



NOTICE OF MEETING

CITY OF PACIFIC GROVE RECREATION BOARD MEETING AGENDA

5:30 p.m., May 23, 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 April 24, 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. Presentations

- a. Pre-School Presentation by Anglea Canales (Pre-School Supervisor)

8. Unfinished/Ongoing Business

- a. Recreation Board Work Plan

- b. Recreation Software (Civic Rec)

9. New Business

10. Staff Reports

- a. Recreation Updates (Department Programs, Staffing, Information)

11. Items for Next Agenda

12. 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, April 25, 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, Marshall, Tulley, and Ybarra present. Staff member Susic present with Gho absent. Council Liaison Amelio present.
3. **Approval and Acceptance of Meeting Minutes from March 28, 2019** – approved.
4. **Approval of Agenda** – approved.
5. **A. Council Liaison Announcements** – Council Member Amelio discussed awards given at City Council meeting, various parking issues around St. Angelo’s Church, Celestial lights above museum given permit, pickleball discussed at City Council and compromises made for both sides of discussion – all items to be reassessed in 90 days.
B. Board Member Announcements – Mr. Gibson attended a volunteer dinner and was pleased with activity in the community. Mr. Baird requested some information regarding Tatum’s Garden and whether it’s viable to have them build a park in this community. Mr. Susic mentioned that previous discussions have taken place, but at this time no site is viable meeting their criterium.
6. **Oral Communications and Written Communication** – none.
7. **Unfinished/Ongoing Business**
A. Recreation Board Goals and Objectives – Rec Board had lengthy discussion regarding whether to assign specific goals/objectives based on summary from assessment, but ultimately decided to approve the goals and objectives as recommended, with the only update in changing the name to the Rec Board Work Plan.
B. Utilities Report – Rec Board requesting more information on utilities, specifically utilities per address/site.
8. **New Business**
A. George Washington Park Sub-Committee – Baird and Ybarra volunteered and were nominated to lead Sub-committee.
9. **Staff Reports**
A. Recreation Updates – Mr. Susic summarized registration on summer programs, youth center upgrades, Good Old Day’s recap, Big Sur Marathon 3K this weekend, and finances for Feb.
10. **Items for Next Agenda -**
A. Add Rec Board Work Plan to the unfinished/ongoing business category for future meetings
B. Update on online software and rolling out of new system.
C. Cost of needs re-assessment for year 2.
11. **Adjournment** – The meeting was adjourned at 7:29pm.



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: May 23, 2019
SUBJECT: Recreation Board Work Plan

RECOMMENDATION

That the Recreation Board review, discuss and provide direction on the 2019 Recreation Board Work Plan.

DISCUSSION

The Recreation Board acts in an advisory capacity to the City Council on matters pertaining to recreation programs, facilities, parks and special events. The Recreation Board Work Plan is designed to assist recreation staff with implementing the vision created by the Recreation Assessment results. It will 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.

OPTIONS

1. Take no action
2. Provide alternate direction

ATTACHMENTS

1. 2019 Recreation Board Work Plan

RESPECTFULLY SUBMITTED,

RECREATION PROGRAM MANAGER

2019 RECREATION BOARD WORK PLAN

The Recreation Board acts in an advisory capacity to the City Council on matters pertaining to recreation programs, facilities, parks and special events. The Recreation Board Work Plan is designed to assist recreation staff with implementing the vision created by the Recreation Assessment results. It will 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.

1. PARKS AND RECREATION FACILITY PROJECTS / ASSESSMENTS			
<i>Identify the current needs of parks and recreation facilities to plan projects and secure funding for ongoing maintenance.</i>			
TASK	OVERVIEW	BOARD MEMBER ASSIGNMENTS	STATUS
George Washington Park Master Plan		Sub Committee: David Baird Dionne Ybarra	Ongoing
Youth Center Redesign	In April of 2019, Phase 1 of a 4 part Youth Center redesign was completed with the application of new interior paint.		In Progress
Chautauqua Hall Upgrade			Ongoing

2. YOUTH AND ADULT RECREATION PROGRAMS EXPANSION			
<i>Increase participation of youth and adults in recreation programs through development of new activities and partnerships with local businesses and recreation organizations.</i>			
TASK	OVERVIEW	BOARD MEMBER ASSIGNMENTS	STATUS

3. MARKETING & COMMUNICATION

Increase recreation awareness and public outreach through digital marketing, personal notifications, customer service and installment of online recreation platform.

TASK	OVERVIEW	BOARD MEMBER ASSIGNMENTS	STATUS
Recreation Social Media Accounts	Recreation staff have created and now manage a Recreation Facebook & Instagram Account that is updated regularly with information regarding upcoming programs/events, department news, program highlights and general community information.		Complete
Recreation Management Software (CivicRec)	The Recreation Management Software, CivicRec was launched on May 22. The initial launch consists of the development of a participant household accounts database and online registration options for summer aquatics and camp programs.		In Progress

4. RECREATION ASSESSMENT UPDATE

Continue to track and evaluate participant and community members wants, needs and expectations.

TASK	OVERVIEW	BOARD MEMBER ASSIGNMENTS	STATUS
Recreation Program Surveys			Ongoing



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: May 23, 2019
SUBJECT: Recreation Software (CivicRec)

RECOMMENDATION

Receive report.

DISCUSSION

The Recreation Department has partnered with CivicRec to implement its parks and recreation management software solution. The site is scheduled to go live by the end of the month.

This integrated technology platform will allow citizens greater visibility into the recreation department activities, classes, programs and events, and provide more convenient online registration and payment options. Additional services such as, the reservation of community facilities, parks, picnic spaces and meeting rooms will be released as the year progresses.

CivicRec has over 20 years of experience working with local governments. Its parks and recreation management solution offers the most simple, yet powerful software solution in the recreation industry. The CivicRec solution is designed to be intuitive to navigate and easy for citizens to use. It is mobile-friendly, allowing citizens to search for community activities and events, register, and remit payment even from a smartphone or tablet.

CivicRec works with over 2,500 local governments including municipalities, counties, and municipal departments and has been selected by Inc. Magazine as "One of the Fastest-Growing Privately Held Companies in the U.S." since 2011.

OPTIONS

1. Take no action
2. Provide alternate direction

PRESENTATION

1. CivicRec Promo Video

RESPECTFULLY SUBMITTED,

Kyle Susic

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: May 23, 2019
SUBJECT: Recreation Department Updates

Recreation Updates

- Registration is ongoing for all summer programs. Activities for the summer include Adventure Camps, Swim Lessons at Lover's Point Pool and the newly formed Little Adventures summer program.
- Recreation summer staff is in the final stages of completing all necessary new-hire paperwork. We will be welcoming 15 new part-time recreation employees and 4 student volunteers to the recreation team.
- The Lover's Point Pool is scheduled to open on Saturday, May 25. The pool will be available for open recreational swim from 12:00pm – 4:30pm during the holiday weekend (Sat – Mon).

Special Events

- The Big Sur Marathon will hold their annual By The Bay 3K on Saturday, April 27 at Lover's Point. They had over 4,500 participants and kids from 39 different Monterey County Schools.
- The annual MS Walk was a successful event on Sunday, May 5. Roughly 400 participants walked to raise money for Multiple Sclerosis.

Financial Report (Attachment #4-5)

The Revenue report for April was reported at \$41,496.12.

Expenditures for April are reported at \$44,750.34.

Income for the first 10 months of the fiscal year show total Revenue collected is \$213,937.59, or at 89% of expectations for the year, (this is down \$14,847.41 from this period in 2018).

Total Expenditures at this point of the fiscal year are reported as \$675,962.21 or 100% of the budget, (this is an increase of \$168,393.43 from this period in 2018). (please, see the attached reports.)

ATTACHMENTS

1. April Revenue Reports
2. April Expenditures Reports

RESPECTFULLY SUBMITTED,

RECREATION PROGRAM MANAGER

ATTACHMENT #1

SUPERIOR
DATE: 05/17/2019
TIME: 18:24:54

CITY OF PACIFIC GROVE
REVENUE STATUS REPORT

PAGE NUMBER: 1
REVSTA11

SELECTION CRITERIA: orgn.fund='01' and revldgr.account in ('4462','4463','4464','4466','4467','4468','4670')

SORTED BY: FUND,TOTAL DIVISION,ACCOUNT
TOTALLED 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	3,864.00	.00	29,783.38	3,116.62	90.53
4463	RECREATION - CAMP FEES	35,900.00	12,179.00	.00	32,743.05	3,156.95	91.21
4466	RECREATION YOUTH CTR FEE	18,200.00	141.50	.00	11,948.60	6,251.40	65.65
4467	RECREATION - PRE-SCHOOL	42,300.00	7,507.00	.00	47,724.19	-5,424.19	112.82
4468	RECREATION - POOL FEES	30,500.00	7,734.00	.00	22,963.95	7,536.05	75.29
4670	RECREATION FACILITY RENT	80,000.00	10,070.62	.00	68,774.42	11,225.58	85.97
TOTAL	TITLE NOT FOUND	239,800.00	41,496.12	.00	213,937.59	25,862.41	89.22

TOTAL REPORT 239,800.00 41,496.12 .00 213,937.59 25,862.41 89.22

SUPERION
 DATE: 05/17/2019
 TIME: 11:34:00

CITY OF PACIFIC GROVE
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
 EXPSTAL1

SELECTION CRITERIA: orgn.fund='01' and expldedgr.key_orgn='421'
 ACCOUNTING PERIOD: 10/19

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	14,486.02	.00	255,859.06	13,140.61	95.12
5105	PART-TIME SALARIES	171,699.56	7,844.81	.00	101,861.74	69,837.82	59.33
5121	FICA-MEDICARE BENEFITS	8,299.67	318.94	.00	5,336.17	2,963.50	64.29
5122	RETIREMENT (PERS)	11,800.34	914.24	.00	9,536.36	2,263.98	80.81
5123	HEALTH INSURANCE COST	32,000.00	2,818.67	.00	25,128.35	6,871.65	78.53
5124	UNEMPLOYMENT COST	150.48	7.97	.00	95.92	54.56	63.74
5126	WORKERS' COMPENSATION	4,299.86	272.13	.00	3,209.20	1,090.66	74.63
5128	OTHER EMPLOYEE BENEFITS	3,500.00	268.00	.00	2,771.45	728.55	79.18
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	57,233.80	11,466.20	83.31
5201	CONTRACT SERVICES	5,000.00	780.20	.00	6,855.41	-1,855.41	137.11
5211	POSTAGE	1,000.00	.00	.00	157.58	842.42	15.76
5212	TELEPHONE	6,000.00	157.10	.00	676.41	5,323.59	11.27
5213	BANK FEES	.00	80.16	.00	1,129.52	-1,129.52	.00
5215	MEETING/TRAINING/TRAVEL	.00	472.83	.00	2,088.30	-2,088.30	.00
5217	TRAVEL, MEAL COSTS	500.00	107.93	.00	155.00	345.00	31.00
5221	ADVERTISING	2,500.00	302.00	.00	2,090.00	410.00	83.60
5222	UTILITIES	90,000.00	9,031.92	.00	89,453.30	546.70	99.39
5223	BLDG REPAIR, MAINT	5,000.00	162.47	.00	12,275.05	-7,275.05	245.50
5225	OPERATING LEASES/EQUIPMN	.00	4.71	.00	47.10	-47.10	.00
5226	EQUIPMENT REPAIR	2,020.00	.00	.00	1,726.60	293.40	85.48
5227	VEHICLE REPAIR	1,500.00	.00	.00	4,026.96	-2,526.96	268.46
5230	INTERNAL SERVICE CHARGES	17,000.00	.00	.00	12,750.00	4,250.00	75.00
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	77.98	.00	598.75	-598.75	.00
5305	JANITORIAL SUPPLIES	1,400.00	440.04	.00	550.24	849.76	39.30
5309	OTHER SUPPLIES	4,000.00	35.92	.00	1,835.22	2,164.78	45.88
5311	VEHICLE FUEL	1,100.00	69.29	.00	423.74	676.26	38.52
5312	VEHICLE TIRES	2,000.00	.00	.00	.00	2,000.00	.00
5352	CHEMICAL SUPPLIES	15,000.00	373.63	.00	477.30	-477.30	.00
5361	RECREATION SUPPLIES	30,000.00	.00	.00	11,943.79	2,163.88	85.57
5362	SPECIAL EVENT SUPPLIES	30,000.00	.00	.00	141.85	-141.85	.00
6001	EQUIPMENT	824,769.58	44,750.34	28,181.27	675,962.21	1,818.73	93.94
	TOTAL RECREATION OPERATIONS			29,073.60		119,733.77	85.48

TOTAL REPORT 824,769.58 44,750.34 29,073.60 675,962.21 119,733.77 85.48