

# CITY OF PACIFIC GROVE CANDIDATE ORIENTATION



General Election November 2018



# CITIZENS OF PACIFIC GROVE

## CITY COUNCIL

City Attorney

City Manager

Boards and Commissions

City Clerk  
Human Resources

Administrative Services

Police

Public Works

Fire

Library

Community & Economic Development

Finance

Emergency Preparedness

Bldgs., Grounds, Streets, Eqpt., Forestry

Risk / Workers' Comp

Crime Prevention

Capital Improvements

Information Services

Investigation

Sewer

Cemetery

Traffic Enforcement

Environmental Planning

Parking Enforcement

Planning

Building Services

Housing

Code Compliance

Short-Term Rentals

# CITY MANAGER

## CITY CLERK

## HUMAN RESOURCES



Ben Harvey

### CORE FUNCTION

- Appointed by City Council to serve as Administrative head of City government
- Chief advisor to the City Council on municipal policy and implementation
- Administration of municipal policy
- Responsibility for all City departments, functions, and services

### COMMUNITY BENEFIT

- Council-Manager form of government
- Accessibility to City services and offices
- Response to community issues and concerns
- Change agent



## CORE FUNCTION

- Municipal Officer
- Keeper of Corporate Seal
- Elections Official for the City/ FPPC  
Compliance Officer
- Manages Municipal Code
- Custodian of City Records /Archivist
- Clerk to the Council
- Public Records Requests

## COMMUNITY BENEFIT

- Administers democratic processes such as elections access to city records, and all legislative actions ensuring transparency to public.
- Compliance officer for federal, state, and local statutes (Political Reform Act, Brown Act and Public Records Act
- Manages public inquiries and relationships and arranges for ceremonial and official functions
- Preserves records for future generations



## CORE FUNCTION

- Employment & Recruitment
- Labor Relations
- Classification & Compensation
- Benefits Administration
- Labor Law & City Personnel Rule Compliance

## COMMUNITY BENEFIT

- Ensures the City employs quality and qualified personnel
- Ensures equitable pay and work environments for all employees
- Minimizes labor litigation claims
- Promotes quality of work life for all employees

# CITY ATTORNEY

De Lay & Laredo



## CORE FUNCTION

- Legal advisor to the City and the Council
  - De Lay & Laredo provides service by contract
  - Independent role regarding elections, financing, audits and prosecution
- City Charter Responsibilities
  - Prosecute violations of ordinances
  - Draft ordinances, resolutions, contracts
- Litigation
  - Oversight and City representation
- Risk Management Claims
  - Review claims for injury & property damage
- Manage Special Counsel

## COMMUNITY BENEFIT

- Ensures Council & Commission meetings comply with public meeting and ethics rules
- City contracts and ordinances are reviewed by a qualified municipal attorney
- The City's exposure to claims and litigation is minimized

# Administrative Services

FINANCE

RISK MANAGEMENT

INFORMATION SERVICES

Tori Hannah



## CORE FUNCTION

- Manages City Finances
  - Long-term Financial Planning
  - City-wide Financial Policies
  - Debt and Investment Portfolio
  - Professional and operational support
  
- Prepares Financial Information
  - Annual Budget
  - Annual Financial Statements
  - Quarterly Reports
  
- Serves as a resource on financial matters to the City Manager, City Council, Departments and the public

## COMMUNITY BENEFIT

- Ensures sufficient financial resources are available to conduct City business
  
- Safeguards City funds and assets through policy development and internal controls
  
- Financial information is provided in a transparent, accurate, and easy to read format
  
- Confidence provided through annual audit
  
- Professional assistance for complex projects, presentations, and timely responses to information requests

# Administrative Services

FINANCE

RISK MANAGEMENT

INFORMATION SERVICES

Tori Hannah / Stephen Green



## CORE FUNCTION

- Provides Risk Management Services
  - Workers Comp. Program
  - General Liability
  
- Administers the City's Injury and Illness Prevention Program; and Coordinates the City's Safety Committee
  
- Evaluates contracts for insurance and indemnification language

## COMMUNITY BENEFIT

- Evaluation of financial risk and implementation of policies that minimize potential impact
  
- Proactively strives to provide an exposure free work environment in which City personnel and members of the public can enjoy public facilities
  
- Assists in protecting City assets



# Administrative Services

FINANCE

RISK MANAGEMENT

INFORMATION SERVICES

Tori Hannah / Rick DeNoyer



## CORE FUNCTION

### □ Technology:

- Support
- Information Access
- Assessment and Planning
- Security
- Infrastructure
- System-wide hardware & software purchasing

## COMMUNITY BENEFIT

- Facilitates efficient use of technology to support City initiatives and services
- Provides access to City documents and services via technology
- Provides uninterrupted service to internal and external technology users
- Implements and assures data security
- Responds to community access needs

# CEMETERY

Tori Hannah / Stephen Green



## CORE FUNCTIONS

- Operates and maintains the city-owned El Carmelo Cemetery
  - Hosts solemn occasions
  - Coordinates arrangements
  - Provides Perpetual Care of Sites
  - Serves as a Genealogical Repository

## COMMUNITY BENEFIT

- Local interment
- Gravesite research assistance for residents and visitors
- Community location for national memorial ceremonies
- Operates as a business enterprise

# POLICE

# Operations

# Division

Chief Amy Christey/ Police Commander Rory Lakind



## CORE FUNCTION

- Police Patrol
- Traffic Enforcement
- Investigation
- Special Events
- Community Programs

## COMMUNITY BENEFIT

- Visible deterrent; responds to calls; prevention, detection & investigation of crime.
- Safety of roadways and traffic flow; Zero bike and regional traffic programs.
- Three assigned, regional public safety response and thorough follow-up.
- Community-Police partnership, School Resource Officer, Volunteers, SRU, HNT, Citizen Academy & public safety during City sponsored events.

# POLICE

## Administrative Services Division

Chief Amy Christey/ Admin. Services Manager Jocelyn Francis



### CORE FUNCTION

- Parking Enforcement
- Police Records & Outreach
- Animal Control
- Property and Evidence
- Purchasing & Fiscal

### COMMUNITY BENEFIT

- Provide convenient & accessible parking.
- Information point for community and media.
- Ensure proper treatment of all animals & responsible pet ownership; use of social media to reunite pet families.
- Return property to owners & maintains evidence, ammo & guns for destruction; convenient place to drop-off medication.

# PUBLIC WORKS

Daniel Gho



## CORE FUNCTIONS

- Maintenance
  - **Buildings & Grounds**
    - Parks, City Buildings, Cemetery, Golf Course, Point Pinos
  - **Mechanical**
    - City equipment repair
  - **Streets**
    - Roads, curbs, gutters, signs, streetlights, markings, stormwater infrastructure
  - **Forestry**
    - Tree evaluation & permits, Public Tree Care
  - **Environmental Programs**

## COMMUNITY BENEFIT

- Enhance the quality of life for citizens and visitors
- Maintain & increase property values
- Foster beautification and safety of public areas
- Preservation of the City's natural resources
  - Comply with State environmental mandates

# CAPITAL IMPROVEMENT PLAN

## PUBLIC WORKS

Daniel Gho



### CORE FUNCTIONS

- Manage Capital Improvement Plan
  - \$2.14 M General Fund
  - \$4.8 M Non-general Fund

### COMMUNITY BENEFIT

- Consistently maintained roads, streets, city facilities and parks
- Environmental protection
- Pedestrian and vehicle safety improvements
- Public Access Improvements
- Vital equipment purchases necessary for proper maintenance of infrastructure

# SEWER

Daniel Gho



## CORE FUNCTIONS

- Maintain 59 miles of City-owned sewer lines
- Administer sewer rate fee-setting process
- Capital sewer improvement projects provides grant opportunities as matching funds

## COMMUNITY BENEFIT

- City maintains the system to ensure environmental stewardship
- User fees fund service, maintenance and capital improvements of the sewer system
- Reuse of waste water
  - See the Local Water Project

# RECREATION

Dan Gho/Don Mothershead



## CORE FUNCTIONS

- Coordinate 24 annual special events
- Manage City Facility Rentals
  - Chautauqua Hall
  - Community Center
  - Parks
- Manage Youth & Adult Recreation Programs
  - Youth Center
  - Lovers Point Pool

## COMMUNITY BENEFIT

- Provides education and recreational activities for residents
- After school activities for youth
- Promote economic vitality via special event visitors
- Learn to swim programs



# FIRE SERVICES

City of Monterey



## CORE FUNCTION

- Respond to:
  - Fires
  - Medical Emergencies
  - Rescues
  - Hazardous conditions
  - Other non-emergency requests for service
- Conduct:
  - Fire safety inspections
  - Fire and life safety plan review
  - Public education and community outreach
- Pacific Grove contracts with the City of Monterey
  - Chief Gaudenz Panholzer

## COMMUNITY BENEFIT

- Mitigation of emergent and hazardous conditions; provide emergency care to sick and injured residents and visitors
- Reduce risk of fire in the community
- Protection from unsafe building practices
- Educate community on fire and life safety

# LIBRARY

Scott Bauer



## CORE FUNCTIONS

- Circulation of Library Materials
- Programs for Children and Adults
- Reference and Information Services
- Public access to computers and WiFi

## COMMUNITY BENEFIT

- Educational Resource
- Technology Access
- Community Memory
- Community Space
- Library Renewal Project

# COMMUNITY & ECONOMIC DEVELOPMENT

Mark Brodeur



## CORE FUNCTION

- Long Range Planning
- Current Planning & Permitting
- Economic Development
- Building Codes & Permitting
  - (Monterey)
- Housing
- Code Compliance
- Short-Term Vacation Rental

## COMMUNITY BENEFIT

- Protection from unsafe building practices
- Protection of coastal resources
- Assist senior residents to age in place
- Economic development activities that bring additional revenues to the City
- Protection of historic buildings and properties
- Promote orderly development
- Planning Commission, Architectural Review Board, Historic Resources Committee, Economic Development Commission & Administrative Hearing Enforcement Panel
- 1200 Permits Per Year