

Board of Directors' Meeting
Agenda
Tuesday May 26, 2020
12:00 pm Video Conference Call
See below for instructions

Call to Order

Guests: none

Approval of the April 28, 2020 Minutes.

Current Business:

1. Revival of Parklet Initiative (report attached)

Continuing Activities:

1. Executive Director Report
2. Burn Rate - Executive Committee
3. PPP Loan
4. PBID Update
5. Oceanside Strong Status (Gumaro)

Summary of staff activities attached.

Advisors reports.

Public comment for items not on the agenda.

Adjourn

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Access Code: 387-872-061

BROWN ACT: Government Code 54950 (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at last 72 hours prior to a regular meeting. Action may not be taken on items not posted on the agenda. Meeting facilities are accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify Rick Wright at 760.754.4512 at least 48 hours prior to the meeting.

NOTICE TO PUBLIC: You are welcomed and encouraged to participate in this meeting. Public comment is taken (3 minutes maximum per person) on items listed on the agenda when they are called. Public Comment on items not listed on the agenda will be heard at the meeting as noted on the agenda. Comments on controversial items may be limited and large groups are encouraged to select one or two speakers to represent the opinion of the group. The order of Agenda items is listed for reference and may be taken in any order deemed appropriate by the Board of Directors. The Agenda provides a general description and staff recommendations; however, the Board of Directors may take action other than what is recommended.



Board of Directors' Meeting [Video Conference Call]
Minutes
Tuesday, April 28, 2020

Call to Order: Rick Wright called the meeting to order at 12:02 pm.

Present: Kim Millwood, Mary Ann Thiem, Azalea Perez, Marc Karren, David Schulz, Chad Marentette, Scott Ashton, Michelle Geller, Rick Wright, Gumaro Escarcega, Kim Heim, Cathy Nykiel, Angie Leonard, Kristin Forbes, MaryAnne Bruce, and Bobbie Mills

Absent: Tom DeMooy

Guests: None

Approval of the February 25, 2020, Minutes. Mary Ann Thiem made a motion to approve the February 25, 2020 minutes. Chad Marentette seconded the motion. Motion approved 6-0.

Kim Millwood joined the meeting.

Action Required Business:

1. Election Results.

2. Officer Elections. Kim Millwood made a motion to approve the proposed slate of officers for FY 2020/2021. Azalea Perez seconded the motion. Motion approved 7-0.

Board Chair: Kim Millwood
Vice Chair: Mary Ann Thiem
Treasurer: Chad Marentette
Secretary: David Schulz

3. PPP Loan. Rick reported that 501(c)(6) organizations are not included in rounds 1 and 2 and hoped they will be included in round 3.

4. Burn Rate – Executive Committee. Rick will call for a meeting to be held at the end of April to either continue as we are or make additional changes to operations.

5. Beach Services Contract Renewal. Rick reported that we have received a three-year extension offer by the City to operate at the beach.

6. Beach Area Mobile Service Proposal – backup material to be sent later. Rick stated that the proposal is not ready to be presented at this time and hoped Kim Heim could explain it later in the meeting.

7. **PBID Update.** Rick reported the PBID is on hold as the City may be suspending, dismantling or postponing and are forgiving assessments in the second year. We are working with a consultant and Michelle Geller at the City. Gumaro reported that he called major stakeholders. The focus right now is economic development. Stakeholders want it to be ready to hit the ground running when things get back to normal. Rick and Gumaro will talk about plans.
8. **Oceanside Strong Proposal.** Gumaro presented information on the Oceanside Strong Fundraising Campaign, which would fund mini-grants to Oceanside small businesses and sole proprietors. Funds would come from individuals and businesses making direct donations to a GoFundMe account and through 50% of sales revenue from merchandise purchases through campaign partner Whitlock Ink. Applications would be available May 15 and Gumaro would recruit a review committee around that time as well.

Continuing Activities:

1. **Executive Director Report.** Report was in the Board packet.
2. **Office Manager Report.** Report including the Year-to-date Balance Sheet and Year-to-date P&L were in the Board packet.
3. **Main Street Program Manager Report.** Report was in the Board packet.
4. **Sunset Market Manager Report.** Report was in the Board packet.
5. **Special Projects Report.** Report was in the Board packet. Kim reported the Shuttle Program would be through the Beach Services program. Phase 1 would be approval from the City to initiate service to the downtown core only (The Strand at the beach to Horne and Wisconsin).
6. **Marketing and Communications Manager Report.** Report was in the Board packet.
7. **Office Assistant Report.** Report was in the Board packet.
8. **Market Assistant Report.** Report was in the Board packet.
9. **Advisors reports:**
 - a. **Oceanside Chamber – Scott Ashton.** Scott reported that they are involved with helping Supervisors Desmond and Gaspar in efforts to allow more businesses to open.
 - b. **Visit Oceanside – Leslee Gaul.** Leslee reported that the San Diego Tourism Authority has sent similar information for reopening. The industry

has been hit really hard with occupancy rate of only 29% for April instead of a projected or normal 70%.

c. City of Oceanside Police Department – Captain Adam Knowland.

Capt. Knowland reported on the soft opening of the beach. It was crowded but there were not too many issues, mostly with people parking in neighborhoods. He noted the County Health Order expires May 1. He believes the County Health Officer is talking about no gatherings of 500+ through the end of the summer; however, that is not definite or written yet. Kim Millwood remarked that the upstairs to Miss Kim's was broken into and to watch empty spaces. Capt. Knowland said that closed businesses are being targeted, but crime has been relatively low during this stay-at-home order. They are getting guidance from the state and ACLU regarding the homeless and are taking a hands-off approach.

Other discussions:

Michelle Geller reported that City Council approved a loan program [for small business financial relief] last week and they have processed about a dozen applications so far.

Gustavo reported that he would pass on any info he finds that would help small businesses.

Gumaro shared information about the Tell Your Story video series – short videos with local businesses telling their story about how they're dealing with this crisis – and hopes to use it to educate and inspire other businesses.

Marc Karren said that Cox Media is doing free advertising for restaurants that are open. Gustavo said he sent info for it but had not received anything; maybe we could do something collectively?

Mary Ann Thiem asked if we've inquired to the City for direction about Beach Services – when can we open concessions (rentals and food).

Azalea said she went to Cyclops Farms where he has a mini-market with three other vendors. They were doing a good job of social distancing, wearing masks and gloves, and taking only Venmo. Maybe that's something we can check out?

Rick reminded everyone that County Health has to approve any plan we have to reopen the market.

Kim Millwood asked if The Star Theatre could do something virtual like the Brooks. David Schulz reported that they are working on how to hold a production while maintaining 6-foot distance, but monetizing a stay-at-home show is difficult and cannot do it online without costing exorbitant prices (copyright, et al). He said we have to develop our own plan for reopening – government will not.

Adjourn. The meeting was adjourned at 1:20 pm.

Parklet Initiative Proposal - Downtown Oceanside District
Written by Kirsten Jones

Purpose:

A parklet is a temporary deck structure that allows outdoor seating and dining to extend from the sidewalk and into the parking lane. The purpose of creating a parklet is to provide a unique offering that will attract more users to downtown Oceanside and strengthen local restaurants. Parklets will create a stronger user and pedestrian experience by increasing the quantity and quality of outdoor seating and dining in downtown Oceanside and enliven the streetscape. Adding additional outdoor seating opportunities is an integral part of downtown revitalization and future residents lifestyle. Additionally, parklets provide an opportunity to address traffic concerns by reducing traffic lanes, widening sidewalks, and increasing the amount of streetscaping through street furniture, landscaping, and signage.

Background:

The City of Oceanside works in conjunction with Main Street Oceanside, with a mission to revitalize downtown Oceanside. The Design Committee is working to create a visually pleasing downtown district by aiding merchants in design and development to sustain the charm of the district. As part of this effort, Main Street is recommending the use of parklets to increase outdoor seating and dining in the area.

The city permits sidewalk dining. However, one of the challenges to creating more outdoor dining downtown is the relatively narrow sidewalks. Several other cities faced with this same challenge such as Carlsbad, Long Beach, and San Francisco, have created programs to utilize the street right of way, including using parking spaces, to expand outdoor seating and dining. The experiences in all of these cities have been very positive. Parklets have been known to create additional revenue for restaurants, increasing business by up to 25 percent, which improves city sales tax.

This policy developed in consultation with Design Committee of Main Street Oceanside, establishes an initial program for approving parklets in a limited portion of downtown Oceanside. Subject to this policy, parklets may take the place of on-street parking. The city planner may renew Parklet permits yearly, subject to filing an application, noticing adjacent property owners and businesses, approval and annual inspection.

Policy:

Due to a lack of specificity in the current land use standards in the Oceanside Master Plan regarding sidewalk cafes, parklets will be the initial program creating and utilizing such standards.

Initial Program:

- 1) The parklet program will have annual inspection fee enforced by the city. Prior to the policy's inspection date, the City Council may re-evaluate the policy, modify its provisions, and/or extend it.

Location, number, and use:

- 2) Parklet shall be limited to the street rights of way within Oceanside Transit Center Node (as highlighted in the Strategic Plan. However, they will not be permitted along Coast Highway due to traffic volumes and/or inadequate right of way.
- 3) A maximum of __ parklets may be permitted within the area.
- 4) No more than __ parklets may be permitted per block. A block is defined as two opposing block faces between adjacent, parallel intersecting street.

- 5) Parklet shall be limited to food and/or beverage serving, or restaurant waiting areas only.
- 6) Parklet may be combined with sidewalk cafes. City will review each case depending on location.
- 7) Parklet operational hours are from 7:00am – 10:00pm

Design Standards:

- 8) In addition to complying with the provisions of this policy, parklet shall comply with all applicable criteria required for outdoor furniture and seating areas, as stated in the design guidelines of the Strategic plan.
- 9) The maximum size of a parklet shall be limited to two parking spaces, diagonal, perpendicular, or parallel. However, to facilitate access and visibility for motorists, a maximum of one-foot wide buffer shall be provided between the parklet, adjacent parking stalls, and the vehicle travel way.
- 10) In areas where parking spaces are not demarcated, the two parking space maximum shall still apply and shall be based on dimensional parking standards approved by the city.
- 11) The maximum length and size of the parklet shall generally be restricted to the length of the building/tenant space the parklet serves. Accordingly, some parklets may be limited to no more than one parking space.
- 12) The design of parklets shall be reviewed and approved as a part of the parklet permit. Quality architectural design features and material are expected and required and shall support the vision statement of the Strategic Plan, “great urban space with a memorable sequence of authentic and vibrant community places and tourist destinations where a mix of uses converge.”
- 13) The city may deny a proposed parklet due to reasons of public health, safety or welfare, such as lack of adequate infrastructure, topography, proximity to driveways or intersections, and proximity to residences.
- 14) Parklet shall not require replacement or additional parking, but City may charge a fee for the parking spaces. Fee will be included on the application, see # 19.

Permits, reviews, and fees:

- 15) Before installing a parklet, an applicant must first apply for and obtain approval of a parklet permit from the city planner. The application shall apply for a parklet permit using the application form attached. The applicant shall pay the required application fees and follow the submittal requirements outlined on the application and as provided in this policy.
- 16) In addition to securing a parklet permit, the applicant also shall apply for and obtain approval before installing the parklet of (1) an encroachment agreement to allow probate improvements in the public right of way; (2) a building permit; and (3) any other required permits.
- 17) Parklet permits shall be subject to noticing of adjacent property owners and tenants within a 100-foot radius of the property of the business the parklet would serve. The notice shall announce the city planner’s pending decision and invite person to provide verbal or written comment on the decision to the city planner during a ten day review period. Those property owners or tenants providing comment on the parklet permit shall receive notice of the city planner’s decision. The process for appeals of the city planner’s decision shall be in accordance with Municipal Code ____.
- 18) Parklet permits shall be received annually by the city planner for compliance with these policy provisions and any permit conditions. For problems encountered and not resolved after written notice and reasonable period of time to cure, the permit may be brought back up for administrative review, placement of additional or modified conditions, revocation, or other remedies available to the city.
- 19) The application shall be subject to the indemnification and insurance criteria applicable to Sidewalk Cafes as stated in the ____ of the Municipal Code.

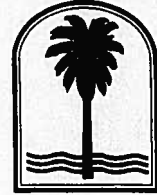
- 20) The applicant shall pay the City of Oceanside a use fee of ___ per month per parking space (maximum 2), payable in one-year increments (Fee TBD). The fee shall be collected upon permit issuance and shall be paid annually thereafter for the duration of the permit.
- 21) Parklet may be exempt from payment of sewer and traffic impact fees, consistent with city ordinances.
- 22) Applicants may apply for alcohol permits through the State of California Alcohol Beverage Control Department.

Maintenance:

- 23) Parklet, including all materials, fixtures, furniture and plants, if any, shall be maintained in good condition. All maintenance and repair of parklets shall be the sole responsibility of the applicant. Additionally, the applicant shall sweep and remove debris from adjacent street areas made inaccessible to street sweepers due to the parklet.

Prohibitions:

- 24) Parklet shall not block or impede access to restricted parking areas, public right of way, fire hydrants, manhole covers and other utility features.
- 25) Parklet shall not be permitted to have awnings or roof elements.
- 26) No signs, including signs prohibited by municipal ordinances, or objects that would distract or impair motorists, shall be attached or displayed on any part of the parklet.



CITY COUNCIL AGENDA

MAYOR AND COUNCIL WORKSHOP

**Wednesday, August 12, 2015
2:00 p.m.**

ADJOURNED MEETING

City Council Chambers
300 North Coast Highway

**CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL**

WORKSHOP ITEMS:

1. City Council: Provide input on the potential of creating parklets in the Downtown area and provide direction to staff
 - A) Report by Jeff Hunt, City Planner
 - B) Discussion
 - C) Recommendation – provide input and direction to staff
2. Public Communication on City Council Matters (off-agenda items)

ADJOURNMENT

The next regularly scheduled meeting is at 3:30 p.m. on Wednesday, August 19, 2015

AGENDA POSTING AND MATERIALS

The agenda has been posted at least 72 hours prior to the meeting at the Civic Center Plaza, 300 North Coast Highway. The agenda may also be inspected at the City Clerk's Office at 300 North Coast Highway. Persons requiring assistance or auxiliary aids in order to participate may contact the City Clerk at 300 North Coast Highway, Oceanside, CA, telephone (760) 435-3000 at least 24 hours prior to the meeting.

STAFF REPORT*CITY OF OCEANSIDE*

DATE: August 12, 2015
TO: Honorable Mayor and City Councilmembers
FROM: Development Services Department
SUBJECT: **DISCUSSION OF POTENTIAL DOWNTOWN PARKLETS**

SYNOPSIS

The purpose of the workshop is to solicit City Council input on the potential of creating parklets in the Downtown area and to provide direction to staff.

BACKGROUND

In May 2014 the City was approached by a Downtown business, Pier View Coffee, asking the City to support the installation of parklets. In Pier View Coffee's situation, they are requesting two spaces in front of their business located at 300 Pier View Way. The City currently has no regulations regarding parklets; however, there are guidelines for outdoor dining.

Although parklets have not been officially defined, the term originated in San Francisco as follows:

1) Public parking stalls to be temporarily used for public pedestrian space. Parklets are typically an extension of the curb and provide areas for public fixed and non-fixed seating, dining tables, and landscaping. Typical parklets are demarcated within one to three parking stalls by the use of walls, fencing, bollards, planter boxes, railing cables, and other materials for protection of users within parklets from the traffic. Parklets are also typically located in a downtown area. Initially, the concept of parklets was to serve public space, primarily as a resting spot for pedestrians and as an area for community interaction.

2) Recently, business owners have co-opted the idea for cafe style seating, usually as an extension of an existing outdoor patio or sidewalk space. The private use of parklets has become an increasingly popular use for many businesses in California, and businesses within Oceanside, such as Pier View Coffee, have been exploring the idea of privately maintained parklets serving private uses.

Parklet policies and programs have been created in many cities around the world as a way to support community orientated businesses and to generate pedestrian activity within commercial downtown areas. Parklet programs have helped boost walkability and sustainability in many cities across the United States.

Currently in the County of San Diego, the following cities have adopted parklet guidelines and/or pilot programs: San Diego, Chula Vista, and Carlsbad.

ANALYSIS

The Downtown area is the only area in the City that could potentially install parklets.

Advantages

Parklets can have very positive benefits in a downtown area. They can boost business activities, help define a sense of place, boost walkability; provide a public space and/or create a private space for business to expand operations; generate economic development activity and revitalize an area.

Disadvantages

One of the common concerns of parklets is the loss of parking, particularly in the coastal zone. The California Coastal Commission advises that parking spaces west of the railroad tracks would have to be replaced. In addition, there is also debate over the private versus public use of parklets. Additionally, a few Oceanside businesses have expressed their concerns that parklets could obstruct their display/advertising signs. Further, there are traffic and safety concerns that would need to be analyzed as well as Americans with Disabilities (ADA) requirements regarding access that would need to be assessed.

COMMISSION/COMMITTEE REVIEW

Should the Council provide direction to proceed, the Planning Commission and Downtown Advisory Commission will be presented with any draft parklet policy for input and approval.

CITY ATTORNEY'S ANALYSIS

The City Attorney's Office will review the text of any proposed parklet policy after Council provides direction to staff.

RECOMMENDATION

1. Due to the large amount of construction planned in the Downtown over the next year, staff recommends that we do not implement any such parklet project until work on Lots 18, 19, and 23 is complete due to parking and traffic impacts in the Downtown area.
2. If the City Council is interested in pursuing the parklet concept for the Downtown in the future, direct the City Planner to work with the Planning Commission and Downtown Advisory Committee to design draft guidelines for a pilot project that would eventually be brought back to City Council for consideration.

PREPARED BY:


Scott Nightingale
Associate Planner

SUBMITTED BY:


Michelle Skaggs Lawrence
Interim City Manager

REVIEWED BY:

Peter Weiss, Assistant City Manager
Rick Brown, Interim Development Services Director
Jeff Hunt, City Planner





City Council Workshop



Discussion of Potential Downtown Parklets



Introduction & Background

Introduction:

To solicit City Council input on the potential of creating parklets in the Downtown area and to provide direction to staff.

Background:

In 2014, the City was approached by Downtown businesses asking to support the installation of parklets. The City currently has no regulations to provide for parklets. Parklets could allow temporary use of public parking stalls for additional pedestrian orientated public or private spaces.

Parklets Examples



Carlsbad Parklets



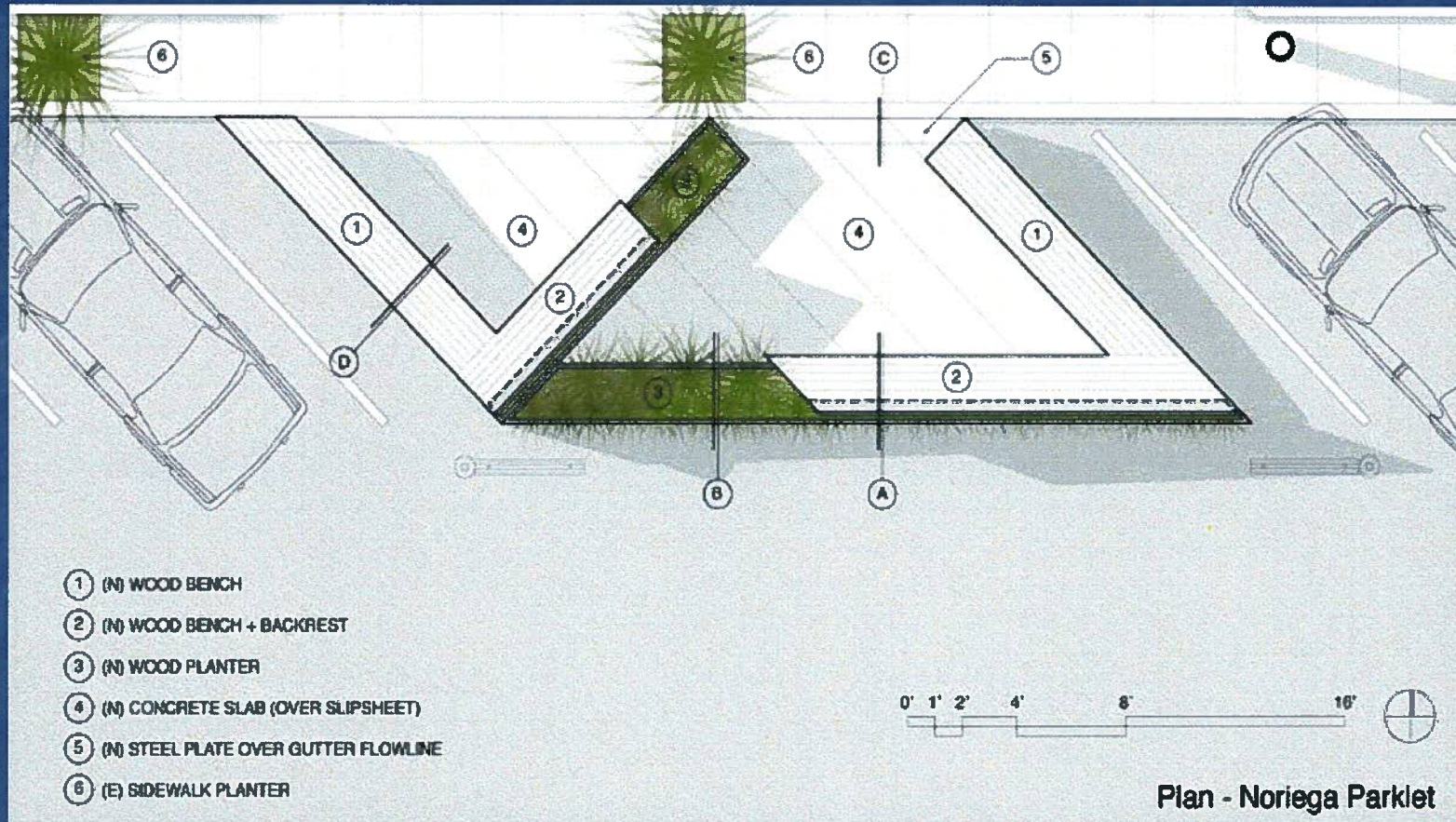
Parallel Parking Parklets in San Francisco



Parallel Parking Parklets in San Francisco



Angled Parking Parklets in San Francisco



Parklet Construction



Analysis and Review

- Benefits: Enhanced pedestrian areas and economic vitality; sense of place; walkability
- Concerns: Loss of parking, traffic, and pedestrian safety; private use of public space

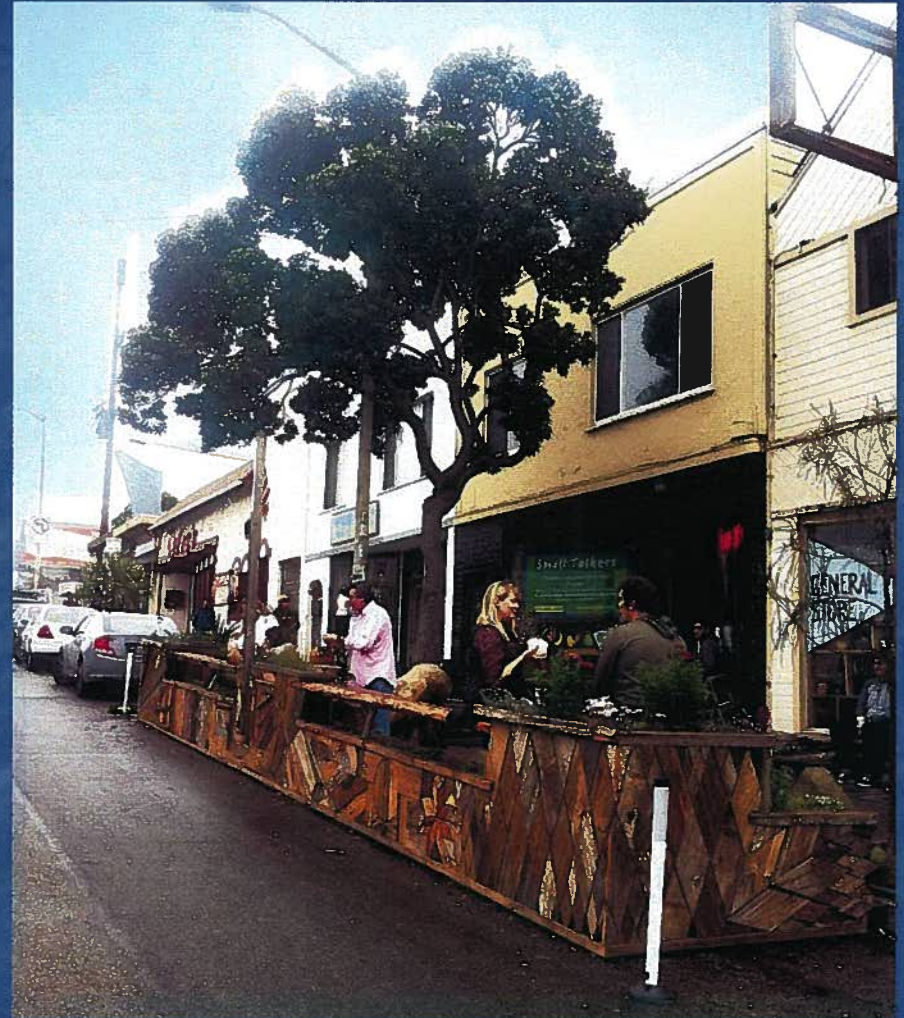


City Council Workshop



Recommendation:

- Due to Downtown construction and traffic impacts, no implementation until work on lots 18, 19 and 23 is complete.
- If Council is interested, then direct staff to design guidelines for a pilot project that would be brought back to Council for consideration.



STAFF REPORTS

Gumaro

Oceanside Strong has raised over \$7,000 to support businesses in need with microgrants ranging from \$250 - \$1,000. I have recruited a review panel that includes the following members: MaryAnn Theim (Board member), Cherie Ordway (Hospitality Member), Claudia Troisi (Committee Member), Haley Wonsley (Community Leader), Michelle Geller (Economic Development Manager), Allen Adem (Property Owner) and myself to review applications from our small businesses. We will announce the grantees by Wednesday, May 28. The program will remain open until May 29 and evaluate if we want to continue the Oceanside Strong Campaign.

We continue to offer online weekly webinars to help businesses generate revenue through ecommerce. Danielle Milne and Travis Eubanks from Digital Hopper lead the webinars on Wednesday's at 11am.

We have submitted payment for the Right of Way permit to begin the mural project on Horne Street and Civic Center Drive at That Boy Good and Northern Pine Brewery. We are hoping to leverage this project to attract people to visit our district as our businesses begin to reopen.

Lastly, businesses are beginning to plan for ways to maximize dine in by leveraging parking lots and/or public street safely. The Committees would like to focus on communicating with our businesses and consumers about supporting our local economy in a safe matter. Locals would like to support our brick and mortar businesses, but don't feel safe leaving their houses. We are working to support businesses following guidelines and create language that supports our small businesses in a safe matter.

We will continue to follow restrictions and guidelines for our district businesses and hope that we can sustain our economy during these trying times.

Angie

- ☐ Ensuring that the proper documentation is being kept for the Paycheck Protection Program Loan Forgiveness application and tracking all covered expenses.
- ☐ Keeping up to date on any changes in relation to the PPP Loan forgiveness requirements.
- ☐ Reconciled credit card statements and processed payment.
- ☐ Processed bill payments, invoicing requests, and made bank deposits.
- ☐ Processed Parade and Sunset Market refunds.
- ☐ Researched and resolved billing and payment issues.
- ☐ Prepared financial reports when needed.
- ☐ Assisted employees with gathering wage and earning data and assisted with the application process for unemployment benefits.
- ☐ Daily tracking of hourly employee's time worked.
- ☐ Processing of semi-monthly payroll.

- ☐ Prepared documents for Worker's Compensation Insurance policy renewal.
- ☐ Gathering and preparing documents for Worker's Compensation Insurance audit.
- ☐ Responding to a variety of misc. requests.
- ☐ Prepared and submitted City of Oceanside Business License renewal.

Kristin

The focus of our social media marketing has been the reopening of our no-touch, socially distanced Oceanside Morning Farmers Market on Thursday, May 21, and our Oceanside Strong campaign for small businesses. To achieve maximum organic reach and engagement, we've utilized a tested and effective combination of social media, dedicated web pages, dedicated emails and press releases to promote both. Co-hosted by all our Facebook pages, our Oceanside Morning Farmers Market Reopening event received strong exposure, reaching 16,300 people with 617 event responses, compared to 2,000 to 5,000 for a typical Sunset Market Facebook event. Our Oceanside Strong campaign has raised more than \$7,000 of our \$25,000 goal on GoFundMe, with over \$5,000 in donations the first weekend. We have also been promoting applications for our Keep It Local Oceanside Microgrant Program, due Friday, May 22, to our businesses, as well as Whitlock Ink Oceanside Strong T-Shirt sales and our new Oceanside Strong YouTube series, featuring the COVID-19 stories of individual local businesses created in conjunction with our campaign. Finally, we continue to utilize social media to amplify the efforts and offerings of individual businesses, as well as to encourage to-go orders via [Oceansidetogo.com](https://oceansidetogo.com), local shopping via [Shoplocaloceanside.com](https://shoplocaloceanside.com), our weekly Selling Online for Local Business webinars, City of Oceanside PSAs and more to continue to create actionable value for our Downtown Oceanside community, businesses and members.

Bobbie

I have continued to create weekly update emails to send to our contacts; attended staff conference calls, committee calls, and applicable webinars; updated web pages; researched grant opportunities; and assisted other staff with various projects as needed.

Kim

Beach Services

There are 23 Concession operations for the 2019-2020 Season; 6 Type 1 (Year-Round) and 18 Type 2 (High Season)

All Concessions are suspended at this time due to COVID. Processing of concession proposals will continue until such time as the City of Oceanside informs MSO that operations may resume.

New proposed concessions for 2020-2021 season., Beach Shuttle and Tyson Park concession site. The Shuttle proposal will be presented to City staff in early May. Tyson Park site is currently under construction.

Downtown Wayfinding Kiosks

Refurb of static walk up kiosks will take place over June – August. Refurb of the kiosks will include, new paint where required, lighting and electronics, new acrylic viewing panels.

Morning Market

Morning Market operations are suspended due to COVID Regs. MSO is exploring a re-opening in May. Certified Markets have been deemed an “essential service” by the State and can operate when County conditions have been met. Opening will require a 3 block footprint for the venue. MSO will seek approvals for May.

Sunset Market

Sunset Market operations are suspended due to COVID Regs. Market is subject to “mass-gathering event” prohibition by County.

MaryAnne:

1) Day Market: compilation of all new applications for the Day Market. Development of Vendor spreadsheet on information and documentation completion and expiration. Updating files as information comes into the office. Assisted with Day Market on 5/21

2) Sunset Market: continues purge of vendor files. Assisting Cathy with any filing and Virtual Sunset Market information. Plus, recruitment for Day Market.

Eric:

1) Kiosk (Seagaze) - putting the kiosk back together. Working directly with Kim on this project. Reconfiguration of warehouse to move kiosk to right side of warehouse so that when complete it will be able to be loaded for installation.

2) Kiosk at SALT with heavy damage from unknown source. Removed broken items, covered. Completion of door and plexiglass to put in. Working with Kim on date and time for installation as it is a bit tricky.

3) Water heater and water in office. Working with Kim.

4) Day Market: prep of trucks and equipment with Cathy. Cleaning and maintenance of toilets for use. Traffic Control, equipment, and go to guy all day on 5/21.

Cathy:

1) Staffing: follow up on all Crew staff to ensure that they are receiving unemployment. Angie and I assisted as needed.

2) Sunset Market: Virtual Sunset Market website up with Bobbie. Information to Kristen for Social Media posts and shares. Unemployment information for Self-Employment and

Independent Contractors process sent out to all vendors. Processing refunds as requested. Will be sending out email to vendors about status on Sunset Market by 5/29.

3) Day Market: Visited several markets. Working with Mark on getting reopen. Developed map and preliminary numbers. Kim worked with City to get it approved for reopen on 5/21. Kim completed Traffic Control. Collected all vendor information and went out to each vendor directly to get new applications and documents on file for the office and MaryAnne put files together. Developed Map, rules, load in for vendors, toilets, initial signage (will need to change), volunteers, equipment list, traffic control drop. Kristen and Bobbie great help on PR. Social Media was fabulous. 2 TV station coverage with Mark on 5/21. Tuesday 5/26, MAB, Eric and Bobbie: identify items for reconfiguration of items for next market on 5/28. 31 vendors at 5/21 market, 2-3 more vendors expected for 5/28 market. Working with Mark on 5/28 market. Ongoing updates as we move forward.

4) Other: Fielding questions from vendors, event coordinators, and inquiries on events, information, and Oceanside. Forwarding to recommended staff and outsources.