



CITY OF PACIFIC GROVE
RECREATION BOARD SPECIAL MEETING AGENDA

May 24, 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 Special Meeting Minutes from April 5, 2016
 - C. Approval of Agenda
 - D. Council Liaison Announcements –
 - E. 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. **Department Reports**
 - A. Financial Report
 - B. Updates - (Programs, Events)
 - C. Social Media - update
6. **Old Business**
 - A. Web Services – update
 - B. Recreation Board Goals for 2016
7. **New Business**
 - A. Carmel Film Festival “Filmmakers Beach Dinner” request – October 22
 - B. “Bridge Ministry” Car Show – July 9
8. Closing comments and adjournment

NOTE: Next meeting is tentatively scheduled for June 14, 2016.

Copies of the Agenda and minutes of previous meetings are available for public review at the city's website:

www.cityofpacificgrove.org/about-city/boards-commissions/recreation-board or 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 SPECIAL MEETING MINUTES
Tuesday April 5, 2016 – 5:30 pm
Youth Center (Upstairs Study Room)
302 16th Street, Pacific Grove, CA.**

1. **Call to Order** - The meeting was called to order at 5:33 pm.
2. **Roll Call** – Amelio, Marshall, and Tom present. Balog was absent.
Staff: Mothershead and Silveria present. Amburgey absent. Council Liaison Miller present after 6:00pm.
3. **A. Election of Board Officers** – By unanimous vote, Marshall elected to Chair, Tom elected to Vice-Chair, and the Secretary position to be rotated among Board members
B. Approval and Acceptance of Agenda and Meeting Minutes of March 18, 2016 - approved
C. Approval of Agenda - approved
D. Council Liaison Announcements – Miller reiterated that he is available to Board members via e-mail. He provided some general guidance in how to approach programs in a cost conscious budget environment: 1) incremental improvements; 2) grant money; 3) ability of staff members to multi-task into other department functions; 4) work with PG schools to mesh with Rec. Dep't programs.
E. Board Member Announcements – Board member position open due to Shelby Birch resignation. Amelio will be absent for May and Tom will be absent for June.
4. **Oral Communications and Written Correspondence** – none
5. **Department Reports** – Department Reports - Mothershead
A. Financial Report for February – The Department budget report for fiscal year 2015-16 through February was provided. Revenue for this period totaled \$156,138 year to date (67.6% of projected income for the year). Expenditures for this period totaled \$308,639 representing 63.3% of the department's budget.
B. Updates (Programs and Events) – The City is looking for a new Preschool Manager/Director. The position is posted and interviews are scheduled for the end of April. Preschool is at capacity with 27 children enrolled. The Youth Center attendance for March was 325 attendees and gross income was \$1,487.75. 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. Summer part-time staff positions recruitment will take place in May.

The next four Special Events will be the Good Old Days celebration on April 9 & 10, the Big Sur International By the Bay Run on Saturday, April 23, the M.S. Walk on Sunday, April 24 and the Double Road Race on Sunday, May 8. The Chamber of Commerce is proposing to add a Film Festival event at Lover's Beach in October.
6. **Old Business**
A. Web Services (registration, rosters, tracking)- Library & Info. Services Director, Stephen Silveria provided a progress update on-line registration and on-line payment since the September 8, 2015 meeting with him. The good news is that the on-line registration is almost done and will be integrated into the City's full web site. The bad news is that the online payment system is on hold till the completion of a City wide "Technology Assessment. The Request for Proposal is in the works. The Board should submit its needs to him ASAP.
B. Recreation Board Goals for 2016 - No discussion due to time constraints.
7. **New Business**
A. Department Master Fee Schedule Mothershead lead a review and discussion of the 2016-2017 fee schedules that is going to the City Council for review April 6th and April 20th (2 readings). Proposed fees follow the guidance provided by the Board and City Council.
8. **Closing comments and adjournment** – The Board was reminded of the Mayor's appreciation reception scheduled for April 12th. The meeting was adjourned at 7:01 pm.

The next meeting will be scheduled for Tuesday May 10, 2016, Youth Center (Upstairs Study Room) – 302 16th Street, Pacific Grove, CA. at 5:30 pm.

Respectfully submitted,

Calvin Tom, Recreation Board Vice-Chair and acting Secretary



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: May 24, 2016
SUBJECT: Recreation Board Report – Item #'s 5-(A & B)

Agenda Items

5-A. Financial Report for March & April –

The Department budget report for March and April is attached. Revenue is reported for March is \$25,135 and for April is \$16,147. Expenditures for March totaled \$26,458, while April is reported to be \$42,443. Totals through April (83% of the fiscal year) in revenue are \$197,420 or 74.2% of the yearly expectation. Expenditures total is reported as \$377,541.74, or 77.4% of the yearly budget.

5-B.

Programs –

The department did hire a new Preschool Manager/Director. Ms. Greer seems to be the perfect fit to our special “play bases” Preschool. (Please see the attached notice to parents.)

Preschool summer school begins on June 20. We have 12 students enrolled, with 3 spaces available. (Flyer attached) Our Fall program is full, with 27 children enrolled and a waiting list established. Tuition fees (approved by City Council) will be raised by 3.3%.

The Youth Center April attendance for the Afterschool Drop-in program totaled 331 students over 21 days (16/day) and grossed \$358 (concession gross \$264 and entry fees \$94) for the month. Next year’s entry fees will be \$2 per day and the Membership program will increase by \$20.

The department completed our spring Youth Track Club season on May 21. A few of our members hope to compete in San Jose on June 18th. Note: the Big Sur International Marathon did donate \$1,000 to the program to off-set registration fees!

We have completed our interviews for Summer Part-time staff positions and are in the process of completed the needed screenings, with staff training begins on May 31. The Stillwell Children’s Pool will open on June 1, with the Adventure program beginning on June 6.

Special Events –

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, the Double Road Race on Sunday, May 8 and the March of Dimes Walk on May 21 all went well.

Our next major event will be the Pacific Grove Triathlon on June 11 & 12.

Staff has met at least twice to discuss the new Military Appreciation Race, scheduled for July 10, and preparing for the Feast of Lanterns at the end of July.

SPI
 DATE: 05/19/2016
 TIME: 16:46:09

SELECTION CRITERIA: orgn.orgn2='421'
 ACCOUNTING PERIOD: 9/16

CITY OF PACIFIC GROVE
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
 EXPSTAIL

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

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	11,773.50	.00	108,092.29	47,065.71	69.67
5105	PART-TIME SALARIES	106,000.00	4,772.55	.00	66,667.59	39,332.41	62.89
5109	OFF SALARY ADJUSTMENT	8,782.00	926.86	.00	7,510.94	1,271.06	85.53
5110	EQUITY ADJUSTMENT	.00	37.76	.00	427.07	-427.07	.00
5121	FICA-MEDICARE BENEFITS	2,986.00	234.20	.00	2,552.68	433.32	85.49
5122	RETIREMENT (PERS)	48,311.60	1,040.01	.00	9,396.74	38,914.86	19.45
5123	HEALTH INSURANCE COST	2,345.00	162.10	.00	1,502.55	842.45	64.07
5124	UNEMPLOYMENT COST	75.00	6.57	.00	69.30	5.70	92.40
5126	WORKERS' COMPENSATION	2,100.00	220.60	.00	1,979.95	120.05	94.28
5128	OTHER EMPLOYEE BENEFITS	10,140.00	896.34	.00	8,050.97	2,089.03	79.40
5129	FLEXIBLE HEALTH BENEFIT	3,870.00	198.46	.00	1,677.43	2,192.57	43.34
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	18,633.60	14,492.80	56.25
5201	CONTRACT SERVICES	.00	-73.50	.00	1,049.22	-1,049.22	.00
5208	CONTRACT PERSONNEL	5,500.00	.97	.00	.00	5,500.00	.00
5211	POSTAGE	500.00	221.30	.00	1,863.09	491.26	1.75
5212	TELEPHONE	4,000.00	7.45	.00	247.67	2,136.91	46.58
5213	BANK FEES	.00	.00	.00	8.74	-8.74	.00
5217	TRAVEL, MEAL COSTS	500.00	.00	.00	247.67	-247.67	.00
5221	ADVERTISING	1,500.00	688.00	.00	.00	500.00	.00
5222	UTILITIES	55,000.00	533.12	.00	985.50	514.50	65.70
5223	BLDG REPAIR, MAINT	4,000.00	960.00	.00	50,714.83	4,285.17	92.21
5224	EQUIP REPAIR, MAINT	1,000.00	.00	.00	5,176.84	-1,176.84	129.42
5225	OPERATING LEASES/EQUIPMN	.00	.00	.00	.00	1,000.00	.00
5226	EQUIPMENT REPAIR	1,000.00	5.11	.00	51.43	-51.43	.00
5227	VEHICLE REPAIR	500.00	.00	.00	75.83	924.17	7.58
5230	INTERNAL SERVICE CHARGES	8,346.00	.00	.00	1,528.80	-1,028.80	305.76
5231	INSURANCE	5,000.00	.00	.00	9,200.71	-854.71	110.24
5261	SUBSCRIPTIONS, MEMB	500.00	.00	.00	1,788.36	3,211.64	35.77
5291	MISC. DEPT EXPENSE	3,500.00	758.40	.00	81.25	418.75	16.25
5301	OFFICE SUPPLIES	500.00	53.75	.00	3,482.80	17.20	99.51
5305	JANITORIAL SUPPLIES	1,000.00	.00	.00	639.11	-139.11	127.82
5309	OTHER SUPPLIES	.00	.00	.00	411.74	588.26	41.17
5311	VEHICLE FUEL	500.00	.00	.00	3,504.70	-3,504.70	.00
5352	CHEMICAL SUPPLIES	1,600.00	24.20	.00	663.45	-163.45	132.69
5361	RECREATION SUPPLIES	4,000.00	939.68	.00	1,274.65	325.35	79.67
5362	SPECIAL EVENT SUPPLIES	.00	.00	.00	5,723.54	-1,723.54	143.09
	TOTAL RECREATION OPERATIONS	487,840.00	26,457.83	.00	335,098.28	152,741.72	68.69

TOTAL REPORT

487,840.00

26,457.83

.00

335,098.28

152,741.72

68.69

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ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
5101	BASE SALARY	155,158.00	17,660.26	.00	125,752.55	29,405.45	81.05
5105	PART-TIME SALARIES	106,000.00	6,777.58	.00	73,445.17	32,554.83	69.29
5109	OFF SALARY ADJUSTMENT	8,782.00	1,390.29	.00	8,901.23	-119.23	101.36
5110	EQUITY ADJUSTMENT	.00	56.64	.00	483.71	-483.71	.00
5121	FICA-MEDICARE BENEFITS	2,986.00	359.28	.00	2,911.96	74.04	97.52
5122	RETIREMENT (PERS)	48,311.60	1,505.91	.00	10,903.65	37,407.95	22.57
5123	HEALTH INSURANCE COST	2,345.00	162.10	.00	1,664.65	680.35	70.99
5124	UNEMPLOYMENT COST	75.00	9.72	.00	79.02	-4.02	105.36
5126	WORKERS' COMPENSATION	2,100.00	327.72	.00	2,307.67	-207.67	109.89
5128	OTHER EMPLOYEE BENEFITS	10,140.00	1,254.03	.00	9,305.00	835.00	91.77
5129	FLEXIBLE HEALTH BENEFIT	3,870.00	297.69	.00	1,975.12	1,894.88	51.04
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	20,704.00	12,422.40	62.50
5201	CONTRACT SERVICES	.00	319.50	.00	1,368.72	-1,368.72	.00
5208	CONTRACT PERSONNEL	5,500.00	.00	.00	.00	5,500.00	.00
5211	POSTAGE	500.00	.00	.00	8.74	491.26	1.75
5212	TELEPHONE	4,000.00	219.82	.00	2,082.91	1,917.09	52.07
5213	BANK FEES	.00	25.47	.00	273.14	-273.14	.00
5217	TRAVEL, MEAL COSTS	500.00	.00	.00	.00	500.00	.00
5221	ADVERTISING	1,500.00	255.00	.00	1,240.50	259.50	82.70
5222	UTILITIES	55,000.00	7,044.49	.00	57,759.32	-2,759.32	105.02
5223	BLDG REPAIR, MAINT	4,000.00	794.57	.00	5,971.41	-1,971.41	149.29
5224	EQUIP REPAIR, MAINT	1,000.00	.00	.00	.00	1,000.00	.00
5225	OPERATING LEASES/EQUIPMN	.00	5.11	.00	56.54	-56.54	.00
5226	EQUIPMENT REPAIR	1,000.00	.00	.00	75.83	924.17	7.58
5227	VEHICLE REPAIR	500.00	.00	.00	1,528.80	-1,028.80	305.76
5230	INTERNAL SERVICE CHARGES	8,346.00	.00	.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	170.00	.00	251.25	248.75	50.25
5291	MISC. DEPT EXPENSE	3,500.00	-638.00	.00	2,844.80	655.20	81.28
5301	OFFICE SUPPLIES	500.00	143.18	.00	782.29	-282.29	156.46
5305	JANITORIAL SUPPLIES	1,000.00	46.67	.00	458.41	541.59	45.84
5309	OTHER SUPPLIES	500.00	658.04	.00	4,162.74	-4,162.74	.00
5311	VEHICLE FUEL	500.00	70.80	.00	734.25	-234.25	146.85
5352	CHEMICAL SUPPLIES	1,600.00	.00	.00	1,274.65	325.35	79.67
5361	RECREATION SUPPLIES	4,000.00	1,456.19	.00	7,179.73	-3,179.73	179.49
5362	SPECIAL EVENT SUPPLIES	.00	.00	.00	22.22	-22.22	.00
	TOTAL RECREATION OPERATIONS	487,840.00	42,443.46	.00	377,541.74	110,298.26	77.39

TOTAL REPORT

487,840.00

42,443.46

.00

377,541.74

110,298.26

77.39

Expenditures **Recreation Department**

More than Last Yr.

421 as of 5/19/16 **2015-16** unaudited **Report (2014-15) Last Years Totals** **83,004** difference

code	unaudited	change	difference
1 16	\$ 55,527	5,960	
2 16	\$ 52,212	25,870	
3 16	\$ 41,188	17,310	
4 16	\$ 38,804	(1,781)	
5 16	\$ 38,287	16,325	
6 16	\$ 30,170	7,571	
7 16	\$ 25,915	2,704	
8 16	\$ 36,816	12,800	
9 16	\$ 26,458	19,647	
10 16	\$ 42,443	(13,122)	
11 16			
12 16			
13 16			
	last yrs. total		
	\$ 405,157		

Spent to Date:	\$ 377,541.74
Encumb. Outstanding	
Total Debit	\$ 377,542
Available:	\$ 110,298.26
Budgeted for 15-16	\$ 487,840

% of the Fiscal Year Expired

83%

77.4% SPENT

	(2014 - 15)	(2013 - 14)	(2012 - 13)	(2011 - 12)	(2010 - 11)	(2009 - 10)	(2008 - 09)
Expend:	\$ 404,296	\$ 402,224	\$ 340,897	\$ 350,307	\$ 293,990	\$ 344,938	\$ 377,327
Income:	\$ 237,331	\$ 226,058	\$ 206,121	\$ 194,907	\$ 196,899	\$ 195,476	\$ 186,774
Cost to City	\$ 166,966	\$ 176,166	\$ 134,776	\$ 155,400	\$ 97,091	\$ 149,462	\$ 190,553
% Sufficient	59%	56%	60%	56%	67%	57%	49%
% Supported	41%	44%	40%	44%	33%	43%	51%

Budget 2015-2016 / Reports (Revenue-Expenditures)



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

E-Mail: Dmothershead@cityofpacificgrove.org
Phone (831) 648 – 5722 (ext. 202) Fax (831) 375 – 9863
Senior Coordinator: **Donald Mothershead**

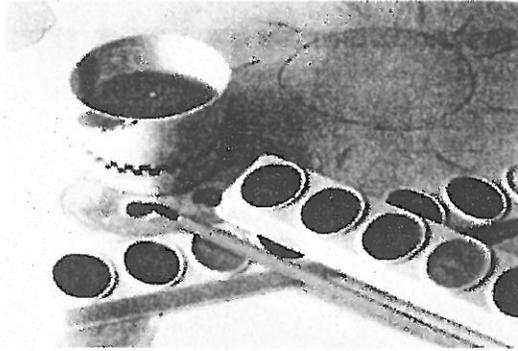
MEMORANDUM

TO: Our Preschool Families and Friends
FROM: Donald Mothershead, Senior Recreation Coordinator
DATE: May 11, 2016

SUBJECT: New Director/Manager for the Pacific Grove Community Center Preschool

Dear Preschool Parents, it is with mixed emotions that I announce the official departure of **Ms. Stephanie Cota** as our Preschool Director. She has done an amazing job with continuing our long history (since 1968) of offering a unique and quality “Play Based” Preschool education to our children over the past 4 years. She accepted a new position in April and has still supported our program through this transitional time. We wish her all the best and hope that she will visit us from time-to-time.

On the other hand, it is my pleasure to announce the appointment of **Ms. Erin Greer** as our new Director. Erin holds a degree in Biology from the University of Colorado and a Master’s degree in Education from the University of Washington as well as has a teaching credential for the State of Washington. And additionally, Erin has two young children who will be attending elementary school in our District. Prior to moving to Pacific Grove, Erin was a long term substitute teacher for the University Place School District in Washington, where she taught first grade students. Erin has also served as President of the Pre-School Board for the Kailua Preschool and a soccer coach. Erin’s positive attitude and teaching style will support the continuity of our preschool curriculum. Please help me welcome Erin to this position!



The Pacific Grove Community Preschool
(515 Junipero Ave.)
invites you to register for its
SUMMER program

9 – 12noon Mon/Wed/Fridays
June 20 - July 15 (11 days)

Please Note: - No Class on July 4th!

Fee is \$236 for residents
& \$256 for non-residents

Register at City Hall, (300 Forest
Ave.) by phone or in person!

Call 648 – 3100 for more information

(REGISTRATION FORM ON OTHER SIDE)
for Summer Preschool

(Registration on backside)



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

AGENDA REPORT # 7 - A

TO: Recreation Board
FROM: Donald Mothershead, Senior Recreation Coordinator
MEETING DATE: May 24, 2016
SUBJECT: Consider Carmel Film Festival's request to hold an event at Lovers Point on Saturday, October 22, 2016

RECOMMENDATION

Approve the Carmel Film Festival's request to hold their "Filmmakers Beach Dinner" at Lovers Point Park on Saturday, October 22, 2016, with special exemption of Muni Code #'s 11.04.020, 11.04.030 and 14.08.010.

DISCUSSION

On March 23, staff received a request from the Pacific Grove Chamber of Commerce, requesting permission to host the Carmel Film Festival's "Filmmakers Beach Dinner" at Lovers Point on Saturday, October 22, 2016. The event organizers would like to have fire pits placed on the beach and be allowed to serve alcohol with dinner. As our Municipal Code prohibits both alcohol in parks/public and fires placed on our beaches, staff is bringing this mater for council's consideration.

Staff suggests "clean burning" propane fire-pits would have zero negative impact on our beach environment and the serving of alcohol (beer/wine) should be limited to a restricted "tented" area. The proposed event would be from 6:00 – 8:00 pm, with set-up beginning at 3:00 pm. The event would utilize Pacific Grove businesses for managing, catering and equipment. The Chamber of Commerce guarantees that the public would have access to the beach area. This event is expected to draw about 300 people from around the world. The Carmel Film Festival will pay full cost recovery for all City services, in addition to rental fees for the utilization of our parking lots and park areas. Furthermore, the Chamber hopes to shift additional events in the future to Pacific Grove from this Film Festival.

Staff reps from Police, Fire and Public Works did meet with Pacific Grove Chamber reps on April 7th and discussed the proposal in detail and did suggest the mentioned requirments being brought to this board. Staff strongly suggests that if the event is approved, a Fire Inspection/Permit be required of the Tent and Fire Pit areas, a Police Officer be present during the event and all Staff time and Permit Fees be charged. Staff suggests the organizer either utilize the main beach or the Lovers Point Park area as both areas are readaly accessible to emergency response.

The City's Downtown Business Improvement District (April 6th) and the Economic Development Commission (April 14th) both have discussed the event and unanimously recommend for the City Council capitalize on this special opportunity. Now, the Recreation Board is asked to review this request.

ISSUES:

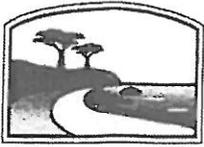
The City Council has occasionally approved similar events, as our Municipal Code prohibits alcohol in our parks and fires on our beaches. Council must decide if this is an appropriate activity in our city and the Recreation Board comments are important in your advisory role.

FISCAL IMPACT

This is a unique event that staff expects will generate increased motel and restaurant business, during what is normally a slow time of year. Thus, increasing our Transient Occupancy and Sales Taxes. Again, all direct costs for City services will be paid.

ATTACHMENTS

- 1 – Chamber request – dated March 23, 2016
- 2 – Cost Estimate – draft Invoice
- 3 – Municipal Code excerpts the City’s Code Enforcement Officer (11.04.020 - 11.04.030 and 14.08.010)



PACIFIC GROVE
CHAMBER OF COMMERCE
& TOURIST CENTERS

March 23, 2016

Mr. Ben Harvey
Interim City Manager
City of Pacific Grove
300 Forest Avenue
Pacific Grove, CA 93950

Dear Ben,

Thank you very much for taking the time to meet with me and Preston Flatley of the Seven Gables Inn at Lovers Point Park three weeks ago.

As discussed, attached is the application to host Carmel International Film Festival at Beach #2. Attracting this first class event means a lot to the Downtown Business Improvement District, chamber and area lodging establishments.

In closing, I recommend that we set up a meeting with police, fire, public works and Don Mothershead to address any questions related to the event.

Your support is highly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read 'Moe Ammar', with a long, sweeping horizontal stroke extending to the right.

Moe Ammar
President

Cc: Tom McMahon
Preston Flatley
Don Mothershead

APPLICATION (REQUEST) TO RESERVE

- | | |
|---|---|
| <input checked="" type="checkbox"/> Lovers Point (630 Ocean View Blvd.) | <input type="checkbox"/> Berwick Park (400 Ocean View Blvd.) |
| <input type="checkbox"/> Jewell Park Gazebo (148 Grand Ave.) | <input type="checkbox"/> Elmarie Dyke Gazebo & Open Space (162 -16 th St.) |
| <input type="checkbox"/> Point Pinos Lighthouse (80 Asilomar Ave.) | <input type="checkbox"/> Esplande Park (10 Esplande St.) |

NAME: Carmel International Film Festival/c/o Pacific Grove Chamber

STREET ADDRESS: P.O. Box 167 CITY: Pacific Grove ZIP: 93950

PHONE: 831-373-3304 CELL PHONE: 831-373-3305

EMAIL ADDRESS: moeammar@pacificgrove.org

DAY AND DATE OF USE: Saturday, October 22

HOURS OF USE: FROM 2:00 pm TO 8:00 pm **100 GUEST MAXIMUM**

PURPOSE OF USE Beach Party

DAY OF EVENT - CONTACT PERSON: Tom Burns (Carmel International Film Festival)

CONTACT PERSON'S CELL PHONE NUMBER: 831-238-4115

This is your application to reserve the above-mentioned park. Upon receipt, the Facilities Coordinator will review your request and issue a PERMIT if the requested space is available. Park Rentals are reserved in two hour blocks @ \$300.00 per two-hour block for weekends & holidays and \$200.00 per two hour block for week days. Reservation times must begin after 7:30 am. No reservation will be issued after 9:30 p.m. during Daylight Savings Time (April - October) and 7:30 p.m. during the rest of the year (November - March).

Note: NO Sound Permits will be issued for Berwick Park during the Harbor Seal Pupping season (March - May). Additionally, No Use Permits for the Cypress Cove area of Berwick Park will be issued for March, April & May!

Please bring a copy of your approved Park Permit with you to your event.

For reservations made within 30 days of the scheduled date, payment must be made by cash, credit card or money order--no personal checks. If an event scheduled on a Saturday, Sunday or Holiday is cancelled, refunds will be given only if requested 60 days before the event, and a 25% processing fee will be assessed in all cases. The City assumes no responsibility for inclement weather and no rain/inclement weather refunds will be given.

Please review our City policies below:

- 1) Your date and time are not confirmed until the full rental fee, signed application and (if requested) chair and sound permits are received and approved by City Hall and a payment receipt and permit is issued.
- 2) Use of tables, chairs, and sound amplification devices are prohibited without an approved permit. If music is played (live and recorded) or voices are amplified, a \$25 sound amplification fee also is required.
- 3) Rental area must be vacated by the end time specified on permit.
- 4) **Alcohol consumption in public areas is strictly prohibited! Smoking is also prohibited!**
- 5) Vehicles are prohibited on park grounds. This includes unloading of items and passengers inside the park.
- 6) Dogs are prohibited in all Pacific Grove parks.
- 7) Use of helium balloons or other event decorations that may result in illicit waste or discharges are prohibited.
- 8) Tossing of birdseed, rose petals, rice, etc. is prohibited. Release of butterflies or birds is discouraged.
- 9) All trash must be disposed of in the proper garbage and recycling receptacles.

IF YOU ARRIVE DURING YOUR DESIGNATED RENTAL TIME AND THE SPACE IS OCCUPIED, CALL THE PACIFIC GROVE POLICE DEPARTMENT AT 648-3143.

Park Fee: \$300.00 (weekends & Holidays) or \$200.00 (weekdays) per two (2) hour time block period

Sound Permit: \$ 30.00 (if applicable)

Refundable Damage Deposit: \$150.00

I agree to these Conditions: _____

Signature

Date of request: 3/24/2016

CITY OF PACIFIC GROVE
APPLICATION FOR SOUND AMPLIFICATION PERMIT

Name of Applicant: Moe Ammar c/o Carmel Film Festival
Date of Birth: 11/20/1956
Address: P.O. Box 167
City/Zip: Pacific Grove, CA 93950
Telephone Number: 831-373-3304
Type of Event: Beach Party Estimated Attendance: 250
Location: Lovers Point Beach #2
Dates & Hours of Use: October 22, 2016 5:00 - 8:00 pm
Approximate Distance to Nearest Residence: 500 feet
Type of Sound Equipment: Sound System/2 speakers
Name of Professional D.J. (or operator) TBA
Operator's Address: TBA Zip Code TBA
Phone Number of Operator: TBA

Alcohol being served? YES NO Alcohol being sold? YES NO

I hereby agree that the permit, if issued, may be revoked forthwith by the police should another person or persons complain of a disturbance from the sound, or should interference with traffic or general public use of public areas result from the event. I understand the City Manager and/or the City Council may deny the permit upon finding that operation of the device/s is likely to be audible and disturbing to a person or persons on other property, or would contribute to traffic or health hazards, or would tend to preempt normal public use of a public area. I further understand the City Manager and/or City Council may impose such conditions on a permit, as they may deem appropriate, including hours of use, levels of audibility and numbers of persons attending the event.

Note: NO Sound Permits will be issued for Berwick Park during the Harbor Seal Pupping season (March - May). Additionally, No Permits for the Cypress Cove area of Berwick Park will be issued for March, April & May.

Signature of Applicant _____ Date of Application _____

CITY USE ONLY:

Reviewed by: _____

Application Approved: YES NO

Date Paid: _____ Signature of City Official: _____

Amount Paid: _____ Dated: _____

Sound Permit 2015

DRAFT

DRAFT

INVOICE

City of Pacific Grove

300 Forest Avenue
Pacific Grove, CA 93950

Carmel International Film Festival
c/o Pacific Grove Chamber of Commerce
P.O. Box 167
Pacific Grove, CA 93950
(831) 373 - 3304

PAYABLE TO: CITY OF PACIFIC GROVE

Please return this form w/ payment

Department	Reference	Invoice Date			
Finance	Request is for Saturday, October 22, 2016 at Lovers Point Beach / Park (T.B.D.)	5/9/2016			
	Description	2016 FESTIVAL EVENT			
	FILMMAKERS BEACH DINNER				
	Personnel Involved	Units Used	Total Hrs.	Cost/Unit	Amount
	Fire Department			cost + 9%	
	Personnel (Fire & Tent Inspection)	1		\$73.21	\$ 73.21
	Tent / Canopy PERMIT	1		\$86.00	\$ 86.00
#01 - 4465	Police Department			cost + 9%	
	Police Officer	1	3	89.38	\$ 268.14
	Sound Permit	1		\$30.00	\$ 30.00
	Public Works Department			cost + 9%	
#01 - 4465	Personnel Pre-Event	2	4	\$46.81	\$ 183.12
	Personnel Post-Event	1	4	\$46.81	\$ 183.12
	Temporary Directional Signage (per Day)			\$2.00	
	NO PARKING Temporary Parking Signage			\$1.00	
	NO PARKING - Barricade (Standard Size)	30		\$3.00	\$ 90.00
	8' Rails w/ 2 barricades			\$10.00	
	4' Delineator			\$4.00	
	18" Traffic Cone			\$2 / day	
	24" Traffic Cone			\$3 / day	
	Garbage Cans / Recycle Bins			\$2.00 per set	
#01 - 4465	Recreation Department				
	Application (includes planning meeting)	1		\$75.00	\$ 75.00
	Park RENTAL	1	6	\$300	\$ 1,800.00
	Parking Lot Rental Fee	2		\$50.00	\$ 100.00
				Total Due	= \$2,888.59

Reviewed by:

Acct. # 01 - 4465

Date Paid
Validation #

City of Pacific Grove Municipal Code (reference Alcohol / Fires in Public Parks and Beaches)

11.04.020 Consumption in public place.

It is unlawful and an infraction for any person to drink or **consume any alcoholic beverage in or on any public park**, street, alley, public property, public parking area, public wharf, public dock, public waterfront or marine life refuge, or any beach within the city; provided, that the provisions of this section shall not apply to consumption of alcoholic beverages within the confines of any enclosed building or tent where express permission for the consumption of alcoholic beverages has been granted by the city council, nor shall the provisions of this section apply to outdoor seating adjacent to eating establishments where express permission has been granted by the city manager pursuant to PGMC 15.16.045. This provision may be enforced pursuant to Chapter 1.16 PGMC.

11.04.030 Possession on sand beaches.

It is unlawful for any person to have in his or her **possession any alcoholic beverage on any sand beach within the city**.

14.08.010 Unlawful acts within limits of park, golf course or beach (c) To make or kindle **a fire for any purpose**, or to in any manner transport fire or any burning substance, except in designated picnic areas where fireplaces are provided therefor, or in such designated fireplaces to leave any fire or live coals unextinguished and unattended, except that this shall not be construed as a restriction on the smoking of any cigar, cigarette, pipe, or other device for smoking nicotine compounds; provided, further, it is unlawful to discard, throw or drop any lighted match, cigar, cigarette, or any other burning substance within such areas.



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

AGENDA REPORT # 7 - B

TO: Recreation Board
FROM: Donald Mothershead, Senior Recreation Coordinator
MEETING DATE: May 24, 2016
SUBJECT: Consider of a Special Event “Pacific Grove Back-in-Time” Car Show on July 9, 2016. This is a Chamber of Commerce request to hold an a Car Show on Lighthouse Ave.

RECOMMENDATION

Approve the requested Car Show “Pacific Grove Back in Time” on Lighthouse Avenue on Saturday, July 9, 2016, between the hours of 9:00am-3:00pm, with the understanding that “full cost recovery” will be expected.

DISCUSSION

On May 12, staff reps from Police, Fire and Public Works did meet with Pacific Grove Chamber reps to discuss this proposal. The proposed area would be Lighthouse Avenue, between Forest Avenue and 13th St. Staff would require the street area utilized to be completely closed to all cross traffic, with the standard signage used as in similar events. The chamber reports that the Down-town merchants are all in favor of such an event. Staff also request that “full-cost-recovery” be charged for City services.

FISCAL IMPACT

This in a unique event that staff expects will generate increased motel and restaurant business, during what is normally a slow time or year. Thus, increasing our Transient Occupancy and Sales Taxes. Again, all direct costs for City services will be paid.

ATTACHMENTS

1 – Chamber request – dated May 3, 2016

City of Pacific Grove

Fiscal Year, 2016 – 17 Application for a CITY SPECIAL EVENT

Requests should be completed and submitted to the City by the 30th of September, 2015
to be Placed on the City's Special Events Calendar.

The City Recreation Board & Council will be Approving its Special Events Calendar
between December and January for the Fiscal Year, July 1, 2016 -June 30, 2017.

(PLEASE TYPE OR PRINT LEGIBLY)

(dated 6/24/15)

Sponsoring Organization: Pacific Grove Chamber of Commerce &
Downtown Business Improvement District

If Non-Profit, the E.I.N.#:
94/1558089

Date Requested & Title of the Event:

Saturday, July 9, 2016
Pacific Grove Back in Time

Location Requested:

Lighthouse Avenue between 12th St. and Forest Ave.

Contact Person & Phone Number:

Moe Ammer
(831) 373-3304

Organization's Name & Address:

Pacific Grove Chamber of Commerce
P.O. Box 167 Pacific Grove, CA 93950

Email & Website Information:

moeammar@pacificgrove.org; www.pacificgrove.org

Description of Event Proposed:

Typical car show similar to Concours Auto Rally. This is a fundraiser to benefit
The Bridge Restoration Ministry. We expect 130 cars that will eat and shop in PG.

Statement of Purpose & Economic Impact:

(on two sparate sheets of paper, give (1) Purpose of this event and (2) the Economic Impact the City of
Pacific Grove can expect from this event. Examples of economic impact include hotel nights,
restaurant meals, number of visitors.)

Time of Event:

Set Up & Preparation: Day/Date: Saturday 7/9 From: 7:00 am To: 9:00 am

Actual Event: Day/Date: Saturday 7/9 From: 9:00 am To: 3:00 pm

Clean Up, Close: Day/Date: Saturday 7/9 From: 3:00 pm To: 3:30 pm

Estimated Number of Participants and or Spectators: 130 cars and 400-500 spectators

Description of City Facilities, Support, and Personnel Required: _____

1) Display No Parking signs 24 hours prior to event

2) Block street on Saturday 7/9 in the morning

3) Remove No Parking signs that will be stored by volunteers on Monday morning

List of Personnel Provided by Sponsor: There will be several volunteers from the Chamber, BID, and Bridge Restoration Ministry

Will a Fee be Charged for: Admission: Yes No If Yes: \$ _____ Per Person

Participants: Yes No If Yes: \$ _____ Per Person

Vehicle Display: Yes No If Yes: \$ 35 Per Vehicle

Will There Be Commercial Sales? Yes No Describe: _____

Will Sound Amplification be used? Yes No Describe: _____

Will Commercial Filming take place? Yes No Describe: _____

Will Alcohol be served? Yes No Describe: _____

Will Alcohol be sold? Yes No Describe: _____

Will Food be served? Yes No Describe: _____

Will Food be sold? Yes No Describe: _____

Describe Accommodations pursuant to the Americans with Disability Act:

All event on City's streets and sidewalks. All accessible.

Describe Arrangements for Recycling and Appropriate Disposal: No food or beverage will be sold

Describe Parking Arrangements for Event: City parking lots

Will you have corporate sponsorship banners? Yes No Describe: _____

If Yes, how many banners will you have? N/A

Please list all companies/corporations etc: N/A

If your event was held in the past, please provide the following information.
 If your event has not yet taken place, provide the figures from the most recent year.

Most Recent Event Gross Receipts or Estimates - \$ 0

% of Event Proceeds given to Pacific Grove Organizations - \$ 100%

% of Event Proceeds given to Monterey County Organizations - \$N/A

<u>Service</u>	<u>Fees set by City Council (May 2014)</u>
<u>Special Event Application</u>	<u>\$250 - \$500 for staff time for planning and meetings</u>
<u>Sound Permit</u>	<u>\$30.00 each event</u>
<u>Police Officer / Fire Inspector / Public Works Staff</u>	<u>Actual Staffing Costs + 9% Overhead</u>
<u>Liability Insurance Limit required</u>	<u>\$2 M naming City of Pacific Grove</u>
<u>Temporary Directional Signage</u>	<u>\$2 per day</u>
<u>Barricades</u>	<u>\$3 - each, per day</u>
<u>Delineators</u>	<u>\$4 - each, per day</u>
<u>Rails (include two barricades)</u>	<u>\$10 – each, per day</u>
<u>Traffic Cones</u>	<u>\$2 - \$3 each, per day</u>
<u>Recreation Trail Fees</u>	<u>\$100 - \$300 per hour</u>
<u>Park Fees</u>	<u>\$100 - \$300 per hours</u>
<u>Parking Lot Fees</u>	<u>\$50/Lot, plus barricade fees required</u>
<u>Garbage Can / Recycling Bins</u>	<u>\$2.00 per set</u>

**Fees are considered each May by the City. These fees quoted may increase. The Pacific Grove City Council may waive City-incurred charges for those organizations deemed holding "traditional events" or "minimal-impact events". This waiver will be considered on a year-to-year basis.*

Conditions of Permit

Upon City Council approval, the following conditions will apply:

	Please Initial Each Condition Below:
<p>At least thirty (30) days prior to the event, furnish the City with a certificate of insurance in an amount not less than \$2 Million, naming the City of Pacific Grove as an additional insured. Such insurance must be primary to any City insurance, and the City must have at least ten (10) days notice of cancellation.</p>	<p><u>MA</u></p>
<p>The sponsoring organization must reimburse the City for all direct and incidental expenses for the use of the City personnel and facilities. The City has the absolute discretion to determine the number of personnel that will be provided for a particular event. The City Council may waive or reduce the requirement for reimbursement if the event is sponsored by the Pacific Grove Chamber of Commerce, the Pacific Grove Unified School District, or if the City sponsors the event.</p>	<p><u>MA</u></p>
<p>The sponsor is responsible for all sign placement and removal, litter control, trash removal and clean-up activities and for providing necessary containers and personnel for recycling activities as determined by the City. <u>Use of helium balloons or other event decorations that may result in illicit waste or discharges are prohibited. Balloon decorations are Prohibited!!</u></p>	<p><u>MA</u></p>
<p>The sponsor must comply with Pacific Grove Municipal Code Chapter 9.30, the storm water management and discharge control ordinance. Specifically, the sponsor shall be responsible to ensure that litter control is provided consistent with this ordinance, which requires that no person shall throw, deposit, leave, maintain, keep, or permit to be thrown or deposited, in or upon any public or private property, driveway, parking area, street, alley, sidewalk, component of the storm drain system, or waters of the U.S., any pollutant, refuse, rubbish, garbage, litter, or other discarded or abandoned object, so that the same may cause or contribute to pollution. Waste deposited in proper waste receptacles for the purpose of collection is exempt from this prohibition. No person shall discharge or cause to be discharged into the city storm drain system or watercourses any materials, including but not limited to pollutants or waters containing any pollutants, that cause or contribute to a violation of applicable water quality standards, other than storm water. [Ord. 07-002 § 2, 2007].</p>	<p><u>MA</u></p>
<p>City contractors in the performance of city contracts and special event promoters may not provide prepared food in disposable food service ware that contains polystyrene foam. City contractors and special event promoters utilizing disposable food service ware shall use biodegradable, compostable, or recyclable products while performing under a city contract or permit. <u>Violations of this condition shall result in fines pursuant to Pacific Grove Municipal Code Section 11.99.060.</u></p>	<p><u>MA</u></p>
<p>The sponsor must comply with all Pacific Grove Municipal Codes. The sponsor acknowledges Muni codes against Alcohol in Public and Smoking in our Parks!</p>	<p><u>MA</u></p>
<p>The sponsor is responsible for submitting a plan for accommodations required pursuant to the Americans with Disabilities Act and must provide Portable Restroom Facilities, if deemed necessary by the City.</p>	<p><u>MA</u></p>
<p>An approved Special Events permit is required for all groups and must be in the possession of the sponsor or representative at the event.</p>	<p><u>MA</u></p>
<p>The Special Events Coordinator will review applications and additional approvals may be deemed necessary.</p>	<p><u>MA</u></p>

I hereby certify the foregoing statements to be true and correct and that I am authorized to sign this Application on behalf of the sponsoring organization. I agree, on behalf of the sponsoring organization, to indemnify, defend and hold harmless the City of Pacific Grove, its City Council, officers, agents, and employees from and against any and all loss, damages, liability, injury, claims, suits costs and expenses, whatsoever, including attorney's fees, regardless of the merit or outcome of any such claim or suit arising from or in any manner connected to the requested activity. I also agree that, if the request is approved, to comply with all application and permit conditions, and understand that failure to comply with any conditions, or any violation of the law may result in immediate cancellation of the event, denial of future events and/or criminal prosecution.

Authorized Event Representative: Moe Ammar
(Signature)

Print Name: Moe Ammar

Title: President

Organization's Name: Pacific Grove Chamber of Commerce

Telephone: (831) 373-3304

E-Mail Address: moeammar @ pacificgrove.org

Date: 5/3/2016

Mail to:

City of Pacific Grove Special Events Coordinator

Donald Mothershead

300 Forest Ave., Pacific Grove, CA 93950

Phone: (831) 648-3100 FAX: (831) 375-9863

Email: dmothershead@cityofpacificgrove.org



**City of Pacific Grove
SPECIAL EVENT - Questionnaire of Economic Impact**

Financial Impact Estimates:

VISITORS during event

1. Number of Event days 1
2. Number of Participants expected (total) 150

Number of MOTEL CONTRACT Agreements

3. Number of motel stays (expected in the City of Pacific Grove). 10

EXTENT OF PUBLICIZING PACIFIC GROVE

4. Dollar Amount to be Spend on Advertising \$1,200

5. Forms of Advertisement
(list Radio / TV Stations and Papers used) Social media and some local papers

6. Marketing Area for Ads Monterey County