



**CITY OF PACIFIC GROVE  
RECREATION BOARD SPECIAL MEETING MINUTES  
Tuesday January 19, 2016 – 5:30 pm  
Youth Center (Upstairs Study Room)  
302 16th Street, Pacific Grove, CA**

Agenda No. 10B  
1 of 1

1. **Call to Order** - The meeting was called to order at 5:35pm.
2. **Roll Call** – Amelio, Balog, Birch, and Tom present. Staff Mothershead and Amburgey present. Marshall excused absence.
3. **A. Approval and Acceptance of Agenda and Meeting Minutes of December 8, 2015** - approved  
**B. Approval of Agenda** - approved  
**C. Council Liaison Announcements** – Board requests some communication on Council activity be provided.  
**D. Board Member Announcements** – Ethics Training is being scheduled through the City Clerk's office.
4. **Oral Communications and Written Correspondence** – Councilmember Peake sent correspondence to the Recreation Board, thanking them for their involvement with the Coastal Trail plan. This plan helped the City obtain a grant for \$250,000 towards the Rocky Shores walking path project.
5. **Department Reports** – Don Mothershead reported  
**A. Financial Report for November** – The Department budget report for fiscal year was presented. Revenue: \$18,577 brings total to \$107,757 which is 46.7% of projection. Expenditures: \$38,287 for the month, bringing a total of \$225,879 (46%) spent. Through November; Income is up \$20,200 and has increased by \$63,680.  
**B. Updates (Programs)** – Preschool is at capacity with 27 children enrolled. We will have one opening in February, due to a family leaving the area.  
Youth Center December total attendance was 223 over 14 days and grossed \$414.  
Winter Adventure Day Camp successful with \$2,400 received from 30 campers during the school break. The department is taking registrations for the February Adventure Camp.  
The department has opened a job recruitment for a new part-time entry workers to assist in the Youth Center operation.  
**C. SPECIAL EVENTS:** The Arthritis Foundation's Jingle Bell, 5K, on Dec. 12 was successful.  
Next event: The Rape Crisis Center's Together for Love, Feb. 14 at Lovers Point  
City Council will review special event list for next Fiscal year on Jan. 20<sup>th</sup>.  
  
City Staff will meet on January 21 with reps from: the Rape Crisis Center, the Big Sur Marathon, the Military Appreciation Run and the Double Race Foundation.
6. **Old Business**  
**A. Web Services (registration, rosters, tracking)** . Staff is meeting with the Tech committee. They are now able to edit and update the Websites. The Recreation Board webpage has been updated. The department will be receiving two credit card machine (Youth Center and Public Works) from the finance department. This is to provide an additional option for payment and registrations. The Board requested staff to report back with comments from Finance and I.T. about the progress of On-line Registrations.  
**B. Program Review** – Staff has taken the Board's input and will be presenting its report on the Recreation Review at next month's City Council meeting.
7. **New Business**  
**A.** Washington Park Play Structure and proposal handed out. Don mentioned Miracle Play Systems have a great reputation. A partial grant has been provided to pay for it. See the report. Bathrooms at Washington Park have been updated. Several questions asked about items such as age limit on drawings (2-5) and colors. Don will provide more details next meeting.
8. **Closing comments and adjournment** – meeting was adjourned at 6:44 pm.  
**Next Board Meeting** will be determined, as there are some scheduling conflicts with members. **T.B.A.**

Respectfully submitted,

Joe Amelio, Recreation Acting Secretary



**CITY OF PACIFIC GROVE  
RECREATION BOARD MEETING MINUTES  
Tuesday March 8, 2016 – 5:30 pm  
Youth Center (Upstairs Study Room)  
302 16th Street, Pacific Grove, CA. at 5:30 pm.**

Agenda No. 10B  
1 of 1

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

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

Respectfully submitted,  
Greg Marshall, Recreation Board Chair and acting Secretary



**CITY OF PACIFIC GROVE  
RECREATION BOARD SPECIAL MEETING MINUTES  
Tuesday April 5, 2016 – 5:30 pm  
Youth Center (Upstairs Study Room)  
302 16th Street, Pacific Grove, CA.**

Agenda No. 10B  
1 of 1

1. **Call to Order** - The meeting was called to order at 5:33 pm.
2. **Roll Call** – Amelio, Marshall, and Tom present. Balog was absent.  
Staff: Mothershead and Silveria present. Amburgey absent. Council Liaison Miller present after 6:00pm.
3. **A. Election of Board Officers** – By unanimous vote, Miller elected to Chair, Tom elected to Vice-Chair, and the Secretary position to be rotated among Board members  
**B. Approval and Acceptance of Agenda and Meeting Minutes of March 18, 2016** - approved  
**C. Approval of Agenda** - approved  
**D. Council Liaison Announcements** – Miller reiterated that he is available to Board members via e-mail. He provided some general guidance in how to approach programs in a cost conscious budget environment: 1) incremental improvements; 2) grant money; 3) ability of staff members to multi-task into other department functions; 4) work with PG schools to mesh with Rec. Dep't programs.  
**E. Board Member Announcements** – Board member position open due to Shelby Birch resignation. Amelio will be absent for May and Tom will be absent for June.

4. **Oral Communications and Written Correspondence** – none

5. **Department Reports** – Department Reports - Mothershead  
**A. Financial Report for February** – The Department budget report for fiscal year 2015-16 through February was provided. Revenue for this period totaled \$156,138 year to date (67.6% of projected income for the year). Expenditures for this period totaled \$308,639 representing 63.3% of the department's budget.  
**B. Updates (Programs and Events)** – The City is looking for a new Preschool Manager/Director. The position is posted and interviews are scheduled for the end of April. Preschool is at capacity with 27 children enrolled. The Youth Center attendance for March was 325 attendees and gross income was \$1,487.75. The March Adventure Day camp was successful with over 22 campers and \$3,000 in revenue. The program ran for five days during the school district's Spring break. Summer part-time staff positions recruitment will take place in May.

The next four Special Events will be the Good Old Days celebration on April 9 & 10, the Big Sur International By the Bay Run on Saturday, April 23, the M.S. Walk on Sunday, April 24 and the Double Road Race on Sunday, May 8. The Chamber of Commerce is proposing to add a Film Festival event at Lover's Beach in October.

6. **Old Business**  
**A. Web Services (registration, rosters, tracking)-** Library & Info. Services Director, Stephen Silveria provided a progress update on-line registration and on-line payment since the September 8, 2015 meeting with him. The good news is that the on-line registration is almost done and will be integrated into the City's full web site. The bad news is that the online payment system is on hold till the completion of a City wide "Technology Assessment. The Request for Proposal is in the works. The Board should submit its needs to him ASAP.  
**B. Recreation Board Goals for 2016** - No discussion due to time constraints.

7. **New Business**  
**A. Department Master Fee Schedule** Mothershead lead a review and discussion of the 2016-2017 fee schedules that is going to the City Council for review April 6<sup>th</sup> and April 20<sup>th</sup> (2 readings). Proposed fees follow the guidance provided by the Board and City Council.

8. **Closing comments and adjournment** – The Board was reminded of the Mayor's appreciation reception scheduled for April 12<sup>th</sup>. The meeting was adjourned at 7:01 pm.

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

Respectfully submitted,

Calvin Tom, Recreation Board Vice-Chair and acting Secretary