

# City of Pacific Grove



## MASTER FEE SCHEDULE FISCAL YEAR 2012-13

**City of Pacific Grove  
Master Fee Schedule FY 2012-13**

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**GENERAL ADMINISTRATION**

Acct. #		FEE
	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. Billings may be waived or reduced by action of the City Manager.	Based on total actual direct and indirect costs
OVERHEAD	When billing for services not specifically set forth in this fee schedule (e.g., a hazardous material cleanup) combined overhead of 9% should be added (based on calculation of indirect cost rate)	9%
01-4405	Maps and Specialized Printed Material (including municipal code and updates)	Cost
01-4406	Document Photocopy and Report Fees (per page)	\$0.10
01-4406	Notary fees (per signature) <b>* Unless otherwise specified in Government Code § 8211</b>	*\$10.00
	Reproduction of digital information (CD/DVD)	\$15.00 each or actual cost if produced by third party
01-4513	Appeal Fee (Beautification, Traffic Commission, all others not listed elsewhere)	\$31
01-4513	Annual Subscription Service: Agenda and Minutes	\$21
	Agenda only	No Charge
01-4513	Returned check processing (per item)	\$20
01-4406	Copy of Annual Budget or Annual Financial Report	\$0.10 per page + \$2
01-4121	Business license Administration Fee, per License	
	If paid by June 1 (early payment incentive)	\$14
	If paid by August 1 (on time payment/standard)	\$20
	If paid after August 1 (late payment)	\$40
01-4513	Certification of Pacific Grove Residency, per person	\$10
01-4674	<b>City Hall Facility Rental Fees:</b>	
	Security Deposit (SECURITY)	\$50
	Clean-up Fee	\$51
	Special Audio Visual Equipment Use Deposit	\$204
	Council Chambers – first four hours of use (CHAMBERS)	\$102
	per hour after four hours	\$26
	Forest Avenue Conference Room – first four hours	\$20
	per hour after four hours	\$5
	City Manager Conference Room – first four hours (C.M.CONF)	\$41
	per hour after four hours	\$10
01-4516	Fuel sales to outside agencies	Cost + 10%
	<b>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.</b>	

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**EL CARMELO CEMETERY**

ACCT. #	El Carmelo Cemetery	CURRENT RESIDENT FEE	CURRENT NON- RESIDENT FEE
75-4481	<b>CEMETERY SITE SALES</b>		
	Single Burial Site, Adult	\$3,375	\$3,750
	Single Burial Site, Child	\$1,688	\$1,875
	Double Garden Crypt-In Ground	\$5,850	\$6,500
	Urn Garden, Double-In Ground	\$2,520	\$2,800
	Urn Garden, Single-In Ground	\$1,575	\$1,750
	Urn Sites, Other than Urn Garden (per Urn)	\$1,710	\$1,900
	Columbarium Niche (1-4 urns)	\$5,625	\$6,250
	Unit 1 – Mausoleum Single Niche	\$1,990	\$2,490
	Unit 1 – Mausoleum Double Niche	\$3,950	\$4,925
	Unit 1 – Mausoleum Single Crypt	\$10,700	\$13,400
	Unit 2 – Mausoleum Double Niche	\$3,950	\$4,925
	Unit 2 – Mausoleum Single Crypt	\$10,700	\$13,400
	Unit 2- Mausoleum Double Crypt	\$19,575	\$24,500
	Unit 2- Mausoleum Memorial Garden – per urn	\$225	\$250
86-4480	<b>ENDOWMENT CARE</b>		
	Burial Site, Adult	\$1,800	\$1,800
	Burial Site, Child	\$900	\$900
	Double Garden Crypt	\$1,800	\$1,800
	Urn Garden, Double	\$1,800	\$1,800
	Urn Garden, Single	\$1,000	\$1,000
	Urn Sites, Other than Urn Garden (In Ground, per Urn)	\$1,000	\$1,000
	Columbarium Niche (1-4 urns)	\$1,500	\$1,500
	Unit 1 – Mausoleum Single Niche	\$1,000	\$1,000
	Unit 1 – Mausoleum Double Niche	\$1,500	\$1,500
	Unit 1 – Mausoleum Crypt	\$1,500	\$1,500
	Unit 2 – Mausoleum Double Niche	\$1,500	\$1,500
	Unit 2 – Mausoleum Single Crypt	\$1,500	\$1,500
	Unit 2- Mausoleum Double Crypt	\$1,500	\$1,500
	Unit 2- Mausoleum Memorial Garden	\$75	\$75
75-4481	<b>LABOR CHARGES</b>		
	Open/Close Burial Site, Adult	\$832	\$832
	Open/Close Burial Site, Child	\$281	\$281
	Open/Close Double Garden Crypt (1 <sup>st</sup> opening)	\$1,021	\$1,021
	Open/Close Double Garden Crypt (subsequent opening)	\$832	\$832
	Open Mausoleum Niche Unit 1 for inurnment/urn removal	\$455	\$455
	Open Mausoleum Niche Unit 2 for inurnment/urn removal	\$410	\$410
	Place/Remove plaque or vase on Unit 1 Mausoleum Niche at inurnment	\$225	\$225
	Place/Remove plaque or vase on Unit 2 Mausoleum Niche at inurnment	\$180	\$180
75-4481	Place/Remove plaque or vase on Unit 1 Mausoleum Niche after inurnment	\$585	\$585
	Place/Remove plaque or vase on Unit 2 Mausoleum	\$540	\$540

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ACCT. #	El Carmelo Cemetery	CURRENT RESIDENT FEE	CURRENT NON- RESIDENT FEE
	Niche after inurnment		
	Open Mausoleum Crypt for inurnment/removal	\$410	\$410
	Open Mausoleum Crypt for burial	\$750	\$750
	Place Plaque or Vase on Mausoleum Unit 1 Crypt at Burial	\$225	\$225
	Place plaque or vase on Mausoleum Unit 2 Crypt at Burial	\$180	\$180
	Place Plaque or Vase on Mausoleum Unit 1 Crypt other than at Burial	\$585	\$585
	Place Plaque or Vase on Mausoleum Unit 2 Crypt other than at Burial	\$540	\$540
	Open Underground Unit 1 Mausoleum Crypt for Burial	\$817	\$817

	Open Columbarium Niche to Place or Remove Urn	\$368	\$368
	Place Plaque or Vase on Columbarium niche at Inurnment	\$133	\$133
	Place/Remove plaque or vase on Columbarium niche after inurnment	\$490	\$490
	Add border to vase after original placement	\$255	\$255
	Set or Remove In-Ground Marker	\$286	\$286
	Set or Remove In-Ground Marker with Border	\$434	\$434
	Set or Remove In-Ground Urn and Marker	\$434	\$434
	Set or Remove In-Ground Urn and Marker with Border	\$480	\$480
	Set or Remove In-Ground Vase	\$56	\$56
	Set or Remove In-Ground Vase with Border	\$128	\$128
	Add border to marker after original placement	\$408	\$408
	Add border to vase after original placement	\$255	\$255
	Open Memorial Garden Site	\$112	\$112
	Place Plaque on Memorial Garden Site	\$56	\$56
	Disinter Casket, Double Garden Crypt (lower level)	\$4,186	\$4,186
	Disinter Casket, Double Garden Crypt (upper level)	\$2,093	\$2,093
	Disinter In-Ground Casket, Child	\$1,047	\$1,047
	Disinter In-Ground Casket, Adult	\$2,093	\$2,093
	Disinter In-Ground Urn	\$342	\$342
	Hourly Labor Rate (2-hour minimum)	Current rate	Current rate
	Overtime Hourly Rate (2-hour minimum)	Current rate	Current rate
	<b>DEED PROCESSING</b>		
	Deed Fee	\$153	\$153
	Deed Transfers, Document Processing	\$153	\$153
	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.		
75-4481	<b>PRODUCTS</b>		
	Adult Liner, Single	Current cost	Current Cost
	Liner, Double Garden Crypt (taxable portion) (Pre-set – charge sales tax only)	Current cost	Current cost

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	Child Liner, Single	Current cost	Current Cost
	Vase Package – in-ground	Current cost	Current cost
	Vase Package – Columbarium	Current cost	Current cost
	Vase Package – Mausoleum Unit 1	Current cost	Current cost
	Vase Package – Mausoleum Unit 2 crypts	Current cost	Current cost
	Vase Package – Mausoleum Unit 2 niches	Current cost	Current cost

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**COMMUNITY DEVELOPMENT**

ACCT. #	COMMUNITY DEVELOPMENT	FEE
01-4407	<b>ENVIRONMENTAL REVIEW</b>	
	Initial Studies/MND (cultural resource issues only)	\$2,940
	All Other Initial Studies/MND (Actual Cost)	Min. \$2,940
	Environmental Impact Report (EIR)	
	Mitigation Monitoring	\$882
01-4401	<b>USE PERMITS</b>	
	Single family dwelling (PC Hearing)	\$2,352
	All other uses (PC Hearing) (Actual Cost)	Min \$2,352
	Amendments to use permits (PC Hearing)	\$2,352
	Interpretations of Permitted Uses Lists (Zoning Administrator Hearing)	\$1,334
	Major administrative use permits (Staff Approvals)	\$923
	Amendments to major administrative use permits (Staff Approvals)	\$923
	Minor administrative use permits (staff approvals)	\$756
	Amendments to minor administrative use permits (staff approvals)	\$756
	Re-Noticing of Planning Commission or Zoning Administrator Public Hearings	\$252
01-4401	<b>VARIANCES</b>	
	Single family dwelling (PC Hearing)	\$2,352
	All other uses (PC Hearing) (Actual Cost)	Min. \$2,352
	Amendments to variances (PC Hearing)	\$2,352
	All administrative variances (Staff Approvals)	\$923
	Amendments to administrative variances (Staff Approvals)	\$923
	Re-Noticing of Planning Commission or Zoning Administrator Public Hearings	\$252
01-4401	<b>SUBDIVISIONS</b>	
	Lot Line Adjustment	\$1,397
	Lot Mergers (Staff Approvals)	\$923
	Tentative Parcel Map (plus \$110.00 per lot) (Zoning Administrator Hearing)	Min. \$1,334
	Final Parcel Map (plus recording fees and \$110.00 per hour for Engineer's time)	Min. \$1,397
	Tentative Tract Map (plus \$110.00 per lot)	Min \$4,264
	Final Tract Map (plus recording fees and \$60.00 per lot)	Min \$4,264
	Certificate of Compliance (plus \$76 per hour if more than 12 hours required)	Min. \$882 and applicable attorney fees
01-4401	<b>GENERAL PLAN AND ZONING AMENDMENTS</b>	
	General Plan Amendment (\$76 per hour)	Min. \$3,382
	Zoning Ordinance Amendment (\$76 per hour)	Min. \$1,691

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ACCT #	COMMUNITY DEVELOPMENT	FEE
01-4402	<b>ARCHITECTURAL REVIEW (CDD-ARB)</b>	
	Single Family Dwelling Major Alteration – not on HRI (ARB Hearing)	\$2,176
	SFD Minor Alteration within coastal zone – not on HRI (ARB Hearing)	\$1,889
	SFD Minor Alteration – not on HRI – Administrative Permit (Staff Approvals)	\$585
	SFD Demolition/Reconstruction – not on HRI (ARB Hearing)	\$2,176
	New SFD (ARB Hearing)	\$2,176
	SFD Major Alteration – on HRI (ARB Hearing)	\$2,312
	SFD Minor Alteration within coastal zone – on HRI (ARB Hearing)	\$1,889
	SFD Minor Alteration – on HRI – Administrative Permit (Staff Approvals)	\$585
	All Other Uses (MFD, Commercial, Institutional) (ARB Hearing) (Actual Cost)	Min. \$2,176
	Design Change (Counter Review & Determination) (Plus \$76 per hour if more than ½ hour required)	Min. \$41
	Design Change ( Staff Approvals)	\$585
	Administrative Review (Counter Review & Determination) (plus \$76 per hour if more than ½ hour required)	Min. \$41
	Sign Permit (ARB Hearing)	\$680
	Administrative Sign Permit(Staff Approvals)	\$246
	Minor Sign Face Change (Counter Review & Determination) (plus \$74 per hour if more than ½ hour required)	Min. \$41
	Re-Noticing of ARB or Zoning Administrator Hearing	\$63
01-4402	<b>HISTORIC REVIEW</b>	
	Initial Historic Screening (HRC Hearing)	\$294
	Historic Determination (HRC Hearing) *	\$1,176
	Historic Preservation Permit (ARB Hearing) *	\$882
	Historic Demolition Permit (or combination with Preservation) (ARB Hearing)	\$2,793
	On-site relocation permit (Zoning Administrator Hearing)	
	Off-site relocation permit (ARB Hearing)	\$2,793
	Historic Evaluation (Phase 1 Historic Assessment) \$1,000 Deposit	
	Historic Compliance Review (Phase 2 Historic Assessment) \$1,500 Deposit	
	Re-Noticing of ARB or Zoning Administrator Public Hearings on Historic Permits	\$252
	<b>* Historic Determination and Historic Preservation Permits are not eligible for multiple permit discounts.</b>	
01-4402	<b>APPEALS AND MISCELLANEOUS</b>	
	Appeals of discretionary permits (25% of base fee plus cost of mailing and legal notices)	
	Appeals of enforcement and zoning ordinance interpretations	\$882
	Second Unit Permit application	\$882
	Application for abandonment or purchase of City property (§ 23.64.300, PGMC)	\$2,132
	Application for density bonus per Government Code § 65915 et. Seq.	\$1,397
	Permit Extension (Permit base fee maximum \$2,736)	Max. \$2,793
	Preliminary Project Review (Actual Cost)	Min. \$147
	Pre-Application Meeting (Actual Cost)	Min. \$147
	Miscellaneous Project Review/Document Preparation (Actual Cost)	Min. \$147
	General File Research (Actual cost)	Min. \$37
01-4403	Investigation fees, Code violations (Actual Cost)	Min. \$147
01-4401	Statement of Compliance (plus \$76 per hour if more than 4 hours required)	Min. \$294
01-4401	Revocable License for Encroachments (plus \$76 per hour after 2 hours)	\$515

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ACCT. #	COMMUNITY DEVELOPMENT	FEE
	<b>Multiple Permits – Highest fee not discounted; all lower fees discounted 50%</b>	VARIABLE

ACCT. #	PLAN CHECK & CONSTRUCTION INSPECTION	FEE
01-4203	Electrical Permit (not requiring plan check)	\$106
	Plumbing Permit (not requiring plan check)	\$106
	Mechanical Permit (not requiring plan check)	\$106
01-4404	Plan Checking — A combination permit fee shall be payable in cases of new construction in lieu of the separate fees prescribed in the Uniform Building/Mechanical/Electrical Codes. A plan review fee equal to 75 percent of the fee for single-family residential projects and 90 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:	
01-4203	Construction Inspection:	
	Combination Permit:	
	Value up to \$500.00	\$100
	Value of \$501.00 to \$2,000.00 (first \$500.00)	\$100
	Value of \$501.00 to \$2,000.00 (each additional \$100.00 or fraction thereof)	\$8
	Value of \$2,001.00 to \$25,000.00 (first \$2,000.00)	\$213
	Value of \$2,001.00 to \$25,000.00 (each additional \$1,000.00 or fraction thereof)	\$33
	Value of \$25,001.00 to \$50,000.00 (first \$25,000.00)	\$965
	Value of \$25,001.00 to \$50,000.00 (each additional \$1,000.00 or fraction thereof)	\$23
	Value of \$50,001.00 to \$100,000.00 (first \$50,000.00)	\$1,550
	Value of \$50,001.00 to \$100,000.00 (each additional \$1,000.00 or fraction thereof)	\$16
	Value of \$100,001.00 to \$500,000.00 (first \$100,000.00)	\$2,368
	Value of \$100,001.00 to \$500,000.00 (each additional \$1,000.00 or fraction thereof)	\$13
	Value of \$500,001.00 to \$1,000,000.00 (first \$500,000.00)	\$7672
	Value of \$500,001.00 to \$1,000,000.00 (each additional \$1,000.00 or fraction thereof)	\$12
	Value of \$1,000,001.00 and up (first \$1,000,000.00)	\$13,650
	Value of \$1,000,001.00 and up (each additional \$1,000.00 or fraction thereof)	\$7
	Single Permit:	
	Value up to \$500.00	\$88
	Value of \$501.00 to \$2,000.00 (first \$500.00)	\$88
	Value of \$501.00 to \$2,000.00 (each additional \$100.00 or fraction thereof)	\$5
	Value of \$2,001.00 to \$25,000.00 (first \$2,000.00)	\$164
	Value of \$2,001.00 to \$25,000.00 (each additional \$1,000.00 or fraction thereof)	\$23
	Value of \$25,001.00 to \$50,000.00 (first \$25,000.00)	\$699
	Value of \$25,001.00 to \$50,000.00 (each additional \$1,000.00 or fraction thereof)	\$17
	Value of \$50,001.00 to \$100,000.00 (first \$50,000.00)	\$1,119
	Value of \$50,001.00 to \$100,000.00 (each additional \$1,000.00 or fraction thereof)	\$12
	Value of \$100,001.00 to \$500,000.00 (first \$100,000.00)	\$1,698
	Value of \$100,001.00 to \$500,000.00 (each additional \$1,000.00 or fraction thereof)	\$9
	Value of \$500,001.00 to \$1,000,000.00 (first \$500,000.00)	\$5,434
	Value of \$500,001.00 to \$1,000,000.00 (each additional \$1,000.00 or fraction thereof)	\$8
	Value of \$1,000,001.00 and up (first \$1,000,000.00)	\$9,383
	Value of \$1,000,001.00 and up (each additional \$1,000.00 or fraction thereof)	\$5
	The Valuation for new construction shall be the full cost (labor and materials) of the construction or a minimum of \$125 per square foot (for a combination permit including plumbing, mechanical, electrical and building).	

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ACCT. #	COMMUNITY DEVELOPMENT	FEE
01-4203	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.)	\$291
	Additional fee if LID requirements or additional time required, per hour	\$97
01-4203	<b>OTHER INSPECTIONS AND REVIEWS</b>	
	<i>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, and the hourly wages and benefits of the employees involved:</i>	
	Inspections outside of normal business hours (2-hour minimum)	\$249
	Re-inspection fees assessed under provisions of CBC § 108.8	\$168
	Inspections for which no fee is specifically indicated	\$86
01-4404	Additional plan review due to changes/additions/revisions to approved plans (1/2 hour min.) per hour	\$84
01-4203	Grading Inspection (hourly fee, 1-hour minimum)	\$84
01-4204	Grading Plan Checking (hourly fee, ½-hour minimum)	\$84
01-4203	Excavation Review/Inspection (except utility companies)	\$204
01-4401	Residential Zoning Records Report	\$148
	<b>HOUSING</b>	
	Loan Payoff Demand Statement	\$51
	Reconveyance Fee	\$51
	County Recording Fee (billed by Monterey County Recorder)	Actual Cost
15-4411	<b>HOUSING REHAB LOAN FEES (CALHome Loan Funded Projects)</b>	
	Loan Processing	\$333
	Underwriting	\$253
	Property Tax Verification	\$41
	Loan Document Preparation – SFD	\$85
	Loan Document Preparation – Manufactured Housing	\$128
	Inspection To Determine Scope of Work (Actual Cost)	Min. \$128
	Contractor Selection (Actual Cost)	Min. \$82
	Contract Preparation (Actual Cost)	Min. \$82
	Development of Work Write-up & Specifications (Actual Cost)	Min. \$128
	Project Bidding (Actual Cost)	Min. \$82
	Progress Inspection/Payment Authorization (Actual Cost)	Min. \$82
	<b>HOUSING MONITORING FEES – Annual Fees</b>	
	2 <sup>nd</sup> Unit Monitoring (approved 8/5/92 – 6/30/03)	\$43
	2 <sup>nd</sup> Unit Monitoring (approved 7/1/03 – present)	\$68
	Affordable Housing Monitoring - Annual Fee per Household	
	148 – 150 Lighthouse Avenue	\$51
	1141 Lighthouse Avenue	\$102
	541 Pine Avenue	\$102
	Registered Units	\$102

**City of Pacific Grove  
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**FIRE**

ACCT. #	FIRE	FEE
	<b>FIRE PREVENTION</b>	
01-4436	Fire Inspection/Permit Required Due to Materials, Processes, or Occupancies	\$102
	Annual Day Care Inspection (Six or more children)	\$26
	Community Care Facility Inspections	
	Pre-Inspection Fee => 25 Occupants	\$117
	>25 Occupants	\$137
	Fire Clearance Fee 7 – 50 Occupants	\$79
	>50 Occupants	\$157
	Annual Inspection Fee 7 – 50 Occupants	\$79
	>50 Occupants	\$157
	High Rise Inspection	\$236
	Fire hydrant flow test (per hydrant)	\$77
	Fireworks permit	\$153
	Special Event Tent/Canopy permit (during regular business hours; after hours inspection fees vary based on overtime rates)	\$77
	200 – 1,000 square feet	\$80
	1000 – 2,000 square feet	\$119
	>2,000 square feet	\$159
	Underground Tank Installation/Removal Inspection	\$102
	Fire Sprinkler System Plan Review (Commercial)	
	Plan Review & Inspection (1 – 5 heads)	\$102
	Plan Review & Inspection (6 –180 heads)	\$204
	Plan Review & Inspection (>180 heads)	\$204 + \$1.50/head
01-4437	Fire Sprinkler Plan Review Fee (Residential) — Actual cost of consultant + 22% administrative overhead + \$100/inspection	Variable
01-4436	Fixed Fire Extinguishing Systems (Hood & Duct) — New System	\$204
01-4436	Fixed Fire Extinguishing Systems (Hood & Duct) — Alterations, relocation, or addition	\$102
01-4436	Fire Alarm System Review – Actual cost of Consultant + 22% Administrative Overhead + \$100/inspection	Variable
01-4502	<b>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:</b>	
	Fire Alarm or Fire Sprinkler System (Commercial) inspection	\$102
	Fire Sprinkler System (Residential) inspection	\$102
	Penalty for failure to comply with Fire & Life Safety Inspection violation	\$204
	<b>ADMINISTRATIVE ACCOUNTS</b>	
01-4439	Fire Alarm System False Alarm Response First call in a 90-day period = No charge Second call in a 90-day period = ½ cost of response Third + calls in a 90-day period = full cost of response	
01-4439	Vehicle Rates based upon OES Rates (updated by the State annually) – <b>Charged per incident</b>	
	Sedan	\$47
	Pickup/Utility	\$86
	SUV	\$96

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ACCT. #	FIRE	FEE
01-4439	Other-Rescue) – ¾ ton and above	\$96
	Apparatus GPM Hourly Rates:	
	0 – 1,000	\$70
	1,001 – 1,250 (Engine #6512)	\$80
	1,251 – 1,500 (Engines #6511 and #6513)	\$85
	1,501 – 2,000 (Truck #6571)	\$90

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**GOLF LINKS**

<b>GOLF LINKS</b>	<b>RESIDENT FEE</b>	<b>NON-RESIDENT FEE</b>
<b>Green Fees</b>		
<b>Daily Fee</b>		
18 holes — Monday through Thursday	\$46	\$46
18 Holes – Friday through Sunday and Holidays	\$52	\$52
9 holes — Monday through Sunday and Holidays (reservations after 2:00 pm)	\$26	\$26
Twilight - (after 2:00 pm PST during standard time and after 4:00 pm PDT during daylight savings time)	\$25	\$25
<b>Golf Rates with Purchase of Monarch Card</b>		
18 Holes – Monday through Sunday and Holidays	\$25	\$25
9 Holes – Monday through Sunday and Holidays	\$13	\$13
<b>Golf Rates with Purchase of Lighthouse Card</b>		
18 Holes – Monday through Sunday and Holidays	\$15	\$15
9 Holes – Monday through Sunday and Holidays	\$9	\$9
<b>Junior Rates</b>		
18 Holes – Monday through Friday	\$15	\$15
9 Holes – Monday through Friday	\$10	\$10
<b>Discount Cards:</b> Tee time reservations may be made up to seven days in advance:		
Annual Pass (no reservations between 8:30 am and 12:30 pm)	\$1200	\$1300
Monarch card	\$20	\$120
Lighthouse card	\$400 (\$300 if age 65+)	\$500
Junior Annual (Age 17 and under) - Monday through Thursday and after 2:00 pm on Friday, Saturday, Sunday and Holidays	\$200	N/A
Junior Summer 3-month Card (age 17 and under) Available only June through August, Monday through Thursday and after 2:00 pm Friday, Saturday and Sunday	\$75	N/A
<b>Rentals</b>		
Electric Cart – 9 holes	\$20/\$10 rider	\$20/\$10 rider
Electric Cart – 18 holes	\$32/\$16 rider	\$32/\$16 rider
Set of Golf Clubs – 9 holes	\$25	\$25
Set of Golf Clubs – 18 holes	\$40	\$40
Pull Cart – 9 holes	\$4	\$4
Pull Cart – 18 holes	\$8	\$8
(4) Bag Attachment – 9 or 18 holes	\$5	\$5
Annual Club Storage (Fiscal Year – July 1-June 30)	\$125	\$125

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**Pertinent Golf Course Policies**

1. Cards may be used by the purchaser only; they are not transferable.
2. All fees and charges set forth herein are non-refundable.
3. Holidays shall include the following legal holidays: New Year's Day, Martin Luther King Day, Presidents Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, California Admission Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Eve and Christmas Day. The course is open on all holidays, weather permitting.
4. All tournaments are subject to scheduling by the City.
5. Residents are defined as those individuals whose primary residence is located within the City of Pacific Grove. Proof of residency requires a Pacific Grove address on the resident's driver license and utility bill or voter registration indicating a physical street address (not a P.O. Box). A minimum of two items is required.
6. The 20-Play Punch Card is available only to members of the P.G. Golf Club, The Ladies 18-Hole Club, and the Sr. Men's Club. Members are not required to be Pacific Grove residents. This card is currently available only until September 30, 2011. At that time, it will be re-evaluated for extended availability.

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**LIBRARY**

ACCT. #	LIBRARY	Current FEE/FINE
01-4455	<b>OVERDUE FINES AND OTHER PENALTIES</b>	
	Children's items (per day with a \$5.00 maximum)	\$0.25
	All other items (per day with a \$10.00 maximum)	\$0.50
01-4455	<b>OTHER FEES AND RENTALS</b>	
	Photocopies (per black & white copy)	\$0.15
	Photocopies (per color copy)	\$0.25
	Microform reader/printer (per copy)	\$0.15
	Computer printout (per page)	\$0.15
01-4455	<b>CARD REPLACEMENT/TEMPORARY CARD</b>	
	Replace borrower's card	\$2.50
	Temporary resident borrower's card, valid for one month or less (card retained at Library)	\$4.50
01-4455	<b>LOST /DAMAGED MATERIAL REPLACEMENT/REPAIR</b>	
	Re-cataloging charge for lost book or recording	\$10.00
	Charges for lost or damaged material will be made at current cost of repair or replacement plus a re-cataloging charge (if applicable) or a 13% administrative surcharge. If material is no longer available, the charge will be based on appraised value or original purchase price, plus a 13% administrative surcharge.	Variable

**POINT PINOS LIGHTHOUSE**

ACCT #	POINT PINOS LIGHTHOUSE	ADULT	CHILD
01-4451	Pt. Pinos Lighthouse Entrance Fee (Suggested Donation)	\$2	\$1

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**POLICE**

ACCT. #	POLICE	CURRENT FEE (BAIL)
01-4426	<b>PARKING ENFORCEMENT, MUNICIPAL CODE VIOLATIONS</b>	
	14.08.010 Parking on ice plant	\$46
	14.12.010 Parking on golf course	\$255
	14.12.020 Violation to turf – Golf Course/Park	\$61
	16.12.055 Tamper with chalk marks	\$102
	16.32.130 Parking on park grounds	\$46
	16.40.030 Storing vehicle on street	\$46
	16.40.045 48-hour parking	\$46
	16.40.050 Parking for repair	\$46
	16.40.060 Parallel parking	\$46
	16.40.070 Parallel parking, one-way street	\$46
	16.40.080 Parallel parking, one-way roadway	\$46
	16.40.110 Angle Parking	\$46
	16.40.130 Angle Parking/12” from barrier	\$46
	16.40.170 Parking On Narrow Streets	\$46
	16.40.190 Failure to Set Parking Brake	\$87
	16.40.200(b) Parking Within 20’ of Intersection	\$46
	16.40.260 Temporary No Parking	\$46
	16.40.280 City Lots, Angle Parking	\$46
	16.40.290 City Lot, Use of Single Space Only	\$46
	16.40.300 City Lots, Reserved Spaces	\$46
	16.40.360(a) No Parking – Red Zone	\$46
	16.40.360(b-d) Curb markings – yellow/white/green	\$36
	16.40.360(f)-Handicapped Zone	\$306
	16.40.430 Blocking Alley	\$46
	16.40.500 Bus Zone	\$46
	16.40.510 Overtime – one hour	\$36
	16.40.515 Overtime – 90 minutes	\$36
	16.40.520 Overtime – two hours	\$36
	16.40.525 Not Vacating Space	\$36
	16.40.535 Overtime – 24 hours	\$36
	16.40.540 Parking in Business District	\$46
	16.40.550 No Parking Anytime	\$46
	16.40.555 No Parking Certain Hours	\$46
	16.40.560 No Parking 4am-6am	\$46
	16.40.580 Parking, Over Marked Space	\$46
	16.40.585 Parking in Privately Owned Lots	\$46
	16.40.610 Displaying Vehicle for Sale	\$46
	16.41.040 Resident Parking	\$46
	16.42.100(a) Meter Violation – expired	\$36
	16.68.020 No tour bus parking	\$255
	16.68.030 Parked bus with engine running	\$255
	18.36.030 House Cars on Private Property	\$46
	18.36.040 House Cars on Streets /Public Property	\$46
	21211 (b) Parking in bicycle path	\$46
	22500(a) Parking in intersection	\$46

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ACCT. #	POLICE	CURRENT FEE (BAIL)
01-4426	22500(b) Parking in crosswalk	\$46
	22500(e) Parking driveway	\$46
	22500(f) Parking on sidewalk	\$46
	22500(h) Double parking	\$46
	22502(a) Parking more than 18" from curb or on wrong side of roadway	\$46
	22507.8(a) Unauthorized parking in Handicapped zone	\$306
	22514 Park, stop or leave vehicle within 15 feet of Fire hydrant	\$46
01-4204	<b>ANIMAL REGULATION — DOG LICENSES</b>	
	Dog License Fee, unaltered dog, 1 through 12 months	\$37
	Dog License Fee, unaltered dog, each additional month	\$3
	Dog License Fee, spayed or neutered dog, 1 through 12 months	\$12
	Dog License Fee, spayed or neutered dog, each additional month	\$1
	Dog License Fee, unaltered dog where altering contraindicated, 1 through 12 months	\$31
	Dog License Fee, unaltered dog where altering contraindicated, each additional month	\$2.50
01-4502	Dog License, Delinquent Penalty (after 30 days)	\$10
01-4204	Dog License, Replacement Tag	\$5
	<b>ANIMAL REGULATION — UNSTERILIZED/IMPOUND/BOARDING FEES</b>	
01-4502	Un-sterilized Dog Fee, Initial Impoundment (PGMC § 10.04.100)	\$153
01-4502	Un-sterilized Dog Fee, Second and Subsequent Impoundment (PGMC §10.04.100)	\$204
01-4425	Impound Fee (PGMC §10.04.100)	\$31
01-4425	Impound Fee, Second and Subsequent Impoundment of Un-sterilized Dogs	\$51
01-4425	Boarding Fee, per day	\$15
	<b>ANIMAL REGULATION — BREEDING PERMITS</b>	
01-4425	Commercial Breeding Permit, Cats (PGMC §10.16.040)	\$408
01-4425	Commercial Breeding Permit, Dogs (PGMC §10.16.040)	\$511
01-4425	Incidental Breeding Permit, Cats (per litter)	\$204
01-4425	Incidental Breeding Permit, Dogs (per litter)	\$306
01-4421	<b>ALARM REGISTRATION</b>	
	Annual alarm registration fee	\$51
	Late registration fee	\$51
01-4421	<b>RESPONSE TO UNPERMITTED ALARM</b>	
	Response to unpermitted alarm fee	\$102
01-4421	<b>FALSE ALARM RESPONSE</b>	
	First Response	\$0
	Second Response	\$51
	Third Response	\$102
	Fourth Response	\$204
	Fifth and Subsequent Response	\$306
	Duress/Panic/Robbery Alarm Violation	\$204
	<b>ADMINISTRATIVE AND MISCELLANEOUS</b>	

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ACCT. #	POLICE	CURRENT FEE (BAIL)
01-4421	Accident Report, Compilation and Copying (per report)	\$0.10 / page
	Abstract Issuance from DMV, ETEC	\$10
	Crime Report, Compilation (per report)	\$0.10 / page
	Crime Report, Copy of Audio Cassette	Actual cost
	Crime Report, Copy of Video Cassette	Actual cost
	Crime Scene Photo Reproduction (flat rate plus cost of film processing)	Actual cost
	Fingerprint Processing (Live Scan administration)	\$20
	Special Event Police Service charged at actual hourly officer cost plus overhead.	Actual Cost + 9%
	<b>Social Hosting Incident Response Cost Recovery – costs incurred for incident responses involving under-age drinking pursuant to Pacific Grove Municipal Code Section 11.04</b>	Actual Cost + 9%
	DUI Emergency Response – costs incurred for incident responses pursuant to CA Government Code 53150	Actual cost + 9% to a maximum of \$12,000
	Abandoned Vehicle Removal	\$102
	Stored Vehicle Fee	\$102
	Concealed Weapon Permit – Processing and Testing (Issuance)	\$102
	Concealed Weapon Permit – Annual Renewal	\$20
	DMV Administrative Fee for Parking Violation Holds	\$3
	Solicitor/Peddler License Application	\$204
	Sign-off of tickets written by other agencies (OJ = Tickets given outside of jurisdiction)	\$10
	Massage Permit Application	\$51
	Removal of Traffic Boot	\$102
	Taxicab Driver Permit Fee	\$46
	Clearance Letter – No Record on File	\$20
	Clearance Letter – Record on File	\$31
	Handicap Placard Violation Correction Administration	\$10
	<b>MISCELLANEOUS PERMITS &amp; DEPOSITS</b>	
01-4201	Public Parking Lot Permit, 6-Month	\$133
	Public Parking Lot Permit, 12-Month	\$245
	Public Parking Lot Permit, 12-month, TRANSFERABLE	\$306
	Public Parking Lot Permit Processing, Delinquency Penalty	\$10
	Residential Parking Permit Processing, per vehicle, Annual	\$10
	Contractor's Parking Permit, Annual	\$255
	Contractor's Parking Permit, Monthly	\$102
	Contractor's Parking Permit, Daily	\$26
	Refuse Container or Storage Container Permit	\$31
	Refuse Container or Storage Container Permit Renewal/Extension	\$31
	Refuse Container or Storage Container	\$17
	Garage Sale Permit Processing	\$5
	Use of Public Areas for Still Photograph Productions (16.64.030, PGMC), Daily Fee Range (Minimum may be reduced not more than 50% with City Manager approval)	\$511 to \$1,021
	Use of Public Areas for Motion Picture Productions (P.G.M.C §16.64.030), Daily Fee Range (minimum may be reduced not more than 50% with City Manager approval)	\$2,042 to \$10,210
	Amplified sound permit	\$26

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ACCT. #	POLICE	CURRENT FEE (BAIL)
01-4201	<b>Transportation of Large Structure permit – per structure</b>	\$470
01-4421	<b>Transportation of Large Structure deposit – variable fee based on size/type of structure - unused portion to be reimbursed</b>	Variable per structure
	Firearms storage: Administrative fee. First firearm	\$20
	Firearms storage: Additional firearm	\$8
	Firearms storage: Daily storage fee per firearm	\$1
	Ammunition disposal: Administrative/storage	\$10
	Ammunition disposal: Per gross pound disposal	\$2.25

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**PUBLIC WORKS**

ACCT. #	PUBLIC WORKS FEES	FEE
01-4445	<b>Excavation and Inspection Services</b>	
	Inspections for which no fee is specifically indicated (per hour with a ½-hour minimum)	\$97
	Grading Plan Review — Per Tables 70A and 70B, Uniform Building Code, 1985 Edition	Variable
	Encroachment permit: street opening/excavation	\$194
	Encroachment permit: driveway	\$194
	Encroachment permit: sidewalk	\$97
	Encroachment: temporary (e.g., building construction requiring scaffolding in Right-of-Way)	\$194
	Encroachment permit: permanent underground (e.g. utility line)	\$194
	Encroachment permit: permanent above ground (e.g. retaining wall, fence, etc.)	\$194
	Encroachment permit, annual charge for permanent above-ground encroachment (e.g. retaining wall, fence, etc.)	\$3 per square foot
	Encroachment permit hourly processing fee, if more than 2 hours review or inspection required.	\$97
01-4445	<b>Miscellaneous Services</b>	
	Requested Special Traffic Marking Review (per hour with a 1-hour minimum)	\$133
	Banner Installation and Removal (Downtown Street Lights) per pole	\$15
	Memorial Bench (Construction and installation included.)	Program suspended pending policy update
	Memorial Bench maintenance (5 years)	Program suspended pending policy update
01-4201	<b>Tree Permit, Single Tree Removal or Trimming Only</b>	\$43
	Tree Permit, Per Tree Removal if More Than One Tree. (In addition to single tree removal or trimming fee.)	\$36
	Tree replant in-lieu fee	\$511
	Memorial tree	\$511
	Arborist report for private property	\$204
01-4445	<b>Equipment Use Charges</b>	
	One-ton dump truck per hour	\$77
	Backhoe per hour	\$97
	Half-ton truck per hour	\$51
	Trailer, 4 ft x 8 ft, per day	\$20
	Compressor per hour	\$46
	One-ton truck per hour	\$56
	Grader per hour	\$128
	Loader per hour	\$128
	Five-ton truck per hour	\$66
	Hydro Cleaner per hour	\$82
	Hydro Vac Cleaner per hour	\$112
	Standard size barricade, each per day (\$100 deposit required.)	\$3

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<b>ACCT. #</b>	<b>PUBLIC WORKS FEES</b>	<b>FEE</b>
01-4445	Four-foot delineator, each per day (\$100 deposit required.)	\$4
	Eight-foot barricade, each per day (\$100 deposit required.)	\$10
	18-inch traffic cone, each per day (\$100 deposit required.)	\$2
	24-inch traffic cone, each per day (\$100 deposit required.)	\$3
	Sandbags, each	\$1.50
	Temporary Directional Signage Per Day	\$2
	Temporary Parking Signage Per Day	\$1

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**RECREATION**

ACCT. #	RECREATION	CURRENT RESIDENT FEE	CURRENT NON-RESIDENT FEE
01-4462	PRE-SCHOOL (MONTHLY FEES)		
	2 Days Per Week	\$140	\$160
	3 Days Per Week	\$220	\$240
	5 Days Per Week	\$360	\$400
01-4462	TENNIS (fees set by contract with tennis professional)		
01-4462	ADULT SPORTS LEAGUES, ENTRY FEES PER TEAM		
	Basketball	\$550	\$600
	Socko	\$450	\$500
	Slowpitch Softball Tournament	\$225	\$250
01-4462	YOUTH TRACK CLUB	\$85	\$95
01-4462	SUMMER PROGRAMS		
	Caledonia Park Playground: (Summer) 9 weeks	\$150	\$180
	Caledonia Park Playground: (Summer) Per week	\$25	\$30
	Adventure Day Camp (5 day week)	\$140	\$165
	Adventure Day Camp (4 day week)	\$115	\$135
	Adventure Day Camp (3 day week)	\$85	\$100
01-4462	SWIMMING		
	Swim Lessons, 2-week session, per child	\$60	\$70
	Recreational Swimming: Lovers Point, Weekdays	\$2	\$2
	Recreational Swimming: Lovers Point, Weekends	\$4	\$4
	Family Card (50 HIGH-SCHOOL Swims, 50 Lovers Point Swims on weekdays, or 25 Lovers Point Swims on weekends)	\$65	\$75
01-4462	OTHER PROGRAMS, CONTRACTUAL AGREEMENTS		
	Contractual Agreements	Contract	Contract
	Adult Contract Recreation Programs	Contract	Contract
	Youth Special Trips/Excursions (85% of cost)	Variable	Variable
	The City Manager or his designee may reduce Recreation fees based on unanticipated reductions in activity days/hours.		

	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)	CURRENT PREMIUM FEES
01-4462	Wedding receptions, anniversary parties, and similar events	Cost + 10%
	Private parties of 50 or less, no sale of alcohol, no admission charge	Cost + 10%
	Private parties of 51 to 500, no sale of alcohol, no admission charge	Cost + 10%
	Private parties of 50 or less, alcohol sold and/or an admission charge	Cost + 10%
	Private parties of 51 to 249, alcohol sold and/or an admission charge	Cost + 10%

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01-4670	<b>FACILITY RENTAL</b>	<b>RENTAL FEES</b>
<b>CLASS I</b>	<i>Pacific Grove Recreation Department programs and activities or events that are co-sponsored by the Recreation Department and a non-profit recreation organization. Official City of Pacific Grove activities and those of any other public agency that has a reciprocal use arrangement with the City.</i>	
	<b>Hourly Rental Charges — Weekdays from 8:00 a.m. to 5:00 p.m.</b>	
	All facilities EXCEPT Meals On Wheels	No Charge
	Meals On Wheels	Not Available
	<b>Hourly Rental Charges — Weekday Evenings from 5:00 p.m. to 9:30 p.m. and Weekends and Holidays from 8:00 a.m. to 11:00 p.m.</b>	
	All facilities EXCEPT Meals On Wheels	No Charge
	Meals On Wheels, Main Room (Minimum of 4 hours)	\$45
	Meals On Wheels, Jewell/Health & Fitness Rooms (Minimum of 2 hours)	\$45
	Meals On Wheels, View Room (Minimum of 2 hours)	\$45

<b>CLASS IA</b>	<i>Organizations that have received City authorization to use facilities at a reduced fee. Such organizations must meet the following requirements: 1) Must have a tax exempt status granted by the IRS and donations or gifts to the organization must be exempt from state and federal income taxes. 2) Must provide a recreation or social service program to a major segment of the community, and a majority of those served must be Pacific Grove residents. 3) Must establish, to the satisfaction of City, that it would not be practical to charge a fee for the program sufficient to cover reasonable operating costs. 4) Must establish, to the satisfaction of City, that it does not have resources sufficient to pay standard City rental rates. Furthermore, the organization must certify that no funds raised from within Monterey County are sent outside the County (other than reasonable dues to a parent organization).</i>	
	<b>Hourly Rental Charges — Weekdays from 8:00 a.m. to 5:00 p.m.</b>	<b>RENTAL FEES</b>
	Community Center, Lebeck Room	\$12
	Community Center, Kuwatani/Scout Room	\$12
	Chautauqua Hall Facility	Not Available
	Youth Center	Not Available
	Jewell Park (parties per hour; support group per use)	\$15
	Meals On Wheels Facility	Not Available
	<b>Hourly Rental Charges — Weekday Evenings from 5:00 p.m. to 9:30 p.m. and Weekends and Holidays from 9:00 a.m. to 11:00 p.m.</b>	
	Community Center, Lebeck Room	\$33
	Community Center, Kuwatani/Scout Room	\$25
	Chautauqua Hall Facility	Not Available
	Youth Center	\$33
	Jewell Park (parties-per hour; support group per use)	\$15
	Meals On Wheels, Main Room (Minimum of 4 hours)	\$45
	Meals On Wheels, Jewell/Health & Fitness Rooms (Minimum of 2 hours)	\$45
	Meals On Wheels, View Room (Minimum of 2 hours)	\$45
<b>CLASS II</b>	<i>Meetings or activities on a recurring schedule with a minimum of 40 meetings per year and all scheduling done in advance.</i>	
	<b>Hourly Rental Charges — Weekdays from 8:00 a.m. to 5:00 p.m.</b>	
01-4670	Community Center, Lebeck Room	\$35

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	Community Center, Kuwatani/Scout Room		\$25
	Chautauqua Hall Facility		Not Available
	Youth Center		\$35
	Jewell Park (parties-per hour; support groups per use)		\$15
	Meals On Wheels, Main Room (Minimum of 4 hours)		Not Available
	Meals On Wheels, Senior Citizens Room (Minimum of 2 hours)		Not Available
	Meals On Wheels, Meeting Room (Minimum of 2 hours)		Not Available
	<b>Hourly Rental Charges — Weekday Evenings from 5:00 p.m. to 9:30 p.m. and Weekends and Holidays from 9:00 a.m. to 11:00 p.m.</b>		
	Community Center, Lebeck Room		\$35
	Community Center, Kuwatani/Scout Room		\$25
	Chautauqua Hall Facility		Not Available
	Youth Center		\$35
	Jewell Park (parties-per hour; support groups per use)		\$15
	Meals On Wheels, Main Room		\$45
	Meals On Wheels, Jewell/Health & Fitness Rooms		\$45
	Meals On Wheels, View Room		\$45
<b>CLASS III</b>	<i>Programs, activities, meetings, parties, or events which do not meet the criteria of Classes I, IA, or II, such as private parties, weddings, receptions, potluck dinners, political, union, or commercial activities.</i>		
	<b>Hourly Rental Charges — Weekdays from 8:00 a.m. to 5:00 p.m.</b>		
	Community Center, Lebeck Room		\$45
	Community Center, Kuwatani/Scout Room		\$33
	Chautauqua Hall Facility		Not available
	Youth Center		\$45
	Jewell Park (parties-per hour; support groups per use)		\$15
	Lovers Point, Berwick Park, Jewell Park Gazebo, and El Marie Dyke Gazebo Reservation Fee: 1-100 Persons (100 maximum, with 2 hour minimum)		\$100 + Deposit
	George Washington Park and Arnett Park Picnic Facilities 1 – 50 persons 51+ persons		\$50 \$100
	Meals On Wheels, Main Room		Not Available
	Meals On Wheels, Senior Citizens Room		Not Available
	Meals On Wheels, Meeting Room		Not Available
<b>CLASS III</b>	<b>Hourly Rental Charges — Weekday Evenings from 5:00 p.m. to 9:30 p.m. and Weekends and Holidays from 9:00 a.m. to 11:00 p.m.</b>	<b>RESIDENT FEE</b>	<b>NON-RESIDENT FEE</b>
	Community Center, Lebeck Room (Minimum of 4 hours)	\$400	\$800
	Community Center, Lebeck Room – Security Deposit	\$500	\$500
	Community Center, Lebeck Room – Per Hour after 4 hours	\$75	\$75
	Community Center, Kuwatani/Scout Room (Minimum of 2 hours)	\$40	\$45
	Chautauqua Hall Facility (First 4 hours)	\$1,500	\$2,500
	Chautauqua Hall Facility – Security Deposit	\$500	\$500
	Chautauqua Hall Facility – Per Hour after 4 Hours	\$150	\$150
	Youth Center	\$400	\$800

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	Jewell Park (parties-per hour; support groups-per use)	\$15	\$15
<b>CLASS III</b>	<b>Hourly Rental Charges — Weekday Evenings from 5:00 p.m. to 9:30 p.m. and Weekends and Holidays from 9:00 a.m. to 11:00 p.m.</b>	<b>RESIDENT FEE</b>	<b>NON-RESIDENT FEE</b>
	Meals On Wheels, Main Room (4 hour Minimum)	\$500	\$1,000
	Meals On Wheels – Security Deposit	\$500	\$500
	Meals On Wheels – Per Hour after 4 Hours	\$75	\$75
	Meals On Wheels, View Room (2 hour Minimum)	\$45	\$45
	Lovers Point, Berwick Park, Jewell Park Gazebo, and Elmarie Dyke Gazebo reservation fee per hour. (2 Hr Minimum)	\$150 + Deposit	\$150 + Deposit

**HOLIDAYS**

Rental facilities will not be available on the following days: New Year’s Eve, New Year’s Day, Martin Luther King Day, President’s Day, Easter Sunday, Memorial Day, Cesar Chavez Day, Independence Day, Labor Day, Admission Day, Columbus Day, Veterans’ Day, Thanksgiving Day and the day following, Christmas Eve and Christmas Day.

**RESERVATIONS**

No verbal reservations will be accepted. Class III reservations will be made on a first-come, first-served basis at a maximum of six months and a minimum of 10 working days prior to use. Facility is not reserved until all fees have been paid and a contract has been executed. Cancellations result in loss of deposit and insurance fees. No refunds if cancelled within 10 business days of event. Park fees allow for a two-hour time block; deposit refund to be made within thirty days following event if City determines no damage resulted from usage.

<b>01-4670</b>	<b>MUNICIPAL SOFTBALL PARK RENTAL POLICY</b>	<b>FEE</b>
<b>CLASS I</b>	<p><i>A. Recreation programs and activities directly sponsored by the Recreation Department.</i></p> <p><i>B. Recognized civic, community, or local organizations whose recreation activities are being presented in conjunction with the Recreation Department.</i></p> <p><i>C. Adult or youth activities or programs sponsored by the Pacific Grove Unified School District or activities or programs sponsored by schools within the Pacific Grove Unified School District area and run by the Associated Student Body.</i></p>	No Charge
<b>CLASS II</b>	<p><i>A. Community Youth Groups — Any organized youth group which is non-profit, has a majority of members who are Pacific Grove residents age 17 and under, has volunteer adult leaders or chaperones, is recreational in nature, has no membership restrictions other than age and gender, has a defined organizational structure, meets regularly, and is primarily interested in serving school-age youth of the community.</i></p> <p><i>B. Community Adult Groups — Any organized group which is non-profit, has a majority of members who are Pacific Grove residents, is recreational in nature, has no membership restrictions other than age and gender, has a defined organizational structure, and meets regularly.</i></p>	
	Field Use, Per Hour	\$10
	Field Prep.	\$35
	Lights	\$25
	Staff, Per hour	\$15
	Restrooms	\$35

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	Deposit	\$150
	Concession	\$75
	<b>Must have insurance satisfactory to City in an amount not less than \$1 million.</b>	
<b>CLASS III</b>	<i>Commercial Use: Groups or organizations that are, by their nature, commercial or profit oriented.</i>	
	Field Use, Per Hour	\$25
	Field Prep.	\$40
	Lights	\$25
	Staff, Per hour	\$20
	Restrooms	\$35
	Deposit	\$150
	Concession	\$150
	<b>Must have insurance satisfactory to City in an amount not less than \$1 million.</b>	
<b>CLASS IV</b>	<i>A. Resident Use, Private — Any resident group or individual not meeting the requirements of another class which wishes to use the facility for private recreational activities. B. Non-resident groups and organizations maybe required to meet specific requirements as deemed appropriate by the Recreation Director.</i>	
	Field Use, Per Hour	\$15
	Field Prep.	\$40
	Lights	\$20
	Staff, Per hour	\$20
	Restrooms	\$35
<b>CLASS IV</b>	Deposit	\$150
	Concession	\$150
01-4462	<b>Miscellaneous Recreation Fees and Charges</b>	
	Transfer Fee (transfers between classes and/or sessions)	\$2
	Refund Processing Fee	25% of refund
	Service fee for delivery and/or pickup of loaned furniture	\$50

**RENTAL POLICIES**

1. The City may require appropriate deposits or extra payments for special charges incurred.
2. The Charge for Class 1A is intended to help cover City costs for building maintenance and utilities related to the activity. All use under Class 1 and 1A shall be scheduled at a time convenient to the City in order to minimize expenses. Any Class 1A group requesting to use the facilities at a time when on-duty staff is not available will be charged a rental fee of \$13.00 per hour to cover staffing and other costs. Groups in Class 1 and 1A are expected to clean facilities after use. A minimum clean-up fee of \$30.00 will be charged if facilities are not cleaned to City's satisfaction.
3. 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.
4. All senior citizen nutrition programs serving Pacific Grove residents are exempt from rental fees and charges.
5. The renter agrees to indemnify and hold harmless the City of Pacific Grove, its agents, employees, or any other person against loss or expense, including attorney's fees, by reason of the liability imposed by law upon the City, except in cases of the City's sole negligence, for damage because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons, or on account of damage of property are due or claim to be due to any passive negligence of the City, its employees or agents, or any other person. It is further understood and agreed that the renter

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shall, at the option of the City, defend the City of Pacific Grove with appropriate counsel, and shall further bear all costs and expenses, including the expense of counsel, in the defense of any suit arising hereunder.

6. Official Pacific Grove youth groups, under 18 years of age, will be allowed to use City facilities as Class I (no charge), scheduled at a time when a supervisor is on duty, with the approval of the City Manager, for activities on a space available basis. Examples of qualified users would be the PONY Baseball League, Pop Warner league, Girl Scouts, Boy Scouts, Cub Scouts and Brownies.

7. The City will provide liquor liability insurance to cover events held in City facilities at which alcoholic beverages are consumed. Individuals and organizations responsible for such events shall pay a prorated share of the cost for such insurance, as may be determined from time to time by the City insurance carrier.

8. 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.

9. Upon presentation of receipts or other proof of having used The Old Bath House Restaurant or the Point Pinos Grill as part of an event that includes the rental of a City Facility, the group or individual who rented the facility shall be reimbursed twenty percent (20%) of the facility rental fee paid.

**City of Pacific Grove  
Master Fee Schedule FY 2012-13**

**SEWER**

<b>ACCT. NO.</b>	<b>SEWER SERVICE CHARGES AND CONNECTION FEES</b>	<b>FEE</b>
76-4471	Sewer Service Charge	173% of fee charged by MRWPCA
76-4470	Sewer Connection Fee	85% of fee charged by MRWPCA

Recommended Changes to Master Fee Schedule

Acct. #	SPECIAL EVENTS	FEE
	The City may bill for support services for Special Events. Charges will be based on actual costs, including direct and indirect costs. Billings may be waived or reduced by action of the City Manager with ratification by the City Council.	
OVERHEAD	When billing for services not specifically set forth in this fee schedule, combined overhead of 9% should be added (based on calculation of indirect cost rate).	9%
01-4436	Fireworks Permit	\$153
	Special Event Tent/Canopy permit (during regular business hours; after hours inspection fees vary based on overtime rates)	See Below
	200 – 1000 square feet	\$80
	1000 – 200 square feet	\$119
	>2000 square feet	\$159
01-4462	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)	Cost + 10%
01-4670	See pages 16 through 18 for facility rental fees, locations, and reservation information.	Varies
01-4445	Banner Installation and removal (per pole)	\$15
	Standard size barricade, each per day (\$100 deposit required)	\$3
	Four-foot delineator, each per day (\$100 deposit required)	\$4
	Eight-foot barricade, each per day (\$100 deposit required)	\$10
	18-inch traffic cone, each per day (\$100 deposit required)	\$2
	24-inch traffic cone, each per day (\$100 deposit required)	\$3
	Sandbags, each	\$1.50
	Temporary directional signage, per day	\$2
	Temporary parking signage, per day	\$1
	Police and other City staff services charged at Actual Hourly Cost.	Cost + 9%

**MRWPCA CODIFIED ORDINANCE**

**FOR**

**SEWER SERVICE**

**USER FEE RATES**

**AND**

**CAPACITY CHARGES**

**July 1, 2011**

**(includes User Fee Rate increases for  
2011/12, 2012/13 and 2013/14)**

## **ORDINANCE 2011-01**

### **AMENDING ORDINANCE NO. 2001-01, IN PART, TO CHANGE THE SEWER SERVICE USER FEE RATES AND CAPACITY CHARGES**

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The BOARD OF DIRECTORS OF THE MONTEREY REGIONAL WATER POLLUTION CONTROL AGENCY DOES ORDAIN, AS FOLLOWS:

1. **Definitions.** The following words and phrases shall be defined as follows in connection with the interpretation and construction of this ordinance:
  - A. “Business/Government” shall mean all businesses, offices, governmental agency offices and any other similar user not otherwise included in another category herein, including grocery stores not defined as “supermarkets” hereinbelow. For governmental facilities and other businesses, a unit shall be charged for each 1 to 10 employees (i.e., 1-10 employees=1 unit; 11-20 employees=2 units; 21-30 employees=3 units, etc.).
  - B. “Residential” shall refer to all living or dwelling units (as defined by the Uniform Building Code) of a permanent, rather than a transient nature, including single-family residences, apartments, mobile homes, townhouses, and condominiums. A living unit shall be defined as any structure containing sleeping, eating, cooking, and sanitation facilities.
  - C. “Transient Occupancy Residential” shall refer to all living or dwelling units (as defined by the Uniform Building Code) located in a hotel, motel or other visitor-serving structure, which contain facilities for cooking and eating, but which are limited by zoning ordinance, use permit or other restrictions of the member jurisdiction where located to transient occupancy. Such units will be subject to residential user fees and capacity charges, but for all other purposes shall be treated as commercial, hotel/motel uses.
  - D. “Hotel/Motel” shall mean all living units of a transient nature including hotel and motel rental room units, and also living units of a permanent nature, which do not contain any kitchen facilities. Excluded from the category are major, full-service hotels, which are defined as a special user hereinbelow.
  - E. “Bed and Breakfast Inn” shall mean hotel/motel facilities that use less than sixty-seven (67) gpd (gallons per day), per room. This is a residential living

unit(s) where the establishment is primarily engaged in renting rooms, with or without meals, on a fee basis.

- F.** “Supermarket” shall mean all businesses whose principal activity involves the retail sale of all sorts of canned foods and dry goods, such as tea, coffee, spices, sugar, and flour; fresh fruits and vegetables; and fresh meats, fish, seafood, and/or poultry, which are prepared on-premise. This category also contains fish, seafood, and/or meat markets primarily engaged in preparing fresh and raw or cooked fish, seafood or meat for resale.
- (1)** “Grocery store” shall mean all businesses whose principal activity involves the retail sale of groceries that are prepackaged and where there is no on-premise bakery, produce, fish, seafood, poultry, or meat preparation. A grocery store shall be charged as a general commercial user as defined in Section 1.a. of this ordinance.
- G.** “Medical Offices” shall be defined as all offices of physicians, surgeons, optometrists, chiropractors and other similar professionals practicing in the medical field.
- H.** “Dental Offices” shall mean all offices of dentists.
- I.** “Rest Home (7 or more beds)/Convalescent Hospital” shall mean all health care facilities which provide in-patient bed facilities, but do not perform surgeries or other major medical services, and hospitals with less than 150 gpd, per bed.
- J.** “General Hospital” shall be defined as a health care facility, which provides in-patient bed facilities and surgical services or other major medical services with flows of more than 150 gpd per bed.
- K.** “Animal Hospital” shall mean all animal care facilities, including veterinary offices, animal boarding facilities and hospitals.
- L.** “Restaurant” shall mean all establishments whose principal activity involves on-premise preparation and service of meals and food, including coffee shops and cafes. Includes restaurants serving one, two, or three meals per day.
- M.** “Restaurant with a Bar” shall mean any retail establishment selling food prepared on-premise and with a full-service bar on-premise.

- N.** “Bar” shall mean all bars and taverns, which are, separate from or do not include restaurant facilities, and which may or may not include entertainment. Water consumption shall not exceed 634 gpd.
- O.** “Nightclub” shall mean all bars and taverns, which are, separate from or do not include restaurant facilities, and which may or may not include entertainment. Water consumption must exceed 634 gpd.
- P.** “Take-out Food Business” shall be defined as all drive-ins, sandwich shops, fast-food outlets and similar businesses whose principal activity involves food service, but which do not provide on-premise eating facilities or which provide only disposable eating implements (paper plates, plastic utensils, etc.). A small take-out food business shall be one with one (1) cash register or check-out line, a medium business shall have two (2) or three (3) cash registers or check-out lines, and a large business shall be one with four (4) or more cash registers or check-out lines.
- Q.** “Bakery” shall mean all businesses whose principal activity involves the production of baked goods on-premise for resale.
- R.** “Theater” shall mean all facilities whose principal activity involves the showing of movies or moving pictures, or the presentation of plays or other forms of entertainment.
- S.** “Bowling Center” shall mean a business whose principal activity is to provide facilities for bowling, even though incidental food and beverage services are also provided.
- T.** “Mortuary” shall mean all establishments principally involved in preparing the dead for burial and cremating the dead.
- U.** “School” shall mean an educational facility in which instruction takes place, including public, private and religious schools and colleges.
- V.** “Service Station/Repair” shall mean all facilities who are primarily engaged in performing repair work on automobiles, boats, recreational vehicles, motor cycles, etc. Can include gasoline service stations who sell gas and perform repair work.
- W.** “Dry Cleaners” shall mean a business where dry cleaning services are performed on-premise, and laundry services are not provided.

- X.** “Laundromats” shall be defined as all self-service clothes washing establishments.
- Y.** “Laundry” shall mean all laundries or combination laundries/dry cleaners that are considered special users. An “Industrial Laundry” is one which is primarily engaged in supplying businesses or industries with laundered or dry-cleaned work uniforms, wiping towels, table linens, bed linens and similar items on a contract basis. A “Commercial Laundry” is one, which is primarily engaged in supplying residences or businesses with laundered shirts, pants, household linen and similar items on an over-the-counter basis.
- Z.** “Car Wash” shall be defined as a business, whose principal activity involves motor vehicle washing, including automatic and self-service washing. This category is considered a special user.
- AA.** “Major Hotel” shall mean a full-service facility having rooms, restaurant(s), and/or bar, and which provide room service. This category is considered to be a special user.
- BB.** “Special User” shall mean any establishment, which cannot be classified in any other category, based on their individual flow and strength characteristics. The special user charge is determined based on applying the formula contained hereinbelow. Actual water usage is ordinarily the basis for the special user’s average daily sewage flow.
- CC.** “Business/Commercial/Residential-Vacant” shall mean all commercial units, which are unoccupied, and residences, which are unoccupied for more than two (2) months out of the year.
- DD.** Residential housing units that are subject to special user capacity charges, but for all other purposes shall be treated as residential, shall mean:
  - (1)** “Residential Care Housing” which is defined as a cooperative residential care housing facility sponsored or finance, in part, by the U.S. Department of Housing and Urban Development (“HUD”) as a Section 202, Home Funds or Low-Income Housing Tax Credit project for elderly, low-income individuals, or a Section 811 project for physically disabled low-income individuals, with one-bedroom living units to be occupied by single residents only, with in-house counselor management and support services; or
  - (2)** “Low- to Extremely-Low Income Housing” which is defined as housing units for persons of incomes defined by HUD as described in Title 25, Section 6932 of the California Code of Regulations (CCR) with each unit containing

one (1) bedroom or less, no more than 550 sf., less than twelve (12) plumbing fixture units, and no more than two (2) persons per unit. Any such housing units shall require that an applicant requesting a waiver have an agreement with the applicable member entity restricting units to low-income housing for no less than twenty (20) years.

Such housing units will be subject to special user capacity charges, restricting units to low-income housing using flow as 126 GPD, BOD as 265, SS as 265.

- EE.** “Biochemical Oxygen Demand” shall mean the measure of the biologically decomposable material in wastewater, as determined by the procedures specified in the most current edition of “Standard Methods for the Examination of Water and Wastewater”, or any successor publication which establishes the industry standard.
- FF.** “Flow” shall mean the amount of wastewater discharged by the customer.
- GG.** "Flow Rate" shall mean the volume of wastewater flow over a specified period of time, expressed as: gallons per day (gpd), etc.
- HH.** “HCF” shall mean one hundred cubic feet or 748 gallons and is the standard unit for measure for municipal water service. Also sometimes referred to as a billing unit or CCF.
- II.** “Strength” shall mean the measurement of SS and BOD within the wastewater.
- JJ.** “Suspended Solids” (SS) shall mean the insoluble solid matter in wastewater that is separable by laboratory filtration, as determined by the procedures specified in the most current edition of “Standard Methods for the Examination of Water and Wastewater,” or any successor publication which establishes the industry standard.

**Paragraph 2 Amended.** Paragraph 2 is hereby repealed in its entirety and replaced with a new paragraph to read, as follows:

- 2. User Classifications and Charges.** Pursuant to Article 5, Sections 5.01-5.05 of MRWPCA Ordinance No. 79-2, and as amended by MRWPCA Ordinance No. 81-1, the following user classifications or categories are hereby established. The charges levied are for the use, rent, and availability of sewage facilities and services furnished. In certain circumstances a user may be placed in more than one category and assessed more than one user charge where multiple businesses as defined by this ordinance are conducted on the same parcel.

**A. User Category Average Flow, BOD, SS and Charges**

Section 1 Reference	User Category	DESCRIPTION	GPD AVG FLOW	BOD	SS	Monthly Rate Per Unit 2011/12	Monthly Rate Per Unit 2012/13	Monthly Rate Per Unit 2013/14	UNIT
A.	001	Business/Government	146	150	150	\$8.70	\$9.20	\$9.75	Location/each business
B.	102, 105, 107, 109	Residential	189	265	265	\$12.75	\$13.50	\$14.30	Each living unit
C.	102	Transient Occupancy Residential	189	265	265	\$12.75	\$13.50	\$14.30	Each living unit
D.	221	Hotel/Motel	82	310	120	\$5.30	\$5.60	\$5.95	Each room
E.	222	Bed & Breakfast Inn	54	310	120	\$3.55	\$3.75	\$4.00	Each room
F.	231	Supermarket	797	800	800	\$86.15	\$91.30	\$96.80	Location
G.	241	Medical Office	195	130	80	\$11.15	\$11.80	\$12.50	Each licensed physician
H.	242	Dental Office	269	130	80	\$15.10	\$16.00	\$16.96	Each licensed dentist
I.	243	Rest Home/Convalescent	54	250	100	\$3.30	\$3.50	\$3.70	Each bed of licensed capacity
J.	244	General Hospital	320	250	100	\$19.55	\$20.70	\$21.95	Each bed of licensed capacity
K.	245	Animal Hospital	365	250	100	\$22.90	\$24.25	\$25.70	Location/each business
L.	261	Restaurant—One Meal	7	1,000	600	\$ .80	\$ .85	\$ .90	Each restaurant seat
	262	Restaurant—Two Meals	11	1,000	600	\$1.25	\$1.35	\$1.45	Each restaurant seat
	263	Restaurant—Three Meals	21	1,000	600	\$2.40	\$2.55	\$2.70	Each restaurant seat
M.	264	Restaurant w/Bar	21	1,000	600	\$2.40	\$2.55	\$2.70	Each restaurant seat
N.	265	Bar	317	200	200	\$19.75	\$20.95	\$22.20	Location/each business
O.	266	Nightclub	950	200	200	\$57.70	\$61.15	\$64.80	Location/each business
P.	267	Takeout Food—Small	354	500	300	\$27.15	\$28.80	\$30.55	Location/each business
	268	Takeout Food—Medium	871	500	300	\$69.75	\$73.95	\$78.40	Location/each business
	269	Takeout Food—Large	1,588	500	300	\$122.60	\$129.95	\$137.75	Location/each business
Q.	270	Bakery	287	1,000	600	\$33.55	\$35.55	\$37.70	Location/each business
R.	281	Theater	471	150	150	\$27.00	\$28.60	\$30.30	Per screen at each location
S.	282	Bowling Center	1,433	150	150	\$81.00	\$85.85	\$91.00	Location/each business
T.	290	Mortuary	387	800	800	\$42.20	\$44.75	\$47.45	Location/each business
U.	291	School (Minimum)	146	150	150	\$8.70	\$9.20	\$9.75	Each business
	292	School (0-6)	2	130	100	\$0.10	\$0.10	\$0.10	School population
	293	School (7-College)	4	130	100	\$0.20	\$0.20	\$0.20	School population
	294	Boarding School	40	233	165	\$2.55	\$2.70	\$2.85	School population
V.	331	Service Station/Repair	140	180	280	\$9.25	\$9.80	\$10.40	Location/each business
W.	353	Dry Cleaners	483	150	150	\$27.80	\$29.45	\$31.20	Location/each business
X.	354	Laundromats	127	150	110	\$7.00	\$7.40	\$7.85	Each washing machine

**Codified Version of Ordinance Nos. 2001-01, 2002-02, 2003-01, 2004-03, 2005-01, 2006-02, 2007-01, 2007-02, 2008-02, 2009-03, 2010-02 and 2011-01.**

Section 1 Reference	User Category	DESCRIPTION	GPD AVG FLOW	BOD	SS	Monthly Rate Per Unit 2011/12	Monthly Rate Per Unit 2012/13	Monthly Rate Per Unit 2013/14	UNIT
Y.	351	Laundry: Industrial	Usage	Sample	Sample	Based on "Special User Formula"*			
	352	Commercial	Usage	450	240	Based on "Special User Formula"*			
Z.	366	Car Wash	Usage	20	150	Based on "Special User Formula"*			
AA.	361	Major Hotel	Usage	500	600	Based on "Special User Formula"*			
BB.	367	Truck Wash	Usage	180	270	Based on "Special User Formula"*			
	401	Misc. Special User	Usage	Sample	Sample	Based on "Special User Formula"*			
	402	Plastics	Usage	Sample	Sample	Based on "Special User Formula"*			
	403	Chemicals	Usage	Sample	Sample	Based on "Special User Formula"*			
	404	Etching	Usage	Sample	Sample	Based on "Special User Formula"*			
	405	Water Softener	Usage	Sample	Sample	Based on "Special User Formula"*			
	406	Food Processing	Usage	Sample	Sample	Based on "Special User Formula"*			
	407	Rec/Sports Center	Usage	150	150	Based on "Special User Formula"*			
	408	Inedible Render	Usage	Sample	Sample	Based on "Special User Formula"*			
	409	Electronics	Usage	Sample	Sample	Based on "Special User Formula"*			
	410	Groundwater	Usage	Sample	Sample	Based on "Special User Formula"*			
	416	Mobile Washers	34	20	150	\$25 per year			
CC.	101	Vacant Residence	---	---	---	\$7.65	\$8.10	\$8.60	Each living unit
	211	Vacant Business	---	---	---	\$6.65	\$7.05	\$7.45	Each location/each business

**\* SPECIAL USER CHARGE FORMULA  
(Annual Rate)**

"Special User" shall mean any establishment, which cannot be classified in any other category, based on their individual flow and strength characteristics. The special user charge is determined based on applying the formula contained hereinbelow. Actual water usage is ordinarily the basis for the special user's average daily sewage flow.

$$K = (530,225.17 \times V) + (683.85 \times V \times B) + (260.15 \times V \times S) + 5.49$$

Where:

- K = Annual User Charge for Each User
- V = Average Daily Sewage Flow in Million Gallons per Day (MGD)
- B = Average Sewage BOD Concentration in mg/l
- S = Average Sewage SS Concentration in mg/l

\* \* \* \* \*

**SAMPLE SPECIAL USER CHARGE CALCULATION**

IN THE CASE OF A TYPICAL MAJOR HOTEL(CATEGORY 361):	
FLOW (MGD)	V = 0.040 MGD
BOD (milligrams per liter)	B = 500
SS (milligrams per liter)	S = 600

SAMPLE USER FEE CHARGES:			
Flow	V x 530,225.17	=	\$21,209.01
BOD	V x 683.85 x B	=	\$13,677.00
SS	V x 260.15 x S	=	\$6,243.60
	Annual User Charge		\$41,129.61
	Annual Customer Charge		\$5.49
	Total Annual Charge		\$41,135.10
	Monthly Charge		\$3,427.92

\* \* \* \* \*

**B. User Fee Based Minimum Charge.** The basic charge for single occupant residential users shall constitute the basic minimum charge for all users, and no user shall be charged less than this amount.

**C. Commercial Fee Variance.** Any non-residential, commercial user may apply for and be granted an annual variance from the applicable general user rate, as set forth in Paragraph 1, hereinabove, upon establishing to the satisfaction of the General Manager, or his designated agent, that the actual flow of wastewater into the MRWPCA's system from such user is more than twenty percent (20%) less than the average gallons-per-day flow as determined and used by the MRWPCA for such user category, and if such is confirmed, then a rate reduction shall be allowed for the exact percentage the said user's flow is below the MRWPCA-established average. An application for a fee variance shall be made upon such forms and shall be accompanied by such information and data as specified by the MRWPCA, and shall be accompanied by a non-refundable variance application fee of one hundred dollars (\$100). Any fee variance granted shall be valid only for the one-year period specified in the variance document and a variance shall not be

granted to, nor continue to be valid to any user whose account is delinquent in payment of required fees.

- D. Payment of Charges; Delinquencies.** All charges and fees made pursuant to the provisions of this ordinance or any subsequent ordinance of the MRWPCA, or any amendment thereto, shall be due and payable upon receipt of notice thereof, or upon any other due date specified therein, or, with regard to connection fees, prior to the issuance of a building permit by the particular local jurisdiction which is a member entity of the MRWPCA. All such charges and fees shall become delinquent thirty (30) days after mailing or delivery of notice thereof, or after the due date if specified therein. Any charge or fee that becomes delinquent shall have added to it a basic penalty charge equal to ten percent (10%) of the charge or fee that became delinquent. In addition a penalty of one and one-half percent (1 ½%) per month for non-payment of the delinquent charge or fee and the basic penalty shall be assessed. All user fee payments, when received, shall be applied to an account in the following sequence: a) to MRWPCA lien amounts not yet recorded by the County, b) to non-MRWPCA lien amounts, c) to MRWPCA penalty charges, d) to any MRWPCA prior balance, e) then, to MRWPCA current fees, and f) then, in order, to any non-MRWPCA penalties, prior balances and current fees charged or collected on the MRWPCA billing.
- E. User Charge Billing.** All sewer service user charges may be billed in advance, either monthly, bimonthly or quarterly, as determined by the General Manager. The billing statement may be combined with statements for other services, and may be combined with billings for other utilities. All billings for sewer service user charges shall be either in the name of the owner of the property being served, as reflected on the last equalized assessment roll for the County, or as reflected in any deed or other satisfactory evidence of change of ownership, recorded with the County Recorder since the date of the last equalized assessment roll, upon presentation of such evidence to the General Manager for such purposes, or if a billing service of some other utility is used, in the name of the respective customer-addressee of such other utility. In either event, the record owner of the property served shall be the party ultimately responsible for the payment of such sewer user charges.
- F. Delinquent Charges as Debt to MRWPCA; Court Action.** Any charges or fees established or set by this ordinance or any subsequent ordinances enacted by the MRWPCA, and all amendments thereto, which become delinquent pursuant to the terms of the ordinance establishing same, and all penalties or delinquent charges accrued thereon, shall constitute a debt due to the MRWPCA, for which the MRWPCA may sue the party responsible therefore, be it the owner and/or the occupant or user of the property or premises being served, in any competent civil court for collection of same. If the MRWPCA prevails in such civil action, it shall be

awarded a reasonable attorney's fees, to be fixed by the court, in addition to any other relief granted or other costs awarded.

- G. Delinquent Charges to Constitute Lien.** Any charges or fees established or set by this ordinance or any subsequent ordinances enacted by the MRWPCA, and all amendments thereto, which become delinquent pursuant to the terms of the ordinance establishing same, and all penalties or delinquent charges accrued thereon, shall constitute a lien upon the real property served (except publicly-owned property), and such lien shall continue until the charge or fee and all penalties thereon are fully paid, or until the property is sold therefore.
- H. Collection of Delinquent Charges on Tax Roll.** Pursuant to the provisions of Sections 5470 through 5474.10 of the California Health and Safety Code, the MRWPCA hereby elects, as an alternative procedure for the collection of delinquent charges or fees established by this ordinance or any subsequent ordinance of the MRWPCA, or any amendments thereto, to have all such delinquent charges or fees for each fiscal year from and after July 1, 1979, collected on the tax roll in the same manner, by the same persons, and at the same time as, and together with and not separately from, the collection of general property taxes. The MRWPCA shall prepare and file the written report on the parcels of real property for which there are delinquent charges or fees, and give notice and hold the public hearing thereon, all pursuant to the aforesaid provisions of Health and Safety Code.
- I. Lien Transfer Fee.** For each sewer service account which has a delinquent user fee or charge balance that is transferred into the MRWPCA's processing system for the establishment of same as a lien to be collected upon the tax rolls, there is hereby levied thereon a lien transfer fee, in such an amount as shall be set from time to time by resolution of the Board of Directors, to be added to the delinquent account balance to reimburse the MRWPCA for the actual cost of the data processing, accounting, public notice and control procedures related to the lien processing system; provided, however, that no lien transfer fee shall be levied on any delinquent account unless and until a thirty (30) days' prior written notice of the intent to levy such fee is given to the delinquent user in question, in the form of either a separate mailing or a notice on or with the usual billing statement.
- J. Court Action to Enforce Lien.** As a separate, distinct and cumulative remedy for collection of said delinquent charges or fees, and any penalties thereon, an action may be brought in the MRWPCA's name in any court of competent jurisdiction to enforce or foreclose the lien provided for in Section F, hereinabove. If the MRWPCA prevails in any such civil action, it shall be awarded a reasonable attorney's fees, to be fixed by the court, in addition to any other relief granted or other costs awarded.

**K. Disconnection of Sewer Line.** Any person, firm or corporation who is the owner, occupant or user of property receiving sewer services from the MRWPCA, who fails or refuses to pay any charge or fee as provided by MRWPCA ordinance within the time limit prescribed for the payment thereof, shall be subject to having their sewer line disconnected, and thereafter, no such sewer service which has been disconnected for non-payment of such charge or fee shall be reconnected until the owner, occupant or user of such property shall have paid all delinquent charges or fees owed the MRWPCA and all actual expenses incurred by the MRWPCA in causing such disconnection and reconnection.

**Paragraph 3 Amended.** Paragraph 3 is hereby repealed in its entirety and replaced with a new paragraph to read, as follows:

**3. Capacity Charges.** Pursuant to the provisions of Article 5, Sections 5.01 through 5.05 of MRWPCA Ordinance No. 79-2, and as amended by MRWPCA Ordinance No. 81-1, thereby is hereby established and levied upon all persons, firms, or corporations making connections to a community sewer system within the MRWPCA, a sewer capacity charge, as follows:

**A. Specified Uses.**

<u>Use</u>	<u>Fee</u>
Single-family dwelling and apartments	\$ 3,100.00 per unit

**B. Other Uses.** For all other uses not listed in Subparagraph “(a)” hereinabove, MRWPCA shall determine the sewer capacity charge to be the sum of the following per equivalent dwelling unit (EDU):

Per gpd	\$ 11.60
Per lb/day BOD	\$ 1,420.00
Per lb/day SS	\$ 740.00

This is based on the “User’s Category Average Flow, BOD, and SS,” effective July 1, 2009.

**C. Other Determination.** Whenever, in the opinion of MRWPCA, the application of the above-described methods of determining sewer capacity charges is grossly unreasonable and inappropriate, MRWPCA may calculate an appropriate sewer capacity charge. This charge will take into account anticipated wastewater flow based upon projected HCF of water usage and strength characteristics for the building in question. The projected water usage and resulting fee calculation will be

reviewed twelve (12) to eighteen (18) months after the first user fee billing cycle to determine the actual flow rate, BOD, and/or SS of the user. Should the review show increased usage above that for which the capacity charge was paid, an additional capacity charge would be assessed pursuant to Section 3-L. of this ordinance.

**D. Annual Increase in Capacity Charge.** Commencing with Fiscal Year 2001/02, the sewer capacity charge as determined hereinabove for a single-family residence and other uses shall increase on the first day of each fiscal year, that is, on July 1 of each year, by the same percent as the annual change in the December Construction Cost Index (CCI) for San Francisco of the prior year, published in the "Engineering News Record." If said annual change is less than two percent (2%), the change shall be deferred and combined with the increase for the next fiscal year.

**E. Demolished Premises.** Whenever enclosed building space is or has been demolished after July 1, 1977, any construction of enclosed building space which takes place on the same parcel shall be exempt from sewer capacity charges fees to the extent current capacity charge value of the structure which was removed from the parcel as a result of said demolition work. Provided, however, that the foregoing exemption or credit for demolished premises shall not apply to any person, firm or corporation that received a sewer connection permit for the demolished premises at no cost or at a discounted rate (i.e., less than the current fee at the time the permit was obtained) for abandoning a septic tank and connecting to a sanitary sewer collector system, unless and until said premises have actually been connected to and received and paid for services from the MRWPCA's facilities for at least twelve (12) months prior to demolishing the premises and seeking an exemption from or credit towards a new connection fee. Provided further, however, that if such a discounted or no-fee connector demolishes the premises in question prior to the expiration of said twelve (12) month period, they will only be credited with, in obtaining a new connection permit, the exact dollar amount actually paid for the prior permit for the demolished premises.

**F. Existing Premises.** Buildings or occupied mobile home pads which were connected to the community sewer of entity being serviced by the MRWPCA at the time said entity was annexed to the MRWPCA shall be exempt from these sewer capacity charges to the extent of their existing use and EDU's at such time of annexation. Any proposed building for which a building permit application had been accepted by the entity having building permit issuance authority prior to the date of annexation of said entity to the MRWPCA shall be considered to have been connected to the entity's community sewer as of the time of annexation. If, however, such building permit lapses and a new building permit becomes required,

the proposed building will become subject to the full collection of sewer capacity fees.

- G. Expiration of Capacity Permit.** Any sewer capacity permit obtained pursuant to this section shall expire at the end of twelve (12) months after the date of issuance, unless the building or project for which it was issued is under actual construction. Within two (2) weeks after a permit expires, the owner of same may apply for one twelve (12) month extension of the permit, upon payment of any additional amount by which the connection fee has increased since the permit was obtained. If the permit is not so extended, the original permit fee, less a processing fee of fifty dollars (\$50) will be refunded to the party who had obtained same. If the permit expires after the one allowed extension for twelve (12) months, a refund will then be issued for the total amount paid, less the above-mentioned processing fee.
- H. No Capacity Permit If Delinquent.** Notwithstanding any other provision of this ordinance, no sewer capacity permit shall be issued to any person, firm, partnership or corporation, or the agent or representative of same, which is delinquent in the payment of user, connection or other fees and charges established by ordinance or resolution and due and owing to the MRWPCA. A firm, partnership or corporation shall be considered to be delinquent in the payment of fees if an ownership interest therein of ten percent (10%) or more is held by a person or entity which is delinquent.
- I. Credit or Permit Transfers.** An owner of a commercial capacity permit shall be allowed to transfer that permit to, or to obtain a new permit using a portion of existing EDU credits transferred to another parcel of real property owned by the same owner. In addition, if the owner of the permit is a public entity or non-profit corporation, then a transfer may be made to another public entity or non-profit corporation. In all such transfers, the parcel receiving the transfer must be located within the same member entity jurisdiction as the parcel or parcels from which the transfer is made. Provided further that, and upon the following conditions:
- (1) That within sixty (60) days of occupying the premises to which a permit or credits are transferred, pursuant to a new capacity charge issued hereunder, the owner or tenant will plug up or demolish fixtures at the original parcel, in a manner satisfactory to the MRWPCA, with such work to be certified by a licensed contractor or building inspector. Such action to plug up or demolish fixtures, as mentioned herein, shall run with the land and be set forth in a covenant and agreement to be recorded in the Official Records of Monterey County for said affected property;
  - (2) That the owner-applicant shall pay the MRWPCA its costs involved with assuring compliance with the terms and conditions of the permit issued

pursuant hereto. Such costs shall be due and payable to the MRWPCA not later than thirty (30) days after notice thereof and, if not paid, shall constitute a lien against the affected property. Costs shall include, but not be limited to, cost of investigation, court costs, attorney's fees, and costs of monitoring compliance;

- (3) That the owner-applicant shall agree to provide the MRWPCA, upon request, with all pertinent and current employment and water-use records from the parcels involved in the transfer permit;
- (4) That for purposes of this section, a transfer may be made only to a parcel or building with the same owners of record as the parcel or building from which the permit or credits were transferred, with ownership to be determined as of the date of application for a permit hereunder. The person requesting a transfer hereunder shall present documentary evidence of such ownership acceptable to the MRWPCA; and,
- (5) Any connection made pursuant to a permit issued under this subsection may only be made in accordance with the current wastewater flow allocation plan as has been or may be specified for said member entity by the MRWPCA Board of Directors.

**J. Industrial Credit or Permit Transfers.** The provisions of Section "I" shall also be applicable to permit or credit transfers by the owner of an industrial capacity permit (defined as a permit for which the user and capacity charges are calculated by individual determinations based upon flow and strength characteristics), provided that:

- (1) The owners of the parcels involved approve the transfer and provide documentary evidence of same acceptable to the MRWPCA, and
- (2) The owner of the parcel from which the permit or credits are transferred takes the action to plug up or demolish the fixtures and executes the covenant and agreement, as specified in Section 3-I (1).

**K. Groundwater Dischargers.** As a result of state legislation for gas station sites to clean up groundwater contaminated from aged gasoline tanks, the MRWPCA has agreed to allow temporary connections of these groundwater dischargers. Inasmuch as these particular connections are of a temporary nature, a capacity charge will not be assessed unless a user discharges for more than ten years. This procedure will include all previously permitted groundwater dischargers whether currently connected or disconnected.

**L. Increase Capacity – Existing Facilities:** Any residential, or commercial parcel which increases its flow, BOD, and/or SS above that for which it originally paid a capacity charge shall pay an additional capacity charge for that portion of its usage above the amount for which it originally paid. The additional charge shall be based on the rates in effect at the time the increased usage is identified by MRWPCA.

**4. Effective Date.** This ordinance, upon adoption, shall become effective on July 1, 2011.

The foregoing ordinance was passed and adopted at a Regular Meeting of the Board of Directors of the Monterey Regional Water Pollution Control Agency held on July 27, 2011, by the following vote:

**AYES: Stefani, Calcagno, Allion, Burns, Orman, Garcia,  
De La Rosa, Pendergrass, and Bachofner**

**NOES: None**

**ABSTAIN: None**

**ABSENT: Cortez and Downey**

  
\_\_\_\_\_  
Ron Stefani, Chair  
MRWPCA Board of Directors

**ATTEST:**   
\_\_\_\_\_  
Keith Israel, General Manager  
Secretary MRWPCA Board of Directors

## **APPENDIX 4K**

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### Pump Station Master Plan

*Sections One, Two, and Three*

# **SECTION ONE**

## **EXECUTIVE SUMMARY**



## SECTION ONE

# EXECUTIVE SUMMARY

The City of Pacific Grove's Pump Station Master Plan has been prepared by Dodson Engineers to outline the required improvements needed to provide reliable and user-friendly facilities for each wastewater pump station. The pump station improvement projects are ranked by importance and have been included within the proposed Capital Improvement Program (CIP). The City's seven wastewater pump stations included in the evaluation and proposed CIP are the following:

- ◆ Pump Station #11 (Eardley Pump Station)
- ◆ Pump Station #12 (9<sup>th</sup> Street Pump Station)
- ◆ Pump Station #14 (Lovers Point Pump Station)
- ◆ Pump Station #15.5 (Crespi Pond Pump Station)
- ◆ Pump Station #16 (Arena Pump Station)
- ◆ Pump Station #17 (Beachcomber Pump Station)
- ◆ Pump Station #18 (Russell Service Center Pump Station)

All seven wastewater pump stations identified are owned by the City of Pacific Grove. The City contracts with Monterey Regional Water Pollution Control Agency (MRWPCA) to operate the stations and perform all maintenance activities.

The purpose for each pump station project is to upgrade the pump stations so that they are both reliable and easy to operate and maintain. The reliability of these stations is of the utmost importance due to the sensitive marine environment of the Monterey Bay. An additional goal of the master planning process was to identify improvements needed to bring the condition of the wastewater pump stations and their associated facilities to a level where they may be acceptable for ownership by MRWPCA, should MRWPCA be willing to accept ownership of the pump stations at some future time. Dodson Engineers worked closely with the MRWPCA's operation and maintenance staff during preparation of this master plan.

The comprehensive evaluation of the City's seven pump stations identified many improvements needed for each pump station based on both reliability and ease of operation and maintenance as mentioned above. Improvements identified at Pump Stations No. 11 and No. 12 are considered priority projects. Both stations currently do not meet current PWWF and need to be upgraded as soon as possible to minimize the City's risk of an overflow. The other pump stations meet the reliable capacity criteria; however, the improvements outlined within this master plan should be implemented as soon as possible to minimize the City's risk of an overflow by providing more reliable and user-friendly facilities.

Pump Station Nos. 14, 16, and 18 are projects that should be implemented in a timely manner. The generator at Pump Station No. 14 is in poor condition due to corrosion from the ocean's salty air, and the recommended improvements for the pump station outlined within this master plan should be implemented to provide a more reliable and user-friendly facility. The replacement of the generator at Pump Station No. 14 should be a high priority since it is critical to provide a more reliable pump station. Pump Station No. 18 currently cannot keep up with flows during storm events due to the parking lot's poor drainage system. It is recommended that the City discuss with the property

owner correction of the storm water drainage system as soon as possible to direct runoff into a storm drain system rather than into the station's wet well. Pump Station No. 18 may be eliminated by converting the station to a manhole and diverting the flow by gravity to Pump Station No. 17. The improvements at Pump Station No. 16 have a higher priority than Pump Station Nos. 14 (except for the standby generator) and 18. Pump Station No. 16 is located right next to the beach where the pump station's site is experiencing erosion from the ocean's waves, and the pump station equipment is experiencing severe corrosion. The recommended improvements to this station should be implemented to provide more reliable and user-friendly facilities.

Pump Station Nos. 15.5 and 17 have the lowest priority among the City's seven wastewater pump stations. Pump Station No. 15.5 only serves a golf course bathroom, and it appears that only minimal improvements are needed as indicated by MRWPCA. The pump station capacity of Pump Station No. 17 is well beyond the incoming flow as shown in Section Three of this master plan. However, the improvements outlined within this master plan should be implemented in a timely manner to meet the operations and maintenance needs identified.

The City's seven wastewater pump stations are either located on or near the coastline and are experiencing corrosion due to the ocean's salty air. The electrical equipment located at each pump station is experiencing corrosion at varying degrees. As time goes on, the corrosion problem will get worse. Dodson Engineers recommends a routine maintenance program be developed if one has not yet been developed, and MRWPCA should budget staff time to perform the required activities to minimize corrosion such as recoating stainless steel panels, especially after the improvements are implemented.

The CIP program outlined below was provided by John Larson per City direction. The CIP program outlined is based on the City's budget restrictions. The information provided below on the forcemain upgrades was provided by John Larson and the City per the work performed under the project titled "Condition Assessment Evaluation of Wastewater Pump Stations and Forcemains" conducted by V&A Consulting Engineers (V&A). For information on these upgrades, please refer to V&A's report titled, "Condition Assessment Evaluation of Wastewater Pump Stations and Forcemains."

**TABLE 1-1****CAPITAL IMPROVEMENT PLAN (CIP)<sup>1,8</sup>**

Pump Station Project	2005/2006	2006/2007	2007/2008	2008/2009	2009/2010	(Future) Beyond 2009/2010	Pump Station Total
Pump Station #11 Forcemain <sup>2</sup>	\$35,000						\$35,000
Portable Pump <sup>3</sup>		\$25,000					\$25,000
Pump Station #16 Seawall		\$50,000					\$50,000
Pump Station #12 Upgrade <sup>4</sup>		\$151,431	\$778,730				\$930,161
Pump Station #11 Forcemain <sup>5</sup>				\$325,000			\$325,000
Pump Station #11 Upgrades				\$131,866	\$666,232		\$798,098
Pump Station #14 Generator <sup>6</sup>					\$99,650		\$99,650
Thickness testing Pump Stations #12 and #16 Forcemains <sup>7</sup>						\$35,000	\$35,000
Pump Station #14 Upgrades						\$137,308	\$137,308
Pump Station #16 Upgrades						\$318,586	\$318,586
Pump Station #15.5 Upgrades						\$17,203	\$17,203
Pump Station #17 Upgrades						\$169,931	\$169,931
Pump Station #18 Upgrades						\$430,071	\$430,071
<b>Total</b>	<b>\$35,000</b>	<b>\$226,431</b>	<b>\$778,730</b>	<b>\$456,866</b>	<b>\$765,882</b>	<b>\$1,108,099</b>	<b>\$3,371,008</b>

<sup>1</sup>All costs above include Design, Construction, Services During Construction and Construction Management and are in 2006 dollars.

<sup>2</sup>Information provided by John Larson and the City for inspection and design of lining the Pump Station #11's forcemain. For additional information, see V&A's report titled "Condition Assessment Evaluation of Wastewater Pump Stations and Force Mains".

<sup>3</sup>Information provided by John Larson and the City for purchase of portable emergency bypass pump.

<sup>4</sup>Assumed new submersible pump station will be built.

<sup>5</sup>Information provided by John Larson, the City, and V&A to line Pump Station #11's forcemain.

<sup>6</sup>Cost includes 5% Mob/Demob, 18% Bond, Insurance, Overhead, & Profit, 30% Contingency, 5% Admin, 20% Design, 5% Services During Construction, and 5% Construction Management. Cost does not include building structure. If the generator is located below grade, the below grade structure would cost approximately \$142,000.

<sup>7</sup>Information provided by John Larson, the City and V&A to test the thickness of the forcemains at Pump Station #12 and #16. For additional information, see V&A's report titled "Condition Assessment Evaluation of Wastewater Pump Stations and Force Mains."

<sup>8</sup>Portable generator not included in CIP program.

Since it may take a few years to get the projects completed, MRWPCA should pursue with the City any work that cannot be delayed until the upgrade projects are completed.

INNOVATIVE DESIGN FOR WATER

# SECTION TWO

## INTRODUCTION



## SECTION TWO

# INTRODUCTION

The City of Pacific Grove's Pump Station Master Plan includes the City's seven wastewater pump stations. The City of Pacific Grove maintains ownership of the seven wastewater pump stations but contracts with MRWPCA for operation and maintenance of the facilities. The near term goal of the master plan is to ensure that its wastewater pump stations and their associated facilities can reliably handle current and projected future wastewater flows. The reliability of these stations is of the utmost importance due to the sensitive marine environment of the Monterey Bay. An additional goal of the master planning process is to identify improvements needed to bring the condition of the wastewater pump stations to a level where they may be acceptable for ownership by the Monterey Regional Water Pollution Control Agency (MRWPCA), should MRWPCA be willing to accept ownership of the pump stations at some future time.

The pump stations included in this master plan are the following:

- ◆ Pump Station #11 (Eardley Pump Station)
- ◆ Pump Station #12 (9<sup>th</sup> Street Pump Station)
- ◆ Pump Station #14 (Lovers Point Pump Station)
- ◆ Pump Station #15.5 (Crespi Pond Pump Station)
- ◆ Pump Station #16 (Arena Pump Station)
- ◆ Pump Station #17 (Beachcomber Pump Station)
- ◆ Pump Station #18 (Russell Service Center Pump Station)

INNOVATIVE DESIGN FOR WATER

# **SECTION THREE**

## **EXISTING CONDITIONS**



## SECTION THREE **EXISTING CONDITIONS**

### **INTRODUCTION**

The first step in evaluating the pump stations is to determine the reliable pumping capacity for each pump station and verify whether the pump stations can meet buildout peak wet weather flow (PWWF). Reliable pumping capacity is defined as the ability to pump the pump station's peak wet weather flow with the largest electric pump out of service and upon a utility power failure. The City retained Dodson Engineers to analyze the City's seven pump stations to determine their existing reliable pumping capacity. The analysis includes the following pump stations:

- ◆ Pump Station #11 (Eardley Pump Station)
- ◆ Pump Station #12 (9<sup>th</sup> Street Pump Station)
- ◆ Pump Station #14 (Lovers Point Pump Station)
- ◆ Pump Station #16 (Arena Pump Station)
- ◆ Pump Station #17 (Beachcomber Pump Station)
- ◆ Pump Station #18 (Russell Service Center Pump Station)

Pump Station #15.5's pumping capacity was not analyzed since no existing pump information was provided, and no capacity problems were indicated by the City or MRWPCA.

Below is the summary of the hydraulic analysis developed for the pump stations.

### **Hydraulic Analysis**

The following information was required to develop the system curves for each pump station:

- ◆ Forcemain Length, Diameter, and Material
- ◆ Discharge Elevations (Forcemain Discharge Manhole Information)
- ◆ Wet Well Levels
- ◆ Hazen-Williams Coefficient of Roughness (C-Value)
- ◆ Minor Loss Coefficient (K-Value)
- ◆ Suction and Discharge Losses

### **Forcemain Length, Diameter, and Material**

Forcemain plan and profile drawings were not available for any of the pump stations. In the absence of this critical information, the City of Pacific Grove provided field information to Dodson Engineers on the forcemain diameter and material at the forcemain discharge manhole for each pump station. The information provided by the City is included in Appendix A of this master plan. Dodson Engineers also field verified the forcemain diameter where the pipeline exits the pump station's dry well or valve vault. The length of the pipe was provided by John Larson of Larson Consulting, who is serving as the City's project manager on the project, from the City's GIS. Dodson Engineers then verified the length by measuring the length of the forcemain from a topographical map overlaid on

an aerial photo provided by the City. Pipe material was also provided by the City and John Larson. Table 3-1 summarizes the forcemain information for each pump station.

**TABLE 3-1  
FORCEMAIN DIAMETER, LENGTH, AND MATERIAL INFORMATION**

Pump Station	Forcemain Diameter (inches)		Length (feet)		Pipe Material	
	From City at FM Discharge MH	Field Observ. at Pump Station	City's GIS	Topo Map	From City at FM Discharge MH	City's GIS
#11	4	4	1285.4	1410	CIP <sup>1</sup>	DIP
#12	10	8	700.02	703	CIP <sup>1</sup>	DIP
#14	4	4	471.01	405	PVC	PVC
#16	10	8	906.1	880	CIP <sup>1</sup>	DIP
#17	4	4	337.17	900	PVC	DIP
#18	4	4	318.37	350	DIP	CIP

DIP = Ductile Iron Pipe, PVC = Polyvinyl Chloride Pipe, CIP = Cast Iron Pipe

<sup>1</sup>V&A Consulting Engineers (V&A) field verified that the forcemain consists of cast iron pipe with no lining. For additional information, see V&A's report titled "Condition Assessment Evaluation of Wastewater Pump Stations and Force Mains".

The worst case diameter (smaller diameter) and length (longer length) were used when developing the system curves. As shown in the above table, there is a large discrepancy in the forcemain length for Pump Station #17. The City's GIS shows that the forcemain exits at Manhole #1054 on Sunset Drive. However, the City field verified location of the forcemain discharge manhole occurred at Manhole #821 located on Crocker Avenue. Manhole #1054 is a cleanout for the forcemain as indicated by the City. V&A Consulting Engineers evaluated the forcemains at Pump Station Nos. 11, 12, and 16 in an independent study to determine their condition. When they excavated down to the forcemain near the discharge manhole, they determined that the pipeline diameter was 4 inches, 8 inches, and 8 inches at Pump Station Nos. 11, 12, and 16, respectively. This information was not consistent with the findings of the City at the forcemain discharge manholes for Pump Station Nos. 12 and 16. However, it was consistent with the diameters observed where the forcemain leaves the dry well at Pump Station Nos. 12 and 16.

### Discharge Elevations (Forcemain Discharge Manhole Information)

The forcemain discharge centerline elevation is one of the items needed to determine the static lift for a pump station for development of a system curve. The City of Pacific Grove provided field measurements at each pump station's forcemain discharge manhole where the forcemain turns to gravity. The measured distance from the manhole's rim to the forcemain discharge pipe invert was recorded. The information provided by the City is included in Appendix A. The rim elevation for the forcemain discharge manhole was determined by utilizing a topographical map overlaid on an aerial photo provided by the City. According to the City, all forcemains continuously rise from the pump station to the discharge manhole with no intermediate high points. Table 3-2 summarizes the forcemain manhole's discharge and rim elevation for each pump station. The forcemain discharge manholes should be surveyed during detailed design to provide more accurate elevations.

**TABLE 3-2  
FORCEMAIN DISCHARGE MANHOLE ELEVATIONS**

Pump Station	Rim Elevation (ft)	Forcemain Discharge Centerline Elevation (ft)
#11	33	28.9
#12	43.8	40.7
#14	32	30.6
#16	72	68.6
#17	94.5	91.3
#18	96.5	91.8

**Wet Well Levels**

The wet well levels are the other key items needed to determine the static lift for system curve development. The wet well levels setpoints were provided by Monterey Regional Water Pollution Control Agency (MRWPCA) for each pump at the stations. Each station evaluated is provided with two pumps, namely, one duty pump and one standby pump. The information provided by MRWPCA is included in Appendix B. The ground elevation at the wet well was determined by utilizing the topographical map overlaid on an aerial photo provided by the City. Table 3-3 summarizes the wet well information for each pump station. The pump station site should be surveyed during detailed design to provide more accurate elevations.

**TABLE 3-3  
WET WELL ELEVATION LEVELS USED IN HYDRAULIC ANALYSIS**

Pump Station	Duty Pump On (ft)	Duty Pump Off (ft)	Standby Pump On (ft)	Standby Pump Off (ft)
#11	15.75	13.25	16.25	13.25
#12	17	15.5	17.5	15.75
#14	19.08	18.08	19.56	18.08
#16	17.67	14.92	17.94	15.25
#17	54.5	53.5	No data provided	No data provided
#18	78.67	77	See Note 1	See Note 1

<sup>1</sup>Only one pump can run at a time at this station per MRWPCA.

The highest and lowest wet well levels indicated in Table 3-3 were used to develop the system curves since the spread between the levels for the duty pump and standby pump is minimal.

**Hazen-Williams Coefficient of Roughness (C-Value)**

A coefficient of roughness (C-value) is required for the forcemain to complete the analysis. Higher C-values indicate less resistance to flow. New pipelines are expected to have C-values ranging from 120 to 140 depending upon the pipe material. Smoother pipelines such as polyvinyl chloride (PVC) pipelines tend to have C-values around 140 when new, and new pipelines provided with cement mortar lining (CML) or cast iron pipe (CIP) with no lining may have C-values in the vicinity of 120. C-values can be affected by corrosion, grease accumulation, grit accumulation, and air accumulation at high points. Pipelines in service for many years can have C-values as low as 60 to 80, but are typically found to be about 20 points below that of a new pipeline. Since no C-value testing was performed on the City’s forcemains, Dodson Engineers recommends that the City use C-values of 100 for cement mortar lined pipes or CIP and 120 for PVC pipelines. Dodson Engineers assumed that

the City's ductile iron pipe forcemains are cement mortar lined. Since the C-Value will range between 100 and 120 for cement mortar lined pipes or CIP and 120 and 140 for PVC lines, Dodson Engineers recommends that proper pump operation occur at high C-values, but that the pump design point be selected based on the lower C-values. This is critical since PWWFs must be reliably pumped at buildout when pipes are older as in the case of the City's forcemains. Dodson Engineers recommends C-value testing the forcemains to determine the actual C-value when existing forcemains are used. A paper written by Dodson Engineers entitled, "Forcemain C-Value Testing" is included in Appendix C. Table 3-4 outlines the C-values used in the system curve development. System curves were developed for both the high and low C-values to ensure proper operation occurs with high C-values and to confirm reliable capacity is met with lower C-values.

**TABLE 3-4  
HYDRAULIC ANALYSIS C-VALUES**

Description	C-Value
High C-value	
PVC pipe	140
Ductile Iron pipe (CML) or CIP	120
Low C-value	
PVC pipe	120
Ductile Iron pipe (CML) or CIP	100

Table 3-1 indicates conflicting C-value forcemain material information for Pump Station No. 17. Dodson Engineers used the lower C-values for DIP in the hydraulic analysis work to ensure that a conservative approach was implemented.

### Minor Loss Coefficient (K-Value)

System curve development also requires that a minor loss coefficient (K-value) be used to perform calculations. A K-value is used to account for losses within a pipeline due to bends and valves. Since no forcemain plan and profile drawings are available for any of the pump stations analyzed, Dodson Engineers used a typical value developed from analysis of numerous other forcemain systems. Based on our prior findings, Dodson Engineers recommends that a K-value of 1 be applied to every 1,000 feet of forcemain. This value is typical for the number and type of fittings and valves found in typical forcemain systems. Each forcemain has been applied with this factor. Dodson Engineers also added an additional K-Value of 1 to the total to take into account the loss associated with the forcemain's discharge.

### Suction and Discharge Losses

The forcemain system curve developed for each pump station does not include the suction and discharge losses within the pump station (for dry pit pump stations) or the discharge piping prior to where the forcemain begins (for submersible pump stations). This loss cannot be included within the forcemain system curve when more than one pump is operating at a station in parallel. If these losses were included within the forcemain system curve, the results would show a lower pumping capacity for the pump station than what would actually occur in the field. This method would assume the entire flow would pass through only one of the pumps' suction and discharge piping. To remedy this common error, a suction and discharge loss curve was developed for each pump station, and the manufacturer's pump curve is adjusted so that the pumping capacity for two pumps running in parallel can accurately be determined. The suction and discharge loss curve is included on the pump and system curve figures for each pump station.

## PUMP STATION CAPACITY ANALYSIS

The pump station analysis was conducted for each station indicated below:

- ◆ Pump Station #11 (Eardley Pump Station)
- ◆ Pump Station #12 (9<sup>th</sup> Street Pump Station)
- ◆ Pump Station #14 (Lovers Point Pump Station)
- ◆ Pump Station #16 (Arena Pump Station)
- ◆ Pump Station #17 (Beachcomber Pump Station)
- ◆ Pump Station #18 (Russell Service Center Pump Station)

A brief description of Pump Station #15.5 is also included in this section.

### Pump Station #11 (Eardley Pump Station)

Pump Station No. 11 is a submersible pump station located partially within Ocean View Blvd. near Eardley Avenue. The wet well is partially located within the sidewalk and Ocean View Blvd. The pump station contains a total of two constant speed 3-Hp pumps. It appears that one of the pumps is a Flygt Pump, Model NP3127-438 and the other is a Flygt Pump, Model CP3127-432. The Flygt pumps are not on a rail system, and the pumps are hard piped within the wet well. The existing pump information is included in Appendix D. The valve vault is located within Ocean View Blvd next to the wet well and contains lever and weight type check valves and plug valves. A bypass overflow pipe is located at an upstream manhole where excess flow is passively bypassed to the Monterey Bay Aquarium’s wastewater system. The pump station does not have an emergency bypass pump connection. The pump station has a 240 V, 3 phase, above ground service and pump control panel. The panel is mounted adjacent to the sidewalk. There is no permanent emergency standby generator located at this pump station. There is a manual transfer switch and receptacle for a portable generator. There is a programmable logic controller and operator interface terminal. Telemetry communications is by both radio and telephone. Pump station photos taken during the site visits of January 3rd and 4th are included in Appendix E. The pump and system curves are shown in Figure 3-1. Table 3-5 provides a summary of the pumping capacity for Pump Station #11.

**TABLE 3-5  
PUMP STATION #11 PUMPING CAPACITY INFORMATION**

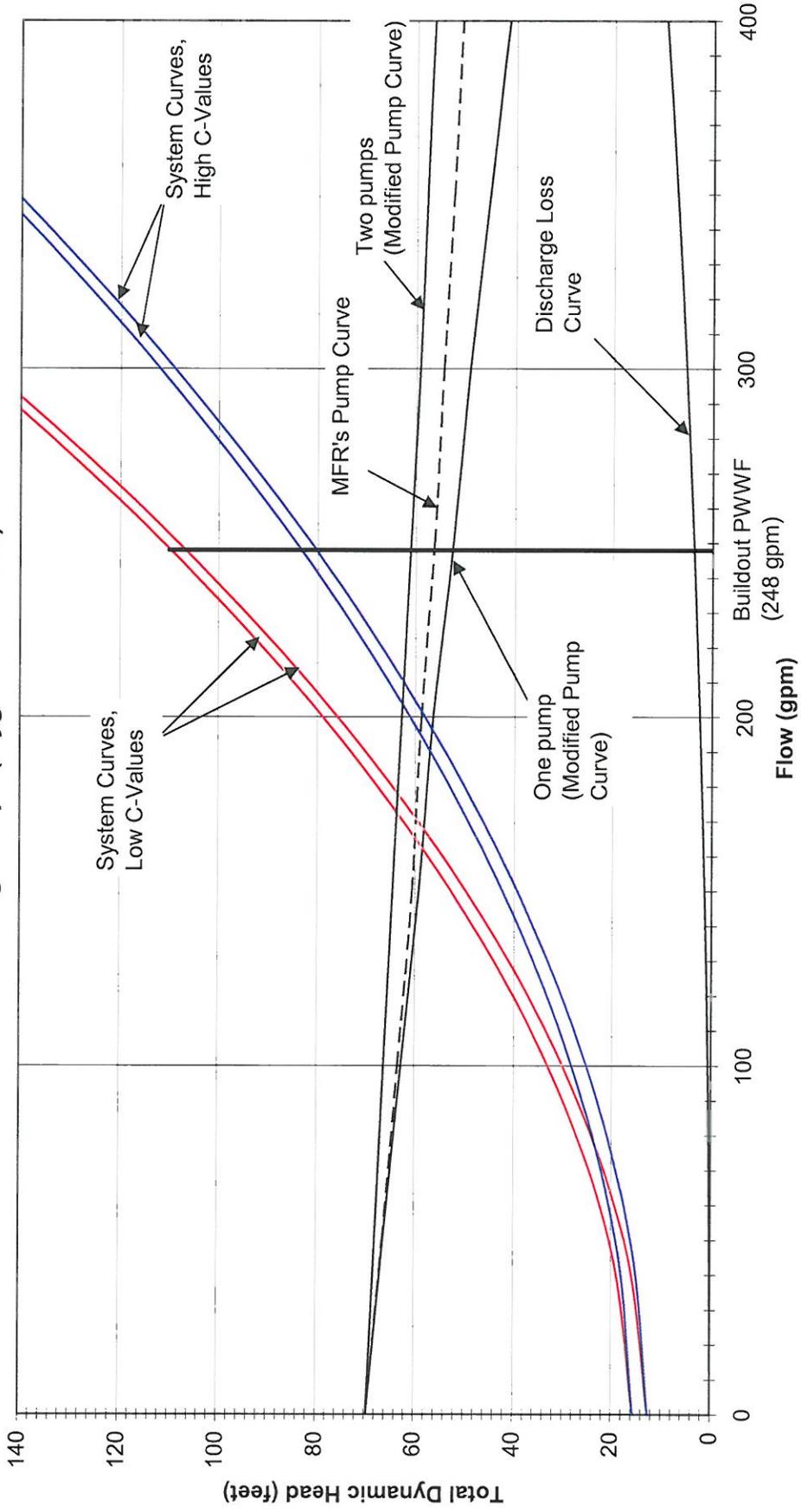
Current PWWF (Provided by the City and John Larson) <sup>1</sup>	Future PWWF (Provided by the City and John Larson) <sup>1</sup>	Capacity - Duty Pump (From Figure 3-1)	Capacity – Duty and Standby Pump From Figure 3-1)
189 gpm	248 gpm	162 gpm	173 gpm

<sup>1</sup>Included in Appendix F

Based on the above information, utilizing one or both pumps at the station does not provide sufficient capacity to meet the current PWWF of 189 gpm nor buildout PWWF. Therefore, the existing pumps do not provide reliable pumping capacity for Pump Station #11.

The deficiencies and the recommended remedies/improvements for Pump Station #11 are outlined in Section Five, Recommended Improvements.

**Figure 3-1**  
**Pump Station #11**  
**Pump and System Curves**  
**Existing Pumps (Flygt NP3127-438)**



Note: Capacity of Flygt Model CP3127-432 is similar to Flygt Model NP3127-438

## Pump Station #12 (9th Street Pump Station)

Pump Station No. 12 is a dry well/wet well pump station located next to Ocean View Blvd. near 9th Street. The pump station's dry well is below grade and contains two floors. The bottom floor houses the pumps, piping, and valves. The upper floor above the pumps contains a 45-kW emergency standby generator. The pump station contains a total of two constant speed 7.4-Hp pumps. The existing pumps are Flygt Pumps, Model NT3127-422. The pump motors are dry pit submersible motors. The existing pump information is included in Appendix D. The pump suction isolation valves are plug valves, and the discharge isolation valves are gate valves. Lever and weight check valves are provided on the discharge side of the pumps upstream of the isolation valves. An emergency bypass connection is located in the dry pit of the pump station. The pump station has a 240 V, 3 phase, above ground service. The pump control panel, automatic transfer switch and generator are located below grade. There is also a manual transfer switch and portable generator receptacle above grade at the station. There is a programmable logic controller and operator interface terminal below grade. Level sensing is by bubbler and float level switch. Telemetry communications is by both radio and telephone. Pump station photos taken during the site visits of January 3rd and 4th are included in Appendix E. The pump and system curves are shown in Figure 3-2. Table 3-6 provides a summary of the pumping capacity for Pump Station #12.

**TABLE 3-6**  
**PUMP STATION #12 PUMPING CAPACITY INFORMATION**

Current PWWF (Provided by the City and John Larson) <sup>1</sup>	Future PWWF (Provided by the City and John Larson) <sup>1</sup>	Capacity - Duty Pump (From Figure 3-2)	Capacity – Duty and Standby Pump (From Figure 3-2)
716 gpm	960 gpm	509 gpm	717 gpm

<sup>1</sup>Included in Appendix F

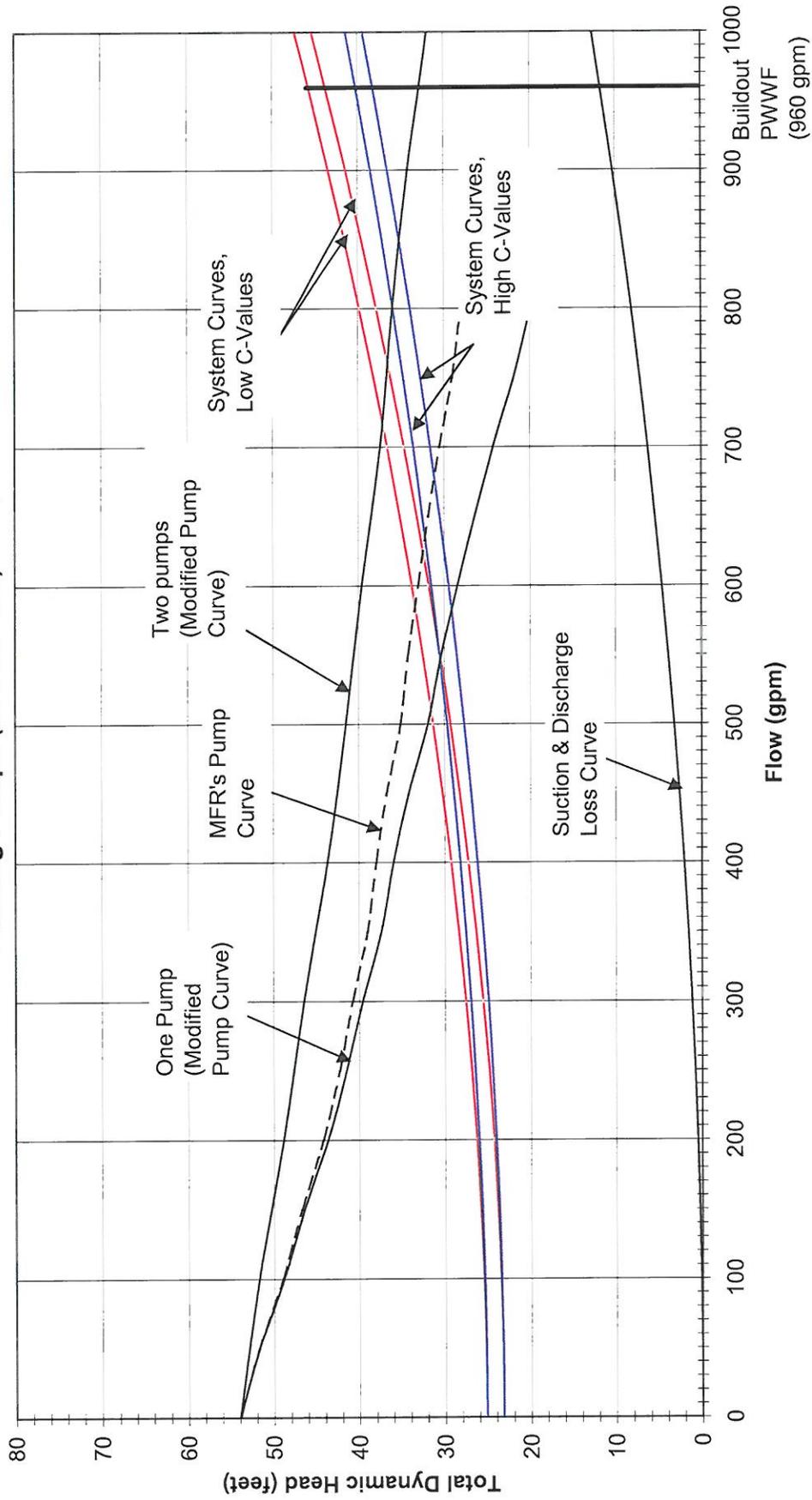
Based on the above information, one pump cannot meet the current PWWF of 716 gpm. However, it does show that two pumps can pump current PWWF, but it only can do so by using the standby pump. This is based on an 8-inch forcemain. V&A Consulting Engineers verified the diameter at the discharge manhole to be 8 inches in diameter. MRWPCA has verified that reliable capacity is exceeded at the station since two pumps have been called to operate during the storm conditions. Therefore, the existing pumps do not provide reliable pumping capacity for Pump Station #12.

The deficiencies and the recommended remedies/improvements for Pump Station #12 are outlined in Section Five, Recommended Improvements.

## Pump Station #14 (Lovers Point Pump Station)

Pump Station No. 14 is a submersible pump station located off of Ocean View Blvd. near 17th Street. The pump station contains a total of two constant speed 3-Hp pumps. The existing pumps are Flygt Pumps, Model CP3085-436. The existing pump information is included in Appendix D. The valve vault located next to the wet well contains the lever and weight check valves and plug valves. The pump station has an above ground 40-kW generator located nearby next to some trees and bushes. The pump station contains an emergency bypass pump connection. The pump station has a 240 V, 3 phase, above ground service. The pump control panel and automatic transfer switch are located above grade in a pedestal. There is also a manual transfer switch and portable generator receptacle mounted on the side of the pedestal. There is a programmable logic controller and operator interface terminal in the pedestal. Level sensing is by bubbler and float level switch. Telemetry communications is by both radio and telephone. Pump station photos taken during the site visits of

**Figure 3-2**  
**Pump Station #12**  
**Pump and System Curves**  
**Existing Pumps (NT3127-422)**



January 3rd and 4th are included in Appendix E. The pump and system curves are shown in Figure 3-3. Table 3-7 provides a summary of the pumping capacity for Pump Station #14.

**TABLE 3-7  
PUMP STATION #14 PUMPING CAPACITY INFORMATION**

<b>Current PWWF</b> (Provided by the City and John Larson) <sup>1</sup>	<b>Future PWWF</b> (Provided by the City and John Larson) <sup>1</sup>	<b>Capacity - Duty Pump</b> (From Figure 3-3)
3.7 gpm	3.7 gpm	127 gpm

<sup>1</sup>Included in Appendix F

Based on the above information, one pump can meet the current and future PWWF of 3.7 gpm. Therefore, the existing pumps provide reliable pumping capacity for Pump Station #14.

The deficiencies and the recommended remedies/improvements for Pump Station #14 are outlined in Section Five, Recommended Improvements.

### **Pump Station #15.5 (Crespi Pond Pump Station)**

Pump Station No. 15.5 is a submersible pump station located off of Ocean View Blvd. that serves a golf course bathroom off of the Pacific Grove golf course's 8th hole. No information was provided on the pumps. The pump station contains two pumps hard piped within the wet well with no rail system. The valves are located within the wet well and contain the lever and weight check valves and ball valves. The pump station does not have an emergency bypass pump connection. The pump station has a 240 V, 3 phase, above ground service. The pump controls are located above grade in a pedestal. There is no permanent emergency standby generator on site. The pump station also does not have a generator receptacle. There is a pump controller in the pedestal. Level sensing is by bubbler and float level switch. Telemetry communications is by radio. Pump station photos taken during the site visits of January 3rd and 4th are included in Appendix E.

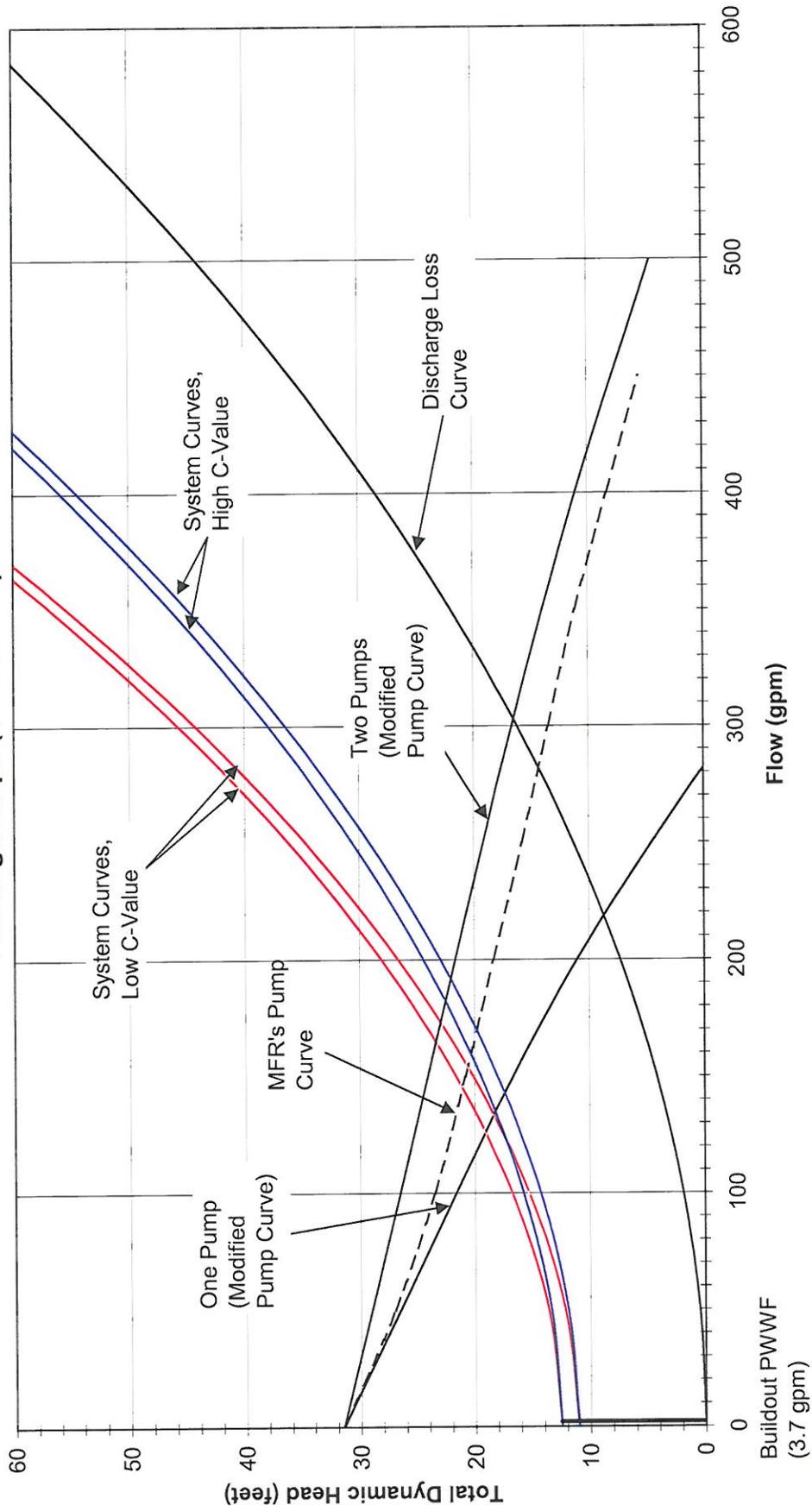
The pump station was not analyzed for hydraulic pumping capacity since no pump information was provided, and no capacity problems were indicated by the City or MRWPCA. The pump station only serves a remote golf course bathroom.

The deficiencies and the recommended remedies/improvements for Pump Station #15.5 are outlined in Section Five, Recommended Improvements.

### **Pump Station #16 (Arena Pump Station)**

Pump Station No. 16 is a dry well/wet well pump station located off of Sunset Avenue near Arena Street. The pump station is located within the Asilomar State Park which is under the jurisdiction of the State Department of Parks and Recreation. The pump station's dry well is below grade and contains two floors. The bottom floor houses the pumps, piping, and valves. The pump station contains a total of two constant speed 20-Hp pumps. The pumps are dry pit Fairbanks Morse pumps, Model 4" B5435. The pump motors are TEFC and are not dry pit submersible motors. The existing pump information is included in Appendix D. The pump suction isolation valves are plug valves, and the discharge isolation valves are gate valves. Lever and weight check valves are located on the discharge side of the pump upstream of the isolation valves. The pump station contains an emergency bypass pump connection. The pump station has a 240 V, 3 phase, above ground service. The pump control panel, automatic transfer switch and 60-kW generator are located below grade on the upper floor. There is a programmable logic controller and operator interface terminal below

**Figure 3-3**  
**Pump Station #14**  
**Pump and System Curves**  
**Existing Pumps (CP3085-436)**



grade. Level sensing is by bubbler and float level switch. Telemetry communications is by cellular phone. Pump station photos taken during the site visits of January 3rd and 4th are included in Appendix E. The pump and system curves are shown in Figure 3-4. Table 3-8 provides a summary of the pumping capacity for Pump Station #16.

**TABLE 3-8  
PUMP STATION #16 PUMPING CAPACITY INFORMATION**

<b>Current PWWF</b> (Provided by the City and John Larson) <sup>1</sup>	<b>Future PWWF</b> (Provided by the City and John Larson) <sup>1</sup>	<b>Capacity - Duty Pump</b> (From Figure 3-4)
87 gpm	112 gpm	475 gpm

<sup>1</sup>Included in Appendix F

Based on the above information, one pump can meet the future PWWF of 112 gpm and provides reliable pumping capacity. This is based on an 8-inch forcemain. V&A Consulting Engineers verified the diameter at the discharge manhole to be 8 inches in diameter. The pumps do not need to be upsized for capacity and do not have any cycling issues according to MRWPCA. Therefore, the existing pumps provide reliable pumping capacity for Pump Station #16.

The deficiencies and the recommended remedies/improvements for Pump Station #16 are outlined in Section Five, Recommended Improvements.

**Pump Station #17 (Beachcomber Pump Station)**

Pump Station No. 17 is a submersible pump station located next to Sunset Avenue in front of the Beachcomber Hotel. The pump station contains a total of two constant speed 7.5-Hp pumps. The existing pumps are Flygt Pumps, Model CP3127-485. The Flygt pumps are on a rail system. The existing pump information is included in Appendix D. The valve vault located next to the wet well contains the lever and weight check valves and plug valves. The pump station does not have a connection for an emergency bypass pump. The pump station has a 240 V, 3 phase, above ground service and pump control panel. The panel is mounted next to the sidewalk. There is no permanent emergency standby generator on site. There is a manual switch and portable generator receptacle. There is a programmable logic controller and operator interface terminal. Telemetry communications is by cellular phone. Pump station photos taken during the site visits of January 3rd and 4th are included in Appendix E. The pump and system curve is shown in Figure 3-5. Table 3-9 provides a summary of the pumping capacity for Pump Station #17.

**TABLE 3-9  
PUMP STATION #17 PUMPING CAPACITY INFORMATION**

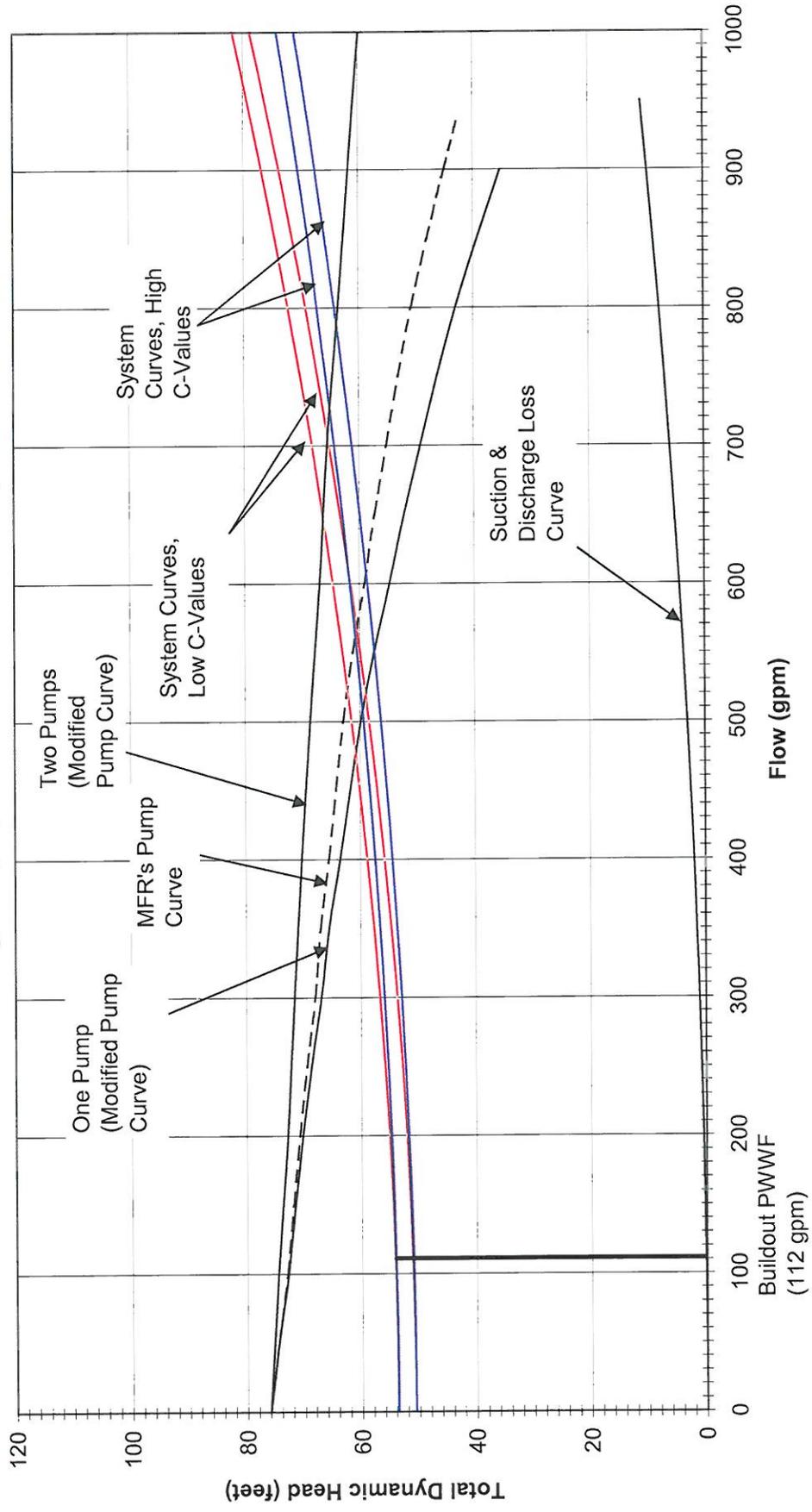
<b>Current PWWF</b> (Provided by the City and John Larson) <sup>1</sup>	<b>Future PWWF</b> (Provided by the City and John Larson) <sup>1</sup>	<b>Capacity - Duty Pump</b> (From Figure 3-5)
1.5 gpm	1.5 gpm	119 gpm

<sup>1</sup>Included in Appendix F

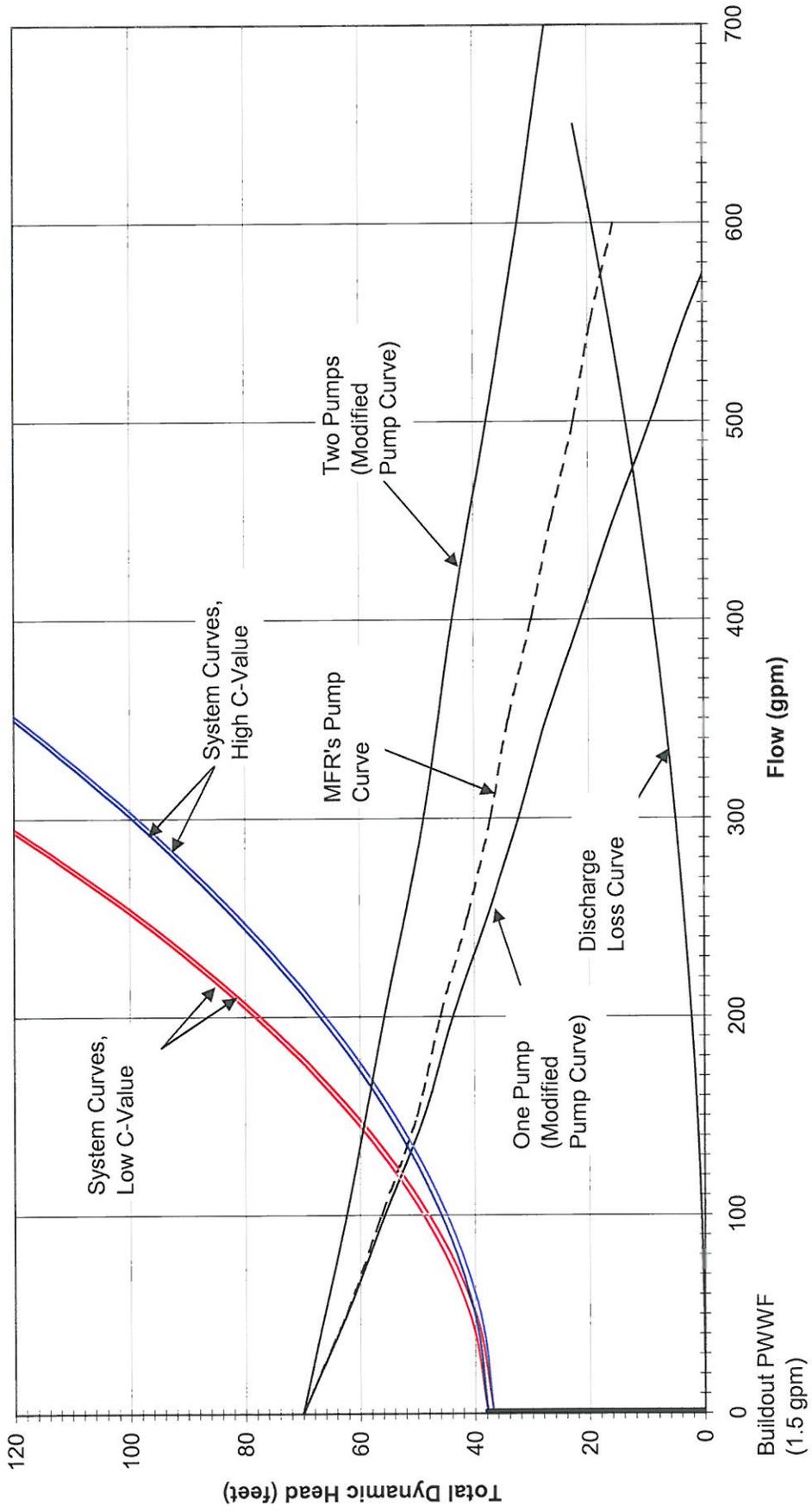
Based on the above information, one pump can meet the current and future PWWF of 1.5 gpm. Therefore, the existing pumps provide reliable pumping capacity for Pump Station #17.

The deficiencies and the recommended remedies/improvements for Pump Station #17 are outlined in Section Five, Recommended Improvements.

**Figure 3-4**  
**Pump Station #16**  
**Pump and System Curves**  
**Existing Pumps (Fairbank Morse 4" B5435)**



**Figure 3-5  
 Pump Station #17  
 Pump and System Curves  
 Existing Pumps (CP3127-485)**



## Pump Station #18 (Russell Service Center Pump Station)

Pump Station No. 18 is a submersible pump station located within a parking lot at the Russell Service Center off of Sunset Avenue. The pump station contains a total of two constant speed 3-Hp pumps. The existing pumps are Essco Pumps, Model 4x12-TF. The pumps are hard piped within the wet well and are not on a rail system. The existing pump information is included in Appendix D. The valve vault is located next to the wet well and contains the lever and weight check valves and plug valves. The pump station does not have an emergency bypass pump connection. The pump station has a 240 V, 3 phase, above ground service and pump control panel. The panel is mounted on an adjacent building. There is no permanent emergency standby generator on site. There is a manual transfer switch and portable generator receptacle. There is a programmable logic controller and operator interface terminal. Telemetry communications is by cellular phone. Pump station photos taken during the site visits of January 3rd and 4th are included in Appendix E. The pump and system curves are shown in Figure 3-6. Table 3-10 provides a summary of the pumping capacity for Pump Station #18.

**TABLE 3-10**  
**PUMP STATION #18 PUMPING CAPACITY INFORMATION**

<b>Current PWWF</b> (Provided by the City and John Larson) <sup>1</sup>	<b>Future PWWF</b> (Provided by the City and John Larson) <sup>1</sup>	<b>Capacity - Duty Pump</b> (From Figure 3-6)
0.7 gpm	0.7 gpm	93 gpm

<sup>1</sup>Included in Appendix F

Based on the above information, one pump can meet the current and future PWWF of 0.7 gpm. Therefore, the existing pumps provide reliable pumping capacity for Pump Station #18.

MRWPCA indicated that one pump cannot keep up with flows during conditions when the parking lot floods. The second (standby) pump at the station does not operate under such conditions since only one pump is programmed to operate at the station. The parking lot flooding issue does not constitute a capacity problem at the station but rather an improper drainage issue for storm water within the parking lot.

The deficiencies and the recommended remedies/improvements for Pump Station #18 are outlined in Section Five, Recommended Improvements.