



## NOTICE OF MEETING

### CITY OF PACIFIC GROVE RECREATION BOARD MEETING AGENDA

5:30 p.m., November 19, 2019

Council Chambers -City Hall - 300 Forest Avenue, Pacific Grove, CA

**1. Call to Order – 5:30 PM**

**2. Roll Call**

Recreation Board Members:

Jay Tulley (Chair)

Charlie Gibson, David Baird, Dionne Ybarra, Greg Marshall

Joseph Amelio (Council Liaison)

**3. Approval of Minutes**

- a. Approval Meeting Minutes from July 25, August 22, September 26, & October 24, 2019

**4. Approval of Agenda**

**5. Council Liaison and/or Board Member Announcements**

**6. Public Comments**

- a. Written Communications

- b. Oral Communications

*Comments must deal with matters subject to the jurisdiction of the Commission that are not on the Agenda. Comments from the public will be limited to three minutes and will not receive Commission action. Whenever possible, letters should be submitted to the Commission in advance of the meeting.*

**7. Unfinished/Ongoing Business**

- a. City Council Policy 200-3, The Morris Dill Courts

- b. Recreation Board Work Plan - Update

**8. New Business**

- a. Master Event Permit for 18<sup>th</sup> Hole at the Pacific Grove Golf Links

**9. Staff Reports**

- a. Recreation Updates (Department Programs, Staffing, Information)

**10. Items for Next Agenda**

**11. Adjournment:** *This meeting is open to the public and all interested persons are welcome to attend. The City of Pacific Grove does not discriminate against individuals with disabilities and meetings are held in accessible facilities. A limited number of devices are available to assist those who are hearing impaired. If you would like to use one of these devices, please contact the Community Development Department at (831) 648-3183.*



**CITY OF PACIFIC GROVE  
RECREATION BOARD MEETING MINUTES  
July 25, 2019 – 5:30 pm**

1. **Call to Order** - The meeting was called to order at 5:32 pm
2. **Roll Call** – Baird, Ybarra, and Tulley & Staff-member Susic and Council Liaison Amelio.
3. **Approval of Minutes from June 27, 2019** – Approved
4. **Approval of Agenda** - Approved
5. **Council Liaison and / or Board Member Announcements** – Council Liaison Amelio noted several items from the previous council meeting including the Beacon House presentation, the Feast of Lanterns, the sewer contract, and the Walk with Pride.
6. **Public Comments**
  - A. **Written Communications** – An email from Mr Fred Jealous about the ongoing assessment of the Pickball courts was noted.
  - B. **Oral Communications** – Steve Thomas, President of PG Pony, spoke about upcoming baseball and softball clinics at GW Park, Forest Grove, and CSUMB. He also noted that the league is aware of various issues at Arnett Park. He noted that a plan will be presented to improve drainage at the Park. He also noted the need for better parking, the improvements made by the league, and outreach that had been done.
7. **Unfinished / Ongoing Business**
  - A. **George Washington Park Sub-committee** – Discussion focused on the next steps following the sub-committee's work to date. Susic noted the next steps would be:
    - A presentation to council would be made based on the sub-committee presentation. Staff's likely recommendation would be for council to include GW Park funding in CIP 2021 to request services of landscape architect for a formal plan.
    - Tulley requested information on grant funding, including deadlines on application dates.
  - B. **Morris Dill Courts update** – Susic noted the following:
    - The 90-day evaluation period is now two-thirds complete. Lots of information has been gathered by staff so far.
    - The hours were shifted to Tuesday, Thursday, and Saturday from 9 am – 6 pm
    - Staff is not able to monitor the courts every hour but someone is there every day. They are tracking hours of use and noting incidences requiring enforcement.
    - The new gate and lock have been installed.
    - The acoustical engineer's survey is done, but the report is not yet available
    - Painting of second court is scheduled for August
8. **New Business**
  - A. **Park Maintenance Program** – Susic noted the City of Campbell's Park Assessment plan provided by board member Gibson and asked for input. All concurred that the outline was excellent and discussed the way forward. Tulley recommended starting the assessment at GW and Caledonia while Ybarra recommended Arnett Park. Consensus seemed to settle on starting with a high-level assessment of all the city parks rather than a deeper look at fewer parks. The deeper look could be done after the initial assessment was done. Baird noted that accessibility should be the first priority. Tulley asked how Public Works would actually do the assessment- in-house, contracted, or by the Rec Board. Susic noted that he has presented the City of Campbell's assessment to PW staff but that current workload will limit staff ability to get it done. Susic said that a scoring system developed by the board would be beneficial. Ybarra asked how do we as a community engage the neighbors of Arnett Park to increase connection? Tulley noted that the board should bring some scoring criteria to the next meeting.

It was noted that there are Grant opportunities through Monterey Peninsula Regional Parks District and that they had provided funding at the Lovers Point pool and Arnett Park. Kathryn Lee and Moe Ammar would be good points of contact. Applications may be due in October.
9. **Staff Reports**
  - A. Staff report received. Susic noted some upcoming events including the Pet parade on July 26, National Night Out on August 6, and the Walk with Pride on September 21.

10. **Items for Next Agenda** – Discussion on Parks Assessment and t criteria for scoring.

11. **Adjournment** – Meeting was adjourned at 6:45 pm

Next meeting is scheduled for August 22, 2019 at the Council Chamber City Hall at 300 Forest Avenue, Pacific Grove, CA. at 5:30 pm.

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Respectfully submitted,

Jay Tulley



**CITY OF PACIFIC GROVE  
RECREATION BOARD MEETING MINUTES  
Thursday, August 27th, 2019 – 5:30 pm  
Pacific Grove City Hall, City Council Chambers  
300 Forest Avenue, Pacific Grove, CA.**

1. **Call to Order** - The meeting was called to order at 5:30 pm.
2. **Roll Call** –Baird, Gibson, Marshall present. Vice-Chair Ybarra and Chair Tully absent. Staff Liaison Amelio absent.
3. **Approval of Minutes from July 25, 2019** – Minutes to be approved at September 2019 meeting.
4. **Approval of Agenda** - approved
5. **Council Liaison and / or Board Member Announcements** – Recreation Manager Susic spoke of the Library renovation project being approved by the City Council and that the temporary library location will be the Holman Building that is slated to begin in October/November. The Monarch Sanctuary, Green Waste contract and a city-wide special event “Salute to Pacific Grove” to be held in November were also discussed.
6. **Public Comments**
  - A. **Written Communications** – Two letters were received regarding Pickleball at Morris Dill Courts
  - B. **Oral Communications** - none
7. **Unfinished / Ongoing Business**
  - A. **Morris Dill Courts (MDC)** – Sound Assessment Update - Recreation Manager Susic provided a summary of the acoustic study that was performed at MDC including long and short term evaluations and assessments with the only exception being at one monitoring point that sound levels did not exceed the City Ordinance regarding Stationary Sound. Recreation Manager Susic also provided a color copy of the report to the board to better demonstrate the report findings that was also posted on-line and can be downloaded. A recommendation by the consultant including installation of sound absorbing panels or screens at MDC was included in the report. Recreation Manager Susic also acknowledged the two letters that had been received regarding Pickleball and MDC. A couple of questions were raised by a board members about the definition of “Stationary” as it pertains to the City Ordinance (Gibson) and another about when would the sound absorbing devices be installed at MDC? (Marshall). 9 members of the public provided comments.

Recreation Manager Susic stated that the report would be presented to the City Council on September 4, 2019.

**B. Park Maintenance Program** - Recreation Manager Susic introduced the subject noting that the Recreation Board has discussed the park maintenance assessment model produced by the City of Campbell at the July board meeting. There was consensus by the board was that the model report but may be too comprehensive for Pacific Grove’s survey. It was felt that a scaled down version of the inventory/assessment would work better for the initial phase of this project. Also, that an evaluation of the data collected would not be much of an effort once a matrix is developed. A three-step process was discussed for Pacific Grove’s exercise that would include an inventory of all city parks and park assets, a general conditional rating of assets and a summary overview of the parks system for further consideration. The board felt that a parks assessment is a direct correlation to the Recreation Needs Assessment completed in 2018. The use of volunteers was also discussed to promote inclusion and ownership of the parks by neighborhoods, residents and students throughout the community. It was also felt that the use of volunteers for specific park workdays is a good way to help offset maintenance costs. Typically, services in this category include painting, playground surface material (Fibar) replenishment and minor repairs or replanting. Funding was discussed as part of the maintenance assessment in respect of ongoing maintenance and preventive maintenance services, code and compliance issues and public safety. One possibility would be to create a non-profit organization specifically to aid in financial support for park and recreation maintenance operations and projects. The board also felt that there needs to be a vision and plan for the management of park and recreation

assets in the community similar to the Recreation Needs Assessment. One board member offered to review what information the city may have to generate an inventory of parks.

3. **New Business** – No new business.

Board member Baird inquired about the hours of operation of the city's recreation trail and wondered if lighting like that in Monterey would ever be considered for Pacific Grove? What are the hours of operation for the recreation trail?

3. **Staff Reports**

A. The Recreation Manager reports that the summer recreation programs ran very well this year and that the summer staff was fantastic. He said that the 25 park and seasonal staff worked very well together. Participation in recreation programs exceeded all minimums.

B. The program registration software, CivicRec, introduced in June now includes Youth Center programs and pre-school payments on-line. BBQ and picnic rental and permits are projected to be available beginning in September.

C. Two fundraiser special event walks/runs have been permitted for September.

D. Recreation Fee schedule is being re-submitted to Council in September for a more simplified fee structure.

10. **Items for Next Agenda** – None.

11. **Adjournment** – Meeting was adjourned at 6:48 pm.

Next meeting is scheduled for a Thursday September 26, 2019 at the Council Chamber City Hall at 300 Forest Avenue, Pacific Grove, CA. at 5:30 pm.

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Respectfully submitted,

Charles Gibson



**CITY OF PACIFIC GROVE  
RECREATION BOARD MEETING MINUTES  
Thursday, September 26, 2019 – 5:30 pm  
Pacific Grove City Hall, City Council Chambers  
300 Forrest Avenue, Pacific Grove, CA**

1. **Call to Order** - The meeting was called to order at 5:31 pm
2. **Roll Call** – Chair Tully, Gibson, Ybarra present. Marshall, Baird absent.  
Staff Liaison Amelio absent.
3. **Approval of Minutes from July and August** – Unable to approve minutes
4. **Approval of Agenda** - Approved
5. **Council Liaison and / or Board Member Announcements** – Gibson asked for an update on the work being done on the Mission Linen property.
6. **Public Comments** - None
7. **Unfinished / Ongoing Business**
  - A. **Morris Dill Courts** – Courts Operations and Management –  
Staff Brought back usage of the courts by tennis and pickleball players, teams for Board approval. Council adopted a court schedule in alignment with 90-day trial days during open court times. Current court usage consists of 20-30 people, 2-4 hours. Private tennis lessons occur weekly. Adult school pickleball class. Currently sound exceeds decibel level @ 609 Fountain Ave. The hourly average is 50, cannot exceed 70.  
Resident Fred Jealous played a noise recording that he took from his home. Daniel Miller stated that the sound violates the General Plan. Ms. Ybarra asks to look into PGHS hosting Adult School Pickle Ball classes at PGHS.  
Both Recommendations from staff approved.
8. **New Business**
  - A. **Contracted Recreation Program Instructors** - New Instructor Agreement. Mr. Tulley asks what was the need for this. Mr. Susic answers to be able to offer resources for contractors. Mr. Gibson brought up SB5 regarding Contract Employees.
9. **Staff Reports**
  - A. **Recreation Updated** – Received  
Gibson would like to know the numbers on who attend special events if possible.
10. **Items for Next Agenda** –
  - Mr. Tully – Asked about trash lids
  - Mr. Tully – Clarity on utilities budget line items
  - Mr. Gibson – presented registry inventory sheet for parks
11. **Adjournment** – Meeting was adjourned at 6:49 pm

Next meeting is scheduled for Thursday, October 24, 2019 at the Council Chamber City Hall at 300 Forest Avenue, Pacific Grove, CA. at 5:30 pm.

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Respectfully submitted,

Dionne Ybarra



**CITY OF PACIFIC GROVE  
RECREATION BOARD MEETING MINUTES  
Thursday, October 24, 2019 – 5:30 pm  
Pacific Grove City Hall, City Council Chambers  
300 Forrest Ave, Pacific Grove, CA**

1. **Call to Order** - The meeting was called to order at 5:30pm.
2. **Roll Call** – Baird, Gibson, and Tulley present. Marshall and Ybarra absent. Staff member Susic and Council Liaison Amelio present.
3. **Approval and Acceptance of Meeting Minutes from July 25, Aug 22, and September 26** – unable to be approved.
4. **Approval of Agenda** - approved
5. **Council Liaison Announcements** – Council Member Amelio discussed a presentation from the economic development regarding marijuana. A further discussion will take place Nov. 6. Single use plastics will be banned city wide Earth Day 2020.  
**Board Member Announcements** - Mr. Gibson attended a Shoreline Management Presentation.
6. **Public Comments**
  - A. **Written Communications** – none.
  - B. **Oral Communications** – none.
7. **Unfinished / Ongoing Business**
  - A. **Parks & Recreation Facilities Assessment** – Board discussed assessment form Mr. Gibson put together. Some improvements to be made to ensure parks are adequately graded. Mr. Susic to send board members the assessment form to review and return with improvements prior to next meeting.
  - B. **Recreation Utilities** – Board discussed the attached Cal Am and PG&E expenditure report but found it challenging to adequately assess usage due to the descriptions needing more clarity. Board requested staff to name each site associated the utility hookup for clarity.
8. **New Business**
  - A. **Recreation Board Meeting Date Change** – Board approved a date change for the November board meeting to Tuesday, November 19<sup>th</sup> due to the observance of Thanksgiving.
9. **Staff Reports**
  - A. **Recreation Updates** – Mr. Susic provided recreation updates for fall break programs and online park applications. He also discussed upcoming events including the West Coast Crosley Car Meet, Veterans Day Ceremony, and the By the Bay 3K and Monterey Bay Half Marathon.
10. **Items for Next Agenda** –
  - A. George Washington Park Sub Committee upgrade plan review.
  - B. Discuss the Parks & Recreation Assessment spreadsheet.
  - C. Relationship between PGUSD and Recreation Department updates.
11. **Adjournment** – Meeting was adjourned at 6:38pm.

Next meeting is scheduled for Tuesday, November 19, 2019 at the Council Chamber City Hall at 300 Forest Avenue, Pacific Grove, CA. at 5:30 pm.

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Respectfully submitted,  
David Baird



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

## **AGENDA REPORT**

**TO:** Recreation Board  
**FROM:** Kyle Susic, Recreation Manager  
**MEETING DATE:** November 19, 2019  
**SUBJECT** City Council Policy 200-3, The Morris Dill Courts, and Proposed Operational and Facility Changes  
**CEQA:** The Project qualifies for a Class 1 Exemption under California Environmental Quality Act (CEQA) – CEQA Article 19 – Section 15301 (Existing Facilities).

### **RECOMMENDATION**

Recommend staff prepare a resolution, amending Council Policy 200-3 the Morris Dill Courts.

### **DISCUSSION**

The Pacific Grove Morris Dill Courts, located at the Pacific Grove Community Center, 515 Junipero Ave, provides a venue to meet the public's recreational racket sport needs.

#### Council Policy 200-3

Policy 200-3, the Morris Dill Courts (The Policy, or Policy), provides a framework of operating rules to allow for community use while protecting the residential character of the surrounding neighborhood and outlines priorities for future programming and oversight of the facility. The Policy was adopted in 1988 and amended in 2006 and 2011.

These policy changes are prompted by the separation of the former on-sight tennis professional, and inclusion of the sport of pickleball at the courts.

In the Fall of 2018 recreation staff received inquiries about the use of the courts for pickleball at which time the City Attorney's Office determined that pickleball is an allowable activity per the current policy. However, by re-defining the Policy to allow "racket sports" the Recreation Department would have the flexibility to accommodate the growing interest in the sport of pickleball, as well as offer and provide a multi-use facility for additional racket sports and recreation activities.

The current policy lists that operations and management of the courts is done so by a Tennis Professional. There is no current agreement with a Tennis Professional for oversight of the facility so changes to this section of the policy need to occur.

The proposed changes include:

Altering the “Purpose and Objectives of the Morris Dill Courts” section of the Policy to allow public use of the courts for a variety of racket sports. Racket sports include, but are not limited to, tennis, pickleball, and badminton.

Altering the “Court Operation and Management” section of the policy to re-assign the operations and management of the courts to the Recreation Department and allow the Recreation Department to enter into an agreement with a racket sport professional if so needed.

Modify the “Court Rules and General Information” to simplify the rules of play to create a structured overview that is conducive for a variety of racket sports and allow pickleball play, as defined during the 90-day trial period, on Tuesdays, Thursdays and Saturdays during open court hours. Hours of court operations will be from 9:00 a.m. to 7:00 p.m. during daylight savings days and 9:00 a.m. to 5:00 p.m. during non-daylight savings. Tennis will still be allowed 7 days a week during operating hours.

Modify the “Fee, Lessons, Clinics and Camps” section to allow the courts to be open to the general public during operational hours free of charge and to re-assign scheduling, permitting and programming of the facility to the Recreation Department. Included in the modification, as a method to manage the courts, a Reservation will be required for all groups, teams, clubs and/or organizations, consisting of more than eight (8) individuals, regardless of the activity. In addition, any and all lessons, clinics and/or camps must be approved by the City’s Recreation Department and be taught by a City-designated instructor.

In order to foster and promote broad recreation opportunities for all, certain priorities must be established to cover lessons, clinics, tournaments, leagues, and other activities deemed to be in the best interest of the community. All reservation and programming fees at the Morris Dill Courts will follow the City’s Master Fee Schedule.

#### **OPTIONS**

1. Take no action
2. Provide alternate direction

#### **ATTACHMENTS**

1. Morris Dill Courts Policy 200-3

RESPECTFULLY SUBMITTED,



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RECREATION PROGRAM MANAGER

# CITY OF PACIFIC GROVE CITY COUNCIL POLICY

Policy Governing	Policy No.	Effective Date	Page No.
<del>Municipal Tennis Program</del> <del>Morris Dill Courts</del>	200-3		1 of 4

## I. **PURPOSES AND OBJECTIVES OF THE MORRIS DILL ~~TENNIS~~ COURTS**

The Community Center ~~tennis complex~~ Morris Dill Courts ~~is are~~ provided ~~to by~~ the citizens of Pacific Grove to meet the ~~recreational needs of the tennis playing public~~ public's recreational racket sports needs. The ~~tennis~~ recreational racket sports experience ~~experience~~ should offer opportunities for all ages and abilities to participate in a wide range of racket sports. Racket sports include, but are not limited to, tennis, pickleball, and badminton. ~~y levels in a wide variety of activities.~~

While meeting the recreational needs of the entire Pacific Grove community is of primary concern, this must be done in ~~the context of providing a setting that is~~ a manner that is conducive to the neighborhood that surrounds the Morris Dill ~~Tennis~~ Courts. ~~Tennis activity~~ Racket sport ~~and~~ participants must be mindful that they are sharing a residential area that places high value on reasonable peace and quiet.

The ~~program should~~ Recreation Department will encourage maximum and proper use of the ~~tennis Morris Dill Courts complex~~ in a manner beneficial to the entire community. It should be flexible enough to easily allow for revision if certain provisions prove to be ineffectual or not in the best interests of the entire community.

~~It is recognized that the~~ The recreational needs of the ~~tennis racket sport ball~~ playing public are the highest in priority. However, in order to foster and promote ~~a broad tennis program~~ recreation opportunities for all, certain priorities must be established to cover lessons, clinics, tournaments, leagues, and other activities deemed to be in the best interests of the community sport.

~~In order to foster and promote tennis as a recreational activity the City of Pacific Grove shall allow a tennis club. Play upon the municipal courts shall not be predicated upon membership in the tennis club nor shall such membership imply special playing privileges. However, the City encourages club membership in order to provide a forum that gives the tennis playing public the opportunity to make their program needs known and to create opportunities to make the tennis playing experience more enjoyable.~~

## II. **PROGRAM COURT RULES AND GENERAL INFORMATION**

The courts will be available daily for use by the general public unless booked for a clinic, tournament, or activity ~~approved deemed~~ by the Recreation ~~program~~ Department. ~~to be in the best interests of the overall tennis program.~~ However, at no time shall non-~~tennis~~ racket sports related programming dominate use of the courts to the detriment of the general ~~tennis racket sports~~ playing public or the surrounding neighborhood.

### **Hours of Operation**

- The posted hours of court operation will be from 9:00 a.m. to 7:00 p.m. during daylight savings days and 9:00 a.m. to 5:00 p.m. during non-daylight savings day. ~~sunset, seven days a week, year round year round.~~ No ~~tennis racket sport~~ activity is allowed before 9:00 a.m.

- ~~2. A court deposit may be required for court reservations if demand warrants. The amount of such a deposit shall be set forth in the City's Master Fee Schedule. The deposit will be returned (less applicable court fees) upon arrival. Deposit is forfeited if cancelled inside within 24 hours of requested court time or in the event of a no-show.~~

### **Tennis Court Operation and Management**

1. The City may enter into an agreement with a tennis-racket sports professional for general operation and management of the Morris Dill ~~Tennis~~ Courts.
2. ~~Unless otherwise limited by this policy, provisions of law, or the Pacific Grove Municipal Code, tennis professional operations shall be conducted in compliance with good business practices and standards.~~
3. ~~The tennis professional shall keep an updated calendar of events posted in the Pro Shop window.~~
4. ~~The tennis professional shall inform the neighbors~~ Neighbors shall be notified of any upcoming special event, ~~or tournament, or social atournament~~ a minimum of 14 days prior.
5. The City will assist the tennis-racket sports professional market and advertise the program, through the City's website, ~~the Recreation Guide~~, and other appropriate means.

### **Court Rotation**

1. First priority for court assignments shall be by reservation. Otherwise, courts will be available on a first-come, first-to-play basis.
2. ~~Players must register and pay applicable fees in the Pro Shop and be assigned to a court.~~
3. Time limit for play is one hour. Play may continue if no one is waiting. ~~Court time begins as soon as you are assigned your court.~~
4. ~~If you lose one player in doubles, you may find a replacement.~~
5. ~~If you lose two players in doubles, or your opponent in singles, you must give up the court if other players are waiting.~~
6. ~~If a singles match adds two for doubles during their playing time, the original singles remain. If no one is waiting, doubles time should then start.~~
7. ~~All challenge matches should be played at non-prime time. No challenge matches can be played during any other activity (interclub, social, etc.). Players competing in club challenge matches may extend playing time by making prior arrangements when registering for play. Only one challenge match can be extended at any one time.~~
8. ~~No court may be used by only one person when a group of two or more is waiting for a court.~~

### **Waiting List:**

1. ~~You may not sign up until your partner is at the court and ready to play.~~
2. ~~If you wish to play doubles, you may add the names of two players who are at the court and ready to play to the sign-up list while waiting.~~
3. ~~Players not present and ready to play when court is available must register again at the bottom of the list.~~
4. ~~Names may not be added to the waiting list until the player finishes play, and then only at the bottom of the list.~~

### **Court Rules**

1. Non-marking tennis shoes must be worn on the court.
2. Metal racquets must have protectors.
3. No dogs are allowed on courts or in the Pro Shop.
4. Shirts must be worn at all times.
5. No bikes, skates, or skateboards are allowed on the courts at any time.
6. No food ~~or beverages (other than water)~~ on the courts.
7. ~~No rain checks.~~

**Residency:**

1. ~~Residents are defined as persons who reside within the city limits of Pacific Grove.~~
2. ~~Business addresses in Pacific Grove do not qualify for resident status.~~
3. ~~Pebble Beach and the Monterey Peninsula Country Club are not within the city limits.~~

**III. FEES**

~~Unless established in the City's Master Fee schedule, fees may be set by the Tennis Professional.~~ All fees are referenced in the City's Master Fee Schedule.

**IV. LESSONS, CLINICS, AND CAMPS**

The teaching of proper techniques and etiquette is of primary importance to the enjoyment of the game. To ensure that this priority is met, a City-approved teaching professional or City-designated instructor shall have priority use of one court for the purpose of teaching private lessons and three courts to conduct group lessons, camps, and clinics. ~~If no reservations have been made, lessons may be taught on all five courts. The clinics shall cover all facets of tennis. Clinics offered at no fee, and particularly those offered to the beginning player, shall be a priority.~~

**V. TOURNAMENTS RESERVATIONS**

~~All tournaments reservations shall be co-sponsored~~ approved by the City Recreation Department. ~~These include: tournaments, lessons/classes, group play/socials, and team/club practices and meetings. Tournaments shall be so structured as to ensure against financial loss. No tournament shall be structured for individual financial gain. A reasonable honorarium may be paid the tournament director and staff. A tournament financial statement must be filed with the Recreation program within 20 days of the tournament conclusion. Recreation staff shall provide the necessary forms.~~

Reservations are required for all groups, teams, clubs and/or organizations consisting of more than eight (8) individuals.

Reservations are limited to a maximum of two (2) hours per reservation.

~~Revenues derived from tournaments co-sponsored by the Tennis Club shall remain in its treasury~~

Revenues derived from tournaments sponsored by the Recreation program will revert to the Recreation Fund, unless co-sponsored by the Tennis Club. Reservations will go back to the Recreation Department.

**III. LEAGUE AND SPECIAL ACTIVITIES**

~~Leagues and special tennis activities that add to the total tennis playing experience will be conducted as deemed necessary.~~

**Socials:**

- ~~1. There may be a maximum of four Tennis Club social events in any calendar year, with only one per quarter.~~
- ~~2. Regular daily court fees shall apply if the player does not have a valid player card or complimentary status by the City.~~
- ~~3. All socials shall pay for themselves; i.e., expenses must not exceed income.~~

~~Interclub:~~

- ~~1. No more than four Pacific Grove Tennis Club teams may play out of the Morris-Dill Tennis Courts.~~
- ~~2. The Pacific Grove Tennis Club pays the daily fee for each guest player.~~
- ~~3. Each Pacific Grove Tennis Club player without a valid player card or complimentary status from the City must pay the Daily Court Fee.~~
- ~~4. All matches must start on time unless wet courts must be rolled dry; then play must begin as soon as courts are playable.~~
- ~~5. Courts are reserved until 11:00 a.m. (men and women) or 2:00 p.m. (seniors), or until matches are completed, whichever is earliest.~~
- ~~6. Women's Interclub matches shall be scheduled between 9:00 and 12 noon Monday through Friday, and not on the weekends.~~
- ~~7. Men's Interclub matches shall be scheduled Saturdays or Sundays between 9:00 a.m. and 12 noon.~~
- ~~8. A total of four courts may be reserved for Interclub matches. A fifth court shall be available for use if no daily players are waiting to use it, and no tennis lessons are scheduled.~~

~~Junior Tennis: The tennis teams associated with PGUSD may have use of courts at no charge for tennis activities, subject to the approval of the tennis professional and the City Manager. Approval shall not be withheld, if courts can be made available without unreasonable impact on other tennis operations.~~

~~Tournaments:~~

~~Clinics: Top priority shall be given to no fee clinics. Showers:~~

~~Showers are available for tennis players~~

Adopted: April 20, 1988

Amended: August 16, 2006, Reso. 6-019

Amended: March 9, 2011, Reso. 11-017

Amended: \*\*\*\*\*, 2019, Reso. 19-



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

## AGENDA REPORT

**TO:** Recreation Board  
**FROM:** Kyle Susic, Recreation Manager  
**MEETING DATE:** November 19, 2019  
**SUBJECT:** Recreation Board Work Plan

### RECOMMENDATION

Receive report.

### DISCUSSION

The Recreation Board acts in an advisory capacity to the City Council on matters pertaining to recreation programs, facilities, parks and special events. The Recreation Board Work Plan is designed to assist recreation staff with implementing the vision created by the Recreation Assessment results. It serves as a roadmap for prioritizing projects, programs and tasks, as well as create a source of accountability for staff to use in their evaluation of the department throughout the year.

In October 17, 2018, after receiving considerable community input through small group interviews, survey's and focus group discussions, the City Council formally adopted the Recreation Needs Assessment.

[https://www.cityofpacificgrove.org/sites/default/files/general-documents/recreation/recreation-needs-assessment\\_20181019\\_final.pdf](https://www.cityofpacificgrove.org/sites/default/files/general-documents/recreation/recreation-needs-assessment_20181019_final.pdf)

Although most projects will take multiple years to study, design and complete, the Recreation Board has prioritized three areas of focus within the Work Plan for the 2019 year. The status of the projects and priorities is continuous and updated quarterly.

Recreation Board priorities for 2019 Work Plan:

1. Parks and Recreation Facilities
2. Recreation Programs
3. Communication / Outreach

### OPTIONS

1. Take no action
2. Provide alternate direction

### ATTACHMENTS

1. 2019 Recreation Board Work Plan

RESPECTFULLY SUBMITTED,

RECREATION PROGRAM MANAGER

## 2019 RECREATION BOARD WORK PLAN

The Recreation Board acts in an advisory capacity to the City Council on matters pertaining to recreation programs, facilities, parks and special events. The Recreation Board Work Plan is designed to assist recreation staff with implementing the vision created by the Recreation Assessment results. It will serve as a roadmap for prioritizing projects, programs and tasks, as well as create a source of accountability for staff to use in their evaluation of the department throughout the year.

<b>1. PARKS AND RECREATION FACILITY PROJECTS / ASSESSMENTS</b>			
<i>Identify the current needs of parks and recreation facilities to plan projects and secure funding for ongoing maintenance.</i>			
<b>DEPARTMENT GOAL</b>	<b>SUPPORTING ACTION</b>	<b>STAFF / BOARD MEMBERS</b>	<b>STATUS</b>
Assess Parks and Facilities	<p>Create inventory and gather metrics of the current parks/ facilities, including equipment, access and services.</p> <p>Explore the idea of a Dog Park</p> <p>Develop consistent methodology to assess parks and facilities annually.</p>	Charlie Gibson	Formalizing a Parks and Recreation Facilities Assessment Template
<p>Create/Initiate George Washington Park Recreation Master Plan</p>	<p>Form Sub Committee</p> <p>Recommend specific improvements to be made at the park.</p> <p>Write Recreation Board component of the G.W. Park Management Plan</p> <p>Secure funding for improvements and projects</p>	<p>Sub Committee: David Baird Dionne Ybarra</p>	<p>Sub Committee was assigned during April 2019 Rec Board Meeting</p> <p>Presentation provided to Recreation Board during July 2019 Rec Board Meeting</p>
Redesign Youth Center	<p>Identify areas needing improvement</p> <p>Upgrade computer lab</p>	Staff	In April of 2019, Phase 1 of a 4 part Youth Center redesign was completed with the application of new interior paint.

			In May of 2019, Phase II of a 4 part Youth Center redesign was completed with the installation of a customer service “front desk” work space.
			In May of 2019, Phase III of a 4 part Youth Center redesign was completed with the installation of a “homework room / computer lab.”
Upgrade Chautauqua Hall	Identify areas needing improvement.		

## 2. YOUTH AND ADULT RECREATION PROGRAMS EXPANSION

*Increase participation of youth and adults in recreation programs through development of new activities and partnerships with local businesses and recreation organizations.*

DEPARTMENT GOAL	SUPPORTING ACTION	STAFF / BOARD MEMBERS	STATUS
Develop partnerships with local businesses and recreation organizations	Explore contract & joint-use opportunities	Staff	Created new contract model for Contracted Recreation Instructors that will allow Recreation to partner with instructors and non-profits by offering programs and activities through the Recreation Department. Partnered with Library to offer monthly Preschool Storytime @ Community Center
Improve quality of recreation programs	Use needs assessment to determine where the quality is low and to explore additional recreational program opportunities.	Staff	Development of new Recreation Programs: Little Adventures Summer Program Fall Break All Sports Camp Parents Night Out

**3. MARKETING & COMMUNICATION**  
*Increase recreation awareness and public outreach through digital marketing, personal notifications, customer service and installment of online recreation database.*

<b>DEPARTMENT GOAL</b>	<b>SUPPORTING ACTION</b>	<b>STAFF / BOARD MEMBERS</b>	<b>STATUS</b>
<p>Improve outreach to citizens</p>	<p>Create notification system for events, programs and projects.                      Create social media accounts and add recreation to cities weekly update.</p>	<p>Staff</p>	<p>In January 2019, Recreation staff created and now oversee a Recreation Facebook &amp; Instagram Account that is updated regularly with information regarding upcoming programs/events, department news, program highlights and general community information.                      Attended and provided information on upcoming Recreation programs/events at 5 Local Community Events during 2019.                      Set to host the Recreation Programs Expo on December 15, 2019.</p>
<p>Develop and expand Recreation Management Software</p>	<p>Develop a system to receive, track and report in person and online program registrations, facility reservations, participation number and member contact information.</p>	<p>Staff</p>	<p>The Recreation Management Software, CivicRec was launched on May 22, 2019.                      In person &amp; online program registrations launched May 22, 2019.</p>





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

## AGENDA REPORT

**TO:** Recreation Board  
**FROM:** Joyce Halabi, Program Manager  
**MEETING DATE:** November 19, 2019  
**SUBJECT:** Master Event Permit for the 18<sup>th</sup> Hole at the Pacific Grove Golf Links  
**CEQA:** Does Not Constitute a “Project” under the California Environmental Quality Act (CEQA)

### RECOMMENDATION

Receive report and receive public feedback on the City of Pacific’s desire to obtain a Master Event Permit from the California Coastal Commission for five annual events at the 18th hole of the Pacific Grove Golf Links.

### DISCUSSION

In June 2018, the City of Pacific Grove (the City) obtained a Coastal Development Permit (CDP) Waiver 3-18-0259 from the California Coastal Commission (CCC) to complete improvements to the 18th hole of the Pacific Grove Golf Links. The intent of the improvements was to develop a space conducive for special events, including the proposed auto auction.

In July 2018, the City received CDP 3-18-0493 allowing the annual auto auction at the 18th hole, once a year for five years.

The City would like to obtain a master event permit, via a CCC CDP, to allow for five additional events each year, for five years. City Staff is looking to obtain public feedback on this proposal via the Recreation Board. Feedback received will be routed to the California Coastal Commission and play a vital role in the master event permit application and hearing process.

The City has yet to be approached by a specific vendor or event organizer for the special events, however, it is anticipated that a master permit would attract events beneficial to Pacific Grove residents and the larger Monterey Peninsula Community. Examples of special events that could be permitted include festivals, local and regional celebrations, cultural, historical, art, spiritual, and/or food and wine events. It is anticipated that each special event within this permit would be subject to the following parameters:

- **Quantity Limit**

Under this permit, the City would allow no more than 5 temporary events per year, for the span of five years.

- **Temporal Limits**

Each event would be subject to the following temporal limits:

- Maximum event duration: 4 days

- Maximum set up: 4 days
- Maximum break-down: 4 days
- Maximum total number of days: 12 days
- **Attendance Limits**  
The number of patrons permitted at a special event, at any given time, would be 500.
- **Special Conditions**  
Events administered under this master permit would comply with all of the special conditions associated with the Auto Auction CDP #3-18-0493 (Attachment 1).

Next Steps

There is no formal action associated with this agenda item. The purpose of this meeting is to provide information and receive public feedback. Following this meeting, feedback will be analyzed by staff and provided to the California Coastal Commission. Subsequently, a formal review of the City's CDP application will occur.

If approved by the CCC, individual events will be reviewed by the Recreation Department Staff, the Recreation Board, and City Council.

**OPTIONS**

N/A

**ATTACHMENTS**

N/A

RESPECTFULLY SUBMITTED,



\_\_\_\_\_  
PROGRAM MANAGER



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

## AGENDA REPORT

**TO:** Recreation Board  
**FROM:** Kyle Susic, Recreation Manager  
**MEETING DATE:** November 19, 2019  
**SUBJECT:** Recreation Department Updates

### Recreation Updates

- Registration is open for the upcoming winter programs/activities:
  - Parents Night Out (new program) November 22
  - Community Center Holiday Event December 13
  - Winter Break Adventure Camp December 23 – January 3
- On Sunday, December 15, in partnership with the Library, Golf Course, Boy Scouts, and Recreation Program Instructors, the Recreation Department will be hosting a city-wide Recreation Programs Expo. The expo will be an opportunity for the community to receive information on 2020 recreation activities, register for upcoming classes and programs, and meet instructors, coaches and staff. The Expo will be held at Chautauqua Hall from 2:00pm 4:30pm.

### Special Events

- The Monterey Bay 3K, 5K and Half Marathon conducted on November 9&10. Saturdays 3K/5K event was hosted at Lovers Point and had roughly 1,800 participants. Sundays Half Marathon consisted of 9,000 runners.
- The Recreation Department hosted the 2019 Veterans Day ceremony on Monday, November 11. Roughly 200 individuals attended.

### Upcoming events include:

- Pacific Grove Holiday Tree Lighting Monday, December 2
- Holiday Parade of Lights Thursday, December 5
- Stillwell's Holiday in the Park Saturday, December 7
- Jingle Bell 5K Run Saturday, December 14

### Financial Reports

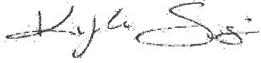
- The revenue report for the month of October was reported at \$29,696.00
- The expenditures for the month of October were reported at 53,505.62
- The current revenue collected for the 2019-2020 fiscal is \$92,603.82, or at 35% of expectations.
- The current expenditures for the 2019-2020 fiscal year are \$280,441.68 or 38% of the budget. (please, see the attached reports.)

### **ATTACHMENTS**

1. August Revenue Reports

2. Revenue Summary
3. August Expenditures Reports

RESPECTFULLY SUBMITTED,



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RECREATION PROGRAM MANAGER

SUPERION  
 DATE: 11/15/2019  
 TIME: 14:40:58

CITY OF PACIFIC GROVE  
 REVENUE STATUS REPORT

PAGE NUMBER: 1  
 REVSTAL1

SELECTION CRITERIA: revldgr:account in ('4462','4463','4466','4467','4468','4670')  
 ACCOUNTING PERIOD: 4/20

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

FUND-01 GENERAL FUND  
 TOTAL DIVISION- TITLE NOT FOUND

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
4462	RECREATION PRGM FEE/CHRG	35,900.00	135.00	.00	7,687.00	28,213.00	21.41
4463	RECREATION - CAMP FEES	47,000.00	2,951.00	.00	10,945.00	36,055.00	23.29
4466	RECREATION YOUTH CTR FEE	20,000.00	763.00	.00	6,504.82	13,495.18	32.52
4467	RECREATION - PRE-SCHOOL	68,000.00	8,029.00	.00	19,830.00	48,170.00	29.16
4468	RECREATION - POOL FEES	33,000.00	-54.00	.00	6,810.25	26,189.75	20.64
4670	RECREATION FACILITY RENT	57,000.00	17,872.00	.00	40,826.75	16,173.25	71.63
	TOTAL TITLE NOT FOUND	260,900.00	29,696.00	.00	92,603.82	168,296.18	35.49

TOTAL REPORT 260,900.00 29,696.00 .00 92,603.82 168,296.18 35.49

RECREATION REVENUE SUMMARY

Fiscal Year | July - June

PERIOD	2019-2020	2018-2019	2017-2018	2016-2017			
1	\$ 20,389.25	\$ 29,056.68	\$ 26,372.88	\$ 22,470.50			
2	\$ 27,148.25	\$ 26,044.70	\$ 20,855.39	\$ 24,925.75			
3	\$ 16,058.32	\$ 11,720.21	\$ 20,355.12	\$ 17,470.91			
4	\$ 29,696.00	\$ 20,158.57	\$ 23,348.00	\$ 17,786.70			
5		\$ 15,017.91	\$ 16,372.00	\$ 14,646.50			
6		\$ 17,584.30	\$ 16,351.16	\$ 6,905.88			
7		\$ 19,630.20	\$ 24,453.84	\$ 25,653.75			
8		\$ 10,336.00	\$ 23,351.00	\$ 20,088.50			
9		\$ 22,648.90	\$ 25,930.50	\$ 28,609.50			
10		\$ 41,496.12	\$ 32,395.48	\$ 32,672.30			
11		\$ 44,644.13	\$ 26,963.00	\$ 36,843.83			
12		\$ 22,109.62	\$ 29,500.47	\$ 23,625.75			
13		\$ 1,157.33	\$ 1,620.30	\$ (660.05)			
TOTAL	\$ 93,291.82	\$ 281,604.67	\$ 287,869.14	\$ 271,039.82			

SUPERION  
 DATE: 11/15/2019  
 TIME: 14:44:30

CITY OF PACIFIC GROVE  
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
 EXPSTALL1

SELECTION CRITERIA: orgn.fund='01' and expLedgr.key\_orgn='421'  
 ACCOUNTING PERIOD: 4/20

SORTED BY: FUND,TOTAL DIVISION,ACCOUNT  
 TOTALLED 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	193,354.00	16,162.98	.00	72,425.26	120,928.74	37.46
5102	OVERTIME	2,000.00	.00	.00	.00	2,000.00	.00
5105	PART-TIME SALARIES	200,791.00	9,530.79	.00	49,037.20	151,753.80	24.42
5121	FICA-MEDICARE BENEFITS	5,488.00	367.56	.00	1,743.97	3,744.03	31.78
5122	RETIREMENT (PERS)	15,975.00	1,067.85	.00	4,605.70	11,369.30	28.83
5123	HEALTH INSURANCE COST	29,414.00	2,818.67	.00	10,079.78	19,334.22	34.27
5124	UNEMPLOYMENT COST	125.00	9.14	.00	43.09	81.91	34.47
5126	WORKERS' COMPENSATION	5,100.00	300.05	.00	1,350.19	3,749.81	26.47
5128	OTHER EMPLOYEE BENEFITS	2,962.00	280.99	.00	1,053.77	1,908.23	35.58
5132	PERS P.O.B. PAYMENT	41,159.00	.00	.00	41,204.18	-45.18	100.11
5145	UNFUNDED PENSION LIABILI	43,740.00	4,274.25	.00	21,661.57	22,078.43	49.52
5201	CONTRACT SERVICES	8,500.00	666.78	.00	3,486.49	5,013.51	41.02
5211	POSTAGE	1,000.00	.00	.00	7.00	993.00	.70
5212	TELEPHONE	6,000.00	464.84	.00	689.02	5,310.98	11.48
5213	BANK FEES	.00	633.73	.00	2,081.73	-2,081.73	.00
5215	MEETING/TRAINING/TRAVEL	.00	180.00	.00	390.17	-390.17	.00
5217	TRAVEL, MEAL COSTS	500.00	.00	.00	.00	500.00	.00
5221	ADVERTISING	2,500.00	16.24	.00	16.24	2,483.76	.65
5222	UTILITIES	120,000.00	13,348.26	.00	54,424.38	65,575.62	45.35
5223	BLDG REPAIR, MAINT	10,000.00	132.45	.00	923.64	9,076.36	9.24
5225	OPERATING LEASES/EQUIPM	.00	9.42	37.68	18.84	-56.52	.00
5227	VEHICLE REPAIR	2,500.00	149.95	.00	317.24	2,182.76	12.69
5230	INTERNAL SERVICE CHARGES	12,000.00	.00	.00	3,000.00	9,000.00	25.00
5261	SUBSCRIPTIONS, MEMB	5,000.00	412.15	.00	577.66	4,422.34	11.55
5291	MISC. DEPT EXPENSE	6,000.00	.00	.00	468.47	5,531.53	7.81
5303	BOOKS, PRINTED MATL	.00	.00	.00	58.92	-58.92	.00
5305	JANITORIAL SUPPLIES	2,000.00	440.04	2,339.94	660.06	-1,000.00	150.00
5309	OTHER SUPPLIES	4,000.00	40.62	.00	2,565.35	1,434.65	64.13
5311	VEHICLE FUEL	2,100.00	.00	.00	68.33	2,031.67	3.25
5361	RECREATION SUPPLIES	21,000.00	1,903.92	.00	6,303.67	14,696.33	30.02
5802	PRINCIPAL PWTS	.00	294.94	.00	1,179.76	-1,179.76	.00
	TOTAL RECREATION OPERATIONS	743,208.00	53,505.62	2,377.62	280,441.68	460,388.70	38.05

TOTAL REPORT 743,208.00 53,505.62 2,377.62 280,441.68 460,388.70 38.05