action: Upon motion by Member Fisher and seconded by Member Rubin, the Task Force voted 3-0-2, Chair Bui and Secretary Pye absent, to recommend the City Council adopt a Resolution Prohibiting the Use of City-Owned Facilities for Civil Immigration Enforcement Activities.

9. **NEXT MEETING:** May 11, 2026 at 6:00 p.m.

10. **ADJOURNMENT**
The regular meeting was adjourned at 6:15 p.m.

Respectfully submitted,

Sandra Kandell
City Clerk/DEI Coordinator

Approved by Vice-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: Leticia Livian, Human Resources Director

MEETING DATE: May 20, 2026

SUBJECT: Ordinance Amending the Salary Classification Schedule to add Information Technology Analyst Classification

CEQA: {CEQA}

RECOMMENDATION

1. Introduce and hold a first reading of an ordinance to amend the salary classification schedule to add Information Technology Classification; and
2. Direct that a summary of a proposed ordinance be published as approved by the City Attorney.

DISCUSSION

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

The City's Information Technology (IT) functions have historically been supported by a Management Analyst classification. This classification is broadly defined and utilized across multiple departments within the City, encompassing a wide range of administrative and analytical duties that are not specific to information technology.

The Management Analyst assigned to the IT unit resigned. This vacancy provides the City with an opportunity to evaluate the classification structure supporting IT operations and better align job duties with the specialized technical nature of the work performed.

Information Technology functions within the City have evolved significantly and now require specialized technical expertise, including systems administration, cybersecurity, network management, and support for enterprise applications. The current Management Analyst classification does not adequately reflect these technical responsibilities, which may limit the City's ability to effectively recruit and retain qualified candidates.

Creating a dedicated Information Technology Analyst classification will:

- More accurately reflect the technical duties and responsibilities of the position
- Better meet the needs of the City by incorporating the true responsibilities, duties and level of expertise demanded of this important position

- Align the City's job classifications with industry standards and comparable public agencies
- Improve recruitment outcomes in a highly competitive labor market, particularly given the City's proximity to Silicon Valley
- Support retention by offering a compensation structure consistent with market conditions

To ensure the proposed classification is competitively positioned, the City engaged Bryce Consulting Services to conduct a salary survey. The survey results indicate that a revised salary range is necessary to remain competitive within the regional labor market for IT professionals.

The proposed hourly salary range for IT Analyst is outlined below.

Classification	Step	Step	Step	Step	Step	Step	Step
238-000	1A	2B	3C	4D	5E	6F	7G
Information Technology Analyst	$48.80	$51.24	$53.81	$56.50	$59.32	$61.55	$63.85

The creation of a dedicated Information Technology Analyst classification represents a strategic opportunity to modernize the City's workforce structure, better align job duties with industry standards, and enhance the City's ability to attract and retain qualified IT professionals. Staff recommends adoption of the proposed classification and salary range.

OPTIONS

1. Take no action
2. Provide alternative direction to staff.

FINANCIAL IMPACT:

The proposed classification and salary adjustment are expected to result in an estimated additional annual cost of approximately $19,451 to the General Fund for base salary, along with an estimated $14,503 in additional costs for benefits and payroll taxes. These costs will be offset by a reduction in the budget for IT contract services in the General Fund and incorporated into the Fiscal Year 2026–2027 budget. Recruitment for this position is anticipated to be completed in July of this year, at which time the associated costs will begin to be realized.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Classification Description

Ordinance

City of Pacific Grove
Established Date: 5/20/2026

INFORMATION TECHNOLOGY ANALYST

SUMMARY: Under general supervision, performs professional level work in administering, securing, maintaining, implementing, analyzing, testing and managing the City's information systems, networks and related infrastructure; works with users to analyze, troubleshoot and resolve system issues, and implements system improvements in the areas of software development, database administration, security administration, network and server administration, and service desk management. This role ensures reliable and secure technology services for staff and the public, supports compliance with regulatory requirements, and contributes to modernization initiatives that enhance operational efficiency and public service delivery.

ESSENTIAL FUNCTIONS: -- *As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Consult and collaborate with departments, vendors and technical staff to assess technology needs, define requirements, and implement projects, upgrades, and improvements.
- Analyze and solve operating problems, make system modifications as necessary, evaluate and make recommendations regarding requests from departments related to information systems.
- Administer maintain and test computer systems, networks, firewalls, switches, and enterprise services ensuring optimal performance, reliability, and compliance with regulatory requirements.
- Provide advanced technical support and troubleshooting for complex system and network issues; provide systems support including analysis, diagnosis, maintenance and troubleshooting of hardware and software.
- Provide systems support for the City's network and server infrastructure, including analysis, diagnosis, maintenance and troubleshooting; design, develop, test, implement, troubleshoot, monitor and maintain LAN and WLAN network, server systems and wireless equipment to measure performance, identify deviations from existing service levels and implement timely solutions to issues adversely affecting network performance and systems.
- Develop and document procedures, system designs, and security measures.
- Respond to service requests and incidents, deliver service desk coverage and on-call support as needed.
- Monitor and improve IT operations through automation, scripting, and best practices.
- Assist in planning and implementing system security, backup, and recovery procedures.
- Maintain audit-ready documentation, stay current with emerging technologies and recommend improvements to enhance efficiency, security, and business continuity,
- Forecast technology needs of City programs, including but not limited to, PC replacements, and printer replacements.
- Evaluate operations and activities of customer support, recommend improvements and modifications, prepare various reports on operations and activities.
- Provide responsive and professional customer service and technical support to end-users

via onsite, phone or remote access tools.
- Assist end-users through training, documentation, and guidance on hardware, software, and applications.
- Perform other duties as assigned.

TYPICAL QUALIFICATIONS:

Education, Training, and Experience Guidelines:

- **Minimum Qualifications:** Bachelor's degree in Computer Science, Information Technology AND minimum 2 years of experience in IT systems administration and network management within a professional business or municipal environment, OR an equivalent combination of education, training, and experience.

Preferred certifications but not required:

- Systems & Infrastructure: CompTIA Network+, CompTIA Server+
- Microsoft Environment: Microsoft 365 Certified: Administrator Associate; Microsoft Certified: Windows Server

Knowledge of:

- Enterprise Microsoft environments (Windows Server, Active Directory, Entra ID, Microsoft 365) across on-premises, cloud, and hybrid infrastructure (Azure/AWS).
- Principles and practices of network architecture and operations, including routing, switching, wireless, firewalls, segmentation, secure remote access, and core protocols (TCP/IP, DNS, DHCP, VLANs, VPNs).
- Enterprise security and compliance frameworks (NIST CSF, CIS Controls, Zero Trust), including IAM (MFA, RBAC, SSO), endpoint protection, patch management, SIEM/log monitoring, and vulnerability remediation.
- Backup and disaster recovery strategy aligned to defined RPO/RTO objectives.
- Automation and infrastructure management using PowerShell/Bash and Infrastructure as Code (Terraform, Ansible).
- Systems architecture and operating systems (Windows, macOS, Linux), MDM/UEM, unified communications, and A/V systems.
- Public-sector compliance standards (ADA/WCAG, records retention, audit readiness) and strong analytical, documentation, and collaboration skills.
- Applicable laws, codes, policies and standards.
- Principles and techniques of troubleshooting for desktop computers, software, and printers in a network environment.
- Principles and practices of software development, testing and deployment.

- **Skills in:**

- Analyzing operational requirements and implementing secure, cost-effective technology solutions aligned with public-service mandates and statutory obligations.
- Administering and securing servers, endpoints, identity platforms, networks, and communications systems, ensuring configuration integrity, performance optimization, and compliance.
- Managing incidents, service requests, change/release processes, and vendor escalations in alignment with ITIL practices and mission-critical priorities.
- Training or instructing users in the use of computer equipment and operating procedures.

- Implementing and enforcing IAM controls, network segmentation, secure data sharing, and interagency connectivity.
- Monitoring infrastructure health and security using observability and log management tools; maintaining CMDB accuracy and audit-ready documentation.
- Planning, testing, and maintaining backup and disaster recovery capabilities.
- Automate operational workflows and infrastructure deployments; maintain version-controlled runbooks and technical documentation.
- Evaluating and recommending technical solutions.
- Produce reports and recommendations; collaborate across departments, public safety stakeholders, vendors, and partner agencies.
- Communicating clearly and concisely, both orally and in writing.
- Fostering effective working relationships with all levels of staff.

LICENSE AND CERTIFICATION REQUIREMENTS:
A valid California State Driver's License in good standing is required for driving on City business.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:
Work is performed in a standard office environment. Able to lift 25 lbs. at a time and be able to stand for periods at a time. May be required to work extended or irregular hours. Some field work may be required.

CLASS HISTORY

Class/Job Code:	238-000
Bargaining Unit:	Management Employee Association (MEA)
EEO4 Category:	Professional
Established Date:	5/20/2026
Worker's Comp Code:	Office/Administrative
FLSA Status:	Exempt

ORDINANCE NO. 26 -____

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE AMENDING THE SALARY CLASSIFICATION SCHEDULE TO ADD INFORMATION TECHNOLOGY ANALYST CLASSIFICATION

Findings

1. The City has historically utilized the classification of Management Analyst within the Information Technology (IT) unit, a broad classification used across multiple departments; and

2. The recent resignation of the Management Analyst assigned to the IT unit provides the City with an opportunity to evaluate and update its classification structure; and

3. The duties performed within the IT unit require specialized technical knowledge and skills that are not adequately reflected in the Management Analyst classification; and

4. The creation of an Information Technology Analyst classification will better align job duties with industry standards and improve the City's ability to recruit and retain qualified candidates in a highly competitive labor market; and

5. The City engaged Bryce Consulting Services to conduct a salary survey using the City's established comparator agencies and the results of the salary survey support the establishment of a competitive salary range for the new classification; and

6. The City Council desires to amend the Salary Schedule to add the classification of Information Technology Analyst and establish the associated salary range: and

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

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

Ordinance

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

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

SECTION 2. The position classification plan approved and adopted by the City Council pursuant to PGMC § 4.20.280 is amended to add the Information Technology classification with the following salary schedule:

Classification - Hourly Rates	**Step 1A**	**Step 2B**	**Step 3C**	**Step 4D**	**Step 5E**	**Step 6F**	**Step 7G**

Job Code 238-000							
Information Technology Analyst	48.80	51.24	53.81	56.50	59.32	61.55	63.85

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

SECTION 4. Upon approval at second reading, this ordinance shall be given an effective date of June 7, 2026.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 3rd day of June 2026, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

_____
NICK SMITH, Mayor

ATTEST:

_____
SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

_____
ALEX LORCA, City Attorney

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Lori Frati, Finance Manager

MEETING DATE: May 20, 2026

SUBJECT: Downtown Business Improvement District (BID) Program for Fiscal Year 2026-27

CEQA: {CEQA}

RECOMMENDATION

Staff recommends that the City Council:

1. Hold a public hearing to determine that majority protest to the annual assessment were not received.
2. Adopt the resolution approving the annual report, approving the Program of Expenditures, assessing the levy, and appointing an advisory board for the Downtown Business Improvement District for Fiscal Year 2026-27
3. Authorize the City Manager to execute an agreement allowing the Pacific Grove Chamber of Commerce to administer the BID budget.
4. Take an alternative action.

DISCUSSION

In 2000, the City established the Downtown Pacific Grove Business Improvement District (BID), appointed an advisory board, and levied assessments for the District. The assessments may be used only for the promotion, marketing and advertising of professional and retail businesses located in the district, and for general maintenance to benefit those businesses. All businesses located in the BID are assessed an amount equal to 35% of their business license tax. The assessment is collected together with the business license tax payment in July of each assessment year. Since its formation in 2000, the BID and assessments have been annually reauthorized.

At its May 6, 2026, meeting, the City Council approved a Resolution of Intent to levy the BID assessment for Fiscal Year (FY) 2026-27 and set a public hearing to consider the levy for May 20, 2026. California Streets and Highways Code Section 36525 provides that the District shall not be formed if written protests are received from the owners of businesses in the proposed area that will pay 50 percent or more of the assessments proposed to be levied. Staff advertised the public hearing pursuant to relevant State and Municipal Code sections. Staff has received no protest petitions as of this writing.

Staff is recommending to exercise the right to retain an administration fee equal to one percent (1%) of the assessment amount collected. This 1% administration fee will be deducted quarterly and noted on

the District's quarterly payout statement, which is estimated to be $300.00 for FY 2026-27.

The District's annual report (Attachment 1) lists the results of the election of Board Members, details revenues and expenditures for FY 2025-26, proposes a budget for FY 2026-27, and requests the levy of an assessment for FY 2026-27. No changes to BID boundaries are recommended for FY 2026-27.

City Council Resolution 07-042 (Attachment 2) outlines the requirements for re-establishing the district. The terms of the Resolution have been met as indicated by the specific points of compliance set forth below:

Process for Advisory Board appointment: Per the resolution, the Chamber of Commerce facilitated a noticing of all properties in the BID and a meeting of the BID Advisory Board to fill Advisory Board seats that will expire on June 30, 2026. Results of the election from the Chamber of Commerce are included in the report with the following recommended Advisory Board for next year:

- Marietta Bain (Fandango Restaurant), term expires June 30, 2027
- Stephanie Loftus (The Quill), term expires June 30, 2027
- Berk Guenc (Passionfish), term expires June 30, 2027
- Mike Durrant (Hops and Fog), term expires June 30, 2027
- Allyson Wieland (The Vague Collection), term expires June 30, 2028
- Alessandro Bush (Mechanics Bank), term expires June 30, 2028
- Coby Shammas (Block Wine Bar), term expires June 30, 2028

All Board Advisory members are current on their licenses.

Contract with Chamber of Commerce for services: The City contracted with the Chamber of Commerce to administer the BID program in compliance with the plan approved by the City Council. The attached report from the Chamber shows the expenditures for the FY 2026-27 budget.

Chamber of Commerce financial reporting: The FY 2025-26 BID report from the Chamber includes BID expenditure activity for current fiscal year to date.

Proposed FY 2026-27 BID Program. The BID's current and projected financial information, as provided by the Chamber of Commerce, is included in Attachment 1.

The BID Advisory Board recommends the following allocation of BID assessment revenue for FY 2026-26, which is estimated to total $31,000, which includes a $1,000 prior year carry over:

Proposed BID Expenditure Budget for FY 2026-27	
Downtown Improvements/Signage	$14,000
Operations Events/Promotion	5,500
Community Projects	2,500
Marketing Opportunities/Advertising	7,000
Administration	2,000
Total	**$31,000**

OPTIONS

1. Decline to adopt the Resolution.
2. Adopt a modified Resolution.

FINANCIAL IMPACT:

The City acts as the administrative pass-through to the BID. The assessed funds may only be used for BID purposes and not for any other City purpose.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

BID Reso

BID Annual Report

Resolution No. 07-042

BID Agreement FY2026-27

RESOLUTION NO. 26-xxx

APPROVING THE ANNUAL REPORT, APPROVING THE PROGRAM OF EXPENDITURES, ASSESSING THE LEVY, AND APPOINTING AN ADVISORY BOARD FOR THE DOWNTOWN BUSINESS IMPROVEMENT DISTRICT FOR FISCAL YEAR 2026-27

FINDINGS

1. The City Council conducted a public hearing to consider the levy of the proposed Fiscal Year (FY) 2026-27 assessment for the Pacific Grove Downtown Business Improvement District on May 20, 2026, at 6:00 pm; and

2. The City Clerk gave notice of the public hearing by causing the Resolution of Intention, adopted by the City Council on May 20, 2026, to be published in a newspaper of general circulation at least seven days before the public hearing; and

3. At the public hearing, the City Council heard and considered all protests against the fiscal year 2026-27 levy of assessments for the Downtown Pacific Grove Business Improvement District, and the rules and procedures used in receiving and considering protests complied with those set forth in Streets and Highways Code sections 36524, 36525 and 36534 ("Improvement Area Law"); and

4. Said Improvement Area Law provides, at California Street and Highways Code Section 36530, that the City Council shall appoint an advisory board to make recommendations to the City Council regarding expenditure of revenues collected from District business owners, and to make recommendations regarding the method and basis of assessment levy; and

5. The City Council requested that the Pacific Grove Chamber of Commerce recommend membership for the advisory board by a process of public nomination and election, and the Chamber has made recommendations that the City Council wishes to accept.

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

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

2. The City hereby levies and shall collect assessments for the Fiscal Year 2026-27 within the Downtown Pacific Grove Business Improvement District (BID), as described in Section 6.50.010 of the Pacific Grove Municipal Code and retain 1% of assessment revenues collected to cover administration costs.

3. There is no change in the boundaries of the district as established in the prior year and set forth in Section 6.50.020 of the Pacific Grove Municipal Code.

4. The Council approves the annual report prepared by the Advisory Board of the Downtown Pacific Grove Business Improvement District.

5. The City Council approves the Downtown Business Improvement District program for FY 2026-27, as follows:

Proposed BID Expenditure	**for FY 2026-27**
Administration	**$ 2,000**
Operations Events/Promotional	**5,500**
Marketing Opportunities/Advertising	**7,000**
Community Projects	**2,500**
Downtown Improvements/Signage	**14,000**
Total	**$31,000**

6. The City Manager is authorized to approve an agreement with the Pacific Grove Chamber of Commerce to administer the program for FY 2026-27.

7. The City Manager is authorized to approve mid-year amendments to the program and agreement with the Pacific Grove Chamber of Commerce within the total amount approved for the year.

8. Pursuant to California Streets and Highways Code Section 26530, the City Council hereby appoints the following (named with their business affiliations) as the advisory board for and on behalf of the Downtown Business Improvement District:
    - Marietta Bain (Fandango Restaurant), term expires June 30, 2027
    - Stephanie Loftus (The Quill), term expires June 30, 2027
    - Berk Guenc (Passionfish), term expires June 30, 2027
    - Mike Durrant (Hops and Fog), term expires June 30, 2027
    - Allyson Wieland (The Vague Collection), term expires June 30, 2028
    - Alessandro Bush (Mechanics Bank), term expires June 30, 2028
    - Coby Shammas (Block Wine Bar), term expires June 30, 2028

9. The advisory board hereby appointed is subject to all provisions of the Ralph M. Brown Act, and the board hereby is directed to comply therewith.

10. This Resolution shall become effective immediately following passage and adoption thereof.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 20th day of May 2026, by the following vote:

AYES:
NOES:

ABSENT:

APPROVED:

_____
NICK SMITH, Mayor

ATTEST:

_____
SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

_____
ALEX LORCA, City Attorney

CHAMBER OF COMMERCE
& TOURIST CENTERS

April 1, 2026

To: Lori Frati - Finance Manager
From: Christi Metzner – Pacific Grove Chamber of Commerce
Subject: Downtown Business Improvement District (BID) Report

In accordance with the City's agreement with the Pacific Grove Chamber of Commerce (PGCC), I am submitting the BID annual report.

Introduction

As businesses nationwide navigate an evolving economic landscape, our district has demonstrated remarkable resilience and adaptability. Despite recent challenges, including fluctuating market conditions and workforce dynamics, our local enterprises have continued to innovate and thrive. This past year has underscored the strength and collaborative spirit of our business community, positioning us well for sustainable growth in the future. The following are a few examples of successes and challenges.

- Over the past fiscal year, the cost of consumer goods and services has continued to rise due to sustained economic pressures, including higher costs of raw materials, increased payroll expenses, and elevated operating costs. Tariffs have also had a direct impact on pricing, adding additional strain for many businesses. While sales tax data suggests a strong rebound, many businesses are still experiencing little to no growth in their bottom line as they work to absorb or pass along these increased costs.
- Employers in coastal communities, such as Pacific Grove, compete heavily for out of the direct-area workforce, due to a myriad of factors including a lack of localized workforce housing, dwindling access to public transportation, and a decades long decline in high school student job seeking. This dynamic creates a challenge for employers to attract and retain talent. Businesses still struggle with consistency in their workforce.
- Chase Bank and US Bank buildings (corners of Lighthouse and Forest Avenues) are for lease with potential tenants for US Bank. Chase Bank is under renovation and completion date TBD and still unknown if a new tenant will be occupying the space. The Pier 1 building at 490 Lighthouse Avenue has been leased to Sotheby's Real Estate, and they will move out of their current location at 574 Lighthouse Avenue this year. The property will remain vacant until the earthquake retrofit is completed. 581 Lighthouse Avenue was only vacant for a few weeks before Fat Willy's Antiques moved in. There are a couple vacancies in the Central Avenue business district, and Country Club Gate Plaza has several vacancies and a new property management company. Kidwell's Paint Company will be moving to Forest Hill Plaza.
- Restaurants and businesses are doing well, and we are already noticing more visitors since the opening of the Kimpton Mirador hotel in February 2026. Crema PG is open at Lovers Point.
- Home sales continue to be strong, which have a positive effect on the home building industry sector.

Election Board Members

On April 1, 2026, a publicly noticed BID special election meeting was held at the City Manager's Conference Room at City Hall and on Zoom. In addition, a notice of the meeting was emailed to every BID member on the City's business license list that is located within the BID boundaries. The following

three Advisory Board members were approved by a unanimous vote to serve on the BID from July 1, 2026 to June 30, 2028:

- Coby Shammas – The Block Wine Bar
- Allyson Wieland – The Vague Collection
- Alessandro Bush – Mechanics Bank

They will re-join the following BID Advisory Board members:

- Stephanie Loftus – The Quill
- Marietta Bain – Fandango Restaurant
- Mike Durrant – Hops & Fog Brewing
- Berk Guenac - Passionfish

Income/Beginning Balance

The beginning balance of the BID account on July 1, 2025 was $23,054.57. As of February 28, 2026, the BID total program income was $29,662.20.

Expenditures Report

Last year, the BID proposed a balanced expenditure program. Attached is the profit and loss budget comparison.

Since July 1, 2025, the expenditures for the BID are below:

BID Administration	$2,000
Bin King	$2,580
Listing all BID hospitality businesses in the Tourist Guide	$3,500
Trick-or-Treat (2026)	$1,727
Holiday Open House (2026)	$ 339
Shop Sip and Stroll (2026)	$1,357
Print & Online Advertising	$1,121
Total BID investments to date	**$12,624**

Between now and June 30, 2026, we anticipate the below expenses to finish out this fiscal year:

Bin King shared contract (BID portion)	$ 1,320
Donation to Youth Ambassadors of PG	$ 2,500
Allocated Funds for Downtown Directional Signage	$10,000
Marketing	$ 2,300
Total upcoming BID investments	**$16,120**

Direction

In 2026-27, the BID direction will continue to focus on promotions, advertising and supporting annual downtown events such as the Halloween Trick or Treat, Shop Small Business Saturday Holiday Open House, Shop, Sip and Stroll for the Holidays, and First Friday events. The focus of the BID will be concentrated in four main areas:

- Beautification projects for the downtown districts
- New directional signage downtown

- Supporting and promoting existing and new events and programs to attract foot traffic downtown

Anticipated costs, revenues, number of licenses, and activities to be provided in Fiscal Year 2026-27 include, but are not limited to, promotion, marketing, and advertising of businesses in the district, support for special events, and general maintenance to benefit businesses within the BID. Reporting on the estimated 2026-27 fiscal year activities, the BID has 289 members and revenues are estimated at $30,000 including $1,000 carryover.

Closing

Downtown Pacific Grove continues to evolve and feel more vibrant than ever, as we remain committed to supporting beautification efforts that showcase the charm and character of our downtown.

Thank you.

Respectfully submitted by:

Christi Metzner
BID Administrator

Business Improvement District
Profit & Loss Proposed Budget Overview
July 2026 – June 2027

Ordinary Income/Expense	July 1, '26 – June 30, '27
Income	
Program Income	
Carry Over, Prior Year, Mktg	1,000.00
City Assessment	30,000.00
Total Program Income	31,000.00
Total Income	**31,000.00**
Expenses	
Total Administration	2,000.00
Total Community Projects	2,500.00
Total Marketing Opportunities/Advertising	7,000.00
Total Operations Events/Promotion	5,500.00
Downtown Improvements/Signage	14,000.00
Total Expenses	**31,000.00**
Net Ordinary Income	0.00
Net Income	**0.00**

+

Business Improvement District
Profit & Loss Budget vs. Actual
July 2025 through February 2026

	Jul '25 - Feb 26	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Program Income				
Carry Over, Prior Year, Mktg	0.00	1,000.00	-1,000.00	0.0%
City Assessment	29,662.20	30,000.00	-337.80	98.9%
Total Program Income	29,662.20	31,000.00	-1,337.80	95.7%
Total Income	29,662.20	31,000.00	-1,337.80	95.7%
Expense				
Administration	0.00	2,000.00	-2,000.00	0.0%
Advertising	1,656.48	7,000.00	-5,343.52	23.7%
Community Projects	0.00	2,500.00	-2,500.00	0.0%
Marketing Opportunities	0.00	9,500.00	-9,500.00	0.0%
Operations	5,466.58	10,000.00	-4,533.42	54.7%
Total Expense	7,123.06	31,000.00	-23,876.94	23.0%
Net Ordinary Income	22,539.14	0.00	22,539.14	100.0%
Net Income	**22,539.14**	**0.00**	**22,539.14**	**100.0%**

Business Improvement District
Profit & Loss Prev Year Comparison
July 2025 through February 2026

	Jul '25 - Feb 26	Jul '24 - Feb 25	$ Change	% Change
Ordinary Income/Expense				
Income				
Program Income				
City Assessment	29,662.20	29,889.16	-226.96	-0.8%
Total Program Income	29,662.20	29,889.16	-226.96	-0.8%
Total Income	29,662.20	29,889.16	-226.96	-0.8%
Expense				
Advertising	1,656.48	5,534.00	-3,877.52	-70.1%
Community Projects	0.00	2,500.00	-2,500.00	-100.0%
Marketing Opportunities	0.00	4,387.82	-4,387.82	-100.0%
Operations				
Events/Promotions	2,658.87	7,562.08	-4,903.21	-64.8%
Supplies	227.71	0.00	227.71	100.0%
Operations - Other	2,580.00	0.00	2,580.00	100.0%
Total Operations	5,466.58	7,562.08	-2,095.50	-27.7%
Total Expense	7,123.06	19,983.90	-12,860.84	-64.4%
Net Ordinary Income	22,539.14	9,905.26	12,633.88	127.6%
Net Income	**22,539.14**	**9,905.26**	**12,633.88**	**127.6%**

Business Improvement District
Profit & Loss YTD Comparison
February 2026

	Feb 26	Jul '25 - Feb 26
Ordinary Income/Expense		
Income		
Program Income		
City Assessment	0.00	29,662.20
Total Program Income	0.00	29,662.20
Total Income	0.00	29,662.20
Expense		
Advertising	0.00	1,656.48
Operations	660.00	5,466.58
Total Expense	660.00	7,123.06
Net Ordinary Income	-660.00	22,539.14
Net Income	**-660.00**	**22,539.14**

Business Improvement District
Balance Sheet
As of February 28, 2026

	Feb 28, 26
ASSETS	
Current Assets	
Checking/Savings	
Mechanics Bank	43,093.71
Total Checking/Savings	43,093.71
Total Current Assets	43,093.71
TOTAL ASSETS	**43,093.71**
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	-7,000.00
Unrestricted Net Assets	27,554.57
Net Income	22,539.14
Total Equity	43,093.71
TOTAL LIABILITIES & EQUITY	**43,093.71**

RESOLUTION NO. 7-042

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE REVISING AND RESTATING THE RULES AND PROCEDURES FOR THE DOWNTOWN PACIFIC GROVE BUSINESS IMPROVEMENT DISTRICT

THE COUNCIL OF THE CITY OF PACIFIC GROVE DOES RESOLVE AS FOLLOWS:

SECTION 1. The City formed a parking and business improvement district pursuant to California Streets and Highways Code 36500, et seq. with Resolution No. 0-007, which was passed and adopted by the Pacific Grove City Council on February 9, 2000.

SECTION 2. The name of the parking and business improvement district is the "Downtown Pacific Grove Business Improvement District."

SECTION 3. The boundaries of the Downtown Pacific Grove Business Improvement District are as shown on the map referred to as "Boundaries of the Downtown Pacific Grove Business Improvement District," on file with the City Clerk, and as specified herein including both sides of every street except for Pine Avenue:

Central Avenue from 505 Central to 530 Central up to Caledonia Park and the back of the Post Office

Lighthouse Avenue from 472 Lighthouse and 477 Lighthouse to 728 Lighthouse and 721 Lighthouse

Laurel Avenue from 521 Laurel to 631 Laurel at the corner of 18th and Laurel

Pine Avenue only on the north side (Police/Fire Dept. Side) from 546 Pine to 644 Pine

15th Street from 135 15th Street to 223 15th Street

Fountain Avenue from 156 Fountain and 157 Fountain to 314 Fountain

Grand Avenue from 157 Grand and the backside of the Pacific Grove Museum of Natural History to 315 Grand and 318 Grand

Forest Avenue from 154 Forest and 164 Forest to 264 Forest and 311 Forest

16th Street from 172 16th Street to 207 16th Street

17th Street from 153 17th Street to 231 17th and 232 17th Street

18th Street from Central Avenue which includes 160 18th Street to Laurel Avenue

19th Street and Congress between Central Avenue and Lighthouse Avenue

SECTION 4. The activities to be funded by the assessments levied under the Downtown Pacific Grove Business Improvement District are promotion, marketing and advertising of professional and retail businesses in downtown Pacific Grove.

SECTION 5. The proposed improvements and activities of the Downtown Pacific Grove Business Improvement District shall be funded by annual assessments on business owners in the district.

SECTION 6. The method and basis for the annual levy of assessments are as follows:

The City shall collect the annual assessment from the business owners when the business license tax is paid, in July of each year. Excepting service stations and catalogue sales establishments, each business in the district shall pay an annual assessment equal to 35% of its business license tax.

SECTION 7. New businesses in the district shall be subject to the annual levy of assessment.

SECTION 8. Pursuant to Streets and Highways Code sections 36524 and 36525, the following rules and procedures regarding the filing of protests and a majority protest shall apply to the scheduled public hearing:

a. At the annual public hearing to hear such protests, testimony of all interested persons for or against the establishment of the district, the extent of the district, or the furnishing of specified types of improvements or activities shall be heard. A protest may be made in writing or orally by any interested person. Any protest pertaining to the regularity or sufficiency of the proceeding shall be in writing and shall clearly set forth the irregularity or defect to which the objection is made.

b. Every written protest must be filed with the City Clerk on or before the public hearing date. The City Council may waive any irregularity in the form or content of any written protest, and at the public hearing may correct minor defects in the proceedings. A written protest may be withdrawn in writing at any time before the conclusion of the public hearing.

c. Each written protest must contain a description of the business in which the person subscribing the protest is interested sufficient to identify the business and, if a person subscribing is not shown on the official records of the City as the owner of the business, the protest shall contain or be accompanied by written evidence that the person

subscribing is the owner of the business. A written protest which does not comply with this requirement shall not be counted in determining a majority protest.

d. If written protests are received from the owners of businesses in the proposed district which will pay 50% or more of the assessments proposed to be levied and protests are not withdrawn so as to reduce the protests to less than 50%, no further proceedings to create the Pacific Grove Downtown Business Improvement District or to levy the proposed assessment, as contained in this resolution of intention, shall be taken for a period of one year from the date of the finding of a majority protest by the City Council. If the majority protest is only against the furnishing of a specified type or types of improvements or activities within the area, these types of improvements or activities shall be eliminated.

SECTION 9. The Business Improvement District Advisory Board for FY 2007/08 shall be comprised of the following members:

- Bill Valuch, Board Chair (Miss Trawick's Garden Shop), one-year term expiring June 30, 2008
- Terry Clements, Board Vice-Chair (The Clothing Store), two-year term expiring June 30, 2009
- Susan Anderson (Futons & Such), two-year team expiring June 30, 2009
- Jeanne Byrne (Jeanne C. Byrne, Architect), two-year term expiring June 30, 2009
- Robert Lewis (Robert Lewis Gallery), one-year term expiring June 30, 2008
- Henry Nigos (Edward Jones Investments), one-year term expiring June 30, 2008
- Ron Schenk (St. Vincent DePaul Thrift Shop), one-year term expiring June 30, 2008

SECTION 10. Each advisory Board seated on or after July 1, 2008 shall be appointed by the following process:

a. In February of each year, the Pacific Grove Chamber of Commerce shall mail a letter to all owners of businesses located in the BID. The letter shall include an announcement of a meeting to be held at City Hall for the purpose of holding open elections for BID advisory board seats that are vacant or are scheduled to become vacant as of July 1 of the same year.

b. Membership on the Advisory Board is eligible to representatives of business owners within the BID area who have fully paid their BID assessment at the time of appointment, and remain fully paid during the term of their membership on the Board.

c. At the noticed meeting, the Chamber of Commerce shall facilitate a nomination process whereby any business owners meeting the qualification established in (b) above may be nominated for a seat on the board.

d. At the same meeting, the Chamber of Commerce shall facilitate an election by secret written ballot received, mailed or cast at that meeting. All BID members in attendance at the meeting shall be eligible to vote. If a BID member is unable to attend a proxy with a signed statement from the member shall be allowed to participate on the member's behalf.

e. The nominees receiving the most votes shall be deemed to have won the election. The election winners' names shall be forwarded to the City Clerk no later than April 30th of the same year as a recommendation to the City Council for filling board vacancies.

f. The City Council shall appoint the seven (7) member BID Advisory Board. The BID Advisory Board shall meeting quarterly or more frequently. Each meeting shall comply with the Brown Act. The Council may remove members of the BID Advisory Board for cause.

If the City Clerk does not receive said recommendation by April 30th of each year, the Business Improvement District Advisory Board shall be appointed by the process set forth for appointing boards and commissions in Chapter 3.04 of the Municipal Code.

SECTION 11. Board members seated beginning in FY 2007/08, members shall serve two-year terms, with appointments staggered at one-year intervals.

SECTION 12. The Pacific Grove Chamber of Commerce shall be authorized by contract to spend BID assessment revenues on behalf of the City, in accordance with the BID program and budget approved by the City Council, and in compliance with all City purchasing regulations, or as otherwise set by ordinance.

SECTION 13. California Streets and Highways Code section 36533 requires the Advisory Board to prepare and file with the City an annual report regarding the BID. The report, among other things, is required to itemize improvements and activities in the fiscal year, the cost of those activities, the amount of surplus or deficit revenues carried over from a previous fiscal year, and contributions other than assessments. The City Council shall approve the report as filed or modify any portion and approve it as modified.

SECTION 14. After approving the annual report, the City must adopt an annual resolution of intention to levy the assessment for that fiscal year, publish a notice and hold a public hearing on the assessment. Following the hearing, the City Council may establish the district by ordinance.

SECTION 15. This Resolution is exempt from provisions of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines, Section 15320, in that it causes a modification of the rules and procedures for an established subsidiary district within the Pacific Grove city boundaries.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 19th day of September, 2007, by the following vote:

AYES: Bennett, Cohen, Cort, Davis, Nilmeier, Stillwell

NOES: None

ABSENT: None

APPROVED:

DANIEL E. CORT, Mayor

ATTEST:

CHARLENE WISEMAN, City Clerk

APPROVED AS TO FORM:

DAVID LAREDO, City Attorney

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

July 1, 2027

Christi Metzner, CEO President
Pacific Grove Chamber of Commerce
584 Central Avenue
Pacific Grove, CA 93950

Dear Christi Metzner,

This letter, once signed by both parties, is intended to serve as the agreement between the City of Pacific Grove and the Pacific Grove Chamber of Commerce regarding the expenditure of Downtown Business Improvement District (BID) revenues for FY 2026-27.

The BID Advisory Board recommended, and the City Council approved a program and budget of $31,000 for FY 2026-27 BID activities. This agreement reflects the approved activities.

Agreement:

1. The City of Pacific Grove will remit the revenues resulting from BID assessments during FY 2026-27 in two installments, with the first to occur on or about September 1, 2026, and the second to occur on or about May 1, 2027. Any BID assessment revenues received after May 1st will be remitted as part of the following year's revenues. The City will retain 1% of the assessment revenue collected to cover administration costs related to the BID program.

2. The Pacific Grove Chamber of Commerce will spend the transferred BID proceeds exclusively in the manner specified below:

BID Expenditure Budget for FY 2026-27

● Administration		$2,000
● Promotion and Events		5,500
● Downtown Improvements/Signage		14,000
● Community projects		2,500
● Marketing Opportunities/Advertising		7,000
	Total	$31,000

3. The Pacific Grove Chamber of Commerce will prepare an annual report for the BID to be submitted along with the recommended program and budget for the following fiscal year. The report shall include, but not be restricted to, the following information:

    - A report of all expenditures from the current year (amount and purpose of expenditure transaction and the budgeted activity to which the expenditure is attributable)

    - A statement reconciling the balances of all bank accounts holding BID revenues to the aforementioned expenditure report.

    - The amount of surplus or deficit revenues projected to be carried over from a previous fiscal year.

    - The amount of any contributions to be made from sources other than district assessments.

    - The activities and/or improvements, along with estimated costs, to be provided for the coming fiscal year.

4. Modifications to the spending plan reflected herein may only occur with the written approval of the Pacific Grove City Manager.

Signed:

_____	_____
Matthew Mogensen, City Manager	Christi Metzner, CEO President
City of Pacific Grove	Pacific Grove Chamber of Commerce
_____	_____
Date	Date

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

AGENDA REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Lori Frati, Finance Manager
MEETING DATE:	May 20, 2026
SUBJECT:	Hospitality Improvement District (HID) program for Fiscal Year 2026-27
CEQA:	{CEQA}

RECOMMENDATION

Staff recommends that the City Council:

1. Hold a public hearing to determine that a majority protest to the annual assessment was not received
2. Adopt the Resolution approving the annual report and program of expenditures, assessing the levy and appointing an Advisory Board for the Hospitality Improvement District for Fiscal Year 2026-27.
3. Authorize the City Manager to execute an agreement allowing the Pacific Grove Chamber of Commerce to administer the HID budget.
4. Take and alternative action.

DISCUSSION

In November 2007, the City established the Hospitality Improvement District (HID), appointed an advisory board, and established an assessment for the District.

On October 29, 2018, City Council adopted Resolution No. 18-039, granting the City of Monterey to include the City of Pacific Grove in the Monterey County Tourism Improvement District (MCTID).

On November 28, 2018, Council adopted Resolution No. 18-047, amending the Hospitality Improvement District assessment, effective January 1, 2019. This amendment allowed Pacific Grove to equally bifurcate the original assessment. Under this new structure, the HID assessment of $2.00 per night for full-service lodging establishments at $1.00 per room night for all others, will be transferred to the Pacific Grove Chamber of Commerce. Resolution 12-014 defines full-service lodging accommodations as "…generally mid-price, upscale or luxury hotels with a restaurant, lounge facilities and meeting space as well as minimum service levels, often including bell service and room service. These hotels report food and beverage revenue". HID assessment revenues are exclusively used for the support and benefit of the hospitality economy of Pacific Grove.

At its May 6, 2026, meeting, the City Council approved a resolution of intent to levy the HID assessment for FY 2026-27 and set a public hearing for May 20, 2026, to consider the levy. California Streets and Highways Code Section 36525 provides that the District shall not be formed if written

protests are received from the owners of businesses in the proposed area that will pay 50 percent or more of the assessments proposed to be levied. Staff advertised the public hearing pursuant to relevant State and Municipal Code sections. Staff has received no protest petitions as of this writing.

Staff is recommending to exercise the right to retain an administration fee equal to one percent (1%) of the assessment amount collected. This 1% administration fee will be deducted quarterly and noted on the District's quarterly payout statement, which is estimated to be $2,890.00 for FY 2026-27.

Pursuant to State law and City Council Resolution 07-044, which formed the HID, an Annual Report is required that reports on District revenues and expenditures, proposes a budget for Fiscal Year (FY) 2026-27, and requests the levy of an assessment for FY 2026-27.

The Pacific Grove Hospitality Improvement District Annual Report (Attachment 1), reports on District revenues and expenditures for FY 2025-26, proposes a budget for FY 2026-27, lists the number of lodging establishments in the HID and requests the levy of an assessment for FY 2026-27. No changes to HID boundaries are recommended for FY 2026-27.

City Council Resolution 07-044 (Attachment 2) outlines the requirements for levying the annual assessment for the District. The terms of the Resolution have been met as indicated by the specific points of compliance set forth below:

- *Process for Advisory Board Appointment*: Per the Resolution, the Chamber of Commerce facilitated a noticing of all properties in the HID and a meeting of the HID Advisory Board to fill Advisory Board seats that will expire on June 30, 2026. Results of the election from the Chamber of Commerce are included in the report, with the following recommended Advisory Board for next year:
- Robert Boerner (Pacific Gardens Inn), term expires June 30, 2027
- Julie Chaland (Kimpton Mirador Pacific Grove Hotel), term expires June 30, 2027
- Siddharth Raj (Monarch Resort), term expires June 30, 2028
- Michael Grech (Monterey Peninsula Inn), term expires June 30, 2028
- Alex Marin (Asilomar Conference Grounds)

As stated in the ordinance that created the HID, “a conference facility”, in reference to Asilomar Conference Grounds, will have one representative on the board at all times.

- *Contract with Chamber of Commerce for Services* (Attachment 3): The City will contract with the Chamber of Commerce to administer the HID program in compliance with the plan approved by the City Council. Any unspent revenues will be retained by the Chamber for performance of the FY 2027-28 contract.
- *Chamber of Commerce Financial Reporting:* The FY 2025-26 HID report from the Chamber includes HID expenditure activity for current fiscal year to date.

All Board Advisory members are current on their licenses.

Proposed FY 2026-27 HID Program. The HID Advisory Board recommends the following allocation of HID assessment revenue for FY 2026-27 of $309,000, which includes a $20,000 carry over from the prior year. The HID Advisory Board recommends allocating HID assessment revenues for the following projected FY 2026-27 expenditures:

Proposed HID Expenditure Budget FY 2026-27	
Visitor Center	$145,000
Marketing Opportunities	140,000
Operations Events/Promotions	10,000
Advertising	6,000

Community Projects	5,000
Bookkeeping	3,000
Total	**$309,000**

OPTIONS

1. Decline to adopt the Resolution.
2. Adopt a modified Resolution.
3. Provide alternate direction.

FINANCIAL IMPACT:

The City acts as the administrative pass-through to the HID. Assessment revenues may only be used for HID purposes; and will reflect the actual amounts collected.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Resolution for FY 26-27

HID Annual Report

Resolution 07-004

HID Agreement 2026-27

RESOLUTION NO. 26---

APPROVING THE ANNUAL REPORT AND PROGRAM OF EXPENDITURES, ASSESSING THE LEVY AND APPOINTING AN ADVISORY BOARD FOR THE HOSPITALITY IMPROVEMENT DISTRICT FOR FISCAL YEAR 2026-27

1. The City Council conducted a public hearing to consider the levy of the proposed Fiscal Year 2026-27 assessment for the Pacific Grove Hospitality Improvement District on May 20, 2026 at 6:00 pm; and

2. The City Clerk gave notice of the public hearing by causing the resolution of intention, adopted by the City Council on May 6, 2026, to be published in a newspaper of general circulation at least seven days before the public hearing; and

3. At the public hearing, the City Council heard and considered all protests against the Fiscal Year (FY) 2026-27 levy of assessments for the Pacific Grove Hospitality Improvement District, and the rules and procedures used in receiving and considering protests complied with those set forth in Streets and Highways Code sections 36524, 36525 and 36534 ("Improvement Area Law"); and

4. Said Improvement Area Law provides, at California Street and Highways Code Section 36530, that the City Council shall appoint an Advisory Board to make recommendations to the City Council regarding expenditure of revenues collected from District business owners, and to make recommendations regarding the method and basis of assessment levy; and

5. The City Council requested that the Pacific Grove Chamber of Commerce recommend membership for the Advisory Board by process of public nomination and election, and the Chamber has made recommendations that the City Council desires to accept.

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

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

2. The City Council hereby levies and shall collect assessments for FY 2026-27 within the Hospitality Improvement District (HID), as described in Chapter 6.54 of the Pacific Grove Municipal Code and retain 1% of assessment revenues collected to cover administration costs.

3. Pacific Grove has one full-service hotel or bed and breakfast establishments that collect the $2.00 per room night fee

4. There is no change in the boundaries of the district as established in the prior year and set forth in Section 6.54.030 of the Pacific Grove Municipal Code.

5. The City Council approves the annual report prepared by the Advisory Board of the Pacific Grove Hospitality Improvement District.

6. The City Council approves the Pacific Grove Hospitality Improvement District program for FY 2026-27, as follows:

Proposed HID Expenditure for FY 2026-27

Proposed HID Expenditure Budget FY 2026-27	
Total Bookkeeping	$3,000
Total Advertising	$6,000
Total Community Projects	$5,000
Total Marketing Opportunities	$140,000
Total Operations Events/Promotions	$10,000
Total Visitor Center	$145,000
Total	$309,000

7. The City Manager is authorized to approve an agreement with the Pacific Grove Chamber of Commerce to administer the program for FY 2026-27.

8. The City Manager is authorized to approve mid-year amendments to the program and agreement with the Pacific Grove Chamber of Commerce within the total amount approved for the year.

9. Pursuant to California Streets and Highways Code Section 36530, the City Council hereby appoints the following (named with their business affiliations) as the Advisory Board for and on behalf of the Hospitality Improvement District:

- Julia Chaland (Kimpton Mirador Pacific Grove), term expires June 30, 2027
- Robert Boerner (Pacific Gardens Inn), term expires June 30, 2027
- Michael Grech (Monterey Peninsula Inn), term expires June 30, 2028
- Siddharth Raj (Monarch Resort), term expires June 30, 2028
- Alex Marin (Asilomar Conference Grounds) continuous

10. The Advisory Board hereby appointed is subject to all provisions of the Ralph M. Brown Act, and the Advisory Board hereby is directed to comply therewith.

11. This Resolution shall become effective immediately following passage and adoption thereof.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 20th day of May 2026, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

_____
NICK SMITH, Mayor

ATTEST:

_____
SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

_____
ALEX LORCA, City Attorney

CHAMBER OF COMMERCE
& TOURIST CENTERS

April 3, 2026

To: Lori Frati - Finance Manager
From: Christi Metzner - Pacific Grove Chamber of Commerce
Subject: Pacific Grove Hospitality Improvement District Annual Report

In accordance with the City's approved agreement with Pacific Grove Chamber of Commerce (PGCC), I am submitting the HID annual report.

Introduction

The start of the 2025–2026 fiscal year in Pacific Grove was strong, with steady visitor activity and continued interest from our key drive markets. Early summer travel and events helped support local businesses, particularly in lodging, dining, and retail. The momentum carried into peak season, with good occupancy levels and a vibrant downtown atmosphere driven by community events, live music, and an increasingly popular dining scene. Overall, Pacific Grove continues to perform well as a desirable coastal destination, with both returning visitors and new guests discovering the area.

During the more favorable weather months of May through November, large outdoor events such as Good Old Days, Car Week and Downtown Trick-or-Treat, attracted thousands to our area. Asilomar Conference Grounds has been booming this year with group and conference business bookings.

January was a strong month for Pacific Grove, with our hotels almost fully booked during the AT&T Pro-Am. The Chamber partnered with the Monterey Peninsula Foundation to offer complimentary shuttles for tournament ticket holders traveling into Pebble Beach, which proved to be a great success. We're excited to build on this momentum and plan to offer the shuttle program again moving forward.

The outlook for the final quarter of this FY is looking good, and we continue to see visitors flock to Lovers Point each weekend.

Election of Board Members

On Thursday, April 16, 2026, the Pacific Grove Chamber will host a public meeting and invited all HID members to a meeting at City of Pacific Grove City Hall (City Manager's Conference Room – 300 Forest Avenue) in order to facilitate the re-election of the following innkeepers to a two-year term from July 1, 2026 through June 30, 2028:

1. Michael Grech – Monterey Peninsula Inn
2. Siddharth Raj – Monarch Resort

The newly elected HID members will join the Advisory Board members below that are serving until June 30, 2027:

1. Julia Chaland – Kimpton Mirador Pacific Grove
2. Robert Boerner – Pacific Gardens Inn
3. Alex Marin – Asilomar Conference Grounds (permanent seat)

For your information, the ordinance which created the HID stipulated that, "a conference facility," in reference to Asilomar Conference Grounds, will have one representative on the board at all times.

Income/Beginning Balance

The beginning balance of the HID account on July 1, 2025 was $83,399. Total income of the HID from July 1, 2025 through June 30, 2026 is projected to be $231,000.

Anticipated costs, revenues, number of lodging establishments, and activities to be provided in Fiscal Year 2026-27 include, but are not limited to, promotion, marketing, and advertising. Reporting on the estimated 2026-27 fiscal year, the HID has 25 lodging establishments and revenues are projected to be $309,000 including a $20,000 carryover.

Expenditures and Details

Total expenses from July 1, 2025 until April 17, 2026 were $129,539.59
HID expenditures have been invested in the below main areas:

1. Tourist Center (see attachment)
    a. The Tourist Center at 100 Central Avenue is the largest operating expense of the HID. The center attracts hundreds of visitors each week who are referred to all business districts in Pacific Grove.
    b. From July 2025 to March 2026, the Center had a total of 12,000 guests visit the center.
    c. Visitors are excited to be traveling. Most are the drive markets from the Bay Area, Central Valley and Southern California. However, we continue to see travelers from across the US and international travelers as well.
    d. Since its opening in May of 2011, the center has served as a connection point from the Central/Eardley District through to the downtown Lighthouse District. Its location is strategically located at the very northern edge of Pacific Grove and just one block from the entrance to the Monterey Bay Aquarium.
2. Online Marketing
    a. Online marketing remains the most effective method of reaching targeted market segments in an engaging manner.
    b. The chamber's total following continues to rise across all social media platforms. This year our combined accounts saw a steady following with a great increase of 25% overall, bringing the total to 39,000 – Instagram 13,000 and Facebook 26,000.
    c. The HID contracts with several media companies as well as a local independent marketing consultant who handles strategic campaigns that attract visitors to Pacific Grove.
    d. The focus is on generating overnight visitors who will stay, dine and shop in town.
    e. The HID destination marketing organization has been rebranded as Visit Pacific Grove. The advisory board has launched a new website (visitpacificgrove.org), Instagram & Facebook (@visitpacificgrove) and a new logo (see attached). This is exciting and a marketing name that everyone will relate to.
3. Print Advertising
    a. The Bay Area, Los Angeles and the Central Valley are the top feeder markets for Pacific Grove.

b. Most HID print advertising targets key markets and utilize local and Bay Area publications and travel magazines.
c. This year, the HID placed a full-page back cover ad plus two-page editorial with photos in the 2026-2027 Travel Guide to California including a full-page ad in Dreamscapes that has wide distribution to our northern neighbor. The Travel Guide to California will be sent out one time each with the LA Times and SF Chronicle. More digital advertising as well. The chamber has been working with See Monterey and Visit California and they both have added Pacific Grove to more of their advertising and on their websites and we will continue our working relationship. Streaming ads are new this year and we are targeting our fly and drive markets.

4. Video Promotions
   a. The HID has approved updated photography and videography for all establishments and the photos will be used on the new Visit Pacific Grove website.

5. Promotional Brochures
   a. In January 2026, our tourist guide was updated, slightly re-designed and published 35,000 copies to distribute throughout the year.
   b. Printed materials are still frequently requested by travel partners; however, our Guide to Pacific Grove is also published on our website as a digital flipbook so we can also utilize QR codes in all of our marketing to point toward it.
   c. Again, this year our Tourist Information Center, as well as a special feature on Pacific Grove's Point Pinos Lighthouse, has been added to the Central Coast Tourism Council's map/brochure, gaining additional visibility.

Key Goals for 2026 – 2027

1. Continue to educate and support local innkeepers in developing stronger relationships with See Monterey. It is critical to take advantage of the services and elevation of PG-owned strategic marketing offered by See Monterey, to which our properties are now contributing a larger portion of their self-assessment.
2. Continue to collaborate with internationally recognized organizations that benefit Pacific Grove such as Asilomar Conference Grounds, CourseCo Inc., Pebble Beach Co., the Monterey Bay Aquarium, WeatherTech Raceway Laguna Seca and others.
3. Promote Pacific Grove during major events in the area such as the AT&T Pebble Beach Pro Am, Monterey Jazz Festival, Car Week, WeatherTech Raceway Laguna Seca event series, US Open 2027, Monterey Bay Half Marathon, and at our one and only professional football club - Monterey Bay Football Club.
4. Research and evaluate additional Canadian travel marketing opportunities.
5. Introduce new local's insider destination exploration videos on a variety of social media channels, including additional paid content. – We continue to run streaming ads to our drive markets and some fly markets.
6. Consider curated influencer stays, to highlight how to be a compassionate visitor to our destination.

7. As Visit Pacific Grove prepares to launch at the end of the 2025–2026 fiscal year, a new website, logo and expanded Instagram and Facebook presence will help position Pacific Grove as a premier coastal destination. Our marketing strategy will continue to emphasize "Book Direct" messaging to support our lodging partners and enhance the visitor experience.
8. Research & develop a Lodging Quality Assurance (LQA) Program to ensure our lodging partners are provided with information and tools to consistently improve lodging standards, and that visitors to Pacific Grove always experience the finest in accommodations.
9. Evaluate and consider supporting new opportunities that will benefit the lodging establishments.

Reserve

Typically, the HID maintains a reserve of one year of operation. This is mainly due to the lease of the tourist center.

In the unlikely event that the HID is dissolved, the center will remain operational for as long as possible until an alternative funding source is created.

Forecasted Expenses Through June 30, 2026

Marketing Support Events	$ 12,000
Advertising – Photography	$ 3,900
Print Media	$ 2,500
Research, Support & Development	$ 32,800
Visitor Center Lease	$ 16,760
Visitor Center Property Tax	$ 5,578
Visitor Center Operation	$ 4,040
Staffing	$ 22,400

Due to Council agenda deadlines, this report was submitted by April 3, 2026, as requested by the City. As we move into the 2026–2027 fiscal year, the Pacific Grove Chamber of Commerce continues to see strong travel sentiment, particularly from our core drive markets including the Bay Area, Central Valley and Southern California. We remain optimistic about sustained occupancy levels, supported by Pacific Grove's appeal as a coastal destination for leisure travel, dining, and weekend getaways. At the same time, we will continue to monitor economic and political factors that may influence travel behavior and adjust our marketing strategies as needed to support our lodging partners.

Respectfully submitted by,

Christi Metzner
HID Administrator
President/CEO Pacific Grove Chamber of Commerce

Hospitality Improvement District
Profit & Loss Proposed Budget Overview
July 2026 – June 2027

Ordinary Income/Expense	July 1, '26 – June 30, '27
Income	
Program Income	
Carry Over, Prior Year, Mktg	20,000.00
City Assessment	289,000.00
Total Program Income	309,000.00
Total Income	**309,000.00**
Expenses	
Total Bookkeeping	3,000.00
Total Visitor Center	145,000.00
Total Advertising	6,000.00
Total Community Projects	5,000.00
Total Marketing Opportunities	140,000.00
Total Operations Events/Promotion	10,000.00
Total Expenses	**$309,000.00**
Net Ordinary Income	0.00
Net Income	**0.00**

PG Hospitality Improvement District

Balance Sheet

As of February 28, 2026

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Mechanics Bank	101,961.95
Total Bank Accounts	**$101,961.95**
Total Current Assets	**$101,961.95**
TOTAL ASSETS	**$101,961.95**
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
C/Fwd from Prior Year	-320,000.00
Retained Earnings	380,706.28
Net Income	41,255.67
Total Equity	**$101,961.95**
TOTAL LIABILITIES AND EQUITY	**$101,961.95**

PG Hospitality Improvement District

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July 2025 - February 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Carried Fwd Prior Year		20,000.00	-20,000.00	
Income	170,795.26	239,000.00	-68,204.74	71.46 %
Total Income	**$170,795.26**	**$259,000.00**	**$ -88,204.74**	**65.94 %**
Expenses				
Admin/Management		2,000.00	-2,000.00	
Advertising	**1,505.00**	**7,000.00**	**-5,495.00**	**21.50 %**
Community Projects		5,000.00	-5,000.00	
Event Expense		5,000.00	-5,000.00	
Marketing Support Opportunities	**33,231.09**	**92,000.00**	**-58,768.91**	**36.12 %**
Visitor Center	**94,803.50**	**128,000.00**	**-33,196.50**	**74.07 %**
Total Expenses	**$129,539.59**	**$239,000.00**	**$ -109,460.41**	**54.20 %**
NET OPERATING INCOME	**$41,255.67**	**$20,000.00**	**$21,255.67**	**206.28 %**
NET INCOME	**$41,255.67**	**$20,000.00**	**$21,255.67**	**206.28 %**

Pacific Grove Hospitality Improvement

Profit Loss Prev Year Comparison

July 2025 - February 2026

	TOTAL	
	JUL 2025 - FEB 2026	JUL 2024 - FEB 2025 (PY)
Income		
Income	170,795.26	195,990.08
Total Income	**$170,795.26**	**$195,990.08**
Expenses		
Advertising	**1,505.00**	**0.00**
Bookkeeping		
Marketing Support Opportunities	**33,231.09**	**37,169.78**
Visitor Center	**94,803.50**	**88,338.02**
Total Expenses	**$129,539.59**	**$127,432.80**
NET OPERATING INCOME	**$41,255.67**	**$68,557.28**
NET INCOME	**$41,255.67**	**$68,557.28**

PG Hospitality Improvement District

Profit and Loss YTD Comparison

February 2026

	TOTAL	
	FEB 2026	JUL 2025 - FEB 2026 (YTD)
Income		
Income	51,125.03	170,795.26
Total Income	**$51,125.03**	**$170,795.26**
Expenses		
Advertising		**1,505.00**
Marketing Support Opportunities	**2,250.00**	**33,231.09**
Visitor Center	**11,443.64**	**94,803.50**
Total Expenses	**$13,693.64**	**$129,539.59**
NET OPERATING INCOME	**$37,431.39**	**$41,255.67**
NET INCOME	**$37,431.39**	**$41,255.67**


VISIT
PACIFIC
GROVE

CITY OF PACIFIC GROVE
www.ci.pacific-grove.ca.us

Application for Appointment to a Public Board, Commission, or Committee

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name: Siddharth Raj			
Street Address: 1111 Lighthouse Ave			
City: Pacific Grove		**State:** Ca	**ZIP Code:** 93950
Residence Telephone Number: 831-402-5678	**Work Telephone Number:**	**E-Mail Address:** siddraj4539@gmail.com	

Name of Board, Commission, or Committee on which you would like to serve:
HID Advisory Board

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets): ATTACHMENT OF A RESUME IS DESIRABLE.

I am a hospitality owner and operator currently leading the redevelopment of the Monarch Resort located at 1111 Lighthouse Avenue in Pacific Grove. My focus is on restoring and repositioning properties into high quality boutique hospitality assets that contribute positively to the local economy, tourism ecosystem, and long term vitality of the community. Through this work I collaborate closely with architects, designers, and operational teams to ensure projects respect the character of Pacific Grove while elevating the visitor experience.

In addition to hospitality, I have a background in technology and product development, where I have worked on building software systems that improve operations, data visibility, and customer experience within service based businesses. This perspective allows me to think about hospitality not only from a property level but also from a broader industry and infrastructure perspective, including how cities and businesses can work together to strengthen tourism responsibly.

As a long term investor and operator in Pacific Grove, I care deeply about the success of our local lodging community and the broader visitor economy. Serving on the HID Advisory Board would allow me to contribute practical operator insight while supporting initiatives that strengthen marketing, visitor engagement, and collaboration among hospitality businesses in the city.

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees)

Signature of Applicant: Siddharth Raj	**Date:** March 11, 2026

FOR CITY USE ONLY

Appointed to: _____

Date of Appointment: _____ ***Expiration:*** _____

Date of Reappointment: _____ ***End of Term:*** _____

Date Certification of Appreciation Awarded: _____

CITY OF PACIFIC GROVE

www.cityofpacificgrove.org

Application for Appointment to a Public Board, Commission, or Committee

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name: Julia Chaland			
Street Address: 1779 Highland Street			
City: Seaside		**State:** CA	**ZIP Code:** 93955
Residence Telephone Number: 575-644-5621	**Work Telephone Number:** 831-393-4177	**E-Mail Address:** julia.chaland@miradorhotelpacificgrove.com	

Name of Board, Commission, or Committee on which you would like to serve:
Pacific Grove HID Advisory Board

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets and Attachment of Resume is Desirable):

It is an honor to be considered for a board seat on the PG HID Advisory Board. My name is Julia Chaland, and I am a seasoned hospitality leader with nearly two decades of experience in luxury and lifestyle hotels, including Four Seasons, Alila Ventana Big Sur, and now as the opening General Manager of the Kimpton Mirador Pacific Grove. My background spans full-scale hotel operations, commercial strategy, budgeting, PR and marketing, experiential programming, and community partnerships.

In my current role, I am leading the full pre-opening and launch of a 99-room boutique hotel in the heart of Pacific Grove, working closely with ownership, IHG corporate teams, local vendors, and regional tourism boards. Prior to this, I served as Resort Manager at Alila Ventana Big Sur, where I oversaw day-to-day operations, financial performance, and the development of unique, locally rooted guest experiences. I was previously a Board Member on the Big Sur Chamber of Commerce, and find inspiration in staying closely connected to the communities that I live and serve in.

I am deeply committed to community-focused hospitality—supporting local businesses, hiring local talent, and creating experiences that benefit both visitors and residents. I care about thoughtful tourism, economic vitality, and preserving the character of Pacific Grove. I would bring a collaborative, strategic, and community-minded perspective to the Hospitality Improvement District Advisory Board. Thank you for the opportunity.

Julia

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees.

Signature of Applicant: JChaland **Date:** 11/27/2025

FOR CITY USE ONLY Appointed to: _____ **Date of**

Appointment: _____ **Expiration:** _____ **Date of**

Reappointment: _____ **End of Term:** _____ **Date**

Certification of Appreciation Awarded: _____

RESOLUTION 07-044

A RESOLUTION OF THE CITY OF PACIFIC GROVE DECLARING ITS INTENT TO FORM AND CREATE THE PACIFIC GROVE HOSPITALITY IMPROVEMENT DISTRICT AND SETTING A PUBLIC PROTEST HEARING RELATING TO THAT FORMATION

WHEREAS, the City of Pacific Grove (City) desires to form a parking and business improvement district (designated as the Pacific Grove Hospitality Improvement District or PGHID) pursuant to California Streets and Highways Code 36500, *et seq.* for the benefit of hospitality establishments within the City; and,

WHEREAS, the purpose of the Pacific Grove Hospitality Improvement District Shall be to fund promotion, marketing activities, and physical improvements to support and improve the hospitality economy in Pacific Grove; and,

WHEREAS, the City Council desires to convene a public hearing to establish the Pacific Grove Hospitality Improvement District; and,

WHEREAS, the City Council intends this resolution to constitute and resolve its declaration of intent to establish the Pacific Grove Hospitality Improvement District in accord with Streets and Highways Code section 36500, *et seq.* and to adopt the rules and procedures of Streets and Highways Code sections 36524 and 36525 to govern its determination as to the existence or non-existence of a majority protest;

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

SECTION 1. The City declares its intention to form a Parking and Business Improvement District pursuant to California Streets and Highways Code 36500, *et seq.*

SECTION 2. The name of Parking and Business Improvement District proposed to be formed shall be the "Pacific Grove Hospitality Improvement District." This District may occasionally be referenced as the "PGHID".

SECTION 3. The boundaries of the Pacific Grove Hospitality Improvement District are the same boundaries as the corporate boundaries of the City.

SECTION 4. The following definitions shall apply to this ordinance, and shall be used for all purposes by the Pacific Grove Hospitality Improvement District:

Accommodations Establishment. The term "Accommodations Establishment" shall refer to either a "Bed & Breakfast Inn", a "Motel", or a "Conference Lodging Establishment" as defined by this Section.

Bed & Breakfast Inn. The term "Bed & Breakfast Inn" shall refer to an establishment that meets the criteria set by Pacific Grove Municipal Code section 23.08.290.

Conference Lodging Establishment. The term "Conference Lodging Establishment" shall refer to any establishment that meets the criteria set by Pacific Grove Municipal Code section 23.08.160, has 300 or more guest rooms, and that offers special venues for meetings, conferences, and special events.

Motel. The term "Motel" shall include the term "Hotel" and shall refer to any establishment that meets the criteria set by Pacific Grove Municipal Code sections 23.08.030 or 23.08.160, but excluding there from any establishment that meets the definition of "Bed & Breakfast Inn" or "Conference Lodging Establishment" as set by this ordinance.

SECTION 5. Assessments levied under the Pacific Grove Hospitality Improvement District may fund promotion, marketing and physical improvements of property in accord with Streets and Highways Code section 36500, *et seq.* for the purpose of improving the hospitality economy of the City.

SECTION 6. Improvements and activities of the Pacific Grove Hospitality Improvement District shall be funded by assessments on all Accommodations Establishments within the PGHID. Except where the Council determines funds to be otherwise available, all improvements of activities of the PGHID shall be funded by the assessment set pursuant to this ordinance.

SECTION 7. An annual assessment shall be levied for the Pacific Grove Hospitality Improvement District upon new or existing Accommodations Establishment within the PGHID. New establishments shall not be exempt. The assessment shall be paid at the time the Accommodations Establishment pays transient occupancy taxes to the City. Accommodations Establishments that meet the criteria of "full-service" as set by the most recent report promulgated by Smith Travel Research, Inc. (STR Report) shall pay an assessment of $1.50 per occupied room per night. All other Accommodations Establishments shall pay an assessment of $1.00 per occupied room per night.

SECTION 8. The Council hereby sets a public hearing to establish the Pacific Grove Hospitality Improvement District on December 5, 2007 at 6:00 pm, or as soon thereafter as the item may be called, at City Hall, 300 Forest Avenue, Pacific Grove, California.

SECTION 8. Streets and Highways Code sections 36524 and 36525 sets forth rules and procedures that govern the filing of protests and the determination of a majority protest. The City shall apply the following procedures to determine the existence of a majority protest:

a. At the public hearing to hear such protests, testimony of all interested persons for or against the establishment of the Pacific Grove Hospitality Improvement District, the extent of the PGHID, or the furnishing of specified types of improvements or activities shall be heard. A protest may be made in writing or orally by any interested person. Any protest pertaining to the regularity or sufficiency of the proceeding shall be in writing and shall clearly set forth the irregularity or defect to which the objection is made.

b. Each written protest shall be filed with the City Clerk on or before December 5, 2007. The City Council may waive any irregularity in the form or content of any written protest, and at the public hearing may correct minor defects in the proceedings. A written protest may be withdrawn in writing at any time before the conclusion of the public hearing.

c. Each written protest must contain a description of the business in which the person subscribing the protest is interested sufficient to identify the business and, if a person subscribing is not shown on the official records of the City as the owner of the business, the protest shall contain or be accompanied by written evidence that the person subscribing is the owner of the business. A written protest which does not comply with this requirement shall not be counted in determining a majority protest.

d. If written protests are received from the owners of Accommodations Establishments in the proposed Pacific Grove Downtown Business Improvement District which will pay 50% or more of the assessments proposed to be levied and protests are not withdrawn so as to reduce the protests to less than 50%, no further proceedings to create the PGHID or to levy the proposed assessment, as contained in this ordinance intention, shall be taken for a period of one year from the date of the finding of a majority protest by the City Council. If the majority protest is only against the furnishing of a specified type or types of improvements or activities within the area, these types of improvements or activities shall be eliminated.

SECTION 9. Upon determination that a majority protest does not exist, the City Council shall be authorized to form the Pacific Grove Hospitality Improvement District, and may thereafter appoint an Advisory Board for the Pacific Grove Hospitality Improvement District. The proposed appointment process shall be by the following process:

a. Membership on the PGHID Advisory Board shall be limited to Accommodations Establishment owners, concessionaires representing Accommodations Establishments, or employees holding the written consent of the Accommodations Establishment, within the PGHID area. To sponsor a member on the PGHID Advisory Board, each Accommodations Establishments shall have fully paid its PGHID assessment at the time of appointment, and remain fully paid during the term of that representative's membership on the Board.

b. The PGHID Advisory Board shall be comprised of five (5) members. Two (2) members shall represent "Motels" as defined by this ordinance. Two (2) members shall represent businesses classified as "Bed and Breakfast Inns" as defined by this ordinance. One member shall represent businesses classified as a "Conference Lodging Establishment" as defined by this ordinance. If an Accommodations Establishment pays more than one-quarter of the City's total transient occupancy tax revenue, that Accommodations Establishment shall be entitled to one of the five seats on the PGHID Advisory Board.

c. PGHID Advisory Board members shall serve two-year terms, with appointments staggered at one-year intervals. The term for the two (2) members representing "Motels" and the term for the two (2) members representing "Bed and Breakfast Inns" shall each be staggered.

d. The PGHID Advisory Board shall be appointed by the City Council, following a nomination process facilitated by the Chamber of Commerce. Each February, the Pacific Grove Chamber of Commerce (Chamber) shall mail a letter to each Accommodations Establishment located in the PGHID. The letter shall announce the Chamber shall hold a meeting at City Hall for the purpose of conducting open elections for the PGHID Advisory Board seats that may be vacant or are scheduled to become vacant as of July 1 of that calendar year. The letter shall further notify each Accommodations Establishment of the Advisory Board selection process.

e. At the noticed meeting, the Chamber shall facilitate a selection process whereby any Accommodations Establishment representative meeting the qualification established in (b) above may be nominated for a seat on the Advisory Board. The Chamber shall conduct the election by secret ballot, and shall count ballots cast at that meeting or received by mail. One representative each Accommodations Establishment in the Pacific Grove Hospitality Improvement District shall be eligible to vote; votes may be cast in person at the meeting, or if the Accommodations Establishment representative is unable to attend the vote may be made by proxy, signed on behalf of the Accommodations Establishment. Each Accommodations Establishment shall be allowed one vote for each open seat.

f. Nominees receiving the most votes shall be deemed to have won the election. The Chamber shall verify the election results and forward the names to the City Clerk no later than April 30. If the results are not transmitted to the City Clerk on or before April 30, the Council shall appoint the PGHID Advisory Board members by the process set forth for appointing boards and commissions in Chapter 3.04 of the Municipal Code.

g. The City Council may accept or reject the election result as to any open seat. Should the Council reject the election result as to a seat, the Chamber shall forward another make a substitute recommendation. PGHID Advisory Board members shall serve at the pleasure of the Council. The Council may, by majority vote, remove any Advisory Board member with or without cause.

SECTION 10. It is proposed that the Pacific Grove Hospitality Improvement District Advisory Board shall meet at least two (2) times per year. The Advisory Board shall be deemed a "legislative body" for all purposes of the Ralph M. Brown Act, Government Code section 54950, *et seq.* Each meeting of the Advisory Board shall be open and public as required by that Act.

SECTION 11. It is proposed that the City Manager may authorize the Chamber of Commerce, by contract, to spend PGHID assessment revenues on behalf of the City provided each expenditure is made in accord with the Pacific Grove Hospitality Improvement District program and budget as approved by the City, and in compliance with all City purchasing regulations, or as otherwise set by ordinance.

SECTION 12. It is proposed that the PGHID Advisory Board shall prepare and file an annual report with the City regarding the Pacific Grove Hospitality Improvement District. The report shall, among other things, itemize improvements and activities for the fiscal year, state the cost of activities, the amount of surplus or deficit revenues carried over from a previous fiscal

year, and contributions other than assessments. The report shall meet the requirements of California Streets and Highways Code section 36533. The City Council shall review each report, and may approve the report as filed or modify any portion of the report and approve it as modified.

SECTION 13. It is proposed that after approving the annual report, the City shall adopt an annual resolution of intention to levy the assessment for that fiscal year, publish a notice and hold a public hearing on the assessment. This action may be taken by resolution

SECTION 14. This resolution is exempt from provisions of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines.

RESOLVED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 7th day of November, 2007, by the following vote:

AYES: Bennett, Cort, Davis, Miller, Nilmeier, Stilwell

NOES: Cohen

ABSENT: None

APPROVED:

DANIEL E. CORT, Mayor

ATTEST:

CHARLENE WISEMAN, City Clerk

APPROVED AS TO FORM:

DAVID LAREDO, City Attorney

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

July 1, 2027

Christi Metzner
Pacific Grove Chamber of Commerce
584 Central Avenue
Pacific Grove, CA 93950

Dear Christi Metzner,

This letter, once signed by both parties, is intended to serve as the agreement between the City of Pacific Grove and the Pacific Grove Chamber of Commerce regarding the expenditure of Hospitality Improvement District (HID) revenues for FY 2026-27.

The HID Advisory Board recommended, and the City Council approved a program and budget of $309,000 for FY 2026-27 HID activities. This agreement reflects the approved activities.

HID Expenditure Budget for FY 2026-27

Proposed HID Expenditure Budget FY 2026-27	
Total Bookkeeping	$3,000
Total Advertising	$6,000
Total Community Projects	$5,000
Total Marketing Opportunities	$140,000
Total Operations Events/Promotions	$10,000
Total Visitor Center	$145,000
Total	$309,000

Agreement:

1. The City of Pacific Grove will remit the revenues resulting from HID assessments during FY 2026-27 on a quarterly basis within 30 days of the City's due date for Transient Occupancy Tax payments from lodging establishments. The City will retain 1% of the assessment revenue collected to cover administration costs related to the HID program.

2. The Pacific Grove Chamber of Commerce will spend the transferred HID proceeds exclusively in the manner specified below:

The Pacific Grove Chamber of Commerce will prepare an annual report for the HID to be submitted along with the recommended program and budget for the following fiscal year. The report shall include, but not be restricted to, the following information:

- Proposed changes to district boundaries
- A report of all expenditures from the current year (amount and purpose of expenditure transaction and the budgeted activity to which the expenditure is attributable)
- A statement reconciling the balances of all bank accounts holding HID revenues to the aforementioned expenditure report.
- The amount of surplus or deficit revenues projected to be carried over from a previous fiscal year.
- The amount of any contributions to be made from sources other than district assessments.
- The activities and/or improvements, along with estimated costs, to be provided for the coming fiscal year.

3. Modifications to the spending plan reflected herein may only occur with the written approval of the Pacific Grove City Manager.

Signed:

_____	_____
Matthew Mogensen, City Manager	Christi Metzner, CEO President Pacific Grove Chamber of Commerce
_____	_____
Date	Date

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Lori Frati, Finance Manager
MEETING DATE:	May 20, 2026
SUBJECT:	Master Fee Schedule for Fiscal Year 2026-27
CEQA:	{CEQA}

RECOMMENDATION

1. Approve a Resolution adopting the City's FY 2026-27 Master Fee Schedule, including the annual Consumer Price Index (CPI) adjustment and other changes as directed by Council
2. Alternatively, discuss and take other action related to this item.

DISCUSSION

Chapter 6.02 of the Pacific Grove Municipal Code (PGMC) requires a schedule of fees to be reviewed annually in conjunction with the budget process and established by City Council resolution. Notice of the public hearing was published in accordance with PGMC Chapter 6.02 and relevant California Government Code sections.

In accordance with the process adopted by Council for FY 2012-13, the current fee schedule has been adjusted, where applicable, by the 2.7% increase in the Consumer Price Index (CPI) for the San Francisco-Oakland-San Jose area for the period ending December 31, 2025. The CPI adjustment applies to all fees not controlled by other entities (e.g. State of California) or fees that are market-driven (cemetery site sales, facility rentals, etc.). In addition to the CPI adjustment, staff has proposed changes to fees based on the City's Fees, Charges and Cost Recovery Policy (No. 400-4- Attachment II) and Council's direction to recover 100% of the costs associated with providing services to the public (with certain specific exceptions).

In the process of City staff reviewing the current fee schedules for Recreation, Community Development and the Cemetery, staff is proposing an increase that is higher than the 2.7% CPI, for reasons listed below. The fees associated with providing services and programs for Recreation and Community Development, staff is proposing a 5% rate increase. With this continuing scale of rate increases carried into FY 2027-28 and 2028-29, it is estimated that the City will reach its long-term goal of having between 80-100% cost recovery for the Community Development Department and 30% for the Recreation Division. Cemetery fees are also proposed to increase by 10% to address the current annual deficit in the Cemetery Fund.

Recreation

Recreation fees are one of the enterprise services in which the City offers products or services for which

the customers have a broad market choice. The City may choose to set rates based on current market conditions, which includes facility rental, recreation programs, and land use. To help address the City Council goal of recovering at least 30% of costs, staff is proposing a 5% fee increase for all fees and charges, allowing the department to make continued progress towards meeting this goal.

Community Development
Community Development fees are recommended by staff to be increased by 5%, allowing the department to move towards achieving the goal of 80–100% of cost recovery of and aligning with the City's Cost Recovery Policy.

Cemetery
The Cemetery is an enterprise fund, which means it is self-supported and does not rely on the General Fund for funding. The Cemetery is facing a revenue deficit due to the reduction of plots available for in-ground burials and the cost of water to maintain the cemetery grounds. To address the continued reduction of in-ground burial site sales and the increasing cost of water, staff is proposing a 10% rate increase for all fees and charges to assist in funding cemetery operations and expenses.

Parking Meter Rates
Parking meter hourly rates are proposed to increase by .25 (25 cents) per hour. These parking meters are located on Ocean View Blvd. near the American Tin Cannery and the Monterey Bay Aquarium. This rate increase will mirror the City of Monterey parking meter rates for meters that are in the same area.

The attached Master Fee Schedule document is structured to maintain the current fiscal year fees, with CPI increases, where appropriate, and to add the new proposed fees for FY 2026-27. Changes other than those resulting from the CPI increase are highlighted on the schedule. The Sewer Rate Table fees will continue at the FY2024-25 rates as staff will look to bring back an updated rate table for consideration by City Council at a future council meetingntil Public Works meets with a consultant to create a new Sewer Rate Table.

OPTIONS
Provide alternative direction.

FINANCIAL IMPACT:
Staff anticipates the recommended fee additions and changes correspond to the costs of providing services for FY 2026-27.

FOCUSED PRIORITY AREA: Financial Sustainability

Attachments

Resolution Adopting Master Fee Schedule
Council Policy 400-04
Consumer Price Index
Master Fee Schedule

RESOLUTION NO. 26-xxx

ESTABLISHING FEES AND CHARGES FOR CERTAIN ACTIVITIES

FINDINGS

1. Pacific Grove Municipal Code (PGMC) Chapter 6.02 provides for the establishment of fees and charges for service, and;

2. The City of Pacific Grove held a public hearing on May 20, 2026 regarding changes to the Master Fee Schedule, and;

3. Notice of a Public Hearing to be held on May 20, 2026 was published in accordance with PGMC Chapter 6.02 and relevant California Government Code sections, and;

4. The City Council desires to adopt an amended Master Fee Schedule for FY 2026-27, and;

5. The Action proposed by this Resolution does not constitute a "Project" as that term is defined under California Environmental Quality Act (CEQA), CEQA Guideline section 15378.

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

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

2. After receiving a report of the proposed changes in fees, charges, and costs contained in the City of Pacific Grove FY 2026-27 Master Fee Schedule, and having held a public hearing on the changes, the City Council hereby authorizes the changes including any changes as directed by Council.

3. Per Government Code 66017, approved changes that relate to community development services shall be effective 60 days following final action by the City Council on the resolution. In the case of reductions, the reductions can be implemented on July 1, 2026, on a case-by-case basis, by decision of the City Manager.

4. Approved changes shall be effective July 1, 2026.

5. Every City Department is requested to reproduce, display, and distribute copies of their fee schedules as deemed appropriate. The Master Fee Schedule shall also be posted on the City's website and available at the Library.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 20th day of May 2026, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

_____
NICK SMITH, Mayor

ATTEST:

_____
SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

_____
ALEX LORCA, City Attorney

CITY OF PACIFIC GROVE
CITY COUNCIL POLICY

Policy Governing	Policy No.	Effective Date	Page No.
Fees, Charges, and Cost Recovery	400-4	June 15, 2011	1 of 2

I. PURPOSE

The purpose of the policy is to guide the City Council's establishment of fees for service, fines, and other charges for service, in order to help ensure consistency in fee setting rationale. The policy is intended to provide broad guidance for service areas, without providing detailed guidance for all fee categories

It is the City Council's intent that the policy may be amended over time to address additional services and evolving economic circumstances.

II. POLICY OF THE CITY

The City establishes fees according to Pacific Grove Municipal Code Chapter 6.02. Pursuant to Article XIIIB of the California Constitution, it is the intent of the City Council to recover a portion or all costs reasonably borne for providing government services to the extent such cost recovery reflects the appropriate balance of general revenue support and fees paid by the individual(s) benefiting from the service.

For enterprise services, in which the City is offering products or services for which the customer has broad market choices, the City may choose to set rates based on current market conditions. This includes facility rentals, cemetery sales, recreational programs, land use, or similar enterprises. This market-based approach provides the City with the ability to optimize revenue beyond recovering the cost of providing the service. These market-based rates accurately reflect the value received by the customer.

In setting fees, City staff shall prepare fees for City Council consideration, based on cost recovery levels in the subsequent table. The listed percentage or methodology represents the combined cost recovery level for the department. Individual fees within each department may be established at a lower rate to encourage a desired performance; however the overall departmental fees should be within the listed ranges.

All staff assigned to hourly-based services, such as special events, inspections, or related tasks will be charged at the fully burdened hourly rate.

Service	Cost Recovery Method
Administration, City Clerk, Libraries	At least 30% of costs
Consideration may need to be given to the recovery percentage, such as limitations on certain fees imposed by the State, election code; or similar entities.	
Community Development	80-100% of costs
Public Works	80-100% of costs
Public Safety	30-50% of costs
Hyperbaric Chamber	80-100% of costs
City Facility Rental	
Private parties	Market
Non-profit organizations	Market
Ongoing, frequent, or unique rental (e.g., weekly classes, or street closure)	Discount from Market
City–sponsored events	No charge
Special Events	
For-profit sponsor	Market; however at least 100% costs
Non-profit sponsor	100% of costs
Events designated "traditional" by City Council	No charge
Recreation	Market; however at least 30% of costs
Cemetery	Market; however at least 80% of costs
Golf	Determined through concessionaire

Adopted June 2, 2010 (Resolution No. 10-044)
Adopted June 15, 2011 (Resolution No. 11-052)
Adopted September 19, 2018 (Resolution No. 18-033)

NEWS RELEASE
BUREAU OF LABOR STATISTICS
U. S. DEPARTMENT OF LABOR

Transmission of material in this release is embargoed until 8:30 a.m. (ET) Tuesday, January 13, 2026

USDL-26-0042

Technical information: (202) 691-7000 • cpi_info@bls.gov • www.bls.gov/cpi
Media contact: (202) 691-5902 • PressOffice@bls.gov

CONSUMER PRICE INDEX – DECEMBER 2025

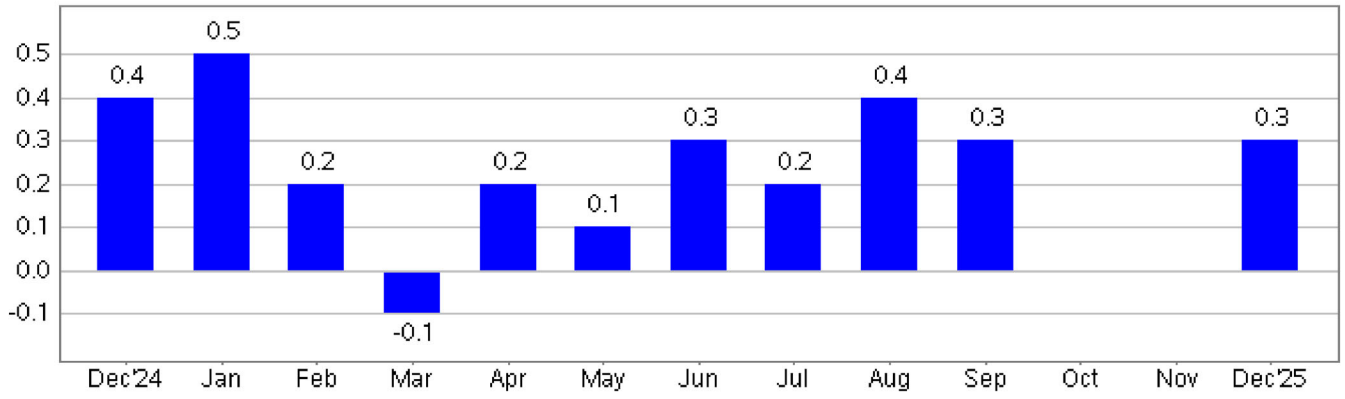
The Consumer Price Index for All Urban Consumers (CPI-U) increased 0.3 percent on a seasonally adjusted basis in December, the U.S. Bureau of Labor Statistics reported today. Over the last 12 months, the all items index increased 2.7 percent before seasonal adjustment.

The index for shelter rose 0.4 percent in December and was the largest factor in the all items monthly increase. The food index increased 0.7 percent over the month as did the food at home index and the food away from home index. The index for energy rose 0.3 percent in December.

The index for all items less food and energy rose 0.2 percent in December. Indexes that increased over the month include recreation, airline fares, medical care, apparel, personal care, and education. The indexes for communication, used cars and trucks, and household furnishings and operations were among the major indexes that decreased in December.

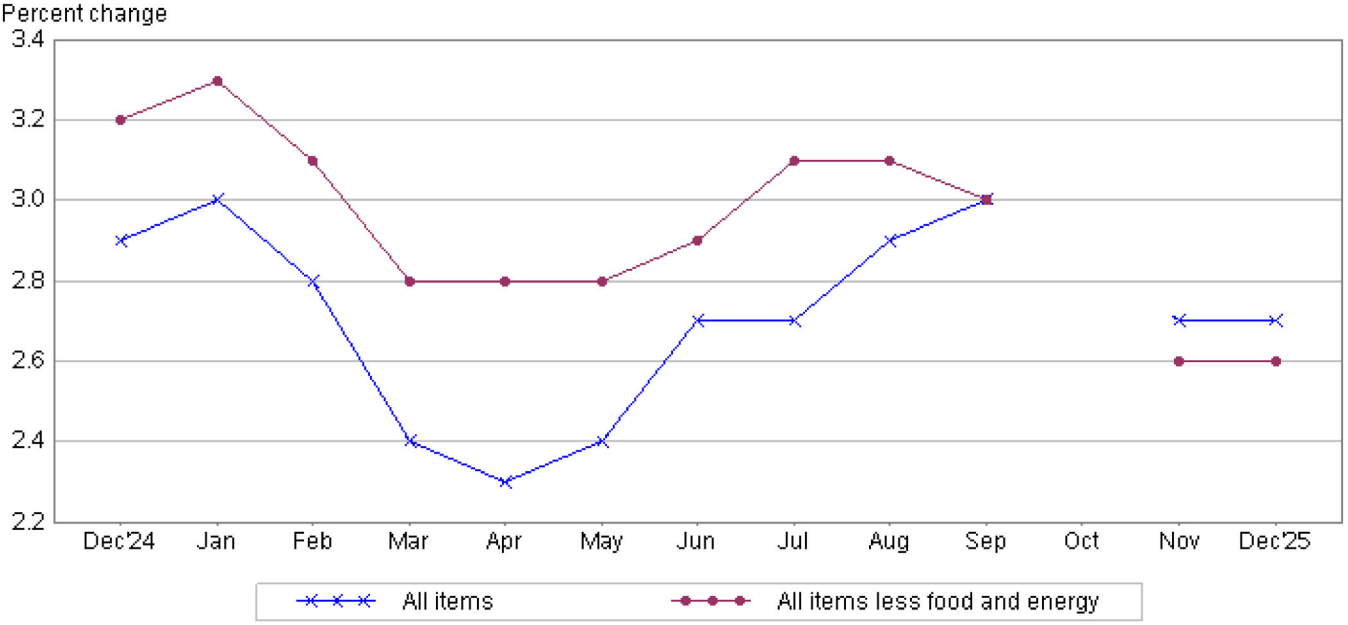
The all items index rose 2.7 percent for the 12 months ending December, the same increase as over the 12 months ending November. The all items less food and energy index rose 2.6 percent over the last 12 months. The energy index increased 2.3 percent for the 12 months ending December. The food index increased 3.1 percent over the last year.

Chart 1. One-month percent change in CPI for All Urban Consumers (CPI-U), seasonally adjusted, Dec. 2024 - Dec. 2025
Percent change



NOTE: The Oct and Nov 2025 data values are not available due to the 2025 lapse in appropriations.

Chart 2. 12-month percent change in CPI for All Urban Consumers (CPI-U), not seasonally adjusted, Dec. 2024 - Dec. 2025



NOTE: The Oct 2025 data values are not available due to the 2025 lapse in appropriations.

Table A. Percent changes in CPI for All Urban Consumers (CPI-U): U.S. city average

	Seasonally adjusted changes from preceding month							Un-adjusted 12-mos. ended Dec. 2025
	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	
All items	0.3	0.2	0.4	0.3	–	–	0.3	2.7
Food	0.3	0.0	0.5	0.2	–	–	0.7	3.1
Food at home	0.3	-0.1	0.6	0.3	–	–	0.7	2.4
Food away from home[1]	0.4	0.3	0.3	0.1	–	–	0.7	4.1
Energy	0.9	-1.1	0.7	1.5	–	–	0.3	2.3
Energy commodities	1.0	-1.9	1.7	3.8	–	–	-0.4	-3.0
Gasoline (all types)	1.0	-2.2	1.9	4.1	-2.1	3.0	-0.5	-3.4
Fuel oil	1.3	1.8	-0.3	0.6	–	–	-1.5	7.4
Energy services	0.9	-0.3	-0.2	-0.7	–	–	1.0	7.7
Electricity	1.0	-0.1	0.2	-0.5	–	–	-0.1	6.7
Utility (piped) gas service	0.5	-0.9	-1.6	-1.2	–	–	4.4	10.8
All items less food and energy	0.2	0.3	0.3	0.2	–	–	0.2	2.6
Commodities less food and energy commodities	0.2	0.2	0.3	0.2	–	–	0.0	1.4
New vehicles	-0.3	0.0	0.3	0.2	0.1	0.2	0.0	0.3
Used cars and trucks	-0.7	0.5	1.0	-0.4	0.7	0.3	-1.1	1.6
Apparel	0.4	0.1	0.5	0.7	–	–	0.6	0.6
Medical care commodities[1]	0.1	0.1	-0.3	-0.1	–	–	0.3	1.5
Services less energy services	0.3	0.4	0.3	0.2	–	–	0.3	3.0
Shelter	0.2	0.2	0.4	0.2	–	–	0.4	3.2
Transportation services	0.2	0.8	1.0	0.3	–	–	0.5	1.5
Medical care services	0.6	0.8	-0.1	0.3	–	–	0.4	3.5

1 Not seasonally adjusted.

NOTE: The Oct and Nov 2025 data values are not available due to the 2025 lapse in appropriations.

City of Pacific Grove

MASTER FEE SCHEDULE
FISCAL YEAR 2026-27

MASTER FEE SCHEDULE
TABLE OF CONTENTS

Administration (Fees Applicable to All Departments and Programs)	3
Cemetery	5
City Clerk	9
Community Development	10
Fire	18
Library	21
Lighthouse	22
Local Water Project	23
Police	24
Public Works	28
Recreation	30
Sewer Rate Sheet	34

ADMINISTRATION	F/Y 25-26 Fees	F/Y 26-27 Fees	Acct. #
The City may bill for special services, such as support for special events, cleanup of hazardous materials spills, protection of public property and public safety due to unusual events based on total actual and direct costs. Billings may be waived or reduced by action of the City Manager.			
CREDIT CARD PAYMENT PROCESSING FEE			01-4534
$1.00 - $50.00	$2	$2	
$51.00 - $100.00	$3	$3	
$101.00 - $200.01	$5	$5	
Greater than $201.00 - and up @ 3.5% of charged amount	3.5% of charged amount	3.5% of charged amount	
Transient Occupancy Taxes may not be charged on a credit card			
BUSINESS LICENSE ADMINISTRATION FEE, Per License			01-4121
If paid by August 1 (on time payment/standard)	$38	$39	
If paid after August 1 (late payment)	$47	$48	
CITY HALL FACILITY RENTAL FEES			01-4674
Security Deposit (SECURITY)	$72	$74	
Clean-up Fee	Actual Costs	Actual Costs	
Special Audio Visual Equipment Use Deposit	$287	$295	
Council Chambers – first four hours of use	$152	$156	
Per hour after four hours	$38	$39	
Forest Avenue Conference Room – first four hours	$59	$61	
Per hour after four hours	$15	$15	
City Manager Conference Room – first four hours	$119	$122	
Per hour after four hours	$31	$32	
WATER ENTITLEMENT RIGHTS			01-4457
Per Acre Foot Per Year	$262,250 AFY	$269,331 AFY	
Per one tenth (.10) Acre Foot Per Year	$26,225 AFY	$26,933 AFY	
60% discount expires 06/30/27			
Application processing fee	$496	$509	
TRANSIENT USE LICENSES			01-4213
Initial STR Application Review	$144	$148	
Application Renewal	$99	$102	
Annual License	$127	$130	
Home Sharing License Annual Renewal	$271	$278	
Initial Home Sharing License Application Review	$83	$85	
Transient License Change or Reprint Fee	$27	$28	

ADMINISTRATION	F/Y 25-26 Fees	F/Y 26-27 Fees	Acct. #
FILMING FEES			01-4201
Use of Public Areas for Motion Picture and Still Photography Productions (PGMC §16.64.030), Daily Fee Calculated for 100% Cost Recovery and Approved by the Administrative Services Director (May be reduced not more than 50% with City Manager approval)			
Minor Film Permit This is a permit would primarily apply to still photography and really minor filming applications such as little or no crew. This type of permit typically would only require review from Police Personnel with little to minimal involvement from other departments.	$187	$192	
Mid-Level Film Permit This is a permit that would primarily apply to a major photoshoot or minor commercial filming application. It would require coordination between Police Personnel and Parks and Recreation staff for use of City property.	$644	$661	
Major Film Permit This is a permit that would primarily apply to a major commercial filming - Movies or Television shows. It could be productions that would require building stages, sites with unique environmental or location conditions; or crews with crews of 30 or more personnel. This type of application review would require significant review and input from a variety of City staff, including Police, Fire, Parks and Recreation, and Public Works.	$1,134	$1,165	
Land Lease for Filming (Fee subject to negotiation; fee study and recommended baseline amounts are provided for reference, parking lots may be charged by space)	$0.24 / square foot per hour	$0.25 / square foot per hour	
The City may, at its discretion, choose to apply a late payment fee to outstanding amounts due to the City that remain unpaid thirty days after the due date. The penalty will be set at 10% of the amount owed, but no less than $25.	Min. $25	Min. $25	
The City Manager may decrease fees set forth in this schedule if s/he determines that the cost of providing a particular service will be substantially less than the normal cost of such service or if programs or services are reduced.			
OTHER FEES			Various
Special Services	Actual Cost	Actual Cost	01-4406
Document Photocopy and Report Fees (Soft or Hard) (per page)	$0.25	$0.25	01-4406
Digital Production - CD, DVD, Flash drives for PRA information requests and presentations at meetings by the public (City will not allow the use of flash drives provided by the public for reasons of virus protection)	Actual Cost	Actual Cost	01-4406
Notary fees (per signature/page signed) *			01-4406
* Unless otherwise specified in Government Code § 8211	$15 per signature	$15 per signature	
1st Check Returned check processing (per item)	$25	$25	01-4513
2nd Check and Subsequent Checks	$35	$35	01-4513
Copy of Annual Budget or Annual Financial Report	Actual Costs	Actual Costs	01-4406
Fuel sales to outside agencies	Cost + 10%	Cost + 10%	01-4516
Tobacco Retailer License - State Fee	$407	$450	01-4201

EL CARMELO CEMETERY	F/Y 25-26 Fees	F/Y 26-27 Fees	Acct. #
Note: a 10% increase is also planned for FY 27-28 and 28-29 to improve the cost recovery rate.			
CEMETERY SITE SALES			75-4481
Single Burial Site, Adult	$5,686	$6,255	
Single Burial Site, Child	$2,846	$3,131	
Double Garden Crypt-In Ground	$9,849	$10,834	
Urn Garden, Double-In Ground	$4,249	$4,674	
Urn Garden, Single-In Ground	$2,659	$2,925	
Urn Sites, Single Other than Urn Garden	$2,881	$3,169	
Urn Sites–Double Other than Urn Garden	$4,724	$5,196	
Urn Sites - Triple	$5,078	$5,586	
Columbarium Niche (1-4 urns)	$9,442	$10,386	
Historic Site Unit 1 - Mausoleum-Inurnment			
Single Niche	$3,763	$4,139	
Double Niche	$7,377	$8,115	
Single Crypt	$17,778	$19,556	
Modern Site Unit 2 - Mausoleum			
Double Niche	$7,377	$8,115	
Single Crypt	$17,777	$19,555	
Double Crypt	$32,617	$35,879	
Memorial Garden	$387	$426	
Memorial Wall Plaque Site (Standard Size: 8 inches by 6 inches)	$82	$90	
ENDOWMENT CARE			86-4480
Adult Burial Site	$1,224	$1,346	
Child Burial Site	$629	$692	
Double Garden Crypt	$1,224	$1,346	
Urn Garden, Double	$753	$828	
Urn Garden, Single	$673	$740	
Urn Sites, Other than Urn Garden (In Ground, per Urn)	$673	$740	
Urn Sites, Double - Other Than Urn Garden	$753	$828	
Urn Sites - Triple	$1,224	$1,346	
Columbarium Niche (1-4 urns)	$821	$903	
Mausoleum Single Niche	$753	$828	
Mausoleum Double Niche	$821	$903	
Mausoleum Memorial Garden Vault	$137	$151	
Mausoleum Crypt	$821	$903	

EL CARMELO CEMETERY	F/Y 25-26 Fees	F/Y 26-27 Fees	Acct. #
Note: a 10% increase is also planned for FY 27-28 and 28-29 to improve the cost recovery rate.			
LABOR CHARGES			75-4484
Grounds Maintenance - One Time Fee for Memorial Garden Vault Sites	$314	$345	
Grounds Maintenance - One Time Fee for Child Sites	$629	$692	
Grounds Maintenance - One Time Fee - All Other Sites	$1,255	$1,381	
Open/Close Burial Site, Adult	$2,284	$2,512	
Open/Close Burial Site, Child	$1,135	$1,249	
Open/Close Double Garden Crypt (1st opening)	$2,047	$2,252	
Open/Close Double Garden Crypt (subsequent opening)	$1,966	$2,163	
Set or Removal In-Ground			
Set In-Ground Marker	$640	$704	
Set In-Ground Marker with Border	$954	$1,049	
Remove In-Ground Marker or In-Ground Marker with Border	$308	$339	
Urn / Vase			
Set In-Ground Urn and Marker	$978	$1,076	
Set In-Ground Urn and Marker with Border	$1,213	$1,334	
Remove In-Ground Urn & Marker or In-Ground Urn & Marker with Border	$308	$339	
Set or Remove In-Ground Vase	$190	$209	
Set In-Ground Vase with Border	$426	$469	
Addition of Border After Original Placement			
To Marker	$624	$686	
To Vase	$466	$513	
Historic Site Unit 1 Mausoleum-Inurnment			
Open Mausoleum Niche for Inurnment	$1,135	$1,249	
Place plaque or vase on Mausoleum Niche at inurnment	$237	$261	
Place/Remove plaque or vase on Mausoleum Niche after inurnment	$624	$686	
Replace Vase Holder (Niche & Columbarium) - vase holder cost plus one & one-half hour labor	$269 + Vase Pkg	$296 + Vase Pkg	
Remove Urn Niche	$308	$339	
Modern Site Unit 2 Mausoleum - Inurnment			
Open Mausoleum Niche for inurnment	$899	$989	
Place plaque or vase on Mausoleum Niche at inurnment	$275	$303	
Place/Remove plaque or vase on Mausoleum Niche after inurnment	$505	$556	
Replace Vase Holder (Niche, New Columbarium)	$190 + Vase Pkg	$195 + Vase Pkg	
Remove Urn - Niche	$347	$382	

EL CARMELO CEMETERY	F/Y 25-26 Fees	F/Y 26-27 Fees	Acct. #
Note: a 10% increase is also planned for FY 27-28 and 28-29 to improve the cost recovery rate.			
Columbarium - Inurnment			
Open Columbarium Niche to Place Urn	$1,292	$1,421	
Place/Remove Plaque or Vase on Columbarium niche at Inurnment	$158	$174	
Place Plaque or Vase on Columbarium niche after Inurnment	$702	$772	
Remove Urn - Columbarium Niche	$308	$339	
Open New Columbarium Niche to Place Urn	$741	$815	
Place Plaque or Vase on New Columbarium niche	$186	$205	
Remove plaque or urn from New Columbarium niche	$186	$205	
Mausoleum Crypt - Inurnment			
Open Mausoleum Crypt for inurnment	$1,057	$1,163	
Open Mausoleum Crypt for burial	$1,687	$1,856	
Historic Site Mausoleum - Burial			
Open Underground Unit 2 Mausoleum Crypt for Burial	$2,001	$2,201	
Place Plaque or Vase on Mausoleum Unit 1 Crypt at Burial	$237	$261	
Place Plaque or Vase on Mausoleum Unit 1-Crypt other than at Burial	$505	$556	
Place plaque or vase on Mausoleum Unit 2 Crypt at Burial	$315	$347	
Place Plaque or Vase on Mausoleum Unit 2 Crypt after Burial	$686	$755	
Memorial Garden			
Open Memorial Garden Vault Site (place urn)	$561	$617	
Place Plaque on Memorial Garden Vault Site/Memorial Wall	$190	$209	
Remove Urn from Memorial Garden Vault Site	$426	$469	
Remove Plaque from Memorial Garden Vault Site/Memorial Wall	$505	$556	
Remove Niche/Crypt Slug	$404	$444	
Replace Cracked Mausoleum Granite Plate (Unit 1)	$191 + Plate Cost	$210 + Plate Cost	
Place Cameos	$158 Per Hour	$174 Per Hour	
Marker Rubbing	$158 Per Hour	$174 Per Hour	
Disinter Casket, Double Garden Crypt (lower level)	$1,529	$1,682	
Disinter Casket, Double Garden Crypt (upper level)	$1,529	$1,682	
Disinter In-Ground Casket, Child	$1,057	$1,163	
Disinter In-Ground Casket, Adult	$1,529	$1,682	
Pallbearers – weekdays only includes 4 Staff	$676	$744	
Saturday Service (4-hour minimum at overtime rate) Per Staff Hour	$784	$862	
Hourly Rate (Minimum 2 Staff for 2-hours each)	$169 Per hour / ($676)	$186 Per hour / ($744)	
Overtime Hourly Rate (Minimum 2 staff for 2 hours each)	$197 Per hour / ($788)	$217 Per hour / ($868)	

EL CARMELO CEMETERY	F/Y 25-26 Fees	F/Y 26-27 Fees	Acct. #
Note: a 10% increase is also planned for FY 27-28 and 28-29 to improve the cost recovery rate.			
DEED PROCESSING			75-4481
Deed Fee	$261	$287	
Replacement Deed Fee	$39	$43	
Deed Transfers, Document Processing Fee	$261	$287	
CA Disposition of Human Remain permit fee	$22	$24	
Endowment transfer fee: Upon transfer, the party transferring deed shall pay the difference between the endowment care rate paid with initial deed and the current endowment care rate.			
Grounds Maintenance One-Time Fee. Upon transfer, the new site owner shall pay the one-time Grounds Maintenance Fee based on the type of burial site.			
PRODUCTS			75-4481
Adult Liner, Single	At Cost	At Cost	
Liner, Double Garden Crypt (taxable portion) (Pre-set – charge sales tax only)	At Cost	At Cost	
Child Liner, Single	At Cost	At Cost	
Vase Package – in-ground	At Cost	At Cost	
Vase Package – Columbarium	At Cost	At Cost	
Vase Package – Mausoleum Unit 1	At Cost	At Cost	
Vase Package B58– Mausoleum Unit 2 crypts	At Cost	At Cost	
Vase Package – Mausoleum Unit 2 niches	At Cost	At Cost	
Vase Package – New Columbarium	At Cost	At Cost	
Vase Holder - In-Ground	At Cost	At Cost	
Vase Insert - In Ground	At Cost	At Cost	

(1) The City Manager has the ability to approve a 10% resident discount on Cemetery Site sales only for a specified period of time during the year. This discount would be included in an advertisement and designed to assist with advance planning.

CITY CLERK	F/Y 25-26 Fees	F/Y 26-27 Fees	Acct #
CLERK CERTIFICATION			01-4406
Certification of Pacific Grove Residency and or Proof of Life (Per signature)	$15	$15	
Certification of Documents (Per document)	$15	$15	
PUBLIC RECORDS			01-4406
Copies standard 8.5" x 11", black and white (ordinances, resolutions, campaign finance and economic statements)	$0.10 per page	$0.10 per page	
ELECTIONS			01-4513
Under certain circumstances, the City must collect fees as prescribed by other governing bodies, such as the Fair Political Practices Commission (FPPC). The City has no control over these fees.			
Nomination Papers Filing Fee (EC Section 10228)	$25	$25	
Candidates Statement Filing	Set by County	Set by County	
Intent to File Initiative (EC Section 9202(b))	$200	$200	
Late filing fee per late day (As set forth by State)	$10	$10	
MISCELLANEOUS			01-4513
Administrative Records (Compilation/Creation)	Actual Costs		
Appeal Fee (Beautification and all others not listed elsewhere)	$47	$48	
Annual Subscription Service: Agenda and Minutes	$139	$143	
Marriage Soleminization (As set forth by State)	$25	$25	

COMMUNITY DEVELOPMENT	F/Y 25-26 Fees	F/Y 26-27 Fees	Acct. #
Note: a 5% increase is also planned for FY 27-28 and 28-29 to improve the cost recovery rate.			
GENERAL PLAN AND ZONING AMENDMENTS			01-4413
General Plan Amendment	$10,240	$10,752	
General Plan Land Use Map Amendment	$10,240	$10,752	
General Plan Update	5% of permit	5% of permit	55-4485
Zoning Ordinance Amendment	$10,240	$10,752	
Zoning Map Amendment	$10,240	$10,752	
Zoning Ordinance Interpretations	$1,636	$1,718	
Interpretations of Permitted Uses Lists	$1,636	$1,718	
SUBDIVISIONS			01-4401
Tentative Tract Map			
Tentative Tract Map - Base	$3,336	$3,503	
Tentative Tract Map - Per Lot	$331	$348	
Final Tract Map			
Final Tract Map - Base + Recording Fee	$3,336	$3,503	
Final Tract Map - Per Lot	$331	$348	
Lot Line Adjustment (Inland Zone - Outside the Coastal Zone)	$2,597	$2,727	
Parcel Legality Determination (PLD)	$1,077	$1,131	
Final Parcel Map (plus recording fees)	$2,895	$3,040	
Tentative Parcel Map - Base	$2,895	$3,040	
Lot Mergers	$2,597	$2,727	
Certificate of Compliance	$2,166	$2,274	
ENVIRONMENTAL REVIEW			01-4407
Environmental Impact Report (EIR)* - This represents a deposit for staffing time for a full EIR. All staff time will be charged at the fully-burdened rate against the deposit, along with all publishing and noticing costs	$10,240	$10,752	
Initial Studies/Mitigated Negative Declaration	$7,680	$8,064	
Mitigation Monitoring	$5,632	$5,914	
Environmental Enhancement Fund (Fund 5)	$2.00/sq. ft.	$2.10/sq. ft.	05-4607
USE PERMITS			01-4401
Use Permit and Amendments			
Use Permit and Amendments – Single Family	$2,707	$2,842	
Use Permit and Amendments – Multi-Family, Commercial, Institutional, Other	$3,790	$3,980	
Administrative Use Permits	$1,415	$1,486	

COMMUNITY DEVELOPMENT	F/Y 25-26 Fees	F/Y 26-27 Fees	Acct. #
Note: a 5% increase is also planned for FY 27-28 and 28-29 to improve the cost recovery rate.			
ARCHITECTURAL REVIEW			01-4401
Architectural Permit			
Architectural Permit – Single Family	$3,790	$3,980	
Multi Family			
Four units or less	$4,454	$4,677	
Five units or more	$4,896	$5,141	
Commercial, Industrial, Institutional, all others			
10,000 sq. ft. or less	$3,790	$3,980	
10,001-50,000 sq. ft.	$5,513	$5,789	
50,001- 100,000 sq. ft.	$11,043	$11,595	
Over 100,000 sq. ft.	$13,757	$14,445	
Administrative Architectural Permit	$1,845	$1,937	
Administrative Design Change	$1,802	$1,892	
COUNTER REVIEW PERMITS			01-4402
Counter Review & Determination			
No new square footage (Plus hourly fee if more than ½ hour required)	$431	$453	
New square footage (Plus hourly fee if more than 3 hours required)	$1,072	$1,126	
Zoning Confirmation for Business License Permit	$215	$226	
Massage Permit Application	$457	$480	
SIGN PERMITS			01-4402
Downtown Sign Permit	$1,160	$1,218	
Administrative Sign Permit	$973	$1,022	
Sign Permit	$1,160	$1,218	
HISTORIC REVIEW			01-4402
Historic Demolition Permit	$6,001	$6,301	
Off-site relocation permit	$6,001	$6,301	
Historic Resources Inventory Determinations (Additions/Deletions)	$2,045	$2,147	
On-site relocation permit	$3,151	$3,309	
Historic Preservation Permit	$2,045	$2,147	
Initial Historic Screening	$519	$545	
VARIANCES			01-4401
Variances and Amendments	$3,790	$3,980	
Administrative Variances and Amendments	$2,080	$2,184	

COMMUNITY DEVELOPMENT	F/Y 25-26 Fees	F/Y 26-27 Fees	Acct. #
Note: a 5% increase is also planned for FY 27-28 and 28-29 to improve the cost recovery rate.			
APPEALS - Per Appeal			01-4401
Appeals of enforcement and zoning ordinance interpretations	$2,731	$2,868	
Appeals/hearings of planning permits	$3,237	$3,399	
Request for Zoning Administrative Hearing or Decision	$803	$843	
Appeal fees for Coastal Development Permits are waived.	$0	$0	
OVERLAY FEES			01-4401
Area of Special and Biological Significance	5% of permit	5% of permit	
Butterfly Buffer	5% of permit	5% of permit	
NOTICING			01-4401
Mailing	Actual Cost	Actual Cost	
Publishing	Actual Cost	Actual Cost	
COASTAL DEVELOPMENT PERMITS			01-4401
Waiver of De Minims Development plan permit	$3,028	$3,179	
Single Family Residence	$4,155	$4,363	
Multi-family Residential - Base	$5,259	$5,522	
Multi-family Residential - Per Unit	$1,126	$1,182	
Commercial or Industrial	$6,783	$7,122	
Lot Line Adjustment	$5,480	$5,754	
Subdivision	$3,834 Per Lot	$4,026 Per Lot	
Emergency Permit	$1,723	$1,809	
Amendment	50% of permit	50% of permit	
Temporary Event	$5,369	$5,637	
Extension (% of Permit Fee)	$233	$245	
CODE ENFORCEMENT			01-4503
Abandonment or Purchase of City property	$3,834	$4,026	
Abandoned Property Registration Fee	$313	$329	
Investigation fees, Code violations (Actual Cost)	Actual Cost	Actual Cost	
VACANT PROPERTIES			01-4503
Inspection per property (min. or actual cost)	$209	$219	
Registration per property	$209	$219	

COMMUNITY DEVELOPMENT	F/Y 25-26 Fees	F/Y 26-27 Fees	Acct. #
Note: a 5% increase is also planned for FY 27-28 and 28-29 to improve the cost recovery rate.			
MISCELLANEOUS			01-4401
County Filing Fees	As determined by County	As determined by County	
Density bonus	$2,942	$3,089	
General File Research	$215	$226	
Hourly Fee	$215	$226	
Multiple Permits for Single Family residential applications only. Highest fee no discount; all lower fees discounted 25%	For single family applications only	For single family applications only	
Outdoor Sidewalk Dining Permit	$961	$1,009	
Sidewalk Vendor Permit	$314	$330	
Permit Extension (Fee may be waived if permit is subject to Water Waiting List)	$232	$244	
Pre-Application Meeting / Preliminary Project Review	$314	$330	
Records Management and Retention (per file)	$199	$209	
Rental Property Registration	$408	$428	
Revocable License for Encroachments (plus hourly fee after 2 hours)	$1,060	$1,113	
Statement of Compliance (hourly fee if more than 4 hours required)	$862	$905	
Tree Permit with Development	$414	$435	
Tree Permit with Development Violation	$414	$435	
ABC License Review Fee	$207	$217	
ANIMAL REGULATION - KEEPING AND BREEDING PERMITS § 10.16.040			
Animal Keeping Permit	$371	$390	
Animal Keeping Permit Annual Renewal	$105	$110	
Commercial Breeding Permit, Cats	$1,250	$1,313	
Commercial Breeding Permit, Dogs	$1,250	$1,313	
Incidental Breeding Permit, Cats (per litter)	$291	$306	
Incidental Breeding Permit, Dogs (per litter)	$291	$306	
HOUSING FEES			15-4701
Rehabilitation & Sewer Loan Payoff Demand - Per Statement	$314	$330	
Reconveyance Fee	$314	$330	
County Recording Fee (billed by Monterey County Recorder)	Actual Cost	Actual Cost	

COMMUNITY DEVELOPMENT	F/Y 25-26 Fees	F/Y 26-27 Fees	Acct. #
Note: a 5% increase is also planned for FY 27-28 and 28-29 to improve the cost recovery rate.			
Housing Rehab Loan Fees (CalHOME Loan Funded Projects)			15-4701
Loan Processing	$3,429	$3,600	
Underwriting	$646	$678	
Property Tax Verification	$314	$330	
Loan Document Preparation – SFD	$1,177	$1,236	
Loan Document Preparation – Manufactured Housing	$2,254	$2,367	
Inspection To Determine Scope of Work (Actual Cost)	$422	$443	
Contractor Selection (Actual Cost)	$3,645	$3,827	
Development of Work Write-up & Specifications (Actual Cost)	$4,507	$4,732	
Project Bidding (Actual Cost)	$4,407	$4,627	
Progress Inspection/Payment Authorization (Actual Cost)	$530	$557	
Affordable Housing Monitoring - Annual Fee Per Household			15-4701
Affordable Units	$199	$209	
Registered Units	$199	$209	
BUILDING AND PERMITTING FEES			
MISCELLANEOUS BUILDING PERMITS			01-4203
Electrical Permit (not requiring plan check)	$243	$255	
Plumbing Permit (not requiring plan check)	$243	$255	
Mechanical Permit (not requiring plan check)	$243	$255	
Solar voltaic system	$686	$720	
Single Family Residential Reroof	$686	$720	
Multi-Family / Commercial Reroof			
First Building	$686	$720	
Each Additional Building	$133	$140	
Kitchen / Bathroom Remodel (non-structural no exterior changes)	$1,400	$1,470	

COMMUNITY DEVELOPMENT	F/Y 25-26 Fees	F/Y 26-27 Fees	Acct. #
Note: a 5% increase is also planned for FY 27-28 and 28-29 to improve the cost recovery rate.			
PLAN CHECK			01-4404
Plan Checking — A combination permit fee shall be payable in cases of new construction in lieu of the separate fees. A plan review fee equal to 75 percent of the fee for single-family residential projects and 95 percent of the permit fee for all other projects shall be paid at the time of submitting plans and specifications for review. Permit fees shall be based on the value of improvements as follows:			
Single Family Residential Plan Check	75% of building permit fee	75% of building permit	
Commercial Plan Check	95% of building permit fee	95% of building permit	
Non-Structural Plan Review (hourly not included in a larger project)	$178	$187	
Structural Plan Review (hourly not included in a later project)	$178	$187	
Plan review extension	$292	$307	
On-site storm water management plan review and inspection (assumes non-Low Impact Development; includes plan review of 1-hour and the required field inspections.)	$571	$600	
Additional fee if LID requirements or additional time required, per hour	$141	$148	
Building Permits Extension	$944 per 90 days	$991 per 90 days	
OTHER INSPECTIONS AND REVIEWS			Various
The following are minimum hourly fees. If the total cost to the City is greater than the fees shown below, the actual cost shall be recovered. This cost shall include supervision, overhead, equipment, the hourly wages and benefits of the employees involved: and reimbursement for any professional services that are directly related to the inspection or review.			
Inspections outside of normal business hours (4 hour minimum)	$198	$208	
Re-inspection fees assessed under provisions of CBC § 108.8	$141	$148	
Inspections for which no fee is specifically indicated	$212	$223	
Traffic control plan review	$245	$257	
Change of Street Address	$311	$327	
Alternate methods of construction (hourly fee, 2 hour minimum)	$771	$810	
Owner/building surcharge in addition to permit fee	20%	20%	
Electric Vehicle Charging Station - residential	$683	$717	
Electric Vehicle Charging Station - commercial	$1,255	$1,318	
Temporary Occupancy	$1,041	$1,093	
ASBS Stormwater Inspection Fee min. deposit (Fee calculation of 26 rainy season inspections)	$3,841	$4,033	
Stormwater Annual Post-Construction BMP Inspection	$296	$311	
Additional plan review due to changes/additions/revisions to approved plans per hour (1/2 hour min.)	$89	$93	

COMMUNITY DEVELOPMENT	F/Y 25-26 Fees	F/Y 26-27 Fees	Acct. #
Note: a 5% increase is also planned for FY 27-28 and 28-29 to improve the cost recovery rate.			
Wireless Encroachment / Public Right of Way Permit.	$728	$764	
Grading Inspection (hourly fee, 1-hour minimum)	$197	$207	
Grading Plan Checking (hourly fee, ½-hour minimum)	$197	$207	
Residential Zoning Records Report (RZRR) & Sewer Lateral Report (combined)	$502	$527	
Sewer Lateral Report Review	$334	$351	
PARKLETS			Various
New Parklet / Sidewalk Dining Permit	$927	$973	
Parklet Renewal / Sidewalk Dining Permit Renewal	$307	$322	
Investigative fee for work without proper City permits	Cost equal to the permit plus staff time to investigate	Cost equal to the permit plus staff time to investigate	
Excavation and Inspection Services			01-4203
Inspections for which no fee is specifically indicated (per hour with a ½-hour minimum)	$197	$207	
Encroachment permit: street opening/excavation	$424	$445	
Encroachment permit: driveway	$424	$445	
Encroachment permit: sidewalk	$424	$445	
Encroachment: temporary (e.g., building construction requiring scaffolding in Right-of-Way	$424	$445	
Encroachment permit: permanent underground (e.g. utility line)	$424	$445	
Encroachment permit: permanent above ground (e.g. retaining wall, fence, etc.)	$424	$445	
Encroachment permit hourly processing fee, if more than 2 hours review or inspection required.	$197	$207	
Annual encroachment permit (Encompasses up to 40 utility openings per year)	$10,727	$11,263	

COMMUNITY DEVELOPMENT	F/Y 25-26 Fees	F/Y 26-27 Fees	Acct. #
Note: a 5% increase is also planned for FY 27-28 and 28-29 to improve the cost recovery rate.			
CONSTRUCTION INSPECTION: Based on Project Valuation)			01-4203
Combination Permit Fees: (Building or Building + M + E + P)			
Value $0 to $500.99	$196	$206	
Value of $501.00 to $2,000.00 (first $500.00)	$196	$206	
Each additional $100.00 or fraction thereof	$16	$17	
Value of $2,001.00 to $25,000.00 (first $2,000.00)	$436	$458	
Each additional $1,000.00 or fraction thereof)	$59	$62	
Value of $25,001.00 to $50,000.00 (first $25,000.00)	$1,793	$1,883	
Each additional $1,000.00 or fraction thereof)	$40	$42	
Value of $50,001.00 to $100,000.00 (first $50,000.00)	$2,793	$2,933	
Each additional $1,000.00 or fraction thereof)	$30	$32	
Value of $100,001.00 to $500,000.00 (first $100,000.00)	$4,293	$4,508	
Each additional $1,000.00 or fraction thereof)	$25	$26	
Value of $500,001.00 to $1,000,000.00 (first $500,000.00)	$14,293	$15,008	
Each additional $1,000.00 or fraction thereof)	$22	$23	
Value of $1,000,001.00 - 5,000,000.00 (first $1,000,000.00)	$25,293	$26,558	
Each additional $1,000.00 or fraction thereof)	$12	$13	
Value of $5,000,001.00 - 10,000,000.00 (first $1,000,000.00)	$73,293	$76,958	
Each additional $1,000.00 or fraction thereof)	$12	$13	
Value of $10,000,001.00 + (first $10,000,000)	$133,293	$139,958	
Each additional $1,000.00 or fraction thereof)	$12	$13	
Single Permit: (M/ E/ P)			
Value $0 - to $500.99	$196	$206	
Value of $501.00 to $2,000.00(first $500.00)	$196	$206	
Each additional $100.00 or fraction thereof	$11	$12	
Value of $2,001.00 to $25,000.00 (first $2,000.00)	$364	$382	
Each additional $1,000.00 or fraction thereof)	$40	$42	
Value of $25,001.00 to $50,000.00 (first $25,000.00)	$1,272	$1,336	
Each additional $1,000.00 or fraction thereof)	$31	$33	
Value of $50,001.00 to $100,000.00 (first $50,000.00)	$2,032	$2,134	
Each additional $1,000.00 or fraction thereof)	$20	$21	
Value of $100,001.00 and up (first $100,000.00)	$3,053	$3,206	
Each additional $1,000.00 or fraction thereof)	$15	$16	

FIRE	F/Y 25-26 Fees	F/Y 26-27 Fees	Acct. #
The City of Pacific Grove mirrors the City of Monterey's fee schedule for prevention services. This ensures that Pacific Grove's fee structure accurately reflects and captures the various services provided by the City of Monterey			
Engine Company Inspections			01-4436
Iinitial inspection	$0	$0	
First re-inspection	$0	$0	
Subsequent re-inspections	$92	$94	
Fire Prevention Inspections			01-4436
Initial inspection, rough & final	$0	$0	
Subsequent re-inspections & missed inspections	$174	$179	
Life and Safety Inspection - First & Second inspection	$0	$0	
Life and Safety Inspection - Third & each subsequent reinspection	$524	$538	
State Mandated Community Care Facilities Inspections			01-4436
Pre-Inspection Fee ≤25 occupants	$178	$183	
Pre-Inspection Fee ≥26 occupants	$311	$319	
Fire Clearance Fee 7 to 50 occupants	$178	$183	
Fire Clearance Fee >50 occupants	$311	$319	
Annual Inspection Fee 7 to 50 occupants	$178	$183	
Annual Inspection Fee >50 occupants	$311	$319	
High Rise Inspection	$1034	$1,062	
Annual Day Care Inspections (6 or more children)	$78	$80	
Fire False Alarm Response (For any 12 month period)			01-4504
First False Alarm	$0	$0	
Any Additional False Alarms	Full Cost	Full Cost	
CPR			Various
Heart Saver Class - cost per student	$56	$58	
Heart Saver Skill Verification	$34	$35	
Healthcare Provider Class (BLS) - cost per student	$67	$69	
Healthcare Provider (BLS) Skill Verification	$25	$26	
First Aid - cost per student	$108	$111	
First Aid Skill Verification	$46	$47	

FIRE	F/Y 25-26 Fees	F/Y 26-27 Fees	Acct. #
Fire Plan Review and Inspections			01-4437
Trade show set-up review	$78	$80	
Liquid Propane Gas installations	$241	$248	
Field Inspections	Full Cost	Full Cost	
Medical Gas	$241	$248	
Tent Installation (400 - 1000 sq ft)	$144	$148	
Tent Installation (1000 - 2000 sq ft)	$211	$217	
Tent Installation (>2000 sq ft)	$278	$286	
Unauthorized Work	Double Permit Fee	Double Permit Fee	
Unauthorized Occupancy	$102	$105	
Fire Department Review of Building Plans, Residential	10% of Building Plan Check Fee	10% of Building Plan Check Fee	
Fire Department Review of Building Plans, Commercial	20% of Building Plan Check Fee	20% of Building Plan Check Fee	
Project Consultation Fee	Actual Costs	Actual Costs	
Expedited Plan Checks	Actual Costs	Actual Costs	
Fire Protection System Plan Check Fees			01-4437
Fire Alarm System (1-9 Devices)	$241	$248	
Fire Alarm System (10-50 Devices)	$438	$450	
Fire Alarm System (50+ Devices)	$638	$655	
Automatic Fire Sprinkler System 1-180 Heads	$438.00 + contractor cost	$450.00 + contractor cost	
Automatic Fire Sprinkler System 181-360 Heads	$637.00 + contractor cost	$654.00 + contractor cost	
Automatic Fire Sprinkler System 361+ Heads	$816.00 + contractor cost	$838.00 + contractor cost	
Fixed Fire Protection System, other than Sprinklers (i.e.., spray booth, clean agent, hood system), new system	$638	$655	
Fixed Fire Protection System, other than sprinklers (i.e.., spray booth, clean agent, hood system) - alteration to existing system	$438	$450	
Underground Systems (includes plan review, inspection, permit approval, system test flush) system test flush)	$836	$859	

FIRE	F/Y 25-26 Fees	F/Y 26-27 Fees	Acct. #
Fire Protection System Plan Check Fees - Emergency Responder Communication Coverage System	$428.00 + Contractor Cost	$440.00 + Contractor Cost	
Defensible Space Inspection	$178	$183	
Other Fees			Various
Hazardous Materials Response	Fully Burdened Cost	Fully Burdened Cost	
DUI Incident Reimbursement[1]	Not to exceed $12,000	Not to exceed $12,000	
Fire Hydrant Flow Tests	$77	$79	
Special Events Stand-by (Fire)	Actual Costs	Actual Costs	01-4436
Penalty if appointment is made for a system test or inspection and contractor/developer (or their representative) is not ready and did not call to cancel/reschedule.	Actual Costs	Actual Costs	01-4502
1. Including but not limited to personnel, apparatus, vehicles, reports, booking.			
*Subject to 2.9% Service Fee			
Carbon Monoxide Treatment	$1,202	$1,234	04-4609
Standard Hyperbaric Treatment for Decompression Illness (first 5 hours)	$6,747	$6,929	
Standard Hyperbaric Treatment Extensions (per each 75 minutes of extended treatment)	$638	$655	
Facility Use Fee - Per Hour - In lieu of Treatment Fees (First hour)	$1,350	$1,386	
Fees not paid within a reasonable period of time will be subject to the City's late payment fee.	Min. $25	Min. $25	

LIBRARY	F/Y 25-26 Fees	F/Y 26-27 Fees	Acct. #
OTHER FEES AND RENTALS			01-4455
Photocopies / Printouts (per black & white copy)	$0.25	$0.25	
Photocopies / Printouts (per color copy)	$0.50	$0.50	
LOST /DAMAGED MATERIAL REPLACEMENT/REPAIR			01-4455
Charges for lost or damaged items will be made at "Cost, replacement price " as listed in the item record of the Koha Library Catalog.	Actual Cost	Actual Cost	

POINT PINOS LIGHTHOUSE	F/Y 25-26 Fees	F/Y 26-27 Fees	Acct. #
Private Lighthouse Tour Fee (Tours organized by schools and non-profit entities are not subject to Lighthouse Fees.)	$154 based on 2 hour fully burden rate of one staff member cost + admission fees based on participants	$158 based on 2 hour fully burden rate of one staff member cost + admission fees based on participants	27-4451
Pt. Pinos Lighthouse Entrance Fee (Suggested Donation) - Adult	$7	$7	27-4601
Pt. Pinos Lighthouse Entrance Fee (Suggested Donation) - Children 7-17	$3	$3	27-4601
One-Time Events	Actual Costs + 10% administrative costs	Actual Costs + 10% administrative costs	27-4451

LOCAL WATER PROJECT	F/Y 25-26 Fees	F/Y 26-27 Fees	Acct.. #
Recycled Water Fee	0.041 per gallon	0.041 per gallon	74-4475

POLICE	F/Y 25-26 Fees	F/Y 26-27 Fees	Acct. #
PARKING ENFORCEMENT, MUNICIPAL CODE VIOLATIONS: Stated in the PGMC			01-4426
14.08.010 Parking on ice plant	$48	$49	
14.12.010 Parking on golf course	$268	$275	
14.12.020 Violation to turf – Golf Course/Park	$64	$66	
16.12.055 Tamper with chalk marks	$125	$128	
16.32.130 Parking on park grounds	$48	$49	
16.40.030 Storing vehicle on street	$48	$49	
16.40.040 Storing vehicle on street - Removal by Police	$125	$128	
16.40.045 Overnight Parking of Oversize Vehicles or Trailers (10pm-5am)	$48	$49	
16.40.050 Parking for repair	$48	$49	
16.40.060 Parallel parking	$48	$49	
16.40.070 Parallel parking, one-way street	$48	$49	
16.40.080 Parallel parking, one-way roadway	$48	$49	
16.40.110 Angle Parking	$48	$49	
16.40.130 Angle Parking/12” from barrier	$48	$49	
16.40.160 Parking Adjacent to Schools - Sign Compliance	$48	$49	
16.40.170 Parking On Narrow Streets	$48	$49	
16.40.185 Parking on North Side of Mermaid Avenue	$48	$49	
16.40.190 Failure to Set Parking Brake	$91	$93	
16.40.200(b) Parking Within 20’ of Intersection	$48	$49	
16.40.260 Temporary No Parking	$48	$49	
16.40.210 Peddlers, vendors - Unlawful Parking	$48	$49	
16.40.280 City Lots, Angle Parking	$48	$49	
16.40.290 City Lot, Use of Single Space Only	$48	$49	
16.40.300 City Lots, Reserved Spaces	$48	$49	
16.40.360(a) No Parking – Red Zone	$48	$49	
16.40.360(b-d) Curb markings – yellow/white/green	$48	$49	
16.40.360(f) Handicapped Zone	$350	$359	
16.40.430 Blocking Alley	$48	$49	
16.40.500 Bus Zone	$48	$49	
16.40.510-535 Overtime Parking or Evasion of Parking Restrictions	$48	$49	
16.40.540 Parking in Business District	$48	$49	
16.40.550 No Parking Anytime	$48	$49	
16.40.555 No Parking Certain Hours	$48	$49	
16.40.560 No Parking 4 am-6 am	$48	$49	
16.40.575 Parking - Commercial Vehicle in Residential 2:00 AM to 4:00 AM	$48	$49	
16.40.580 Parking, Over Marked Space	$48	$49	
16.40.585 Parking in Privately Owned Lots	$48	$49	
16.40.610 Displaying Vehicle for Sale	$48	$49	
16.41.040 Resident Parking	$48	$49	
16.40.710 Electric Vehicle Violation	$48	$49	
16.42.100(a) Meter Violation – expired	$48	$49	
16.68.020 No tour bus parking	$268	$275	
16.68.030 Parked bus with engine running	$268	$275	
18.36.030 House Cars on Private Property	$48	$49	

POLICE	F/Y 25-26 Fees	F/Y 26-27 Fees	Acct. #
18.36.040 House Cars on Streets /Public Property	$48	$49	
PARKING ENFORCEMENT, MUNICIPAL CODE VIOLATIONS (Cont.)			01-4426
5200 (a) No Front Plates	$48	$49	
5204 (a) No Current Tab Displayed	$48	$49	
4000 (a) Expired Registration	$48	$49	
21211 (b) Parking in bicycle path	$48	$49	
2500.1 Parked in Fire Lane	$125	$128	
22500(a) Parking in intersection	$48	$49	
22500(b) Parking in crosswalk	$48	$49	
22500(e) Parking driveway	$48	$49	
22500(f) Parking on sidewalk	$48	$49	
22500 (g) Obstructing Traffic	$48	$49	
22500(h) Double parking	$48	$49	
22500 (i) Blocking Wheelchair Access	$350	$359	
22502(a) Parking more than 18” from curb or on wrong side of roadway	$48	$49	
22505 (e) (1) Parked Wrong Way on One Way	$48	$49	
22507.8(a) Unauthorized parking in Handicapped zone	$350	$359	
22507.8 (c) (2) Parked in Crosshatched Portion of Disabled Space	$350	$359	
22514 Park, stop or leave vehicle within 15 feet of Fire hydrant	$48	$49	
22515 Unattended Vehicle with Engine On	$48	$49	
Parking Citation Late Fee (If Not Paid or Contested within 21 Days)	$25	$26	
Correctable Code Violation - Admin Fee	$17	$18	
MUNICIPAL CODE VIOLATIONS			01-4502
Municipal Code Violation - 1st Violation	$100	$103	
Municipal Code Violation - 2nd Violation within 1 year	$200	$205	
Municipal Code Violation - Each Additional Violation within 1 year	$500	$513	
Municipal Code Violation Late Fee (Not Paid/Contested within 30 Days)	$25	$26	
ANIMAL REGULATION — DOG LICENSES - PGMC § 10.04.010			01-4204
Annual Dog License Fee, Altered Dog	$26	$27	
Annual Dog License Fee, Unaltered Dog	$56	$58	
Dog License, Delinquent Penalty (after 30 days)	$31	$32	
Dog License, Replacement Tag	$11	$12	
ANIMAL REGULATION - IMPOUND FEES - PGMC § 10.04.100			01-4425
Impound Fee (Initial Impound) Licensed & Altered	$56	$58	
Impound Fee (Initial Impound) Licensed and Unaltered	$92	$94	
Impound Fee (Initial Impound) Unlicensed & Altered	$80	$82	
Impound Fee (Initial Impound) Unlicensed & Unaltered	$92	$94	
Impound Fee (2nd & Subsequent) Altered	$92	$94	
Impound Fee (2nd & Subsequent) Unaltered	$184	$189	
Boarding Fee, per day PG Kennels	$51	$52	
Boarding Fee, transported to SPCA	$188	$193	

POLICE	F/Y 25-26 Fees	F/Y 26-27 Fees	Acct. #
ALARM REGISTRATION & RESPONSE			01-4429
Alarm Registration	$39	$40	
Alarm Renewal (within 30 Days of Alarm Permit Expiration Date)	$5	$5	
False Alarm			01-4504
First Response - Unpermitted Alarm	$159	$163	
First Response	No Fee	No Fee	
Second Response	$67	$69	
Third Response	$184	$189	
Fourth Response	$188	$193	
Fifth and Subsequent Response	$188	$193	
Duress/Panic/Robbery Alarm Violation	$369	$379	
Late Fee (if not paid within 30 days)	$29	$30	
ADMINISTRATIVE AND MISCELLANEOUS			01-4502
Accident Report, Compilation and Copying (per report)	$11	$12	
Booking Fee	$37	$38	
Clearance Letter – No Record on File	$41	$42	
Clearance Letter – Record on File	$31	$32	
Crime Report, Compilation and Copying (per report)	$22	$23	
Hearing Examiner Services - Parking Citation Hearings (per hearing)	$40	$41	
Hearing Examiner Services - Administrative Citation Hearings (per hearing)	$50	$51	
Information Report, Compilation and Copying (per report)	$39	$40	
Evidence Video Reproduction	$160	$164	
Fingerprint Processing (Live Scan administration)	$36	$37	
Removal of Traffic Boot	$148	$152	
Repossession Receipt	$15	$16	
Sign-off of tickets by other agencies	$20	$21	
Vehicle Release Fee	$246	$253	
PARKING PERMITS & FEES			01-4205
Contractor's Parking Permit, Monthly	$50	$51	
Parking Meter Rate per Hour	$2	$2.25	
Public Parking Lot Permit Processing, Delinquency Penalty	$31	$32	
Public Parking Lot Permit, Annual	$425	$436	
Public Parking Lot Permit, 12-Month, TRANSFERABLE	$538	$553	
Public Parking Lot Permit, Monthly	$47	$48	
Residential Parking Permit Processing, per permit, Annual	$15	$16	
Temporary Overnight Parking Permit-Initial Residential Registration	$27	$28	
Temporary Overnight Parking - 72 Hour Resident Permit	$5	$6	
Temporary Overnight Parking Permit - Weekly - Exemption	$99	$102	
Temporary Overnight Parking Permit - Annual - Exemption	$202	$207	
Timed Space - Daily	$5	$6	

POLICE	F/Y 25-26 Fees	F/Y 26-27 Fees	Acct. #
POLICE RESPONSE - DUI, Peace Disturbance, Social Hosting, Special Events			01-4421
Hourly Rates			
Police Commander	$224	$230	
Police Sergeant	$216	$222	
Police Officer	$200	$205	
Police Services, Animal Control & Parking Enforcement Community Service Officer	$146	$150	
Patrol Vehicle	$72	$74	
MISCELLANEOUS PERMITS & DEPOSITS			01-4201
Amplified Sound Permit	$97	$100	
Drone Permit Fee - Daily	$26	$27	
Drone Permit Fee - Annual	$97	$100	
Film Permit Application Fee	$164	$168	
Firearms Storage: Administrative Release Fee	$476	$489	
Garage Sale Permit Processing	$15	$16	
Refuse Container or Storage Container Permit	$67	$69	
Refuse Container or Storage Container Permit Renewal/Extension	$32	$33	
Transportation of Large Structure deposit – variable fee based on size/type of structure - unused portion to be reimbursed	$153	$157	
Transportation of Large Structure permit – per structure	$655	$673	

PUBLIC WORKS FEES	F/Y 25-26 Fees	F/Y 26-27 Fees	Acct. #
MISCELLANEOUS FEES			01-4445
Special Engineering	Actual Cost	Actual Cost	
Requested Special Traffic Review (Personnel time to be charged based on time and hourly rate)	$194	$199	
Banner Installation and Removal (Downtown Street Lights) per pole	$78	$80	
Memorial Bench [(1)] Fee represents labor costs associated with installing the bench. Materials for bench are charged at the additional actual cost.	$647	$664	
Memorial Bench maintenance (5 years)	$777	$798	
Memorial Tree Fee represents labor costs associated with the planting the tree. Tree to be charged at cost. This cost will be in addition to the labor fee.	$1,138	$1,169	
Tree Permit violation - Trimming Prior to Approval	$768	$789	
Tree Permit violation - Removal Prior to Approval	$1,536	$1,577	
Annual Solid Waste Exemption Application	$348	$357	
Trash receptacle left on sidewalk/street Violation PGMC 9.16.030	$94	$97	
Tree Appeal	$348	$357	
Newsrack Annual Application Fee	$96	$99	
Newsrack Program Fee Half Rack	$78	$80	
Newsrack Program Fee Full Rack	$117	$120	
Electrical Vehicle Charging Stations	Equivalent to PG&E Peak Demand Rate	Equivalent to PG&E Peak Demand Rate	
TREE FEES			
Application Fee	$195	$200	
Removal or Trimmimg			
Single Tree	$51	$52	
Each Additional Tree	$20	$21	
Tree Replacement In-Lieu Fee	$512	$526	
Tree Removal with Development			
Single Tree	$318	$327	
Each Additional Tree	$318	$327	
Tree Appeal	$348	$357	
STORMWATER			01-4401
Tier 3 and 4 - 15,000 square feet impervious surface of greateer (2 reviews)	$1,969	$2,022	
Tier 2 - 5,000-15,000 square feet impervious surface (included 2 reviews)	$1,280	$1,315	
Tier 1 -2,500-5,000 square feet impervious surface	$887	$911	
Each subsequent Tier review	$591	$607	
Inspection Fee	$197	$202	
Annual Inspection and re-inspection	$296	$304	
Each subsequent Tier 1 review	$394	$405	

PUBLIC WORKS FEES	F/Y 25-26 Fees	F/Y 26-27 Fees	Acct. #
OTHER FEES			01-4445
Equipment Use Charges (when responding to emergencies on private property)			
Current FEMA Schedule of Equipment Rates https://www.fema.gov/media-library/assets/documents/136901 (Personnel to be charged based on time and hourly rate)			
Standard size barricade, each per day ($100 deposit required)	$3	$4	
Four-foot delineator, each per day ($100 deposit required)	$4	$5	
Eight-foot barricade, each per day ($100 deposit required)	$12	$13	
18-inch traffic cone, each per day ($100 deposit required)	$3	$4	
24-inch traffic cone, each per day ($100 deposit required)	$3	$4	
Temporary Directional Signage Per Day	$3	$4	
Temporary Parking Signage Per Day	$2	$3	
(1) The Memorial Bench is charged at the listed fee, plus actual cost of bench.			

PARKS AND RECREATION	FY 25-26 Fees Resident / Non-Profit	F/Y 25-26 Fees Non-Resident / Commercial	FY 26-27 Fees Resident / Non-Profit	F/Y 26-27 Fees Non-Resident / Commercial	Acct. #
Note: a 5% increase is also planned for FY 27-28 and 28-29 to improve the cost recovery rate.					
PRE-SCHOOL (MONTHLY FEES)					01-4467
2 Days Per Week	$205	$225	$215	$236	
3 Days Per Week	$323	$358	$339	$376	
5 Days Per Week	$522	$565	$548	$593	
Weekly Fees	$104	$115	$109	$121	
YOUTH SPORTS (3-18 years)					01-4462
Class / Clinic - 3-5 years	$104	$115	$109	$121	
Tournament or Clinic - 5-18 years	$112	$122	$118	$128	
Camp	$230	$236	$242	$248	
League	$112	$122	$118	$128	
ADULT SPORTS (18+ Years)					01-4462
Tournament or Clinic - non-contact	$112	$122	$118	$128	
Tournament or Clinic - contact	$213	$244	$224	$256	
League or Clinic - non-contact	$61	$72	$64	$76	
League or Clinic - contact	$92	$102	$97	$107	
YOUTH CAMPS					01-4463
Full Day Youth Camp (5 day week)	$210	$231	$221	$243	
Full Day Youth Camp (4 day week)	$167	$186	$175	$195	
Full Day Youth Camp (3 day week)	$124	$138	$130	$145	
Daily Drop-In (per Day)	$51	$54	$54	$57	

PARKS AND RECREATION	FY 25-26 Fees Resident / Non-Profit	F/Y 25-26 Fees Non-Resident / Commercial	FY 26-27 Fees Resident / Non-Profit	F/Y 26-27 Fees Non-Resident / Commercial	Acct. #
Note: a 5% increase is also planned for FY 27-28 and 28-29 to improve the cost recovery rate.					
SWIMMING (during the Summer Season) fees listed are for a 2 hour session.					01-4468
Progressive Swim Lessons, 8 class sessions, per child	$92	$102	$97	$107	
Private Swim Lessons, per class, per child per 30 minute lesson	$43	$48	$45	$50	
Semi-private Swim Lessons, per class, per child (2 students required) per 20 minute lesson Group Swim Lessons	$24	$26	$25	$27	
Recreational Swimming: Lovers Point, 2 hours	$3	$4	$3	$4	
Private use of swimming pool (rental fee per hour) Subject to Rental Policies	$118	$124	$124	$130	
OTHER PROGRAMS, CONTRACTUAL AGREEMENTS					01-4462
Kids Night Out	$28	$28	$29	$29	
Contracts for Recreational Programs in Facilities and Parks	Contract	Contract	Contract	Contract	
Adult Contract Recreation Programs	Contract	Contract	Contract	Contract	
Youth Special Trips/Excursions (85% of cost)	Contract	Contract	Contract	Contract	
The City Manager or his designee may reduce Recreation fees based on unanticipated reductions in activity days/hours.					
FACILITY RENTAL					01-4670
Programs, activities, or events that are co-sponsored by the Pacific Grove Recreation Department and non- profit recreation organizations are not subject to facility rental fees. The City also does not charge facility rental fees for official City of Pacific Grove activities and those of any other public agency that has a reciprocal use arrangement with the City.					
Picnic Facility Reservation Permit: Per Day Fee Caledonia, George Washington, Arnett Park, and similar Picnic Facilities. All other facility rentals are on a per hour basis.					
1 – 50 persons	$46	$82	$48	$86	
51 + persons: Permit applications for over 99 persons will require additional review by the Recreation Manager and may be subject to the Special Event permitting process.	$102	$154	$107	$162	
Court Reservation Fees: Volleyball, Basketball, Tennis and Pickleball	$26	$46	$27	$48	
Parks/Facilities Reservable (under Contract) w/ Liability Insurance	Contract	Contract	Contract	Contract	
Community Center, Lebeck Room (2 hr. minimum rental)	$123	$205	$129	$215	
Community Center, Lebeck Room – Damage Deposit	$570	$570	$599	$599	
Community Center, Kuwatani/Scout Room per hr. (Minimum 2 hours)	$46	$77	$48	$81	
Chautauqua Hall Facility 2 hr. minimum rental)	$123	$143	$129	$150	
Chautauqua Hall Facility – Damage Deposit	$570	$570	$599	$599	
Youth Center (2 hr. minimum rental)	$77	$220	$81	$231	
Youth Center – Damage Deposit	$570	$570	$599	$599	
Little House at Jewell Park per hour	$20	$41	$21	$43	

PARKS AND RECREATION	FY 25-26 Fees Resident / Non-Profit	F/Y 25-26 Fees Non-Resident / Commercial	FY 26-27 Fees Resident / Non-Profit	F/Y 26-27 Fees Non-Resident / Commercial	Acct. #
Note: a 5% increase is also planned for FY 27-28 and 28-29 to improve the cost recovery rate.					
FACILITY RENTAL (Cont.)					01-4670
Lovers Point Park – Per Hour Fee for 1 – 100 Persons (Special Events or Special Use)	$195	$338	$205	$355	
Lovers Point Park – Per Hour Fee for Over 100 Persons (Special Events or Special Use)	$399	$594	$419	$624	
Lovers Point Wedding or Staging Area; Berwick Park, Jewell Park, Pt. Pinos Lighthouse and Elmarie Dyke Gazebo reservation fee per hour. (Minimum 2 hours Min.)	$287	$573	$301	$602	
Damage Deposit Point Pinos Lighthouse	$570	$570	$599	$599	
Recreation Trail Rental Fee Per Hour for 1 – 100 Persons	$256	$307	$269	$322	
Recreation Trail Rental Fee Per Hour for over 100 Persons	$340	$410	$357	$431	
MUNICIPAL SOFTBALL PARK RENTAL POLICY					01-4670
Programs, activities, or events that are co-sponsored by the Recreation Department and a civic, community, or local organization are not charged Softball Park Rental rates. The City also does not charge facility rental fees for official City of Pacific Grove activities and those of any other public agency that has a reciprocal use arrangement with the City. Fees for direct costs, such as staffing and utilities are charged to these entities.					
Daily Use	$236	$410	$248	$431	
Field Use, Per Hour	$36	$61	$38	$64	
Lights per hour	$31	$31	$33	$33	
Staff, Per hour	Fully burdened rate	Fully burdened rate	Fully burdened rate	Fully burdened rate	
Restrooms (Previously charged under other Class rates)	No charge	No charge	No charge	No charge	
Deposit on daily rate (same as prior Class II, Class III, Class IV)	$191	$191	$201	$201	
MISCELLANEOUS RECREATION FEES & CHARGES					01-4462
Refund Processing Fee (if within written time frame)	25% of refund	25% of refund	25% of refund	25% of refund	
SPECIAL EVENT FEES					
Application fee – Events with 1 – 999 participants	$256	$256	$269	$269	
Application fee – Events with more than 1,000 participants	$870	$870	$914	$914	
SPECIAL EVENT INSURANCE PREMIUMS (Note: This is a pass through of rates charged to the City by insurance carrier, so fees will change as premium rates change)					01-4462
All private parties, wedding receptions, anniversaries, and events with or without alcohol or admissions fees	Cost + 10% administrative costs	Cost + 10% administrative costs	Cost + 10% administrative costs	Cost + 10% administrative costs	

Note: If insurance is provided by the event holder, the City requires $2,000,000 coverage per event and the City must be named as Additional Insured under the policy.

PARKS AND RECREATION	FY 25-26 Fees Resident / Non-Profit	F/Y 25-26 Fees Non-Resident / Commercial	FY 26-27 Fees Resident / Non-Profit	F/Y 26-27 Fees Non-Resident / Commercial	Acct. #
Note: a 5% increase is also planned for FY 27-28 and 28-29 to improve the cost recovery rate.					

VOLUNTEER SPORTS COACH DISCOUNT

The volunteer head coach of a sports team may receive a discount of 75% of the program registration fees for their child for the sports activity coached. A limit of 1 head coach is eligible per team, with a limit of 1 child allowed to receive the discount. If the volunteer chooses to coach more than 1 team, then they will receive 1 discount per team coached. Coaches are required to complete the full duration of the season for the discount. Discounts are not transferable to other participants.

HOLIDAYS

Permits for city buildings or Point Pinos Lighthouse ceremony area will not be issued for the following days: New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and the day following, Christmas Eve and Christmas Day.

RESERVATIONS

No verbal reservations will be accepted. Facility is not reserved until all fees have been paid, and a contract has been executed. All reservations will be made on a first-come, first-served basis.

Park ceremony site permits can be issued at a maximum of 12 months and minimum of 10 business days prior to use. All other permits (facilities, picnic/BBQ, ballfields, courts or similar) can be issued at a maximum of 6 months and a minimum of 10 business days prior to use. Additional staffing considerations may be applied to indoor facility or Point Pinos Lighthouse ceremony area permits.

Cancellation requests received prior to 10 business days before the event will follow standard refund policy outlined in fee schedule. No refunds if cancelled within 10 business days of event. Damage deposit refund to be made within 30 business days following the event if City determines no damage resulted from usage.

RENTAL POLICIES

1. All renters of City facilities shall complete a rental application and have it on file with the Recreation Department. City facilities may not be sublet without the express authorization of City.

2. The City may require appropriate deposits or extra payments for special charges incurred.

3. All senior citizen nutrition programs serving Pacific Grove residents are exempt from rental fees and charges.

4. To the fullest extent permitted by law, all renters shall indemnify, defend, and hold harmless the City, its elected officials, officers, agents, and employees, both severally and collectively from and against any and all claims, liabilities, and losses whatsoever (including damages to property and injuries to or death of persons, court costs, and reasonable attorneys' fees), howsoever the same may be caused, except in cases of City's sole negligence, resulting directly or indirectly from or arising out the negligence or willful misconduct of the renter, its employees, agents, subcontractors, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable with respect to the performance of this Agreement and without limiting the generality of the foregoing, the same shall include: (1) bodily injury, (2) death to any person or persons or, (3) injury to or destruction of tangible and/or property including that of the City, whether direct or consequential including the loss of use resulting therefrom. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity, which would otherwise exist as to any party or person described herein. The City, at its sole option, may choose to provide all or a portion of the defense of claims, damages, losses, liability, costs, and expenses as set forth above, and in such event, the renter shall indemnify and hold harmless the City from the costs and expenses, including attorney's fees, of such defense."

5. Official Pacific Grove youth groups, under 18 years of age are exempt from rental fees and charges- for activities on a space available basis. Examples of qualified users would be the PONY Baseball League, Pop Warner league, Girl Scouts, -Scouts BSA, Cub Scouts and Brownies.

6. If the person or organization imposes a cover charge, sells alcoholic beverages, or otherwise comes under the jurisdiction of the State Department of Alcoholic Beverage Control, the City must be provided with evidence of a valid license from the State Department of Alcoholic Beverage Control.

7. Insurance may be required for specific facilities and additional provisions may be included on rental application.

Sewer Rate Bimonthly City of Pacific Grove Portion ONLY (effective dates) - Acct 76-4471								
Description	**Units**	**7/1/2020**	**7/1/2021**	**7/1/2022**	**7/1/2023**	**7/1/2024**	**7/1/2025**	**7/1/2026**
Business/Gov't	Location/Each Business	$48.48	$49.76	$51.06	$52.40	$53.78	$53.78	$53.78
Residential-Vacant	Each Living Unit	$20.94	$21.49	$22.05	$22.63	$23.22	$23.22	$23.22
Residential	Each Living Unit	$62.82	$64.46	$66.14	$67.88	$69.66	$69.66	$69.66
Residential/Apartments	Each Living Unit	$62.82	$64.46	$66.14	$67.88	$69.66	$69.66	$69.66
Residential/Apartments-	Each Living Unit	$20.94	$21.49	$22.05	$22.63	$23.22	$23.22	$23.22
Condominium	Each Living Unit	$62.82	$64.46	$66.14	$67.88	$69.66	$69.66	$69.66
Condo/Retirement	Each Living Unit	$62.82	$64.46	$66.14	$67.88	$69.66	$69.66	$69.66
Minimum/Vacancy	Location/Each Business	$20.94	$21.49	$22.05	$22.63	$23.22	$23.22	$23.22
Motel/Hotel	Each Room	$27.26	$27.96	$28.70	$29.46	$30.22	$30.22	$30.22
Bed & Breakfast Inn	Each Room	$17.96	$18.42	$18.92	$19.40	$19.92	$19.92	$19.92
Supermarkets	Location	$264.90	$271.84	$278.98	$286.28	$293.78	$293.78	$293.78
Medical Office	Each Licensed Physician	$64.82	$66.52	$68.26	$70.06	$71.88	$71.88	$71.88
Dental Office	Each Licensed Dentist	$89.38	$91.72	$94.14	$96.60	$99.12	$99.12	$99.12
Rest Home/Convalescent	Capacity	$17.96	$18.42	$18.92	$19.40	$19.92	$19.92	$19.92
General Hospital	Capacity	$106.34	$109.14	$112.00	$114.92	$117.94	$117.94	$117.94
Animal Hospital	Business	$118.34	$121.44	$124.62	$127.90	$131.24	$131.24	$131.24
Restaurant 1 meal/day	Each Restaurant Seat	$2.32	$2.38	$2.44	$2.50	$2.56	$2.56	$2.56
Restaurant 2 meals/day	Each Restaurant Seat	$3.64	$3.72	$3.82	$3.92	$4.04	$4.04	$4.04
Restaurant 3 meals/day	Each Restaurant Seat	$6.96	$7.14	$7.34	$7.52	$7.72	$7.72	$7.72
Restaurant with Bar	Each Restaurant Seat	$6.96	$7.14	$7.34	$7.52	$7.72	$7.72	$7.72
Bar	Location/Each Business	$105.34	$108.10	$110.94	$113.84	$116.82	$116.82	$116.82
Nightclub	Location/Each Business	$315.74	$324.00	$332.50	$341.20	$350.14	$350.14	$350.14
Takeout Food - Small	Location/Each Business	$117.66	$120.74	$123.90	$127.14	$130.48	$130.48	$130.48
Takeout Food - Medium	Location/Each Business	$289.48	$297.06	$304.84	$312.82	$321.02	$321.02	$321.02
Takeout Food - Large	Location/Each Business	$527.82	$541.64	$555.84	$570.40	$585.34	$585.34	$585.34
Bakery	Location/Each Business	$95.42	$97.92	$100.48	$103.12	$105.82	$105.82	$105.82
Theater	Per Screen @ Each	$156.54	$160.64	$164.86	$169.18	$173.60	$173.60	$173.60
Bowling Center	Location/Each Business	$476.30	$488.78	$501.58	$514.74	$528.22	$528.22	$528.22
Gym	Per 500 members	$48.48	$49.76	$51.06	$52.40	$53.78	$53.78	$53.78
Mortuary	Location/Each Business	$128.64	$132.02	$135.48	$139.02	$142.68	$142.68	$142.68
School (Minimum)	Student Population	$48.48	$49.76	$51.06	$52.40	$53.78	$53.78	$53.78
School (Grades 0-6)	Student Population	$0.68	$0.70	$0.72	$0.74	$0.76	$0.76	$0.76
School (7-College)	Student Population	$1.30	$1.34	$1.38	$1.42	$1.46	$1.46	$1.46
Boarding School	Student Population	$13.30	$13.66	$14.02	$14.38	$14.76	$14.76	$14.76
Instructional Facility	Student Population	$48.48	$49.76	$51.06	$52.40	$53.78	$53.78	$53.78
Church	Per 100 members	$48.48	$49.76	$51.06	$52.40	$53.78	$53.78	$53.78
Photo / Laboratory /	Per 10 employees	$48.48	$49.76	$51.06	$52.40	$53.78	$53.78	$53.78
Service Station/Garage	Location/Each Business	$46.54	$47.76	$49.02	$50.30	$51.62	$51.62	$51.62
Paint and Body Shops	Per 10 employees	$48.48	$49.76	$51.06	$52.40	$53.78	$53.78	$53.78
Dry Cleaner	Location/Each Business	$160.56	$164.76	$169.08	$173.52	$178.06	$178.06	$178.06
Laundromat	Each Washing Machine	$42.20	$43.32	$44.44	$45.62	$46.80	$46.80	$46.80
Special User [2]	Individual Determination	NA	NA	NA	NA	NA	NA	NA
Sewer Connection Fee (Account 76-4470)		85% of fee charged by Monterey One Water						

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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Garrett McCown, Associate Planner

MEETING DATE: May 20, 2026

SUBJECT: Appeal of Architectural Permit (AP), Historic Preservation Permit, and Coastal Development Permit (CDP) 25-0186 for 689 Mermaid Avenue (APN 006-085-001-000)

CEQA: {CEQA}

RECOMMENDATION
Staff recommends the City Council reverse the action of the Planning Commission and approve Architectural Permit (AP), Historic Preservation Permit (HPP), and Coastal Development Permit (CDP) 25-0186, subject to the findings, recommended conditions, and Class 1 and 31 Categorical Exemptions (CEQA Guidelines Sections 15301, Existing Facilities, and 15331, Historical Resource Restoration and Rehabilitation).

DISCUSSION
Project Description
The proposed development on a 1,320 square foot lot consists of a remodel and addition to an existing 986 square-foot two-story residence and 187 square foot detached accessory structure to include the construction of a 40 square-foot first-floor addition and a 98 square-foot second-floor addition, resulting in a 1,311 square-foot two-story residence. This property is on the Historic Resources Inventory (HRI).

BACKGROUND
On January 28, 2026, the project was first presented to the Historic Resources Committee (HRC). Upon consideration, the HRC voted 3-0 (3 yes, 0 noes) to recommend approval of the Architectural Permit (AP) and the Historic Preservation Permit (HPP) to the Planning Commission.

On April 9, 2026, the project was presented to the Planning Commission (PC). Upon consideration, the PC had questions for the applicant, in regards to why they were requesting the Historic Preservation Permit (HPP).

The PC wanted to better understand:

- Complications of building the staircase and the rationale for needing to go beyond the setback.
- Why the staircase could not be built to the allowed setback of the zoning district.
- Why the staircase could not be moved forward to meet the allowed setback.

Applicants response:

- The existing staircase is small and narrow with steps that are of different heights, which do not meet building code; thereby, creating a life safety hazard.
- Rather than taking space from the bedrooms, it seems logical to use the space between the building to locate the proposed staircase.

The first motion to approve the project failed by 3-1-3 (3, yes, 1 no, 3 absent) vote. The commissioner who voted no was not satisfied with the setback discussion, and the rationale for why the applicant is requesting the Historic Preservation Permit (HPP).

The second motion to continue the project to a date certain failed by a 3-1-3 (3, yes, 1 no, 3 absent) vote. Therefore, the Planning Commission had two failed motions and only 4 commissioners present, which led to a technical denial of the permits.

On April 10, 2026, the applicant applied and paid applicable fees for the appeal of the Planning Commissions technical denial of the project.

Grounds for appeal (listed in the appeal application):

- Technical denial at Planning Commission with only 4 members present.
- Unspecified objection to setback by one member of the Planning Commission, who also voted to deny a continuation to a date certain.

Site Description
The 1,320-square-foot interior lot is located on Mermaid Avenue between Marine Street and Naiad Street. The site is currently developed with a 1,173-square-foot non-conforming (regarding setbacks, building coverage, and site coverage) two-story single-family residence and detached garage. The subject property is located within the City’s Area of Special Biological Significance (ASBS), an archaeologically sensitive area, within the Coastal Zone, and is listed on the City's Historic Resources Inventory (HRI). It is not located in an Environmentally Sensitive Habitat Area (ESHA).

Staff Analysis
Staff is recommending approval of this Historic Preservation Permit. The Historic Preservation Permit process allows for exceptions to site development standards when they facilitate the preservation and restoration of a historic resource, especially for historic homes that were built prior to the adoption of the current site development standards.

In the case of the single-family home at 689 Mermaid Avenue, the owners want to improve the function and use of the home by adding a restroom to the second floor to bring it in line with contemporary living practices. To achieve this in a reasonable manner, the architect proposes a staircase designed to current building code and safety standards. A compliant stairway requires a greater footprint to accommodate a set of stairs with appropriate riser heights and tread lengths. The staircase with a larger footprint results in an increase in building coverage; therefore, the requested exception for building coverage. It is also situated back from the prominent front feature of the house and requires a minor encroachment into the rear yard setback. Setting this addition back from the prominent front helps preserve the historic integrity of this resource and streetscape along this segment of Mermaid Avenue where homes of similar design are found.

The Historic Preservation Permit, if granted, will allow living space in the home to be compatible with contemporary living standards and help preserve the historic integrity of the resource plus contribute to the streetscape in a manner that compliments and does not detract from it. All coupled together this project contains elements that help support preservation of the resource well into the future. Staff supports the project for these reasons, and the Historic Resource Commission's recommendation to

approve the application helps bolster staff's recommendation.

The following are the applicable City Policies staff analyzed in review of the project:

Surrounding Land Uses
The parcel is located in an area of medium to large one- and two-story single-family residences in the Beach Tract residential neighborhood (R-3-PGB Zoning District).

LOCAL COASTAL PROGRAM (LCP)
Coastal Development Permit Required
An application was filed with the Community Development Department (CDD) on January 14, 2026. The application submittal is consistent with PGMC Section 23.90.060. Findings and related conditions of approval are included in the draft permit (attached). Pursuant to PGMC Sections 23.90.050, City CDP Determinations, and 23.90.040, CDP Exemptions, staff determined the proposed development would require a Coastal Development Permit (CDP), and forwarded this determination to the Coastal Commission on March 24, 2026.

Applicable Land Use Plan Policies
The Pacific Grove Land Use Plan (LUP), certified on March 11, 2020, provides a framework for future growth and development within the City's Coastal Zone. The subject neighborhood is designated Medium High Density Residential with an allowed density of 10 - 20 dwelling units per acre, LUP Figure 6. The proposed residential project is consistent with applicable LUP policies, including the following:

DES-1: All new development shall be consistent with requirements of the certified Local Coastal Program, including the certified Land Use Designations, Figure 6.
DES-2: Residential densities, except for allowable second units, shall not exceed those specified on the Land Use Designations figure. All residential development shall be sited and designed to be low scale, provide appropriate building articulation, and avoid dominating blue water ocean views or domineering over other development in the adjacent vicinity. Building heights shall be limited to 25 feet in height, except that residential development within Areas I and II in Figure 6 may be allowed up to a maximum of 30 feet so long as public views are not significantly impacted.
DES-6: New lighting fixtures shall be mounted at low elevations and fully shielded to direct lighting downward, and away from the shoreline. Lighting along walkways should be mounted on low bollards or ground buttons. Lighting shall be focused on targeted use areas, and floodlighting shall be prohibited. Exterior lighting fixtures should complement the architectural style of structures. Lighting shall be limited to that necessary to provide for public safety, and shall be sited and designed to limit glares and light spill off-site.
DES-7: Legally established non-conforming structures (outside of the Asilomar Dunes Residential Area) may be maintained, repaired, redeveloped and expanded so long as the degree of any non-compliance is not increased.
LUD-6: Allowed uses for Coastal Zone areas designated MHD 10-20: a. single-family residences; b. multi-family residential units; c. guest/auxiliary/second housing units at the permitted densities; d. boarding houses; e. professional office uses; f. assembly halls; g. bed and breakfast facilities; and h. uses accessory to the above listed uses.
CRS-2: The City will ensure the protection, preservation, and proper disposition of archaeological resources within the Coastal Zone by assessing the potential impact of proposed development and ensuring, to the maximum extent feasible, that tribal concerns are considered before actions on proposed development are taken and that such impacts are avoided, minimized, or mitigated in conformity with the Coastal Act and other applicable legal requirements.
CRS-3: The City will assist developers and landowners by providing early identification of sensitive

sites so that archaeological resources can be considered and protected during the early phases of project design. The City shall require new development to prepare an archaeological report by a qualified professional and where appropriate, shall require mitigation measures to adequately protect and preserve potential archeological resources.
CRS-7: Rehabilitation, reconstruction, remodeling, or exterior modification of existing structures with historic or architectural significance in the Pacific Grove Retreat, and other neighborhoods in the Coastal Zone, shall relate to or retain the lines of the original design as much as possible and alterations shall provide evidence of substantial compliance to the Secretary of the Interior standards for historic resources.
CRS-8: Design review shall be required as part of the Coastal Development process in order to maintain historical continuity and visual harmony of new development within the Pacific Grove Retreat and other neighborhoods in the Coastal Zone.

Local Coastal Program (LCP) Implementation Plan (IP)(PGMC 23.90)
The Pacific Grove IP serves to carry out the policies of the LCP and LUP, including providing the requirements for issuance of coastal development permits. As proposed, the project complies with the Pacific Grove Municipal Code (PGMC) Chapter 23.90 LCP Implementation Plan including the following:

Coastal Hazards
Per PGMC Section 23.90.140, Coastal Hazards, CDD staff reviewed LUP Figure 3 (Coastal Hazards and Areas of Potential Sea Level Rise), aerial and topographic imagery, plan set, and conducted a site visit on January 16, 2026, and determined the site and proposed development would not be subject to coastal hazards over its lifetime. The lowest point of the subject property is at an elevation of approximately 43 feet above mean sea level and approximately 220 feet from the shoreline. The property is further separated from the shoreline by a Recreation Trail, two city streets, and a block of single-family residences. In this case, submittal of a Coastal Hazards Report is not required or warranted.

Water Quality and Marine Resources
Consistent with PGMC Section 23.90.150, Water Quality and Marine Resources, the City did not require a water quality assessment because the proposed new development is under 2,500 square feet of new coverage, and will fall within the City's policies. The proposed project includes a 40 square foot first-floor addition and a 98 square foot second-floor addition to accommodate code compliant staircase. The proposed project site coverage is not increasing and will remain at the 82.5% coverage.

Scenic Resources
Per PGMC Section 23.90.160, Scenic Resources, CDD staff reviewed LUP Figure 4 (Scenic Areas), aerial and street view imagery, and conducted a site visit on January 16, 2026. This review determined the site and proposed development are not within a designated scenic view area, is not visible seaward of Ocean View Boulevard or the Recreational Trail, and would not adversely impact public views along Ocean View Boulevard. As designed, the proposed first - and second-story additions - are consistent with adjacent development. In this case, submittal of a site-specific visual analysis is not required or warranted.

Biological Resources
Per PGMC Section 23.90.170, Biological Resources, CDD staff reviewed LUP Figure 5, Land Habitat Sensitivity Map, aerial imagery, and conducted a site inspection on January 16, 2026. This review determined the proposed development would not have the potential to adversely affect biological resources or an environmentally sensitive habitat area. LUP Figure 5 identifies the site as having a moderate habitat value, and the property is a previously-developed site in a residentially zoned district

surrounded by residential structures. The property is separated from any sensitive habitat by a recreation trail, two city streets, and open space. Additionally, the project site is approximately 220 feet from the nearest beach area. The project site is over 1,970 feet from the 5th Street beach and over 4,370 feet to the Hopkins Marine Station West Beach, and neither beach has a direct line of sight to the subject property. As designed and conditioned, the project would not impact natural habitats or resources; therefore, in this case, submittal of an initial site assessment for biological resources is not required or warranted.

Coastal Community Design Standards
The residence is existing non-conforming with regard to building coverage, site coverage, front yard, rear yard, and east side yard setbacks.

The applicant has applied for a Historic Preservation Permit (HPP) per PGMC 23.76.060 to seek an exception from the zoning district regulations to improve livability and life safety with the installation of a code-compliant staircase and an upstairs bathroom accessible to the existing upstairs. The project does not comply with the zoning regulations set forth in Pacific Grove Municipal Code (PGMC) Chapter 23.57 (R-3-PGB District), and 23.90 (LCP Implementation Plan). This includes, allowable site and building coverage, new construction setbacks, and parking. The HPP would allow exception for the following:
Allow building coverage to be increased by 40 square feet, resulting in 55% building coverage for the subject property site (50% allowed).
Allow the proposed first-floor rear addition to exceed the 5-foot rear setback by 5 inches, resulting in a 4-foot 7-inch setback, to accommodate a code-compliant staircase.
Allow the proposed second-floor addition to exceed the 8-foot rear setbacks by 3-feet 5-inches, resulting in a 4-foot 7-inch setback, to accommodate a code-compliant staircase.
Allow the continuation of the existing non-conforming site coverage of 83% (60% allowed).
Reduce parking requirement from one (1) covered parking space to one (1) uncovered parking space.

Cultural Resources
Per PGMC Section 23.90.200, Cultural Resources, the application includes a Phase I archaeological assessment (Achasta Archaeological Services, September 2025) prepared for the subject property and concluded that, "The project has undergone moderate to high use resulting in moderate to high ground disturbance from at least 1890 through 1922 until the present... The results of the Phase I were negative. The results of the Phase I pedestrian survey were also negative for significant resources... Although fragments of shell were observed in highly disturbed soils with modern refuse, the shell fragments lack integrity and do not qualify as a significant resource pursuant to California Public Resources Code 5024 and 15064.5(c)(4)...The results of the Sacred Lands File search were positive. Pursuant to Public Resources Code 15064.5(c)(4), the results of the Phase I assessment indicate the likelihood the proposed Project will have impacts on significant cultural resources is low. Implementation of the following recommendations will reduce the Project's potential impacts to unknown resources to a less significant level." (See Draft Permit Condition Nos. 8, 9, 10, 11)

Per PGMC Section 23.90.200, Cultural Resources, the application includes a Phase II Historic assessment (Past Consultants, LLC, August 2025) prepared for the subject property and concluded, "The proposed second-story addition is to the rear of the elevation, retaining the streetscape of two-story vernacular houses along Mermaid Avenue. The addition is within scale and proportion to the original residence and does not overwhelm the building. The addition utilizes the same historic materials as the historic house and will achieve differentiation by extending the rear of the house roof line to accommodate the addition. The installation of wood aluminum-clad windows to replace the vinyl-clad sash will also achieve differentiation; and the window mullion pattern will be more appropriate for the house's vernacular style."

"Because the proposed alterations to the building meet the Secretary of the Interior's Standards for Rehabilitation, the alterations are considered as mitigated to a level of less than a significant impact on the historic resource and do not constitute a substantial adverse change to the historic resource, thus conforming to the requirements of the California Environmental Quality Act (CEQA)."

Lighting
All exterior lighting must conform to Land Use Plan Policy DES-6. Condition No. 6 has been included in the draft permit to address exterior lighting.

Applicable General Plan Policies
The Pacific Grove General Plan provides a framework for future growth and development within the City. The Land Use Element includes goals and polices that call for orderly, well-planned, and balanced development, consistent with the historic nature of Pacific Grove, the capacity of the City's infrastructure, and ability to assimilate new growth. This proposed project is consistent with applicable General Plan policies, including the following:

Chapter 2 - Land Use

- Policy 2: Ensure that new development is compatible with adjacent existing development.
- Policy 4: Continue to preserve Pacific Grove's character and regulate development.

Chapter 3 - Housing

- Policy 8: Strive to provide the City's share of the region's housing needs.

Chapter 7 - Historic Preservation

- Policy 6: Encourage individual efforts to restore historic neighborhoods and homes.
- Policy 9: Promote the preservation and enhancement of historic neighborhoods, commercial areas, and governmental districts.
- Policy 10: Require owners of properties on the Historic Resources Inventory to maintain such structures.

The policies above are implemented through the R-3-PGB zoning district, which allows single-family residential development in areas with adequate public services.

In addition to the General Plan goals and policies, the General Plan provides land use categories for all land within Pacific Grove. These categories are shown on the land use maps provided in the General Plan. The land use category for the Beach Tract neighborhood is designated Medium High Density Residential with an allowed density of up to10-20 du/ac (MHD 10-20).

Applicable Zoning Code Regulations
The applicable zoning code regulations are found in Pacific Grove Municipal Code (PGMC) Chapter 23.57 (R-3-PGB District), 23.64.190 (off-street parking, storage), and 23.90 (LCP Implementation Plan). As mentioned above, the existing residence is non-conforming with regard to building coverage, site coverage, front yard, rear yard, and east side yard setbacks and parking, however, the applicant has applied for a Historic Preservation Permit (HPP) per PGMC 23.76.060 to seek an exception from the zoning district regulations to improve livability and life safety with the installation of a code-compliant staircase and an upstairs bathroom accessible to the existing upstairs.

The applicant provided a Project Data Sheet (attached) indicating the development standards of the zoning district, existing conditions, and proposed conditions. The Architectural Permit (AP) and Historic Preservation Permit (HPP) are required per PGMC section 23.70.070(c)(1)(B), PGMC section 23.57.070, and PGMC 23.76.060. The required findings for the AP and HPP are located in the draft permit (attached).

The proposed project does not encroach any further into required setbacks than the existing structure and as noted the lot coverage, which is currently non-conforming, does increase. Staff can support this increase in lot coverage because the site is smaller than required (note: it still qualifies as a building site given the site's long-standing improvement with a single-family residence) and because it provides space to accommodate a building code compliant interior staircase, which allows access to the upper floors. The additions and space for the code compliant staircase allow the existing residence to be improved to accommodate current living standards, which in the long term helps preserve and retain the historic residence.

Architecture and Design Considerations

Pacific Grove Historic Context Statement

The Pacific Grove Historic Context Statement is intended to be used as a tool to better understand and evaluate the City's historical resources and provides a narrative of the area's development history and architectural context that can be used to evaluate the neighborhood compatibility of a development project. The proposed project is located in the Beach Tract neighborhood and the following text from the PG Historic Context Statement provides the development history and architectural context of the Pacific Grove Beach Tract neighborhood and its surrounding neighborhoods:

"Bounded by Mermaid Avenue on the north, Ocean View Boulevard on the south, Lorelei Street on the east, and Sea Palm on the west, the area was labeled both as “Tent City” and “Bungalow City” on the P[acific] I[mprovement] C[ompany]’s promotional map, and was distinguished from the larger Beach Tract by its noticeably smaller lots." pg. 134

"As a general rule, most residences are rectangular, and most frequently only one story in height. Wood frame construction is near universal, although brick and stone structural systems are possible. Gable and hip roofs are by far the most common, although flat roofs (or combination roofs, such as gable and flat roofs) are also apparent." pg 170

"All residential buildings dating to this period would originally have had double-hung or casement wood-sash windows and wood paneled or glazed doors. Typical cladding varied depending on the age of construction. Through about 1910, wood board and batten and channel drop siding would have remained commonplace, while afterward wood shiplap, bevel and novelty siding grew in popularity." pg 171

The Phase II Historic Assessment states, "The subject property developed as a late addition to the Beach Tract and adopted a similar footprint as the Vernacular-style house located at 685 Mermaid Avenue (listed on the Pacific Grove Historic Resources Inventory) Completed in 1936, the subject property was constructed, along with 687 Mermaid Ave., as a pair of street-facing, two-story gable-roofed forms with a simple, side-entry porch, to accommodate the narrow lot. This basic home plan is repeated (with subsequent additions and/or alterations) along Mermaid Avenue and was earmarked for local workers of modest incomes." pg. 8

The Phase II Historic Assessment also states, "The project will retain and rehabilitate the building’s existing character-defining features, with all historic features of the primary elevations (south and west)

to remain in place." pg. 14

The house is Vernacular in design and, as proposed, the property would remain compatible with the neighborhood, consisting of one and two-story single-family residences of varying heights and architectural styles as described in the Pacific Grove Historic Context Statement.

Appendix I: Working with buildings on the Historic Resources Inventory
Architectural Guidelines for Historic Buildings

1. Neighborhood Context: Any additions to historic buildings must take into account the effect of the proposed addition on the existing neighborhood, including but not limited to setbacks, mass, architectural style, and design.
The original existing historic building exceeds zoning regulations in regard to setbacks, building coverage, and site coverage. The applicant has applied for a Historic Preservation Permit to seek exceptions from the zoning district regulations. Additionally, the architectural style, mass, and design are consistent with the Historic Context statement, neighborhood context, and existing neighborhood in regard to its rectangular shape, wood frame construction, massing, heavy butt composition roof shingles and square-cut siding shingles.

2. Effects of additions on historic scale and character: Additions to historic buildings should be designed to preserve, as much as possible, the scale and overall character of the original structure.
The Phase II Historic Assessment (Past Consultants, LLC, August 2025) states that, " The proposed second-story addition is to the rear of the elevation, retaining the streetscape of two-story vernacular houses along Mermaid Avenue. The addition is within scale and proportion to the original residence and does not overwhelm the building. The addition utilizes the same historic materials as the historic house and will achieve differentiation by extending the rear of the house roofline to accommodate the addition. The installation of wood aluminum-clad windows to replace the vinyl-clad sash will also achieve differentiation; and the window mullion pattern will be more appropriate for the house's vernacular style."

3. Preservation of character-defining features: The city encourages the preservation of distinctive features, finishes, and construction techniques or examples of craftsmanship that serve to characterize and define properties of historic significance. Likewise, the city discourages the addition of inappropriate features or architectural elements from other buildings.
The Phase II Historic Assessment (Past Consultants, LLC, August 2025) states, "The proposed project is an interior remodel of the house and a proposed east elevation, second-floor addition over the existing storage shed. The proposed addition will enable installation of a bathroom on the second floor adjacent to the existing second floor bedrooms and to provide for code compliant stairs. The project will retain and rehabilitate the building's existing character-defining features, with all historic features of the primary elevations (south and west) to remain in place."

4. Compatibility of new work with the old: Additions and remodels should be compatible with the original historic building in forms, scale, and materials and not compromise the architectural integrity of the original.
The Phase II Historic Assessment (Past Consultants, LLC, August 2025) states that, "While unlikely, the proposed additions could be removed and the building reversed to its present appearance in the future, if desired. It should be noted that the proposed building alterations retain nearly all of the historic character-defining features of the original house, allowing it to maintain adequate historic integrity and satisfy this standard (Standard 10)."

5. Replacements: When important character-defining features, such as windows, need to be replaced, the replacements should be of similar design and material. If using the same kind of material is not

technically feasible, then a compatible substitute material may be considered.
The proposed project includes replacement of damaged or deteriorated windows with wood aluminum-clad windows to replace the vinyl-clad sash. The Phase II Historic Assessment (Past Consultants, LLC, August 2025) states, "the window mullion pattern will be more appropriate for the house's vernacular style."

6. De facto demolitions: Certain alterations that are so extensive that they are tantamount to demolition of the original structure may be treated as demolitions rather than remodels.
The proposed project includes minimal exterior demolition and does not meet the PGMC definition of demolition or partial demolition. Therefore, this project is treated as a remodel.

Conclusion
Based on the Historic Resources Committee recommendation, the Phase II Historic Assessment (Past Consultants, LLC, August 2025), consistency with General Plan Policies, consistency with the Local Coastal Program, and PGMC 23.76.060 which allows for exceptions to zoning district regulations with a Historic Preservation Permit, staff recommends the City Council approve Architectural Permit (AP), Historic Preservation Permit (HPP), and Coastal Development Permit 25-0186, subject to the findings, recommended conditions, and Class 1 and Class 31 Categorical Exemption (CEQA Guidelines Section 15301 Existing Facilities, and Section 15331, Historical Resources Restoration/Rehabilitation).

Noticing for Architectural and Coastal Development Permits
City staff completed the required noticing pursuant to PGMC 23.86.040(b) as follows:
1. Mailing. On May 8, 2026, Notices of Public Hearing were mailed to owners of all property abutting the exterior boundaries of the subject lot. Since the project includes a Historic Preservation Permit, Notices of Public Hearing were also mailed to owners within a 300-foot boundary of the subject lot as identified on the updated equalized county assessment roll.
2. Posting. On May 8, 2026, a Notice of Public Hearing was posted on the site's street frontage in a location that may be viewed from the street.
3. Publication. On May 7, 2026, a Notice of Public Hearing was published in the Monterey Weekly, a newspaper of general circulation.

Story Poles and Netting
The applicant installed the story poles and netting on January 12, 2026, consistent with current policy requirements. City staff confirmed installation of the story poles and netting on March 24, 2026 and May 8, 2026.

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)
In reviewing this action, the City has followed the CEQA statute adopted by the State of California as published in the California Public Resources Code, Division 13, §21000, et seq., and the associated guidelines as published in the California Code of Regulations, Title 14, §15000, et seq. (i.e., CEQA Guidelines). The proposed project is found to be categorically exempt under CEQA Guidelines Section 15331 (Class 31), Historical Resource Restoration/Rehabilitation. The Class 31 exemption consists of projects limited to maintenance, repair, stabilization, rehabilitation, restoration, preservation, conservation or reconstruction of historical resources in a manner consistent with the Secretary of the Interior's Standards for the treatment of historic properties with Guidelines for preserving, rehabilitating, restoring and reconstructing historic buildings. As proposed, the project is consistent with the parameters of the Class 31 categorical exemptions. The project is also exempt under CEQA Guidelines Section 15301 (Class 1), Existing Facilities. The Class 1 exemption applies to expansions of existing structures not exceeding 10,000 square feet in areas where public utilities and services are available and are not environmentally sensitive.

The exceptions to exemptions in Section 15300.2 of the CEQA Guidelines pertaining to location, cumulative impacts, significant effects, scenic highways, hazardous waste sites, and historical resources do not apply to this project. Also, no adverse environmental effects were identified during staff review of the development application, and there is no substantial evidence of an unusual circumstance because there is no feature or condition of the project that distinguishes the project from the exempt classes. Additionally, there is no substantial evidence that the project has a reasonable possibility of having a significant effect on the environment or that it would result in a cumulative significant impact.

OPTIONS

1. Approve the project as recommended by staff.
2. Decline to approve the project.
3. Refer the project to the applicant and continue to a future meeting to allow the applicant to address concerns raised by the Council.

FINANCIAL IMPACT:

Not applicable.

FOCUSED PRIORITY AREA: Community Development

Attachments

Appeal Application
CDD Application
HPP Application
CDP Application and Checklist
Project Data Sheet
HRC Recommendation
Draft Permit AP-HPP
Draft Permit CDP
CEQA Exemption Form
Phase II Historic Assessment
Plan Set

PAID
3,237.00
4-10-26

CITY OF PACIFIC GROVE

Community Development Department – Planning Division
300 Forest Avenue, Pacific Grove, CA 93950
T :: 831.648.3190 • F :: 831.648.3184 • www.ci.pg.ca.us/cdd

Appeal Form

Appeal #: 25-0186
Date: 4-10-26
Received By: CDD Staff
Total Fee: $3,237.00

Project Information

Project Address: 689 Mermaid Avenue — APN: 006-085-001
■ On HRI/☐ Not on HRI
Application & No.: AP & HPP 25-0186
Applicant Name: JCB Architects — Phone #: 831-372-6585
Mailing Address: 591 Lighthouse Ave. #5, Pacific Grove, CA 93950
Email Address: jcbarchfaia@att.net
Owner Name: Dominic Dutra — Phone #: 510-366-9931
Mailing Address: 539 Barcelona Drive, Fremont, CA 94536
Email Address: ddutra@3Dstrategies.com

Action[1]

☐ ARB: Architectural Review Board
☐ CDD: Planning Staff
☐ HRC:Historic Resources Committee
■ PC: Planning Commission
☐ NRC: Natural Resources Committee
☐ SPRC: Site Plan Review Committee
☐ ZA: Zoning Administrator

Date of Action: 04/09/2026
Action Taken: Technical Denial (3-1)

Appeal Information

Appellant Name: JCB Architects — Phone #: 831-372-6585
Mailing Address: 591 Lighthouse Ave. #5, Pacific Grove, CA 93950
Email Address: jcbarchfaia@att.net
Appeal Deadline: 5:00 p.m. on ____/____/____
Grounds for Appeal: Technical Denial at Planning Commission with only 4 members present.
Unspecified objection to setback by one member of P.C. Same member voted to deny continuation.

If necessary, use additional pages.

Fees

Discretionary Fees[2]	$
Appeal Fee = 25% of discretionary fees	$
Cost of publication of legal notice[3]	$
Photocopies ____ copies @ 10¢ each	$
Postage[4] ____ stamps @ 45¢ each	$
Other	$
Total Appeal Fee	$ 3,237.00

Jeanne C. Byrne
Appellant Signature

04/10/2026
Date

RECEIVED
APR 10 2026
CITY OF PACIFIC GROVE
COMMUNITY DEV DEPT

[1] See Table 23.70.012-1 in the Pacific Grove Zoning Code, which identifies roles of review authorities as they relate to appeals.
[2] Whatever fee was collected by the city for the application for use permit, architectural approval, variance, etc., or combination of more than one fee if more than one decision is being appealed.
[3] Currently averaging $250-300.
[4] Typically the number of address labels for parcels (or portions thereof) found within a 300 ft radius of the subject parcel (350 ft radius for homes in the Asilomar Dunes area) is approximately 120. Mailing is sent to owners and occupants (including most individual apartments) of properties.

CITY OF PACIFIC GROVE

Community Development Department – Planning Division
300 Forest Avenue, Pacific Grove, CA 93950
T :: 831.648.3190 • F :: 831.648.3184 • www.ci.pg.ca.us/cdd

Appeal Form

Appeal #: 25-0186
Date: 4-10-26
Received By: CDD Staff
Total Fee: 0

Project Information

Project Address: 689 Mermaid Avenue — APN: 006-085-001
■ On HRI / ☐ Not on HRI
Application & No.: CDP 25-0186
Applicant Name: JCB Architects — Phone #: 831-372-6585
Mailing Address: 591 Lighthouse Ave. #5, Pacific Grove, CA 93950
Email Address: jcbarchfaia@att.net
Owner Name: Dominic Dutra — Phone #: 510-366-9931
Mailing Address: 539 Barcelona Drive, Fremont, CA 94536
Email Address: ddutra@3Dstrategies.com

Action[1]

☐ ARB: Architectural Review Board
☐ CDD: Planning Staff
☐ HRC: Historic Resources Committee
■ PC: Planning Commission
☐ NRC: Natural Resources Committee
☐ SPRC: Site Plan Review Committee
☐ ZA: Zoning Administrator

Date of Action: 04/09/2026
Action Taken: Technical Denial (3-1)

Appeal Information

Appellant Name: JCB Architects — Phone #: 831-372-6585
Mailing Address: 591 Lighthouse Ave. #5, Pacific Grove, CA 93950
Email Address: jcbarchfaia@att.net
Appeal Deadline: 5:00 p.m. on ____/____/____
Grounds for Appeal: Technical Denial at Planning Commission with only 4 members present.
Unspecified objection to setback by one member of P.C. Same member voted to deny continuation.

If necessary, use additional pages.

Fees

Discretionary Fees[2]	$
Appeal Fee = 25% of discretionary fees	$
Cost of publication of legal notice[3]	$
Photocopies ____ copies @ 10¢ each	$
Postage[4] ____ stamps @ 45¢ each	$
Other	$
Total Appeal Fee	0

RECEIVED
APR 10 2026
CITY OF PACIFIC GROVE
COMMUNITY DEV DEPT

Jeanne C. Byrne
Appellant Signature

04/10/2026
Date

[1] See Table 23.70.012-1 in the Pacific Grove Zoning Code, which identifies roles of review authorities as they relate to appeals.
[2] Whatever fee was collected by the city for the application for use permit, architectural approval, variance, etc., or combination of more than one fee if more than one decision is being appealed.
[3] Currently averaging $250-300.
[4] Typically the number of address labels for parcels (or portions thereof) found within a 300 ft radius of the subject parcel (350 ft radius for homes in the Asilomar Dunes area) is approximately 120. Mailing is sent to owners and occupants (including most individual apartments) of properties.

AP/HPP/CDP

CITY OF PACIFIC GROVE

Community Development Department – Planning Division
300 Forest Avenue, Pacific Grove, CA 93950
Tel: 831.648.3190 • Fax: 831.648.3184 • www.cityofpacificgrove.org

Permit Application

Application # 25-086
Date: 8/1/25
Total Fees:

APPLICANT/OWNER:

Project Address: 689 MERMAID AVENUE **APN:** 006-085-001

Scope of work (use additional sheets if needed):

EXISTING 2-STORY SINGLE-FAMILY RESIDENCE TO BE REMODELED. MINOR ADDITION TO INFILL BETWEEN THE EXISTING HOUSE AND STORAGE TO ALLOW FOR NEW CODE COMPLIANT STAIRS AND SECOND FLOOR BATHROOM ADDITION. REPLACE EXISTING WINDOWS WITHIN EXISTING OPENINGS.

Does the property have an active building permit? If yes, permit # _____ ☐ Yes ☑ No

Will the project create, add, or replace impervious surface? ☐ Yes ☑ No

Will the project impact any tree(s) on site? ☐ Yes ☑ No

Applicant
Name: Jeanne C. Byrne, FAIA Architects
Phone: 831-372-6585
Email: jcbarchfaia@att.net
Mailing Address: 951 Lighthouse Ave. #5
Pacific Grove, CA 93950

Owner
Name: Dominic Dutra
Phone: 510-366-9931
Email: ddutra@3Dstrategies.com
Mailing Address: 539 Barcelona Drive
Fremont, CA 94536

PLANNING STAFF USE ONLY:

Permit Type (staff only):

CEQA Determination:
- ☒ Exempt
- ☐ Initial Study & Mitigated Negative Declaration
- ☐ Environmental Impact Report

Review Authority:
- ☐ Staff
- ☒ HRC
- ☐ ZA
- ☒ PC
- ☐ SPRC
- ☐ CC
- ☐ ARB
- ☐ _____

Active Permits:
- ☐ Active Planning Permit
- ☐ Active Building Permit
- ☐ Active Code Violation

Permit #: _____

Overlay Zones:
- ☐ Butterfly Zone
- ☐ Area of Special Biological Significance (ASBS)
- ☐ ESHA

Lot: 31 Block: 241 Tract: Pt 1 Beach
ZC: R-3-P&B GP: HDR 24.8 Lot Size: 1,356

☐ Historic Resources Inventory ☐ Archaeologically Sensitive Area ☐ CDP Appeal Jurisdiction

Staff Use Only:

Received by: _____
Assigned to: G.M.

RECEIVED
AUG 01 2025
CITY OF PACIFIC GROVE
COMMUNITY DEV DEPT

Docusign Envelope ID: 3B774A63-3276-4D21-B8C4-93A80BED6FF3

Application # _____

INDEMNIFICATION CONDITION

In consideration for City review and approval of application in this matter, the Owner/Applicant shall indemnify, defend, protect and hold harmless the City, its elected and appointed officials, officers, agents, and employees (collectively "Indemnitees"), using counsel approved in writing by the City, from and against, any and all liabilities, claims, actions, causes of action, proceedings, suits, damages, judgments, liens, levies, costs and expenses of whatever nature, including reasonable attorneys' fees and disbursements which may accrue against Indemnitees by reason of the City's processing, approval or denial of the request and application in this matter. Indemnification shall include, but shall not be limited to any action, or proceeding brought to attack, set aside, void, annul, limit, or inhibit the approval of the application referenced above, and shall expressly include causes of action under the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA), or the CA Coastal Act.

The obligation to indemnify shall include, but not be limited to, all costs relating to preparing administrative records, investigations, responses to discovery, retention of experts, and other costs, including attorney's fees or obligations related to this matter, including actions brought by the Owner/Applicant and extend to any expense incurred in establishing the City's right to indemnification. City expenses shall be paid by Owner/Applicant upon City request notwithstanding final disposition of the matter has not yet occurred. If the City is later determined to not be entitled to indemnification, the City shall repay amounts so advanced.

This indemnification condition is the Owner/Applicant's inducement to the City to process and approve the application, which approval would otherwise be withheld by City due to its concern for liability or expense that may result from performance of the City's duties. Should any dispute arise regarding interpretation of this condition, the prevailing party shall recover all reasonable costs incurred, including court costs, attorney fees and related expenses. Recovery of expenses shall be as additional costs awarded to the prevailing party and shall not require initiation of a separate legal proceeding.

This indemnification condition shall not require the Owner/Applicant to indemnify the City or other Indemnities: (a) to the extent that an obligation is actually paid by an insurer pursuant to an insurance policy; (b) in connection with any remuneration paid to the City, if it shall be finally adjudged that such remuneration was in violation of law; or (c) on account of the City's misconduct if such misconduct shall be finally adjudged to have been knowingly fraudulent, deliberately dishonest or willful.

Any permit or other approval given by the City to the Owner/Applicant Guarantor shall be valid only so long as this indemnification condition is given full force and effect. If this indemnification condition is revoked, the permit or other approval of the City shall then become null and void.

Owner/Applicant represents it (and any subsidiary) is (a) duly formed and organized, (b) validly existing and in good standing under state law, and (c) has all necessary power to execute and deliver this document and perform its obligations. Owner/Applicant also represents it is authorized to enter into this agreement by all requisite partnership, corporate or other action, and its terms are a valid and legally binding obligation. Neither execution nor delivery of this document nor performance of its obligations will violate any law or provision of any agreement, articles of incorporation, by-laws or other organizational or governing documents relating to Owner/Applicant, nor conflict with any court order relating to Owner/Applicant.

Applicant Signature: _____ **Date:** 07/01/25

Owner Signature (Required): DocuSigned by: Dominic Dutra 4D882D4F95E247E... **Date:** 7/1/2025

CITY OF PACIFIC GROVE

Community Development Department – Planning Division
300 Forest Avenue, Pacific Grove, CA 93950
Tel: 831.648.3190 • Fax: 831.648.3184 • www.cityofpacificgrove.org

Permit Application

Application # 25-018b
Date: 12-3-2025
Total Fees: _____

APPLICANT/OWNER:

Project Address: 689 Mermaid Ave. **APN:** 006-085-001

Scope of work (use additional sheets if needed):

Historic Preservation Permit Application:
Maintain existing conditions for setbacks, height, site coverage.
Proposed project to replace 40 S.F. of paving coverage with 40 S.F. building coverage.
Proposed project will NOT increase non-conformities of setbacks, height, or site coverage.
Proposed 2nd floor addition to align with existing wall lines, maintaining existing rear setback non-conformity.

Does the property have an active building permit? If yes, permit #_____ ☐ Yes ☑ No

Will the project create, add, or replace impervious surface? ☐ Yes ☑ No

Will the project impact any tree(s) on site? ☐ Yes ☑ No

Applicant

Name: JCB Architects
Phone: 831-372-6585
Email: jcbarchfaia@att.net
Mailing Address: 591 Lighthouse Ave. #5
Pacific Grove, CA 93950

Owner

Name: Dominic Dutra
Phone: 510-366-9931
Email: ddutra@3Dstrategies.com
Mailing Address: 539 Barcelona Drive
Fremont, CA 94536

PLANNING STAFF USE ONLY:

Permit Type (staff only):

CEQA Determination:
- ☒ Exempt
- ☐ Initial Study & Mitigated Negative Declaration
- ☐ Environmental Impact Report

Review Authority:
- ☐ Staff
- ☐ ZA
- ☐ SPRC
- ☐ ARB
- ☒ HRC
- ☒ PC
- ☐ CC
- ☐ _____

Active Permits:
- ☐ Active Planning Permit
- ☐ Active Building Permit
- ☐ Active Code Violation

Permit #: _____

Overlay Zones:
- ☐ Butterfly Zone
- ☐ Area of Special Biological Significance (ASBS)
- ☐ ESHA

Lot: 31 Block: 291 Tract: PG Beach
ZC: R-3-PGB GP: HDR 24.8 DU/AC Lot Size: 1,356

☒ Historic Resources Inventory ☐ Archaeologically Sensitive Area ☒ CDP Appeal Jurisdiction

Staff Use Only:

Received by: _____
Assigned to: GM

Application # _____

INDEMNIFICATION CONDITION

In consideration for City review and approval of application in this matter, the Owner/Applicant shall indemnify, defend, protect and hold harmless the City, its elected and appointed officials, officers, agents, and employees (collectively "Indemnitees"), using counsel approved in writing by the City, from and against, any and all liabilities, claims, actions, causes of action, proceedings, suits, damages, judgments, liens, levies, costs and expenses of whatever nature, including reasonable attorneys' fees and disbursements which may accrue against Indemnitees by reason of the City's processing, approval or denial of the request and application in this matter. Indemnification shall include, but shall not be limited to any action, or proceeding brought to attack, set aside, void, annul, limit, or inhibit the approval of the application referenced above, and shall expressly include causes of action under the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA), or the CA Coastal Act.

The obligation to indemnify shall include, but not be limited to, all costs relating to preparing administrative records, investigations, responses to discovery, retention of experts, and other costs, including attorney's fees or obligations related to this matter, including actions brought by the Owner/Applicant and extend to any expense incurred in establishing the City's right to indemnification. City expenses shall be paid by Owner/Applicant upon City request notwithstanding final disposition of the matter has not yet occurred. If the City is later determined to not be entitled to indemnification, the City shall repay amounts so advanced.

This indemnification condition is the Owner/Applicant's inducement to the City to process and approve the application, which approval would otherwise be withheld by City due to its concern for liability or expense that may result from performance of the City's duties. Should any dispute arise regarding interpretation of this condition, the prevailing party shall recover all reasonable costs incurred, including court costs, attorney fees and related expenses. Recovery of expenses shall be as additional costs awarded to the prevailing party and shall not require initiation of a separate legal proceeding.

This indemnification condition shall not require the Owner/Applicant to indemnify the City or other Indemnities: (a) to the extent that an obligation is actually paid by an insurer pursuant to an insurance policy; (b) in connection with any remuneration paid to the City, if it shall be finally adjudged that such remuneration was in violation of law; or (c) on account of the City's misconduct if such misconduct shall be finally adjudged to have been knowingly fraudulent, deliberately dishonest or willful.

Any permit or other approval given by the City to the Owner/Applicant Guarantor shall be valid only so long as this indemnification condition is given full force and effect. If this indemnification condition is revoked, the permit or other approval of the City shall then become null and void.

Owner/Applicant represents it (and any subsidiary) is (a) duly formed and organized, (b) validly existing and in good standing under state law, and (c) has all necessary power to execute and deliver this document and perform its obligations. Owner/Applicant also represents it is authorized to enter into this agreement by all requisite partnership, corporate or other action, and its terms are a valid and legally binding obligation. Neither execution nor delivery of this document nor performance of its obligations will violate any law or provision of any agreement, articles of incorporation, by-laws or other organizational or governing documents relating to Owner/Applicant, nor conflict with any court order relating to Owner/Applicant.

Applicant Signature: _____ **Date:** 12/08/2025

Owner Signature (Required): _____ **Date:** 12-8-25

revised 11/15/2024

CITY OF PACIFIC GROVE
COASTAL DEVELOPMENT PERMIT
APPLICATION & SUBMITTAL CHECKLIST

Instructions

Please submit a complete application packet including this form with all of the items checked below. If one or more of the items is not applicable to your project, please mark with "not applicable" or "n/a". All exhibits must be clear, legible, and to scale where appropriate.

Incomplete applications will not be accepted for filing.

Checklist

This checklist is provided for the convenience of applicants in gathering necessary application materials. Additional material may be required prior to issuance of a Coastal Development Permit (CDP). For example, preliminary title reports, land surveys, biological/archaeological/botanical reports, restoration plans, and other reports or plans may be required based on the scope of the project.

- ☐ A completed standard City of Pacific Grove Community Development **Planning Permit Application** including the **Indemnification Form** signed by the applicant and property owner
- ☐ The **Plan Set** shall include: a **Site Plan** meeting the requirements of the **Submittal Checklist Form**; **Architectural Elevations** of all sides of the structure and including accessory buildings; (1) oblique street-view architectural rendering if the site is flat or a minimum of (2) views if the site is located in the Asilomar Dunes Residential Area (ADRA), including at least (1) view from Sunset Dr.; and a completed **Project Data Sheet**. *Note that the installation of story poles and netting will be required during the public notice period.*
- ☐ One (1) full-size (24" x 36") scaled plan set, two (2) 11" x 17" scaled sets, and a digital set of plans (thumb drive, disc, or email). Please include digital versions of ALL of the application materials as part of your **Electronic Submittal**. Include a **Vicinity Map** on the site plan. Additional copies may be needed for hearings.
- ☐ Required **Technical Reports** (biological/archaeological/botanical reports, geotechnical reports, grading plan, etc.)
- ☐ **Filing Fee**
- ☐ **Project Description:** (Describe the project in detail including secondary improvements such as grading, removal or alteration of septic tanks, roads, driveways, tree removal and/or pruning, accessory buildings, fences, etc. Attach additional pages as necessary)

EXISTING 2 STORY RESIDENCE TO BE REMODELED. 40 S.F. 1ST FLOOR ADDITION TO INFILL BETWEEN THE EXISTING HOUSE AND STORAGE, 98 S.F. 2ND FLOOR ADDITIONTO ALLOW FOR NEW CODE COMPLIANT STAIRS AND SECOND FLOOR BATHROOM ADDITION. REPLACE EXISTING WINDOWS WITHIN EXISTING OPENINGS.

☐ **Project Location:** 689 Mermaid Ave. **Assessor Parcel No:** 006 087 001
(street address)

☐ **Present Use** of the property:

Are there existing buildings? ■ Yes ☐ No If yes, please describe: _____
EXISTING 2 STORY SINGLE FAMILY RESIDENCE AND DETACHED STORAGE.

☐ Will any existing buildings be **removed** or **demolished**? ☐ Yes ■ No If yes, please describe:

☐ Is the proposed development governed by a **Development Agreement**? ☐ Yes ■ No

☐ Has any application for development on this site been made in the past to the CA Coastal Commission or the CA Coastal Zone Conservation Commission? ☐ Yes ■ No

If yes, please list application #s: _____

☐ **Coastal Access:** Is the proposed development within the first public road and the sea or Monterey Bay? ☐ Yes ■ No If yes, is there currently public access to the shoreline on or near the site? Please describe:

☐ **Waters:** Does the project involve diking, filling, draining, dredging or placing structures in open coastal or Monterey Bay waters, wetlands, or estuaries? ☐ Yes ■ No

If yes, state the amount of fill in cubic yards (cy) _____. What is the location of the fill receiving site? _____

Is an **Army Corps** (USACE) permit required? ☐ Yes ■ No

☐ Will the project effect **Public Access** to and along the shoreline, either directly or indirectly (i.e., removing parking used for access to the beach)? ☐ Yes ■ No

If yes, describe the impact: _____

☐ Please check the following **Utilities** that will need to be extended to the proposed development:

☐ Water ☐ Sewer ☐ Electrical ☐ Natural Gas ☐ Telephone

☐ Is the proposed development in or near the **Asilomar Dunes Residential Area** (ADRA)? ☐ Yes ■ No If yes, additional technical reports will be required.

☐ Is the development within an **Environmentally Sensitive Habitat Area** (ESHA) including areas with state or federally listed **rare, threatened, or endangered species**, or candidate species?

☐ Yes ■ No If yes, additional technical reports will be required.

☐ If the development is proposed to: a) alter a spring or stream in any way; or b) effect an existing well (either onsite or offsite), contact the Planning Department for additional requirements.

☐ Will the proposed development be **visible from Sunset Drive** or other mapped **scenic resource areas**? ☐ Yes ■ No

☐ Include any **Tree Removal** or **Pruning** required (a separate permit may be required). Note the number, size, species of tree (s), and whether heavy equipment will be necessary for tree project (refer to the Tree Permit requirements on City's Public Works website)

☐ Is the development in or near a park or other recreation area? ☐ Yes ■ No

☐ Is this a City **Public Works** project or a project being undertaken by another public agency? ☐ Yes ■ No If yes, please contact the Planning Division for additional requirements relating to grading, dredging, fill, use of heavy equipment, additional non-City permit requirements, etc.

☐ Will the development extend onto or adjoin any beach, tidelands, submerged lands, or public trust lands? ☐ Yes ■ No If yes, please consult with Planning staff for additional requirements.

☐ If the site contains any of the following resources, attach an explanation:
- ■ Buildings on the City's Historic Resources Inventory (HRI) or more than 50 years old;
- ■ Archaeological resources; and/or
- ☐ Paleontological resources

☐ Does the project include the development of new **Lodging** or the alteration of existing **Low-Cost Visitor Accommodations and/or Recreation Facilities**? ☐ Yes ■ No If yes, describe how the project complies with the requirements of PGMC Sec. 23.90.220 _____

_____

☐ Will the development provide public or private recreational opportunities? ☐ Yes ■ No

☐ Is any Grading proposed? ☐ Yes ■ No If yes, complete the following table:

a) Amount of cut: ___ cubic yards (cy) b) Amount of fill: ___ cy c) Amount of **import** or **export**: ___ cy (circle which one)	d) Max. height of cut slope: ___ ft. e) Max. Height of fill slope: ___ ft. f) Location of borrow or disposal: ___ ft.

Note: grading, stormwater, and erosion control plans must be attached when applicable

☐ If the project is multi-family residential, indicate:

Number of Units			***Total # of bedrooms per unit (existing and proposed)***	***Type of ownership proposed***
Existing # of Units	Proposed # of Units	Net # of units upon completion		☐ Rental ☐ Condo ☐ Stock Coop ☐ Timeshare ☐ Other

☐ Estimated cost of the proposed development (not including the cost of land) $ 200,000

☐ Parking and Utilities

Number of parking spaces required		
Existing spaces	Proposed new spaces	Net # of spaces on completion of project
1	0	1

☐ Project Height: (Max. height of structure as defined in the IP: *the vertical distance measured between the legally established existing grade and the top-most portion of development above existing grade, unless otherwise specified*)

a. Above existing (natural) grade 20.3 ft.
b. Above finished grade 20.3 ft.
c. As measured from centerline of frontage road 21.8 ft.

☐ Total # of floors in structure, including subterranean floors, lofts, and mezzanines 2

☐ Gross Floor Area (GFA) in sq. ft. (includes garages and accessory buildings) 1311 sq. ft.

☐ Lot Area 1320 sq. ft.

☐ If the project includes **Subdivision** or a **Lot Line Adjustment**, indicate:

Number of Lots			***Size of lots to be created (indicate gross <u>and</u> net lots size)***	
Existing # of Lots	Proposed # of Lots	Net # of lots upon completion	Existing	Proposed

☐ If the project is a **Lot Line Adjustment** or a request for **Certificates of Subdivision Compliance**, please provide the following:

1. "Creation documents" for all affected properties. These documents would include grant deeds or certain maps recorded prior to the effective date of the Coastal Act (Jan. 1, 1976) that include a legal description describing the property as it exists today;
2. A prelim. title report less than six (6) months old; and
3. Current grant deeds for each affected property.

PROJECT DATA SHEET

Project Address: 689 Mermaid Avenue, Pacific Grove **Submittal Date:** 01/19/2026

Applicant(s): Jeanne C. Byrne, FAIA Architect **Permit Type(s) & No(s):**

	REQUIRED/ Permitted	Existing Condition	Proposed Condition	Notes
Zone District	R 3 PGB			
Building Site Area	1,320			
Density (multi-family projects only)				
Building Coverage	660	680	720	
Site Coverage	792	1090	1090	
Gross Floor Area	n/a	1,173	1,311	
Square Footage not counted towards Gross Floor Area includes ADU's under 800 sf			n/a	
Impervious Surface Area Created and/or Replaced			n/a	Replace 40s.f. paving w/ bldg. in fill
Exterior Lateral Wall Length to be demolished in feet & % of total*	_____	_____	29'-6"ft/19.6%	+38' 4" L.F. window & door replacement
Exterior Lateral Wall Length to be built	_____	_____	28' 0"	
Building Height	25'	20' 4"	20' 4"	
Number of stories	2	2	2	
Front Setback	8'	5' 7"	5' 7"	@ (E) House
East **Side Setback** (specify side)	3' 4"	0' 1"	0' 1"	@ (E) Storage
West **Side Setback** (specify side)	3' 4"	3' 8"	3' 8"	
Rear Setback	5' 0" / 8' 0"	4' 2" / 1' 3"	4' 2" / 1' 3"	@ (E) House / (E) Storage
Garage Door Setback		n/a	n/a	
Covered Parking Spaces	1	0	0	
Uncovered Parking Spaces	1	1	1	
Parking Space Size (Interior measurement)	9' x 20'	n/a	n/a	
Number of Driveways	1	1	1	
Driveway Width(s)		10' 5"	10' 5"	
Back-up Distance		20' 5"	20' 5"	
Eave Projection (Into Setback)	3' maximum			See Note Below
Distances Between Eaves & Property Lines	3' minimum	0"	0"	0" @ (E) Storage Eave
Open Porch/Deck Projections		n/a	n/a	
Architectural Feature Projections		n/a	n/a	
Number & Category of Accessory Buildings		1	0	
Accessory Building Setbacks			n/a	See notes above
Distance between Buildings		2' 8"	n/a	
Accessory Building Heights		9' 4"	n/a	
Fence Heights		6'	6'	

**If project proposes demolition to an HRI structure, also indicate % of proposed demolition of the surface of all exterior walls facing a public street or streets, if applicable.*

[Rev. 05/20/2020]

Docusign Envelope ID: 6CEB986C-76D0-42DA-8216-55FE1184F5FA

CITY OF PACIFIC GROVE
Community Development Department – Planning Division
300 Forest Avenue, Pacific Grove, CA 93950
T: 831.648.3183 • F: 831.648.3184 • www.ci.pg.ca.us/cdd

RECOMMENDATION TO THE PLANNING COMMISSION TO APPROVE ARCHITECTURAL PERMIT (AP) and HISTORIC PRESERVATION PERMIT (HPP) 25-0186 FOR A PROPERTY LOCATED AT 689 MERMAID AVENUE TO ALLOW A MAJOR REMODEL OF AN EXISTING 986 SQUARE-FOOT TWO-STORY RESIDENCE AND 187 SQUARE FOOT DETACHED ACCESSORY STRUCTURE TO INCLUDE THE CONSTRUCTION OF A 40 SQUARE FOOT FIRST-FLOOR ADDITION AND A 98 SQUARE FOOT SECOND FLOOR ADDITION, RESULTING IN A 1,311 SQUARE -FOOT TWO-STORY RESIDENCE. THIS PROPERTY IS ON THE HISTORIC RESOURCES INVENTORY (HRI).

FACTS

1. The subject site is located at 689 Mermaid Avenue, Pacific Grove, APN 006-087-001-000.
2. The subject site has a land use designation of Medium High Density Residential (24.8 du/ac) in the adopted City of Pacific Grove General Plan Land Use Map.
3. The project site is located in the R-3-PGB zoning district.
4. The subject site is approximately 1,320 square feet in size, and currently developed with an existing two-story square foot single-family residence.
5. The property is located within the City's Area of Special Biological Significance, the Coastal Zone, an archaeologically sensitive area, and is listed on the City's Historic Resources Inventory (HRI).
6. The proposed development consists of major remodel of an existing 986 square-foot two-story residence and 187 square foot detached accessory structure to include the construction of a 40 square-foot first-floor addition, a 98 square-foot second-floor addition, resulting in a 1,311 square-foot two-story residence. As designed, the project would not conform to all of the required zoning development standards.
7. The existing residence is non-conforming with regard to building coverage, site coverage, front yard, rear yard, and east side yard setbacks and parking. The proposed project would increase building coverage by 40 square feet and the first and second floor rear setbacks would exceed the allowed setbacks set forth in R-3-PGB zoning district.
8. A Phase I archaeological assessment (Achasta Archaeological Services, September 2025) was prepared for the subject property and concluded that, "The project has undergone moderate to high use resulting in moderate to high ground disturbance from at least 1890 through 1922 until the present...The results of the Phase I were negative. Implementation of the following recommendations will reduce the Project's potential impacts to unknown resources to a less significant level." (See Draft Recommendation Condition Nos. 8, 9, 10, 11).
9. A Phase II Historic assessment (Past Consultants, LLC, August 2025) was prepared for the subject property and concluded, "The proposed second-story addition is to the rear of the elevation, retaining the streetscape of two-story vernacular houses along Mermaid Avenue. The addition is within scale and proportion to the original residence and does not overwhelm the building. The addition utilizes the same historic materials as the historic house and will achieve differentiation by extending the rear of the house roofline to accommodate the addition. The installation of wood aluminum-clad windows to replace the vinyl-clad sash will also achieve differentiation; and the window mullion pattern will be more appropriate for the house's vernacular style."

   "Because the proposed alterations to the building meet the Secretary of the Interior's Standards for Rehabilitation, the alterations are considered as mitigated to a level of less than a significant impact on the historic resource and do not constitute a substantial adverse change to the historic resource, thus conforming to the requirements of the California Environmental Quality Act (CEQA)."

10. This project has been determined to be Categorically Exempt per California Environmental Quality Act (CEQA) Guidelines, Section 15331, Class 31, Categorical Exemption for Historical Resource Restoration/Rehabilitation, and the exceptions to the exemptions in Section 15300.2 of the CEQA Guidelines do not apply.

FINDINGS

For an Architectural Permit per PGMC Section 23.70.070(h)

1. *The architecture and general appearance of the completed project are compatible with the neighborhood.*

   The proposed development consists of a major remodel of an existing 986 square-foot two-story residence and 187 square foot detached accessory structure to include the construction of a 40 square-foot first-floor addition, a 98 square-foot second-floor addition, resulting in a 1,311 square-foot two-story residence. As designed, the project would be compatible with the neighborhood of medium- to large-sized one- and two-story residences. The surrounding streetscapes are comprised of residences with varying architectural styles, alignments, and scales. The proposed project would use exterior colors and materials (i.e.; Aluminum clad windows, square-cut shingle siding, and heavy butt composition roof shingles) that will be compatible with residences in the vicinity and will blend with the surrounding natural streetscape.

2. *The completed project will neither be detrimental to the orderly and harmonious development of the city nor impair the desirability of investment or occupation in the neighborhood.*

   There is no indication or evidence that the proposed project would either negatively affect the orderly and harmonious development of the city or impair the desirability of investment in the neighborhood. The proposed development would improve the subject property and contribute to the desirability of investment in the Beach Tract neighborhood.

3. *The committee has been guided by and referenced applicable provisions of the architectural review guidelines in making its determinations on single-family residences.*

   The architectural style, materials and site design are in substantial conformance with the City's Architectural Review Guidelines, including but not limited to guidelines Nos. 1, 2, 31, 32, and 38.

Appendix I: Working with Buildings on the Historic Resources Inventory
Architectural Review Guidelines for Historic Resources

Guideline #1: Neighborhood Context: Any additions to historic buildings must take into account the effect of the proposed addition on the existing neighborhood, including but not limited to setbacks, mass, architectural style, and design.

The proposed project does not conform with the zoning regulations set forth in the R-3-PGB zoning district as well as the Local Coastal Program Implementation plan (23.90), however, the applicant is seeking an exception from the zoning district regulations to improve livability and life safety with the installation of a code-compliant staircase and an upstairs bathroom accessible to the existing upstairs. The original existing historic building has non-conforming setbacks, site coverage, and building coverage. However, the proposed project is modest in size and the architectural style and design is consistent with the Historic Context statement neighborhood context and existing neighborhood in regard to its rectangular shape, wood frame construction, square-cut shingle siding, and heavy butt composition roof shingles.

Guideline #2: Effects of additions on historic scale and character: Additions to historic buildings should be designed to preserve, as much as possible, the scale and overall character of the original structure.

The Phase II Historic Assessment (Past Consultants, LLC, August 2025) states that, " The proposed second-

story addition is to the rear of the elevation, retaining the streetscape of two-story vernacular houses along Mermaid Avenue. The addition is within scale and proportion to the original residence and does not overwhelm the building. The addition utilizes the same historic materials as the historic house and will achieve differentiation by extending the rear of the house roofline to accommodate the addition. The installation of wood aluminum-clad windows to replace the vinyl-clad sash will also achieve differentiation; and the window mullion pattern will be more appropriate for the house's vernacular style."

Guideline #3: Preservation of character-defining features: New additions and alterations should be designed and constructed so that the character-defining features of the historic building are not radically changed, obscured, damaged, or destroyed.

The Phase II Historic Assessment (Past Consultants, LLC, August 2025) states, "The proposed project is an interior remodel of the house and a proposed east elevation, second-floor addition over the existing storage shed. The proposed addition will enable installation of a bathroom on the second floor adjacent to the existing second floor bedrooms and to provide for code compliant stairs. The project will retain and rehabilitate the building's existing character-defining features, with all historic features of the primary elevations (south and west) to remain in place."

Guideline #4: Compatibility of new work with old: Additions and remodels should be compatible with the original historic building in forms, scale, and materials and not compromise the architectural integrity of the original.

The Phase II Historic Assessment (Past Consultants, LLC, August 2025) states that, "While unlikely, the proposed additions could be removed and the building reversed to its present appearance in the future, if desired. It should be noted that the proposed building alterations retain nearly all of the historic character-defining features of the original house, allowing it to maintain adequate historic integrity and satisfy this standard (Standard 10)."

Guideline #5: Replacements: When important character-defining features, such as windows, need to be replaced, the replacements should be of similar design and material. If using the same kind of material is not technically feasible, then a compatible substitute material may be considered.

The proposed project includes replacement of damaged or deteriorated windows with wood aluminum-clad windows to replace the vinyl-clad sash. The phase II Historic Assessment (Past Consultants, LLC, August 2025) states, "the window mullion pattern will be more appropriate for the house's vernacular style."

6. De facto demolitions: Certain alterations that are so extensive that they are tantamount to demolition of the original structure may be treated as demolitions rather than remodels.

The proposed project includes minimal exterior demolition and does not meet PGMC definition of demolition or partial demolition. Therefore, this project is treated as a remodel.

For a Historic Preservation Permit per PGMC 23.76.060 Incentive – Exceptions to land use regulations - Historic Preservation Permit

The historic resources committee was directed and guided by the list of purposes found in PGMC 23.76.010 and by PGMC 23.04.010. The proposed project was found to be consistent with the list of purposes found in PGMC

23.76.010 and PGMC 23.04.010.

RECOMMENDATION TO THE PLANNING COMMISSION

Recommendation to the Planning Commission to approve Architectural Permit (AP) and Historic Preservation Permit (HPP) 25-0186 for a property located at 689 Mermaid Avenue to allow a major remodel of an existing 986 square-foot two-story residence and a 187 square foot detached accessory structure to include the construction of a 40 square foot first floor addition and 98 square foot second floor addition, resulting in a 1,311 square foot two-story residence. This property is on the Historic Resources Inventory (HRI).

RECOMMENDED CONDITIONS OF APPROVAL

1. **Permit Expiration.** The permit shall expire and be null and void if a building permit has not been applied for within one (1) year from and after the date of approval. Application for extension of the approval must be made prior to the expiration date.
2. **Construction Compliance.** All construction must occur in general compliance with the proposal as set forth in the application, subject to any special conditions of approval herein. Any deviation from approvals must be reviewed and approved by staff and may require discretionary hearing approval.
3. **Terms and Conditions.** These terms and conditions shall run with the land and bind to all future owners and possessors of the subject property, unless amended. Amendments to this permit may be achieved only if an application is made and approved, pursuant to the Zoning Code.
4. **Public Works, Fire and Building.** Review and approval by the Public Works and Fire Departments, and Building Division, are required prior to issuance of a building permit. Work taking place in the public right-of-way shall require an encroachment permit prior to issuance of the building permit.
5. **Conformance to Plans.** Development of the site shall conform to the approved plans for "Dutra" dated October, 27, 2025, on file with the Community Development Department and to the Building Code, with the exception of any subsequently approved changes.
6. **Lighting.** All exterior lighting must conform to LUP Policy DES-6.
7. **Building Plans.** All conditions of approval for the Planning permit(s) shall be printed on a full-size plan sheet and included with the construction plan set submitted to the Building Division.
8. **Archaeological Monitoring.** As recommended in the Phase I Archaeological Assessment (Achasta Archaeological Services, September 2025) prepared for the property, a qualified archaeologist with requisite experience working in Monterey County shall be retained to provide on-call monitoring services for all Project related ground disturbing activities in the event of inadvertent discoveries of unknown resources. Following the completion of Project related ground disturbing activities, the Project archaeologist shall prepare a final memorandum documenting any inadvertent discoveries requiring professional evaluation, treatment, and/or full time monitoring, if applicable.
9. **Sensitivity training.** A cultural resource sensitivity training led by a qualified archaeologist for all construction personnel shall be conducted prior to ground disturbing activities. The training shall include how to identify potentially significant resources and the protocols to follow in case of inadvertent discoveries.
10. **Archaeology and Inadvertent Discovery.** In the event that human remains are encountered on site, ground disturbing activities on site shall immediately halt. The remains shall be covered with steel plates (where feasible), and the location shall be kept confidential among Project personnel to prevent vandalism and additional disturbance. The Monterey County Sheriff-Coroner shall be notified immediately, and no work shall resume in within a 150-ft radius of the find until a Most Likely Descendent (MLD) has been assigned to the Project and provided the Project proponent with treatment recommendations. Photographs of remains shall be prohibited, unless requested by the coroner and permitted by the MLD.

11. **Cultural and/or Archaeological Artifacts.** In the event significant cultural resources are impacted during construction, work shall stop within 150-ft of the find until a qualified archaeologist has an opportunity to evaluate the find and provide treatment recommendations. If the resource is considered significant and/or unique, ground disturbance shall be halted until an archaeological consultant has been retained, and a comprehensive Archaeological Research Design and Treatment Plan is developed and approved by the Lead Agency and Project proponent. All isolated materials and/or potentially significant materials shall be assessed in the field and shall not be removed from the Project site for off-site laboratory analysis without prior authorization of the Project proponent.

NOW, THEREFORE, BE IT RESOLVED BY THE HISTORIC RESOURCES COMMITTEE OF THE CITY OF PACIFIC GROVE:

1. The Committee recommends that the Planning Commission determine 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 recommendation.
2. The Committee recommends that the Planning Commission approve Architectural Permit (AP) and Historic Preservation Permit (HPP) 25-0186 as proposed and conditioned, pursuant to Categorical Exemptions for Historical Resource Restoration/Rehabilitation (CEQA Guidelines Section 15331, Class 31).

RECOMMENDATION TO THE PLANNING COMMISSION ADOPTED AT A REGULAR MEETING OF THE HISTORIC RESOURCES COMMITTEE OF THE CITY OF PACIFIC GROVE ON THE 28TH DAY OF JANUARY 2026, BY THE FOLLOWING VOTE:

AYES: ANTON, GREENING, AND COLLINS

NOES: NONE

ABSENT: NONE

RECUSALS: NONE

APPROVED:

DocuSigned by:
Jean Anton
FF9268B7A1284SD...

Jean Anton, HRC Chair

CITY OF PACIFIC GROVE

Community Development Department – Planning Division

300 Forest Avenue, Pacific Grove, CA 93950

T: 831.648.3183 • F: 831.648.3184 • www.ci.pg.ca.us/cdd

ARCHITECTURAL PERMIT (AP) AND HISTORIC PRESERVATION PERMIT (HPP) 25-0186 FOR A PROPERTY LOCATED AT 689 MERMAID AVENUE TO ALLOW THE REMODEL OF AN EXISTING 986 SQUARE FOOT TWO-STORY RESIDENCE AND A 187 SQUARE FOOT DETACHED ACCESSORY STRUCTURE TO INCLUDE THE CONSTRUCTION OF A 40 SQUARE FOOT FIRST-FLOOR ADDITION AND A 98 SQUARE FOOT SECOND FLOOR ADDITION, RESULTING IN A 1,311 SQUARE FOOT TWO-STORY RESIDENCE. THE PROPERTY IS LISTED ON THE HISTORIC RESOURCES INVENTORY.

FACTS

1. The subject site is located at 689 Mermaid Avenue, Pacific Grove, APN 006-085-001-000.
2. The subject site has a land use designation of Medium High Density Residential (24.8 du/ac) in the adopted City of Pacific Grove General Plan Land Use Map.
3. The project site is located in the R-3-PGB zoning district.
4. The subject site is approximately 1,320 square feet in size, and currently developed with an existing two-story square foot single-family residence.
5. The property is located within the City's Area of Special Biological Significance, the Coastal Zone, an archaeologically sensitive area, and is listed on the City's Historic Resources Inventory (HRI).
6. The proposed development consists of major remodel of an existing 986 square-foot two-story residence and 187 square foot detached accessory structure to include the construction of a 40 square-foot first-floor addition, a 98 square-foot second-floor addition, resulting in a 1,311 square-foot two-story residence. As designed, the project would not conform to all of the required zoning development standards.
7. The existing residence is non-conforming with regard to building coverage, site coverage, front yard, rear yard, and east side yard setbacks and parking. The proposed project would increase building coverage by 40 square feet and the first and second floor rear setbacks would exceed the allowed setbacks set forth in R-3-PGB zoning district.
8. A Phase I archaeological assessment (Achasta Archaeological Services, September 2025) was prepared for the subject property and concluded that, "The project has undergone moderate to high use resulting in moderate to high ground disturbance from at least 1890 through 1922 until the present...The results of the Phase I were negative. Implementation of the following recommendations will reduce the Project's potential impacts to unknown resources to a less significant level." (See Draft Recommendation Condition Nos. 8, 9, 10, 11).
9. A Phase II Historic assessment (Past Consultants, LLC, August 2025) was prepared for the subject property and concluded, "The proposed second-story addition is to the rear of the elevation, retaining the streetscape of two-story vernacular houses along Mermaid Avenue. The addition is within scale and proportion to the original residence and does not overwhelm the building. The addition utilizes the same historic materials as the historic house and will achieve differentiation by extending the rear of the house roofline to accommodate the addition. The installation of wood aluminum-clad windows to replace the vinyl-clad sash will also achieve differentiation; and the window mullion pattern will be more appropriate for the house's vernacular style."

   "Because the proposed alterations to the building meet the Secretary of the Interior's Standards for Rehabilitation, the alterations are considered as mitigated to a level of less than a significant impact on the historic resource and do not constitute a substantial adverse change to the historic resource, thus conforming to the requirements of the California Environmental Quality Act (CEQA)."

10. This project has been determined to be Categorically Exempt per California Environmental Quality Act (CEQA) Guidelines, Section 15301, Class 1 and Section 15331, Class 31, Categorical Exemption for Existing Facilities and Historical Resource Restoration/Rehabilitation, and the exceptions to the exemptions in Section 15300.2 of the CEQA Guidelines do not apply.

FINDINGS

For an Architectural Permit per PGMC Section 23.70.070(h)

1. *The architecture and general appearance of the completed project are compatible with the neighborhood.*

   The proposed development consists of a major remodel of an existing 986 square-foot two-story residence and 187 square foot detached accessory structure to include the construction of a 40 square-foot first-floor addition, a 98 square-foot second-floor addition, resulting in a 1,311 square-foot two-story residence. As designed, the project would be compatible with the neighborhood of medium- to large-sized one- and two-story residences. The surrounding streetscapes are comprised of residences with varying architectural styles, alignments, and scales. The proposed project would use exterior colors and materials (i.e.; Aluminum clad windows, square-cut shingle siding, and heavy butt composition roof shingles) that will be compatible with residences in the vicinity and will blend with the surrounding natural streetscape.

2. *The completed project will neither be detrimental to the orderly and harmonious development of the city nor impair the desirability of investment or occupation in the neighborhood.*

   There is no indication or evidence that the proposed project would either negatively affect the orderly and harmonious development of the city or impair the desirability of investment in the neighborhood. The proposed development would improve the subject property and contribute to the desirability of investment in the Beach Tract neighborhood.

3. *The committee has been guided by and referenced applicable provisions of the architectural review guidelines in making its determinations on single-family residences.*

   The architectural style, materials and site design are in substantial conformance with the City's Architectural Review Guidelines, including but not limited to guidelines Nos. 1, 2, 7, 31, 32, and 38.

Appendix I: Working with Buildings on the Historic Resources Inventory
Architectural Review Guidelines for Historic Resources

Guideline #1: Neighborhood Context: Any additions to historic buildings must take into account the effect of the proposed addition on the existing neighborhood, including but not limited to setbacks, mass, architectural style, and design.

The proposed project does not conform with the zoning regulations set forth in the R-3-PGB zoning district as well as the Local Coastal Program Implementation plan (23.90); however, the applicant is seeking an exception from the zoning district regulations to improve livability and life safety with the installation of a code-compliant staircase and an upstairs bathroom accessible to the existing upstairs. The original existing historic building has non-conforming setbacks, site coverage, and building coverage. However, the proposed project is modest in size and the architectural style and design is consistent with the Historic Context statement neighborhood context and existing neighborhood in regard to its rectangular shape, wood frame construction, square-cut shingle siding, and heavy butt composition roof shingles.

Guideline #2: Effects of additions on historic scale and character: Additions to historic buildings should be designed to preserve, as much as possible, the scale and overall character of the original structure.

The Phase II Historic Assessment (Past Consultants, LLC, August 2025) states that, " The proposed second-story addition is to the rear of the elevation, retaining the streetscape of two-story vernacular houses along Mermaid Avenue. The addition is within scale and proportion to the original residence and does not overwhelm the building. The addition utilizes the same historic materials as the historic house and will achieve differentiation by extending the rear of the house roofline to accommodate the addition. The installation of wood aluminum-clad windows to replace the vinyl-clad sash will also achieve differentiation; and the window mullion pattern will be more appropriate for the house's vernacular style."

Guideline #3: Preservation of character-defining features: New additions and alterations should be designed and constructed so that the character-defining features of the historic building are not radically changed, obscured, damaged, or destroyed.

The Phase II Historic Assessment (Past Consultants, LLC, August 2025) states, "The proposed project is an interior remodel of the house and a proposed east elevation, second-floor addition over the existing storage shed. The proposed addition will enable installation of a bathroom on the second floor adjacent to the existing second floor bedrooms and to provide for code compliant stairs. The project will retain and rehabilitate the building's existing character-defining features, with all historic features of the primary elevations (south and west) to remain in place."

Guideline #4: Compatibility of new work with old: Additions and remodels should be compatible with the original historic building in forms, scale, and materials and not compromise the architectural integrity of the original.

The Phase II Historic Assessment (Past Consultants, LLC, August 2025) states that, "While unlikely, the proposed additions could be removed and the building reversed to its present appearance in the future, if desired. It should be noted that the proposed building alterations retain nearly all of the historic character-defining features of the original house, allowing it to maintain adequate historic integrity and satisfy this standard (Standard 10)."

Guideline #5: Replacements: When important character-defining features, such as windows, need to be replaced, the replacements should be of similar design and material. If using the same kind of material is not technically feasible, then a compatible substitute material may be considered.

The proposed project includes replacement of damaged or deteriorated windows with wood aluminum-clad windows to replace the vinyl-clad sash. The phase II Historic Assessment (Past Consultants, LLC, August 2025) states, "the window mullion pattern will be more appropriate for the house's vernacular style."

6. De facto demolitions: Certain alterations that are so extensive that they are tantamount to demolition of the original structure may be treated as demolitions rather than remodels.

The proposed project includes minimal exterior demolition and does not meet PGMC definition of demolition or partial demolition. Therefore, this project is treated as a remodel.

For a Historic Preservation Permit per PGMC 23.76.060 Incentive – Exceptions to land use regulations - Historic Preservation Permit

The Historic Resources Committee and Planning Commission were directed and guided by the list of purposes found in PGMC 23.76.010 and by PGMC 23.04.010. The proposed project was found to be consistent with the list of purposes found in PGMC 23.76.010 and PGMC 23.04.010.

PERMIT

Approve Architectural Permit (AP) and Historic Preservation Permit 25-0186 for a property located at 689

Mermaid Avenue to allow major remodel of an existing 986 square-foot two-story residence and 187 square foot detached accessory structure to include the construction of a 40 square-foot first-floor addition and a 98 square-foot second-floor addition, resulting in a 1,311 square-foot two-story residence. This property is on the Historic Resources Inventory (HRI).

CONDITIONS OF APPROVAL

1. **Permit Expiration.** This permit shall expire and be null and void if a building permit has not been applied for within one (1) year from and after the date of approval. Application for extension of this approval must be made prior to the expiration date.
2. **Construction Compliance.** All construction must occur in general compliance with the proposal as set forth in the application, subject to any special conditions of approval herein. Any deviation from approvals must be reviewed and approved by staff and may require subsequent discretionary approval.
3. **Terms and Conditions.** These terms and conditions shall run with the land and bind to all future owners and possessors of the subject property, unless amended. Amendments to this permit may be achieved only if an application is made and approved, pursuant to the Zoning Code.
4. **Public Works, Fire and Building.** Review and approval by the Public Works and Fire Departments, and Building Division, are required prior to issuance of a building permit. Work taking place in the public right-of-way shall require an encroachment permit prior to issuance of the building permit.
5. **Conformance to Plans.** Development of the site shall conform to the approved plans for "Dutra" dated October, 27, 2025, on file with the Community Development Department and to the Building Code, with the exception of any subsequently approved changes.
6. **Lighting.** All exterior lighting must conform to LUP Policy DES-6.
7. **Building Plans.** All conditions of approval for the Planning permit(s) shall be printed on a full-size plan sheet and included with the construction plan set submitted to the Building Division.
8. **Archaeological Monitoring.** As recommended in the Phase I Archaeological Assessment (Achasta Archaeological Services, September 2025) prepared for the property, a qualified archaeologist with requisite experience working in Monterey County shall be retained to provide on-call monitoring services for all Project related ground disturbing activities in the event of inadvertent discoveries of unknown resources. Following the completion of Project related ground disturbing activities, the Project archaeologist shall prepare a final memorandum documenting any inadvertent discoveries requiring professional evaluation, treatment, and/or full time monitoring, if applicable.
9. **Sensitivity training.** A cultural resource sensitivity training led by a qualified archaeologist for all construction personnel shall be conducted prior to ground disturbing activities. The training shall include how to identify potentially significant resources and the protocols to follow in case of inadvertent discoveries.
10. **Archaeology and Inadvertent Discovery.** In the event that human remains are encountered on site, ground disturbing activities on site shall immediately halt. The remains shall be covered with steel plates (where feasible), and the location shall be kept confidential among Project personnel to prevent vandalism and additional disturbance. The Monterey County Sheriff-Coroner shall be notified immediately, and no work shall resume in within a 150-ft radius of the find until a Most Likely Descendent (MLD) has been assigned to the Project and provided the Project proponent with treatment recommendations. Photographs of remains shall be prohibited, unless requested by the coroner and permitted by the MLD.
11. **Cultural and/or Archaeological Artifacts.** In the event significant cultural resources are impacted during construction, work shall stop within 150-ft of the find until a qualified archaeologist has an opportunity to evaluate the find and provide treatment recommendations. If the resource is considered significant and/or unique, ground disturbance shall be halted until an archaeological consultant has been retained, and a comprehensive Archaeological Research Design and Treatment Plan is developed and approved by the

Lead Agency and Project proponent. All isolated materials and/or potentially significant materials shall be assessed in the field and shall not be removed from the Project site for off-site laboratory analysis without prior authorization of the Project proponent.

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

1. The City 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 Permit.
2. The City Council approves Architectural Permit (AP) and Historic Preservation Permit (HPP) 25-0186 as proposed and conditioned, pursuant to Categorical Exemptions for Existing Facilities and Historical Resource Restoration/Rehabilitation (CEQA Guidelines Section 15301, Class 1 and Section 15331, Class 31).
3. This permit shall become effective upon the expiration of the 10-day appeal period after the final approval.
4. This permit shall not take effect until the owner acknowledges and agrees to all terms and conditions and agrees to conform to and comply with those terms and conditions.

Passed and adopted at a regular meeting of the City Council of the City of Pacific Grove on the 20th day of May 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

APPROVED:

_____

Nick Smith, Mayor

The undersigned hereby acknowledge and agree to the approved terms and conditions, and agree to fullyconform to, and comply with, said terms and conditions.

_____ _____

Dominic D. Dutra, Owner Date

_____

Lisa M. Dutra, Owner Date

CITY OF PACIFIC GROVE

Community Development Department – Planning Division

300 Forest Avenue, Pacific Grove, CA 93950

T: 831.648.3183 • F: 831.648.3184 • www.ci.pg.ca.us/cdd

COASTAL DEVELOPMENT PERMIT (CDP) 25-0186 FOR A PROPERTY LOCATED AT 689 MERMAID AVENUE TO ALLOW THE REMODEL OF AN EXISTING 986 SQUARE FOOT TWO-STORY RESIDENCE AND A 187 SQUARE FOOT DETACHED ACCESSORY STRUCTURE TO INCLUDE THE CONSTRUCTION OF A 40 SQUARE FOOT FIRST-FLOOR ADDITION AND A 98 SQUARE FOOT SECOND FLOOR ADDITION, RESULTING IN A 1,311 SQUARE FOOT TWO-STORY RESIDENCE. THE PROPERTY IS LISTED ON THE HISTORIC RESOURCES INVENTORY.

FACTS

1. The subject site is located at 689 Mermaid Avenue, Pacific Grove, APN 006-085-001-000.
2. The subject site has a land use designation of Medium High Density Residential, 10-20 dwelling units per acre (MHD 10-20 du/ac) in the certified City of Pacific Grove Coastal Land Use Plan (LUP Figure 6).
3. The project site is located in the R-3-PGB zoning district.
4. The property is located within the City's Area of Special Biological Significance, the Coastal Zone (LUP Figure 1), an archaeologically sensitive area (LUP Figure 7), and is listed on the City's Historic Resources Inventory (HRI).
5. The subject site is approximately 1,320 square feet in size and currently developed with an existing two-story single-family residence.
6. The existing residence is non-conforming with regard to building coverage, site coverage, front yard, rear yard, and east side yard setbacks and parking. The proposed project would increase building coverage by 40 square feet and the first and second floor rear setbacks would exceed the allowed setbacks set forth in R-3-PGB zoning district.
7. Pursuant to Pacific Grove Municipal Code (PGMC) Sections 23.90.050, City CDP Determinations, and 23.90.040, CDP Exemptions, Community Development Department (CDD) staff determined the proposed project would require a Coastal Development Permit (CDP), and forwarded this determination to the Coastal Commission on March 24, 2026.
8. Per PGMC Section 23.90.140, Coastal Hazards, CDD staff reviewed LUP Figure 3 (Coastal Hazards and Areas of Potential Sea Level Rise), aerial and topographic imagery, plan set, and conducted a site visit on January 16, 2026, and determined the site and proposed development would not be subject to coastal hazards over its lifetime. The lowest point of the subject property is at an elevation of approximately 43 feet above mean sea level and approximately 220 feet from the shoreline. The property is further separated from the shoreline by a Recreation Trail, two city streets, and a block of single-family residences. In this case, submittal of a Coastal Hazards Report is not required or warranted.
9. Per PGMC Section 23.90.150, Water Quality and Marine Resources, the City did not require a water quality assessment because the proposed new development is under 2,500 square feet of new coverage, and will fall within the City's policies. The proposed project includes a 40 square foot first-floor addition and a 98 square foot second-floor addition to accommodate code compliant staircase. The proposed project site coverage is not increasing and will remain at the 82.5% coverage.
10. Per PGMC Section 23.90.160, Scenic Resources, CDD staff reviewed LUP Figure 4 (Scenic Areas), aerial and street view imagery, and conducted a site visit on January 16, 2026. This review determined the site and proposed development are not within a designated scenic view area, is not visible seaward of Ocean View Boulevard or the Recreational Trail, and would not adversely impact public views along Ocean View Boulevard. As designed, the proposed first - and second-story addition is consistent with adjacent development. In this case, submittal of a site-specific visual analysis is not required or warranted.

11. Per PGMC Section 23.90.170, Biological Resources, CDD staff reviewed LUP Figure 5, Land Habitat Sensitivity Map, aerial imagery, and conducted a site inspection on January 16, 2026. This review determined the proposed development would not have the potential to adversely affect biological resources or an environmentally sensitive habitat area. LUP Figure 5 identifies the site as having a moderate habitat value, and the property is a previously-developed site in a residentially zoned district surrounded by residential structures. The property is separated from any sensitive habitat by a recreation trail, two city streets, and open space. Additionally, the project site is approximately 220 feet from the nearest beach area. The project site is over 1,970 feet from the 5th Street beach and over 4,370 feet to the Hopkins Marine Station West Beach, and neither beach has a direct line of sight to the subject property. As designed and conditioned, the project would not impact natural habitats or resources; therefore, in this case, submittal of an initial site assessment for biological resources is not required or warranted.
12. Per PGMC Section 23.90.180, Community Design, The residence is existing non-conforming with regard to building coverage, site coverage, front yard, rear yard, east side yard setback, and parking. The applicant has applied for a Historic Preservation Permit (HPP) per PGMC 23.76.030 to seek an exception from the zoning district regulations to improve livability and life safety with the installation of a code-compliant staircase and an upstairs bathroom accessible to the existing upstairs living space. The project does not comply with the zoning regulations set forth in Pacific Grove Municipal Code (PGMC) Chapter 23.57 (R-3-PGB District), and 23.90 (LCP Implementation Plan). This includes, allowable site and building coverage, new construction setbacks, and parking. The HPP would allow exception for the following:

    - Allow building coverage to be increased by 40 square feet, resulting in 55% building coverage for the subject property site (50% allowed).
    - Allow the proposed first-floor rear addition to exceed the 5-foot rear setback by 5 inches, resulting in a 4-foot 7-inch setback, to accommodate a code-compliant staircase.
    - Allow the proposed second-floor addition to exceed the 8-foot rear setbacks by 3-feet 5-inches, resulting in a 4-foot 7-inch setback, to accommodate a code-compliant staircase.
    - Allow the continuation of the existing non-conforming site coverage of 83% (60% allowed).
    - Reduce parking requirement from one (1) covered parking space to one (1) uncovered parking space.

13. Per PGMC Section 23.90.200, Cultural Resources, the application includes a Phase I archaeological assessment (Achasta Archaeological Services, September 2025) prepared for the subject property and concluded that, "The project has undergone moderate to high use resulting in moderate to high ground disturbance from at least 1890 through 1922 until the present... The results of the Phase I were negative. The results of the Phase I pedestrian survey were also negative for significant resources... Although fragments of shell were observed in highly disturbed soils with modern refuse, the shell fragments lack integrity and do not qualify as a significant resource pursuant to California Public Resources Code 5024 and 15064.5(c)(4)...The results of the Sacred Lands File search were positive. Pursuant to Public Resources Code 15064.5(c)(4), the results of the Phase I assessment indicate the likelihood the proposed Project will have impacts to significant cultural resources is low. Implementation of the following recommendations will reduce the Project's potential impacts to unknown resources to a less significant level." (See Draft Permit Condition Nos. 8, 9, 10, 11)
14. Per PGMC Section 23.90.200, Cultural Resources, the application includes a Phase II Historic assessment (Past Consultants, LLC, August 2025) prepared for the subject property and concluded, "The proposed second-story addition is to the rear of the elevation, retaining the streetscape of two-story vernacular houses along Mermaid Avenue. The addition is within scale and proportion to the original residence and does not overwhelm the building. The addition utilizes the same historic materials as the historic house and will achieve differentiation by extending the rear of the house roof line to accommodate the addition. The installation of wood aluminum-clad windows to replace the vinyl-clad sash will also achieve differentiation; and the window mullion pattern will be more appropriate for the house's vernacular style."

"Because the proposed alterations to the building meet the Secretary of the Interior's Standards for Rehabilitation, the alterations are considered as mitigated to a level of less than a significant impact on the historic resource and do not constitute a substantial adverse change to the historic resource, thus conforming to the requirements of the California Environmental Quality Act (CEQA)."

15. On January 28, 2026, the Historic Resources Committee voted 3-0 (3 yes, 0 noes) to recommend the Planning Commission approve the project.
16. This project has been determined to be Categorically Exempt per California Environmental Quality Act (CEQA) Guidelines, Section 15301, Class 1 and Section 15331, Class 31, Categorical Exemption for Existing Facilities and Historical Resource Restoration/Rehabilitation, and the exceptions to the exemptions in Section 15300.2 of the CEQA Guidelines do not apply.

FINDINGS

For a Coastal Development Permit per PGMC Section 23.90.080

1. *LCP Consistency. The project is consistent with the LCP. (Local Coastal Program)*

   The project meets the requirements of the LCP including, but not limited to, the applicable Coastal Resource Protection Standards (PGMC § 23.90.130) of the Implementation Plan (IP) and the Biological, Cultural, Scenic, and Community Design policies of the Land Use Plan (LUP). These standards and policies are addressed in the Facts above and in the following findings.

2. *Public Views. The project protects or enhances public views.*

   Per LUP Figure 4, Scenic Areas, the project site is not located within a designated Scenic View Area. As designed, the project would not impact public views or adversely impact public views. The proposed development would also not result in adverse visual impacts as viewed seaward from Oceanview Boulevard, the Recreation Trail, and would be consistent with the height and massing of residences in the immediate vicinity of the project area.

3. *Habitat Protection. The project protects vegetation, natural habitats, and natural resources consistent with the LCP.*

   Per LUP Figure 5, Land Habitat Sensitivity Map, the project site is identified as having a moderate habitat value, and the property is a previously-developed site in a residentially zoned district surrounded by residential structures. The property is separated from any sensitive habitat by a recreational trail, two city streets, and open space. Additionally, the project site is approximately 220 feet from the nearest beach area. The project site is over 1,970 feet to the 5th Street beach and over 4,370 feet to the Hopkins Marine Station West Beach, and neither has a direct line of sight of the subject property. As designed, the project will not impact natural habitats or resources and is consistent with the LCP, including PGMC § 23.90.170 regarding biological resources and/or environmentally sensitive habitat areas.

4. *Design Consistency. The design, location, size, and operating characteristics of the proposed development is consistent with applicable LCP design requirements, including design plans and area plans incorporated into the LCP.*

   The project does not conform to all applicable LUP polices and IP community design standards (PGMC 23.90.180, Coastal Community Design) however, the applicant has applied for a Historic Preservation Permit (HPP) per PGMC 23.76.030 to seek an exception from the zoning district regulations to improve livability and life safety with the installation of a code-compliant staircase and an upstairs bathroom accessible to the existing upstairs.

5. *Coastal Access. The project protects or enhances public access to and along the coast.*

   As designed, the project will have no effect on coastal access to or along the coast.

6. *Visitor Serving. The project supports the LCP goal of providing for visitor-serving needs as appropriate, including providing low and no cost visitor and recreational facilities.*

   The project includes residential development and will have no visitor-serving features, yet may qualify for a Short-Term Rental (STR) license given its location within the coastal zone. As of this date, there is no indication that the applicant intends to pursue an STR license.

7. *Appropriate Use. The project is consistent with the allowed LCP uses associated with the property.*

   Per LUP Figure 6, the subject property has a Coastal Zone Land Use Designation of Medium High Density Residential 10-20 du/ac (MHD 10-20). LUP Policy LUD-6 identifies single-family residences as allowed uses in areas designated MHD 10-20. Therefore, the proposed use is consistent.

8. *Coastal Resources. The proposed development protects or enhances coastal resources, where applicable.*

   The 1,320 square foot property is a previously-developed site in a residentially zoned district surrounded by residential structures and is currently developed with an existing two-story 986 square foot single-family residence and a 187 square foot accessory structure. As proposed and designed, the project will not impact coastal resources. See also Facts 9 – 15 and supporting information.

PERMIT

Approve Coastal Development Permit (CDP) 25-0186 for a property located at 689 Mermaid Avenue to allow the remodel of an existing 986 square-foot two-story residence and 187 square foot detached accessory structure to include the construction of a 40 square-foot first-floor addition and a 98 square-foot second-floor addition, resulting in a 1,311 square-foot two-story residence. This property is on the Historic Resources Inventory (HRI).

CONDITIONS OF APPROVAL

1. **Permit Expiration.** This permit shall expire and be null and void if a building permit has not been applied for within two (2) years from and after the date of approval. Application for extension of this approval must be made prior to the expiration date.
2. **Construction Compliance.** All construction must occur in general compliance with the proposal as set forth in the application, subject to any special conditions of approval herein. Any deviation from approvals must be reviewed and approved by staff and may require subsequent discretionary approval.
3. **Terms and Conditions.** These terms and conditions shall run with the land and bind to all future owners and possessors of the subject property, unless amended. Amendments to this permit may be achieved only if an application is made and approved, pursuant to the Zoning Code.
4. **Public Works, Fire and Building.** Review and approval by the Public Works and Fire Departments, and Building Division, are required prior to issuance of a building permit. Work taking place in the public right-of-way shall require an encroachment permit prior to issuance of the building permit.
5. **Conformance to Plans.** Development of the site shall conform to the approved plans for "Dutra" dated October 27, 2025, on file with the Community Development Department and to the Building Code, with the exception of any subsequently approved changes.
6. **Lighting.** All exterior lighting must conform to LUP Policy DES-6.
7. **Building Plans.** All conditions of approval for the Planning permit(s) shall be printed on a full-size plan sheet and included with the construction plan set submitted to the Building Division.
8. **Archaeological Monitoring.** As recommended in the Phase I Archaeological Assessment (Achasta Archaeological Services, September 2025) prepared for the property, a qualified archaeologist with requisite experience working in Monterey County shall be retained to provide on-call monitoring services for all Project related ground disturbing activities in the event of inadvertent discoveries of

unknown resources. Following the completion of Project related ground disturbing activities, the Project archaeologist shall prepare a final memorandum documenting any inadvertent discoveries requiring professional evaluation, treatment, and/or full time monitoring, if applicable.

9. **Sensitivity training.** A cultural resource sensitivity training led by a qualified archaeologist for all construction personnel shall be conducted prior to ground disturbing activities. The training shall include how to identify potentially significant resources and the protocols to follow in case of inadvertent discoveries.
10. **Archaeology and Inadvertent Discovery.** In the event that human remains are encountered on site, ground disturbing activities on site shall immediately halt. The remains shall be covered with steel plates (where feasible), and the location shall be kept confidential among Project personnel to prevent vandalism and additional disturbance. The Monterey County Sheriff-Coroner shall be notified immediately, and no work shall resume in within a 150-ft radius of the find until a Most Likely Descendent (MLD) has been assigned to the Project and provided the Project proponent with treatment recommendations. Photographs of remains shall be prohibited, unless requested by the coroner and permitted by the MLD.
11. **Cultural and/or Archaeological Artifacts.** In the event significant cultural resources are impacted during construction, work shall stop within 150-ft of the find until a qualified archaeologist has an opportunity to evaluate the find and provide treatment recommendations. If the resource is considered significant and/or unique, ground disturbance shall be halted until an archaeological consultant has been retained, and a comprehensive Archaeological Research Design and Treatment Plan is developed and approved by the Lead Agency and Project proponent. All isolated materials and/or potentially significant materials shall be assessed in the field and shall not be removed from the Project site for off-site laboratory analysis without prior authorization of the Project proponent.

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

1. The City 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 Permit.
2. The City Council approves Coastal Development Permit (CDP) 25-0186 as proposed and conditioned, pursuant to Categorical Exemptions for Existing Facilities and Historical Resource Restoration/Rehabilitation (CEQA Guidelines Section 15301, Class 1 and Section 15331, Class 31).
3. This permit shall become effective upon the expiration of the 10-day appeal period after the final approval.
4. This permit shall not take effect until the owner acknowledges and agrees to all terms and conditions and agrees to conform to and comply with those terms and conditions.

Passed and adopted at a regular meeting of the City Council of the City of Pacific Grove on the 20th day of May 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

APPROVED:

Nick Smith, Mayor

The undersigned hereby acknowledge and agree to the approved terms and conditions, and agree to fullyconform to, and comply with, said terms and conditions.

Dominic D. Dutra, Owner Date

Lisa M. Dutra, Owner Date

CITY OF PACIFIC GROVE

Community Development Department – Planning Division
300 Forest Avenue, Pacific Grove, CA 93950
T: 831.648.3190 • F: 831.648.3184 • www.ci.pg.ca.us/cdd

NOTICE OF EXEMPTION FROM CEQA

Property Address/Location: 689 Mermaid, Pacific Grove, CA 93950

Project Description: AP/CDP 250186

Description: Existing two-story single-family residence to be remodeled with a first and second story addition
APN: 006085001000
ZC: R-3-PGB
Lot Size: 1,320 square feet

Applicant Name:	Jeanne C. Byrne	Phone #:	831-372-6585
Mailing Address:	591 Lighthouse Avenue		
Email Address:	jcbarchfaia@att.net		

Public Agency Approving Project: City of Pacific Grove, Monterey County, California

Exempt Status (Check One):

- ☐ Ministerial (Sec. 21080(b)(1):15268))
- ☐ Declared Emergency (Sec. 21080(b)(3): 15269(a))
- ☐ Emergency Project (Sec. 21080(b)(4); 15269(b)(c))
- ☑ Categorical Exemption
  Type and Section Number: §15301, Class 1, Existing Facilities and §15331, Class 31, Historical Resource Restoration/Rehabilitation
- ☐ Statutory Exemption
  Type and Section Number:
- ☐ Other:

Exemption Findings:
The proposed project does not present any unusual circumstances that would result in a potentially significant environmental impact. The proposed project consists of rehabilitating a historical resource in a manner consistent with the Secretary of Interior Standards for the Treatment of Historic Properties. This class of exemption is subject to exceptions from the exemptions under §15300.2 of the CEQA Guidelines pertaining to location, cumulative impacts, significant effects, scenic highways, hazardous waste sites, and historical, resources. In this case none of these exceptions apply and the proposed project qualifies for the class 1 and 31 categorical exemption.

Contact: Garrett Mccown, Planning Department, City of Pacific Grove

Contact Phone: (831) 648-3183

Signature: _____ **Date:** _____

689 MERMAID AVENUE, PACIFIC GROVE, CA

PHASE TWO HISTORIC ASSESSMENT REPORT



Applicant:

Dominic and Lisa Dutra
539 Barcelona Dr.
Fremont, CA 94536

Consultant:

PAST Consultants, LLC
P.O. Box 721
Pacific Grove, CA 93950

August 5, 2025

PAST
CONSULTANTS LLC

TABLE OF CONTENTS

1. Introduction 1
Property Description 1
Project Team 1
PAST Consultants, LLC: Firm Qualifications 2
Methodology 3
Proposed Project 4
Report Format 4

2. Historical Background 5
Sanborn Map Analysis 6
Summary Property History 7
Property Occupancy 8

3. Description of the Historic Resource 10
Building Chronology 11
Character Defining Features 11

4. Evaluation of Historic Significance 12
Historic Significance Conclusions 12
Historic Integrity Analysis 12

5. Impacts of the Proposed Project 14
The Secretary of the Interior's Standards 14
Evaluation of Proposed Alterations 15

6. Mitigation of the Proposed Project 18

7. Bibliography 19

Appendix A. DPR523 Forms by PAST Consultants, LLC. 7/3/2025.

1.0 INTRODUCTION

PAST Consultants, LLC (PAST) presents this Phase Two Historic Assessment Report for the property located at 689 Mermaid Ave., in Pacific Grove, California (APN 006-085-001). The following report evaluates proposed alterations to the subject property to ensure that the proposed changes comply with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*.

Property Description

The property contains a c-1936 house and attached storage shed constructed in the Vernacular style. The subject property encompasses ½ Lot 30 and Lot 31, Block 241, of the Pacific Grove Beach Tract and has been determined to be eligible for the City of Pacific Grove's Historic Resources Inventory (HRI).

PAST completed an intensive survey of the subject property on July 3, 2025. Presented on DPR523 Forms (Appendix A), the survey concludes that the subject property is eligible for local listing according to the *City of Pacific Grove Historic Context Statement*, under the theme of residential development, illustrating the time period, "City of Homes (1927 – 1945)." The Context Statement classifies the subject building as constructed in the Vernacular style.

Project Team

Client
Dominic and Lisa Dutra
539 Barcelona Dr.
Fremont, CA 94536

Designer/Applicant
Jeanne C. Byrne, FAIA, Architects
591 Lighthouse Ave., Suite 5
Pacific Grove, CA 93950

Regulatory Agency
City of Pacific Grove Planning Division
300 Forest Ave., 2nd Floor
Pacific Grove, CA 93950

Historic Preservation Consultant
PAST Consultants, LLC
P.O. Box 721
Pacific Grove, California 93950
Architectural Historian: Seth Bergstein

Principal Seth Bergstein meets the Secretary of the Interior's Professional Qualifications Standards in Architectural History and History

PAST Consultants: Qualifications

Seth A. Bergstein, Principal of PAST Consultants, LLC, began his technical career as a civil, structural and geotechnical engineer for a variety of commercial and transportation engineering projects. This experience created an appreciation for historic engineering and architectural structures and led him to architectural study at the University of Oregon, Eugene, and a Master of Arts in Historic Preservation from Cornell University. After Cornell, Seth was a materials conservator and project manager for Architectural Resources Group and managed projects for a diverse range of historic building types, including the Point Reyes Lighthouse, Bernard Maybeck's First Church of Christ, Scientist - Berkeley, Pasadena City Hall, the John Muir House, and a number of historic bridges, including project management for the restoration of the Wawona Covered Bridge in Yosemite National Park.

In 2004, Mr. Bergstein founded PAST Consultants, LLC (PAST), a historic preservation consulting firm specializing in preservation planning, documentation, and conservation for historic and cultural resources. PAST's clients include the State of California, public agencies, architectural and engineering firms, museums, nonprofit organizations, preservation advocates and private property owners. PAST is represented on the California Historical Resources Information System (CHRIS) list of qualified historic consultants sponsored by the California Office of Historic Preservation and is on numerous certified consultants lists for public agencies throughout California.

PAST has prepared numerous successful National Register nominations, written historic context statements for public agencies, photo-documented historic buildings for HABS/HAER projects, prepared historic structure reports and evaluated numerous historic buildings throughout central and northern California for both public and private clients. PAST is often hired to evaluate proposed changes to historic buildings for conformance with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*. PAST is presently the on-call historic preservation consultant for the City of Carmel-by-the-Sea and the City of Capitola.

Previous Certified Local Government (CLG) Experience

In 2010 and 2011 PAST was awarded two CLG-funded projects through the California State Office of Historic Preservation (SHPO): the 2010 Historic Context Statement for Agricultural Resources in the North County Planning Area, Monterey County and the 2011 Agricultural Resources Evaluation Handbook, Monterey County, California. The latter project was a collaborative effort with Monterey County, the California State Office of Historic Preservation (SHPO) and the community to develop a methodology for evaluating historic agricultural resources as a model for all regions of
California. Both public reports are published on the Monterey County housing and community development website.

In 2022, PAST completed the Certified Local Program (CLG)-funded Carmel Historic Context Statement 20-year Update for the time period of 1966 – 1986. In 2024, PAST was awarded

another CLG-funded project to prepare an entirely new historic context statement for the City of Carmel-by-the-Sea. Completed in 2025, this report has become part of the City's Historic Preservation Ordinance and is posted on the City's historic preservation website.

Principal Seth A. Bergstein has over 30 years combined experience in civil and structural engineering, materials conservation, architectural history and historic preservation planning. Seth meets the *Secretary of the Interior's Professional Qualifications* Standards in Architectural History and History. Mr. Bergstein has been keynote speaker at preservation conferences, has written articles on historic contexts and the preparation of historic context statements, provided historic preservation training to city planning staff and has led architectural tours. He is a member of the Alliance of Monterey Area Preservationists (AMAP) and is founding board member of the Monterey Area Architectural Resources Archive (MAARA).

Methodology

Site Visits

PAST conducted a site visit to the subject property on June 25, 2025, for site photography and the conditions assessment.

Research Design

Research was conducted in the following repositories:

- City of Pacific Grove Planning Department;
- Monterey County Assessor's Office;
- Pacific Grove Public Library;
- California History Room, Monterey Public Library;
- Heritage Society of Pacific Grove Archives;
- On-line Archive of California; and
- On-line genealogy websites, including Ancestry.com and Newspapers.com

Registration

The property is not listed on the National Register of Historic Places or the California Register of Historical Resources. Based on the results of our intensive survey, the subject property is determined to be eligible for local listing according to the *City of Pacific Grove Historic Context Statement*, under the theme of residential development, illustrating the time period, "Pacific Grove Comes of Age (1903 – 1926)." The Context Statement classifies the subject building as constructed in Vernacular style. See Appendix A for the DPR523 Forms.

Proposed Project

Design Drawings by Jeanne C. Byrnne, FAIA, Architects, dated July 2, 2025, and submitted to the City of Pacific Grove's Planning Department were the design drawings reviewed for this document. The proposed Scope of Work is:

- Construct new interior remodel of house, with a new staircase and a bathroom on the upper level adjacent to existing bedrooms.
- Construct 138-sf second-story east elevation addition over detached shed to provide for a code compliant interior stairway.
- Install wood aluminum clad windows in existing window openings including addressing egress requirements.

Report Format

The next section, *Chapter 2.0: Historical Background*, describes the historical development of the subject property. The subject house's physical description, building chronology and list of historic character defining features are described in *Chapter 3.0: Description of the Historic Resource*. *Chapter 4.0: Evaluation of Historic Significance* summarizes the historic significance the of the subject property, as presented on the attached DPR523 Forms, for National Register- and California Register-eligibility, as well as the City of Pacific Grove HRI criteria. *Chapter 5.0: Impacts of the Proposed Project* describes how the project will affect the existing property and evaluates the proposed alterations for conformance with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*. *Chapter 6.0: Mitigation* states the adequacy of mitigation for the subject project. *Chapter 7.0: Bibliography* lists the literature cited for this project.

2.0 HISTORICAL BACKGROUND

The location of the property is 689 Mermaid Ave., in Pacific Grove, CA (**Figure 1**).

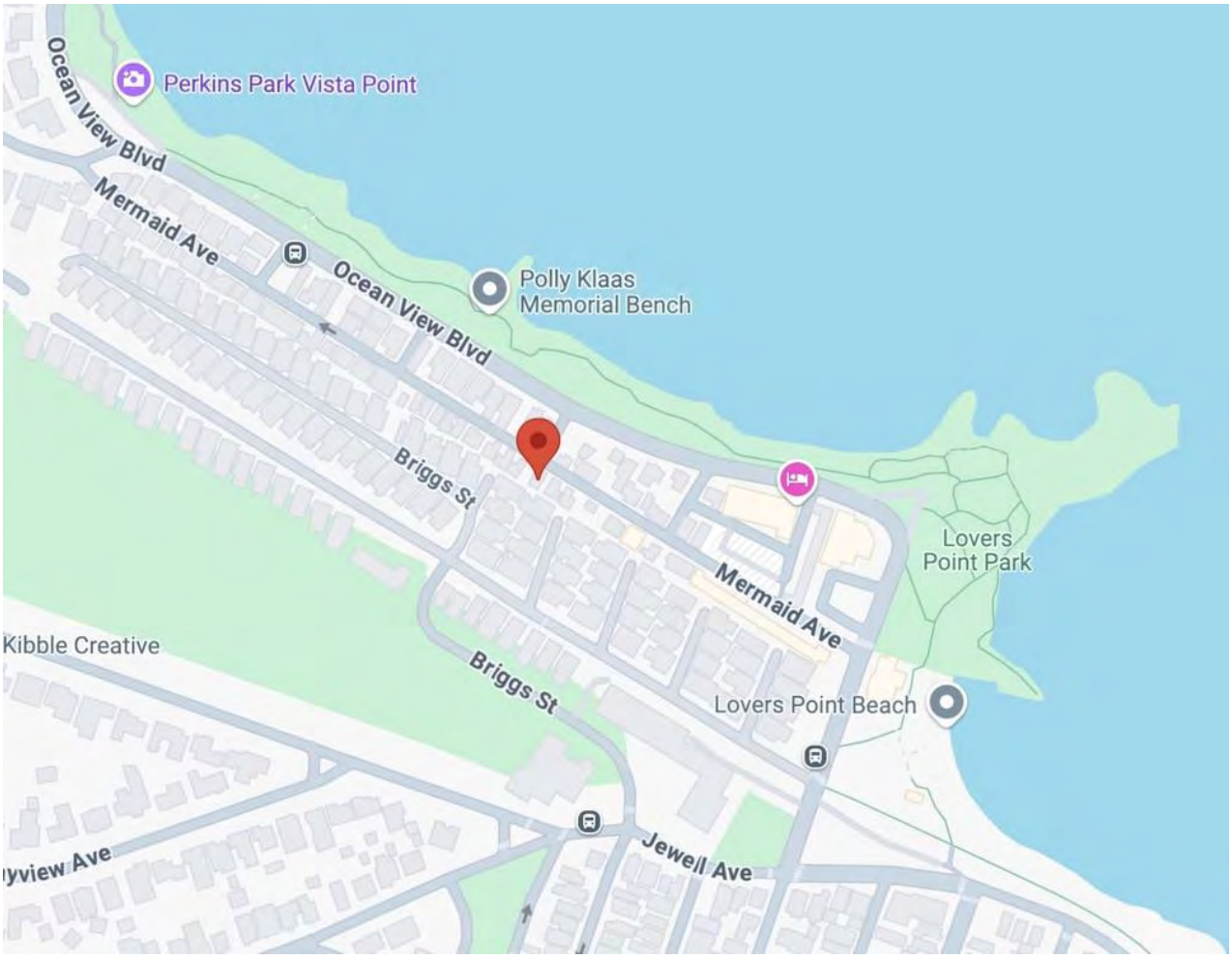


Figure 1. Location of the subject property (*Courtesy: Google Maps*).

Sanborn Map Analysis

The 1926 Sanborn map shows the Beach Tract slowly being developed by this time. The subject property appears undeveloped on the 1926 Sanborn map (**Figure 2**).



Figure 2. Cropped image of the 1926 Sanborn map showing the subject property.

The 1962 Sanborn map shows the Beach Tract developed with modest wood-framed vernacular cottages and bungalows. The subject house with detached shed appears on the 1962 Sanborn map.

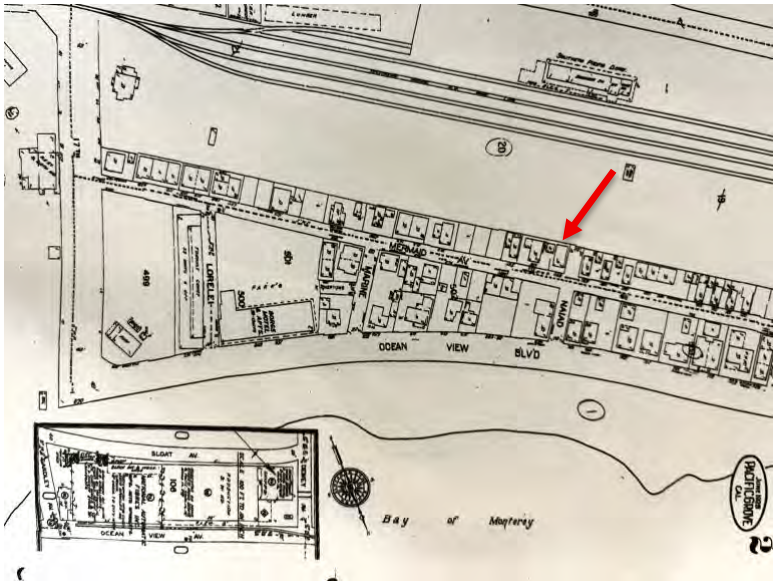


Figure 3. Cropped image of the 1962 Sanborn map showing the subject property.

Summary Property History

The subject house (1936) was completed during the City of Homes (1927-1945) thematic time period, when substantial additions to the City's building stock were constructed, with emphasis on new suburban neighborhoods and infill of empty lots throughout the city. Developments on the outskirts of town included the construction of the Country Club Heights subdivision in the 1930s and the Spazier's Addition in 1931. The Fairway Homes subdivision, constructed in 1932 around a golf course on the northwest side of the City was also added to the City's residential building stock. However, individual lot development of Fairway Homes was sparse, particularly as the nation crept towards the Great Depression. Civic improvements included the Pacific Grove Natural History Museum in 1935 and the Pacific Grove Post Office in 1938 – both buildings are currently extant and retain their original use.[1]

However, the development of the Pacific Grove Beach Tract (1916) occurred prior to this thematic time period. The primary development of this subdivision was bounded by the intersection of Seapalm and Mermaid avenues on the east, Monterey Bay to the north, Asilomar Avenue to the west and the Southern Pacific Railroad right of way to the south. Laid out along City Beautiful tenets, the subdivision utilized a wide north-south boulevard (Esplanade) bisecting the property, with radiating streets from this central location out to the edges of the development. Lot sizes were larger, allowing for more substantial homes.

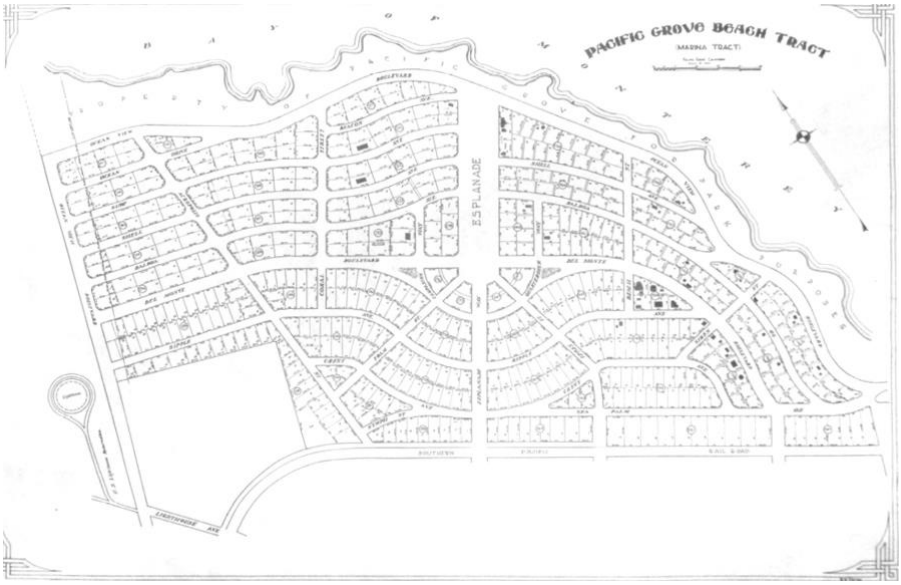


Figure 4. 1927 map of the Pacific Grove Beach Tract (*Pacific Grove Historic Context Statement,* 133).

[1] Page & Turnbull, Inc., *City of Pacific Grove Historic Context Statement*, 2011, 195-202.

The May 1916 edition of the *Monterey American* noted that the Beach Tract development by the Pacific Improvement Company would utilize "… streets (are being) cut to conform with the contour of the land. The main streets converge to a civic center which is intersected by the 17 Mile Drive. An esplanade, two hundred feet wide runs from the civic center to the ocean front… (Mark) Daniels is incorporating a number of new ideas, including a tent city to be perfected along the lines of the tent homes, which have won favor in many places.

This "tent city" was to be located on the eastern end of the Beach Addition, locally referred to as the Mermaid Alley subdivision. It is bounded by Mermaid Avenue to the south, Seapalm Avenue to the west, Ocean View Blvd. to the north and Lorelei Street to the east (see Figure 2). Promotional brochures by the Pacific Improvement Company labeled this area the Tent City or Bungalow City. The narrow strip of land was laid out with small lots, designed to accommodate either vacation or modest worker residences, as these lots were available for as little as $50. Construction of small homes on the narrow lots replaced the notion of a "Tent City" at this location. As the 1926 Sanborn map (see Figure 6) shows, development was modest well into the 1920s, with about 30% of the lots occupied, primarily by modest wood-framed vernacular- and bungalow-style homes. Several of the vernacular type, a wood-clad cottage with an upper story to afford a view of the ocean, are on the Pacific Grove Historic Resources Inventory, including 685, 703 and 705 Mermaid Avenue.[2]

The subject property developed as a late addition to the Beach Tract and adopted a similar footprint as the Vernacular-style house located at 685 Mermaid Avenue (listed on the Pacific Grove Historic Resources Inventory) Completed in 1936, the subject property was constructed, along with 687 Mermaid Ave., as a pair of street-facing, two-story gable-roofed forms with a simple, side-entry porch, to accommodate the narrow lot. This example was constructed with a shed-roofed shed attached to the east elevation. This basic home plan is repeated (with subsequent additions and/or alterations) along Mermaid Avenue and was earmarked for local workers of modest incomes.

Property Occupancy

Manuel F. Cardoza, listed as a gardener in local city directories, is the original owner of both 687 and 689 Mermaid Avenue. He lived at 689 Mermaid Avenue from 1936 to 1966 and rented the subject house at 687 Mermaid Avenue to local workers. The following lists the occupants for 689 Mermaid Avenue:

- 1936-1966: Manuel F. Cardoza
- 1966-1975: Vacant.[3]

[2] Page & Turnbull, Inc., *City of Pacific Grove Historic Context Statement*, 2011, 134-135.
[3] *Polk's Monterey, Pacific Grove City Directories: 1936-1975.*

A native of Portugal, Manuel F. Cardoza (1878-1966) is listed as a gardener during his ownership of the subject property. His spouse, Isabella B. Cardoza, was a homemaker and passed away in 1958. The couple had four children: Joe L., Lewis F., Sylvester F. and Mary C. Cardoza (later, Miranda). Manuel F. Cardoza's obituary noted that he was a resident in Pacific Grove for 28 years. The obituary did not list any significant affiliations or accomplishments ("Mr. Cardoza," *Monterey Herald*, 2/26/1966, 2). Based on the existing research, Manuel F. Cardoza did not make any significant contributions to national, California or Pacific Grove history.

3.0 DESCRIPTION OF THE HISTORIC RESOURCE

The site contains a two-story residence (1936) constructed in the Vernacular style. The house has a gable roof with exposed rafters, an east elevation entrance beneath a shed roof supported by knee braces, an entrance on the rear (south) elevation under a similar shed roof, shingle wall cladding over the original rustic wood siding and replaced windows in original openings. The roof contains a metal flue formerly attached to a wood-burning stove. A detached, gable-roofed shed (1936) with shingle wall cladding is located adjacent to the east elevation. (**Figures 5 - 8**).





Figures 5 and 6. Left image looks southeast at the two Vernacular-style houses, with 689 Mermaid Ave in the foreground. Right image details the west and rear (south) elevations of 689 Mermaid Ave.





Figures 7 and 8. Left image details the east elevation at the entrance and the detached shed. Right image shows the rear elevation.

Building Chronology

Based on the existing Sanborn maps, the Monterey County Assessor records, the permit record obtained from the City of Pacific Grove Planning and Building departments, and the archives of the Heritage Society of Pacific Grove, the site's building chronology is:

- Permit No. 1105, 11/12/1936: Build single-family residence and detached shed in the Vernacular style. Original building contained wood windows and rustic V-groove wood siding. Manuel F. Cardozo, owner.
- Permit No. AA 482-79, 5/17/79: Install wood shingles over original wood siding. Replace entry doors.
- Permit No. 86-0619, 12/17/86: Install wood burning stove.
- No permit, circa-2000s: Replace window sash with vinyl-clad sash in all locations.

Character Defining Features

- Two-story symmetrical massing
- Street-facing gable roof with exposed rafters and wide fascia boards
- Side entrance beneath shed roof supported by squared knee braces
- Wood details, including wide roof fascia boards, exposed rafters and wood window surrounds
- Wood shingle wall cladding (original rustic V-groove siding beneath)
- Detached shed-roofed storage shed adjacent to east elevation

4.0 EVALUATION OF HISTORIC SIGNIFICANCE

Historic Significance Conclusions

With the exception of the shingle wall cladding added over the original rustic V-groove wood siding, the relocation of various window openings, and the replacement of original wood windows with vinyl-clad sash, the subject house retains sufficient character defining features for its inclusion on the Pacific Grove HRI as an example of the Vernacular style with intact stylistic features, forms and construction methods under the theme, "City of Homes (1927-1945)." A number of houses of similar Vernacular-style form, massing and construction methodology are currently listed on the HRI, including 672 and 685 Mermaid Avenue. The house retains sufficient character defining features to establish historic integrity.

For these reasons, the subject property is eligible under this Criterion, in the area of architecture, illustrating the theme "City of Homes (1927-1945)." However, a local listing on the City of Pacific Grove Historic Resources Inventory (HRI) is the more appropriate listing.

Historic Integrity Analysis

The following lists the seven aspects of historic integrity with an analysis in italics:

1. **Location:** the place where the historic property was constructed or the place where the historic event occurred.
   The buildings are in their original locations and maintain integrity of location.

2. **Design:** the combination of elements that create the form, plan, space, structure, and style of a property.
   The removal of original windows and replacement with vinyl-clad sash has slightly reduced the integrity of design of the house..

3. **Setting:** the physical environment of a historic property.
   The house remains in its original neighborhood setting of single-family homes and has integrity of setting.

4. **Materials:** the physical elements that were combined or deposited during a particular period of time and in a particular pattern or configuration to form a historic property.
   The replacement of original windows with modern sash has slightly reduced the integrity of materials from the subject residence.

5. **Workmanship:** the physical evidence of the crafts of a particular culture or people during any given period in history or prehistory.
   Integrity of workmanship is retained in the presence of the original form and massing, the wood details at the roofline and the wood window surrounds. While the cladding was

changed to cedar shingles applied over the original rustic V-groove wood siding, this cladding type was common in Vernacular-style homes in Pacific Grove.

6. **Feeling:** a property's expression of the aesthetic or historic sense of a particular period of time.
   The building retains sufficient character defining features to represent an example of the Vernacular style.

7. **Association:** the direct link between an important historic event or person and a historic property.
   This does not apply, as no historic association for a significant event or significant persons has been determined for the subject property.

Conclusion

The subject house maintains sufficient historic integrity as an example of 1930s Vernacular design, similar to other properties located on Mermaid Avenue that are listed on the HRI.

5.0 IMPACTS OF THE PROPOSED PROJECT

The proposed project is an interior remodel of the house and a proposed east elevation, second floor addition over the existing storage shed. The proposed addition will enable installation of a bathroom on the second floor adjacent to the existing second floor bedrooms and to provide for code compliant stairs. The project will retain and rehabilitate the building's existing character defining features, with all historic features of the primary elevations (south and west) to remain in place.

The Secretary of the Interior's Standards

The *Secretary of the Interior's Standards for the Treatment of Historic Properties* (the *Standards*) provides the framework for evaluating the impacts of additions and alterations to historic buildings. The *Standards* describe four treatment approaches: preservation, rehabilitation, restoration and reconstruction. The *Standards* require that the treatment approach be determined first, as a different set of standards apply to each approach. For the proposed project, the treatment approach is rehabilitation. The *Standards* describe rehabilitation as:

> In *Rehabilitation*, historic building materials and character-defining features are protected and maintained as they are in the treatment Preservation; however, an assumption is made prior to work that existing historic fabric has become damaged or deteriorated over time and, as a result, more repair and replacement will be required. Thus, latitude is given in the Standards for Rehabilitation and Guidelines for Rehabilitation to replace extensively deteriorated, damaged, or missing features using either traditional or substitute materials. Of the four treatments, only Rehabilitation includes an opportunity to make possible an efficient contemporary use through alterations and additions

The *Standards* "are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility." In addition, the *Standards* note that "some exterior and interior alterations to a historic building are generally needed as part of a rehabilitation project to ensure its continued use."[4]

The ten *Standards* for rehabilitation are:

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.

[4] Grimmer, Anne E., *The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings,* 2017, 77, 78.

3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Evaluation of Proposed Alterations

The goals of the proposed project are to improve livability and life safety with the installation of a code compliant staircase, and an upstairs bathroom accessible to the existing upstairs bedrooms. An additional goal is to minimize view shed impact and to keep the Mermaid Avenue streetscape of two-story vernacular buildings consistent.

To achieve these goals, a second-story addition set back from the front elevation and placed over the existing detached shed is proposed, allowing maintenance of the streetscape.

The following lists the ten *Standards* for rehabilitation in italics, with an evaluation given below each *Standard*.

1. *A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships*.

The proposed alterations will allow the building to keep its residential and improve its life safety, while retaining the existing character-defining features and satisfying this *Standard*.

2. *The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.*

The proposed rehabilitation design removes three original windows on the west elevation to accommodate the second-floor addition and the interior remodel. However, these window opening details are present on the other three elevations. The loss of several window openings is therefore minimal and will not jeopardize historic integrity, in support of this *Standard.*

3. *Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken*.

The proposed alterations do not add conjectural features or elements from other historic properties that would confuse the character-defining features of the subject property.

4. *Changes to a property that have acquired historic significance in their own right will be retained and preserved*.

This *Standard* does not apply because no changes to the property have acquired historic significance.

5. *Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved*.

Distinctive materials and character defining features that define the house's style, including all of the building's remaining character defining features, will be retained and rehabilitated, in keeping with this *Standard*.

6. *Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.*

Deteriorated wood window surrounds and wood shingle wall cladding will be repaired rather than be replaced in support of this *Standard*.

7. *Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used*.

Physical treatments to repair the existing wood shingle wall cladding, wood windows and wood details will be applied using methods that will not damage the historic substrate, in keeping with this *Standard*.

8. *Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.*

This *Standard* does not apply, as archaeological features are evaluated under a separate study undertaken by a qualified archaeologist, if deemed necessary by the City of Pacific Grove.

9. *New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.*

The proposed second-story addition is to the rear of the elevation, retaining the streetscape of two-story vernacular houses along Mermaid Avenue. The addition is within scale and proportion to the original residence and does not overwhelm the building. The addition utilizes the same historic materials as the historic house and will achieve differentiation by extending the rear of the house roofline to accommodate the addition. The installation of wood aluminum-clad windows to replace the vinyl-clad sash will also achieve differentiation; and the window mullion pattern will be more appropriate for the house's vernacular style.

For these reasons the proposed project meets this *Standard*.

In conclusion, the proposed rehabilitation design meets *Standard No. 9*.

10. *New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.*

While unlikely, the proposed additions could be removed and the building reversed to its present appearance in the future, if desired. It should be noted that the proposed building alterations retain nearly all of the historic character-defining features of the original house, allowing it to maintain adequate historic integrity and satisfy this *Standard*.

6.0 MITIGATION OF THE PROPOSED PROJECT

Because the proposed alterations to the building meet the *Secretary of the Interior's Standards for Rehabilitation*, the alterations are considered as mitigated to a level of less than a significant impact on the historic resource and do not constitute a substantial adverse change to the historic resource, thus conforming to the requirements of the California Environmental Quality Act (CEQA).

7.0 BIBLIOGRAPHY

Boland, Beth G. National Register Bulletin 32: *Guidelines for Evaluating and Documenting Properties Associated with Significant Persons*, National Park Service, U.S. Department of the Interior, 1998.

City of Pacific Grove Planning and Building Department Files, Pacific Grove, CA.

Grimmer, Anne E., *The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings*. Washington, D.C.: National Park Service, U.S. Department of the Interior, 2017.

Heritage Society of Pacific Grove, Historical Files.

McAlester, Virginia and Lee. *A Field Guide to American Houses*. New York, NY: Alfred A. Knopf, 1991.

McLane, Lucy Neely. *A Piney Paradise by Monterey Bay*. Baltimore, MD: Gateway Press, Inc., 2004.

"Mr. Cardoza," *Monterey Herald*, 2/26/66.

National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation. United States, Department of the Interior, National Park Service, 1998.

Page and Turnbull, *City of Pacific Grove Historic Context Statement*, 2011.

Page and Turnbull, *Pacific Grove Historic Resources Inventory Update Survey Report* 2019.

Seavey, Kent and the Heritage Society of Pacific Grove, *Pacific Grove: Images of America*. San Francisco, CA: Arcadia Publishing Company, 2005.

U.S. Department of the Interior, National Park Service, *National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation*. Washington, D.C.: National Park Service, U.S. Department of the Interior, 1997.

APPENDICES

Appendix A: DPR523 forms by PAST Consultants, LLC, 7/3/25.

State of California — The Resources Agency
DEPARTMENT OF PARKS AND RECREATION
PRIMARY RECORD

Primary #
HRI #
Trinomial
NRHP Status Code
Other Listings
Review Code Reviewer Date

Page 1 **of** 13 ***Resource Name or #:** (assigned by recorder) 689 Mermaid Avenue

P1. Other Identifier:

***P2. Location:** ■ **Not for Publication** ☐ **Unrestricted** ***a. County:** Monterey

and (P2b and P2c or P2d. Attach a Location Map as necessary.)

***b. USGS 7.5' Quad:** N/A **Date:** N/A **T** ; **R** ; **¼ of** **¼ of Sec** ; M.D. **B.M.**

c. Address: 685 Mermaid Ave. City: Pacific Grove Zip: 93950

d. UTM: Zone: 10 ; mE/ mN (G.P.S.)

e. Other Locational Data: (e.g., parcel #, directions to resource, elevation, etc., as appropriate) Elevation: A.P.N. 006-085-001-000

***P3a. Description:** (Describe resource and its major elements. Include design, materials, condition, alterations, size, setting, and boundaries)

The site contains a two-story residence (1936) constructed in the Vernacular style. The house has a gable roof with exposed rafters, an east elevation entrance beneath a shed roof supported by knee braces, an entrance on the rear (south) elevation under a similar shed roof, shingle wall cladding over the original rustic wood siding and replaced windows in original and new openings. The roof contains a metal flue formerly attached to a wood-burning stove. A detached, gable-roofed shed (1936) with board-and-batten wood siding is located adjacent to the east elevation. See continuation sheet, page 3 for existing conditions photographs (Figures 1-5).

***P3b. Resource Attributes:** (List attributes and codes) HP2, HP4: Storage Shed (detached)

***P4. Resources Present:** ■Building ☐Structure ☐Object ☐Site ☐District ☐Element of District ☐Other (Isolates, etc.)

P5a. Photo or Drawing (Photo required for buildings, structures, and objects.)



P5b. Description of Photo: (View, date, accession #)
North and East Elevations, 2025

***P6. Date Constructed/Age and Sources:**
■Historic ☐Prehistoric ☐Both
1936 (Building Permit)

***P7. Owner and Address:**
Dominic and Lisa Dutra
539 Barcelona Dr.
Fremont, CA 94536

***P8. Recorded by:** (Name, affiliation, and address)
Seth A. Bergstein, Principal
PAST Consultants, LLC
P.O. Box 721
Pacific Grove, CA 93950

***P9. Date Recorded:** 7/3/25

***P10. Survey Type:** (Describe)
Owner-requested

***P11. Report Citation:** None

***Attachments:** ☐NONE ☐Location Map ☐Sketch Map ■Continuation Sheet ■Building, Structure, and Object Record ☐Archaeological Record ☐District Record ☐Linear Feature Record ☐Milling Station Record ☐Rock Art Record ☐Artifact Record ☐Photograph Record ☐ Other (List):

DPR 523A (1/95) ***Required information**

BUILDING, STRUCTURE, AND OBJECT RECORD

***NRHP Status Code** 5S1

***Resource Name or #** (Assigned by recorder) 689 Mermaid Ave.

B1. Historic Name: None
B2. Common Name:
B3. Original Use: Residential
B4. Present Use: Residential

***B5. Architectural Style:** Vernacular

***B6. Construction History:** (Construction date, alterations, and date of alterations)
The residence has been modified with replacement of all original windows with vinyl-clad sash in various pane configurations. Shingle wall cladding was added on top of the original rustic wood siding in 1979. See continuation sheet, page 4, for the building chronology.

***B7. Moved?** ■No ☐Yes ☐Unknown **Date:** **Original Location:** Same

***B8. Related Features:** N/A

B9a. Architect: Unknown
b. Builder: Unknown

***B10. Significance: Theme:** Architecture: Vernacular **Area:** Pacific Grove
Period of Significance: 1936 **Property Type:** Residence **Applicable Criteria:**
(Discuss importance in terms of historical or architectural context as defined by theme, period, and geographic scope. Also address integrity.)

See continuation sheets, pages 5 – 12 for the historic significance statement, historic significance evaluation and historic integrity assessment.

B11. Additional Resource Attributes: (List attributes and codes)

***B12. References:**

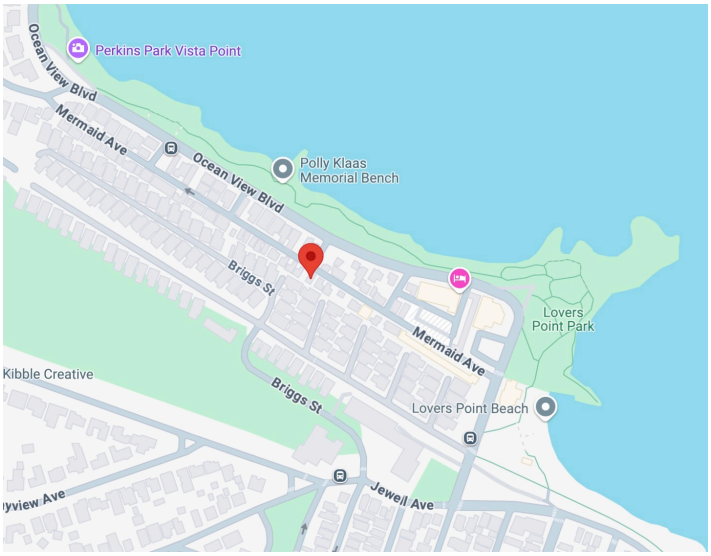
See continuation sheet, page 13

B13. Remarks::

***B14. Evaluator:** Seth A. Bergstein, Principal
PAST Consultants, LLC

***Date of Evaluation:** 7/3/25

(This space reserved for official comments.)



P3a. Description: Photographs

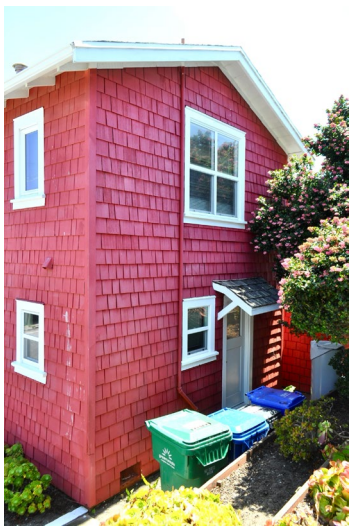




Figures 1 and 2. Left image looks southeast at the two Vernacular-style houses, with 689 Mermaid Ave in the foreground. Right image details the west and rear (south) elevations of 689 Mermaid Ave.







Figures 3 - 5. Left image details the east elevation at the entrance and the detached shed. Center image details the north and east elevations. Right image shows the rear elevation.

P3a. Description:

Building Chronology

Based on the existing Sanborn maps, the Monterey County Assessor records, the permit record obtained from the City of Pacific Grove Planning and Building departments, and the archives of the Heritage Society of Pacific Grove, the site's building chronology is:

- Permit No. 1105, 11/12/1936: Build single-family residence in the Vernacular style, with detached shed. Original building contained wood windows and rustic V-groove wood siding. Manuel F. Cardozo, owner.
- Permit No. AA 482-79, 5/17/79: Install wood shingles over original wood siding. Replace entry doors.
- Permit No. AA 86-0619, 12/17/86: Install wood burning stove.
- No permit, circa-2000s: Replace window sash with vinyl-clad sash in all locations.

Character Defining Features

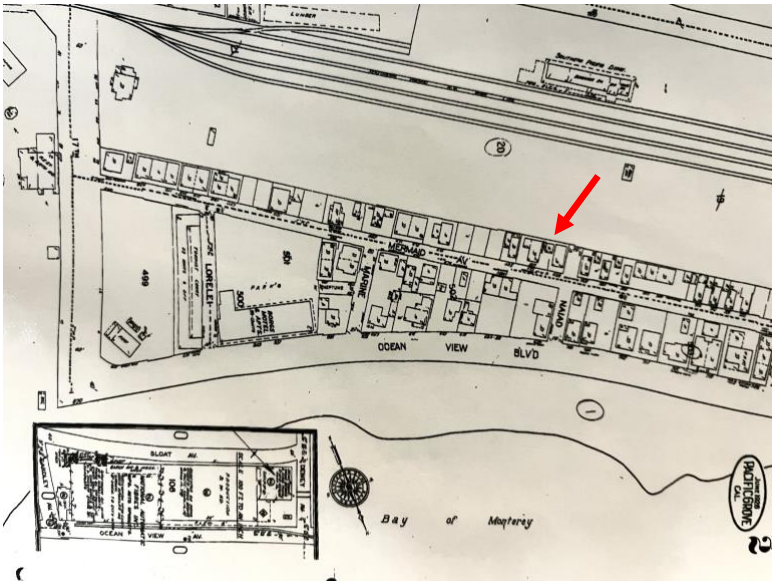
- Two-story symmetrical massing
- Street-facing gable roof with exposed rafters and wide fascia boards
- Side entrance beneath shed roof supported by squared knee braces
- Brick chimney on east side of roof
- Wood details, including wide roof fascia boards, exposed rafters and wood window surrounds
- Wood shingle wall cladding (original rustic V-groove siding beneath)

B10. Significance: Sanborn Maps Presented in Chronological Order

The applicable Sanborn maps appear below. The 1926 Sanborn map shows the Beach Tract slowly being developed by this time. The subject property appears undeveloped on the 1926 Sanborn map. The 1962 Sanborn map shows the Beach Tract developed with modest wood-framed vernacular cottages and bungalows. The subject house with detached shed appears on the 1962 Sanborn map (**Figure 6**).



1926



1962

Figure 6. Chronological Sanborn map images, showing the subject property.

B10. Significance: Significance Statement

Summary Property History

The subject house (1936) was completed during the City of Homes (1927-1945) thematic time period, when substantial additions to the City's building stock were constructed, with emphasis on new suburban neighborhoods and infill of empty lots throughout the city. Developments on the outskirts of town included the construction of the Country Club Heights subdivision in the 1930s and the Spazier's Addition in 1931. The Fairway Homes subdivision, constructed in 1932 around a golf course on the northwest side of the City was also added to the City's residential building stock. However, individual lot development of Fairway Homes was sparse, particularly as the nation crept towards the Great Depression. Civic improvements included the Pacific Grove Natural History Museum in 1935 and the Pacific Grove Post Office in 1938 – both buildings are currently extant and retain their original use (*Pacific Grove Historic Context Statement*, 2011, 195, 201, 202).

However, the development of the Pacific Grove Beach Tract (1916) occurred prior to this thematic time period. The primary development of this subdivision was bounded by the intersection of Seapalm and Mermaid avenues on the east, Monterey Bay to the north, Asilomar Avenue to the west and the Southern Pacific Railroad right of way to the south. Laid out along City Beautiful tenets, the subdivision utilized a wide north-south boulevard (Esplanade) bisecting the property, with radiating streets from this central location out to the edges of the development. Lot sizes were larger, allowing for more substantial homes.

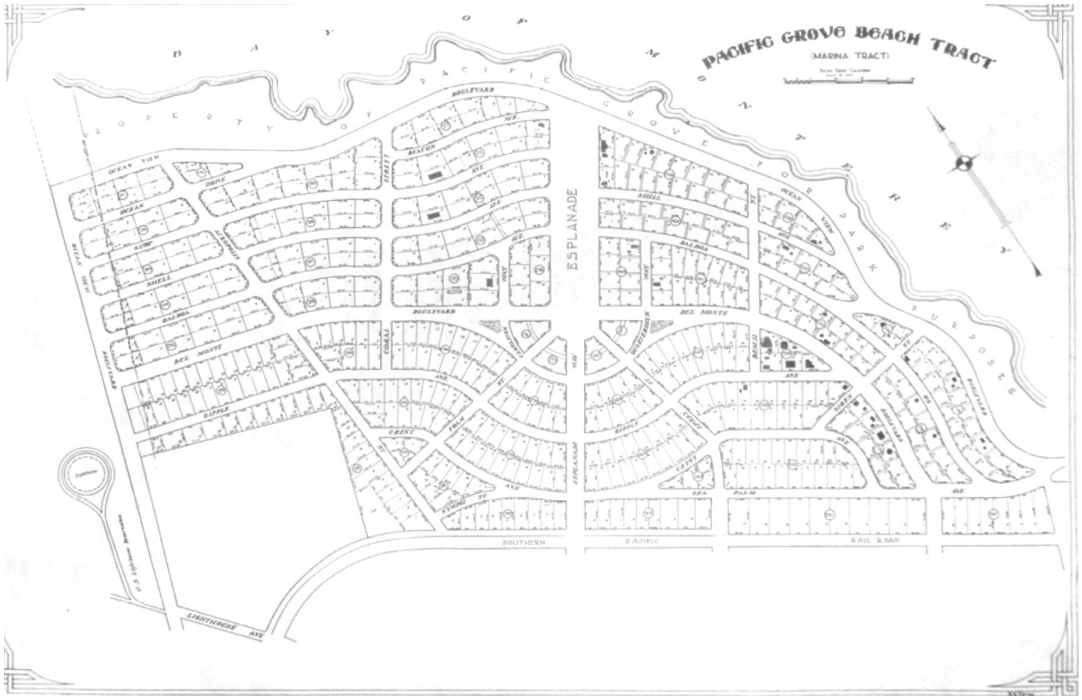


Figure 7. 1927 map of the Pacific Grove Beach Tract (*Pacific Grove Historic Context Statement,* 133).

B10. Significance: Significance Statement

The May 1916 edition of the *Monterey American* noted that the Beach Tract development by the Pacific Improvement Company would utilize "… streets (are being) cut to conform with the contour of the land. The main streets converge to a civic center which is intersected by the 17 Mile Drive. An esplanade, two hundred feet wide runs from the civic center to the ocean front… (Mark) Daniels is incorporating a number of new ideas, including a tent city to be perfected along the lines of the tent homes, which have won favor in many places (*Pacific Grove Historic Context Statement*, 2011, 134).

This "tent city" was to be located on the eastern end of the Beach Addition, locally referred to as the Mermaid Alley subdivision. It is bounded by Mermaid Avenue to the south, Seapalm Avenue to the west, Ocean View Blvd. to the north and Lorelei Street to the east (see **Figure 6**). Promotional brochures by the Pacific Improvement Company labeled this area the Tent City or Bungalow City. The narrow strip of land was laid out with small lots, designed to accommodate either vacation or modest worker residences, as these lots were available for as little as $50. Construction of small homes on the narrow lots replaced the notion of a "Tent City" at this location. As the 1926 Sanborn map (see **Figure 6**) shows, development was modest well into the 1920s, with about 30% of the lots occupied, primarily by modest wood-framed vernacular- and bungalow-style homes (*Pacific Grove Historic Context Statement*, 2011, 135). Several of the vernacular type, a wood-clad cottage with an upper story to afford a view of the ocean, are on the Pacific Grove Historic Resources Inventory, including 685, 703 and 705 Mermaid Avenue.

The subject property developed as a late addition to the Beach Tract and adopted a similar footprint as the Vernacular-style house located at 685 Mermaid Avenue (listed on the Pacific Grove Historic Resources Inventory) Completed in 1936, the subject property was constructed as one of a pair of street-facing, two-story gable-roofed forms with a simple, side-entry porch, to accommodate the narrow lot. This example was constructed with a detached, gable-roofed shed adjacent to the east elevation. This basic home plan is repeated (with subsequent additions and/or alterations) along Mermaid Avenue and was earmarked for local workers of modest incomes.

B10. Significance: Significance Statement

Property Occupancy

Based on a survey of available city directories (*Polk's Monterey City Directories*: 1936 – 1975), the Block/Lot and Assessment files of the Heritage Society of Pacific Grove archives and the City of Pacific Grove Planning and Building Departments, the following lists the property's occupants.

Manuel F. Cardoza, listed as a gardener in local city directories, is the original owner of both 687 and 689 Mermaid Avenue. He lived at 689 Mermaid Avenue from 1936 to 1964 and rented the subject house at 687 Mermaid Avenue to local workers. However, occupancy was inconsistent and alternated with long periods of vacancy. The following lists the occupants for 687 Mermaid Avenue:

- 1939-1964: Manuel F. Cardoza.
- 1965-1975: Vacant.

The biography of the building's owner, Manuel F. Cardoza appears below.

Ownership Biographies

A native of Portugal, Manuel F. Cardoza (Born 1878-1966) is listed as a gardener during his ownership of the subject property. His spouse, Isabella B. Cardoza, was a homemaker and passed away in 1958. The couple had four children: Joe L., Lewis F., Sylvester F. and Mary C. Cardoza (later, Miranda). Manuel F. Cardoza's obituary noted that he was a resident in Pacific Grove for 28 years. The obituary did not list any significant affiliations or accomplishments ("Mr. Cardoza," *Monterey Herald*, 2/26/1966, 2). Based on the existing research, Manuel F. Cardoza did not make any significant contributions to national, California or Pacific Grove history.

B10. Significance: Evaluation of National Register (NR), California Register (CR) and Pacific Grove Historic Significance

1. NR-A, CR-1: Association with significant events, patterns or trends.

The subject property is not eligible under this Criterion, as no specific event led to its creation. The subject property was constructed several decades after the subdivision of the Beach Tract in 1916. This development proceeded slowly after its initial layout and was dotted with wood-framed vernacular-style homes and bungalows during the 1920s and 1930s. The subject property was constructed relatively late within the Beach Tract and is built in a modest two-story Vernacular style, with a street-facing gable and detached, gable-roofed shed, similar to other properties on Mermaid Avenue that are included on the Pacific Grove HRI. This house type accommodated the narrow lot size and afforded a view out to Monterey Bay. It should be noted that this building style (along with 687 Mermaid Ave.) is similar to its neighbor to the south, 685 Mermaid Avenue (1926), which may have been an inspiration for the subject house's construction. However, the subject house was constructed for local workers of modest means as they slowly occupied the Beach Tract, an area laid out for more affordable home construction and not the result of a specific event. The subject property is not eligible under this Criterion.

2. NR-B, CR-2 : Association with significant persons.

Genealogical research of the subject property's owner, Manuel F. Cardoza, presented previously in this intensive survey did not reveal him to be a person significant to national, California or City of Pacific Grove history.

The subject property is not eligible under this Criterion.

3. NR-C, CR-3: Association with significant architecture and/or design.

With the exception of the shingle wall cladding added over the original rustic V-groove wood siding and the replacement of original wood windows with vinyl-clad sash, the subject house retains sufficient character defining features for its inclusion on the Pacific Grove HRI as an example of the Vernacular style with intact stylistic features, forms and construction methods under the theme, "City of Homes (1927-1945)." A number of houses of similar Vernacular-style form, massing and construction methodology are currently listed on the HRI, including 672 and 685 and 687 Mermaid Avenue. The house retains sufficient character defining features to establish historic integrity.

For these reasons, the subject property is eligible under this Criterion, in the area of architecture, illustrating the theme "City of Homes (1927-1945)." However, a local listing on the City of Pacific Grove Historic Resources Inventory (HRI) is the more appropriate listing.

B10. Significance:

Historic Integrity Analysis

1. **Location:** *the place where the historic property was constructed or the place where the historic event occurred*. The building maintains integrity of location.

2. **Design:** *the combination of elements that create the form, plan, space, structure, and style of a property*. The removal of original windows and replacement with vinyl-clad sash has slightly reduced the integrity of design.

3. **Setting:** *the physical environment of a historic property*.
Although building replacements and alterations have occurred on the street, the house maintains its residential integrity of setting around the subject property.

4. **Materials:** *the physical elements that were combined or deposited during a particular period of time and in a particular pattern or configuration to form a historic property*.
The replacement of original windows with modern sash has slightly reduced the integrity of materials from the subject residence.

5. **Workmanship:** *the physical evidence of the crafts of a particular culture or people during any given period in history or prehistory*. Integrity of workmanship is retained in the presence of the original form and massing, the wood details at the roofline and the wood window surrounds. While the cladding was changed to cedar shingles applied over the original rustic V-groove wood siding, this cladding type was common in Vernacular-style homes in Pacific Grove.

6. **Feeling:** *a property's expression of the aesthetic or historic sense of a particular period of time*.
The building retains sufficient character defining features to represent an example of the Vernacular style.

7. **Association:** *the direct link between an important historic event or person and a historic property*.
This does not apply, as no historic association for a significant event or significant persons has been determined for the subject property.

<u>Conclusion</u>

The subject house maintains sufficient historic integrity as an example of 1930s Vernacular design, similar to other properties located on Mermaid Avenue that are listed on the HRI.

*Recorded by: PAST Consultants, LLC *Date: 7/3/25 ■ Continuation ☐ Update

B10. Significance:

Pacific Grove Historic Context Statement

The *Pacific Grove Historic Context Statement* (page 174-175), lists a variety of building designs that are considered Vernacular in style. While the style includes a range of wood-clad buildings, an image of the houses at 701-705 Mermaid Avenue, illustrate the Vernacular style that is similar to the subject property.

Minimum Eligibility Requirements (Page 225)

- Clear example of residential architecture from this period (should represent tent cottage, modest dwelling, or grander residence typology). *The building continues to exhibit the character defining features of the Mermaid Avenue Vernacular-style building typology.*
- Retains original form and roofline. *The original form and roofline are retained.*
- Retains the original pattern of windows and doors. *The residence retains the original pattern of windows and doors, particularly on the front elevation and the side entrances.*
- Retains some of its original cladding (or the original cladding has been repaired/replaced in kind such that it substantially duplicates the original pattern). *The original V-groove wall cladding remains on the building beneath the cedar shingles installed in 1979.*
- Retains most of its original ornamentation, if applicable. *The building ornamentation is minimal, as is typical with this style. Original wood details remain on the building, particularly at the roofline and the entrances.*

Historic Integrity Conclusions

The subject residence retains sufficient historic integrity to represent the historic theme, *City of Homes* (*1927-1945*), and the residence as an example of the Vernacular style with intact stylistic features.

*Recorded by: PAST Consultants, LLC *Date: 7/2/25 ■ Continuation ☐ Update

B10. Significance:

Pacific Grove Historic Resources Inventory Criteria

The following lists the criteria with a response in italics:

a. Whether the structure has significant character, interest or value as part of the development, heritage or cultural characteristics of the city of Pacific Grove, the state of California, or the United States. *The subject house retains sufficient architectural stylistic features to communicate the significant character of the Vernacular style on Mermaid Avenue, adding to the architectural value in Pacific Grove.*

b. Whether it is the site of a significant historic event.
The subject property is not the site of a significant event.

c. Whether it is strongly identified with a person who, or an organization that significantly contributed to the culture, history or development of the city of Pacific Grove. *The subject property is not identified with a significant person in the culture, history or development of Pacific Grove.*

d. Whether it is a particularly good example of a period or style. *The building maintains sufficient character defining features as an example of the Vernacular style on Mermaid Avenue in Pacific Grove.*

e. Whether it is one of the few remaining examples in the city of Pacific Grove possessing distinguishing characteristics of an architectural type or specimen. *The subject property is one of a handful of remaining examples of this building type, located on Mermaid Avenue in Pacific Grove.*

f. Whether it is a notable work of an architect or master builder whose individual work has significantly influenced the development of the city of Pacific Grove. *The subject property is not the notable work of an architect or master builder.*

g. Whether it embodies elements of architectural design, detail, materials or craftsmanship that represent a significant architectural innovation. *The building retains its Vernacular style in the Beach Tract, but the building would not be considered a significant architectural innovation.*

h. Whether it has singular physical characteristics uniquely representing an established and familiar visual feature of a neighborhood, community, or of the city of Pacific Grove. *The subject property is in a unique and established visual location and represents a building type that maintains several listings on the HRI: 672 and 685 Mermaid Avenue.*

i. Whether a resource with historical or cultural significance retains historic integrity. *The subject property does retain sufficient integrity of its original design.*

B12. References:

Boland, Beth G. National Register Bulletin 32: *Guidelines for Evaluating and Documenting Properties Associated with Significant Persons*, National Park Service, U.S. Department of the Interior.

City of Pacific Grove, Planning and Building Department Records.

Heritage Society of Pacific Grove Archives.

McLane, Lucy Neely, *A Piney Paradise by Monterey Bay*. Baltimore, MD: Gateway Press, 2004.

Monterey County Assessor's Records.

"Mr. Cardoza," *Monterey Herald*, 2/26/66.

National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation. United States, Department of the Interior, National Park Service, 1998.

Page & Turnbull, Inc., *Pacific Grove Historic Context Statement*, 2011.

Polk's Monterey, Pacific Grove City Directories: 1936-1975.

Seavey, Kent L. and the Heritage Society of Pacific Grove, *Pacific Grove: Images of America*. Charleston, SC: Arcadia Publishing Company, 2005.

DUTRA RESIDENCE



PROJECT DATA SHEET

Project Address: 689 Mermaid Avenue, Pacific Grove
Applicant(s): Jeanne C. Byrne, FAIA Architect
Submittal Date: 01/19/2026
Permit Type(s) & No(s):

	Required/ Permitted	Existing Condition	Proposed Condition	Notes
Zone District	R-3-PGB			
Building Site Area	1,320			
Density (multi-family projects only)				
Building Coverage	660	680	720	
Site Coverage	792	1090	1090	
Gross Floor Area	n/a	1,173	1,311	
Square Footage not counted towards Gross Floor Area includes ADU's under 800 sf			n/a	
Impervious Surface Area Created and/or Replaced			n/a	Replace 40s.f. paving w/ bldg. in-fill
Exterior Lateral Wall Length to be demolished in feet & % of total*	_____	_____	29'-6"/119.6%	+38'-4" L.F. window & door replacement
Exterior Lateral Wall Length to be built	_____	_____	28'-0"	
Building Height	25'	20'-4"	20'-4"	
Number of stories	2	2	2	
Front Setback	8'	5'-7"	5'-7"	@ (E) House
East **Side Setback** (specify side)	3'-4"	0'-1"	0'-1"	@ (E) Storage
West **Side Setback** (specify side)	3'-4"	3'-8"	3'-8"	
Rear Setback	5'-0" / 8'-0"	4'-2" / 1'-3"	4'-2" / 1'-3"	@ (E) House / (E) Storage
Garage Door Setback		n/a	n/a	
Covered Parking Spaces	1	0	0	
Uncovered Parking Spaces	1	1	1	
Parking Space Size (Interior measurement)	9' x 20'	n/a	n/a	
Number of Driveways	1	1	1	
Driveway Width(s)		10'-5"	10'-5"	
Back-up Distance		20'-5"	20'-5"	
Eave Projection (Into Setback)	3' maximum	---	---	See Note Below
Distances Between Eaves & Property Lines	3' minimum	0"	0"	0" @ (E) Storage Eave
Open Porch/Deck Projections		n/a	n/a	
Architectural Feature Projections		n/a	n/a	
Number & Category of Accessory Buildings		1	0	
Accessory Building Setbacks		--	n/a	See notes above
Distance between Buildings		2'-8"	n/a	
Accessory Building Heights		9'-4"	n/a	
Fence Heights		6'	6'	

**If project proposes demolition to an HRI structure, also indicate % of proposed demolition of the surface of all exterior walls facing a public street or streets, if applicable.*

[Rev. 05/20/2020]

SHEET INDEX:

A1.1 PROJECT DATA
A1.2 SITE PLAN / ROOF PLAN
A2.1 FLOOR PLANS
A3.1 EXTERIOR ELEVATIONS
A3.2 EXTERIOR ELEVATIONS
A4.1 DETAILS
A8.1 DOOR AND WINDOW SCHEDULE

PROJECT TEAM

ARCHITECT OF RECORD:
JCB ARCHITECTS
JEANNE C. BYRNE, FAIA
PAUL A. SIMPSON, AIA
591 LIGHTHOUSE AVE.
SUITE #5
PACIFIC GROVE, CA 93950
PH: 831-372-6585
EMAIL: jcbarchfaia@att.net

ARCHAEOLOGIST:
ACHASTA ARCHAEOLOGICAL SERVICES
SUSAN MORLEY, M.A., RPA
BRENNA WHEELIS, B.A.
3059 BOSTICK AVENUE
MARINA, CA 93933
PH: 831-262-2300 / 831-277-9071
EMAIL: smorley@achastaservices.com
bwheelis@achastaservices.com

HISTORIAN:
PAST CONSULTANTS, LLC
SETH A. BERGSTEIN, PRINCIPAL
P.O. BOX 721
PACIFIC GROVE, CA 93950
PH: 415-515-6224
EMAIL: seth@pastconsultants.com

VICINITY MAP



PROJECT DATA

OWNER: DOMINIC DUTRA

PROJECT ADDRESS: 689 MERMAID AVENUE
PACIFIC GROVE, CA 93950

LOT: 31 w/ 1/2 of lot 30

BLOCK: 241

TRACK: PACIFIC GROVE BEACH

A.P.N.: 006-087-001

MAILING ADDRESS: 539 BARCELONA DRIVE
FREMONT, CA 94536

PHONE: (510) 366-9931

ZONING INFORMATION

LOT SIZE: 1,320 SQ. FT.

ZONING: R-3-PGB

SETBACKS: FRONT YARD: 8'-0"
SIDE YARD: 3'-4"
REAR YARD: 5'-0"/8'-0"

HEIGHT LIMIT: 25'
BLDG.COV.: 50% = 660 SQ. FT.
G.F.A.: N/A

SITE COV.: 60% = 792 SQ. FT.

HISTORIC INVENTORY: YES
ARCHAEOLOGICAL ZONE: YES
COASTAL ZONE: YES
ASBS WATERSHED: YES
BUTTERFLY ZONE: NO
WUI ZONE: NO

CODE DATA:

CODES: 2022 CBC, CRC, CMC, CPC, CEC, CEnC & CALGREEN CODES

OCCUPANCY: R-3 / U
SINGLE FAMILY RESIDENCE
ATTACHED GARAGE

CONST. TYPE: V-B
SPRINKLERS: NO
STORIES: 2

EXISTING RESIDENCE

(E) 1ST FLOOR RESIDENCE & STORAGE:	680 SQ.FT.
(E) 2ND FLOOR RESIDENCE:	493 SQ.FT.
(E) TOTAL FLOOR AREA (GFA):	1,173 SQ.FT.
(E) BUILDING LOT COVERAGE:	680 SQ.FT. = 51.5 %
(E) TOTAL PAVING COV.:	410 SQ.FT. = 31.0 %
(E) TOTAL SITE COV.:	1,090 SQ.FT. = 82.5%

PROPOSED RESIDENCE

(N) 1ST FLOOR RESIDENCE & STORAGE:	720 SQ.FT.
(N) 2ND FLOOR RESIDENCE:	591 SQ.FT.
(N) TOTAL FLOOR AREA (GFA):	1,311 SQ.FT.
(N) BUILDING LOT COVERAGE:	720 SQ.FT. = 54.5%
(E) TOTAL PAVING COV.:	370 SQ.FT. = 28.0%
(E) TOTAL SITE COV.:	1,090 SQ.FT. = 82.5%

PROJECT DESCRIPTION

EXISTING 2-STORY SINGLE-FAMILY RESIDENCE TO REMAIN.
40 SQUARE FOOT 1ST FLOOR ADDITION AT INFILL BETWEEN (E) HOUSE AND (E) STORAGE.
98 SQUARE FOOT 2ND FLOOR ADDITION, OVER EXISITNG 1ST FLOOR STORAGE AND INFILL.
REPLACE VINYL WINDOWS WITH ALUMINUM CLAD WOOD WINDOWS.
REPLACE NON-ORIGINAL DOORS.
REPAIR SHINGLE SIDING AS REQUIRED. AT ADDITION AREA, NEW SHINGLES TO BE DISTINCT FROM ORIGINAL IN DETAIL OR DIMENSION FROM ORIGINAL, PER SECRETARY OF THE INTERIOR STANDARDS.

LICENSED ARCHITECT
JEANNE CECIL MCCOY BYRNE
NO. C12817
REN. 03-31-27
Jeanne C. Byrne
STATE OF CALIFORNIA

ISSUED FOR:	DATE:
HRC - REV	10.22.25.
HRC - REV	01.19.26.

ALL PLANS, DOCUMENTS, COMPUTER FILES, SPECIFICATIONS AND RELATED MATERIAL PREPARED BY JEANNE C. BYRNE, FAIA ARCHITECTS AS INSTRUMENTS OF SERVICE SHALL REMAIN THE PROPERTY OF THE ARCHITECT. THE ARCHITECT SHALL RETAIN ALL COMMON LAW, STATUTORY, AND OTHER RIGHTS, INCLUDING COPYRIGHT THERETO. THE USE OF THESE PLANS AND SPECIFICATIONS IS RESTRICTED TO THE ORIGINAL SITE FOR WHICH THEY WERE PREPARED.

JEANNE C. BYRNE, FAIA
ARCHITECTS
591 LIGHTHOUSE AVE., SUITE #5
PACIFIC GROVE, CALIFORNIA 93950
(831)372-6585 FAX (831)372-8159

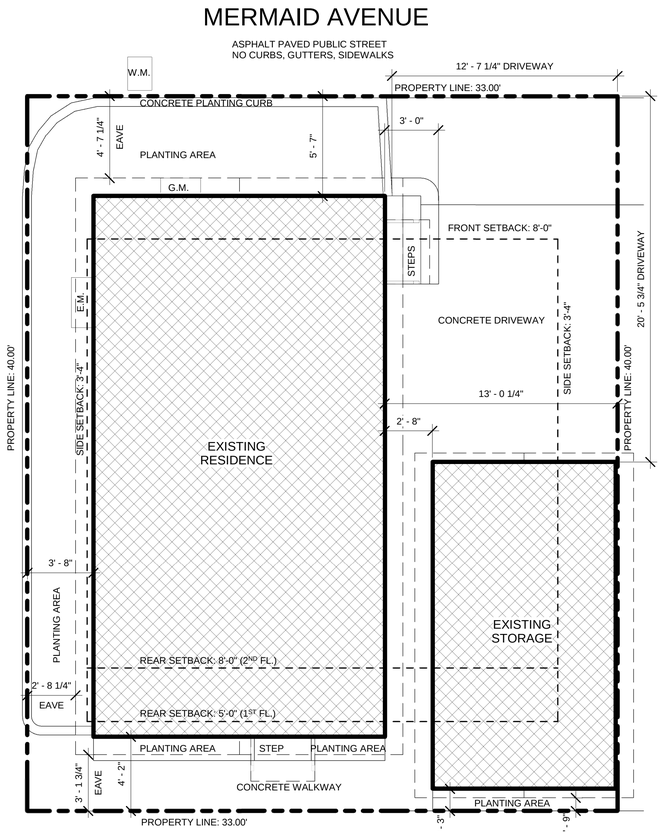
PROJECT DATA

Dutra
689 MERMAID AVENUE, PACIFIC GROVE, CA 93950
A.P.N.: 006-087-001

INTERIOR REMODEL FOR:

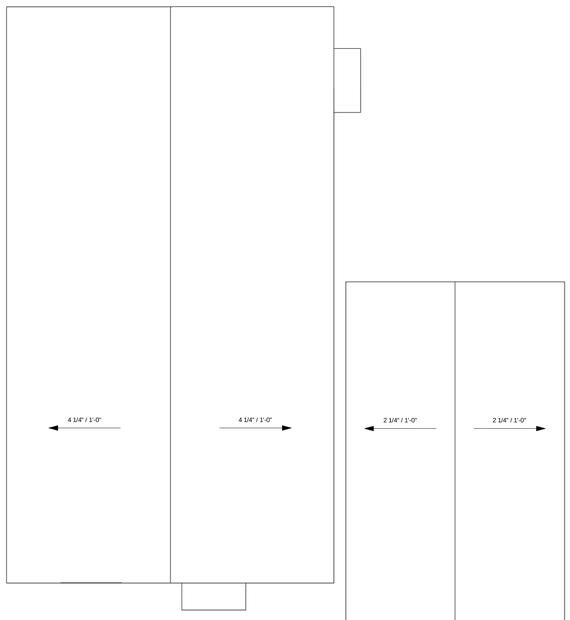
DATE 01/20/26
SCALE AS NOTED
DRAWN BY Author
JOB NUMBER Project Number

A1.1
OF SHEETS



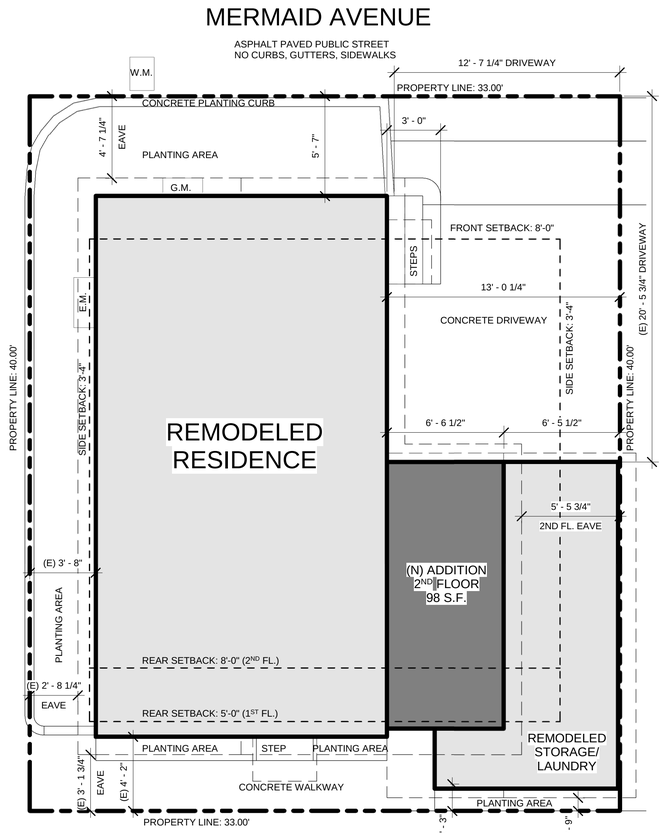
Site Plan - Existing

SCALE: 1/4" = 1'-0"



Existing Roof Plan

SCALE: 1/4" = 1'-0"

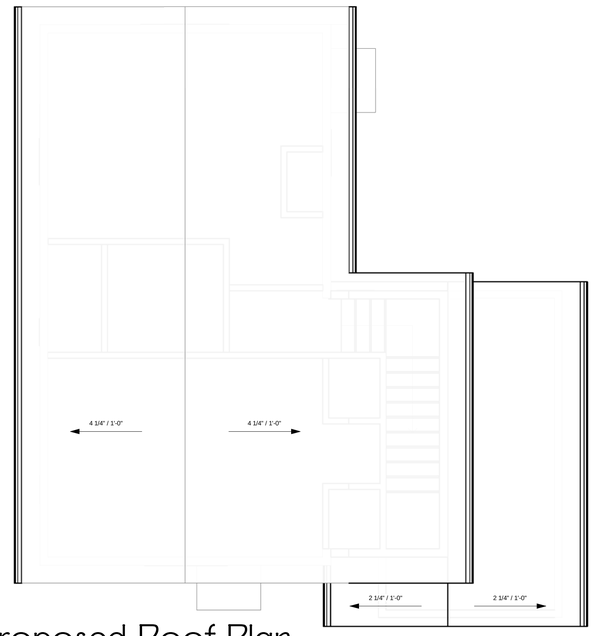


reference north

true north

Site Plan - Proposed

SCALE: 1/4" = 1'-0"



Proposed Roof Plan

SCALE: 1/4" = 1'-0"

ISSUED FOR:	DATE:
HRC - REV	10.22.25.
HRC - REV	01.19.26.

JEANNE C. BYRNE, FAIA
ARCHITECTS
591 LIGHTHOUSE AVE., SUITE #5
PACIFIC GROVE, CALIFORNIA 93950
(831)372-6363 FAX (831)372-8159

ALL PLANS, DOCUMENTS, COMPUTER FILES, SPECIFICATIONS AND RELATED MATERIAL PREPARED BY JEANNE C. BYRNE, FAIA ARCHITECTS AS INSTRUMENTS OF SERVICE SHALL REMAIN THE PROPERTY OF THE ARCHITECT. THE ARCHITECT SHALL RETAIN ALL COMMON LAW, STATUTORY, AND OTHER RIGHTS, INCLUDING COPYRIGHT THERETO. THE USE OF THESE PLANS AND SPECIFICATIONS IS RESTRICTED TO THE ORIGINAL SITE FOR WHICH THEY WERE PREPARED.

SITE PLAN/ROOF PLAN

INTERIOR REMODEL FOR:

Dutra

689 MERMAID AVE/NUE, PACIFIC GROVE, CA 93950

A.P.N.: 006-087-001

DATE 01/20/26

SCALE AS NOTED

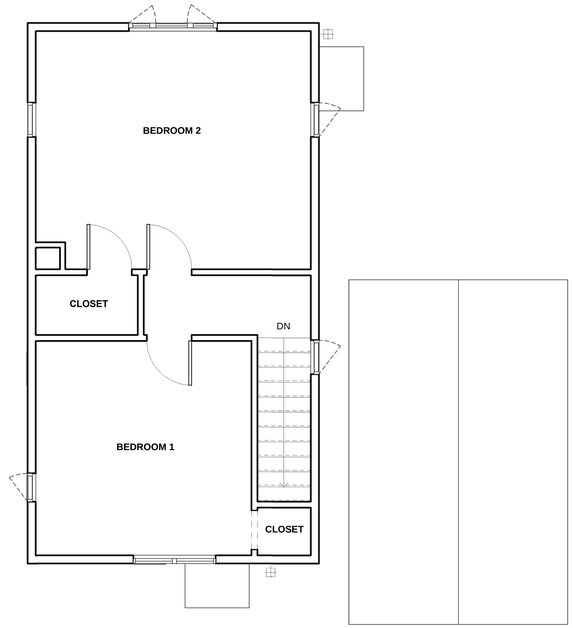
DRAWN BY Author

JOB NUMBER Project Number

A1.2

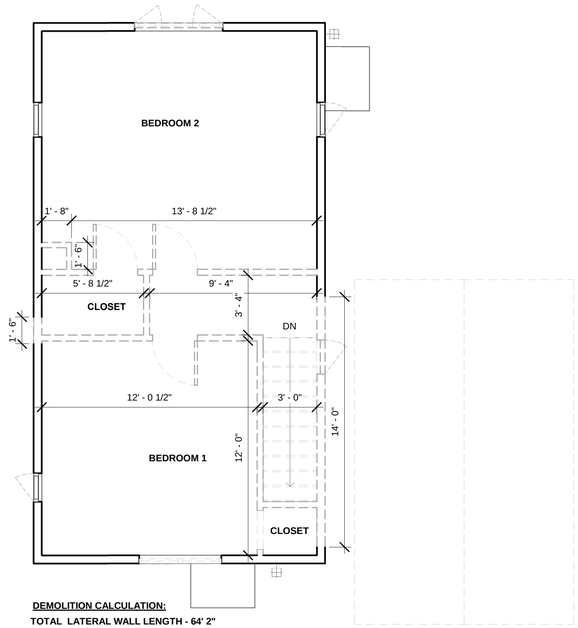
OF SHEETS

LICENSED ARCHITECT
JEANNE CECIL McCOY BYRNE
NO. C12817
REN. 03-31-27
STATE OF CALIFORNIA



Existing Second - Floor Plan

SCALE: 1/4" = 1'-0"



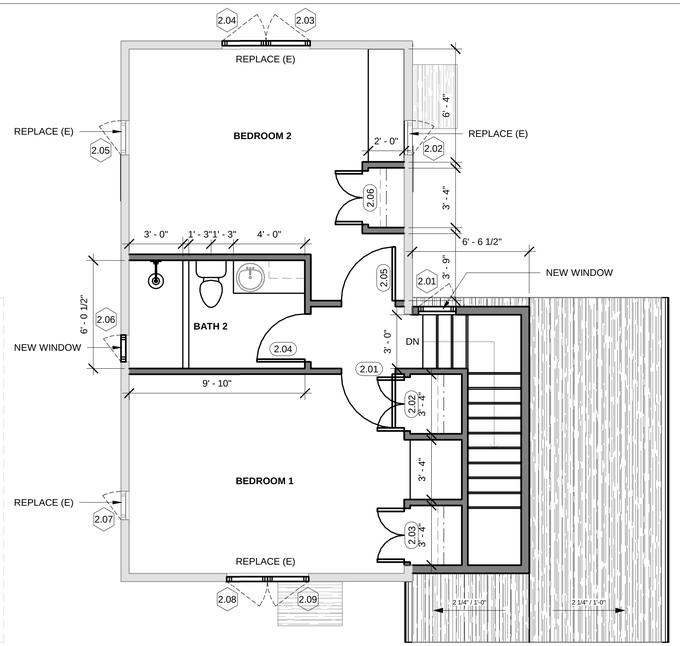
DEMOLITION CALCULATION:

TOTAL LATERAL WALL LENGTH - 64' 2"

TOTAL SQUARE FOOTAGE OF WALL AREA - 409,7 SF

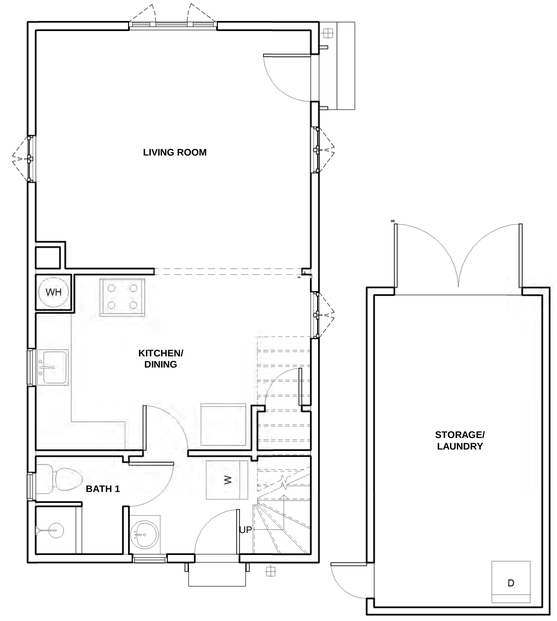
Demo Second - Floor Plan

SCALE: 1/4" = 1'-0"



Proposed Second - Floor Plan

SCALE: 1/4" = 1'-0"

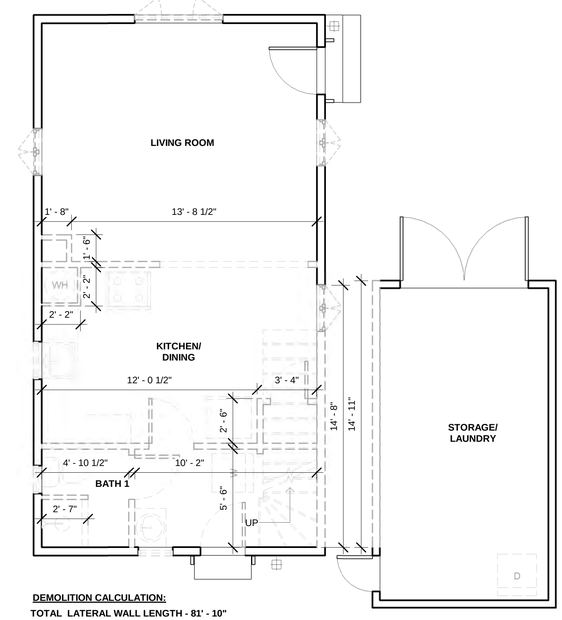


Existing First - Floor Plan

SCALE: 1/4" = 1'-0"

FLOOR PLAN LEGEND:

- EXISTING WALLS TO REMAIN.
- EXISTING WALLS TO BE REMOVED.
- NEW EXTERIOR WALLS; 2X4 STUDS @ 16" O.C. SHEAR PLYWD., MOISTURE BARRIER, AND SIDING TO MATCH EXISTING.
- NEW ALUMINUM CLAD WOOD WINDOWS TO REPLACE (E) VINLYL WINDOWS. (E) PAINTED TRIM AND SILLS, REPAIR OR REPLACE TO MATCH EXISTING AS REQ. (T) = TEMPERED GLASS, TYP SEE PLAN/ELEV. FOR HEADER HT.
- EXISTING DOORS TO REMAIN. PAINTED. (E) PAINTED TRIM AND SILLS, REPAIR OR REPLACE TO MATCH EXISTING AS REQ.
- (E) EXTERIOR LIGHT LOCATIONS. REPLACEMENT FIXTURE TO BE EQUIPPED WITH MOTION / LIGHT SENSORS WITH MANUAL OVER-RIDE SWITCH, TYP. SEE POWER / LIGHTING PLAN.



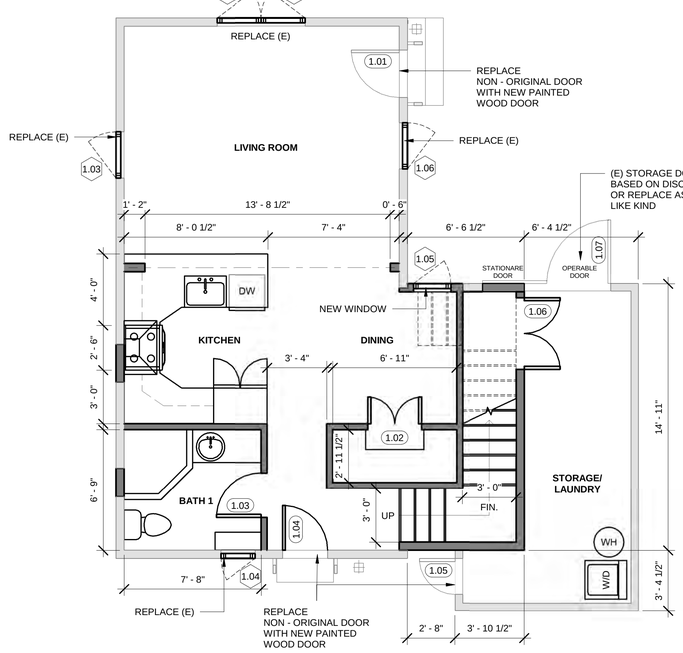
DEMOLITION CALCULATION:

TOTAL LATERAL WALL LENGTH - 81' - 10"

TOTAL SQUARE FOOTAGE OF WALL AREA - 540.2 SF

Demo First - Floor Plan

SCALE: 1/4" = 1'-0"



reference north

true north

Proposed First - Floor Plan

SCALE: 1/4" = 1'-0"

LICENSED ARCHITECT
JEANNE CECILE McCOY BYRNE
NO. C12817
REN. 03-31-27
STATE OF CALIFORNIA

ALL PLANS, DOCUMENTS, COMPUTER FILES, SPECIFICATIONS AND RELATED MATERIAL PREPARED BY JEANNE C. BYRNE, FAIA ARCHITECTS AS INSTRUMENTS OF SERVICE SHALL REMAIN THE PROPERTY OF THE ARCHITECT. THE ARCHITECT SHALL RETAIN ALL COMMON LAW, STATUTORY, AND OTHER RIGHTS, INCLUDING COPYRIGHT THERETO. THE USE OF THESE PLANS AND SPECIFICATIONS IS RESTRICTED TO THE ORIGINAL SITE FOR WHICH THEY WERE PREPARED.

ISSUED FOR:	DATE:
HRC - REV	10.22.25.
HRC - REV	01.19.26.

JEANNE C. BYRNE, FAIA
ARCHITECTS
591 LIGHTHOUSE AVE., SUITE #5
PACIFIC GROVE, CALIFORNIA 95950
(831)372-6363 FAX (831)372-8159

FLOOR PLANS

(INTERIOR REMODEL FOR:
Dutra
689 MERMAID AVENUE, PACIFIC GROVE, CA 93950
A.P.N.: 006-087-001

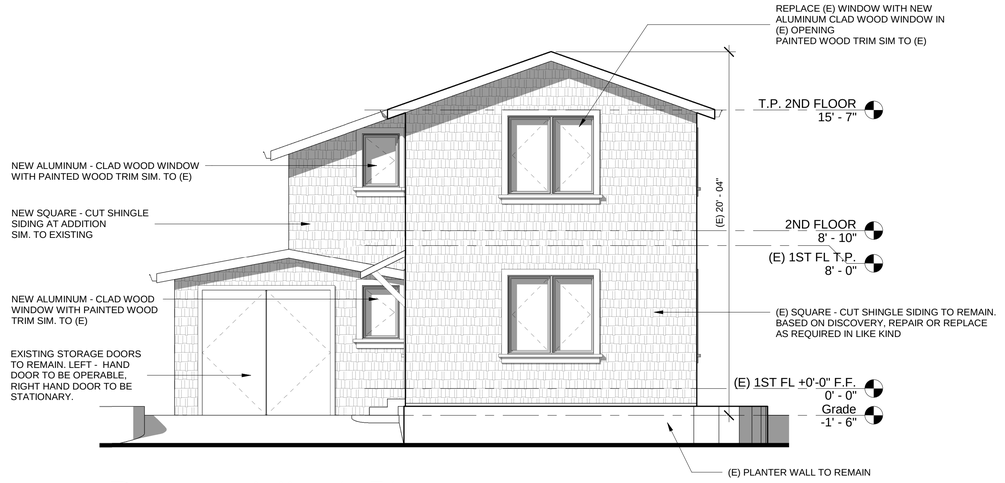
DATE 01/20/26
SCALE AS NOTED
DRAWN BY Author
JOB NUMBER Project Number

A2.1
OF SHEETS



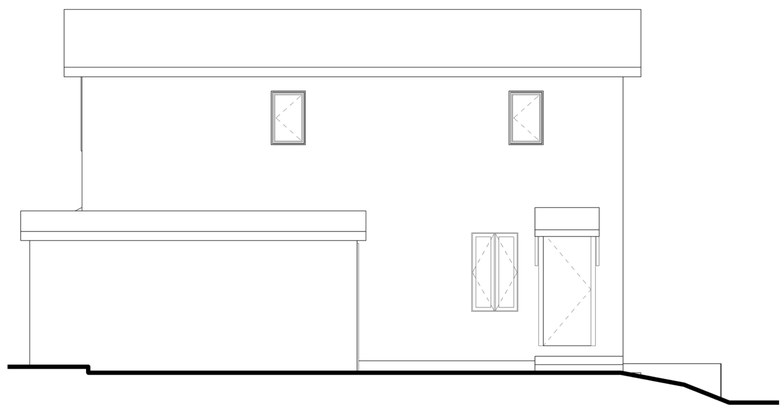
Existing North Elevation

SCALE: 1/4" = 1'-0"



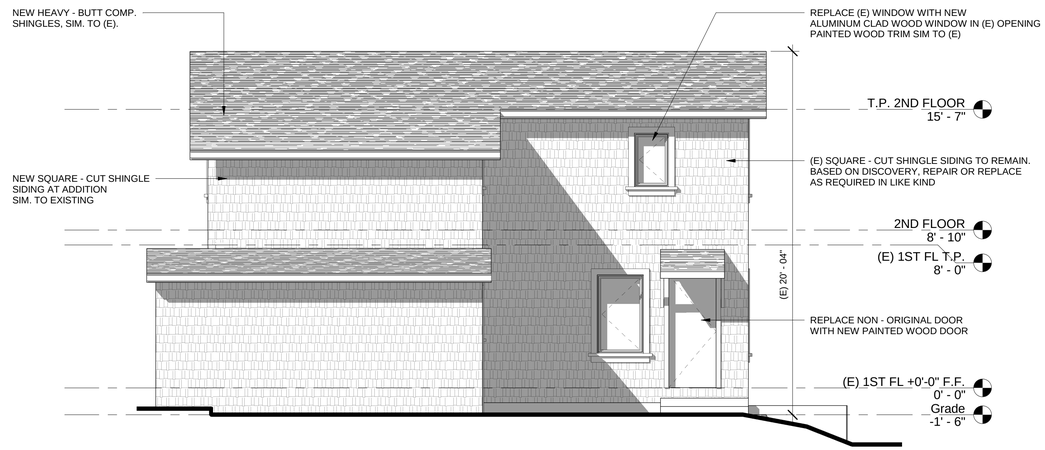
Proposed North Elevation

SCALE: 1/4" = 1'-0"



Existing East Elevation

SCALE: 1/4" = 1'-0"



Proposed East Elevation

SCALE: 1/4" = 1'-0"

LICENSED ARCHITECT
JEANNE CECILE McCOY BYRNE
NO. C12817
REN. 03-31-27
STATE OF CALIFORNIA

ISSUED FOR:	DATE:
HRC - REV	10.22.25.
HRC - REV	01.19.26.

JEANNE C. BYRNE, FAIA
ARCHITECTS
591 LIGHTHOUSE AVE., SUITE #5
PACIFIC GROVE, CALIFORNIA 95950
(831)372-6363 FAX (831)372-8159

EXTERIOR ELEVATIONS

INTERIOR REMODEL FOR:

Dutra

689 MERMAID AVENUE, PACIFIC GROVE, CA 93950

A.P.N.: 006-087-001

DATE 01/20/26

SCALE AS NOTED

DRAWN BY Author

JOB NUMBER Project Number

A3.1

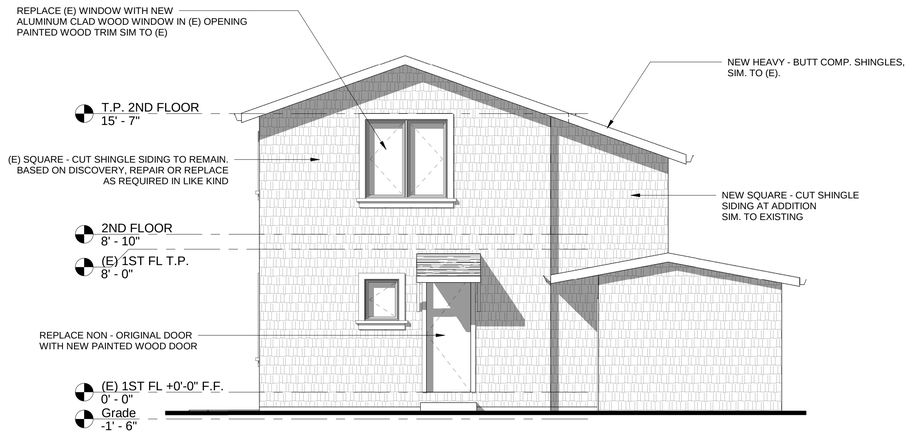
OF SHEETS

ALL PLANS, DOCUMENTS, COMPUTER FILES, SPECIFICATIONS AND RELATED MATERIAL PREPARED BY JEANNE C. BYRNE, FAIA ARCHITECTS AS INSTRUMENTS OF SERVICE SHALL REMAIN THE PROPERTY OF THE ARCHITECT. THE ARCHITECT SHALL RETAIN ALL COMMON LAW, STATUTORY, AND OTHER RIGHTS, INCLUDING COPYRIGHT THERETO. THE USE OF THESE PLANS AND SPECIFICATIONS IS RESTRICTED TO THE ORIGINAL SITE FOR WHICH THEY WERE PREPARED.



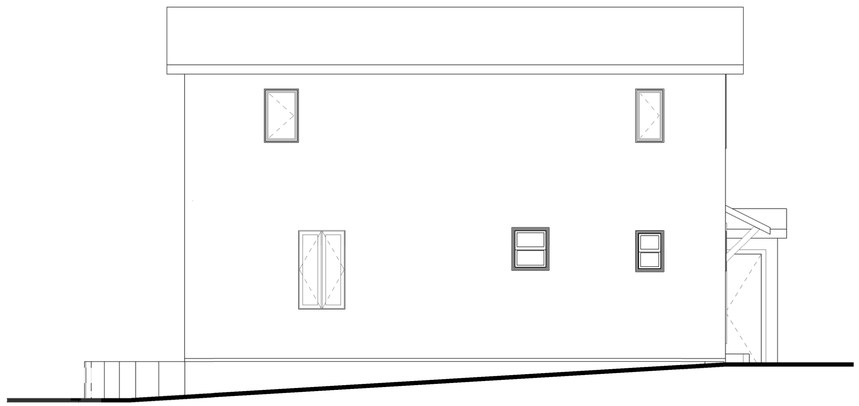
Existing South Elevation

SCALE: 1/4" = 1'-0"



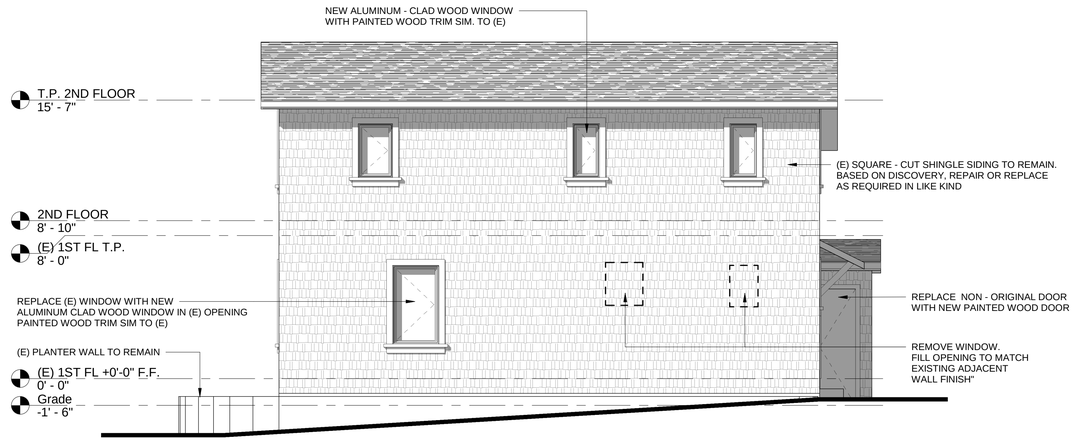
Proposed South Elevation

SCALE: 1/4" = 1'-0"



Existing West Elevation

SCALE: 1/4" = 1'-0"



Proposed West Elevation

SCALE: 1/4" = 1'-0"

LICENSED ARCHITECT
JEANNE CECILE McCOY BYRNE
NO. C12817
REN. 03-31-27
STATE OF CALIFORNIA

ISSUED FOR:	DATE:
HRC - REV	10.22.25.
HRC - REV	01.19.26.

ALL PLANS, DOCUMENTS, COMPUTER FILES, SPECIFICATIONS AND RELATED MATERIAL PREPARED BY JEANNE C. BYRNE, FAIA ARCHITECTS AS INSTRUMENTS OF SERVICE SHALL REMAIN THE PROPERTY OF THE ARCHITECT. THE ARCHITECT SHALL RETAIN ALL COMMON LAW, STATUTORY, AND OTHER RIGHTS, INCLUDING COPYRIGHT THERETO. THE USE OF THESE PLANS AND SPECIFICATIONS IS RESTRICTED TO THE ORIGINAL SITE FOR WHICH THEY WERE PREPARED.

JEANNE C. BYRNE, FAIA
ARCHITECTS
591 LIGHTHOUSE AVE., SUITE #5
PACIFIC GROVE, CALIFORNIA 93950
(831)372-6363 FAX (831)372-8159

EXTERIOR ELEVATIONS

INTERIOR REMODEL FOR:

Dutra

689 MERMAID AVENUE, PACIFIC GROVE, CA 93950

A.P.N.: 006-087-001

DATE 01/20/26

SCALE AS NOTED

DRAWN BY Author

JOB NUMBER Project Number

A3.2

OF SHEETS

EXTERIOR DOORS



'A'

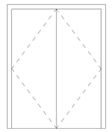
SOLID CORE
SINGLE PANEL

INTERIOR DOORS



'B'

SOLID CORE
SINGLE PANEL



'C'

BARN STYLE DOOR
OFCI

WINDOW TYPES



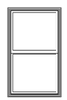
'A'

CASEMENT



'B'

PICTURE
(FIXED)



'C'

Window Schedule

Mark	Width	Height	Head Height	Type	Family	Room	Comments
1.01	2' - 5 1/2"	4' - 5"	6' - 4"	A	Casement	LIVING ROOM	REPLACE IN (E) OPENING V.I.F
1.02	2' - 5 1/2"	4' - 5"	6' - 4"	A	Casement	LIVING ROOM	REPLACE IN (E) OPENING V.I.F
1.03	2' - 7"	4' - 5"	6' - 4"	A	Casement	LIVING ROOM	REPLACE IN (E) OPENING V.I.F
1.04	1' - 11"	2' - 4"	6' - 4"	A	Casement	BATH 1	REPLACE IN (E) OPENING V.I.F TEMPERED GLASS
1.05	2' - 1"	3' - 0"	5' - 9"	A	Casement	DINING	NEW
1.06	2' - 7"	4' - 5"	6' - 4"	A	Casement	LIVING ROOM	REPLACE IN (E) OPENING V.I.F
2.01	2' - 1"	3' - 0"	5' - 5"	A	Casement	STAIRS	NEW - TEMPERED GLASS
2.02	1' - 11"	3' - 0"	5' - 5"	A	Casement	BEDROOM 2	REPLACE IN (E) OPENING V.I.F
2.03	2' - 5 1/2"	4' - 5"	6' - 5"	A	Casement	BEDROOM 2	REPLACE IN (E) OPENING V.I.F EGRESS
2.04	2' - 5 1/2"	4' - 5"	6' - 5"	A	Casement	BEDROOM 2	REPLACE IN (E) OPENING V.I.F
2.05	1' - 11"	3' - 0"	5' - 5"	A	Casement	BEDROOM 2	REPLACE IN (E) OPENING V.I.F
2.06	1' - 6"	3' - 0"	5' - 5"	A	Casement	BATH 2	NEW - TEMPERED GLASS
2.07	1' - 7"	3' - 0"	5' - 5"	A	Casement	BEDROOM 1	REPLACE IN (E) OPENING V.I.F
2.08	2' - 3 1/2"	4' - 5"	6' - 5"	A	Casement	BEDROOM 1	REPLACE IN (E) OPENING V.I.F EGRESS
2.09	2' - 3 1/2"	4' - 5"	6' - 5"	A	Casement	BEDROOM 1	REPLACE IN (E) OPENING V.I.F EGRESS

Door Schedule

Mark	Height	Width	Type	Family	Room	Comments
1.01	6' - 4"	2' - 8"	A	Exterior Single	LIVING ROOM	REPLACE (E)
1.02	6' - 8"	3' - 0"	C	Door-Double-Flush_Panel	DINING	
1.03	6' - 8"	2' - 6"	B	Interior Single	BATH 1	
1.04	6' - 6"	2' - 6"	A	Exterior Single	STAIRS	
1.05	6' - 6"	2' - 0"	A	Exterior Single	STORAGE/LAUNDRY	
1.06	6' - 8"	4' - 0"	C	Door-Double-Flush_Panel	STORAGE/LAUNDRY	
1.07	7' - 0"	7' - 2"	-	(E) Door-Double-Flush_Panel	STORAGE/LAUNDRY	REPAIR EXISTING
2.01	6' - 8"	3' - 0"	B	Interior Single	BEDROOM 1	
2.02	6' - 8"	3' - 0"	C	Door-Double-Flush_Panel	BEDROOM 1	
2.03	6' - 8"	3' - 0"	C	Door-Double-Flush_Panel	BEDROOM 1	
2.04	6' - 8"	2' - 8"	B	Interior Single	BATH 2	
2.05	6' - 8"	3' - 0"	B	Interior Single	BEDROOM 2	
2.06	6' - 8"	3' - 0"	C	Door-Double-Flush_Panel	BEDROOM 2	

LICENSED ARCHITECT
JEANNE CECILE McCOY BYRNE
NO. C12817
REN. 03-31-27
STATE OF CALIFORNIA

ISSUED FOR:	DATE:
HRC - REV	10.22.25.
HRC - REV	01.19.26.

JEANNE C. BYRNE, FAIA
ARCHITECTS
591 LIGHTHOUSE AVE., SUITE #5
PACIFIC GROVE, CALIFORNIA 95950
(831)372-6583 FAX (831)372-8159

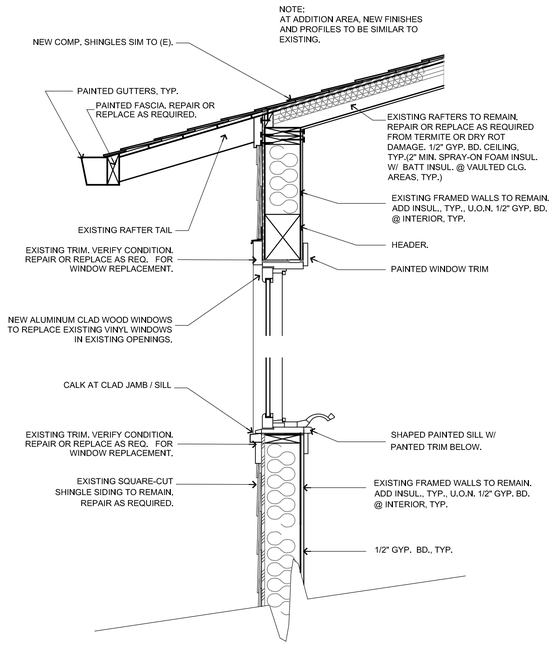
DOOR AND WINDOW SCHEDULE

INTERIOR REMODEL FOR:
Dutra
689 MERMAID AVENUE, PACIFIC GROVE, CA 93950
A.P.N.: 006-087-001

DATE 01/20/26
SCALE AS NOTED
DRAWN BY Author
JOB NUMBER Project Number

A8.1
OF SHEETS

ALL PLANS, DOCUMENTS, COMPUTER FILES, SPECIFICATIONS AND RELATED MATERIAL PREPARED BY JEANNE C. BYRNE, FAIA ARCHITECTS AS INSTRUMENTS OF SERVICE SHALL REMAIN THE PROPERTY OF THE ARCHITECT. THE ARCHITECT SHALL RETAIN ALL COMMON LAW, STATUTORY, AND OTHER RIGHTS, INCLUDING COPYRIGHT THERETO. THE USE OF THESE PLANS AND SPECIFICATIONS IS RESTRICTED TO THE ORIGINAL SITE FOR WHICH THEY WERE PREPARED.



01 DETAIL: WALL / WINDOW

SCALE: 1"=1'-0"



EXISTING HOUSE

SCALE: N.T.S.



EXISTING HOUSE

SCALE: N.T.S.



REPLACEMENT EXTERIOR DOORS
T.M. COBB - #4632 - PAINTED



REPLACEMENT AND NEW ALUMINUM-CLAD WOOD WINDOWS
SIERRA PACIFIC WINDOWS

ALL PLANS, DOCUMENTS, CONCEPTS, SPECIFICATIONS AND RELATED MATERIAL PREPARED BY JEANNE C. BYRNE, FAIA ARCHITECTS AS INSTRUMENTS OF SERVICE SHALL REMAIN THE PROPERTY OF THE ARCHITECT. THE ARCHITECT SHALL RETAIN ALL COMMON LAW, STATUTORY, AND OTHER RESERVED RIGHTS, INCLUDING THE COPYRIGHT THERETO. THE USE OF THESE PLANS AND SPECIFICATIONS IS RESTRICTED TO THE ORIGINAL SITE FOR WHICH THEY WERE PREPARED.

ISSUED FOR:	DATE
HRC.	10/22/25
HRC-REV	01/19/26

JEANNE C. BYRNE, FAIA
ARCHITECTS
391 LIGHTHOUSE AVE., SUITE #5
PACIFIC GROVE, CALIFORNIA 93950
(831)372-0385 FAX (831)372-8109

LICENSED ARCHITECT
JEANNE CECILE McCOY BYRNE
NO. C12817
REN. 03-31-27
STATE OF CALIFORNIA

DETAILS

REMODEL AND ADDITION FOR:
DUTRA
669 MERMAID AVENUE
PACIFIC GROVE, CA 93950
A.P.N. 000-083-001

DATE:	AS NOTED
SCALE:	AS NOTED
DRAWN BY:	PM
JOB NUMBER:	

A4.1

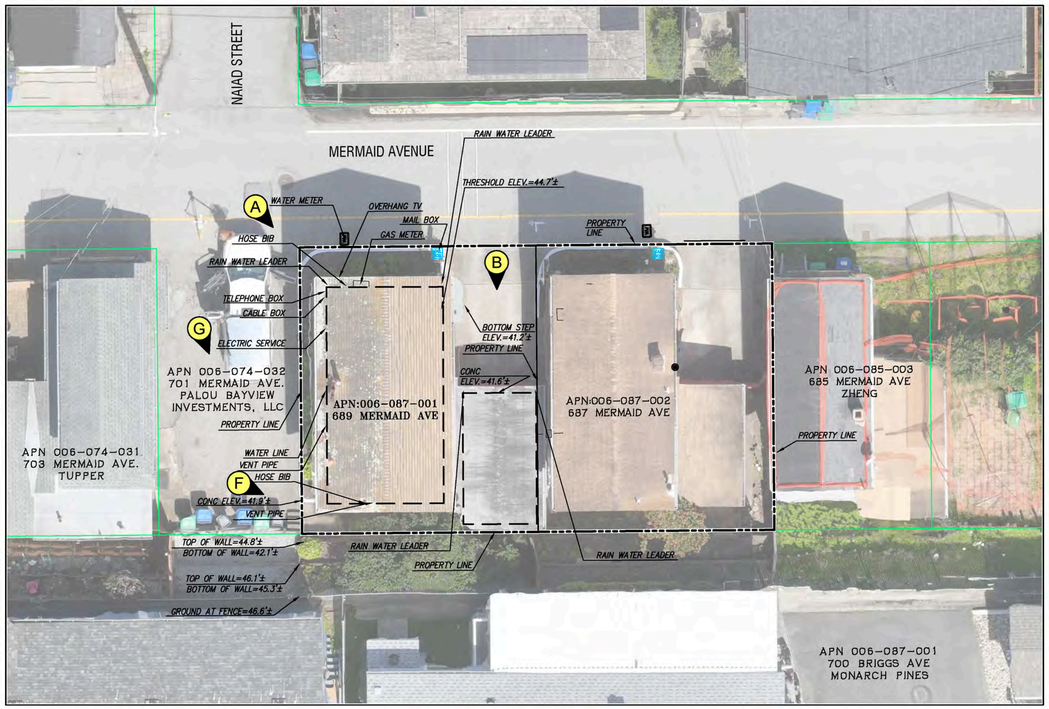
OF SHEETS

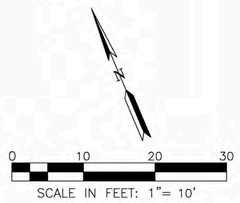


A



B



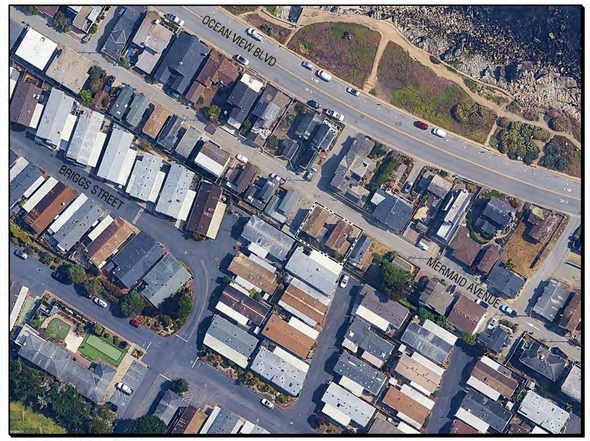




G



F



AREA MAP

NTS



PERSPECTIVE AERIAL

NTS

SHEET INDEX

1 CONTEXT EXHIBIT

2 PROPERTY DETAIL

NOTES:

1. SEE SHEET 2 FOR PROPERTY DIMENSIONS AND ENCROACHMENT INFORMATION
2. NAIAD STREET AND MERMAID AVENUE ARE ONE WAY STREETS

689 MERMAID AVENUE

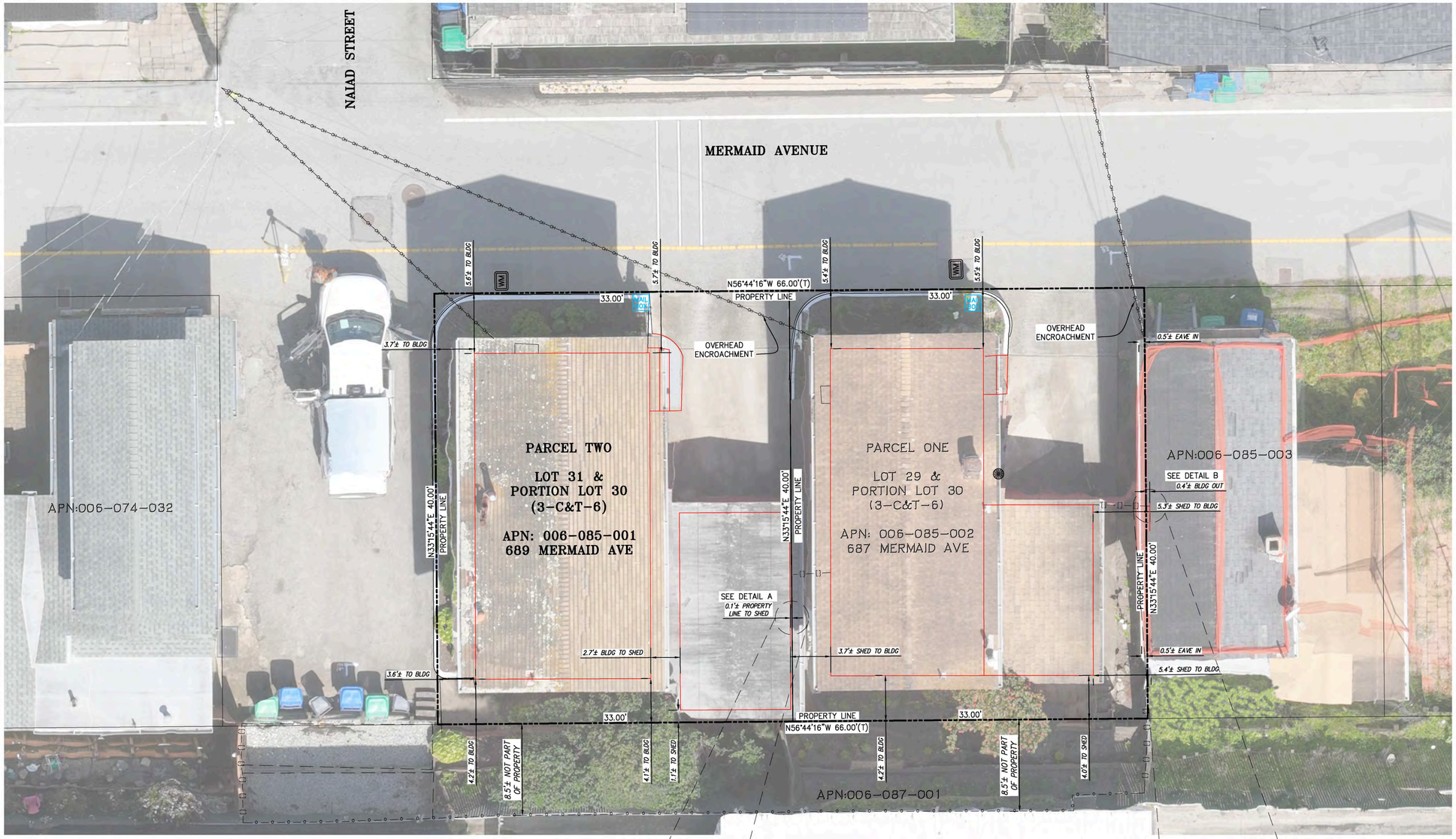
CONTEXT EXHIBIT

PACIFIC GROVE
CALIFORNIA

RUGGERI-JENSEN-AZAR
ENGINEERS • PLANNERS • SURVEYORS
8055 CAMINO ARROYO GILROY, CA 95020
PHONE: (408) 848-0300 FAX: (408) 848-0302

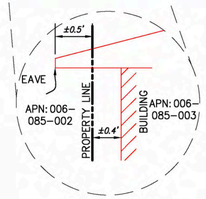
JUNE 2025
JOB - 251023 SHEET 1 OF 2

FILE PATH: W:\Jobs 25\251023-Mermold Pacific Grove\Drawings\Preim\Exhibits\EXH-689 Mermaid-SHT-CONTEXT.dwg





DETAIL A



DETAIL B



689 MERMAID AVENUE
PROPERTY DETAIL

PACIFIC GROVE
CALIFORNIA

RUGGERI-JENSEN-AZAR
ENGINEERS ▪ PLANNERS ▪ SURVEYORS
8055 CAMINO ARROYO GILROY, CA 95020
PHONE: (408) 848-0300 FAX: (408) 848-0302

JUNE 2025
JOB - 251023 SHEET 2 OF 2

PLOT DATE: June 25, 2025
FILE PATH: W:\Jobs 25\251023-Mermaid Pacific Grove\Drawings\Prelim\Exhibits\EXH-689 Mermaid-Sh2-DIMS.dwg

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

MEETING DATE: May 20, 2026

SUBJECT: Re-Consider the Draft City Council Policy Entitled Vacancy in Elective Office and Appointment.

CEQA: {CEQA}

RECOMMENDATION

Adopt a Resolution approving the City Council Policy entitled Vacancy in Elective Office and Appointment.

DISCUSSION

The purpose of this policy is to provide the City Council with a clear, consistent, and structured process for deliberating on applications and selecting candidates to fill Council vacancies now and in the future.

Staff has revised the attached draft policy for the Council's reconsideration and further discussion. The revisions reflect direction provided by the Council at its May 6, 2026 meeting, including applicant speaking time limits, online posting of applications, consideration of top applicants, and other related recommendations.

The Council discussed questions posed to applicants. In response, staff has incorporated proposed language for the Council's consideration.

OPTIONS

Provide alternative direction.

FINANCIAL IMPACT:

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

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Proposed Reso

Proposed Policy

RESOLUTION NO. 26-011

RESOLUTION AUTHORIZING A CITY COUNCIL POLICY REGARDING VACANCY IN ELECTIVE OFFICE AND APPOINTMENTS

FINDINGS

WHEREAS, the City of Pacific Grove is a charter city organized under the constitution of the State of California; and

WHEEAS, City Charter Article 12 provides as follows regarding the filling of a vacancy on the City Council: "A vacancy in an elective office shall be filled by appointment by the Council, such appointee to hold office until the next general municipal election and until a successor is elected and qualified. Such successor shall be elected for the unexpired term of his or her predecessor at the general municipal election and until his successor is elected and qualified. Such successor shall be elected for the unexpired term of his or her predecessor at the general municipal election next succeeding such appointment. Should the Council fail to fill any such vacancy within thirty days after the same occurs, then it shall be filled by appointment by the Mayor; provided, however, that if the offices of a majority, or more, of the Council shall become vacant, then the City Clerk shall call a special election at once to fill the vacancies for the unexpired terms, and the same shall be conducted substantially in the manner provided for general municipal elections."; and

WHEREAS, the process for the City Council to deliberate on applications and select an applicant to fill a vacant seat has not been previously defined; and

WHEREAS, to establish a clear and structured process for City Council appointments when vacancies arise and to guide future vacancy decisions, the City Council desires to adopt a City Council Policy regarding Vacancy in Elective Office and Appointment.

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

1. The Council determines that each of the Findings set forth above are true and correct, and by this reference incorporates them as an integral part of this Resolution.

2. The Council adopts the attached City Council Policy regarding Vacancy in Elective Office and Appointment.

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

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 20th day of May 2026 by the following vote:

AYES:
NOES:
ABSENT:

APPROVED:

_____
NICK SMITH, Mayor

ATTEST:
DATED:_____

_____
SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

_____
ALEX LORCA, City Attorney

City of Pacific Grove, California
City Council Policy

Policy Governing	Policy No.	Effective Date	Page
Vacancy in Elective Office and Appointment	000-XX	_____, 2026	1 of 2

PURPOSE

This policy establishes a clear, fair, and efficient process to fill a vacancy on the City Council by appointment pursuant to City Charter Article 12, which states in part, "A vacancy in an elective office shall be filled by appointment by the Council, such appointee to hold office until the next general municipal election and until a successor is elected and qualified. Such successor shall be elected for the unexpired term of his or her predecessor at the general municipal election and until his successor is elected and qualified. Such successor shall be elected for the unexpired term of his or her predecessor at the general municipal election next succeeding such appointment. Should the Council fail to fill any such vacancy within thirty days after the same occurs, then it shall be filled by appointment by the Mayor; provided, however, that if the offices of a majority, or more, of the Council shall become vacant, then the City Clerk shall call a special election at once to fill the vacancies for the unexpired terms, and the same shall be conducted substantially in the manner provided for general municipal elections."

This policy is designed to foster transparency, inclusivity, and equitable opportunity for all eligible candidates.

ELIGIBILITY

Any individual meeting the established eligibility criteria for Council may be nominated pursuant to City Charter Article 7, which states, "No person shall be eligible to hold, by election or appointment, any elective office of the City unless he/she shall have been a resident and elector of the City for at least thirty (30) days before the date of his or her election or appointment."

Vacancies in a City Council seat that was elected in an at-large election shall be filled from the City at-large. Vacancies in a City Council seat that was elected in a by-district election shall be filled by an appointee residing in that district.

POLICY & PROCEDURE

When a vacancy is determined, City Staff will prepare an agenda report requesting a future date and time that the City Council will deliberate and make an appointment to fill the vacant seat. The agenda report will also provide other applicable instructions for persons interested in applying for appointment to the vacancy and specify whether the appointment is at-large or district-based.

Application

The City Clerk will post an application on the City Council's webpage and make it available to persons upon request. Persons eligible for appointment must complete the application and provide it to the City Clerk by the date and time determined by the City Council.

Redacted applications will be posted on the City Council's webpage for public review and will be attached to the agenda report to be posted in compliance with state law before the meeting at which the appointment is to be made.

Questions

Members of the Council may submit one question to the City Manager/City Clerk. Questions will be compiled and attached to the agenda report packet to be posted in compliance with state law before the meeting at which the appointment is to be made.

Appointment Day

Nomination Process/Voting

- All stages of the nomination process must be conducted fairly without bias or undue influence and any disputes or challenges shall be addressed promptly according to established procedures.
- Each applicant shall have five to ten minutes, at the Mayor's discretion, to present a statement to the Council describing their desire for appointment and their qualifications. (The set time will be dependent upon number of

applicants and will be included in the agenda report to be posted in compliance with state law before the meeting at which the appointment is to be made.)

- Each member of the Council will be assigned one question to ask each applicant.
- The Mayor will seek public comment.
- The matter will be returned to Council for discussion and each member of the Council will state for the record their top applicant.
- If one applicant receives 4 affirmations, a vote shall be conducted to ratify the top applicant.
- In no applicant receives 4 affirmations, the following steps will be taken to narrow the applicants before voting.
    - The process of voting will begin with a City Council member making a motion to nominate an applicant. If a second is received on the motion a roll call vote will be taken. This process is repeated until an applicant receives 4 affirmative votes.
    - Voting will be accomplished by roll call only.
    - If no applicant receives four affirmative votes, the Mayor shall make the appointment.

Oath of Office

Following the appointment, the City Clerk will administer the Oath of Office to the newly appointed Council Member who will join the Council on the dais.

Recordkeeping

A record of nominations, applicants, and final voting results shall be maintained for official documentation and transparency.

MAYORAL VACANCY

In the event a vacancy occurs in the office of the Mayor, the remaining Council Members shall appoint, by four affirmative votes, one of their number to serve as Mayor for the remaining term of the vacated office of Mayor. If the Council does not fill the Mayoral vacancy within thirty (30) days, its appointment power shall lapse and the Mayor Pro Tempore shall assume the office of Mayor. In either event, a vacancy shall then exist as to the Council seat vacated by the new Mayor, which shall be filled in accord with the provisions of Article 12 of the Charter.

Adopted May __, 2026 (Resolution No. 26-XXX)

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: May 20, 2026

SUBJECT: Ownership Analysis and Control Analysis for Cannabis Business License Applications

CEQA: {CEQA}

RECOMMENDATION

1. Receive the Ownership and Control Analysis
2. Provide staff direction on next steps

DISCUSSION

On March 18, 2026, the City Council directed the City Manager and City Attorney to conduct a formal ownership and control analysis of all applications submitted in the Storefront Retail Commercial Cannabis Business Licensing Process, consistent with the definitions of "Owner" under California's Medicinal and Adult-Use Cannabis Regulation and Safety Act (MAUCRSA), Business and Professions Code § 26001, and Pacific Grove Municipal Code (PGMC) Chapter 11.100.

To conduct this analysis, the City requested each applicant submit an Affidavit providing additional details around ownership. The Affidavit Form is included as Attachment 1. 9 of the 10 applicants submitted affidavits by the May 6, 2026, deadline. 1 applicant submitted the affidavit after the deadline on May 12, 2026.

Responses from each applicant have been aggregated and color-coded to help visually identify similar names and information. See Attachment 2. This information serves as the Cannabis Ownership and Control Analysis.

In addition to the attached materials, the questions posed in the March 18, 2026, Agenda Report and responses are included below:

- **Whether any of the applicants share common ownership, direction, or control as defined under MAUCRSA § 26001 and PGMC Chapter 11.100.**
  - See Attachment 2, Question 2.
- **Whether a single owner was involved in the direction, control, or management of 2 or more applicant entities.**
  - See Attachment 2.
- **Whether common ownership or affiliation in parent companies (such as employment, family ties, shared proprietary data etc.) is relevant to the ownership analysis.**

- The City's cannabis licensing ordinance and regulations do not include any provisions that prohibit or restrict common ownership interests or other business or personal affiliations between applicants for a license.

- **What written legal authority supports the City's interpretation that the Permitting Process as currently administered is consistent with MAUCRSA and PGMC Chapter 11.100.**
  - The City's Application Materials and Application Procedures and Guidelines were vetted by legal counsel and HDL. MAUCRSA does not "supersede or limit the authority of a local jurisdiction to adopt and enforce local ordinances to regulate businesses licensed under this division, including, but not limited to, local zoning and land use requirements, business license requirements, and requirements related to reducing exposure to secondhand smoke, or to completely prohibit the establishment or operation of one or more types of businesses licensed under this division within the local jurisdiction." (Business & Professions Code § 26200(a)(1)). PGMC Chapter 11.100 does not contain any limitation on common ownership or other business or personal affiliations between applicants for a license.
- **If affiliated submissions exist, whether consolidation of such affiliated submissions into a single application is permissible.**
  - Consolidation may leave the City subject to legal challenges. The City's cannabis licensing ordinance and regulations do not contemplate requiring applications to be consolidated and the City has no established procedures for consolidation, such as determining what common ownership interests and/or affiliations should result in applications being consolidated and which are acceptable to allow the applications to be processed independently.

OPTIONS

Staff is seeking council direction.

FINANCIAL IMPACT:

There is no fiscal impact associated with receiving this report.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Affidavit Form

Ownership and Control Analysis

Submitted Affidavit

CITY OF PACIFIC GROVE
AFFIDAVIT OF APPLICANT FOR STOREFRONT RETAIL CANNABIS LICENSE

[Please attach sheets as necessary.]

I, _____, verify the following facts are true and correct:

1. I am the authorized representative of _____ ("Applicant"). Applicant has submitted a storefront retail cannabis license application ("Application") to the City of Pacific Grove.

2. As of the date of this Affidavit, the following persons are or will be participating in the direction, control, or management of Applicant if granted a storefront retail cannabis license from the City of Pacific Grove:

   _____
   _____
   _____
   _____

3. For ANY person listed in the "Owner Information" section of the Application, please confirm whether they currently have, or in the past have had, any family, personal, or business relationship with ANY person listed in the "Owner Information" section of any pending storefront retail cannabis license application(s) with the City of Pacific Grove (other than Applicant's own Application):

   _____
   _____
   _____
   _____

4. For ANY person listed in the "Owner Information" section of the Application, please confirm whether they currently share, or in the past have shared, a place of business with ANY person listed in the "Owner Information" section of any pending storefront retail cannabis license application(s) with the City of Pacific Grove (other than Applicant's own Application):

   _____
   _____
   _____
   _____

5. As of the date of this Affidavit, the following persons participated in the drafting of, provided input on the content of, or otherwise assisted in the submission of this Applicant's retail cannabis license application, or this Affidavit:

   _____
   _____
   _____
   _____

6. The agent for service of process for the Applicant/entity is:
_____

7. Please list all employment positions (e.g., manager, employee) that will be filled, and the names of those who will fill those positions. If unknown who will fill those positions at this time, please indicate as much.
_____
_____
_____
_____

8. Is there any other information you would like to share with the City regarding the ownership structure of the Applicant?
_____
_____
_____
_____

I hereby certify, under penalty of perjury, on behalf of myself and all owners, managers, and supervisors of Applicant that the statements and information furnished in this Affidavit are true and accurate.

I understand that a misrepresentation of fact may be cause for rejection of my underlying application.

In addition, I understand that the filing of this Affidavit grants the City of Pacific Grove permission to reproduce submitted materials for distribution to staff, Commissions, Boards and City Council Members, and other Agencies to process it.

Under penalty of perjury, I hereby declare that the information contained herein and submitted with this Affidavit is true, complete, and accurate. I understand that a misrepresentation on the facts is cause for rejection of my underlying application.

Executed on this ____ day of _____, 2026, at_____.

By: _____

Name: _____

Title/Capacity: _____

On behalf of: _____

Cannabis Ownership & Control Analysis

Applicant	Application Information	Affidavit Information						
	Ownership Listed in Initial Application Submission	QUESTION 2 As of the date of this affidavit, the following persons are or will be participating in the direction, control, or management of Applicant if granted a storefront retail cannabis license from the City of Pacific Grove:	QUESTION 3 For ANY person listed in the "Owner Information" section of the Application, please confirm whether they currently have, or in the past have had, any family, personal, or business relationship with ANY person listed in the "Owner Information" section of any pending storefront retail cannabis license application(s) with the City of Pacific Grove (other than Applicant's own Application):	QUESTION 4 For ANY person listed in the "Owner Information" section of the Application, please confirm whether they currently share, or in the past have shared, a place of business with ANY person listed in the "Owner Information" section of any pending storefront retail cannabis license application(s) with the City of Pacific Grove (other than Applicant's own Application):	QUESTION 5 As of the date of this Affidavit, the following persons participated in the drafting of, provided input on the content of, or otherwise assisted in the submission of this Applicant's retail cannabis license application, or this Affidavit:	QUESTION 6 The agent for service of process for the Applicant/entity is:	QUESTION 7 Please list all employment positions (e.g., manager, employee) that will be filled, and the names of those who will fill those positions. If unknown who will fill those positions at this time, please indicate as much.	QUESTION 8 Is there any other information you would like to share with the City regarding the ownership structure of the Applicant?
Nug Pacific Grove, LLC*	**John Oram (27% Ownership)** **Jamie Besaw (27% Ownership)** **Adam Peterson (11% Ownership)** 73 other individuals collectively (35% ownership) collectively each individually less than 20%	**John Oram** **Jamie Bensaw** **Adam Peterson**	None.	None.	**John Oram** **Jamie Besaw** **Adam Peterson**	**John Oram, Individual**	**Owners: John J Oram, PhD - Owner, Co-Founder, Chief Executive Officer; Adam Peterson- Owner, Co-Founder, President; Jamie Besaw - Owner, Co-Founder, Director of Security & Facilities.** **Management and Advisory Qualifications (Non-Owners);** Matt Rakow - Non-Owner, Chief Financial Officer; Jessamynn Stephania Partida - Non-Owner, Chief Technology Officer, VP of Retail Operations; Pedro Fonseca - Non-Owner, VP of Retail Operations; Alissa Berihu - Non-Owner, Chief Operations Officer; Viktoria Devinova- Non-Owner, VP of Finance; Russell Greenman - Non-Owner, General Counsel; Nico S Enea - Non-Owner, Co-Founder, Community Relations; Robert Enea- Non-Owner, Advisor Remaining individuals not yet identified. See attachment to affidavit for listing of position names.	None.
Pacific Grove Responsible and Compliant Retail, LLC dba Embarc Dispensary	**Lauren Carpenter (80% Ownership)** **Dustin Moore (20% Ownership)**	**Lauren Carpenter** **Dustin Moore**	**Dustin Moore** knows **Sean Maddocks**, **John Oram**, and **Norman Yousif** in their capacity as competing business owners in the cannabis industry. **Lauren Carpenter** knows **Sean Maddocks** and **Norman Yousif** in their capacity as competing business owners in the cannabis industry. Applicant has no other personal, family, or business, relationships with any of the persons listed in the "Owner Information" sections of the other pending applications.	Applicant does not currently share, and has not previously shared, a place of business with any of the persons listed in the "Owner Information" sections of the other pending applications.	**Lauren Carpenter - Owner/CEO**, **Dustin Moore - Owner/CCO**, Katie Whinnery - VP of Licensing and Business Administration, Jamie Schniedwind - Director of Finance, Matthew Carroll - Security Consultant, Kirk Miller - Architect, Devon Wardlow, VP of Public Affairs, Eric Lightman - Legal Counsel	Registered Agents Inc.	**Lauren Carpenter - Officer/Owner**, **Dustin Moore - Officer/Owner**, General Manager - unknown, Assistant General Manager - unknown, Sales Manager - unknown, Inventory Manager - unknown, 3 Lead Guides - unknown, 7 Guides - unknown	No.
Rawy Rogers, LLC	**Rawy Yousif (100% ownership)**	**Rawy Yousif**	**Dillon Marogy**; **Robbin Yousif**, **Norman Yousif**, **Darline Yousif**, **Sean Maddocks**, **Adam Mernit**. In accordance with the definition of Owner outlined in PGMC §11.100.030 ("Definitions") and BPC §26001(av), none of the listed individuals has Ownership of Applicant and is not currently or in the future contemplated to participate in the direction, control, or management of Applicant if Applicant is granted a storefront retail cannabis license from the City of Pacific Grove	**Dillon Marogy**; **Robbin Yousif**; **Norman Yousif**; **Darline Yousif**. In accordance with the definition of Owner outlined in PGMC §11.100.030 ("Definitions") and BPC §26001(av), none of the listed individuals has Ownership of Applicant and is not currently or in the future contemplated to participate in the direction, control, or management of Applicant if Applicant is granted a storefront retail cannabis license from the City of Pacific Grove	**Sean Maddocks**; **Adam Mernit**; **Jessica Morley**. In accordance with the definition of Owner outlined in PGMC §11.100.030 and BPC §26001(av), none of the individuals who participated in the drafting of Applicant's retail cannabis business license application has Ownership of Applicant and is not currently or in the future contemplated to participate in the direction, control, or management of Applicant if Applicant is granted a storefront retail cannabis license from the City of Pacific Grove.	**Attorney Sean Maddocks**	Applicant does not currently know what individuals will fill employment positions for Applicant.	Applicant has no further information that it would like to share with the City regarding Applicant's Ownership structure.
OTC Pacific Grove, LLC	**Norman Yousif (100% ownership)**	**Norman Yousif**	**Dillon Marogy**; **Darline Yousif**; **Robbin Yousif**; **Rawy Yousif**; **Sean Maddocks**; **Adam Mernit**; **Matthew Jones**. Pursuant to the ownership definitions in PGMC §11.100.030 and BPC §26001(av), none of the individuals listed herein hold an ownership interest in the Applicant. Furthermore, these individuals are not envisioned to serve in any capacity involving the direction, control, or management of the Applicant should a storefront retail cannabis license be granted by Pacific Grove.	**Dillon Marogy**; **Darline Yousif**; **Robbin Yousif**; **Rawy Yousif**. Pursuant to the ownership definitions in PGMC §11.100.030 none of the individuals listed herein hold an ownership interest in the Applicant. Furthermore, these individuals are not envisioned to serve in any capacity involving the direction, control, or management of the Applicant should a storefront retail cannabis license be granted by Pacific Grove.	**Sean Maddocks**; **Adam Mernit**; **Jessica Morley.** The contracted drafting of Applicant's license application does not authorize any direction, control or management of Applicant or Applicant's Storefront Retail Cannabis Business if Applicant is granted a Storefront Retail Cannabis License from the city of Pacific Grove and such contracted drafting does not amount to ownership of Applicant pursuant to PGMC §11.100.030 ("Definitions") and BPC §26001(av).	**Attorney Sean Maddocks**	Applicant has not determined individuals who will fill employment positions at this time.	Applicant has no further information to share with the City regarding its ownership structure.
PG Retail, LLC	**Sean Maddocks (100% ownership)**	**Sean Maddocks**	**Adam Mernit**, **Norman Yousif**, **Darline Yousif**, **Rawy Yousif**, **Dillon Marogy**, **Robbin Yousif**, **Matthew Jones**. No one listed in this response is now or is contemplated to be participating in the direction, control, or management of Applicant if Applicant is granted a storefront retail cannabis license from the City of Pacific Grove and no one listed qualifies as an owner of Applicant pursuant to PGMC §11.100.300 ("Definitions") and BPC §26001(av).	No person listed in the Owner Information section of the Application currently shares, or has shared in the past, a place of business with ANY person listed in the "Owner Information" section of any pending storefront retail cannabis license application(s) with the City of Pacific Grove.	**Adam Mernit**, **Jessica Morley**, **Sean Maddocks**. Adam Mernit and Jessica Morley served solely as drafters for this retail cannabis business license application. Per PGMC §11.100.030 and BPC §26001(av), these individuals are not owners of, and hold no ownership interest in, the Applicant. Furthermore, there are no plans for them to participate in the direction, management or control of the business should the City of Pacific Grove grant the license	**Attorney Sean Maddocks**	It is not currently known who will fill employment positions for Applicant.	There is no further information Applicant would like to share with the City regarding the ownership structure of the Applicant.
OTC PG, LLC	**Darline Yousif (100% ownership)**	**Darline Yousif**	**Dillon Marogy**; **Norman Yousif**; **Robbin Yousif**; **Rawy Yousif**; **Sean Maddocks**; **Adam Mernit**; **Matthew Jones**. Pursuant to the ownership definitions in PGMC §11.100.030 and BPC §26001(av), none of the individuals listed herein hold an ownership interest in the Applicant. Furthermore, these individuals are not envisioned to serve in any capacity involving the direction, control, or management of the Applicant should a storefront retail cannabis license be granted by Pacific Grove.	**Dillon Marogy**; **Norman Yousif**; **Robbin Yousif**; **Rawy Yousif**; Pursuant to the ownership definitions in PGMC §11.100.030 none of the individuals listed herein hold an ownership interest in the Applicant. Furthermore, these individuals are not envisioned to serve in any capacity involving the direction, control, or management of the Applicant should a storefront retail cannabis license be granted by Pacific Grove.	**Sean Maddocks**; **Adam Mernit**; **Jessica Morley.** The contracted drafting of Applicant's license application does not authorize any direction, control or management of Applicant or Applicant's Storefront Retail Cannabis Business if Applicant is granted a Storefront Retail Cannabis License from the city of Pacific Grove and such contracted drafting does not amount to ownership of Applicant pursuant to PGMC §11.100.030 ("Definitions") and BPC §26001(av).	**Attorney Sean Maddocks**	Applicant has not determined individuals who will fill employment positions at this time.	Applicant has no further information to share with the City regarding its ownership structure.

Cannabis Ownership & Control Analysis

Applicant	Application Information	Affidavit Information						
	Ownership Listed in Initial Application Submission	**QUESTION 2** As of the date of this affidavit, the following persons are or will be participating in the direction, control, or management of Applicant if granted a storefront retail cannabis license from the City of Pacific Grove:	**QUESTION 3** For ANY person listed in the "Owner Information" section of the Application, please confirm whether they currently have, or in the past have had, any family, personal, or business relationship with ANY person listed in the "Owner Information" section of any pending storefront retail cannabis license application(s) with the City of Pacific Grove (other than Applicant's own Application):	**QUESTION 4** For ANY person listed in the "Owner Information" section of the Application, please confirm whether they currently share, or in the past have shared, a place of business with ANY person listed in the "Owner Information" section of any pending storefront retail cannabis license application(s) with the City of Pacific Grove (other than Applicant's own Application):	**QUESTION 5** As of the date of this Affidavit, the following persons participated in the drafting of, provided input on the content of, or otherwise assisted in the submission of this Applicant's retail cannabis license application, or this Affidavit:	**QUESTION 6** The agent for service of process for the Applicant/entity is:	**QUESTION 7** Please list all employment positions (e.g., manager, employee) that will be filled, and the names of those who will fill those positions. If unknown who will fill those positions at this time, please indicate as much.	**QUESTION 8** Is there any other information you would like to share with the City regarding the ownership structure of the Applicant?
Robbinhood, LLC	**Robbin Yousif (100% ownership)**	**Robbin Yousif**	**Dillon Marogy**; **Rawy Yousif**; **Norman Yousif**; **Darline Yousif**; **Sean Maddocks**; **Adam Mernit**. In accordance with the definition of Owner outlined in PGMC §11.100.030 ("Definitions") and BPC §26001(av), none of the listed individuals has Ownership of Applicant and is not currently or in the future contemplated to participate in the direction, control, or management of Applicant if Applicant is granted a storefront retail cannabis license from the City of Pacific Grove.	**Dillon Marogy**; **Rawy Yousif**; **Norman Yousif**; **Darline Yousif**. In accordance with the definition of Owner outlined in PGMC §11.100.030 ("Definitions") and BPC §26001(av), none of the listed individuals has Ownership of Applicant and is not currently or in the future contemplated to participate in the direction, control, or management of Applicant if Applicant is granted a storefront retail cannabis license from the City of Pacific Grove.	**Sean Maddocks**; **Adam Mernit**; **Jessica Morley**. In accordance with the definition of Owner outlined in PGMC §11.100.030 and BPC §26001(av), none of the individuals who participated in the drafting of Applicant's retail cannabis business license application has Ownership of Applicant and is not currently or in the future contemplated to participate in the direction, control, or management of Applicant if Applicant is granted a storefront retail cannabis license from the City of Pacific Grove.	**Attorney Sean Maddocks**	Applicant does not currently know what individuals will fill employment positions for Applicant.	Applicant has no further information that it would like to share with the City regarding Applicant's Ownership structure.
MJRE, LLC	**Matthew Jones (100% ownership)**	**Matthew Jones**	**Adam Mernit**, **Norman Yousif**, **Darline Yousif**, **Sean Maddocks**. No one listed in this response is now or is contemplated to be participating in the direction, control, or management of Applicant if Applicant is granted a storefront retail cannabis license from the City of Pacific Grove and no one listed qualifies as an owner of Applicant pursuant to PGMC §11.100.300 ("Definitions") and BPC §26001(av).	No person listed in the Owner Information section of the Application currently shares, or has shared in the past, a place of business with ANY person listed in the "Owner Information" section of any pending storefront retail cannabis license application(s) with the City of Pacific Grove.	**Adam Mernit**, **Jessica Morley**, **Sean Maddocks**. Adam Mernit, Sean Maddocks and Jessica Morley served solely as drafters for this retail cannabis business license application. Per PGMC §11.100.030 and BPC §26001(av), these individuals are not owners of, and hold no ownership interest in, the Applicant. Furthermore, there are no plans for them to participate in the direction, management or control of the business should the City of Pacific Grove grant the license.	**Attorney Sean Maddocks**	It is not currently known who will fill employment positions for Applicant.	There is no further information Applicant would like to share with the City regarding the ownership structure of the Applicant.
ADM Biz Dev, LLC	**Adam Mernit (100% ownership)**	**Adam Mernit**	**Sean Maddocks**, **Norman Yousif**, **Darline Yousif**, **Rawy Yousif**, **Dillon Marogy**; **Robin Yousif**, **Matthew Jones**. No one listed in this response is now or is contemplated to be participating in the direction, control, or management of Applicant if Applicant is granted a storefront retail cannabis license from the City of Pacific Grove and no one listed qualifies as an owner of Applicant pursuant to PGMC §11.100.300 ("Definitions") and BPC §26001(av).	No person listed in the Owner Information section of the Application currently shares, or has shared in the past, a place of business with ANY person listed in the "Owner Information" section of any pending storefront retail cannabis license application(s) with the City of Pacific Grove.	**Sean Maddocks**; **Jessica Morley**; **Adam Mernit**; Sean Maddocks and Jessica Morley served solely as drafters for this retail cannabis business license application. Per PGMC §11.100.030 and BPC §26001(av), these individuals are not owners of, and hold no ownership interest in, the Applicant. Furthermore, there are no plans for them to participate in the direction, management or control of the business should the City of Pacific Grove grant the license.	**Attorney Sean Maddocks**	It is not currently know who will fill employment positions.	There is no further information Applicant would like to share with the City regarding the ownership structure of the Applicant.
Marogy RE	**Dillon Marogy (100% ownership)**	**Dillon Marogy**	**Rawry Yousif**; **Robin Yousif**; **Darline Yousif**, **Norman Yousif**; **Sean Maddocks**; **Adam Mernit**. No individuals mentioned in this response currently hold, or are intended to hold, any positions of management, direction, or control over the Applicant. Furthermore, none of the listed parties meet the criteria for 'owner' as defined by PGMC §11.100.030 and BPC §26001(av) in the event a storefront retail cannabis license is granted by the City of Pacific Grove.	**Rawy Yousif**; **Robbin Yousif**; **Darline Yousif**; **Norman Yousif**. No individuals mentioned in this response currently hold, or are intended to hold, any positions of management, direction, or control over the Applicant. Furthermore, none of the listed parties meet the criteria for 'owner' as defined by PGMC §11.100.030 and BPC §26001(av) in the event a storefront retail cannabis license is granted by the City of Pacific Grove	**Sean Maddocks**; **Adam Mernit**; **Jessica Morley**. The drafting of the Applicant's license does not grant the drafter any authority to direct, manage, or control the Applicant or its potential Storefront Retail Cannabis Business. Furthermore providing drafting services does not constitute an ownership interest under PGMC §11.100.030 or BPC §26001(av).	**Attorney Sean Maddocks**	Applicant has not identified any individuals to fill employment positions at this time.	Applicant has no other information to share with the City regarding its Ownership structure.

**Nug Pacific Grove LLC's affidavit was submitted after the deadline.*

CITY OF PACIFIC GROVE
AFFIDAVIT OF APPLICANT FOR STOREFRONT RETAIL CANNABIS LICENSE

[Please attach sheets as necessary.]

I, Sean Maddocks, verify the following facts are true and correct:

1. I am the authorized representative of PG Retail LLC ("Applicant"). Applicant has submitted a storefront retail cannabis license application ("Application") to the City of Pacific Grove.

2. As of the date of this Affidavit, the following persons are or will be participating in the direction, control, or management of Applicant if granted a storefront retail cannabis license from the City of Pacific Grove:

   Sean Maddocks

3. For ANY person listed in the "Owner Information" section of the Application, please confirm whether they currently have, or in the past have had, any family, personal, or business relationship with ANY person listed in the "Owner Information" section of any pending storefront retail cannabis license application(s) with the City of Pacific Grove (other than Applicant's own Application):

   Adam Mernit, Norman Yousif, Darline Yousif, Rawy Yousif, Dillon Marogy, Robbin Yousif, Matthew Jones. No one listed in this response is now or is contemplated to be participating in the direction, control, or management of Applicant if Applicant is granted a storefront retail cannabis license from the City of Pacific Grove and no one listed qualifies as an owner of Applicant pursuant to PGMC §11.100.300 ("Definitions") and BPC §26001(av).

4. For ANY person listed in the "Owner Information" section of the Application, please confirm whether they currently share, or in the past have shared, a place of business with ANY person listed in the "Owner Information" section of any pending storefront retail cannabis license application(s) with the City of Pacific Grove (other than Applicant's own Application):

   No person listed in the Owner Information section of the Application currently shares, or has shared in the past, a place of business with ANY person listed in the "Owner Information" section of any pending storefront retail cannabis license application(s) with the City of Pacific Grove.

5. As of the date of this Affidavit, the following persons participated in the drafting of, provided input on the content of, or otherwise assisted in the submission of this Applicant's retail cannabis license application, or this Affidavit:

   Adam Mernit, Jessica Morley, Sean Maddocks. Adam Mernit and Jessica Morley served solely as drafters for this retail cannabis business license application. Per PGMC §11.100.030 and BPC §26001(av), these individuals are not owners of, and hold no ownership interest in, the Applicant. Furthermore, there are no plans for them to participate in the direction, management or control of the business should the City of Pacific Grove grant the license.

6. The agent for service of process for the Applicant/entity is:
Attorney Sean Maddocks

7. Please list all employment positions (e.g., manager, employee) that will be filled, and the names of those who will fill those positions. If unknown who will fill those positions at this time, please indicate as much.
It is not currently known who will fill employment positions for Applicant.

8. Is there any other information you would like to share with the City regarding the ownership structure of the Applicant?
There is no further information Applicant would like to share with the City regarding the Ownership structure of the Applicant

I hereby certify, under penalty of perjury, on behalf of myself and all owners, managers, and supervisors of Applicant that the statements and information furnished in this Affidavit are true and accurate.

I understand that a misrepresentation of fact may be cause for rejection of my underlying application.

In addition, I understand that the filing of this Affidavit grants the City of Pacific Grove permission to reproduce submitted materials for distribution to staff, Commissions, Boards and City Council Members, and other Agencies to process it.

Under penalty of perjury, I hereby declare that the information contained herein and submitted with this Affidavit is true, complete, and accurate. I understand that a misrepresentation on the facts is cause for rejection of my underlying application.

Executed on this 5th day of May, 2026, at 12:30 PM.

By: _____

Name: Sean Maddocks

Title/Capacity: Owner/CEO

On behalf of: PG Retail LLC

CITY OF PACIFIC GROVE
AFFIDAVIT OF APPLICANT FOR STOREFRONT RETAIL CANNABIS LICENSE

[Please attach sheets as necessary.]

I, Matthew Jones, verify the following facts are true and correct:

1. I am the authorized representative of MJRE LLC ("Applicant"). Applicant has submitted a storefront retail cannabis license application ("Application") to the City of Pacific Grove.

2. As of the date of this Affidavit, the following persons are or will be participating in the direction, control, or management of Applicant if granted a storefront retail cannabis license from the City of Pacific Grove:

   Matthew Jones

3. For ANY person listed in the "Owner Information" section of the Application, please confirm whether they currently have, or in the past have had, any family, personal, or business relationship with ANY person listed in the "Owner Information" section of any pending storefront retail cannabis license application(s) with the City of Pacific Grove (other than Applicant's own Application):

   Adam Mernit, Norman Yousif, Darline Yousif, Sean Maddocks. No one listed in this response is now or is contemplated to be participating in the direction, control, or management of Applicant if Applicant is granted a storefront retail cannabis license from the City of Pacific Grove and no one listed qualifies as an owner of Applicant pursuant to PGMC §11.100.300 ("Definitions") and BPC §26001(av).

4. For ANY person listed in the "Owner Information" section of the Application, please confirm whether they currently share, or in the past have shared, a place of business with ANY person listed in the "Owner Information" section of any pending storefront retail cannabis license application(s) with the City of Pacific Grove (other than Applicant's own Application):

   No person listed in the Owner Information section of the Application currently shares, or has shared in the past, a place of business with ANY person listed in the "Owner Information" section of any pending storefront retail cannabis license application(s) with the City of Pacific Grove.

5. As of the date of this Affidavit, the following persons participated in the drafting of, provided input on the content of, or otherwise assisted in the submission of this Applicant's retail cannabis license application, or this Affidavit:

   Adam Mernit, Jessica Morley, Sean Maddocks. Adam Mernit, Sean Maddocks and Jessica Morley served solely as drafters for this retail cannabis business license application. Per PGMC §11.100.030 and BPC §26001(av), these individuals are not owners of, and hold no ownership interest in, the Applicant. Furthermore, there are no plans for them to participate in the direction, management or control of the business should the City of Pacific Grove grant the license.

6. The agent for service of process for the Applicant/entity is:
Attorney Sean Maddocks

7. Please list all employment positions (e.g., manager, employee) that will be filled, and the names of those who will fill those positions. If unknown who will fill those positions at this time, please indicate as much.
It is not currently known who will fill employment positions for Applicant.

8. Is there any other information you would like to share with the City regarding the ownership structure of the Applicant?
There is no further information Applicant would like to share with the City regarding the Ownership structure of the Applicant

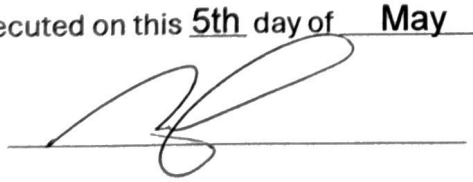
I hereby certify, under penalty of perjury, on behalf of myself and all owners, managers, and supervisors of Applicant that the statements and information furnished in this Affidavit are true and accurate.

I understand that a misrepresentation of fact may be cause for rejection of my underlying application.

In addition, I understand that the filing of this Affidavit grants the City of Pacific Grove permission to reproduce submitted materials for distribution to staff, Commissions, Boards and City Council Members, and other Agencies to process it.

Under penalty of perjury, I hereby declare that the information contained herein and submitted with this Affidavit is true, complete, and accurate. I understand that a misrepresentation on the facts is cause for rejection of my underlying application.

Executed on this 5th day of May, 2026, at 3:15 PM.

By: 

Name: Matthew Jones

Title/Capacity: Owner/CEO

On behalf of: MJRE LLC

CITY OF PACIFIC GROVE
AFFIDAVIT OF APPLICANT FOR STOREFRONT RETAIL CANNABIS LICENSE

[Please attach sheets as necessary.]

I, Adam Mernit, verify the following facts are true and correct:

1. I am the authorized representative of ADM Biz Dev LLC ("Applicant"). Applicant has submitted a storefront retail cannabis license application ("Application") to the City of Pacific Grove.

2. As of the date of this Affidavit, the following persons are or will be participating in the direction, control, or management of Applicant if granted a storefront retail cannabis license from the City of Pacific Grove:

   Adam Mernit

3. For ANY person listed in the "Owner Information" section of the Application, please confirm whether they currently have, or in the past have had, any family, personal, or business relationship with ANY person listed in the "Owner Information" section of any pending storefront retail cannabis license application(s) with the City of Pacific Grove (other than Applicant's own Application):

   Sean Maddocks, Norman Yousif, Darline Yousif, Rawy Yousif, Dillon Marogy, Robbin Yousif, Matthew Jones. No one listed in this response is now or is contemplated to be participating in the direction, control, or management of Applicant if Applicant is granted a storefront retail cannabis license from the City of Pacific Grove and no one listed qualifies as an owner of Applicant pursuant to PGMC §11.100.300 ("Definitions") and BPC §26001(av).

4. For ANY person listed in the "Owner Information" section of the Application, please confirm whether they currently share, or in the past have shared, a place of business with ANY person listed in the "Owner Information" section of any pending storefront retail cannabis license application(s) with the City of Pacific Grove (other than Applicant's own Application):

   No person listed in the Owner Information section of the Application currently shares, or has shared in the past, a place of business with ANY person listed in the "Owner Information" section of any pending storefront retail cannabis license application(s) with the City of Pacific Grove.

5. As of the date of this Affidavit, the following persons participated in the drafting of, provided input on the content of, or otherwise assisted in the submission of this Applicant's retail cannabis license application, or this Affidavit:

   Sean Maddocks, Jessica Morley, Adam Mernit. Sean Maddocks and Jessica Morley served solely as drafters for this retail cannabis business license application. Per PGMC §11.100.030 and BPC §26001(av), these individuals are not owners of, and hold no ownership interest in, the Applicant. Furthermore, there are no plans for them to participate in the direction, management or control of the business should the City of Pacific Grove grant the license.

6. The agent for service of process for the Applicant/entity is:
Attorney Sean Maddocks

7. Please list all employment positions (e.g., manager, employee) that will be filled, and the names of those who will fill those positions. If unknown who will fill those positions at this time, please indicate as much.
It is not currently known who will fill employment positions for Applicant.

8. Is there any other information you would like to share with the City regarding the ownership structure of the Applicant?
There is no further information Applicant would like to share with the City regarding the Ownership structure of the Applicant

I hereby certify, under penalty of perjury, on behalf of myself and all owners, managers, and supervisors of Applicant that the statements and information furnished in this Affidavit are true and accurate.

I understand that a misrepresentation of fact may be cause for rejection of my underlying application.

In addition, I understand that the filing of this Affidavit grants the City of Pacific Grove permission to reproduce submitted materials for distribution to staff, Commissions, Boards and City Council Members, and other Agencies to process it.

Under penalty of perjury, I hereby declare that the information contained herein and submitted with this Affidavit is true, complete, and accurate. I understand that a misrepresentation on the facts is cause for rejection of my underlying application.

Executed on this 5th day of May, 2026, at 11:19 AM.

By: 

Name: Adam Mernit

Title/Capacity: Owner/CEO

On behalf of: ADM Biz Dev LLC

CITY OF PACIFIC GROVE
AFFIDAVIT OF APPLICANT FOR STOREFRONT RETAIL CANNABIS LICENSE

[Please attach sheets as necessary.]

I, Rawy Yousif, verify the following facts are true and correct:

1. I am the authorized representative of Rawy Rogers LLC ("Applicant"). Applicant has submitted a storefront retail cannabis license application ("Application") to the City of Pacific Grove.

2. As of the date of this Affidavit, the following persons are or will be participating in the direction, control, or management of Applicant if granted a storefront retail cannabis license from the City of Pacific Grove:

Rawy Yousif

3. For ANY person listed in the "Owner Information" section of the Application, please confirm whether they currently have, or in the past have had, any family, personal, or business relationship with ANY person listed in the "Owner Information" section of any pending storefront retail cannabis license application(s) with the City of Pacific Grove (other than Applicant's own Application):

Dillon Marogy; Robbin Yousif; Norman Yousif; Darline Yousif; Sean Maddocks; Adam Mernit. In accordance with the definition of Owner outlined in PGMC §11.100.030 ("Definitions") and BPC §26001(av), none of the listed individuals has Ownership of Applicant and is not currently or in the future contemplated to participate in the direction, control, or management of Applicant if Applicant is granted a storefront retail cannabis license from the City of Pacific Grove.

4. For ANY person listed in the "Owner Information" section of the Application, please confirm whether they currently share, or in the past have shared, a place of business with ANY person listed in the "Owner Information" section of any pending storefront retail cannabis license application(s) with the City of Pacific Grove (other than Applicant's own Application):

Dillon Marogy; Robbin Yousif; Norman Yousif; Darline Yousif. In accordance with the definition of Owner outlined in PGMC §11.100.030 ("Definitions") and BPC §26001(av), none of the listed individuals has Ownership of Applicant and is not currently or in the future contemplated to participate in the direction, control, or management of Applicant if Applicant is granted a storefront retail cannabis license from the City of Pacific Grove.

5. As of the date of this Affidavit, the following persons participated in the drafting of, provided input on the content of, or otherwise assisted in the submission of this Applicant's retail cannabis license application, or this Affidavit:

Sean Maddocks; Adam Mernit; Jessica Morley. In accordance with the definition of Owner outlined in PGMC §11.100.030 and BPC §26001(av), none of the individuals who participated in the drafting of Applicant's retail cannabis business license application has Ownership of Applicant and is not currently or in the future contemplated to participate in the direction, control, or management of Applicant if Applicant is granted a storefront retail cannabis license from the City of Pacific Grove.

6. The agent for service of process for the Applicant/entity is:
Attorney - Sean Maddocks

7. Please list all employment positions (e.g., manager, employee) that will be filled, and the names of those who will fill those positions. If unknown who will fill those positions at this time, please indicate as much.
Applicant does not currently know what individuals will fill employment positions for Applicant.

8. Is there any other information you would like to share with the City regarding the ownership structure of the Applicant?
Applicant has no further information that it would like to share with the City regarding Applicant's Ownership structure.

I hereby certify, under penalty of perjury, on behalf of myself and all owners, managers, and supervisors of Applicant that the statements and information furnished in this Affidavit are true and accurate.

I understand that a misrepresentation of fact may be cause for rejection of my underlying application.

In addition, I understand that the filing of this Affidavit grants the City of Pacific Grove permission to reproduce submitted materials for distribution to staff, Commissions, Boards and City Council Members, and other Agencies to process it.

Under penalty of perjury, I hereby declare that the information contained herein and submitted with this Affidavit is true, complete, and accurate. I understand that a misrepresentation on the facts is cause for rejection of my underlying application.

Executed on this 6th day of May, 2026, at 11:15 AM.

By: Rawy Yousif

Name: Rawy Yousif

Title/Capacity: Owner / CEO

On behalf of: Rawy Rogers LLC

CITY OF PACIFIC GROVE
AFFIDAVIT OF APPLICANT FOR STOREFRONT RETAIL CANNABIS LICENSE

[Please attach sheets as necessary.]

I, Dillon Marogy, verify the following facts are true and correct:

1. I am the authorized representative of Marogy RE LLC ("Applicant"). Applicant has submitted a storefront retail cannabis license application ("Application") to the City of Pacific Grove.

2. As of the date of this Affidavit, the following persons are or will be participating in the direction, control, or management of Applicant if granted a storefront retail cannabis license from the City of Pacific Grove:

Dillon Marogy

3. For ANY person listed in the "Owner Information" section of the Application, please confirm whether they currently have, or in the past have had, any family, personal, or business relationship with ANY person listed in the "Owner Information" section of any pending storefront retail cannabis license application(s) with the City of Pacific Grove (other than Applicant's own Application):

Rawy Yousif; Robbin Yousif; Darline Yousif; Norman Yousif; Sean Maddocks; Adam Mernit. No individuals mentioned in this response currently hold, or are intended to hold, any positions of management, direction, or control over the Applicant. Furthermore, none of the listed parties meet the criteria for 'owner' as defined by PGMC §11.100.030 and BPC §26001(av) in the event a storefront retail cannabis license is granted by the City of Pacific Grove.

4. For ANY person listed in the "Owner Information" section of the Application, please confirm whether they currently share, or in the past have shared, a place of business with ANY person listed in the "Owner Information" section of any pending storefront retail cannabis license application(s) with the City of Pacific Grove (other than Applicant's own Application):

Rawy Yousif; Robbin Yousif; Darline Yousif; Norman Yousif. No individuals mentioned in this response currently hold, or are intended to hold, any positions of management, direction, or control over the Applicant. Furthermore, none of the listed parties meet the criteria for 'owner' as defined by PGMC §11.100.030 and BPC §26001(av) in the event a a storefront retail cannabis license is granted by the City of Pacific Grove.

5. As of the date of this Affidavit, the following persons participated in the drafting of, provided input on the content of, or otherwise assisted in the submission of this Applicant's retail cannabis license application, or this Affidavit:

Sean Maddocks; Adam Mernit; Jessica Morley. The drafting of the Applicant's license does not grant the drafter any authority to direct, manage, or control the Applicant or its potential Storefront Retail Cannabis Business. Furthermore, providing drafting services does not constitute an ownership interest under PGMC §11.100.030 or BPC §26001(av).

6. The agent for service of process for the Applicant/entity is:
Attorney - Sean Maddocks

7. Please list all employment positions (e.g., manager, employee) that will be filled, and the names of those who will fill those positions. If unknown who will fill those positions at this time, please indicate as much.
Applicant has not identified any individuals to fill employment positions at this time.

8. Is there any other information you would like to share with the City regarding the ownership structure of the Applicant?
Applicant has no other information to share with the City regarding its Ownership structure.

I hereby certify, under penalty of perjury, on behalf of myself and all owners, managers, and supervisors of Applicant that the statements and information furnished in this Affidavit are true and accurate.

I understand that a misrepresentation of fact may be cause for rejection of my underlying application.

In addition, I understand that the filing of this Affidavit grants the City of Pacific Grove permission to reproduce submitted materials for distribution to staff, Commissions, Boards and City Council Members, and other Agencies to process it.

Under penalty of perjury, I hereby declare that the information contained herein and submitted with this Affidavit is true, complete, and accurate. I understand that a misrepresentation on the facts is cause for rejection of my underlying application.

Executed on this 6th day of May, 2026, at 11:45 AM.

By: _____

Name: Dillon Marogy

Title/Capacity: Owner/CEO

On behalf of: Marogy RE LLC

CITY OF PACIFIC GROVE
AFFIDAVIT OF APPLICANT FOR STOREFRONT RETAIL CANNABIS LICENSE

[Please attach sheets as necessary.]

I, Norman Yousif, verify the following facts are true and correct:

1. I am the authorized representative of OTC Pacific Grove LLC ("Applicant"). Applicant has submitted a storefront retail cannabis license application ("Application") to the City of Pacific Grove.

2. As of the date of this Affidavit, the following persons are or will be participating in the direction, control, or management of Applicant if granted a storefront retail cannabis license from the City of Pacific Grove:

   Norman Yousif

3. For ANY person listed in the "Owner Information" section of the Application, please confirm whether they currently have, or in the past have had, any family, personal, or business relationship with ANY person listed in the "Owner Information" section of any pending storefront retail cannabis license application(s) with the City of Pacific Grove (other than Applicant's own Application):

   Dillon Marogy; Darline Yousif; Robbin Yousif; Rawy Yousif; Sean Maddocks; Adam Mernit; Matthew Jones. Pursuant to the ownership definitions in PGMC §11.100.030 and BPC §26001(av), none of the individuals listed herein hold an ownership interest in the Applicant. Furthermore, these individuals are not envisioned to serve in any capacity involving the direction, control, or management of the Applicant should a storefront retail cannabis license be granted by Pacific Grove.

4. For ANY person listed in the "Owner Information" section of the Application, please confirm whether they currently share, or in the past have shared, a place of business with ANY person listed in the "Owner Information" section of any pending storefront retail cannabis license application(s) with the City of Pacific Grove (other than Applicant's own Application):

   Dillon Marogy; Darline Yousif; Robbin Yousif; Rawy Yousif. Pursuant to the ownership definitions in PGMC §11.100.030 none of the individuals listed herein hold an ownership interest in the Applicant. Furthermore, these individuals are not envisioned to serve in any capacity involving the direction, control, or management of the Applicant should a storefront retail cannabis license be granted by Pacific Grove.

5. As of the date of this Affidavit, the following persons participated in the drafting of, provided input on the content of, or otherwise assisted in the submission of this Applicant's retail cannabis license application, or this Affidavit:

   Sean Maddocks; Adam Mernit; Jessica Morley. The contracted drafting of Applicant's license application does not authorize any direction, control or management of Applicant or Applicant's Storefront Retail Cannabis Business if Applicant is granted a Storefront Retail Cannabis License from the city of Pacific Grove and such contracted drafting does not amount to ownership of Applicant pursuant to PGMC §11.100.030 ("Definitions") and BPC §26001(av).

6. The agent for service of process for the Applicant/entity is:
Attorney - Sean Maddocks

7. Please list all employment positions (e.g., manager, employee) that will be filled, and the names of those who will fill those positions. If unknown who will fill those positions at this time, please indicate as much.
Applicant has not determined individuals who will fill employment positions at this time.

8. Is there any other information you would like to share with the City regarding the ownership structure of the Applicant?
Applicant has no further information to share with the City regarding its ownership structure.

I hereby certify, under penalty of perjury, on behalf of myself and all owners, managers, and supervisors of Applicant that the statements and information furnished in this Affidavit are true and accurate.

I understand that a misrepresentation of fact may be cause for rejection of my underlying application.

In addition, I understand that the filing of this Affidavit grants the City of Pacific Grove permission to reproduce submitted materials for distribution to staff, Commissions, Boards and City Council Members, and other Agencies to process it.

Under penalty of perjury, I hereby declare that the information contained herein and submitted with this Affidavit is true, complete, and accurate. I understand that a misrepresentation on the facts is cause for rejection of my underlying application.

Executed on this 6th day of May, 2026, at 1:20 PM.

By: Norman Y

Name: Norman Yousif

Title/Capacity: CEO / Owner

On behalf of: OTC Pacific Grove LLC

CITY OF PACIFIC GROVE
AFFIDAVIT OF APPLICANT FOR STOREFRONT RETAIL CANNABIS LICENSE

[Please attach sheets as necessary.]

I, JOHN ORAM, verify the following facts are true and correct:

1. I am the authorized representative of NUG PACIFIC GROVE LLC ("Applicant"). Applicant has submitted a storefront retail cannabis license application ("Application") to the City of Pacific Grove.

2. As of the date of this Affidavit, the following persons are or will be participating in the direction, control, or management of Applicant if granted a storefront retail cannabis license from the City of Pacific Grove:

JOHN ORAM
JAMIE BESAW
ADAM PETERSON

3. For ANY person listed in the "Owner Information" section of the Application, please confirm whether they currently have, or in the past have had, any family, personal, or business relationship with ANY person listed in the "Owner Information" section of any pending storefront retail cannabis license application(s) with the City of Pacific Grove (other than Applicant's own Application):

NONE

4. For ANY person listed in the "Owner Information" section of the Application, please confirm whether they currently share, or in the past have shared, a place of business with ANY person listed in the "Owner Information" section of any pending storefront retail cannabis license application(s) with the City of Pacific Grove (other than Applicant's own Application):

NONE

5. As of the date of this Affidavit, the following persons participated in the drafting of, provided input on the content of, or otherwise assisted in the submission of this Applicant's retail cannabis license application, or this Affidavit:

JOHN ORAM
JAMIE BESAW
ADAM PETERSON

6. The agent for service of process for the Applicant/entity is:
JOHN ORAM, Individual

7. Please list all employment positions (e.g., manager, employee) that will be filled, and the names of those who will fill those positions. If unknown who will fill those positions at this time, please indicate as much.
SEE Attached.

8. Is there any other information you would like to share with the City regarding the ownership structure of the Applicant?
NONE

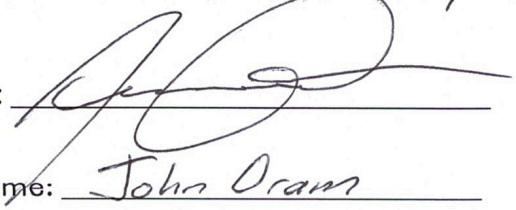
I hereby certify, under penalty of perjury, on behalf of myself and all owners, managers, and supervisors of Applicant that the statements and information furnished in this Affidavit are true and accurate.

I understand that a misrepresentation of fact may be cause for rejection of my underlying application.

In addition, I understand that the filing of this Affidavit grants the City of Pacific Grove permission to reproduce submitted materials for distribution to staff, Commissions, Boards and City Council Members, and other Agencies to process it.

Under penalty of perjury, I hereby declare that the information contained herein and submitted with this Affidavit is true, complete, and accurate. I understand that a misrepresentation on the facts is cause for rejection of my underlying application.

Executed on this 12 day of May, 2026, at Oakland, CA.

By: 

Name: John Oram

Title/Capacity: CEO

On behalf of: NVG Pacific Grove LLC

** The following information is pulled from the application submitted to the City of Pacific Grove and shortened for brevity. No other changes have been made. **

Owners

John J Oram, PhD – Owner, Co-Founder, Chief Executive Officer

Adam Peterson – Owner, Co-Founder, President

Jamie Besaw – Owner, Co-Founder, Director of Security & Facilities

Management and Advisory Qualifications (Non-Owners)

Matt Rakow – Non-Owner, Chief Financial Officer

Jessamynn Stephania Partida – Non-Owner, Chief Technology Officer, VP of Retail Operations

Pedro Fonseca – Non-Owner, VP of Retail Operations

Alissa Berihu – Non-Owner, Chief Operations Officer

Viktoria Devinova – Non-Owner, VP of Finance

Russell Greenman – Non-Owner, General Counsel

Nico S Enea – Non-Owner, Co-Founder, Community Relations

Robert Enea – Non-Owner, Advisor

Staffing Plan (individuals not yet identified)

General Manager - The General Manager is responsible for overall management of the dispensary operation and reports directly to the Director of Retail, Pedro Fonseca. He or she will ensure that all aspects of day-to-day operations run smoothly and that all operational departments have the resources they need. The GM will manage the Shift Manager and the Inventory Manager. The GM is responsible for monitoring cash and product inventory and reporting those numbers to the NUG accounting team. NUG will hire one GM with a salary range of $65,000 - $75,000 annually.

Shift Manager - The Shift Manager is responsible for assisting the GM in overseeing day-to-day operations. He or she reports directly to the GM. One Shift Manager is required to be on site during all business hours. Shift Managers may need to cover certain operational roles during periods of low staffing. The Shift Manager will coordinate with the GM to determine daily

staffing needs and will schedule employees accordingly. The Shift Manager will enforce labor laws related break time and mealtime. Shift Managers will, together with the GM and the Accounting Team, oversee all POS systems and cash drawers. NUG will employ two Shift Managers each with a salary range of $55,000 - $65,000 annually.

Inventory Manager - The Inventory Manager is responsible for the acquisition and safe keeping of product inventory. He or she must have a detailed working knowledge of the vast array of cannabis products available on the market and must make recommendations to the GM. He or she is responsible for maintaining detailed inventory records and reporting those records to the Accounting Team. The Inventory Manager is to remain focused on product inventory at all times and is to ensure that all products are properly packaged and labeled. The Inventory Manager is not responsible for cash management. The Inventory Manager reports directly to the Accounting Team. NUG will employee one Inventory Manager with a salary range of $55,000 - $65,000 annually.

Budtender - The Budtender is responsible for working the point-of-sale on the retail floor. The Budtender has direct interaction with customers and therefore must have a working knowledge of the cannabis products sold by NUG and should be able to make recommendations to customers. The Budtender reports directly to the Shift Manager. NUG will employ six Budtenders each with a salary range of $50,000 - $60,000 annually.

Receptionist & General Admin - The Receptionist is responsible for welcoming customers upon entrance to the facility and verifying their information within our Customer Management System (Treez). He or she does not need Cannabis-specific knowledge. He or she must be diligent in verifying customers identification and medical recommendation. The Receptionist reports directly to the Shift Manager. NUG will employ two Receptionists each with a salary range of $45,000 - $55,000 annually.

CITY OF PACIFIC GROVE
AFFIDAVIT OF APPLICANT FOR STOREFRONT RETAIL CANNABIS LICENSE

[Please attach sheets as necessary.]

I, Lauren Carpenter, verify the following facts are true and correct:

1. I am the authorized representative of Pacific Grove Responsible and Compliant Retail LLC ("Applicant"). Applicant has submitted a storefront retail cannabis license application ("Application") to the City of Pacific Grove.

2. As of the date of this Affidavit, the following persons are or will be participating in the direction, control, or management of Applicant if granted a storefront retail cannabis license from the City of Pacific Grove:

   Lauren Carpenter, Dustin Moore

3. For ANY person listed in the "Owner Information" section of the Application, please confirm whether they currently have, or in the past have had, any family, personal, or business relationship with ANY person listed in the "Owner Information" section of any pending storefront retail cannabis license application(s) with the City of Pacific Grove (other than Applicant's own Application):

   Dustin Moore knows Sean Maddocks, John Oram, and Norman Yousif in their capacity as competing business owners in the cannabis industry. Lauren Carpenter knows Sean Maddocks and Norman Yousif in their capacity as competing business owners in the cannabis industry. Applicant has no other personal, family, or business relationships with any of the persons listed in the "Owner Information" sections of the other pending applications.

4. For ANY person listed in the "Owner Information" section of the Application, please confirm whether they currently share, or in the past have shared, a place of business with ANY person listed in the "Owner Information" section of any pending storefront retail cannabis license application(s) with the City of Pacific Grove (other than Applicant's own Application):

   Applicant does not currently share, and has not previously shared, a place of business with any of the persons listed in the "Owner Information" sections of the other pending applications.

5. As of the date of this Affidavit, the following persons participated in the drafting of, provided input on the content of, or otherwise assisted in the submission of this Applicant's retail cannabis license application, or this Affidavit:

   Lauren Carpenter - Owner/CEO, Dustin Moore - Owner/CCO, Katie Whinnery - VP of Licensing and Business Administration, Jamie Schniedwind - Director of Finance, Matthew Carroll - Security Consultant, Kirk Miller - Architect, Devon Wardlow, VP of Public Affairs, Eric Lightman - Legal Counsel

Doc ID: 9a64e4fe519e9deeeb4f15ccb8e344a2e6a79d24

6. The agent for service of process for the Applicant/entity is:
Registered Agents Inc.

7. Please list all employment positions (e.g., manager, employee) that will be filled, and the names of those who will fill those positions. If unknown who will fill those positions at this time, please indicate as much.
Lauren Carpenter - Officer/Owner, Dustin Moore - Officer/Owner, General Manager - unknown, Assistant General Manager - unknown, Sales Manager - unknown, Inventory Manager - unknown, 3 Lead Guides - unknown, 7 Guides - unknown

8. Is there any other information you would like to share with the City regarding the ownership structure of the Applicant?
No.

I hereby certify, under penalty of perjury, on behalf of myself and all owners, managers, and supervisors of Applicant that the statements and information furnished in this Affidavit are true and accurate.

I understand that a misrepresentation of fact may be cause for rejection of my underlying application.

In addition, I understand that the filing of this Affidavit grants the City of Pacific Grove permission to reproduce submitted materials for distribution to staff, Commissions, Boards and City Council Members, and other Agencies to process it.

Under penalty of perjury, I hereby declare that the information contained herein and submitted with this Affidavit is true, complete, and accurate. I understand that a misrepresentation on the facts is cause for rejection of my underlying application.

Executed on this 29th day of April, 2026, at Sacramento.

By: _____

Name: Lauren Carpenter

Title/Capacity: Owner

On behalf of: Pacific Grove Responsible and Compliant Retail LLC

Title	Revised Pacific Grove Affidavit
File name	Applicant_Affidav...nse_-_revised.pdf
Document ID	9a64e4fe519e9deeeb4f15ccb8e344a2e6a79d24
Audit trail date format	MM / DD / YYYY
Status	● Signed

Document History

SENT	**04 / 29 / 2026** 23:58:28 UTC	Sent for signature to Lauren Carpenter (lauren@goembarc.com) from info@goembarc.com IP: 64.98.217.106
SENT	**04 / 30 / 2026** 00:29:48 UTC	A new document has been created based off of an existing document with ID 9a64e4fe519e9deeeb4f15ccb8e344a2e6a79d24 IP: 64.98.217.106
EDITED	**04 / 30 / 2026** 00:29:48 UTC	Edited by Team Embarc (info@goembarc.com) IP: 64.98.217.106
RESENT	**04 / 30 / 2026** 00:29:48 UTC	Signature request resent by Team Embarc (info@goembarc.com) IP: 64.98.217.106
VIEWED	**04 / 30 / 2026** 00:33:15 UTC	Viewed by Lauren Carpenter (lauren@goembarc.com) IP: 64.57.98.125

Title	Revised Pacific Grove Affidavit
File name	Applicant_Affidav...nse_-_revised.pdf
Document ID	9a64e4fe519e9deeeb4f15ccb8e344a2e6a79d24
Audit trail date format	MM / DD / YYYY
Status	● Signed

Document History

SENT	**04 / 30 / 2026** 00:45:36 UTC	A new document has been created based off of an existing document with ID 9a64e4fe519e9deeeb4f15ccb8e344a2e6a79d24 IP: 64.98.217.106
EDITED	**04 / 30 / 2026** 00:45:36 UTC	Edited by Team Embarc (info@goembarc.com) IP: 64.98.217.106
RESENT	**04 / 30 / 2026** 00:45:36 UTC	Signature request resent by Team Embarc (info@goembarc.com) IP: 64.98.217.106
SIGNED	**05 / 04 / 2026** 16:39:09 UTC	Signed by Lauren Carpenter (lauren@goembarc.com) IP: 64.57.98.125
COMPLETED	**05 / 04 / 2026** 16:39:09 UTC	The document has been completed.

CITY OF PACIFIC GROVE
AFFIDAVIT OF APPLICANT FOR STOREFRONT RETAIL CANNABIS LICENSE

[Please attach sheets as necessary.]

I, Darline Yousif, verify the following facts are true and correct:

1. I am the authorized representative of OTC PG LLC ("Applicant"). Applicant has submitted a storefront retail cannabis license application ("Application") to the City of Pacific Grove.

2. As of the date of this Affidavit, the following persons are or will be participating in the direction, control, or management of Applicant if granted a storefront retail cannabis license from the City of Pacific Grove:

   Darline Yousif

3. For ANY person listed in the "Owner Information" section of the Application, please confirm whether they currently have, or in the past have had, any family, personal, or business relationship with ANY person listed in the "Owner Information" section of any pending storefront retail cannabis license application(s) with the City of Pacific Grove (other than Applicant's own Application):

   Dillon Marogy; Norman Yousif; Robbin Yousif; Rawy Yousif; Sean Maddocks; Adam Mernit; Matthew Jones. Pursuant to the ownership definitions in PGMC §11.100.030 and BPC §26001(av), none of the individuals listed herein hold an ownership interest in the Applicant. Furthermore, these individuals are not envisioned to serve in any capacity involving the direction, control, or management of the Applicant should a storefront retail cannabis license be granted by Pacific Grove.

4. For ANY person listed in the "Owner Information" section of the Application, please confirm whether they currently share, or in the past have shared, a place of business with ANY person listed in the "Owner Information" section of any pending storefront retail cannabis license application(s) with the City of Pacific Grove (other than Applicant's own Application):

   Dillon Marogy; Norman Yousif; Robbin Yousif; Rawy Yousif. Pursuant to the ownership definitions in PGMC §11.100.030 none of the individuals listed herein hold an ownership interest in the Applicant. Furthermore, these individuals are not envisioned to serve in any capacity involving the direction, control, or management of the Applicant should a storefront retail cannabis license be granted by Pacific Grove.

5. As of the date of this Affidavit, the following persons participated in the drafting of, provided input on the content of, or otherwise assisted in the submission of this Applicant's retail cannabis license application, or this Affidavit:

   Sean Maddocks; Adam Mernit; Jessica Morley. The contracted drafting of Applicant's license application does not authorize any direction, control or management of Applicant or Applicant's Storefront Retail Cannabis Business if Applicant is granted a Storefront Retail Cannabis License from the city of Pacific Grove and such contracted drafting does not amount to ownership of Applicant pursuant to PGMC §11.100.030 ("Definitions") and BPC §26001(av).

6. The agent for service of process for the Applicant/entity is:
Attorney - Sean Maddocks

7. Please list all employment positions (e.g., manager, employee) that will be filled, and the names of those who will fill those positions. If unknown who will fill those positions at this time, please indicate as much.
Applicant has not determined individuals who will fill employment positions at this time.

8. Is there any other information you would like to share with the City regarding the ownership structure of the Applicant?
Applicant has no further information to share with the City regarding its ownership structure.

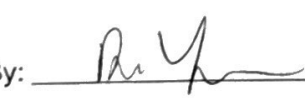
I hereby certify, under penalty of perjury, on behalf of myself and all owners, managers, and supervisors of Applicant that the statements and information furnished in this Affidavit are true and accurate.

I understand that a misrepresentation of fact may be cause for rejection of my underlying application.

In addition, I understand that the filing of this Affidavit grants the City of Pacific Grove permission to reproduce submitted materials for distribution to staff, Commissions, Boards and City Council Members, and other Agencies to process it.

Under penalty of perjury, I hereby declare that the information contained herein and submitted with this Affidavit is true, complete, and accurate. I understand that a misrepresentation on the facts is cause for rejection of my underlying application.

Executed on this 6th day of May, 2026, at 1:45 PM.

By: 

Name: Darline Yousif

Title/Capacity: CEO / Owner

On behalf of: OTC PG LLC

CITY OF PACIFIC GROVE
AFFIDAVIT OF APPLICANT FOR STOREFRONT RETAIL CANNABIS LICENSE

[Please attach sheets as necessary.]

I, Robbin Yousif, verify the following facts are true and correct:

1. I am the authorized representative of Robbinhood LLC ("Applicant"). Applicant has submitted a storefront retail cannabis license application ("Application") to the City of Pacific Grove.

2. As of the date of this Affidavit, the following persons are or will be participating in the direction, control, or management of Applicant if granted a storefront retail cannabis license from the City of Pacific Grove:

Robbin Yousif

3. For ANY person listed in the "Owner Information" section of the Application, please confirm whether they currently have, or in the past have had, any family, personal, or business relationship with ANY person listed in the "Owner Information" section of any pending storefront retail cannabis license application(s) with the City of Pacific Grove (other than Applicant's own Application):

Dillon Marogy; Rawy Yousif; Norman Yousif; Darline Yousif; Sean Maddocks; Adam Mernit. In accordance with the definition of Owner outlined in PGMC §11.100.030 ("Definitions") and BPC §26001(av), none of the listed individuals has Ownership of Applicant and is not currently or in the future contemplated to participate in the direction, control, or management of Applicant if Applicant is granted a storefront retail cannabis license from the City of Pacific Grove.

4. For ANY person listed in the "Owner Information" section of the Application, please confirm whether they currently share, or in the past have shared, a place of business with ANY person listed in the "Owner Information" section of any pending storefront retail cannabis license application(s) with the City of Pacific Grove (other than Applicant's own Application):

Dillon Marogy; Rawy Yousif; Norman Yousif; Darline Yousif. In accordance with the definition of Owner outlined in PGMC §11.100.030 ("Definitions") and BPC §26001(av), none of the listed individuals has Ownership of Applicant and is not currently or in the future contemplated to participate in the direction, control, or management of Applicant if Applicant is granted a storefront retail cannabis license from the City of Pacific Grove.

5. As of the date of this Affidavit, the following persons participated in the drafting of, provided input on the content of, or otherwise assisted in the submission of this Applicant's retail cannabis license application, or this Affidavit:

Sean Maddocks; Adam Mernit; Jessica Morley. In accordance with the definition of Owner outlined in PGMC §11.100.030 and BPC §26001(av), none of the individuals who participated in the drafting of Applicant's retail cannabis business license application has Ownership of Applicant and is not currently or in the future contemplated to participate in the direction, control, or management of Applicant if Applicant is granted a storefront retail cannabis license from the City of Pacific Grove.

6. The agent for service of process for the Applicant/entity is:
Attorney - Sean Maddocks

7. Please list all employment positions (e.g., manager, employee) that will be filled, and the names of those who will fill those positions. If unknown who will fill those positions at this time, please indicate as much.
Applicant does not currently know what individuals will fill employment positions for Applicant.

8. Is there any other information you would like to share with the City regarding the ownership structure of the Applicant?
Applicant has no further information that it would like to share with the City regarding Applicant's Ownership structure.

I hereby certify, under penalty of perjury, on behalf of myself and all owners, managers, and supervisors of Applicant that the statements and information furnished in this Affidavit are true and accurate.

I understand that a misrepresentation of fact may be cause for rejection of my underlying application.

In addition, I understand that the filing of this Affidavit grants the City of Pacific Grove permission to reproduce submitted materials for distribution to staff, Commissions, Boards and City Council Members, and other Agencies to process it.

Under penalty of perjury, I hereby declare that the information contained herein and submitted with this Affidavit is true, complete, and accurate. I understand that a misrepresentation on the facts is cause for rejection of my underlying application.

Executed on this 6th day of May, 2026, at 11:45 AM.

By: [signature]

Name: Robbin Yousif

Title/Capacity: Owner / CEO

On behalf of: Robbinhood LLC

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: May 20, 2026
SUBJECT: Artificial Intelligence (AI) Policy

CEQA: {CEQA}

RECOMMENDATION

1. Adopt a Resolution approving the Artificial Intelligence Policy, Council Policy 200-7
2. Alternatively, take other action related to this item.

DISCUSSION

Artificial Intelligence (AI) is a rapidly changing landscape. Adopting an AI policy is essential in ensuring the City's use of AI systems benefits the community, while safeguarding against potential harm.

Government agencies across the country are facing similar challenges, balancing limited resources with the demand for City services. AI has the potential to improve services and expand capacity in a resource constrained environment. Countless government agencies have adopted AI tools to enhance an array of services for their residents, while safeguarding against potential harm.

Adoption of this policy will establish the governance framework for the City of Pacific Grove to begin exploring AI tools for enhanced service delivery.

WHAT IS ARTIFICIAL INTELLIGENCE?

Artificial Intelligence is not new; AI is used in common, everyday tools/applications, including google/apple maps, digital assistants like Siri/Alexa, or streaming services (like Netflix, Spotify). Although in existence for some time, recent AI advancements have made AI tools more accessible.

AI serves as an umbrella term and encompasses an array of applications, including generative AI, predictive AI, and more; the common thread is that these applications learn from data.

Artificial Intelligence (AI) is formally defined by the United States Code 15 U.S.C. 9401(3) as a machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments. AI systems use machine- and human-based inputs to perceive real and virtual environments; abstract such perceptions into models through analysis in an automated manner; and use model inference to formulate options for information

or action.

Government agencies have begun harnessing AI tools for public benefit, while mitigating potential risk, in a myriad of ways. Examples include, but are not limited to, live meeting transcription, translation services, assistance with permit review, website chatbot assistants that summarize publicly available City data and answer constituent questions, traffic congestion analysis, and infrastructure analysis to efficiently prioritize repair and maintenance.

AI POLICY

This proposed policy establishes a flexible governance framework for Artificial Intelligence (AI) systems used by, or on behalf of, the City. The policy enables the City to use AI systems for the benefit of the community while safeguarding against potential harm. Key elements include establishing guiding principles, defining roles and responsibilities, and defining prohibited uses.

The Guiding Principles for responsible AI use, establish values with regards to how AI systems are purchased, configured, operated or maintained. The Guiding Principles are as follows:

1. **Human-Centered Design:** AI Systems are developed and deployed with a human centered approach that evaluates AI powered services for their impact on the public and the community.
2. **Security & Safety:** AI systems maintain confidentiality, integrity, and availability through safeguards that prevent unauthorized access and use. Implementation of AI systems is reliable and safe, and minimizes risks to individuals, society, and the environment.
3. **Privacy:** Privacy is preserved in all AI systems by safeguarding personally identifiable information (PII) sensitive data from unauthorized access, disclosure, and manipulation.
4. **Transparency:** The purpose and use of AI systems is proactively communicated and disclosed to the public on the City's website. An AI system, its data sources, operational model, and its use are understandable and documented. Disclosure is required when City data is used in external AI tools.
5. **Equity:** AI systems support equitable outcomes for everyone. Bias in AI systems is effectively managed with the intention of reducing harm for anyone impacted by its use.
6. **Accountability & Compliance:** Roles and responsibilities govern the deployment and maintenance of AI systems, and human oversight ensures adherence to relevant laws and regulations.
7. **Effectiveness:** AI systems are reliable, meet their objectives, and deliver precise and dependable outcomes for the utility and contexts in which they are deployed.
8. **Workforce Empowerment:** Staff are empowered to use AI in their roles through education, training, and collaborations that promote participation and opportunity.

These guiding principles help safeguard against potential risks of AI tools by establishing core principles by which all AI usage will adhere to.

Additionally, proposed use of AI tools will undergo review to assess any potential risk, to obtain necessary technical documentation about the AI system, and to ensure compliance with data standards and best practices as established in the Policy.

This policy establishes the general governance framework for AI use. Additional internal AI guidelines, procedures, and training materials will be created by the IT team to supplement this policy, providing staff more detailed guidance, use cases, and detailed best practices, and will be updated as needed to reflect technological advancements, operational needs, and evolving industry standards. All additional materials will be aligned with this policy.

Policy Development

The template used as the basis for the policy was developed by the GovAI Coalition and recommended for use by the City's insurer, California Joint Powers Insurance Authority (CJPIA). The GovAI Coalition is composed of government members from local, state, and federal agencies united to promote responsible and purposeful AI in the public sector. The coalition is led by the City of San Jose's Information Technology Department.

The policy brought forward has been reviewed by the City Attorney's Office.

OPTIONS

1. Adopt the Policy
2. Do not adopt the Policy

FINANCIAL IMPACT:

There is no fiscal impact associated with adopting this policy.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Resolution Authorizing a City Council Policy Regarding Artificial Intelligence

Artificial Intelligence Policy

AI Fact Sheet Example

RESOLUTION NO. 26-xxx

A RESOLUTION OF THE CITY OF PACIFIC GROVE CITY COUNCIL ESTABLISHING AN ARTIFICIAL INTELLIGENCE (AI) POLICY

FINDINGS

1. AI has the potential to improve City services and expand capacity in a resource constrained environment.

2. Countless government agencies have adopted AI tools to enhance an array of services for their residents, while safeguarding against potential harm; and,

3. An AI Policy establishes a governance framework for the City to harness AI tools for enhanced service delivery.

4. Adopting an AI Policy is essential in ensuring the City's use of AI systems benefits the community, while safeguarding against potential harm.

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

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

2. The Council authorizes adoption of a Resolution establishing Council Policy 200-7, Artificial Intelligence (AI) Policy.

3. The AI Policy is hereby approved as attached to this Resolution.

4. This Resolution shall become effective immediately following passage and adoption thereof.

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

AYES:

NOES:

ABSENT:

APPROVED:

_____
NICK SMITH, Mayor

ATTEST:
DATED:_____

_____
SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

_____
ALEX LORCA, City Attorney

CITY OF PACIFIC GROVE, CALIFORNIA
COUNCIL POLICY

SUBJECT	POLICY NO.	EFFECTIVE DATE	PAGE
Artificial Intelligence (AI) Policy	200-7	XXX	1 of 7

I. PURPOSE

This policy establishes a clear and flexible governance framework for Artificial Intelligence (AI) systems used by, or on behalf of, the City of Pacific Grove (City). It also outlines practical guidelines for the responsible use of AI tools. This policy enables the City to use AI systems for the benefit of the community while safeguarding against potential harm.

The key objectives of the AI Policy are to:

- Provide guidance that is clear, easy to follow, and supports decision-making for City staff or those operating on its behalf;
- Ensure that use of AI systems adheres to the Guiding Principles that represent values with regards to how AI systems are purchased, configured, operated, or maintained;
- Define roles and responsibilities related to the City's usage of AI systems;
- Define prohibited uses of AI systems;
- Establish "sunset" procedures to safely retire systems that no longer meet the needs of the City; and

This policy establishes the general framework and operating principles for the use of evolving AI technologies. Additional internal AI guidelines, procedures, and training materials will be created and will supplement this policy by providing more detailed guidance, use cases, and best practices, and may be updated regularly to reflect technological advancements, operational needs, and evolving industry standards. All additional materials will be aligned with this policy.

All uses of AI must comply with applicable laws, regulations, and internal policies related to data protection, security, privacy, and acceptable use. The City will review and update this policy and related supporting documents as needed to maintain alignment with legal, ethical, and technological developments.

The City defines "artificial intelligence" or "AI" to be a machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments.[1] AI systems use machine- and human-based inputs to perceive real and virtual environments; abstract such perceptions into models through analysis in an automated manner; and use model inference to formulate options for information or action.

The City defines an "AI system" to be any data system, software, hardware, application, tool, or utility that operates in whole or in part using AI.

II. SCOPE

This policy applies to:

1. All City-deployed AI systems, and any use of City data within AI tools by individuals with access to City data or systems; and
2. Staff (full-time, part-time), interns, consultants, contractors, partners, and volunteers who may be purchasing, configuring, developing, operating, or maintaining the City's AI systems or who may be leveraging AI systems to provide services to the City.

III. GUIDING PRINCIPLES FOR RESPONSIBLE AI SYSTEMS

Usage of AI Systems shall adhere to the following principles:

1. **Human-Centered Design:** AI Systems are developed and deployed with a human centered approach that evaluates AI powered services for their impact on the public and the community.
2. **Security & Safety:** AI systems maintain confidentiality, integrity, and availability through safeguards that prevent unauthorized access and use. Implementation of AI systems is reliable and safe, and minimizes risks to individuals, society, and the environment.

[1] 1 Definition from 15 U.S.C. 9401(3).

3. **Privacy:** Privacy is preserved in all AI systems by safeguarding personally identifiable information (PII) sensitive data from unauthorized access, disclosure, and manipulation.
4. **Transparency:** The purpose and use of AI systems is proactively communicated and disclosed to the public on the City's website. An AI system, its data sources, operational model, and its use are understandable and documented. Disclosure is required when City data is used in external AI tools.
5. **Equity:** AI systems support equitable outcomes for everyone. Bias in AI systems is effectively managed with the intention of reducing harm for anyone impacted by its use.
6. **Accountability & Compliance:** Roles and responsibilities govern the deployment and maintenance of AI systems, and human oversight ensures adherence to relevant laws and regulations.
7. **Effectiveness:** AI systems are reliable, meet their objectives, and deliver precise and dependable outcomes for the utility and contexts in which they are deployed.
8. **Workforce Empowerment:** Staff are empowered to use AI in their roles through education, training, and collaborations that promote participation and opportunity.

III. ROLES & RESPONSIBILITIES

- The Information Technology (IT) Manager is responsible for:
    - Overseeing the implementation, compliance, and enforcement of this policy and ensuring the City's AI systems comply with the City's internal IT policies/guidelines, security protocols, and industry standards and best practices.
    - Overseeing the enterprise security infrastructure, cybersecurity operations, updating security policies, procedures, standards, guidelines, and monitoring policy compliance with the City's internal IT policies/guidelines, security protocols, and industry standards and best practices.
    - Overseeing information/data privacy including enterprise digital privacy practices, data processing practices, and responsible usage of technology in compliance with the City's internal IT policies/guidelines, security protocols, and industry standards and best practices.
    - Notifying staff when an updates to this policy, or internal guidelines, is released.

    - Hosting regular training to ensure compliance and workforce empowerment of responsible AI tools.
    - Maintaining a centralized, enterprise-wide AI Inventory of all approved and deployed AI systems, ensuring this registry is updated as new systems pass the AI Review Framework.
- Department Heads / Directors are responsible for:
    - Ensuring that their staff strictly adhere to this policy and Internal IT Policies and AI Guidelines.
    - Coordinating with the IT Manager for the procurement of AI technology, to ensure compliance with City's internal IT policies/guidelines, security protocols, and industry standards and best practices.
- The City Attorney is responsible for advising of any legal issues or risks associated with AI systems usage by or on behalf of the City.
- The City Manager may, at its discretion, inspect the usage of AI systems and require a department to alter or cease its usage of AI systems or a partner's usage of AI systems on behalf of the City.
- The Public Information Officer (PIO) is responsible for coordinating with the IT Manager and Department Heads to maintain the public-facing AI registry on the City's website, ensuring that the purpose and use of the City's approved AI systems are proactively communicated to the public in alignment with the City's Guiding Principles.
- Employees and agents, whether regular, temporary, interns, volunteers, contractors, consultants, vendors, and other third parties operating AI systems on behalf of the City are required to abide by this policy and ensure that AI-generated content is reviewed and verified for accuracy before it is acted upon or published.

IV. Policy

When purchasing, configuring, developing, operating, or maintaining AI systems, the City will:

1. Uphold the Guiding Principles for Responsible AI Systems;
2. Conduct an AI review to assess the potential risk of any new AI systems. Risk assessments and independent audits of AI systems will also be conducted to ensure continued compliance, fairness, and security. The IT Manager is responsible for coordinating review of AI systems used by the City.
3. Obtain technical documentation about AI systems using the AI FactSheet or create equivalent documentation if internally developing the AI system. The IT Manager is

responsible for requiring vendors to complete the AI Fact Sheet or producing the equivalent documentation for internal solutions.

4. Require consultants and contractors to comply with this AI Policy. In the event of an incident involving the use of the AI system, the City will follow the Information Technology Department's Incident Response Plan. The IT Manager is responsible for overseeing the security practices of AI systems used by or on behalf of City departments.
5. Ensure the appropriate use of City data within all AI tools in compliance with internal policies, standards, practices, and training requirements, including prohibiting the use of non-public or confidential information in publicly available AI tools.

Prohibited Uses

The use of certain AI systems is prohibited due to the sensitive nature of the information processed and severe potential risk. This includes the following prohibited purposes:

• Real-time and covert biometric identification;

• Emotion analysis, or the use of computer vision techniques to classify human facial and body movements into certain emotions or sentiment (e.g., positive, negative, neutral, happy, angry, nervous);

• Fully automated decisions that substantially impact the rights or safety of individuals with no meaningful human oversight;

• Social scoring, or the use of AI systems to track and classify individuals based on their behaviors, socioeconomic status, or personal characteristics; and

• Cognitive behavioral manipulation of people or specific vulnerable groups.

If staff become aware of an instance where an AI has caused harm or been used for a prohibited purpose, staff must report the instance to their supervisor, the IT Manager, and the Office of Employee Relations no later than 24 hours after discovery.

Reporting AI Concerns and Incidents

The City is committed to the safe and equitable use of Artificial Intelligence. To support this:

- Proactive Reporting: If staff observe algorithmic bias, ethical concerns, or become aware of an instance where an AI system has the potential to cause harm, staff must

immediately suspend use of the tool and report the concern to their direct supervisor and the IT Manager.

- Incident Reporting: If an AI system has already caused unintended harm or a data breach, staff must report the instance to their supervisor, the IT Manager no later than 24 hours after discovery.
- Prohibited Use Reporting: If staff learn of the intended use of AI for a prohibited purpose, staff must report the instance to their supervisor, the IT Manager, and the Office of Employee Relations no later than 24 hours after discovery.

Public Records

The City is subject to the California Public Records Act (CPRA). City staff must follow all current procedures for records retention and disclosure. Information entered into AI systems could be subject to a CPRA request. This also applies when City data is processed in external AI tools.

Sunset Procedures

If an AI system operated by the City or on its behalf ceases to provide a positive outcome to the City as determined by the staff or IT Manager, then the City must halt the use of that system unless express exception is provided by the IT Manager. If the abrupt cessation of the use of that AI system would significantly disrupt the delivery of services, a gradual phased out approach must be approved by the IT Manager before sunsetting.

All measures to minimize the impact and recovery must be considered in the termination or phase out protocol, including but not limited to:

- Ownership and future access of data;
- Portability of the AI model, algorithm, and/or data; and
- Impact to services, users, and residents

Violations of the AI Policy

Violations of any section of the AI Policy may be subject to disciplinary action, up to and including termination. Violations made by a third party while operating an AI system on behalf of the City may result in a breach of contract, termination of contract, and/or pursuit of damages. Infractions that violate local, state, federal or international law may be remanded to the proper authorities.

Restricted Platform Alternatives

If the City restricts access to certain AI platforms, whenever practicable, the City will

provide a URL redirect to an internal website that will provide the employee with alternative AI platforms which have been vetted and approved by the City for use.

The purpose of this policy is to help prevent the exfiltration of City data. This approach allows employees to choose amongst various platforms which meet applicable privacy and security standards established by the City to facilitate productivity. The IT Manager will perform regular assessments of AI platforms and to regularly monitor platforms so that the City can restrict and remove access in the event of a security or privacy incident.

VIII. Terms & Definitions

Artificial Intelligence: "Artificial intelligence" or "AI" to be a machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments. Artificial intelligence systems use machine- and human-based inputs to perceive real and virtual environments; abstract such perceptions into models through analysis in an automated manner; and use model inference to formulate options for information or action.

Algorithm: A series of logical steps through which an agent (typically a computer or software program) turns particular inputs into particular outputs.

AI system: Any system, software, sensor, or process that automatically generates outputs including, but not limited to, predictions, recommendations, or decisions that augment or replace human decision-making. This extends to software, hardware, algorithms, and data generated by these systems, used to automate large-scale processes or analyze large data sets.

IX. Acknowledgement

Elements of this policy were derived from templates developed by GovAI Coalition, a coordinated efforts of over 150 California state and local agencies who are dedicated to the responsible and purposeful use of AI that benefits all members of the community.

AI FactSheet

Please provide details regarding your artificial intelligence (AI) solution by filling out the AI FactSheet[1] template below. This template was developed by the GovAI Coalition.

This AI FactSheet is for AI developers to complete. A **developer** is an entity that creates a standard software product or solution that is intended for many customers to use. These products may include AI systems built by the developer themselves, and/or a software solution that leverages third party AI tools within the product offering.

A **service provider** is an entity that guides, consults, advises, and supports agencies in navigating artificial intelligence (AI). A service provider may build custom AI solutions for a client, but does not sell the product as a standard solution to many customers on its own. If you are a service provider, please fill out the AI FactSheet for Service Providers instead.

Vendor Name	Your "Doing business as" Name and Legal Name, if different.
Product Name	Name of the AI product or suite of products.
Overview	Brief summary of the AI system.
Purpose	What function does the AI system perform, and for what purpose? If the system performs multiple functions, list each discretely and reference below. For features that are configurable, please describe all configuration options and default settings.
Intended Domain	What domain is the AI system intended to be applied in?
Training Data	How was the AI system trained? What data was used? How often is data added to the training set? Was all training data legally obtained and its use fully licensed?
Test Data	What data was used to test system performance? Under what conditions has the system been tested?
Model Information	General description of the model(s) used (e.g., large language model, transformer, deep learning, supervised learning, built on an existing open source model, computer vision)
Update procedure	In general, how often are the models updated for users? Will the user have a choice in moving to the updated model or staying on the current model? What documentation is available for new versions of the model?
Inputs and Outputs	What are the inputs to the AI system? What are its outputs? What interfaces and integrations are supported?
Performance Metrics	What are the performance metrics? What is your current level of performance on these metrics? How can the user monitor performance when deployed?

[1] The FactSheet template is heavily inspired by the IBM Research AI FactSheets 360 project.

Bias	What biases does the tool exhibit and how does it manage that bias? This can include but is not limited to biases on human factors such as gender, race, socioeconomic status, disability, culture, age, or other protected classes, or biases on general factors such as a sampling bias, survivorship bias, detection bias, or observer bias.
Robustness	How does the AI system handle outliers? Do overwritten decisions feed back into the system to help calibrate it in the future?
Optimal Conditions	What conditions does the model perform best under? Are there minimum requirements for the quantity of records/observations?
Poor Conditions	What conditions does the model perform poorly under? What are the limitations of the AI system? What kinds of errors can it make (e.g., hallucinations) and what conditions make those errors more likely?
Explanation	How does the AI system explain its outputs? Are the outputs of the AI system understandable by subject matter experts, users, impacted individuals, etc.?
Data Protection	List data protection frameworks you comply with (e.g., NIST 800-53, NIST AI RMF) and certifications (e.g., SOC II, HIPAA, FERPA, CJIS).
Environmental Impacts	This can include, but is not limited to, energy and water consumption for training and/or per use of the model, sources of energy and water for your solution, and your organization's approach to reducing environmental impact. For energy consumption, report in megawatt-hours (MWh).[2] For water consumption (in thousand liters), include the type of water (i.e., drinking water or reclaimed water) used in training and deploying the model (if the on-site water usage is unknown, use "1 L/kWh" as a default value).[3]
Ongoing Monitoring	How is the AI system monitored to identify any problems in usage? Can outputs (recommendations, predictions, etc.) be overwritten by a human, and do overwritten outputs help calibrate the system in the future? Problems in usage can include false negatives, false positives, bias, hallucinations, and human-reported quality issues (such as poor translations or poorly generated images).
Independent Evaluation	Have the vendors or an independent party conducted a study on the bias, accuracy, or disparate impact of the system? If yes, can the agency review the study? Include methodology and results. This can include bias impact reports, algorithmic impact reports, or others.[4]

[2] If you are unsure how to conduct energy measurements, see "A Beginner's Guide to Power and Energy Measurement and Estimation for Computing and Machine Learning" published by the National Renewable Energy Laboratory and Intel.

[3] If you are unsure how to conduct water impact measurements, see "Making AI Less 'Thirsty': Uncovering and Addressing the Secret Water Footprint of AI Models" published in Communications of the ACM.

[4] See "Algorithmic bias detection and mitigation: Best practices and policies to reduce consumer harms" by the Brookings Institute for an example bias impact report template.

Accessibility	How does your solution accommodate a variety of users, such as users with disabilities?
Responsible AI Strategy	Please share any relevant information, links, or resources regarding your organization's responsible AI strategy.

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:	May 20, 2026
SUBJECT:	Fiscal Year 2026/27 Capital Improvements Program
CEQA:	{CEQA}

RECOMMENDATION

1. Received and approve the update, including the two additional projects, to the Fiscal Year 2026/27 Capital Improvement Plan (CIP), and
2. Approve the commitment of $750,000 from General fund reserves for the Pier at Lover Point to act as a match for grant opportunities, and
3. Approve a resolution adopting the FY 2026/27 Senate Bill 1 Project List, or
4. Alternatively, discuss and take other action related to this item.

DISCUSSION

Two-Year Capital Improvement Plan

Annually the city adopts a budget for the upcoming fiscal year. The budget, which establishes the financial framework for the forthcoming year, is comprised of two primary components – the Capital Improvement Plan (CIP) and the Operating Budget.

Last year, the City transitioned to a two-year budget, encompassing the proposed expenses, revenues, and projects for FY25/26 and FY26/27. Biennial budgeting allows for enhanced efficiency and improves long-term planning.

The CIP presented in the two-year budget report spans FY25/26 and FY26/27. Prior to the start of FY26/27, any adjustments, including new projects prompted by more available funding or urgent need, have to be brought to Council for review and approval. In this report, staff will also present an SB1 Project List and Resolution specifying road segments to receive rehabilitation in FY26/27. This is in compliance with the California Transportation Commission's (CTC) annual requirements.

What is a Capital Improvement and the CIP?

Council Policy 400-6, Budget and Financial Management, defines a Capital Improvement or asset as buildings or infrastructure with an original cost in excess of $50,000, machinery or equipment with an original cost in excess of $5,000 and a useful life of more than one year.

The CIP is a plan that:
• Identifies capital projects
• Provides an implementation schedule
• Identifies project financing and budgeting
• Links projects to Council strategic goals and initiatives, and
• Provides project information and justification

Adopting a CIP allows systematic and comparative evaluation of multiple potential projects at the same time. The CIP also serves as a public relations and economic development tool and focuses on preserving infrastructure while ensuring efficient use of public funds. Additionally, the CIP promotes coordination of projects across city departments and helps identify efforts that may qualify for alternative funding.

Development of the CIP

Annually, the CIP process begins with a formal call for project submissions to staff. A call for projects was requested prior to FY 2025/26- 26/27 budget development. Generally, submitted projects are identified based on:

• Input received from the community
• Mayor and City Council priorities, projects or initiatives developed or identified during the year, and
• Identified critical needs, including safety issues or mandated compliance.

Each submission is reviewed from a variety of approaches and criteria, including:

• Greatest need (mandates, public safety)
• Alignment with Council strategic goals and initiatives
• Consequences of delay (potential to incur increased costs, asset preservation)
• Readiness
• Feasibility
• Opportunities to accomplish multiple goals or align timing with other project(s)
• Availability of funding (grants, community donations)

Under the direction of the City Manager, the Public Works and Administrative Services Departments review the available funding levels and the proposed projects to prepare the CIP for consideration by the Mayor and Council. The proposed CIP is then presented, discussed, and acted upon by the City Council in public sessions during the budget hearings.

A solicitation for new projects was not conducted as part of the 2026/27 CIP update. As part of the 2-year budget development, solicitation for projects had been sought during the preparation of the FY 25/26 - 26/27 budget and administered during the 2 years.

Overview of the FY 2025/26 - FY 26/27 CIP

The proposed two-year CIP includes 16 projects for a total of $13.3 M from various funding sources. The project list includes:

• 3 Multi-Funded Projects totaling $4.3M
o Funding for these projects comes from the General Fund and various non-general fund sources.
o The General Funds total contribution is limited to $1M.
• 11 Non-General Fund Projects totaling $9M

o Project funding is derived from community donations, enterprise funds, and special revenue funds.
o These projects do not impact the General Fund.

The projects span a variety of categories addressing needed upgrades to multimodal transportation, facilities, parks and recreation, and wastewater infrastructure.

Due to funding limitations, the proposed project list contains only the most critical infrastructure needs, mandated items, or requirements necessary to maintain eligibility for external funding.

General Fund

Of the total $13.3M proposed, only $1M ($500,000 per fiscal year) comes from the General Fund, reflecting minimal impact to the fund. Due to limited availability, General Funds have been harnessed solely for expenditures required to meet annual Maintenance of Effort (MOE) eligibility requirements that allow the city to receive a combined $1.2M of SB1/RMRA and Measure X funds annually. The General Fund contributions are label as "Fund 63, Capital Improvement Fund" below and in the attached supporting documents.

Non-General Funds

Where possible, non-general funds have been leveraged to support infrastructure needs, contributing a total of $12.3M across the various non-general fund sources and equating to 92% of the total proposed CIP budget.

A majority of these proposed expenditures, $11.3M, are derived from enterprise and special revenue funds, which will be harnessed to allow for critical and urgent repairs of failed infrastructure -- from degraded and leaking roofs and failed HVAC/plumbing systems to vital sewer upgrades and a life-saving altering system for our first responders. These funds have been harnessed, where applicable, to support the most urgent needs.

The non-general fund figure also includes generous community donations, totaling $1M, that will fund enhancements to existing facilities and meet community needs; these enhancements would otherwise go unfunded, as limited available funding is prioritized for mandates and essential repairs.

A high-level overview of the multi-funded projects and non-general fund projects is provided below. The detailed list of projects, with their descriptions and requested budgets, is attached (Attachment 1 – CIP Project List).

Overview of Multi-Funded Projects

There are three (3) proposed Multi-Funded Projects:

1. Street Rehabilitation: FY 25/26 Street Rehab in progress: FY 26/27 Street Rehab list to be approved via resolution
2. Mandated ADA Improvements: Prescott Lane Sidewalk, completed in FY 25/26, & Lovers Point sidewalk under contract
3. Crack and Slurry Seal: Funding allocated for FY 26/27

These projects, funded from a combination of General Fund and non-General Fund sources, address the city's aging road infrastructure network, pedestrian amenities, and accessibility.

The Street Rehabilitation Project and Crack and Slurry Seal Project are critical investments in the aging road infrastructure network. They will enhance and preserve the pavement condition index and overall pavement health. The Street Rehabilitation Project targets roads that are rapidly deteriorating or in a failed state, while the Crack and Slurry Seal Project protects and preserves good roads for long-term durability.

The Mandated ADA Improvements Project addressed ADA compliance at Lovers Point and Prescott Avenue and is mandated by the court for completion in FY 25/26.

These projects are essential not only for addressing aging and deficient pavement and pedestrian infrastructure, but also for meeting MOE requirements necessary to secure ongoing Measure X and SB1/RMRA funding. Collectively, these three projects include a total General Fund contribution of $1M over two years ($500,000 per year) to meet MOE requirements.

These are the only proposed projects that include a General Fund contribution.

Overview of Non-General Fund Projects & Updates

There are 11 non-general fund projects:

• 4 projects are proposed to address failed facility infrastructure, including:
o Roof repairs at the Youth Center and Police Station to resolve known leaks and replace roofing systems that have exceeded their useful life: Completed FY 25/26
o Replacement of a deteriorated and damaged door and non-functional windows at City Hall that allow water intrusion and present security concerns: Under Contract and being constructed
o Replacement of aged and non-repairable HVAC infrastructure critical for heating the Golf Course restaurant: Completed
• 2 projects address sewer system infrastructure deficiencies, including:
o Replacing the deteriorated force main on Arena Avenue. This segment is in dire need of replacement and has experienced two failures in recent years: Being Engineered; Construction in FY 26/27
o Repairing pumps and recalibrating meters for the Urban Diversion system, which is critical for stormwater diversion and reporting compliance: To occur in FY 26/27
• 1 project will allow critical upgrades to the Fire Station emergency alerting system by replacing the outdated, unrepairable system. It will ensure compatibility with Monterey County's system and improve response times and clarity of alert messaging: Completed in FY 25/26
• 2 projects will continue multi-year efforts, which have been divided across fiscal years due to their large scope or permitting timelines. Engineering work for both of these proposed projects was funded in the prior year's CIPs and is in progress. The proposed additional funding allocations will allow for construction and support the prior investments of the council. These projects include:
o The Recreation Trail Improvements Project is adjacent to Esplanade Park. This project addresses pedestrian safety and continued access to the coastline and recreational amenities: Completed in FY 25/26
o Sewer Collection System Master Plan (SCSMP) Projects 1, 6 & 9. These projects address large-scale sewer deficiencies that were identified in the 10-year SCSMP plan. These are the last of the 10 sewer projects identified in the plan that have yet to be implemented. Engineering is underway, and the additional funding allocation will allow for construction in FY26/27: Construction commenced in FY 25/26 and will be completed in the winter of 26/27.
• 4 projects are proposed to address the community's desired upgrades to facilities and parks/recreation infrastructure, utilizing generous community donations. These projects include:
o 2 facility upgrades to the Pacific Grove Public Library funded by the Pacific Grove Library Friends and Foundation: Generator engineered and being permitted, and Pilar Booth being designed: Completed

in 26/27
o Upgrades to Chautauqua Hall funded by the Heritage Society's Friends of Chautauqua Hall: Architectural services underway; Anticipated release of RFP for construction in FY 26/27
o Chinese Pavilion and Moon Gate project at El Marie Dyke Park funded by the Monterey Bay Chinese Association (MBCA): Underway with Construction anticipated in FY 26/27

Formal funding agreements will return to the council following approval of the projects for inclusion in the CIP.

Funding for these projects has been approved through the FY 2025/26-26/27 by various funding sources.

FY 2026-27 CIP Additions

In addition to the projects that had been approved for funding through FY 2025/26 & 26/27, the City has two additions from non-general fund sources and one addition from the general fund, as noted below:

• **Sewer System Master Plan**: The City of Pacific Grove manages its sewer infrastructure through a Sewer Collection System Master Plan (SCSMP). These documents guide long-term maintenance, capital improvements, and capacity assessments for the City's 58 miles of pipelines and seven city-owned lift stations. The last SCSMP was approved by Council in 2014, which identified projects and conducted a rate study to properly generate funds for projects and operations. The City needs to commence a new SCSMP and rate study. **Sewer Fund 76: $400,000**

• **Museum Fence Replacement Project**: The fence that borders the Pacific Grove Museum of Natural History gardens needs to be replaced. There is ample funding in the Museum Improvement Fund to cover expenses. **Museum Fund 8: $40,000**

• **Pier at Lovers Point**: The 100+ year old pier structure has a big influence on the beach and the park at Lovers Point. The City developed a set of construction plans that will render identified deficiencies and allow for improvements that will enhance the safety of the pier structure. The City applied for a grant through the California Coastal Conservancy and has received a pledge of $750,000 towards the estimated repairs noted at $1.5 million. In order for the Coastal Conservancy to draft and execute an agreement for $750,000, the City needs to earmark the remaining $750,000 to act as a match for the pier repairs. The Department of Public Works is actively seeking other grants to bridge the gap, but in the meantime, a match needs to occur for final execution with the Coastal Conservancy. **General Fund Reserves $750,000**

CIP and the California Environmental Quality Act

The CIP document is a planning document; it does not constitute approval of any specific project. Following budget adoption, staff will assess and address the CEQA process that applies to each individual project. Projects that exceed the City Manager's spending authority will return to Council for approval; agenda reports will include an assessment of the CEQA determination.

Senate Bill 1 Project List

As part of the CIP process, staff is recommending approval of a Resolution adopting the SB1 Project List (Attachment 2). SB1, the Road Repair and Accountability Act of 2017 was passed by the Legislature and signed into law by the Governor in April 2017.

SB1 includes accountability and transparency provisions that will ensure residents are aware of the projects proposed for funding and which projects have been completed each fiscal year. One such provision is a requirement that the city adopt a resolution of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA) by July 1 of each year.

The city is estimated to receive $420,261 in RMRA funding in FY 26/27. As indicated in the attached Project List, the city is planning to use this funding in conjunction with Measure X, the General Fund, and the Sewer Fund to complete essential road rehabilitation and maintenance as prescribed in the Pavement Management Program. Specifically, SB1/RMRA funds will be allocated to the Street Rehabilitation Project, which will address the following road segments:

1. 17 Mile Drive from Sunset to Sinex, with intersection improvements at Sinex and 17 Mile (PCI 41)
2. Central Avenue from Forest to Lighthouse (PCI 37)
3. 16th Street from Laurel to Lighthouse (PCI 41)

The attached SB1 Project List includes a detailed project description, project location, proposed schedule for completion and the estimated useful life of the improvement.
This is the ninth year the City will receive SB1 funding, which will enable essential road maintenance and rehabilitation projects, safety improvements, and increasing access and mobility options for the traveling public that would not have been possible without SB1.

OPTIONS

1. Take no action.
2. Propose modifications to the FY26/27 SB1 Project List.
3. Propose modifications to the FY26/27 CIP.
4. Request additional information.

FINANCIAL IMPACT:

The total fiscal impact for the proposed FY25/26 - 26/27 CIP is $13.7M. The adopted CIP was approved as part of the 2-year budget. The chart below provides the funding sources and proposed budgets for each of the two-fiscal years.

As noted above, the total impact to the General Fund is $1M across the two years. Non-general funding sources have been harnessed where appropriate to fund critical infrastructure needs.

Fund	Fund Name	FY25/26	FY26/27	TOTAL
63	Capital Improvement Fund	$500,000	$500,000	$1,000,000
17	Measure X	$820,000	$818,000	$1,638,000
47	RMRA/SB1	$570,096	$420,261	$990,357
76	Sewer Fund	$1,050,000	$7,750,000	$8,800,000
8	Museum Improvement Fund	0	$40,000	$40,000
31	Operating Donations	$1,075,000*	-	$1,075,000*
25	Recreation Donations	$32,000	-	$32,000
92	Mcindoo Donation	$23,006	-	$23,006
41	Yount Income	$24,997	-	$24,997
12	Fire Emergency Equipment	$100,000	-	$100,0000
77	Golf Course	$40,000	-	$40,000
TOTALS		**$4,235,099**	**$9,528,261**	**$13,763,360**

**This figure includes reimbursable community donations from the MBCA, The Public Library Friends and Foundation, and the Heritage Society's Friends of Chautauqua Hall. As noted above, formal funding agreements will be brought forward to council for each of these items.*

FOCUSED PRIORITY AREA: Infrastructure

Attachments

CIP List 25-26 26-27
SBI Resolution

Reference #	CIP Project Code	Project Category	Project Name	Project Description/Justification	Funding Notes	Council Goal Alignment	Funding Sources	Fund	Account	Total Proposed Funding	FY25/26 Funding	FY26/27 Funding
1	**CIP26-01**	Transportation	**Street Rehabilitation**	This project allows rehabilitation of road segments identified by the Pavement Management Program (PMP) as being in poor or failed condition, addressing and improving the aging road infrastructure network. This project also plays a vital role in ensuring MOE requirements are met to remain eligible for over $1M of external funding for roadways (see funding notes). FY25/26 This project targets three road segments that have not received formal maintenance or rehabilitation in over 30 years. These segments have Pavement Condition Index (PCI) scores between 0 and 21, placing them in the "failed" category due to severe deterioration. The compromised pavement allows water intrusion, leading to dislodged sections and frequent potholes. Although crews perform regular patching to address safety hazards, these are only temporary fixes. Full rehabilitation is necessary to restore the integrity of these roadways. The segments to be addressed are: (1) 10th Street (Central Ave to Lighthouse Ave) - PCI 10 (2) Del Monte Ave (Asilomar St to Coral St) - PCI 21 (3) Beacon (Coral St to Esplanade St) - PCI 0 The underground sewer infrastructure on each of these road segments will be videoed and addressed as an aspect of this project via the sewer fund. **FY26/27** This project will address three road segments that are heavily utilized by vehilces and pedstrian traffic. These segments have a Pavement Condition Index (PCI) scores between 37 and 41 and are nearing a failed state due to severe deterioration. Complete rehabililitation is neccesary. Along with road rehab, the City will also review the possiblity of curb ramps and sidewalks adjacent to 17 Mile and Sinex on the North East side of the roadway, adjacent to the park. (1) 17 Mile Drive (Sunset to Sinex) - PCI 41 (2) Central Avenue (Forest to Lighthouse) - PCI 37 (3) 16th Street (Laurel to Lighthouse)- PCI 41	**MAINTENANCE OF EFFORT COMPLIANCE** This project helps the City maintain eligibility for ongoing Measure X and SB1/RMRA funding by meeting Maintenance of Effort (MOE) requirements.	Infrastructure	Multiple Funds (General & Non-General Funds)	Fund 63 Capital Improvement Fund	63-631-6041	$ 600,000	$ 300,000	$ 300,000
								Fund 17 Measure X	17-522-6041	$ 1,138,000	$ 570,000	$ 568,000
								Fund 47 RMRA (SB1)	47-471-6041	$ 990,357	$ 570,096	$ 420,261
								Fund 76 Sewer Fund	76-612-6051	$ 700,000	$ 350,000	$ 350,000
2	**CIP26-02**	Transportation	**Mandated ADA Improvements**	This project addresses ADA compliance mandates from a court order requiring completion by specified deadlines in FY25/26. The locations for improvements are Lovers Point and Prescott Ave (between Divisadero and Forest). Lovers Point Scope of Work: Replace existing ADA ramps and construct new sidewalk at the triangle parking lot to comply with ADA standards. These improvements must be completed by October 31, 2025. Prescott Ave Scope of Work: Sidewalk infill, repairs, installation of ADA-compliant curb ramps, and upgrades to driveway approaches to meet accessibility standards. These improvements must be completed by December 31, 2025.	**GENERAL FUNDING NOTE** This project has been budgeted using all anticipated remaining balances for streets and pedestrian infrastructure in FY25/26. Due to the limited availability of these funds, actual costs are expected to exceed the proposed budget. At this time actual costs are unknown. Once the project is engineered and formally bid, staff will return with options to address potential funding deficits which may include project savings from road and infrastructure projects from prior years. **MAINTENANCE OF EFFORT COMPLIANCE** This project helps the City maintain eligibility for ongoing Measure X and SB1 funding by meeting Maintenance of Effort (MOE) requirements.	Infrastructure	Multiple Funds (General & Non-General Funds)	Fund 63 Capital Improvement Fund	63-631-6041	$ 200,000	$ 200,000	$ -
								Fund 17 Measure X	17-522-6041	$ 250,000	$ 250,000	$ -
3	**CIP27-01**	Transportation	**Crack & Slurry Seal**	Crack and Slurry sealing is a vital maintenance activity that helps preserve the City's roads against rapid deterioration and potholes due to inclement weather. This is a cost effective maintenance treatment that helps ensure roads remain in good condition for years to come. Streets to receive the crack & slurry seal treatment are identified via the City's Pavement Management Program, maintenance logs, and in-field observations.	**MAINTENANCE OF EFFORT COMPLIANCE** This project helps the City maintain eligibility for ongoing Measure X and SB1 funding by meeting Maintenance of Effort (MOE) requirements.	Infrastructure	Multiple Funds (General & Non-General Funds)	Fund 63 Capital Improvement Fund	63-631-6041	$ 200,000	$ -	$ 200,000
								Fund 17 Measure X	17-522-6041	$ 250,000	$ -	$ 250,000

Reference #	CIP Project Code	Project Category	Project Name	Project Description/Justification	Funding Notes	Council Goal Alignment	Funding Sources	Fund	Account	Total Proposed Funding	FY25/26 Funding	FY26/27 Funding
4	**CIP26-03**	Facilities	**Library Backup Power System**	This project will allow for the purchase and installation of a backup power system for the Pacific Grove Public Library. The Library is a beloved community facility that has the potential to serve as a vital community resource during prolonged power outages and/or emergencies. Today, the library has no generator or backup power source to support it's operations during outages. Options for back up power sources include, but are not limited to, battery storage (e.g., Tesla Powerwall 3 or similar) and a natural gas generator connected to an existing gas line. These options will be further explored for feasibility following project approval.	**FUNDED BY COMMUNITY DONATIONS** The Pacific Grove Library Friends and Foundation have dedicated $80,000 to fund this project.	Infrastructure	Non-General Fund	Fund 31 Operating Donations	31-406-6001	$ 80,000	$ 80,000	$ -
5	**CIP26-04**	Facilities	**Pillar Privacy/Study Booth ADA**	This project will create a dedicated privacy/study booth in the Pacific Grove Public Library. The Library currently lacks a private meeting space, and users have consistently requested one. This project responds to that need and enhances the Library's ability to support virtual meetings, telehealth, and focused work. The scope of work includes the purchase of the privacy booth, prep work and installation. It is anticipated that the private/study booth with be located near the existing DVD shelving.	**FUNDED BY COMMUNITY DONATIONS** The Pacific Grove Library Friends and Foundation have dedicated $25,000 to fund this project.	Infrastructure	Non-General Fund	Fund 31 Operating Donations	31-516-6021	$ 25,000	$ 25,000	$ -
6	**CIP26-05**	Facilities	**Chautauqua Hall Building Improvements**	This project will address the facility infrastructure improvements and maintenance tasks outlined in the 2024 WJE Chautauqua Hall Building Assessment Report. Built in 1881, this beloved facility has served generations and remains a designated historic landmark and beloved community resource. The project ensures needed upgrades and improvements are made to allow the building's continued function, in the long-term, and allow preservation of its historical integrity. With strong community support, the Heritage Society's Friends of Chautauqua Hall has raised funding to carry out a wide range of improvements noted in the report, including repairs and upgrades to the drainage system, wood deck, roofing elements, cladding, windows, and doors.	**FUNDED BY COMMUNITY DONATIONS** The Heritage Society's Friend of Chautauqua Hall have raised $700,000 of community donations to facilitate this project.	Infrastructure	Non-General Fund	Fund 31 Operating Donations	31-516-6021	$ 700,000	$ 700,000	$ -
7	**CIP26-06**	Facilities	**Chinese Pavillion and Moon Gate**	This project will support the construction of a traditional Chinese Pavilion and Moon Gate at El Marie Dyke Park, replacing the existing deteriorated gazebo. The proposed location was approved by the City Council in 2024 following an assessment of locations. The project will be funded through donations from Monterey Bay Chinese Association. Following design development, the project will undergo the required permitting and review process by the appropriate boards/commissions.	**FUNDED BY COMMUNITY DONATIONS** The Monterey Bay Chinese Association (MBCA) has raised $200,000 of community donations to fund this project.	Infrastructure	Non-General Fund	Fund 31 Operating Donations	31-516-6021	$ 200,000	$ 200,000	$ -
8	**CIP26-07**	Facilities	**Youth Center Roof Repair**	This project will address a known roof leak in the Youth Center above the restroom facility where deterioration has led to water intrusion through the light fixtures. The scope of work will include the replacement of the damaged roofing and rain gutters to restore the roof's integrity and prevent further damage. Timely repairs are essential to avoid more costly future repairs and to ensure the continued operation of the recreational facility. Without a functional restroom, youth programming at this site would be unable to continue.		Infrastructure	Non-General Fund	Fund 25 Recreation Donations	31-516-6021	$ 32,000	$ 32,000	$ -
9	**CIP26-08**	Facilities	**City Hall Window and Door Replacement**	This project will replace the front door and first-floor office windows in kind to match the original design of the City Hall Entrance. The front door and surrounding trim have sustained significant termite damage, and the office windows no longer close properly. Water intrusion from the damaged windows is causing ongoing deterioration to interior plaster.		Infrastructure	Non-General Fund	Fund 92 McIndoo Donation	95-519-6021	$ 23,006	$ 23,006	$ -

Reference #	CIP Project Code	Project Category	Project Name	Project Description/Justification	Funding Notes	Council Goal Alignment	Funding Sources	Fund	Account	Total Proposed Funding	FY25/26 Funding	FY26/27 Funding
			Door Replacement	Timely replacement is necessary to prevent further structural and interior damage and ensure building security. This project was called out as an "immediate need" in the 2024 City Hall Facility Conditions Assessment.				Fund 41 Yount Income	41-510-6021	$ 8,994	$ 8,994	$ -
10	**CIP26-09**	Facilities	**Fire Station Alerting System**	This project will replace the existing 14-year-old Fire Station alerting system, which dispatches emergency incidents from Monterey County Communications. The current system and speakers are outdated, no longer repairable, and incompatible with the IP-based paging system Monterey County is transitioning to. Since the manufacturer ComTech ceased operations in 2022, replacement parts are unavailable, and most vendors are unfamiliar with the legacy system, reducing reliability. The new system will be fully compatible with Monterey County's upgraded dispatch platform and will allow simultaneous unit dispatching, improving response times. Additional features include a mobile app for customizable alerts, a digital display with dispatch information, automated text-to-speech for location details, and enhanced audio clarity to reduce the need for repeated communication.		Infrastructure	Non-General Fund	Fund 12 Fire Emergency Equipment	12-353-6021	$ 100,000	$ 100,000	$ -
11	**CIP26-10**	Facilities	**Roof Repairs Police Department**	This project will address a known roof leak caused by the deterioration of the existing hot mop tar and rolled asphalt roofing, which is over 40 years old and beyond its serviceable life. While the roof has been temporarily patched, permanent repairs are essential to prevent further damage. The project will involve the installation of a new PVC membrane roof, ensuring long-term durability and avoiding more costly infrastructure repairs down the line.		Infrastructure	Non-General Fund	Fund 31 Operating Donations	31-516-6021	$ 70,000	$ 70,000	$ -
12	**CIP26-11**	Facilities	**Point Pinos Grill Boiler replacement**	This project will replace the existing 20-year-old boiler with a new high-efficiency unit. The current boiler has exceeded its serviceable life, is leaking significantly, and replacement parts are no longer available, making repairs unfeasible. The boiler is essential for providing baseboard heating to the restaurant and pros hop. Previous facility upgrades, funded via the CIP, included installing a separate water heater for hot water needs, reducing the boiler's load. As a result, a smaller, more energy-efficient boiler can now be installed, creating a more efficient and redundant system.		Infrastructure	Non-General Fund	Fund 77 Golf Course Fund	77-622-6021	$ 40,000	$ 40,000	$ -
13	**CIP26-12**	Wastewater	**Sewer Force Main Replacement - Arena Avenue**	This project involves installing a new force main on Arena Avenue (from Sunset Dr to Asilomar Ave) to address known deficiencies in the sewer system. The replacement is critical to maintaining reliable sewer service, protecting the environment, and preventing spills. The existing line has experienced two leaks in this area and is in urgent need of repair to ensure continued safe operation.		Infrastructure /Environmental Stewardship	Non-General Fund	Fund 76 Sewer Fund	76-612-6051	$ 600,000	$ 600,000	$ -

Reference #	CIP Project Code	Project Category	Project Name	Project Description/Justification	Funding Notes	Council Goal Alignment	Funding Sources	Fund	Account	Total Proposed Funding	FY25/26 Funding	FY26/27 Funding
14	**CIP26-13**	Wastewater	**Urban Diversion Station Repair and Recalibration**	This project will allow a contractor to repair pumps and recalibrate meters for the Urban Diversion System. The Urban Diversion System diverts stormwater runoff from the 8th St and 17th St storm drain outfalls to Monterey One Water via the Sewer System. Repairs are required to ensure accurate reporting to Monterey One Water regarding the amount of stormwater being placed into their systems. Completion of this work is necessary to maintain compliance with reporting requirements and regulatory standards.		Infrastructure /Environmental Stewardship	Non-General Fund	Fund 76 Sewer Fund	76-612-6051	$ 100,000	$ 100,000	$ -
15	**CIP26-14**	Facilities	**Fence Replacement Museum of Natural History**	The Fence that boarders the Museum of Natural History gardens needs to be replaced.		Infrastructure	Non-General Fund	Museum Improvment Fund	8-412-6021	$ 40,000		$ 40,000
16	**CIP26-15**	Wastewater	**Sewer Collection System Master Plan**	The City provides sewer collection services for residences and commercial businesses over an area of approximately 1,414 acres with a population of approximately 15,040 residents. The City's collection and conveyance system is comprised of approximately 58 miles of pipelines: 57 miles of gravity pipelines. The Sewer Collection System Master Plan (SCSMP) helps drive the City's long-term sewer collection system asset management needs by identifying CIP projects and necessary upgrades to the collection system. The last SCSMP was approved by Council in 2014 which identified projects and conducted a rate study to properly generate funds for projects and operations. The City needs to commence a new SCSMP and rate study.		Infrastructure /Environmental Stewardship	Non-General Fund	Fund 76 Sewer Fund	76-612-6051		$ -	$ 400,000
17	**CIP24-04**	Wastewater	**Sewer Collection System Master Plan Projects 1, 6 & 9**	The City provides sewer collection services for residences and commercial businesses over an area of approximately 1,414 acres with a population of approximately 15,040 residents. The City's collection and conveyance system is comprised of approximately 58 miles of pipelines: 57 miles of gravity pipelines. The Sewer Collection System Master Plan (SCSMP) helps drive the City's long-term sewer collection system asset management needs by identifying CIP projects and necessary upgrades to the collection system. Over the years the City has completed several of the noted SCSMP CIP Projects and the following three remain: This multi-year project will allow the City to complete SCSMP Projects 1, 6 & 9: -**SCSMP #1 -** 17 Mile Dr - Upgrade ~3,000LF of sewer main due to capacity deficiencies -**SCSMP #6** - Hilcrest Ave - Replace ~4,250LF of sewer main due to root intrusion -**SCSMP #9**- Highway 68 - Protect exposed pipe from damage This project will allow completion of these projects. These are large scale, multi-year projects.	**MULTI-YEAR PROJECT** As an element of the FY23/24, $1.8M of sewer funding was allocated to allow for engineering, permitting and environmental. This is currently underway and will continue through FY25/26 using the initial funding allocation. Construction is anticipated to begin in FY26/27 with a preliminary cost estimate of approximately $7M. This is a rough estimate and may be updated as an engineers estimate is developed.	Infrastructure /Environmental Stewardship	Non-General Fund	Fund 76 Sewer Fund	76-612-6051	$ 7,000,000	$ -	$ 7,000,000

Reference #	CIP Project Code	Project Category	Project Name	Project Description/Justification	Funding Notes	Council Goal Alignment	Funding Sources	Fund	Account	Total Proposed Funding	FY25/26 Funding	FY26/27 Funding
18	**CIP 25-10**	**Parks & Recreation**	**Recreation Trail Improvements-Esplanade Park**	In Perkins Park, the Recreation Trail adjacent to Esplanade Park from Beach Street to Coral Street consists of a thin band of land which keeps getting thinner due to coastal erosion, particularly around Esplanade Park. Just east of Esplanade, the otherwise continuous shoreline trail essentially disappears for a stretch, forcing pedestrians onto a thin strip of dirt right next to Ocean View Boulevard. The Shoreline Management Plan (SMP) proposed conceptual improvements . The SMP suggest eliminating the ocean-side parking lane and shifting the street curb inland by 7–8 feet, reclaiming approximately 500 feet of space for a pedestrian trail. This would entail the potential loss of about 25 on-street parking spaces. The SMP stated design details would be refined in collaboration with the public and stakeholders, with efforts to mitigate the loss of parking where possible. This multi-year project initiates the process of addressing the unsafe conditions on the Recreation Trail at this specific location. Year 1 will involve public outreach and design, while Year 2 will focus on permitting, bidding, and construction.	**MULTI-YEAR PROJECT** As an element of the FY24/25 CIP, $20,000 was allocated from the Strong Disbursement Fund to allow for design/engineering of these vital pedestrian improvements. To date, minimal funding has been expended. Although the remaining unused funding will be carried forward, additional funding is needed to accommodate construction, which is anticipated to be ~$35,000. The initial funding source, the Strong Disbursement Fund, has been depleted. The Yount Income fund is proposed to bridge the gap needed for construction.	Infrastructure	Non-General Fund	Fund 41 Yount Income	41-510-6021	$ 16,003	$ 16,003	

RESOLUTION NO. 26-xxx

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2026-27 FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

FINDINGS

1. Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

2. SB 1 includes accountability and transparency provisions that will ensure the residents of our City are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

3. The City must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

4. The City, will receive an estimated $420,261 in RMRA funding in Fiscal Year 2026-27 from SB 1; and

5. This is the ninth year in which the City is receiving SB 1 funding and will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

6. The City has undergone a robust public process to ensure public input into our community's transportation priorities/the project list; and

7. The City used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the communities priorities for transportation investment; and

8. The funding from SB 1 will help the City maintain and rehabilitate three (3) road segments throughout the City this year and similar projects into the future; and

9. The 2021 California Statewide Local Streets and Roads Needs Assessment found that Monterey County streets and roads, which includes the City of Pacific Grove, are in an "at risk" condition and this revenue will help us increase the overall quality of our road

system and over the next decade will bring our streets and roads into a "Good" condition; and

10. The SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

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

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

2. The following list of newly proposed projects will be funded in-part or solely with Fiscal Year 2026/27 Road Maintenance and Rehabilitation Account revenues:

   Project Title: FY26/27 Road Rehabilitation Project
   Project Description: Rehabilitation of approximately 89,600 SF of roadway
   Project Location:

   1. 17 Mile Drive from Sunset to Sinex, with intersection improvements at Sinex and 17 Mile (PCI 41)
   2. Central Avenue from Forest to Lighthouse (PCI 37)
   3. 16th Street from Laurel to Lighthouse (PCI 41)

   Estimated Project Schedule: August 2026– August 30, 2027
   Estimated Project Useful Life: 15-20 years

3. The FY26/27 SB1 Project List is hereby approved as attached to this Resolution, which by this reference are incorporated as set forth in its entirety.

4. This Resolution shall become effective immediately following passage and adoption thereof.

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

AYES:

NOES:

ABSENT:

APPROVED:

_____
NICK SMITH, Mayor

ATTEST:
DATED:_____

_____
SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

_____
Alex Lorca, 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:	Sandra Kandell, City Clerk/DEI Coordinator
MEETING DATE:	May 20, 2026
SUBJECT:	Update on Monterey Regional Airport
CEQA:	{CEQA}

RECOMMENDATION

Receive the presentation.

Attachments

PPT Presentation

MRY
MONTEREY
REGIONAL AIRPORT

Monterey Regional Airport

THE EASY AND CONVENIENT WAY TO TRAVEL

MONTEREY PENINSULA AIRPORT DISTRICT

- Public Agency formed in 1941 by the California Legislature as an Independent Special District to own and operate the Monterey Regional Airport
- Not affiliated with any other governing body and has all authority of a city or municipality
- Fully self-sufficient enterprise fund operation
- Generate all revenues through fees and charges for on-Airport activities
- Responsible for public safety on Airport property, including infrastructure, maintenance, property management, and police and fire protection

AIRPORT VALUE AND OVERSIGHT

- MRY provides access to the movement of goods and services, and transports residents and visitors during diverse situations
  - Medical emergency services
  - Serve as a lifeline during emergencies
    - Evacuation
    - Fire fighting
    - Urgent relief with supply delivery
  - Community structural fire support (on-Airport ARFF facility)
  - Economic Development: The local economy thrives on the presence of consistent air service, Businesses large and small depend on reliable flights
  - Regulatory Oversight by Federal Government Code of Federal Regulations, Department of Transportation, Federal Aviation Administration, Transportation Security Administration, Caltrans Division of Aeronautics

About MRY Air Service

MONTEREY REGIONAL AIRPORT

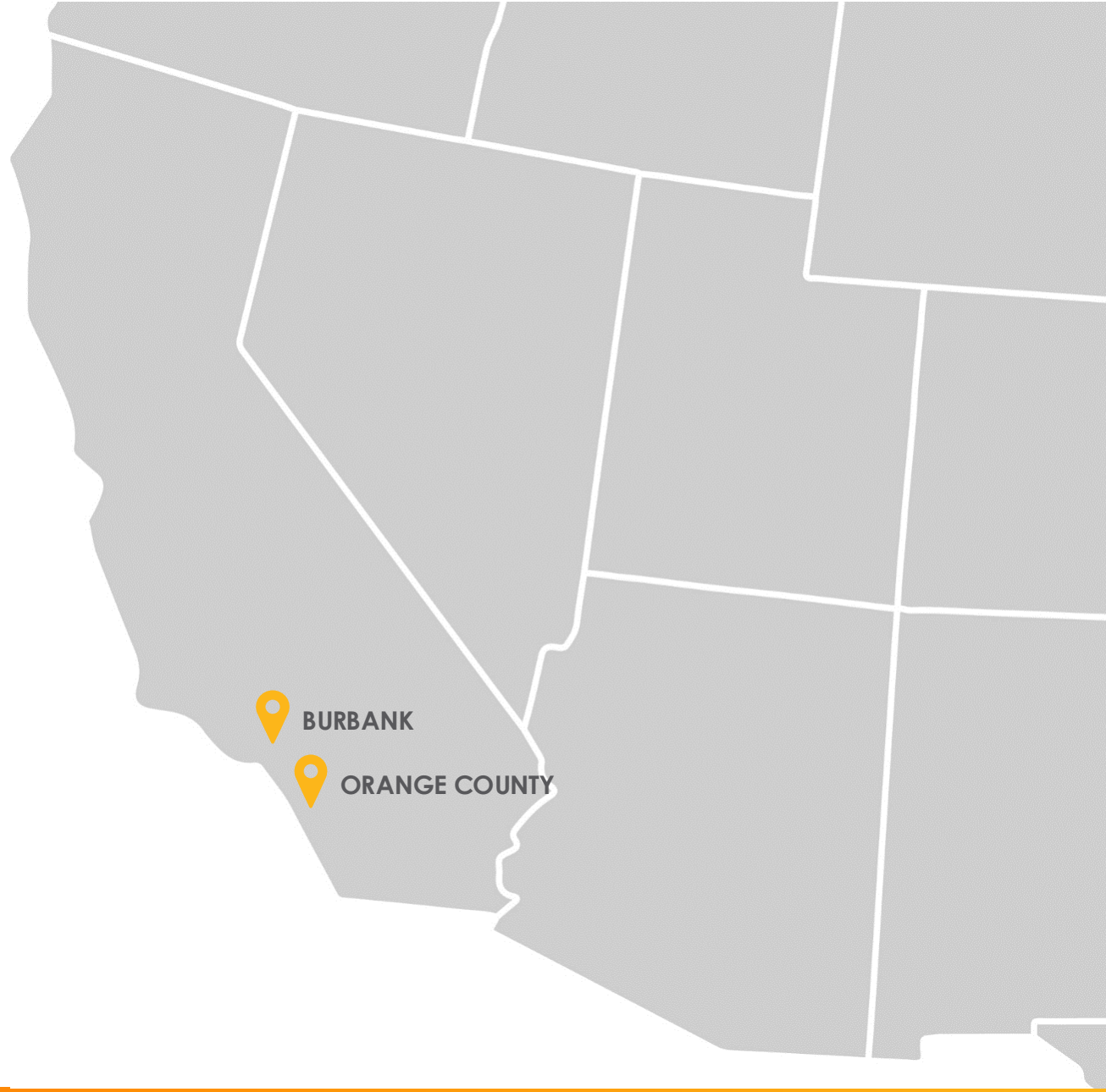
NONSTOP DESTINATIONS

- 30 total combined arrivals and departures daily
- 9 nonstop destinations
  - With one stop connections across the world
- 4 commercial airlines
  - Alaska Airlines
  - Allegiant Air
  - American Airlines
  - United Airlines



SEASONAL SUMMER HOP-ON JET SERVICE

- Operated by JSX
  - Flights depart out of and arrive at Monterey Jet Center
  - 200 Sky Park Drive, Monterey
- Seasonal service
  - June through September
  - Two destinations
  - Operates four days per week



About the Airport Master Plan

SAFETY IS ALWAYS OUR FIRST PRIORITY

MRY METAMORPHOSIS
SAFETY ENHANCEMENT PROGRAM

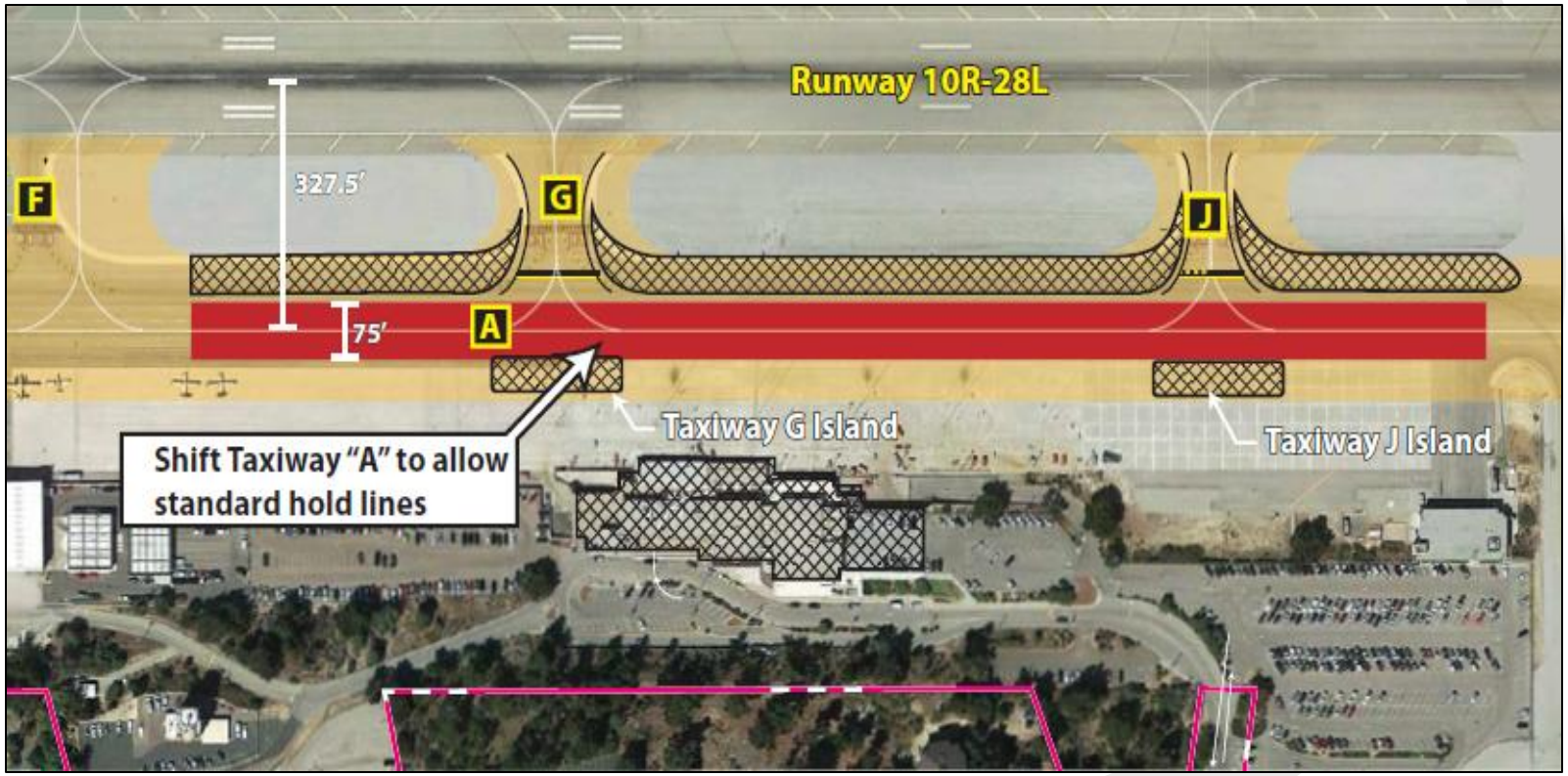


MRY METAMORPHOSIS
SAFETY ENHANCEMENT PROGRAM

ULTIMATE PROJECT GOAL

- Phase 4

  Shift Taxiway 1,850’ “A” – 52.5’ south to increase runway-taxiway centerline to centerline



MRY | METAMORPHOSIS
SAFETY ENHANCEMENT PROGRAM

PHASE 1 NORTHEAST GENERAL AVIATION REPLACEMENT INFRASTRUCTURE

Enhancements Include:

- Constructed the northeast general aviation ramp civil infrastructure (2020)
- Constructed the replacement Aircraft Rescue and Firefighting Facility (ARFF) (October 2023)
- Constructed the replacement hangars (relocated from the southside) (November 2023)



MRY | METAMORPHOSIS
SAFETY ENHANCEMENT PROGRAM

PHASE 1B CONSTRUCTED THE REPLACEMENT ARFF FACILITY 2023



AFTER



PHOTOGRAPHY BY RUSSELL ABRAHAM | DESIGN BY MARJANG ARCHITECTS

MRY | METAMORPHOSIS
SAFETY ENHANCEMENT PROGRAM

PHASE 2 COMMERCIAL RAMP CONSTRUCTION

Enhancements Include:

- Construct relocated airline parking (ramp) completed September 2025
- Demolish southside Aircraft Rescue and Firefighting Facility (ARFF)
- Demolish southside General Aviation (GA) hangars including maintenance hangars
- Construct temporary relocation of passenger long term parking (opened June 14, 2024)



MRY METAMORPHOSIS
SAFETY ENHANCEMENT PROGRAM

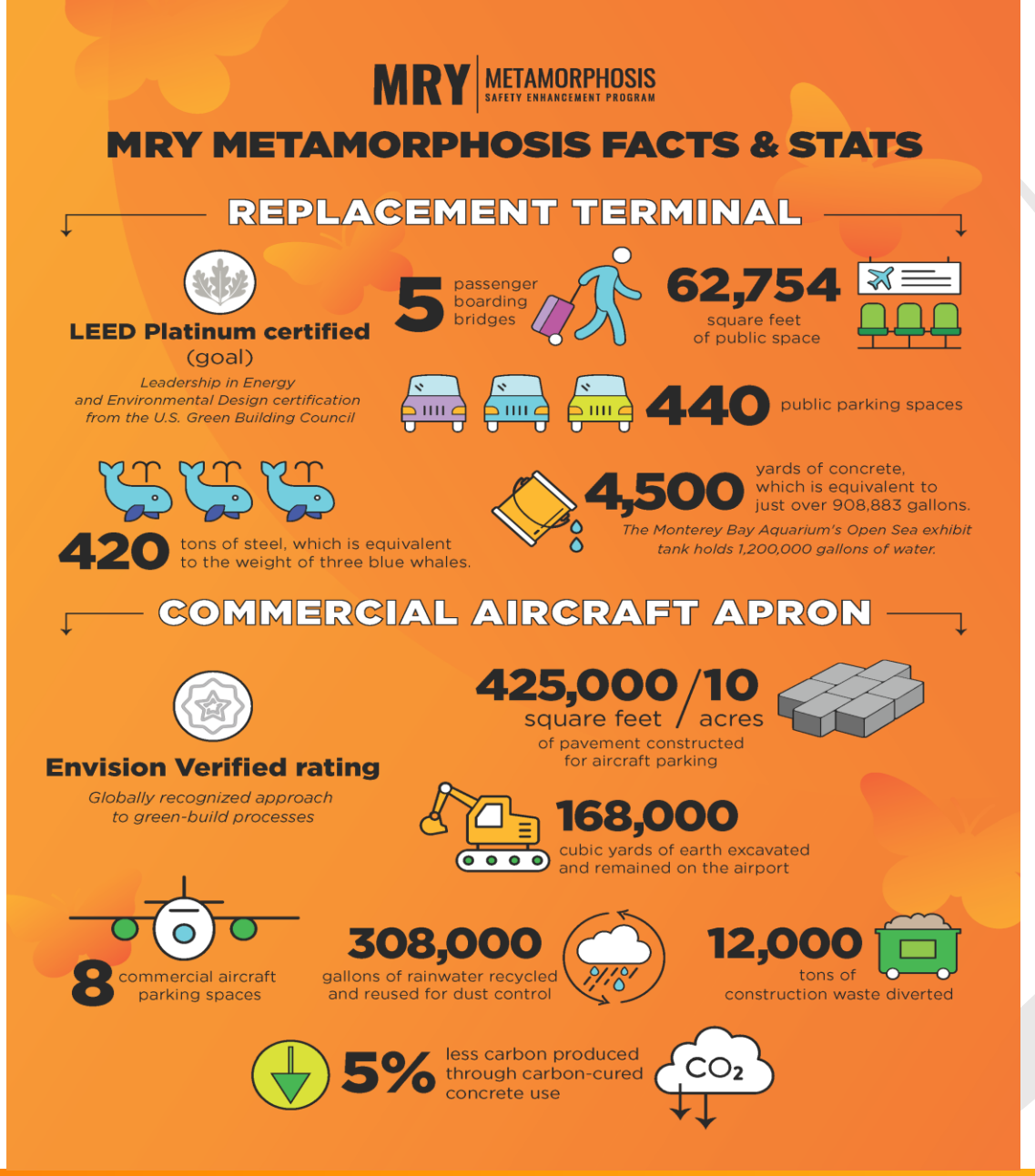
REPLACEMENT TERMINAL PROJECT GOALS

Safety
Runway Separation

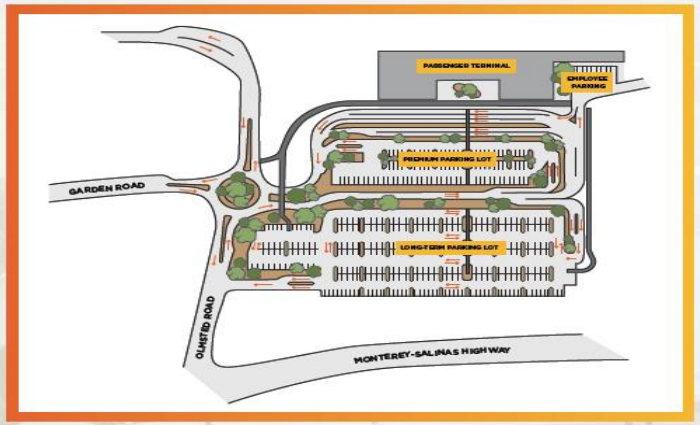
Sustainable Goals
LEED Platinum
Zero Net Energy Ready
All Electric Design

Design
Affordable, Beautiful, Innovative
Timeless
Sense of Place
Community-Centered





TERMINAL AND CIRCULATION



Roundabout at Olmsted Road and Garden Road will enhance traffic flow and reduce vehicle emissions.

Improved roadway designs, including airport entrance roundabout

- Reduce curbside congestion
- Increase safety
- 440 public parking spaces



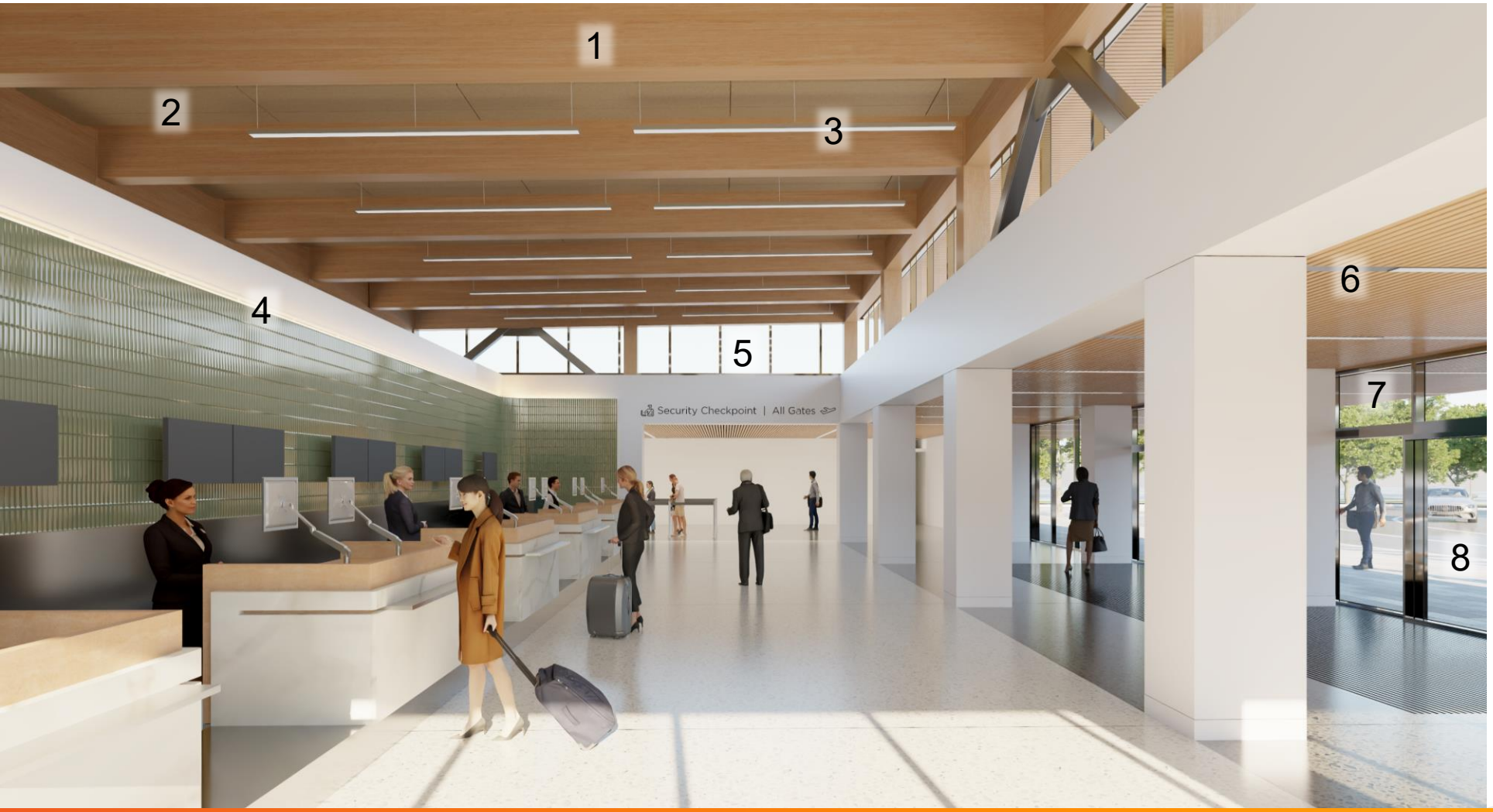
Scan the QR code to follow along!

montereyairport.com/transform

MRY METAMORPHOSIS
SAFETY ENHANCEMENT PROGRAM

Funding for the MRY Metamorphosis Safety Enhancement Program comes from grants and airport revenues, not local tax dollars.

INTEGRATED SYSTEMS



1. Mass Timber Structure
2. Acoustic Panels
3. Direct / Indirect Light Fixtures
4. HVAC Air Supply
5. Clerestory with Automated Shades
6. HVAC Ceiling Fan Coil Unit
7. Passive Exterior Shading
8. High Performance Glazing

CONCESSIONS & SECURITY SCREENING





More lanes at security screening to enhance safety and efficiency.

Airport Concessions

- The Cockpit*
- 1 retail shop

WOODY'S AT THE AIRPORT

**Woody's at the Airport will remain at MRY's legacy terminal.*

Scan the QR code to follow along!

montereyairport.com/transform

Funding for the MRY Metamorphosis Safety Enhancement Program comes from grants and airport revenues, not local tax dollars.

MRY | METAMORPHOSIS
SAFETY ENHANCEMENT PROGRAM

BUILDING FOOTPRINT APRIL 2026



STEEL INSTALLATION MAY 2026



MRY | METAMORPHOSIS
SAFETY ENHANCEMENT PROGRAM

PROJECT CONSTRUCTION RECAP

Project Description

- 62,725 sq ft passenger terminal
- 1 security checkpoint, and space for concessions
- 5 gates with passenger boarding bridges
- Net-zero energy ready

Project Status and Timeline

- Design: Completed in 2024
- Construction: October 2025 – June 2027
- Terminal - Construction Manager-as-Constructor (CMaC): Helsel Phelps
- Road and Parking -Construction Manager-at-Risk (CMaR): Otto Construction

CIRCULATION AND PARKING IMPROVEMENTS



MRY

MONTEREY

REGIONAL AIRPORT

Thank you!

FLY LOCAL. FLY MRY.