



CITY OF PACIFIC GROVE
RECREATION BOARD SPECIAL MEETING AGENDA

April 5, 2016 – 5:30 pm
Youth Center, (up-stairs Study Room)
302 – 16th St., Pacific Grove

1. Call to Order
2. Roll Call - Amelio, Balog, Marshall and Tom
3.
 - A. Election of Board Officers
 - B. Approval and Acceptance of Meeting Minutes from March 8, 2016
 - C. Approval of Agenda
 - D. Council Liaison Announcements – April 12th Volunteer Appreciation Dinner
 - E. Board Member Announcements – Shelby Birch resignation letter
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. **Department Reports**
 - A. Financial Report
 - B. Updates - (Programs, Events)
6. **Old Business**
 - A. **Web Services** – update from Stephen Silveria, Library & Information Services Director
 - B. **Recreation Board Goals for 2016**
7. **New Business**
 - A. **Department Master Fee Schedule (DRAFT)** – City Council to hear this item on April 6th
8. Closing comments and adjournment

NOTE: Next meeting is tentatively scheduled for May 10, 2016.

Copies of the Agenda and minutes of previous meetings are available for public review by contacting the Senior Recreation Coordinator, Donald Mothershead at (831) 648-5722 (ext. 202) or dmothershead@cityofpacificgrove.org 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 MEETING MINUTES
Tuesday March 8, 2016 – 5:30 pm
Youth Center (Upstairs Study Room)
302 16th Street, Pacific Grove, CA. at 5:30 pm.**

1. **Call to Order** - The meeting was called to order at 5:32 pm.
2. **Roll Call** – Amelio, Marshall, and Tom present. Staff Mothershead and Amburgey present. Balog, Birch and Council Liaison Miller absent.
3. **A. Election of Board Officers** – This item was tabled until the next meeting.
B. Approval and Acceptance of Agenda and Meeting Minutes of January 19, 2016 - approved
C. Approval of Agenda - approved
D. Council Liaison Announcements – Council Member Dan Miller not present. Suggestion made to contact Mr. Miller and explore his interest in continuing in his advisory role with the Board.
E. Board Member Announcements – April 12, 2016 is the Annual City Volunteer Reception. Recommendation made to have a special meeting in April. Ethics training due.
4. **Oral Communications and Written Correspondence** – Spring Adventure Day Camp flyer presented
5. **Department Reports** – Mothershead
A. Financial Report for September – The Department budget report for December 2015 and January 2016 was provided. Revenue for fiscal year is \$145,349 with expenditures of \$271,823. Expenditures for this period represented 55.7% of budget and revenue at 62.9% of budget.
B. Updates (Programs and Events) – Preschool is at 100% capacity with 27 children enrolled. The Youth Center continues its success providing afterschool drop-in support to more than 350 students in January and 330 students in February. The department did run a successful February Day Camp and is now taking applications for our upcoming Spring Adventure Day Camp.
C. Special Events – The 31st Together with LOVE run was completed on Sunday, February 14th. This event did experience a lack of volunteer support and put some strain of the Public Works staff. Future staffing levels will be reviewed. The next three scheduled Events will be the Good Old Days (April 9 & 10), the BSIM By The Bay 3K Run (April 23) and the M.S. Walk (April 24).
6. **Old Business**
A. Web Services (registration, rosters, tracking) updates. The online payment system proposal presented was not pursued by City staff at this time. Staff is implementing an online registration process targeted for April 2016 for the upcoming Summer session. Next steps are to invite IT staff to the next Rec Board meeting to discuss alternative solutions.
B. Program Review - City Council reviewed the Recreation department at its February 3rd meeting. Staff received positive feedback on programs and possible fee adjustments. Focus areas include the Lovers Point Pool, Youth Recreation Center, Wedding Rentals and dropping of Adult Sports programs. The Recreation Board would like to review the suggested fee increases before they are recommended to Council.
C. Washington Park playground equipment replacement - Recommendation made to replace the dilapidated play equipment with new age appropriate structures for children ages 5-12 years. The quote was approximately \$32,000. Funding includes a \$20,000 grant from MRPD and seeking the balance of the funds be allocated by City Council via capital improvement funds. Motion made and passed (unanimously) to accept the Washington Park playground structure proposal as submitted.
7. **New Business**
A. Recreation Board Goals for 2016 – postponed until the next meeting
B. Summer programs and marketing – Strategies were discussed. The I.T. department may be utilized for on-line registrations, without payment.
C. Adventures by the Sea – request for Lover's Point Volleyball program. Proposal made to establish a girl's summer beach volleyball clinic program Monday through Friday from June 14 – July 22 2016. The program is slotted for the afternoon – potentially 2:00 pm – 4:00 pm. The camp will be coached by a selected CSUMB Volleyball Coach. Recommendation made to have signage indicating time of planned use. A charge of \$10 per hour for use of the facility will be provided back to the City. A Motion to setup a contract and allow this program at the Lovers Point Volleyball court (excluding July 4th) passed unanimously.
8. **Closing comments and adjournment** – due to the Mayor's special event, the board agreed to hold a Special meeting for April (Tuesday, April 5 at 5:30 pm). Meet was adjourned at 7:19 pm.

Next meeting is scheduled for Tuesday April 5th, 2016, Youth Center (Upstairs Study Room) – 302 16th Street, Pacific Grove, CA. at 5:30 pm.

Respectfully submitted,

Craig Marshall, Recreation Board Chair and acting Secretary

March 14, 2016

Fellow Board Members,

I haven't been the board member I wanted to be nor the board member the wonderful city of Pacific Grove deserves. I realize it may be demoralizing to everyone when someone is as absent as I have been. Unfortunately, obligations I had prior to joining the recreation board are also scheduled the same night as this board of directors meets. While I have in the past sometimes been able to make it work, sadly it is not always possible. I know that my commitments to my non-profit and outside requirements will not change, so I have decided to resign from the Pacific Grove Recreation Board.

It is with reluctance that I announce my resignation from the Pacific Grove Recreation Board. It has become clear to me that my many obligations cause an undue difficulty to the recreation board and I know it is the right thing to do to clear the seat for someone who has the necessary time to dedicate to the many great challenges this board must face.

Sadly, as the summer obligations begin to mount, I will not be able to join you for any further meetings. As such, please accept my resignation effective immediately.

I wish this dedicated board all the greatest of luck as they continue to serve the community with such stalwart dedication.

Regretfully,

Shelby Birch

Shelby Birch



**City of Pacific Grove
OFFICE OF RECREATION
2100 Sunset Dr., Pacific Grove, CA 93950**

**Web Site: www.cityofpacificgrove.org
E-Mail: Dmothershead@cityofpacificgrove.org
Phone (831) 648 – 5722 (ext. 202)**

AGENDA REPORT

**TO: Recreation Board
FROM: Donald Mothershead, Senior Recreation Coordinator
DATE: April 5, 2016
SUBJECT: Recreation Board Report – Item #'s 5-(A & B)**

Agenda Items

5-A. Financial Report for February –

The Department budget report for February is attached. Revenue is reported to be \$11,389, while expenditures were \$36,816. Totals through February (67% of the fiscal year) in revenue are \$156,138, with expenditures at \$308,639. This translates that projected yearly revenue is 67.6% collected and the department's expenditures are at 63.3% of budget.

5-B.

Programs –

The City is looking for a new Preschool Manager/Director. Ms. Cota is leaving. H.R. has posted this position on CalOPPS through April 11th. Interviews are planned for the end of April.

Preschool is at 100% of capacity, with 27 children enrolled. (April calendars are included.) Registration for Summer and Fall are underway.

The Youth Center March attendance for the Afterschool Drop-in program totaled 325 students over 17 days (19/day) and a grossed \$1,487.75 (concession gross \$400.75, dance \$1,000 and entry fees \$87) for the month. St. Patrick's Dance was successful.

The March Adventure Day Camp was successful with over 22 campers and \$3,000 in revenue. The program ran for five days during the school district's Spring Break.

We will also be recruiting for Summer Part-time staff positions through the H.R. department with interviews in early-May.

Special Events –

Our next four Special Events will be the Good Old Days celebration on April 9 & 10, the Big Sur International By The Bay 3K Run on Saturday, April 23, the M.S. Walk on Sunday, April 24 and the Double Road Race on Sunday, May 8.

SPI
 DATE: 03/29/2016
 TIME: 14:54:51

CITY OF PACIFIC GROVE
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
 EXPSTALL

SELECTION CRITERIA: expledgr.key_orgn='421'
 ACCOUNTING PERIOD: 8/16

SORTED BY: FUND,TOTAL DIVISION,ACCOUNT
 TOTALED ON: TOTAL DIVISION
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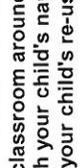
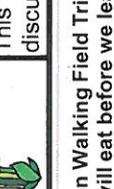
FUND-01 GENERAL FUND
 TOTAL DIVISION-421 RECREATION OPERATIONS

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
5101	BASE SALARY	155,158.00	12,934.96	.00	96,318.79	58,839.21	62.08
5105	PART-TIME SALARIES	106,000.00	4,933.43	.00	61,895.04	44,104.96	58.39
5109	OFF SALARY ADJUSTMENT	8,782.00	926.86	.00	6,584.08	2,197.92	74.97
5110	EQUITY ADJUSTMENT	.00	37.76	.00	389.31	-389.31	.00
5121	FICA-MEDICARE BENEFITS	2,986.00	253.38	.00	2,318.48	667.52	77.65
5122	RETIREMENT (PERS)	48,311.60	1,035.16	.00	8,356.73	39,954.87	17.30
5123	HEALTH INSURANCE COST	2,345.00	162.09	.00	1,340.45	1,004.55	57.16
5124	UNEMPLOYMENT COST	75.00	7.05	.00	62.73	12.27	83.64
5126	WORKERS' COMPENSATION	2,100.00	231.59	.00	1,759.35	340.65	83.78
5128	OTHER EMPLOYEE BENEFITS	10,140.00	928.71	.00	7,154.63	2,985.37	70.56
5129	FLEXIBLE HEALTH BENEFIT	3,870.00	198.46	.00	1,478.97	2,391.03	38.22
5132	PERS P.O.B. PAYMENT	16,500.00	.00	.00	16,524.12	-24.12	100.15
5143	LEAVE PAYOUT	.00	.00	.00	3,518.57	-3,518.57	.00
5145	UNFUNDED PENSION LIABILI	33,126.40	2,070.40	.00	16,563.20	16,563.20	50.00
5201	CONTRACT SERVICES	.00	.00	.00	1,121.75	-1,121.75	.00
5208	CONTRACT PERSONNEL	5,500.00	.00	.00	7.77	5,500.00	.00
5211	POSTAGE	500.00	.00	.00	492.23	8.77	1.55
5212	TELEPHONE	4,000.00	565.50	.00	1,641.79	2,358.21	41.04
5213	BANK FEES	.00	58.80	.00	240.22	-240.22	.00
5217	TRAVEL, MEAL COSTS	500.00	.00	.00	.00	500.00	.00
5221	ADVERTISING	1,500.00	.00	.00	297.50	1,202.50	19.83
5222	UTILITIES	55,000.00	6,883.51	.00	50,181.71	4,818.29	91.24
5223	BLDG REPAIR, MAINT	4,000.00	824.15	.00	4,216.84	-216.84	105.42
5224	EQUIP REPAIR, MAINT	1,000.00	.00	.00	.00	1,000.00	.00
5225	OPERATING LEASES/EQUIPMN	.00	10.22	.00	46.32	-46.32	.00
5226	EQUIPMENT REPAIR	1,000.00	75.83	.00	75.83	924.17	7.58
5227	VEHICLE REPAIR	500.00	190.78	.00	1,528.80	-1,028.80	305.76
5230	INTERNAL SERVICE CHARGES	8,346.00	5,957.71	.00	9,200.71	-854.71	110.24
5231	INSURANCE	5,000.00	.00	.00	1,788.36	3,211.64	35.77
5261	SUBSCRIPTIONS, MEMB	500.00	81.25	.00	81.25	418.75	16.25
5291	MISC. DEPT EXPENSE	3,500.00	672.00	.00	2,724.40	775.60	77.84
5301	OFFICE SUPPLIES	500.00	46.25	.00	584.72	-84.72	116.94
5305	JANITORIAL SUPPLIES	1,000.00	.00	.00	411.74	588.26	41.17
5309	OTHER SUPPLIES	.00	387.33	.00	3,504.70	-3,504.70	.00
5311	VEHICLE FUEL	500.00	146.31	.00	639.25	-139.25	127.85
5352	CHEMICAL SUPPLIES	1,600.00	432.82	.00	1,274.65	325.35	79.67
5361	RECREATION SUPPLIES	4,000.00	1,061.08	.00	4,783.86	-783.86	119.60
5362	SPECIAL EVENT SUPPLIES	.00	22.22	.00	22.22	-22.22	.00
5401	FUND TRANSFERS	.00	-4,320.00	.00	.00	.00	.00
	TOTAL RECREATION OPERATIONS	487,640.00	36,815.61	.00	308,638.84	179,201.16	63.27

PACIFIC GROVE COMMUNITY CENTER PRESCHOOL (MON., WED. & FRI.)

PRESCHOOL TEACHERS: MS.STEPHANIE & MS. BROOKE & MS. ALYSSA
 CLASSROOM PHONE #: (831) 648-5733 EMAIL: PG_PRESCHOOL@ATT.NET

APRIL 2016

THEME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
SPRING BREAK NO SCHOOL 					
LETTERS W & X 	SCIENCE: COLORFUL WATER This Week: We hope everyone has a safe and relaxing time off.		MUSIC/MOVEMENT: XYLOPHONE SONG		SHOW AND TELL (Items that begin with the letters W or X) We will talk about ways to
LETTERS Y & Z 	ART: YARN TRACKS This week: The children will get to pick their favorite colored yarn to sew with as well as discuss why zebras have stripes! We will paint with the color yellow and learn what a yak is. What a fun end to our alphabet!		PRE-READING: VISIT FROM MS.LISA!		SHOW AND TELL (Items that begin with the letters Y or Z)
COMMUNITY HELPERS 	MATH: GEO-BOARD FUN This Week: We will get our minds working thinking about all the community helpers and what they do to help us out. On Wednesday, we will be walking to the PG Fire Station. Parents are welcome to join us!		*WALKING FIELD TRIP TO THE PG FIRE STATION		SHOW AND TELL (Item of your choice) Happy Earth Day!
SPRING HAS SPRUNG 	SCIENCE: PLANTING SEEDS This Week: Aww, spring has sprung and we will joyfully get our green thumbs planting some seeds and watch them grow. We will discuss what are our favorite things to grow.		PRE-WRITING/READING: WHITE BOARD WRITING		SHOW AND TELL (Item of your choice) *SNACK SHARE DAY

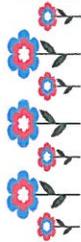
*PG Fire Station Walking Field Trip: Parent participation is welcome, but not required. We will leave the classroom around 9:50 and return around 11:30. Please still pack a snack, as we will eat before we leave, and please make sure to send a re-usable water bottle, labeled with your child's name. We will take the water bottles with us on our walk.
 *Snack Share Day: Please send a double handful-sized healthy snack to share with the class, as well as your child's re-usable water bottle.

PACIFIC GROVE COMMUNITY CENTER PRESCHOOL (TUES. & THURS.)

PRESCHOOL TEACHERS: MS. STEPHANIE & MS. BROOKE & MS. ALYSSA

CLASSROOM PHONE #: (831) 648-5733 EMAIL: PG_PRESCHOOL@ATT.NET

APRIL 2016

THEME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
SPRING BREAK NO SCHOOL 		 We hope everyone had a fun and safe spring break.			
LETTERS W & X 		SCIENCE: MIXING COLORS 5		SHOW AND TELL (Items that begin with the letters W or X) 7	
LETTERS Y & Z 		PRE-READING: VISIT FROM MS. LISA 12		SHOW AND TELL (Items that begin with the letters Y or Z) 14	
COMMUNITY HELPERS 		SHOW AND TELL (Item of your choice) 19		*PG FIRE STATION WALKING FIELD TRIP 21	
SPRING HAS SPRUNG 		MATH: COUNTING SEEDS 26		SHOW AND TELL (Item of your choice) *SNACK SHARE DAY 28	

Welcome Back!! This week: The children will get their paintbrushes moving for a little painting with water outside. This is one of our favorite activities! Some words have the letter "X" in them. We will get to explore some special "X" books.

This week: We did it! We have finished our journey through the alphabet, but we are always learning. There are many things around our classroom and around our world to explore! We will finish our week with a visit from MS. Lisa. What a fun end to our alphabet!

This Week: What are community helpers? How do they help us? Our last field trip of the school year will be a walking field trip to the PG Fire Station. We will get a first hand look at what a community helper, right here in our community, does to keep us safe.

This Week: Welcome Spring! We will get our green thumbs gardening. Along with helping the seeds grow, we will pull some weeds and learn why and how this helps the plants grow. What a great end to the month!

*PG Fire Station Walking Field Trip: Parent participation is welcome, but not required. We will leave the classroom around 9:50 and return around 11:30. Please still pack a snack, as we will eat before we leave, and please make sure to send a re-usable water bottle, labeled with your child's name. We will take the water bottles with us on our walk.
 *Snack share day: Please provide a double handful sized healthy snack to share with the class, along with your child's reusable water bottle.

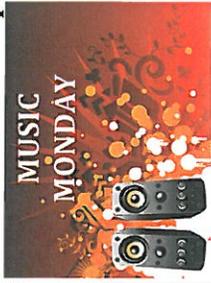
Pacific Grove Youth Center
 302 16th Street, Pacific Grove CA 93950
 831.648.3134

APRIL 2016

Open to PGMS & PGHS Students
 As well as PG residents Grades 6-12
 Open M-F after school till 5:30pm

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

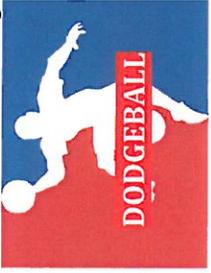
Adventure Camp



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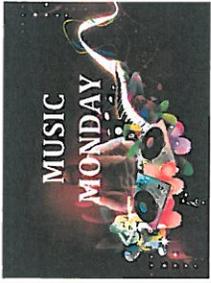
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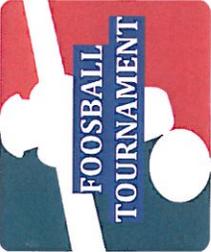
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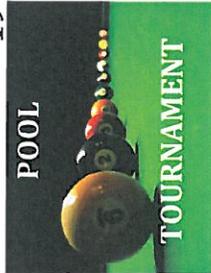
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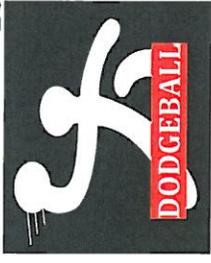
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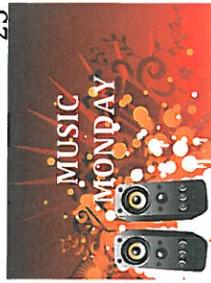
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**City of Pacific Grove
OFFICE OF RECREATION
2100 Sunset Dr., Pacific Grove, CA 93950**

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E-Mail: Dmothershead@cityofpacificgrove.org
Phone (831) 648 – 5722 (ext. 202)

AGENDA REPORT

TO: Recreation Board
FROM: Donald Mothershead, Senior Recreation Coordinator
DATE: April 5, 2016
SUBJECT: Recreation Board Report – Item # 7 – A (Draft FEE Schedule 2016-17)

Agenda Item # 7 - A

Proposed Master FEE Schedule for 2016-2017 (DRAFT)

Please find attached the staff recommendations for the Recreation Department's adjusted Fee Schedule, as has been discussed in our past meetings. Staff feels that the proposed changes reflect the direction received by both this Board and the City Council.

Proposed fee increases for Preschool and our Day Camp are cost-of-living adjustments, established by Council. The Stillwell Children's Pool fees have a very slight increase, and the After-school Youth Center fee proposal provides a small amount of support for staffing costs.

Additionally, staff is recommending that a new Non-residential fee rate be established for weddings in our Parks.

The City Council is expected to review all department fees at their April 6th and April 20th meetings. Any recommended changes to this proposal will need to be made directly to the council.

ACCT. #	RECREATION	15-16 RESIDENT FEE DEPT.	15-16 NON- RESIDENT FEE DEPT.	16-17 PROPOSED FEE DEPT. PROPOSAL Resident	16-17 PROPOSED FEE DEPT. PROPOSAL Non-Resident
01 - 4467	PRE-SCHOOL (MONTHLY FEES)				
	2 Days Per Week	\$150	\$170	\$155	\$175
	3 Days Per Week	\$236	\$256	\$244	\$264
	5 Days Per Week	\$386	\$426	\$399	\$439
01 - 4464	TENNIS (fees set by contract with tennis professional)				
01-4462	ADULT SPORTS LEAGUES, ENTRY FEES PER TEAM				
	Basketball	\$565	\$615	Not Offered	Not Offered
	Socko	\$460	\$510	Not Offered	Not Offered
	Slowpitch Softball Tournament	\$230	\$256	Not Offered	Not Offered
01-4462	YOUTH TRACK CLUB	\$80	\$90	\$80	\$90
01-4462	PROGRAMS				
	Caledonia Park Playground: (Summer) 8 weeks	Not Offered	Not Offered	Not Offered	Not Offered
	Caledonia Park Playground: (Summer) Per week	Not Offered	Not Offered	Not Offered	Not Offered
01 - 4463	Adventure Day Camp (5 day week)	\$150	\$170	\$155	\$175
	Adventure Day Camp (4 day week)	\$120	\$136	\$124	\$140
	Adventure Day Camp (3 day week)	\$90	\$102	\$93	\$105
	Daily Drop-In (per Day)			\$35	\$40
01 - 4466	YOUTH CENTER PROGRAM				
	Membership (per Semester) provides free daily admission & discount at Dances	\$40		\$60	
	Membership (for the School Year) provides free daily admission & discount at Dances	\$80		\$100	
	Daily Admission	\$1		\$2	
	Dance Admission	\$10		\$10	
01 - 4468	SWIMMING				
	Group Swim Lessons, 8 class sessions, per child	\$60	\$70	\$65	\$75
	Private Swim Lessons, per class, per child per 25 minute lesson	\$30	\$33	\$30	\$33
	Semi-private Swim Lessons, per class, per child (2 students required) per 25 minute lesson	\$17	\$20	\$17	\$20
	Recreational Swimming: Lovers Point, (After Lessons - 2:30 - 4:30) Monday-Thursday	\$2	\$2	\$3	\$3
	Recreational Swimming: Lovers Point, (during full-day offering noon - 4:30) mostly Friday-Sunday & Holidays	\$4	\$4	\$5	\$5
	Family Card (50 Lovers Point Swims on weekdays, or 25 Lovers Point Swims on weekends & Holidays)	\$65	\$75	\$70	\$80
	Private use of swimming pool (rental fee per hour) Subject to Rental Policies	\$100 per hour	\$150 per hour	\$100 per hour	\$150 per hour
	Parents/Tot Quiet Water on Saturdays - 2 Adults & 1 Child 5-Week Sessions – price per session	Not Offered	Not Offered	Not Offered	Not Offered
01-4462	OTHER PROGRAMS, CONTRACTUAL AGREEMENTS				
	Contractual Agreements for Recreational Programs in Facilities and Parks	Contract	Contract	Contract	Contract
	Adult Contract Recreation Programs	Contract	Contract	Contract	Contract

	Youth Special Trips/Excursions (85% of cost)	Variable	Variable	Variable	Variable
	The City Manager or his designee may reduce Recreation fees based on unanticipated reductions in activity days/hours.				
01-4670	FACILITY RENTAL	15-16 RESIDENT FEE DEPT.	15-16 NON-RESIDENT FEE DEPT.	16-17 PROPOSED FEE DEPT. PROPOSAL Resident	16-17 PROPOSED FEE DEPT. PROPOSAL Non-Resident
CLASS 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.				
	Hourly Rental Charges — Weekdays from 8:00 a.m. to 5:00 p.m.				
	All facilities EXCEPT Meals On Wheels	No Charge		No Charge	No Charge
	Meals On Wheels	Not Available		Not Available	Not Available
	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.				
	All facilities EXCEPT Meals On Wheels	No Charge		No Charge	No Charge
	Meals On Wheels, Main Room (Minimum of 4 hours)	\$50		\$50	\$50
	Meals On Wheels, Jewell/Health & Fitness Rooms (Minimum of 2 hours)	\$50		\$50	\$50
	Meals On Wheels, View Room (Minimum of 2 hours)	\$50		\$50	\$50
CLASS IA	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).				
		15-16 FEE		16-17 PROPOSED FEE DEPT. PROPOSAL Resident	16-17 PROPOSED FEE DEPT. PROPOSAL Non-Resident
	Hourly Rental Charges — Weekdays from 8:00 a.m. to 5:00 p.m.				
	Community Center, Lebeck Room	\$15		\$15	\$15
	Community Center, Kuwatani/Scout Room	\$15		\$15	\$15
	Chautauqua Hall Facility	Not Available		Not Available	Not Available
	Youth Center	Not Available		\$20	\$20
	Little House at Jewell Park (parties per hour; support group - per use)	\$15		\$15	\$15
	Meals On Wheels Facility	Not Available		Not Available	Not Available

	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.				
	Community Center, Lebeck Room	\$33		\$35	\$35
	Community Center, Kuwatani/Scout Room	\$25		\$25	\$25
	Chautauqua Hall Facility			Not Available	Not Available
	Youth Center	\$33		\$35	\$35
	Little House at Jewell Park (parties-per hour; support group - per use)	\$15		\$15	\$25
	Meals On Wheels, Main Room (Minimum of 4 hours)	\$45		\$50	\$50
	Meals On Wheels, Jewell/Health & Fitness Rooms (Minimum of 2 hours)	\$45		\$50	\$50
	Meals On Wheels, View Room (Minimum of 2 hours)	\$45		\$50	\$50
CLASS II	Meetings or activities on a recurring schedule with a minimum of 40 meetings per year and all scheduling done in advance.				
	Hourly Rental Charges — Weekdays from 8:00 a.m. to 5:00 p.m.				
01-4670	Community Center, Lebeck Room	\$35		\$35	\$35
	Community Center, Kuwatani/Scout Room	\$25		\$25	\$25
	Chautauqua Hall Facility (w/ Contract and Liability Insurance)	Not Available		\$30	\$30
	Youth Center	\$35		\$35	\$35
	Little House at Jewell Park (parties-per hour; support groups - per use)	\$15		\$15	\$15
	Meals On Wheels, Main Room (Minimum of 4 hours)	Not Available		Not Available	Not Available
	Meals On Wheels, Senior Citizens Room (Minimum of 2 hours)	Not Available		Not Available	Not Available
	Meals On Wheels, Meeting Room (Minimum of 2 hours)	Not Available		Not Available	Not Available
	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.				
	Community Center, Lebeck Room	\$35		\$35	\$35
	Community Center, Kuwatani/Scout Room	\$25		\$25	\$25
	Chautauqua Hall Facility (w/ Contract and Liability Insurance)	Not Available		\$30	\$30
	Youth Center	\$35		\$35	\$35
	Jewell Park (parties-per hour; support groups - per use)	\$15		\$15	\$15
	Meals On Wheels, Main Room			\$50	\$50
	Meals On Wheels, Jewell/Health & Fitness Rooms			\$50	\$50
	Meals On Wheels, View Room			\$50	\$50
CLASS III	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.				
	Hourly Rental Charges — Weekdays from 8:00 a.m. to 5:00 p.m.				
	Community Center, Lebeck Room	\$45		\$45	\$45
	Community Center, Kuwatani/Scout Room	\$33		\$33	\$33
	Chautauqua Hall Facility	Not available		Not available	Not available
	Youth Center	\$45		\$45	\$45
	Little House at Jewell Park (parties-per hour; support groups per use) Resident Fee	\$15		\$15	\$15
	Little House at Jewell Park (parties-per hour; support groups per use) Non-Resident Fee	\$25		\$25	\$25
	Lovers Point Park for 1-100 Persons	\$100		\$100	\$100
	Lovers Point Park Hourly Fee for over 100 Persons	\$200		\$200	\$200

	B. Recognized civic, community, or local organizations whose recreation activities are being presented in conjunction with the Recreation Department.				
	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.				
	A. Community Youth Groups — Any organized youth group that 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.				
CLASS II	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.				
	Field Use, Per Hour			\$10	\$10
	Field Prep.			\$35	\$35
	Lights			\$25	\$25
	Staff, Per hour			\$15	\$15
	Restrooms			\$35	\$35
	Deposit			\$150	\$150
	Concession			\$75	\$75
	Must have insurance satisfactory to City in an amount not less than \$1 million.				
CLASS III	Commercial Use: Groups or organizations that are, by their nature, commercial or profit oriented.				
	Field Use, Per Hour	\$25		\$25	\$25
	Field Prep.	\$40		\$40	\$40
	Lights	\$25		\$30	\$30
	Staff, Per hour	\$20		\$20	\$20
	Restrooms	\$35		\$35	\$35
	Deposit	\$150		\$150	\$150
	Concession	\$150		\$150	\$150
	Must have insurance satisfactory to City in an amount not less than \$1 million.				
CLASS IV	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 may be required to meet specific requirements as deemed appropriate by the Recreation Director.				
	Field Use, Per Hour			\$15	\$15
	Field Prep.			\$40	\$50
	Lights			\$30	\$40
	Staff, Per hour			\$20	\$20
	Restrooms			\$35	\$35
	Deposit			\$150	\$150
	Concession			\$150	\$150
01-4462	MISCELLANEOUS RECREATION FEES & CHARGES				

	Transfer Fee (transfers between classes and/or sessions)	\$2		\$2	\$2
	Refund Processing Fee (if within written time frame)	25% of refund		25% of refund	25% of refund
	Service fee for delivery and/or pickup of loaned furniture	\$50		\$50	\$50
ACCT. #	SPECIAL EVENTS APPLICATION FEES	FEE		FEE	FEE
	Application fee per event – Minimal Impact Events	\$75		\$75	\$75
	Application fee – Events with 1 – 1,000 participants	\$250 per event per day		\$250 per event per day	\$250 per event per day
	Application fee – Events with more than 1,000 participants	\$500 per event per day		\$500 per event per day	\$500 per event per day
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)	PREMIUM FEES		PREMIUM FEES	PREMIUM FEES
	Wedding receptions, anniversary parties, and similar events	Cost + 10%		Cost + 10%	Cost + 10%
	Private parties of 50 or less, no sale of alcohol, no admission charge	Cost + 10%		Cost + 10%	Cost + 10%
	Private parties of 51 to 500, no sale of alcohol, no admission charge	Cost + 10%		Cost + 10%	Cost + 10%
	Private parties of 50 or less, alcohol sold and/or an admission charge	Cost + 10%		Cost + 10%	Cost + 10%
	Private parties of 51 to 249, alcohol sold and/or an admission charge	Cost + 10%		Cost + 10%	Cost + 10%
	Note: If insurance is provided by the event holder, the City requires \$2,000,000 coverage per event and the City must be named as Additional Insured under the policy.				