NOTICE OF MEETING

CITY OF PACIFIC GROVE
RECREATION BOARD
MEETING AGENDA
5:30 p.m., September 26, 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, 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. Morris Dill Courts – Court Operations and Management

8. New Business
   a. Contracted Recreation Program Instructors

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.
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 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.

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.

Respectfully submitted,

Jay Tulley
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 Amerlo 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.
8. **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?

9. **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.

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.

Respectfully submitted,

Charles Gibson
AGENDA REPORT

TO: Recreation Board
FROM: Kyle Susic, Recreation Manager
MEETING DATE: September 26, 2019
SUBJECT: Morris Dill Courts - Update

RECOMMENDATION
1. Authorize staff to make administrative edits to Policy 200-3, Municipal Tennis Program, to require reservations to be made by any groups consisting of more than 8 players, and to limit group play to no more than 2 hours per reservation.

2. Authorize staff to make additional administrative edits to Policy 200-3 to restrict the instruction of tennis/pickleball lessons and/or classes without an authorized permit from the Recreation Department.

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.

During the September 4 City Council Meeting, Recreation Staff provided the Council with the complete 90 day Monitoring Matrix and Environmental Noise Assessment for the racket courts.

The 90-day trial and monitoring period included evaluation the following concerns:
1. The scheduling of tennis and pickleball play
2. Usage of the courts by tennis and pickleball players, teams, groups, classes and private lessons
3. Increased noise in and around the surrounding neighborhood
4. Impacts to residential parking
5. Open/close court hours

1. The Scheduling of Tennis and Pickleball Play
The Council adopted a court schedule that allows for Pickleball to be played during open court hours on Tuesdays, Thursdays and Saturdays only.

The Council directed staff to work with the Recreation Board to authorize a set of updated rules, regulations and restrictions for use of the Morris Dill Courts. Specifically, the scheduling and permitting of tennis/pickleball teams, groups, social meetings, classes, and lessons.

Through the 90-day monitoring period, staff recorded a significant increase in court activity during the days and hours in which pickleball was allowed. The primarily use of the courts came from organized pickleball meetings by the Monterey Bay Pickleball Club and scheduled pickleball
classes by the Pacific Grove Adult School. These group meetings/classes generally consist of 20-30 players in attendance, with all four pickleball courts being used for 2-4 hours at a time. The noise generated during group play, can, and has exceeded the City’s Sound Ordinance of 50 dBA for the hourly average noise level and has become an irritation to the surrounding neighborhood.

Without reservation requirements, the pickleball courts are rarely available for general day use by recreational players due to the courts being monopolized by these user groups for upwards of 16 hours per week. Additionally, having unregulated hours of group play triggered an exceedance of the Sound Ordinance in multiple locations surrounding the courts while meetings and classes are taking place.

Included in the evaluation of the court usage is the regular occurrence of multiple tennis instructors utilizing the Morris Dill Courts to conduct their private lessons. These individuals have not received any permits or authorization to reserve courts nor operate their businesses on city property. Through the 90-day trial period City Staff has allowed this activity. As part of the proposed policy modifications, Staff will require instructors to obtain a Pacific Grove business license, provide the recreation department with the necessary insurance documents, and reserve courts accordingly.

The overall evaluation by staff concludes that teams, group meetings/classes of more than 8 players creates an impact on the courts and in the neighborhood that needs to be managed appropriately. Additionally, policy changes need to be made to allow the courts to be available to the general racquet sport community and restrict private and/or organized use of the courts without proper authorization.

3. Increased Noise In and Around the Surrounding Neighborhood
City staff will present the Council with sound options and cost estimates for sound reduction, including the use of Sound Absorbing Barriers.

4. Impacts to Residential Parking
In response to an increase of vehicles being parked along 14th St. during allowable pickleball days, City Staff installed a second automatic locking gate along Fountain Ave. This gate provides users the opportunity to access the joint-use courts (Courts #4 & #5) without having to walk across the designated tennis courts.

Following the installation of the second gate, Staff have observed very little parking impacts on the streets surrounding the Community Center.

5. Open/Close Court Hours
The Council authorized staff to update Policy 200-3 to reflect a daily court schedule of 9:00 am – 7:00 pm during daylight savings days and 9:00 am - 5:00 pm during non-daylight saving days.

OPTIONS
1. Take no action
2. Provide alternate direction

ATTACHMENTS
1. 90-Day Monitoring Matrix

RESPECTFULLY SUBMITTED,

RECREATION PROGRAM MANAGER
**JUNE SUMMARY**

**Morris Hill Courts - 90-Day Monitoring**

Pacific Grove Community Center

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**Notes:**
- Parking is more affected by events at the lecture room.
- Avoid crowds on courts, the facility might be crowded.
- Limited parking on 9th and 11th Avenue.
- Weekday pickup is available on Weekdays.

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- No parking at 9th Avenue.
- Community Center is crowded on Wednesdays.
- Events are scheduled on Wednesdays.
- An event is scheduled on Thursdays.
- Limited parking on 9th Avenue.
- Weekday pickup is available on Weekdays.

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- Limited parking on 9th and 11th Avenue.
- Weekday pickup is available on Weekdays.
- Parking is more affected by events at the lecture room.
- Avoid crowds on courts, the facility might be crowded.
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**Activity Schedule**

- Mixed Doubles
- Doubles
- Singles
- Practice
- Workout
- Social Hour
- Matches
- Clinics
- Private Lessons
- Special Events

**Location**

Pacific Grove Community Center

**Contact**

City Hall: 831-373-2482

Pete Riddle: 831-373-2482

**Website**

www.pacificgrove.org

**Follow Us**

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### Pacific Grove Community Center

#### August Summary

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**Morris Dell Courts - 90-Day Monitoning**

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*Note: This schedule includes special events, court rules, hours, etc.*
AGENDA REPORT

TO: Recreation Board
FROM: Kyle Susic, Recreation Manager
MEETING DATE: September 26, 2019
SUBJECT: Contracted Recreation Program Instructors

RECOMMENDATION
Receive report.

DISCUSSION
During the June 27 Recreation Board meeting, the Board formally adopted the 2019 Recreation Board Work Plan. Included in the Work Plan, as one of three main goals, was the need for the “Expansion of Youth and Adult Recreation Programs” though the development of new recreation programs and activities as well as partnerships with local businesses and recreation organizations.

In response to that goal, City staff have have remodeled the current “Contracted Use Agreement” to create a “Contracted Recreation Program Instructor Agreement” as a way of expanding the recreational opportunities within Pacific Grove and providing high quality community service.

This new model will allow the City of Pacific Grove to partner with small businesses and recreation organizations to provide recreation programming to youth and adults. The format aligns with the City's goals and missions and assists instructors with the organization, community outreach, and marketing of the programs. Staff will work with the instructors and organizations to format program outlines and will adopt the program into City’s Recreation Activities. All programs will be included in the Recreation Department's on-line, social media, print advertising and marketing services along with being integrated onto our recreation database (CivicRec) with a web page set up for each program and the ability for participants to register online.

Staff believe that the goals of the Recreation Board “Expansion of Youth and Adult Recreation Programs”, City Council “Help Local Businesses Thrive”, and Community; through the Recreation Needs Assessment, will be accomplished with this new program model.

OPTIONS
1. Take no action
2. Provide alternate direction

RESPECTFULLY SUBMITTED,

______________________________
RECREATION PROGRAM MANAGER
AGENDA REPORT

TO: Recreation Board
FROM: Kyle Susic, Recreation Manager
MEETING DATE: September 26, 2019
SUBJECT: Recreation Department Updates

Recreation Updates

- Registration for Fall Break Programs is open and available in person at the Youth Center and Community Center as well as online. Fall Programs include the full day Adventure Camp, new half day All Sports Camp and local Punt, Pass & Kick Competition.

- Staphany Arriola has joined the Recreation Department as a part-time Recreation Program Supervisor. Mrs. Arriola is a recent graduate of CSUMB with variety of recreation and teaching experience. She will oversee our Youth Center After School Program and lead our Adventure Camp Program during the summer and school breaks.

- A new Recreation Fee Schedule was adopted by City Council during the September 4 Council meeting. The updates to the fee schedule include the reservation options for parks, courts and facilities as well as eliminates the “classes” which included increased rates for night/weekends, and 4-hour reservation minimums. The new schedule creates more simplified and consistent rates for recreation parks and facilities while still providing discounted rates to residents and non-profits. The new fees will go into effect October 4, 2019.

Special Events

- AIM for Mental Health hosted their Youth Mental Health Rally & Walk on Sunday, September 15 at Lovers Point and the Recreation Trail. The event was very successful.

- On Saturday, September 21, the non-profit, PG Public Response In Dollars for Education, organized the PG P.R.I.D.E Walk along the Recreation Trail. The event is a fundraiser for PGUSD schools and teachers.

- Upcoming October events include:
  - The Butterfly Parade - Saturday, October 5
  - BookMark Music’s 25 Year Anniversary Party - Saturday, October 5
  - JDRF Walk for Diabetes - Sunday, October 6
  - Monterey Bay Triathlon - Sunday, October 20
  - West Coast Crosley Car Meet - Monday, October 26

Financial Report (Attachment #1-2)

- The revenue report for the month of August was reported at $27,148.25.
- The expenditures for the month of August were reported at $105,687.62,577.06.06.
- The current revenue collected for the 2019-2020 fiscal is $47,537.50,711.37, or at 18% of expectations.
- The current expenditures for the 2019-2020 fiscal year are $161,736.61 or 22% of the budget. (please, see the attached reports.)

ATTACHMENTS
1. August Revenue Reports
2. August Expenditures Reports

RESPECTFULLY SUBMITTED,

[Signature]

RECREATION PROGRAM MANAGER
<table>
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<tr>
<th>ACCOUNT</th>
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<td>213,362.50</td>
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TOTAL REPORT | 260,900.00 | 27,148.25 | .00 | 47,537.50 | 213,362.50 | 18.22 |
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TOTAL RECREATION OPERATIONS: 743,208.00 | 105,687.62 | 3,051.81 | 161,736.61 | 578,419.58 | 22.17 |

TOTAL REPORT: 743,208.00 | 105,687.62 | 3,051.81 | 161,736.61 | 578,419.58 | 22.17 |