



CITY OF PACIFIC GROVE
RECREATION BOARD MEETING AGENDA

July 12, 2016 – 5:30 pm
Youth Center, (up-stairs Study Room)
302 – 16th St., Pacific Grove

1. Call to Order
2. Roll Call - Amelio, Balog, Marshall and Tom
3.
 - A. Approval and Acceptance of Special Meeting Minutes from June 21, 2016
 - B. Approval of Agenda
 - C. Council Liaison Announcements –
 - D. Board Member Announcements –
4. **Oral Communications and Written Correspondence** - *Comments from the audience will not receive commission action. Comments may concern matters not on the agenda, but must deal with matter subject to the jurisdiction of the Recreation Board. Comments are limited to three minutes unless Board decides otherwise.*
5. **Department Reports**
 - A. Financial Report
 - B. Updates - (Programs, Events)
 - C. Social Media - update
6. **Old Business**
 - A. Recreation Board Goals for 2016
7. **New Business**
 - A. none
8. Closing comments and adjournment

NOTE: Next meeting is tentatively scheduled for August 9, 2016.

Copies of the Agenda and minutes of previous meetings are available for public review at the city's website: www.cityofpacificgrove.org/about-city/boards-commissions/recreation-board or by contacting the Senior Recreation Coordinator, Donald Mothershead at (831) 648-5722 (ext. 202) or dmothershead@cityofpacificgrove.org. The City of Pacific Grove does not discriminate against individuals with disabilities, and meetings are held in accessible facilities.



CITY OF PACIFIC GROVE
RECREATION BOARD MEETING MINUTES-Special Meeting
Tuesday June 21 2016– 5:30 pm
Youth Center (Upstairs Study Room)
302 16th Street, Pacific Grove, CA. at 5:30 pm.

1. **Call to Order** - The meeting was called to order at 5:31pm.
2. **Roll Call** – Amelio, Marshall, Tom – Present (Balog absent due to conflict).
Staff present: Mothershead and Amburgey.
3. **A. Approval and Acceptance of Agenda and Meeting Minutes of May 24, 2016** - approved
B. Approval of Agenda – approved, 7 A and B moved up to on agenda
7. **A. Request for Alternative Fuel Car Show August 18th.**
Dawn Teall, presented a request to hold a unique Alternative Fuel Vehicle Car Show during the peninsula “car week” Sloat Rd. (behind the A.T.C. building) on Thursday, August 18th. Staff reported that this will have to be approved by City Council at its July 20th meeting. Amelio motioned to recommend that Council approve this request. (Marshall 2nd) vote 3-0 approve, Balog absent.
B. Allowing Dogs in Elmarie Dyke Open Space, variance to M.C.
Kimberly Wilkins, DVM and Tony Campbell of Cottage Vet Care, (172 16th St.), requested support for a 24 hr. specialty Vet Hospital and using grounds of Elmarie Dyke Open Space as walking patient dogs and other animals use. Cottage Vet Care would keep the park space in a clean and improved state. Discussion ensued about the variance. CVC is in early discussions of their business plan and will also present their request to other advisory boards and commissions. Carie Broecker, Peace of Mind Dog Rescue Executive Director and Co-Founder was also present and supportive of the City’s Municipal Code change. This would also allow the public to have a park setting with their pet, while enjoying a lunch or the outdoors.
Calvin motion to support Cottage Veterinary Care’s request for a variance to Elmarie Dyke Open Space open space to allow dogs, that includes responsible environmental clean-up in that space and recommend this for City Council’s consideration. Cottage Vet Care is also to update the Recreation Board of its status. (Marshall 2nd) vote 3-0 approve, Balog absent.
3. **C. Council Liaison Announcements** – Council Member Bill Peake was present. Council issues shared about business and admission taxes/fees and future of these taxes-ballots. Council member Peake also asked about the tennis courts status of repairs.
D. Board Member Announcements – The Recreation Board has one vacancy. The board is to intensify a search to replace past member Birch.
4. **Oral Communications and Written Correspondence** – Staff shared a notice received of the Cancellation of the Military Appreciation Run scheduled for July 10th.
5. **Department Reports** – Department Reports – Mothershead
A. Financial Report for May – Staff shared the May financial report. Revenue for May was \$41,563. Expenditures for this period were \$26,372. Staff member Amburgey was complimented for handling over \$23,000 of registrations during the month. This was all revenue for Summer Day Camp, Aquatic lessons and the Youth Center during the month. Total income is at 90% for the fiscal year. Total budget expenditures are at 82% of the budget, with one month remaining.
B. Updates (Programs and Events) – Summer programs of Preschool, Stillwell Pool and Adventure Camp are all running well. Special appreciation shared for the Human Resource Manager’s support with the hiring of summer staff.
Special Events: The Triathlon was a success with very few complaints of noise and traffic. Staff is preparing for the City’s 4th of July, the newly approved July 9th Car Show, The July 27th Car Show and for the Feast of Lanterns.
C. Social Media. Monica discussed going out to I.T. The City now has linked-in, Tweeter and Facebook sites.
6. **Old Business**
A. Web Services – The City is just putting out a Request for Proposals for an inclusive I.T. packet, to include on-line registrations for the department.

6. **B. Recreation Board Goals for 2016** tabled to next meeting – Don mentioned the Recreation Board has done some goal setting,(i.e. Web services).
7. (A & B discussed early in the meeting)
8. **Closing comments and adjournment – meeting** was adjourned at 7:20 pm.

Next Rec. Meeting is July 12 at 5:30 P.M. Youth Center (Upstairs Study Room) – 302 16th Street, Pacific Grove, CA..

Respectfully submitted, Joe Amelio Recreation Acting Secretary

AGENDA
ITEM

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*In Loving Memory
A Celebration of Life*

Prebble Potter

Oct. 29, 1939 - June 27, 2016

Saturday, July 16, 2016

2:00 – 5:00 pm

At the home of Hans Rogge

1037 Short Street, Pacific Grove, CA

Feel free to bring a memory or other remembrance of Prebble to share.

Light refreshments will be served.

Please RSVP to:

etrogge@gmail.com or 650-678-9193

All Ages Welcome!

Pacific Grove Police Department

presents

Tuesday, August 2nd, 5 PM to 8 PM

National Night Out

celebrating our community and police partnership

Free Food, Music by the Wharf Rats, Games,
Public Safety Demonstrations, Giveaways,
Child ID Kits and Fingerprinting,
Plus Police Cars & Fire Trucks on Display!

*A Special Thanks to Our Sponsors: PJ Police Officers
Association, PJ Chamber of Commerce, Monterey Fire
Department, PJPD Citizens Academy Alumni,
PJ Recreation & Public Works,
Local Business Leaders & Volunteers*



Police & Fire Stations, City Hall, & Youth Center
580 Pine Avenue | Pacific Grove, CA 93950
(831) 648-3143 | www.cityofpg.org/police



Don Mothershead <dmothershead@cityofpacificgrove.org>

PG City Tennis Courts (Form submission from: Contact the Recreation Board)

1 message

website@cityofpacificgrove.org <website@cityofpacificgrove.org>

Wed, Jul 6, 2016 at 10:32 AM

Reply-To: Geoff Kostyshak <[REDACTED]>

To: dmothershead@cityofpacificgrove.org

Name: Geoff Kostyshak

Email: [REDACTED]

Message:

Hello-

I've previously contacted the Mayor and PG City Council members regarding questions & comments about the current concession contract for the PG City Tennis Courts.

I would like to know the expiration date for the current contract.

I know, and have personally talked with, multiple well-qualified local tennis professionals who are interested in perhaps bidding for the next contract. One, just yesterday, fondly recalls the period of time, ~12- 15 years ago, when the then Pro at the Tennis Center ran a "thriving youth program," with the courts 'hopping' in the summer. I can attest to this because my son was one of the young tennis enthusiasts always hanging out there. There was also year-round play, not just the current couple of private daily lessons with the courts generally otherwise deserted (easily verified by random drive-bys). Granted, I only occasionally drive by, typically 2-3 times weekly, but have genuinely never seen more than 2 courts occupied.

As both a resident and a tennis player, I feel it could and would be a win-win-win situation for the following:

- (1) PG City- should be able to earn more than the current paltry \$300/month
- (2) PG Residents-
- (3) PG Youth-
- (4) The incoming Tennis Pro

And possibly even a small boost for PG Lodging, by virtue of having a viable, rather than a deserted, Tennis Center. This possible because many vacation resorts that offer tennis need more than courts, needing also to offer potential partners for visitors (the operating pro could & should easily have a handy list of available possible partners to call should a guest request).

Thanks so much-

Geoff Kostyshak (email me at [REDACTED])
telephone me 831.[REDACTED]

Attached File:

<http://www.cityofpacificgrove.org/sites/default/files/webform/recreation-board/16-07-06%20PG%20Rec%20re%20Tennis%20courts.docx>

Submitted on Wednesday, July 6, 2016 - 10:32 am

AGENDA
ITEM

#5



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

**Web Site: www.cityofpacificgrove.org
E-Mail: Dmothershead@cityofpacificgrove.org
Phone (831) 648 – 5722 (ext. 202)**

AGENDA REPORT

**TO: Recreation Board
FROM: Donald Mothershead, Senior Recreation Coordinator
DATE: June 12, 2016
SUBJECT: Recreation Board Report – Item #'s 5-(A & B)**

Agenda Items

5-A. Financial Report for May & June –

The Department budget report for May and June is attached. Revenue for May was \$41,563 and for June, \$24,908. Expenditures for May was 26,372 and for June, \$48,945. Totals through the first part of June (95% of the fiscal year) in revenue are \$263,891 or 99.2% of the yearly expectation. Expenditure totals is reported as \$452,858.41, or 92.8% of the yearly budget.

5-B.

Programs –

We have 14 students enrolled in our Summer Preschool that ends on June 15. (program flyer attached)

The Youth Center is closed during Summer, but did generate \$446 in June with two membership registrations and snack bar receipts.

The Stillwell Children's Pool opened on June 1, with lessons beginning on June 6. Total revenue collected is \$15,533 and staff is very experienced. The Adventure Day Camp has generated \$23,424 through June and is operating well.

Staff is preparing for the start-up of the Youth Center during the new school year. The Pacific Grove Kiwanis Club will again hold its Pancake Breakfast on Saturday, August 13th from 9-11am, with all money going to the Youth Center's Equipment Fund.

Special Events –

The Pacific Grove Triathlon on June 11 & 12 went well with few issues or complaints. The Chamber's 4th of July BarBQ was a big success with many volunteers putting it all together. The new car show, "Back in Time" was held downtown on July 9th. The new Military Appreciation Run was cancelled three weeks out, due to a lack of pre-registered runners.

Staff continues to preparing for the additional July events; on July 27 the V.W. Car Show and the annual July 27-31 Feast of Lanterns.

A new event "National Night Out" is being planned by the Police Department for Tuesday, August 2nd from 5-8pm, at the City Hall complex. FREE food, music and game activities are being planned and Regional Public Safety departments will be involved.

And lastly, but most importantly, we all are excited and awaiting the birth of Monica's baby boy!!

Expenditures

Recreation Department

More than Last Yr.

difference

code	2015-16 unaudited	Report (2014-15) Last Years Totals	86,020	change
1 16	\$ 55,527	\$ 49,567	(--)	+
2 16	\$ 52,212	\$ 26,342	5,960	
3 16	\$ 41,188	\$ 23,878	17,310	
4 16	\$ 38,804	\$ 40,585	(1,781)	
5 16	\$ 38,287	\$ 21,962	16,325	
6 16	\$ 30,170	\$ 22,599	7,571	
7 16	\$ 25,915	\$ 23,211	2,704	
8 16	\$ 36,816	\$ 24,016	12,800	
9 16	\$ 26,458	\$ 39,580	(13,122)	
10 16	\$ 42,443	\$ 22,796	19,647	
11 16	\$ 26,372	\$ 26,801	(429)	
12 16	\$ 48,945	\$ 45,500	3,445	
13 16		\$ 38,320		
		last yrs. total		
		\$ 405,157		

Amount to Date:	\$ 452,858.41
Amount Outstanding	\$ 452,858
Total Available:	\$ 34,981.59
Budgeted for 15-16	\$ 487,840

% of the Fiscal Year Expended

SPENT

92.8%

	(2014 - 15)	(2013 - 14)	(2012 - 13)	(2011 - 12)	(2010 - 11)	(2009 - 10)	(2008 - 09)
Budgeted	\$ 405,157	\$ 402,224	\$ 340,897	\$ 350,307	\$ 293,990	\$ 344,938	\$ 377,327
Spent	\$ 383,320	\$ 336,341	\$ 336,341	\$ 343,327	\$ 335,808	\$ 344,938	\$ 377,327
% of Budget	95.7%	83.6%	98.6%	98.0%	114.2%	100.0%	100.0%
Cost to City	\$ -	\$ 176,166	\$ 134,776	\$ 155,400	\$ 97,091	\$ 149,462	\$ 190,553
% Sufficient	59%	56%	60%	56%	67%	57%	49%
% Supported	41%	44%	40%	44%	33%	43%	51%

get 2015-2016 / Reports (Revenue-Expenditures)

SELECTION CRITERIA: orgn.orgn2='421'
 ACCOUNTING PERIOD: 12/16

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

FUND-01 GENERAL FUND
 TOTAL DIVISION-421 RECREATION OPERATIONS

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
5101	BASE SALARY	155,158.00	11,773.50	.00	150,052.01	5,105.99	96.71
5105	PART-TIME SALARIES	106,000.00	12,841.93	.00	91,466.83	14,533.17	86.29
5109	OFF SALARY ADJUSTMENT	8,782.00	926.86	.00	10,754.95	-1,972.95	122.47
5110	EQUITY ADJUSTMENT	.00	37.76	.00	559.23	-559.23	.00
5121	FICA-MEDICARE BENEFITS	2,986.00	351.21	.00	3,514.20	-528.20	117.69
5122	RETIREMENT (PERS)	48,311.60	932.94	.00	12,798.59	35,513.01	26.49
5123	HEALTH INSURANCE COST	2,345.00	162.10	.00	1,988.84	356.16	84.81
5124	UNEMPLOYMENT COST	75.00	9.46	.00	95.19	-20.19	126.92
5126	WORKERS' COMPENSATION	2,100.00	287.59	.00	2,819.25	-719.25	134.25
5128	OTHER EMPLOYEE BENEFITS	10,140.00	896.34	.00	11,097.68	-957.68	109.44
5129	FLEXIBLE HEALTH BENEFIT	3,870.00	198.46	.00	2,372.04	1,497.96	61.29
5132	PERS P.O.B. PAYMENT	16,500.00	.00	.00	16,524.12	-24.12	100.15
5143	LEAVE PAYOUT	.00	.00	.00	3,518.57	-3,518.57	.00
5145	UNFUNDED PENSION LIABILI	33,126.40	2,070.40	.00	24,844.80	8,281.60	75.00
5201	CONTRACT SERVICES	.00	.00	.00	1,368.72	-1,368.72	.00
5208	CONTRACT PERSONNEL	5,500.00	.00	.00	8.74	5,500.00	.00
5211	POSTAGE	500.00	.00	.00	2,613.22	-1,386.78	1.75
5212	TELEPHONE	4,000.00	398.34	.00	464.89	1,386.78	65.33
5213	BANK FEES	.00	160.05	.00	.00	-464.89	.00
5217	TRAVEL, MEAL COSTS	500.00	.00	.00	66.76	500.00	.00
5221	ADVERTISING	1,500.00	.00	.00	1,844.50	-344.50	122.97
5222	UTILITIES	55,000.00	8,843.55	.00	67,086.72	-12,086.72	121.98
5223	BLDG REPAIR, MAINT	4,000.00	1,411.80	.00	7,944.82	-3,944.82	198.62
5224	EQUIP REPAIR, MAINT	1,000.00	.00	.00	.00	1,000.00	.00
5225	OPERATING LEASES/EQUIPMN	.00	10.22	.00	66.76	-66.76	.00
5226	EQUIPMENT REPAIR	1,000.00	.00	.00	75.83	924.17	7.58
5227	VEHICLE REPAIR	500.00	133.38	.00	1,662.18	-1,162.18	332.44
5230	INTERNAL SERVICE CHARGES	8,346.00	.00	.00	9,200.71	-854.71	110.24
5231	INSURANCE	5,000.00	.00	.00	1,758.36	3,241.64	35.17
5261	SUBSCRIPTIONS, MEMB	3,500.00	239.00	.00	251.25	248.75	50.25
5291	MISC. DEPT EXPENSE	500.00	59.18	.00	3,083.80	416.20	88.11
5301	OFFICE SUPPLIES	500.00	31.08	.00	878.84	-378.84	175.77
5305	JANITORIAL SUPPLIES	1,000.00	251.75	.00	515.61	484.39	51.56
5306	OFFICE EQUIPMENT	.00	4,287.26	.00	251.75	-251.75	.00
5309	OTHER SUPPLIES	500.00	240.27	.00	8,746.90	-8,746.90	.00
5311	VEHICLE FUEL	500.00	.00	.00	974.52	-474.52	194.90
5352	CHEMICAL SUPPLIES	1,600.00	.00	.00	1,274.65	325.35	79.67
5361	RECREATION SUPPLIES	4,000.00	2,390.73	.00	10,357.12	-6,357.12	258.93
5362	SPECIAL EVENT SUPPLIES	.00	.00	.00	22.22	-22.22	.00
	TOTAL RECREATION OPERATIONS	487,840.00	48,945.16	.00	452,858.41	34,981.59	92.83

CITY OF PACIFIC GROVE
Recreation Department
 Report

Revenue
 #4462 #4463 #4464 #4466 #4467 #4468 #4670

code	Programs	Day Camp	Tennis	Youth Center	Preschool	Pool	Rent	2015-16 unaudited Totals	2014-15 unaudited Totals	More than Last Yr. change
1 16	\$ 270	\$ 5,478	\$ 375	\$ 150	\$ 6,938	\$ 10,182	\$ 23,393	\$ 20,828	\$ (-) + 2,565	
2 16	\$ (15)		\$ 375	\$ 4,107	\$ 4,109	\$ 12,002	\$ 25,139	\$ 18,849	\$ 6,290	
3 16	\$ -	\$ 2,082	\$ 375	\$ 3,133	\$ 662	\$ 13,400	\$ 24,951	\$ 20,096	\$ 4,855	
4 16	\$ 855	\$ 1,470	\$ 375	\$ 685	\$ 6,013	\$ 6,716	\$ 16,114	\$ 11,600	\$ 4,514	
5 16		\$ 90	\$ 150	\$ 1,982		\$ 12,169	\$ 18,577	\$ 16,587	\$ 1,990	
6 16		\$ 1,740	\$ 150	\$ 471	\$ 5,742	\$ 7,155	\$ 15,258	\$ 15,228	\$ 30	
7 16		\$ 1,244	\$ 150	\$ 1,264	\$ 4,858	\$ 14,820	\$ 22,335	\$ 22,452	\$ (117)	
8 16	\$ 1,853	\$ 2,260	\$ 150	\$ 1,797	\$ 4,351	\$ 979	\$ 11,389	\$ 15,355	\$ (3,966)	
9 16	\$ 5,175	\$ 3,270	\$ 375	\$ 1,568	\$ 8,992	\$ 5,755	\$ 25,135	\$ 22,374	\$ 2,761	
10 16	\$ 4,338	\$ (30)	\$ 375	\$ 303	\$ 5,576	\$ 5,585	\$ 16,147	\$ 29,123	\$ (12,976)	
11 16	\$ 2,560	\$ 17,758	\$ 375	\$ 430	\$ 4,940	\$ 9,099	\$ 41,563	\$ 33,048	\$ 8,515	
12 16	\$ 2,758	\$ 5,666		\$ 446	\$ 1,408	\$ 9,131	\$ 24,908	\$ 7,734	\$ 17,174	
13 16							\$ -	\$ 4,057	\$ (4,057)	
Totals	\$ 17,793	\$ 41,027	\$ 3,225	\$ 15,767	\$ 56,077	\$ 102,759	\$ 263,891	\$ 237,331	\$ (-) + change	
Total last Yr.			\$ 3,600	\$ -			\$ 237,330	last Yr.		
	Total Due	Total Due	Total Due	Total Due	Total Due	Total Due	Total Due	Total Due		
	\$ 65,300	\$ 30,000	\$ 3,600	\$ 20,000	\$ 45,000	\$ 80,000	\$ 265,900	\$ 265,900		
148.9 K	\$ 65,000.00	\$	\$ 3,600.00	\$	\$ 80,000	\$	\$	\$		
Collected	27.2%	136.8%	89.6%	78.8%	124.6%	128.4%	Total % Collected		% of the Year	
Report 2015-2016 / Reports (Revenue-Expenditures)	#4462	#4463	#4464	#4466	#4467	#4468	#4670		96%	

Providers	Day Camps	Tennis	Youth Center	Preschool	Pool	Rent
C.C. Music	Adventure		After School			Church
C.H. Jazzercise			Dances / Events			Mty Pen. Quilters
C.H. Yoga						Lovers Point Park
C.H. Drumming						Berwick Park
C.H. Dance Jam						Little House 5 - NA/AA Meetings/ wk
C.H. C.H. Dance Club						Community Ctr Meetings / Parties
PGUSD Track Club (Spring)						Sally Judd Griffin Ctr. Meetings / Parties
						Chautauqua Hall Weddings
						Caledonia / GWP Gatherings

Summer of Seuss

2016 Summer Program Schedule



- June 20** **Cat in the Hat**
Wear a fun hat to school.
- June 22** **What Pet Should I Get?**
Bring in a favorite stuffed animal pet.
- June 24** **One Fish, Two Fish**
Snack: We will be sorting Goldfish by color.
- June 27** **Yertle the Turtle**
- June 29** **Ten Apples on Top**
Snack: We will be making applesauce.
- July 1** **Put Me in The Zoo**

***NO CLASS ON JULY 4th**

- July 6** **Green Eggs and Ham**
Snack: We will be making our snack in class.
- July 8** **Foot Book**
Wear crazy/mismatched socks and/or shoes!
- July 11** **Hop on Pop**
Popsicle day!
- July 13** **Wacky Wednesday**
Wear wacky clothes/hair.
- July 15** **Oh, The Places You'll Go**
Show-And-Tell: Bring in a picture or souvenir from a vacation.

AGENDA
ITEM

#6

2014 RECREATION BOARD - Goals / Objective

- Website Registration / Improvement
- Survey

NOTES from Technology Meeting (Recreation Board w/ Steven Silveria)

On Wednesday, January 29, 2014

To discuss technology needs of the Recreation Department w/ Information, Program Registrations, Park Reservations and Special Events awareness.

Must Haves (What is strongly Needed):

4 votes:

On-Line Registrations & Reservations

3 votes:

User Profile & Account LOG-IN

2 votes:

Accept Credit Card payments on line

2 votes:

Include Multiple Search Functions

2 votes:

Ability to manage Wait Lists, Print Class Rosters & Reports

2 votes:

Include a Schedule of Classes

Calendar of Available Parks/Facilities w/ Times

2 votes:

Confirmation w/ Automatic Receipts

1 vote:

Program & Facility descriptions w/ Icons/Photo LINKS

1 vote:

Ability to send-out Email Up-Dates

1 vote:

Ability for Payment OVER-RIDE (Comp, etc.)

0 votes:

Ability to charge Resident and Non-Resident Fees

0 votes:

Manage Cancelations & requests to Change/Modify class/program/rental

E-Mailed Comments from those who were unable to attend:

As a person who does plan events from time to time, I would encourage the early posting of a 2014 calendar. I can get a sense of what typical events are in PG based on the prior year, but having that calendar a year or two out would be helpful.

As a user, I was looking for cost information - which sometimes was hard to find. There are references on some pages to certain parks needing a use permit, but I struggled to find a link or an explanation of how to get a use permit and what the cost is. I would assume that the more information you can put online for people (rental cost, available calendar, timeline to get a use permit) that this would reduce the number of calls that you have to field. In contrast, the application for locations like the Jewel Center and Chautauqua Hall is easy to find and easy to use and the costs are clearly spelled out.

I did like the calendar for the Youth Center being current. The overall web site I found to be pleasing, with good colors and the white background made the text easy to read. I would overall add pictures to the site. If you are not familiar with our parks and facilities, more pictures of each would be helpful. For example: the inside of Chautauqua Hall is unique and is a great space - but you might not get that sense from the outside picture that is on the Chautauqua Hall page.

For camps, I would say that parents are wanting online registration - and a clear understanding of when camp registration opens. For many parents, there is a sense that you have to register for summer camps by spring break, and I would suspect that this belief may not be 100% true. Last, I would suspect that there are programs that are operated on City parks and facilities that are actually operated by another organization. (PG Pony at Arnett Park for example.) Consistently and clearly stating what organization runs that program and perhaps a link or contact information would be stellar service. This is done on the Youth Page really well.

Ideally, we should have the ability to register for classes and programs via the website and pay with a credit card for paying for city programs. We should also have the ability for the rec board to provide updated information about programs, events, and city info via an easy to post web interface.

We also need the ability to send out mass emails to all residents and interested individuals who want information about city recreation programs. Need to create a master database and establish an email outbound campaign to inform the residents about the programs of what's available to them.

This would also be a great opportunity to do a city resident survey, using an online survey program sent via email, and also offering the survey link and all city websites and correspondence for residents and interested citizens.

Would be a great opportunity to learn what additional programs and services we should offer to PG residents moving forward in 2015.

Must 1) have a system that allows you to search available activity offerings- including date, time, age, area of interest (this would be similar to our website discussion I. That you might have users coming to search from different directions I.e. I am looking for an activity for my 3 year old or I am looking for Preschool) and when found be able to register and pay online

2) a tool to replace the activity guide

3) a site than can have differentiated fees based on resident vs. non- resident, residents would come to city hall to show proof of residence

Wants 1) marketing tool that can be used by prospective special activities renters- photos, descriptions,