



NOTICE OF MEETING

CITY OF PACIFIC GROVE RECREATION BOARD MEETING AGENDA

5:30 p.m., June 27, 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 May 23, 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. George Washington Park Sub-Committee - Update
b. Recreation Software (Civic Rec)
c. Recreation Board Work Plan

8. New Business

- a. Parks and Recreation Month (July)

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
May 23, 2019
Council Chambers- City Hall

1. Call to Order: 5:33pm

2. Roll Call:

Recreation Board Members:

Jay Tulley(Chair)

Charlie Gibson, David Baird, Dionne Ybarra, Greg Marshall, Staff Member Kyle Susic
and Council Liaison Amelio

3. Approval of April 24, 2019 Minutes

Ayes: 5

Nays: 0

4. Approval Of Agenda

Ayes: 5

Nays: 0

5. Council Liaison/ Board Member announcements by Council Member Amelio:

Approved ERR addendum for problems 4.4 million dollar grant. Extended contract for who is working on CA coastal commission report. . City Manger authorized to work on improvements on Congress Ave. Looking for bids. Conditions of streets poor to very poor. Street and sidewalks improved. Sub committee for finance to recommend release of water credit. 30% off for up to DEC 2020. To go down water list.

6. Public Comment: Rudy Fisher: George Washington Park. Couple of things, playground area used but can be used more. Caledonia used more. Catalogs on playground equipment passed to sub committee. Is offering his help. We have money to have water fountain and help with bathrooms. Reach out to Pony. BNRC to do smaller project in natural area...Mr. Fisher agrees.

7. Presentations: Angela Canales Preschool Supervisor: Teaching over 20 years. Started in August. Preparing for summer and new school year. Program overview est 1968. Mostly PG families but some from other cities. Philosophy well balanced program to support the whole child. Play, theme based curriculum. Garden. Great parent feedback. Bathroom situation could be better. Connect it to the classroom. Enclosing bathroom area. Not child sized toilets. Private restroom. Falls under the Rec Dept.

Mr. Tully: Are there things that the rec board needs to consider for the preschool. What are the renovations that are going to happen. Main hall has been updated. Preschool, new floors, new paint, locks, lighting, storage, av system. Bathrooms couldn't be done at the time the other things were done. Additional discussion for facility as a whole

Mr. Baird asks if the toilets are child size?

Ms. Ybarra: What are the fees: \$302, MWF \$272 T/Th: \$172 resident

Mr. Gibson: Will registration move over to new registration software?: Yes

Mr. Gibson: How do people register? Email paperwork or register at Youth Center

Mr. Tulley: How full are you? Would be helpful to do more advertising.

Council Member Amelio: is there access for ADA? Yes

Council Member Amelio: Get a hold of assistant city clerk: schedule a presentation for city council

Capacity: 15 max 4 year, 12 for 3 year old.

8. Unfinished/Ongoing Business:

Board had lengthy discussion regarding what the goal is for the plan. What are the actions we can do to support clarity in the workplan.

Desire is for a work plan that allows goals to be measurable.

All agreed that specific goals and actions should align with the Recreation Department, City Council Values, Vision, Mission, Goals and Strategies and follow the direction of the Recreation Assessment.

Mr. Tully and Mr. Susic will work on the work plan details together to prepare a outline and template for assigning tasks and actions at next meeting.

Rec software:

Getting ready to have it go live by the end of the month. Civic rec the best platform on the market. Not just online transactions but to be beneficial for the entire department.

Short video : Promo video was sent out on social media. Short video played for Commission.

Moving from pen to online!!!

Soft launch in June. Introducing more throughout the year.

9. New Business: No new business

10. Staff Reports: Rec updates: Registration ongoing for summer. Final stages of new hire paperwork. Volunteer coordinator to have work experience. 19 staff in total Pool opens this Sat-Mon. Open on June 1. June 10th official opening.

Special events: By the Bay 3k happened. Encourages staff to attend. Over 4,500 participants. 80 school buses, 39 different schools, 100's of volunteers. More kids say this is the first time I've been to the beach!! MS Walk concluded the 2018-2019 calendar. 2019-2020 calendar.

Mr. Tully: Anything we need to focus on for pickle ball?

Mr. Susic Accommodate for 90 trial. Gather data, metrics. Understand the impact PB has on the courts. Increase activities. Beginning June 1 will have a staff with 40 hour work week. Tuesday/Thursday 9-6, Saturday 9-6.

Within 90 days a sound test will happen. Sound engineer will work on multiple days to work out sound impact

11. Items for next Agenda:

Be prepared to vote on goals for action plan.

We will send in goals individually.

Mr. Baird and Ms. Ybarra will possibly have an agenda item on GW Park

Mr. Marshall would like a run through on the software.

Mr. Baird: Would like to see metrics on how staff work lives change.

Adjourn: 6:45pm



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: June 27, 2019
SUBJECT: Recreation Software (CivicRec)

RECOMMENDATION

Receive report.

DISCUSSION

On May 22, 2019 the Recreation Department launched the Recreation Management Software Civic Rec.

This integrated technology platform allows citizens greater visibility into the recreation department activities, classes, programs and events. It provides more convenient payment options both online and in person and serves as the departments database for tracking and reporting program participation, park/facility use and department revenue. The importation of programs and facility reservations is ongoing and additional items will be released throughout the year.

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: June 27, 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.

In October 17, 2018, after receiving considerable community input through small group interviews, survey's and focus group discussions, the City Council formally adopted the Recreation Needs Assessment.

https://www.cityofpacificgrove.org/sites/default/files/general-documents/recreation/recreation-needs-assessment_20181019_final.pdf

Although most projects will take multiple years to study, design and complete, the Recreation Board has prioritized three areas of focus within the Work Plan for the 2019 year.

Recreation Board priorities for 2019 Work Plan:

1. Parks and Recreation Facilities
2. Recreation Programs
3. Communication / Outreach

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>		
DEPARTMENT GOAL	SUPPORTING ACTION	STAFF / BOARD MEMBERS
Assess Parks and Facilities	<p>Create inventory and gather metrics of the current parks/ facilities, including equipment, access and services.</p> <p>Explore the idea of a Dog Park</p> <p>Develop consistent methodology to assess parks and facilities annually.</p>	
Create/Initiate George Washington Park Recreation Master Plan	<p>Form Sub Committee</p> <p>Recommend specific improvements to be made at the park.</p> <p>Write Recreation Board component of the G.W. Park Management Plan</p> <p>Secure funding for improvements and projects</p>	<p>Sub Committee: David Baird Dionne Ybarra</p> <p>Sub Committee was assigned during April 2019 Rec Board Meeting</p>
Redesign Youth Center	<p>Identify areas needing improvement</p> <p>Upgrade computer lab</p>	<p>Staff</p> <p>In April of 2019, Phase 1 of a 4 part Youth Center redesign was completed with the application of new interior paint.</p>

			In May of 2019, Phase II of a 4 part Youth Center redesign was completed with the installation of a customer service “front desk” work space.
Upgrade Chautauqua Hall	Identify areas needing improvement.		

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>			
DEPARTMENT GOAL	SUPPORTING ACTION	STAFF / BOARD MEMBERS	STATUS
Develop partnerships with local businesses and recreation organizations			
Improve quality of recreation programs	Use needs assessment to determine where the quality is low and to explore additional recreational program opportunities.	Staff	

3. MARKETING & COMMUNICATION

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

DEPARTMENT GOAL	SUPPORTING ACTION	STAFF / BOARD MEMBERS	STATUS
<p>Improve outreach to citizens</p>	<p>Create notification system for events, programs and projects. Create social media accounts and add recreation to cities weekly update.</p>	<p>Staff</p>	<p>In January 2019, Recreation staff created and now oversee a Recreation Facebook & Instagram Account that is updated regularly with information regarding upcoming programs/events, department news, program highlights and general community information.</p>
<p>Develor and expand Recreation Management Software</p>	<p>Develop a system to receive, track and report in person and online program registrations, facility reservations, participation number and member contact information.</p>	<p>Staff</p>	<p>The Recreation Management Software, CivicRec was launched on May 22, 2019. The initial launch consists of the development of a participant household accounts database and in person / online registration options for summer aquatics and camp programs.</p>



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: June 27, 2019
SUBJECT: Parks and Recreation Month

RECOMMENDATION

Receive report.

DISCUSSION

During the July 3, 2019 City Council Meeting, the Mayor and Council will be proclaiming the month of July as Parks and Recreation Month for the City of Pacific Grove. The City of Pacific Grove understands that recreation is vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region. Pacific Grove recognizes that park areas are fundamental to the environment and well-being of our community.

The month of July is currently designated as Parks and Recreation Month by the U.S. House of Representatives.

OPTIONS

1. Take no action
2. Provide alternate direction

RESPECTFULLY SUBMITTED,

A handwritten signature in cursive script, appearing to read "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: June 27, 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.

Special Events

-The annual 4th of July BBQ will be held on July 4 at Caledonia Park from 11:00AM- 3:00PM. This event is organized by the Chamber of Commerce and supported by the Recreation Department.

Financial Report (Attachment #1-2)

The Revenue report for May was reported at \$44,664.13.

Expenditures for May are reported at \$46,404.18.

Income for the first 11 months of the fiscal year show total Revenue collected is \$258,601.72, or at 107% of expectations for the year, (this is an increase of \$1,853.35 from this period in 2018).

Total Expenditures at this point of the fiscal year are reported as \$722366.39 or 91% of the budget, (this is an increase of \$158,046.57 from this period in 2018). (please, see the attached reports.)

ATTACHMENTS

1. May Revenue Reports
2. May Expenditures Reports

RESPECTFULLY SUBMITTED,

A handwritten signature in black ink, appearing to read "Kyle Susic".

RECREATION PROGRAM MANAGER

SELECTION CRITERIA: orgn.fund='01' and expLedgr.key_orgn='421'
 ACCOUNTING PERIOD: 11/19

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	EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
5101	BASE SALARY	268,999.67	14,586.82	.00	270,445.88	-1,446.21	100.54
5105	PART-TIME SALARIES	171,699.56	8,162.26	.00	110,024.00	61,675.56	64.08
5121	FICA-MEDICARE BENEFITS	8,299.67	325.01	.00	5,661.18	2,638.49	68.21
5122	RETIREMENT (PERS)	11,800.34	921.15	.00	10,457.51	1,342.83	88.62
5123	HEALTH INSURANCE COST	32,000.00	2,818.64	.00	27,946.99	4,053.01	87.33
5124	UNEMPLOYMENT COST	150.48	8.13	.00	104.05	46.43	69.15
5126	WORKERS' COMPENSATION	4,299.86	275.60	.00	3,484.80	815.06	81.04
5128	OTHER EMPLOYEE BENEFITS	3,500.00	268.00	.00	3,039.45	460.55	86.84
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 LIABIL	68,700.00	5,723.38	.00	62,957.18	5,742.82	91.64
5201	CONTRACT SERVICES	5,000.00	372.42	.00	7,227.83	-2,227.83	144.56
5211	POSTAGE	1,000.00	.00	.00	157.58	842.42	15.76
5212	TELEPHONE	6,000.00	33.03	.00	709.44	5,290.56	11.82
5213	BANK FEES	.00	298.97	.00	1,428.49	-1,428.49	.00
5215	MEETING/TRAINING/TRAVEL	.00	.00	.00	2,088.30	-2,088.30	.00
5217	TRAVEL, MEAL COSTS	500.00	112.59	.00	267.59	232.41	53.52
5221	ADVERTISING	2,500.00	.00	.00	2,090.00	410.00	83.60
5222	UTILITIES	90,000.00	8,099.66	.00	97,552.96	-7,552.96	108.39
5223	BLDG REPAIR, MAINT	5,000.00	204.73	.00	12,479.78	-7,479.78	249.60
5225	OPERATING LEASES/EQUIPMN	.00	4.71	.00	51.81	-51.81	.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	5,000.00	5,000.00	.00
5291	MISC. DEPT EXPENSE	3,500.00	275.20	.00	1,145.97	2,354.03	32.74
5301	OFFICE SUPPLIES	.00	647.07	.00	1,245.82	-1,245.82	.00
5305	JANITORIAL SUPPLIES	1,400.00	466.54	433.46	1,016.78	-50.24	103.59
5309	OTHER SUPPLIES	4,000.00	693.08	.00	2,528.30	1,471.70	63.21
5311	VEHICLE FUEL	1,100.00	.00	.00	423.74	676.26	38.52
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	2,107.19	892.33	14,050.98	56.69	99.62
5362	SPECIAL EVENT SUPPLIES	.00	.00	.00	141.85	-141.85	.00
6001	EQUIPMENT	30,000.00	.00	.00	28,181.27	1,818.73	93.94
	TOTAL RECREATION OPERATIONS	824,769.58	46,404.18	29,507.06	722,366.39	72,896.13	91.16
	TOTAL REPORT	824,769.58	46,404.18	29,507.06	722,366.39	72,896.13	91.16

SUPERION
 DATE: 06/21/2019
 TIME: 14:04:27

CITY OF PACIFIC GROVE
 REVENUE STATUS REPORT

PAGE NUMBER: 1
 REVSTALL

SELECTION CRITERIA: orgn.fund='01' and revledgr.account in ('4462','4463','4464','4466','4467','4468','4469')

ACCOUNTING PERIOD: 11/19
 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	1,143.13	.00	30,926.51	1,973.49	94.00
4463	RECREATION - CAMP FEES	35,900.00	23,026.00	.00	55,769.05	-19,869.05	155.35
4466	RECREATION YOUTH CTR FEE	18,200.00	2,035.00	.00	13,983.60	4,216.40	76.83
4467	RECREATION - PRE-SCHOOL	42,300.00	6,903.00	.00	54,627.19	-12,327.19	129.14
4468	RECREATION - POOL FEES	30,500.00	2,719.00	.00	25,682.95	4,817.05	84.21
4670	RECREATION FACILITY RENT	80,000.00	8,838.00	.00	77,612.42	2,387.58	97.02
TOTAL	TITLE NOT FOUND	239,800.00	44,664.13	.00	258,601.72	-18,801.72	107.84

TOTAL REPORT