CITY OF PACIFIC GROVE
RECREATION BOARD MEETING AGENDA
January 13, 2015 – 6:00 pm
Youth Center, (up-stairs Study Room)
302 – 16th St., Pacific Grove

1. **Call to Order**

2. **Roll Call** - Balog, Birch, Marshall and Potter

3. **A. Acceptance and approval of minutes from December 8, 2014**
   B. Approval of Agenda
   C. Council Liaison Announcements
   D. Board Member Announcements

4. **Oral Communications and Written Correspondence -** *Comments from the audience will not receive commission action. Comments may concern matters not on the agenda, but must deal with matter subject to the jurisdiction of the Recreation Board.* ***Comments are limited to three minutes unless Board decides otherwise.***

5. **Consent Agenda** - Department Reports - Mothershead
   A. Financial Report
   B. Updates - (Programs, Facilities, Events)

6. **Old Business**
   A. Youth Sports programing
   B. FY 2015-2016 Special Events (up-date)
   C. Community Center Office Space Lease (up-date)

7. **New Business**
   A. Recreation Board for 2015

8. **Closing comments and adjournment**

NOTE: Next meeting is tentatively scheduled for Tuesday, February 10, 2015 @ 6.pm in the up-stairs Study Room of the Youth Center, 302 – 16th St.. Copies of the Agenda and minutes of previous meetings are available for public review at: ***http://www.ci.pg.ca.us/index.aspx?page=225*** *or by contacting the Senior Recreation Coordinator, Donald Mothershead at (831) 648 – 3130 or* ***dmothershead@ci.pg.ca.us****. The City of Pacific Grove does not discriminate against individuals with disabilities, and meetings are held in accessible facilities*

CITY OF PACIFIC GROVE
RECREATION BOARD SPECIAL MEETING MINUTES
Monday December 8, 2014 – 7:00 pm
Youth Center (Upstairs Study Room)
302 16th Street, Pacific Grove, CA. at 6:00 pm.

1. **Call to Order -** The meeting called to order at 7:02 p.m.

2. **Roll Call** – Birch, Marshall, Potter and staff member Mothershead, present. Balog absent.

3. **A. Acceptance and Approval of Minutes from November 18, 2014 –** approved
   B. Approval of Agenda - approved
   C. Council Liason Announcements – none
   D. Board Member Announcements – none

4. **Oral Communications and Written Correspondence –** none

5. **Consent Agenda** – Department Reports - Mothershead
   A. Financial Report – The Department budget report for October shows a total Revenue of $11,600, with an Expenditure of $40,585. Total revenue for the first four months (33%) period is $71,373, or 34.2% of the yearly expectation. Total expenditures for this period are reported as $140,373 (41.0% of the yearly budget), with $512 in Outstanding Encumbrances. Comparisons to last year, Revenues are $685 behind, and Expenditures are $14,082 less.
   B. Updates (Programs, Facilities, and Events) – Preschool is currently at 83% of enrollment, with 23 children registered and we are now recruiting for an Aide position. After school youth program continues to average over 31 students per day. November's income was $554. Pacific Grove had two Free-throw Basketball champions at the Elk's Peninsula contest on December 6th. These children will next compete in Watsonville on January 10th.
   Lovers Point Landscaping project is underway, with new plantings, two new ADA picnic tables and enhancement of the Wedding venue. Two new wood Storage shed kits have been purchased for the Community Center. Public Works will be putting these shed together next month.
   The BSIM Half Marathon on Monterey Bay did have many sound complaints! Staff has already started the process to modify and adjust the types of entertainment and their location for next year's event.
   The Holiday Tree Lighting, Parade of Lights and the Stillwell's Holiday in the Park were all very successful.

6. **Old Business**
   A. Youth Sports Programming – Discussion continued from last month's meeting about the City of Pacific Grove implementing a youth soccer program in the Fall 2015. A preliminary draft budget created more conversation about the resources needed to support this initiative.
   Motion made by Birch, seconded by Potter to recommend to City Council "to expand the department's budget and add one additional Full-time employee, in order to implement a Youth Sports program by Fall 2015. Motion passed unanimously.

7. **New Business**
   A. FY 2015—2016 Special Event Proposals – Based on staff projections for the 2015-16 special event calendar, the City of Pacific Grove is scheduled to generate almost $11,000 in incremental revenue. Compared to 2014-15 revenues, it represents a $7,000 increase. This revenue, with the Tri-Cal contract fees will off-set the staffing fees incurred from Traditional events. **Based on the preliminary plan presented, a motion to recommend this plan to City Council was made by Marshall, seconded by Potter. Motion passed unanimously.**
   B. Community Center Office Space – rental. Staff reported that negotiations have been going on with Lighthouse Fellowship about the possibly renting out the empty office space at the Community Center. The Board recommended staff to proceed with this lease opportunity and bring it to City Council when finalized.

8. **Closing comments and adjournment –** meeting was adjourned at 8:05 pm

   Next meeting is scheduled for Tuesday, January 13, 2015, Youth Center (Upstairs Study Room) – 302 16th Street, Pacific Grove, CA. at 6:00 pm.

Respectfully submitted,
Greg Marshall, Recreation Board Secretary

City of Pacific Grove
OFFICE OF RECREATION
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Phone (831) 648 – 5722 (ext. 202) Fax (831) 375 – 0627

AGENDA REPORT

TO: **Recreation Board**
FROM: **Donald Mothershead, Senior Recreation Coordinator**
DATE: **January 13, 2015**

SUBJECT: **Recreation Board Report – Item #'s 5-(A – B)**

Agenda Items

5-A.

November Financial Report – The Department budget report for November shows a total Revenue of $16,587, with an Expenditure of $21,962. Total revenue for the first four month (42%) period is $87,960, or 42.2% of the yearly expectation. Total expenditures for this period are reported as $162,335 (47.4% of the yearly budget), with $413 in Outstanding Encumbrances. Comparisons to last year, Revenues are $3,149 behind, and Expenditures are $18,115 less

5-B.

Programs – Preschool enrolment is at 91%, serving 25 children. We will be having interviews for a new Aide position and hope to have an additional staff member in February.
The Youth Center was closed during the school break and there was no Y.C. dance. December's attendance numbers totaled 285 participants, averaging 20 students per day. Income for December: Daily Admissions - $84, Snack Bar - $112)
We also had two Pacific Grove Youth participate in the San Francisco 49er Team N.F. L. Punt, Pass & Kick contest, held at Levi Stadium on Saturday, December 20th. Each of our students placed third in their category.
Six Pacific Grove Youth participated in the Monterey Peninsula Elk's Free-Throw Basketball and two won their age groups and will compete this month in Watsonville!

Facilities – Public Works will be installing two new storage sheds at the Community Center. One will be used by our Preschool and the other used by Tennis. Lovers Point landscape park project is almost complete, with two new picnic tables (handicapped accessible) and drought resistant planting

Completed Special Events – The Arthritis Foundation's Jingle Bell 5K Run/Walk was successful. The only complaint was that a few cars were towed off the course.
Our next event will be the Rape Crisis' Together With Love 10K Run/Walk on Sunday, February 8, 2015.

CITY OF PACIFIC GROVE

ITEM # 5 - A.-1

Expenditures

Recreation Department

2014-15

421

as of 1/8/15

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	code		Report (2013 - 14) Last Years Totals	Less than Last Yr. $ (18,115) (-) + change	difference	Last yr. (2013 - 14) Totals	2 yrs. Back (2012 - 13) Totals	3 yrs. Back (2011 - 12) Totals	4 yrs. Back (2010 - 11) Totals	5 yrs. Back (2009 - 10) Totals	6 yrs. Back (2008 - 09) Totals	7 yrs. Back (2007 - 08) Totals
July	1 15	$ 49,567	$ 40,071	$ 9,496	1	$ 40,071	$ 41,804	$ 50,031	$ 32,825	$ 57,725.35	$ 93,144	
August	2 15	$ 26,342	$ 38,195	$ (11,853)	1	$ 38,195	$ 25,083	$ 31,688	$ 26,026	$ 26,451.64	$ 29,123	
September	3 15	$ 23,878	$ 34,563	$ (10,684)	1	$ 34,563	$ 18,638	$ 18,615	$ 16,051	$ 15,747.02	$ 19,657	
October	4 15	$ 40,585	$ 41,626	$ (1,041)	1	$ 41,626	$ 36,200	$ 31,106	$ 27,362	$ 27,074.61	$ 29,145	
November	5 15	$ 21,962	$ 25,995	$ (4,033)	1	$ 25,995	$ 25,354	$ 18,418	$ 25,541	$ 18,094.13	$ 25,317	
December	6 15		$ 28,878	$ (28,878)		$ 28,878	$ 21,857	$ 33,066	$ 17,045	$ 27,000.78	$ 32,471	$ 622,032
January	7 15		$ 23,667	$ (23,667)		$ 23,667	$ 22,101	$ 28,331	$ 21,985	$ 16,175.67	$ 25,557	
February	8 15		$ 30,808	$ (30,808)		$ 30,808	$ 20,226	$ 21,970	$ 18,974	$ 24,395.78	$ 23,854	$ 23,174
March	9 15		$ 18,727	$ (18,727)		$ 18,727	$ 25,627	$ 23,267	$ 19,642	$ 22,313.76	$ 14,942	$ 26,056
April	10 15		$ 35,216	$ (35,216)		$ 35,216	$ 30,020	$ 40,397	$ 22,493	$ 22,519.30	$ 26,568	$ 26,081
			$ (5,808)	$ 5,808		$ (5,808)						
May	11 15		$ 26,763	$ (26,763)		$ 26,763	$ 28,315	$ 10,382	$ 23,527	$ 22,078.76	$ 3,411	$ 31,511
							$ 6,350					
June	12 15		$ 32,669	$ (32,669)		$ 32,669	$ 23,809					
June	13 15		$ 30,855	$ (30,855)		$ 30,855	$ 15,428	$ 43,036	$ 42,519	$ 65,361.22	$ 54,137	$ 56,721
			last yrs. total $ 402,224		5	spent 13-14 $ 402,224	spent 12-13 $ 340,897	spent 11-12 $ 350,307	spent 10-11 $ 293,990	spent 09-10 $ 344,938	spent 08-09 $ 377,327	spent 07-08 $ 785,574
					12	Budgeted $ 336,341	Budgeted $ 336,341	Budgeted $ 343,327	Budgeted $ 335,808	Budgeted	Budgeted	Budgeted

Spent to Date:	$ 162,335
Encumb. Outstanding	$ 412.67
Total Debit	$ 162,747
Available:	$ 180,672

% of the Fiscal Year Expired
42%
47.4% SPENT

	(2013 - 14)	(2012 - 13)	(2011 - 12)	(2010 - 11)	(2009 - 10)	(2008 - 09)	(2007 - 08)
Expend:	$ 402,224	$ 340,897	$ 350,307	$ 293,990	$ 344,938	$ 377,327	$ 785,574
Income:	$ 226,058	$ 206,121	$ 194,907	$ 196,899	$ 195,476	$ 186,774	$ 271,178
Cost to City	$ 176,166	$ 134,776	$ 155,400	$ 97,091	$ 149,462	$ 190,553	$ 514,396
% Sufficient	56%	60%	56%	67%	57%	49%	35%
% Supported	44%	40%	44%	33%	43%	51%	65%

Budgeted for 14-15 $ 343,419

SELECTION CRITERIA: expledgr.key_orgn='421'
ACCOUNTING PERIOD: 5/15

SORTED BY: FUND,TOTAL DIVISION,ACCOUNT
TOTALED ON: TOTAL DIVISION
PAGE BREAKS ON:

FUND - 01 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
01-42-421 5101 RECREATION OPERATIONS BASE SALARY	123,409.00	8,714.16	.00	45,069.55	78,339.45
01-42-421 5102 RECREATION OPERATIONS OVERTIME	.00	.00	.00	.00	.00
01-42-421 5105 RECREATION OPERATIONS PART-TIME SALAR	79,000.00	4,755.11	.00	41,033.89	37,966.11
01-42-421 5121 RECREATION OPERATIONS FICA-MEDICARE B	2,935.00	184.01	.00	1,311.66	1,623.34
01-42-421 5122 RECREATION OPERATIONS RETIREMENT (PER	12,402.00	1,259.73	.00	6,823.79	5,578.21
01-42-421 5123 RECREATION OPERATIONS HEALTH INSURANC	1,607.00	128.78	.00	643.90	963.10
01-42-421 5124 RECREATION OPERATIONS UNEMPLOYMENT CO	72.00	5.08	.00	35.06	36.94
01-42-421 5126 RECREATION OPERATIONS WORKERS' COMPEN	2,044.00	119.31	.00	890.13	1,153.87
01-42-421 5128 RECREATION OPERATIONS OTHER EMPLOYEE	2,108.00	710.89	.00	3,713.82	-1,605.82
01-42-421 5129 RECREATION OPERATIONS FLEXIBLE HEALTH	7,935.00	161.54	.00	836.78	7,098.22
01-42-421 5132 RECREATION OPERATIONS PERS P.O.B. PAY	16,461.00	.00	.00	15,233.63	1,227.37
01-42-421 5143 RECREATION OPERATIONS LEAVE PAYOUT	.00	.00	.00	1,712.39	-1,712.39
01-42-421 5201 RECREATION OPERATIONS CONTRACT SERVIC	.00	.00	.00	.00	.00
01-42-421 5207 RECREATION OPERATIONS MAINTENANCE SER	.00	.00	.00	363.87	-363.87
01-42-421 5208 RECREATION OPERATIONS CONTRACT PERSON	5,500.00	.00	.00	.00	5,500.00
01-42-421 5211 RECREATION OPERATIONS POSTAGE	500.00	10.08	.00	22.56	477.44
01-42-421 5212 RECREATION OPERATIONS TELEPHONE	4,000.00	141.90	412.67	1,686.23	1,901.10
01-42-421 5215 RECREATION OPERATIONS MEETING/TRAININ	.00	.00	.00	.00	.00
01-42-421 5216 RECREATION OPERATIONS ATTENDANCE COST	.00	.00	.00	.00	.00
01-42-421 5217 RECREATION OPERATIONS TRAVEL, MEAL CO	500.00	.00	.00	.00	500.00
01-42-421 5221 RECREATION OPERATIONS ADVERTISING	1,500.00	.00	.00	1,542.00	-42.00
01-42-421 5222 RECREATION OPERATIONS UTILITIES	55,000.00	5,316.27	.00	32,146.39	22,853.61
01-42-421 5223 RECREATION OPERATIONS BLDG REPAIR, MA	4,000.00	.00	.00	1,019.67	2,980.33
01-42-421 5224 RECREATION OPERATIONS EQUIP REPAIR, M	1,000.00	.00	.00	1,326.20	-326.20
01-42-421 5225 RECREATION OPERATIONS OPERATING LEASE	.00	.00	.00	.00	.00
01-42-421 5226 RECREATION OPERATIONS EQUIPMENT REPAI	1,000.00	.00	.00	.00	1,000.00
01-42-421 5227 RECREATION OPERATIONS VEHICLE REPAIR	500.00	.00	.00	559.58	-59.58
01-42-421 5230 RECREATION OPERATIONS INTERNAL SERVIC	8,346.00	.00	.00	.00	8,346.00
01-42-421 5231 RECREATION OPERATIONS INSURANCE	5,000.00	.00	.00	-213.36	5,213.36
01-42-421 5261 RECREATION OPERATIONS SUBSCRIPTIONS,	500.00	.00	.00	.00	500.00
01-42-421 5291 RECREATION OPERATIONS MISC. DEPT EXPE	500.00	121.28	.00	217.28	282.72
01-42-421 5292 RECREATION OPERATIONS PRIOR YEAR ADJU	.00	.00	.00	.00	.00
01-42-421 5301 RECREATION OPERATIONS OFFICE SUPPLIES	500.00	25.68	.00	184.61	315.39
01-42-421 5305 RECREATION OPERATIONS JANITORIAL SUPP	1,000.00	.00	.00	42.10	957.90
01-42-421 5306 RECREATION OPERATIONS OFFICE EQUIPMEN	.00	.00	.00	.00	.00
01-42-421 5309 RECREATION OPERATIONS OTHER SUPPLIES	.00	.00	.00	.00	.00
01-42-421 5311 RECREATION OPERATIONS VEHICLE FUEL	500.00	.00	.00	270.56	229.44
01-42-421 5312 RECREATION OPERATIONS VEHICLE TIRES	.00	.00	.00	.00	.00
01-42-421 5352 RECREATION OPERATIONS CHEMICAL SUPPLI	1,600.00	209.08	.00	909.50	690.50
01-42-421 5361 RECREATION OPERATIONS RECREATION SUPP	4,000.00	99.22	.00	3,902.24	97.76
01-42-421 5362 RECREATION OPERATIONS SPECIAL EVENT S	.00	.00	.00	1,050.69	-1,050.69
01-42-421 5363 RECREATION OPERATIONS ARTS PROMOTION	.00	.00	.00	.00	.00
01-42-421 5401 RECREATION OPERATIONS FUND TRANSFERS	.00	.00	.00	.00	.00
01-42-421 6001 RECREATION OPERATIONS EQUIPMENT	.00	.00	.00	.00	.00
01-42-421 6603 RECREATION OPERATIONS INTEREST EXPENS	.00	.00	.00	.00	.00
TOTAL TOTAL DIVISION - RECREATION OPERATION	343,419.00	21,962.12	412.67	162,334.72	180,671.61

as of 1/12/15

CITY OF PACIFIC GROVE

ITEM # 5 - A.-1

Revenue 2014-15 Recreation Department

	code	#4462 Programs	#4464 Tennis	Revenue #4635 Donations	Report #4670 Rent	2014-15 Totals	2013 - 14 Totals	Less than Last Yr. $ (3,149) (-) + change		Last Year 2013 - 14	2012 - 13	2 years ago 2011-12 Totals	3 years ago 2010 - 11 Totals	4 years ago 2009 - 10 Totals	5 years ago 2008 - 09 Totals	6 years ago 2007 - 08 Totals
July	1 15	$ 11,357	$ 375		$ 9,096	$ 20,828	$ 24,590	$ (3,762)	1	$ 24,590	$ 14,602	$ 18,531	$ 12,048	$ 16,817	$ 16,366	
August	2 15	$ 11,213	$ 375		$ 7,261	$ 18,849	$ 15,169	$ 3,680	1	$ 15,169	$ 14,021	$ 18,266	$ 13,455	$ 9,442.9	$ 17,417	
September	3 15	$ 9,164	$ 375		$ 10,558	$ 20,096	$ 19,866	$ 230	1	$ 19,866	$ 15,095	$ 10,090	$ 15,052	$ 15,894	$ 14,473	
October	4 15	$ 4,953	$ 375		$ 6,273	$ 11,600	$ 12,433	$ (833)	1	$ 12,433	$ 15,952	$ 8,712	$ 10,540	$ 11,703	$ 5,182	
November	5 15	$ 7,847	$ 150		$ 8,590	$ 16,587	$ 19,051	$ (2,464)	1	$ 19,051	$ 14,805	$ 12,220	$ 15,614	$ 12,439	$ 13,067	
December	6 15					$ -	$ 9,146	$ (9,146)		$ 9,146	$ 18,992	$ 19,355	$ 18,149	$ 22,265	$ 14,798	168,544
																No Youth Ba
January	7 15					$ -	$ 25,495	$ (25,495)		$ 25,495	$ 15,053	$ 20,249	$ 18,254	$ 27,697	$ 17,357	
								$ -								
February	8 15					$ -	$ 16,138	$ (16,138)		$ 16,138	$ 13,187	$ 11,279	$ 13,235	$ 15,592	$ 14,252	$ 24,897
March	9 15					$ -	$ 11,828	$ (11,828)		$ 11,828	$ 15,398	$ 20,211	$ 20,768	$ 14,094	$ 12,844	$ 16,811
April	10 15					$ -	$ 20,652	$ (20,652)		$ 20,652	$ 28,471	$ 13,407	$ 25,409	$ 20,146	$ 21,893	$ 26,542
May	11 15					$ -	$ 25,422	$ (25,422)		$ 25,422	$ 28,248	$ 31,913	$ 27,614	$ 14,760	$ 20,698	$ 23,220
						$ -					$ 6,275					
June	12 15					$ -	$ 20,638	$ (20,638)		$ 20,638	$ 175	$ 13,117	$ 6,762	$ 14,627	$ 18,427	$ 11,165
	13 15					$ -	$ 5,630	$ (5,630)		$ 5,630	$ 5,847	$ (2,443)				
Totals	Y.T.D.	$ 44,533	$ 1,650	$ -	$ 41,778	$ 87,960	$ 226,058	$ (138,098)	5	$ 226,058	$ 206,121	$ 194,907	$ 196,900	$ 195,476	$ 186,774	$ 271,178
Total	last Yr.	$ 78,765	$ 3,600	$ -	$ 123,756	$ 206,121	last Yr.	(-) + change								
		Total Due	Total Due	Total Due	Total Due	Total Due										
		$ 90,000	$ 3,600	$ 1	$ 115,000	$ 208,601										
						Total % Collected										
% Collected		49%	46%	0	36%	42.2%										

% of the Year 42%

Budget 2014-2015 / Reports (Revenue-Expenditures)

	#4462 Programs	#4464 Tennis	#4635 Donations	#4670 Rent	
C.C.	Preschool			Church	C.C.
Y.C.	Youth Center & Adventure Day Camp			Mty Pen. Quilters	C.C.
Parks	Caledonia Park (Summer)			Lovers Point Park	Weddings
Muni	Adult Softball (Fall)			Berwick Park	Weddings
PGUSD	Adult Basktball (Winter)			Little House 6 - NA/AA Meetings/ wk	
PGUSD	Track Club (Spring)			Community Ctr	Meetings / Parties
				Sally Judd Griffin Cl	Meetings / Parties
				Chautauqua Hall	Weddings
				Youth Jazz Dance	Chautqua Hall
				Jazzercise	Program Providers
				Yoga	
				Drumming	
				Dance Jam	
				C.H. Dance Club	

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#6-B
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CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO:	Honorable Mayor and Members of City Council
FROM:	Donald Mothershead, Senior Recreation Coordinator
MEETING DATE:	January 21, 2015
SUBJECT:	Proposed Special Events Calendar for the Fiscal Year 2015 – 16.
CEQA:	The Project qualifies for a Class 4 Exemption under California Environmental Quality Act (CEQA) - CEQA Article 19 – Section 15304 (Minor Alterations to Land).

RECOMMENDATION

1) Approve nine events classified as "Traditional" and waive City fees for these events.
2) Approve the ten events classified as Class I - "Fundraising" and approve the recommended level of support.
3) Approve the three events classified as Class II – "Minimal Impact" and approve the recommended level of support for these events.
4) Approve the Event Calendar for Fiscal Year 2015-16 as presented. (Attachment B)

DISCUSSION

Every year City Council reviews and approves the special events calendar prior to the commencement of the next fiscal year. This also helps event organizers and staff time to prepare. Staff has collected a historic break-down of department staffing costs for each event listed. The burden and corresponding cost on Public Works in many of these events has been lessened, by requiring event organizers to utilize volunteers. The Recreation Board did review the requested events at its December 8th meeting and agree with City Staff to recommend that Council approve these events as in the past, following Council Policy No. 900-1.

Special Events over the years have traditional had amplified music or announcements that have accompanied the events, which to some extent has rose to a level that has been disruptive to some of our residents within the vicinity of the special events. To render this issue staff will be meeting with all event organizers and reviewing any amplification that will take place, and the City will be requiring a sounds permit for such activities. This review will include locations and times of the amplified music, and to what level it will be amplified. Event organizers will also be held accountable for their entertainers that will be providing the amplification and if complaints are received then City staff will have the option to turn down the amplification or terminate it. All sound permits are conditional and may be revoked at any time.

CLASSIFICATIONS

As in the past, the events proposed are identified in three categories or classifications:
Class I "Traditional" events are those which require support of the City and are directly sponsored by the City, Chamber of Commerce or the Pacific Grove Unified School District. They are traditional

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events and an integral part of Pacific Grove's culture. Fees have been waived and Staff support has been given, with an increased emphasis of using volunteers. These events include; 4th of July BarBQ, Feast of Lanterns and Pet Parade, Little Car Show, P.G. Auto Rally, Butterfly Parade, Holiday Tree Lighting, Holiday Parade of Lights, Stillwell's Holiday in the Park and the Good Old Days events.
Class I "Fundraising" events are Walk to Cure Diabetes, A.I.M. for Mental Health Walk, Double Road Races (Fall & Spring), BSIM 3K's, 5K & ½ Marathon, Arthritis Foundation 5K run/walk, Rape Crisis 10K run/walk, March of Dimes Walk, and the Walk for Multiple Sclerosis. Fees and Staffing costs are charged.
Class II "Minimal-Impact" events are those which require limited Staffing support. These events include; the Peace Lantern Ceremony, Our Lady of Fatima Society and the S.P.C.A. Walk. Fees and Staffing costs are charged, but there are minimal staffing needs.

- Class I - Traditional events potentially could cost the City just over $25,000 for Staffing. These events have become a part of Pacific Grove's heritage.
- The other events are expected to pay for all staffing, equipment and park fees. An additional $20,000 is anticipated in park and equipment rental fees, helping to offset the costs for Traditional events.
- Furthermore, the Triathlon at Pacific Grove will bring an additional $17,000 to the General Fund in contract fees. This is addition to paying for City Staffing. (This event is also reported to have the largest positive economic effect to the City through the Lodging and Hospitality Industry.

City staff has been working with event organizers to solidify 5 year agreements for our larger special events. By the City and Event Organizers agreeing to five year contracts, both are able to plan for the future. Costs for City services will also be budgeted for. Besides the contract with Tri-California, staff has solidified contracts with three (3) other organizers and is working towards entering into 5 year agreements with three (3) others. Even with contracts in place for the next five years, events that are under contract are still considered Traditional, Minimal Impact or Fundraising events and all associated fees and cost that pertain to the specific events still apply.

FISCAL IMPACT

The slate of special events classified as Class I "Fundraising" and Class II reimburse the City for services provided. Additional application, park and equipment fees are expected to generate over $20,000. The Triathlon is expected to return an additional $17,000 after reimbursement for staffing. Staff expects the total expenditure for staffing these events to be neutral, due to the up-dated fee schedule, approved in May 2013.

The economic benefits in the form of increased T.O.T. and Sales taxes are not available, but are known to have a positive impact. Many of these events attract participants and visitors from outside of our peninsula and do benefit local organizations, and non-profits.

ATTACHMENTS

- Recommended 2015-2016 Special Events Excel file, w/ estimated Staffing Costs
- Recommended 2015-2016 Events Calendar, for POSTING
- City Council Policy No. 900 – 1

#6-C

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CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

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AGENDA REPORT

TO:	Honorable Mayor and Members of City Council
FROM:	Donald Mothershead, Senior Recreation Coordinator
MEETING DATE:	January 21, 2015
SUBJECT	Lease Agreement with Lighthouse Fellowship for Rental of the Community Center Office Space at 515 Junipero Avenue
CEQA:	Does not constitute a "Project" under California Environmental Quality Act (CEQA) Guidelines

RECOMMENDATION

Introduce and hold a first reading of an ordinance to lease office space at the Community Center (515 Junipero Avenue) to Lighthouse Fellowship of Pacific Grove and direct publication of a summary of the measures approved by the City Attorney.

DISCUSSION

The City owns the property located at 515 Junipero Avenue, commonly known as the Community Center Office. Since June of 2009, this office space has essentially gone unused. Staff has entered into negotiations with Lighthouse Fellowship of Pacific Grove for several months about this possibility. Additionally, Lighthouse Fellowship has been a long time renter (in good standing) of the Community Center's Lebeck room on Sunday mornings. The lease language has been vented through the City's legal department and through risk management and a terms of agreement has been drafted and finalized, (Attachment 2). The Recreation Board recommends the lease and gave its approval for this at its special meeting on December 8, 2014.

The agreed rent is $650 per month, for the 600 square feet of office space. Insurances for Liability and Workman's Compensation are a condition for this agreement, and Lighthouse Fellowship has provided the City with the necessary documentation. The proposed start date is March 1, 2015. Lighthouse Fellowship will upgrade the space with some minor remodeling, paint and with new carpet. All said improvements will become the City's property upon termination of the Lease. Additionally, internet and phone service will be the responsibility of Lighthouse Fellowship.

FISCAL IMPACT

The rental of the office facilities at the Community Center will generate $7,800 in revenue.

OPTIONS

1. Adjust the implementation date and terms of this agreement.

ATTACHMENTS

1. Ordinance
2. Lease Agreement with Lighthouse Fellowship of Pacific Grove