



NOTICE OF MEETING

CITY OF PACIFIC GROVE

RECREATION BOARD

MEETING AGENDA

5:30 p.m., April 25, 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 March 28, 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. Recreation Board Goals and Objectives
b. Utilities Report

8. New Business

- a. George Washington Park Sub-Committee

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

Thursday, March 28, 2019 – 5:30 pm

Pacific Grove City Hall – City Council Chambers

308 Forest Avenue, Pacific Grove, CA.

1. **Call to Order** – The meeting was called to order at 5:30 pm.
2. **Roll Call** – Baird, Gibson, and Tulley present with Marshall and Ybarra absent.
Staff members Gho and Susic present. Council Liaison Amelio present.
3. **Approval and Acceptance of Meeting Minutes from February 28, 2019** – approved.
4. **Approval of Agenda** – approved.
5. **A. Council Liaison Announcements** – Budget discussed at latest council meeting, and several items approved – Pine Ave. improvements, staff to proceed with engineering. Smith and Amelio on sub-committee for finance.
B. Board Member Announcements – none.
6. **Oral Communications and Written Communication** – Some written communication received to Susic and sent to board, others will be sent to board.
7. **Unfinished/Ongoing Business**
A. Recommend the City Council adopt a Resolution Amending Council Policy 200-3, the Morris Dill Courts and paint additional pickle ball lines – Public comment from 18 individuals with ranging perspectives. Pickleball has clear health benefits, but is loud, especially compared to other racket ball sports. Board voted and is recommending to the City Council: City to provide foam balls, permits to be limited in number (amount of permits issued to be determined and re-assessed after 3 months by City Council) and required for hard ball usage.
B. Recreation Board Goals and Objectives – Recreation board members to send staff goals and objectives for upcoming April meeting.
8. **New Business**
A. Utilities Report – Goal of board is to determine why staff seemingly overspends on utilities. Staff is considering if budget hasn't kept up with expenses. Staff will continue to look into what facilities the Recreation Department is truly responsible for, and not overspending for facilities not within the recreation department.
9. **Staff Reports**
A. Utilities Report – Active month, active recruitment for summer positions. Registration open for spring and for summer camps/programs soon. CivicPlus being implemented soon. Youth center upgrades. Upcoming good old days.
10. **Items for Next Agenda** - Determine goals/objectives for 2019 board.
11. **Adjournment** – The meeting was adjourned at 8:08 pm.



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: April 25, 2019
SUBJECT: Recreation Board Goals and Objectives

RECOMMENDATION

Approve the proposed list of Goals and Objectives

DISCUSSION

Following discussions during the February 28 and March 28 Recreation Board Meetings, the Recreation Board members provided potential Goals and Objectives to Recreation Staff. Staff has reviewed those items and identified 4 goals and objectives that they feel are attainable and are in line with the departments mission.

These Goals and Objectives are the next step in the staff's response to implementing the vision created by the Recreation Assessment results. They will help 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.

Proposed List of Recreation Goals and Objectives:

1. Parks and Facility Assessments
 - Specifically: George Washington Park, Caledonia Park, Chautauqua Hall, Community Center.
 - Explore development of city Dog Park
2. Recreation Programs
 - Increase participation in current programming
 - Develop new youth and adult programs
3. Communication
 - Increase marketing (social media, newsletters, website)
 - Create member contact database
 - Create notification system for events, projects and programs.

4. Recreation Assessment Update

- Review and update the Recreation Assessment results throughout the year, as well as track ways in which city staff is responding to those findings.

OPTIONS

1. Take no action
2. Provide alternate direction

RESPECTFULLY SUBMITTED,



RECREATION 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: March 28, 2019
SUBJECT: Recreation Utilities

RECOMMENDATION

Receive report

DISCUSSION

During the Recreation Board Meeting on February 28, the Recreation Board advised staff to provide a detail of the facilities and financial responsibilities assigned to the recreation utilities account. An overview of the facilities was provided to the Recreation Board during the March 28 meeting, however there were some items that were incomplete.

REPORT UPDATE

Attached is an updated list of facilities that the Recreation Department is responsible for.

OPTIONS

1. Take no action
2. Provide alternate direction

RESPECTFULLY SUBMITTED,

A handwritten signature in cursive script that reads "Kyle Susic".

RECREATION PROGRAM MANAGER



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

RECREATION DEPARTMENT

RECREATION FACILITIES – UTILITIES

| FACILITY | ADDRESS | SERVICE |
|----------------------------|----------------------|----------------|
| Caledonia Park (Lights) | 114 Caledonia Park | PG&E |
| Community Center | 14th & Junipero | PG&E |
| Little House @ Jewell Park | 117 Recreation Room | PG&E |
| Jewell Park | Grand Ave & Pk Plaza | PG&E |
| Lover's Point by Rec Trail | Beach Boat Storage | PG&E |
| Pier at Lover's Point | Beach Boat Dock | PG&E |
| Municipal Ballpark | 17 Mile Dr Ballpark | PG&E |
| Chautauqua Hall | 16th & Central | PG&E |
| Concession Stand (Muni) | 17 Mile Dr | PG&E |

| | | |
|-----------------------------|-----------------------|--------|
| Little House @ Jewell Park | 139 Grand | CAL AM |
| Chautauqua Hall | Central 4 in Fire | CAL AM |
| Municipal Ballpark | 17 Mile Dr | CAL AM |
| Arnett Ballpark | 980 Piedmont | CAL AM |
| Crespi Pond | Oceanview-Restroom | CAL AM |
| Jewell Park Irrigation | 150 Forrest-Jewell Pk | |
| Chautauqua Hall | 611 Central Ave | CAL AM |
| Community Center | 515 Junipero | CAL AM |
| Caledonia Park | 114 Caledonia Park | CAL AM |
| Lover's Point Swimming Pool | 616 Ocean View | CAL AM |
| Lover's Point Restroom | 616 Ocean View | CAL AM |

| | | |
|---------------------|----------------|--------------------|
| Chautauqua Hall | 165 Forest Ave | MONTEREY ONE WATER |
| Caledonia Bathrooms | Caledonia St | MONTEREY ONE WATER |



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: April 25, 2019
SUBJECT: Recreation Department Updates

Agenda Item 9
Recreation Updates

- Registration for all summer programs opened on April 15. Through the first week, recreation staff registered 137 participants. Activities for the summer include Adventure Camps, Swim Lessons at Lover's Point Pool and our newly formed Little Adventures summer program.
- Phase 1 of the Youth Center upgrades is complete. New interior paint was applied throughout the building and color was added to the downstairs.

Special Events

- The 62nd Annual "Pacific Grove Good Old Days" was held on April 6-7. All accounts of the event was that it was very successful with large crowds each day and beautiful weather. The event was organized by the Chamber of Commerce and is a City Sponsored event.
- The Big Sur Marathon will be hosting their annual By The Bay 3K on Saturday, April 27 at Lover's Point. They anticipate over 4,000 kids participating in the event.

Financial Report (Attachment #4-5)

The Revenue report for February was reported at \$13,667.90.

Expenditures for February are reported at \$55,378.24.

Income for the first nine months of the fiscal year show total Revenue collected is \$113,737.67, or at 71% of expectations for the year, (this is down \$13,769.56 from this period in 2018).

Total Expenditures at this point of the fiscal year are reported as \$626,961.87 or 76% of the budget, (this is an increase of \$164,032.32 from this period in 2018). (please, see the attached reports.)

ATTACHMENTS

1. March Revenue Reports
2. March Expenditures Reports

RESPECTFULLY SUBMITTED,

RECREATION PROGRAM MANAGER

SELECTION CRITERIA: orgn.fund='01' and expLedgr.key_orgn='421'
 ACCOUNTING PERIOD: 9/19

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 | 268,999.67 | 22,337.75 | .00 | 241,373.04 | 27,626.63 | 89.73 |
| 5105 | PART-TIME SALARIES | 171,699.56 | 8,763.97 | .00 | 94,016.93 | 77,682.63 | 54.76 |
| 5121 | FICA-MEDICARE BENEFITS | 8,299.67 | 446.07 | .00 | 5,017.23 | 3,282.44 | 60.45 |
| 5122 | RETIREMENT (PERS) | 11,800.34 | 1,371.37 | .00 | 8,622.12 | 3,178.22 | 73.07 |
| 5123 | HEALTH INSURANCE COST | 32,000.00 | 2,818.67 | .00 | 22,309.68 | 9,690.32 | 69.72 |
| 5124 | UNEMPLOYMENT COST | 150.48 | 11.07 | .00 | 87.95 | 62.53 | 58.45 |
| 5126 | WORKERS' COMPENSATION | 4,299.86 | 409.40 | .00 | 2,937.07 | 1,362.79 | 68.31 |
| 5128 | OTHER EMPLOYEE BENEFITS | 3,500.00 | 386.40 | .00 | 2,503.45 | 996.55 | 71.53 |
| 5132 | PERS P.O.B. PAYMENT | 47,500.00 | .00 | .00 | 47,320.09 | 179.91 | 99.62 |
| 5143 | LEAVE PAYOUT | 15,300.00 | .00 | .00 | 15,304.18 | -4.18 | 100.03 |
| 5145 | UNFUNDED PENSION LIABILI | 68,700.00 | 5,723.38 | .00 | 51,510.42 | 17,189.58 | 74.98 |
| 5201 | CONTRACT SERVICES | 5,000.00 | 214.86 | .00 | 6,075.21 | -1,075.21 | 121.50 |
| 5211 | POSTAGE | 1,000.00 | .00 | .00 | 157.58 | 842.42 | 15.76 |
| 5212 | TELEPHONE | 6,000.00 | 121.46 | .00 | 519.31 | 5,480.69 | 8.66 |
| 5213 | BANK FEES | .00 | 59.20 | .00 | 1,049.36 | -1,049.36 | .00 |
| 5215 | MEETING/TRAINING/TRAVEL | .00 | 541.00 | .00 | 1,615.47 | -1,615.47 | .00 |
| 5217 | TRAVEL, MEAL COSTS | 500.00 | .00 | .00 | 47.07 | 452.93 | 9.41 |
| 5221 | ADVERTISING | 2,500.00 | 888.00 | .00 | 1,788.00 | 712.00 | 71.52 |
| 5222 | UTILITIES | 90,000.00 | 5,183.00 | .00 | 80,421.38 | 9,578.62 | 89.36 |
| 5223 | BLDG REPAIR, MAINT | 5,000.00 | 557.57 | .00 | 12,112.58 | -7,112.58 | 242.25 |
| 5225 | OPERATING LEASES/EQUIPMN | .00 | 9.42 | .00 | 42.39 | -42.39 | .00 |
| 5226 | EQUIPMENT REPAIR | 2,020.00 | .00 | .00 | 1,726.60 | 293.40 | 85.48 |
| 5227 | VEHICLE REPAIR | 1,500.00 | 3,119.73 | .00 | 4,026.96 | -2,526.96 | 268.46 |
| 5230 | INTERNAL SERVICE CHARGES | 17,000.00 | .00 | .00 | 8,500.00 | 8,500.00 | 50.00 |
| 5231 | INSURANCE | .00 | .00 | .00 | 2,033.00 | -2,033.00 | .00 |
| 5261 | SUBSCRIPTIONS, MEMB | 5,000.00 | .00 | .00 | .00 | 5,000.00 | .00 |
| 5291 | MISC. DEPT EXPENSE | 3,500.00 | .00 | .00 | 870.77 | 2,629.23 | 24.88 |
| 5301 | OFFICE SUPPLIES | .00 | 289.29 | .00 | 520.77 | -520.77 | .00 |
| 5305 | JANITORIAL SUPPLIES | 1,400.00 | .00 | .00 | 110.20 | 1,289.80 | 7.87 |
| 5309 | OTHER SUPPLIES | 4,000.00 | 119.36 | .00 | 1,799.30 | 2,200.70 | 44.98 |
| 5311 | VEHICLE FUEL | 1,100.00 | 63.57 | .00 | 354.45 | 745.55 | 32.22 |
| 5312 | VEHICLE TIRES | 2,000.00 | .00 | .00 | .00 | 2,000.00 | .00 |
| 5352 | CHEMICAL SUPPLIES | .00 | .00 | .00 | 477.30 | -477.30 | .00 |
| 5361 | RECREATION SUPPLIES | 15,000.00 | 1,943.70 | 892.33 | 11,570.16 | 2,537.51 | 83.08 |
| 5362 | SPECIAL EVENT SUPPLIES | .00 | .00 | .00 | 141.85 | -141.85 | .00 |
| 6001 | EQUIPMENT | 30,000.00 | .00 | .00 | .00 | 30,000.00 | .00 |
| | TOTAL RECREATION OPERATIONS | 824,769.58 | 55,378.24 | 892.33 | 626,961.87 | 196,915.38 | 76.12 |

TOTAL REPORT

824,769.58 55,378.24 892.33 626,961.87 196,915.38 76.12

SUPERION
 DATE: 04/19/2019
 TIME: 15:38:45

CITY OF PACIFIC GROVE
 REVENUE STATUS REPORT

PAGE NUMBER: 1
 REVSTAIL

SELECTION CRITERIA: orgn.fund='01' and revledgr.account in ('4462','4463','4464','4466','4467','4468','4470')

ACCOUNTING PERIOD: 9/19

SORTED BY: FUND,TOTAL DIVISION,ACCOUNT
 TOTALED 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 | 32,900.00 | 3,808.00 | .00 | 25,919.38 | 6,980.62 | 78.78 |
| 4463 | RECREATION - CAMP FEES | 35,900.00 | 2,115.00 | .00 | 20,564.05 | 15,335.95 | 57.28 |
| 4466 | RECREATION YOUTH CTR FEE | 18,200.00 | 7,271.90 | .00 | 11,807.10 | 6,392.90 | 64.87 |
| 4467 | RECREATION - PRE-SCHOOL | 42,300.00 | 7,473.00 | .00 | 40,217.19 | 2,082.81 | 95.08 |
| 4468 | RECREATION - POOL FEES | 30,500.00 | .00 | .00 | 15,229.95 | 15,270.05 | 49.93 |
| TOTAL | TITLE NOT FOUND | 159,800.00 | 13,667.90 | .00 | 113,737.67 | 46,062.33 | 71.18 |

TOTAL REPORT

159,800.00 13,667.90 .00 113,737.67 46,062.33 71.18