

## **PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION**

### **MINUTES OF WEDNESDAY, JANUARY 28, 2009**

**COMMISSIONERS PRESENT:** Chairperson White, Vice Chairperson Wright, Commissioners Joseph-Hover, Lynch, Slusser, Swope and Truscelli

**COMMISSIONERS ABSENT:** None

**GUESTS PRESENT:** None

**STAFF PRESENT:** Director Corinne Centeno, Superintendents Gary Hover and Chris Beth, Custodial Services Supervisor Talitha Braun, Administrative Assistant Denise Monroe

Chairperson Shawn White called the regular meeting of the Park and Recreation Commission to order at 7:35pm in Room 5 of the Community Activities Building, 1400 Roosevelt Avenue, Redwood City, California.

#### **APPROVAL OF MINUTES**

The minutes of the November meeting were approved as mailed.

#### **CORRESPONDENCE**

A newsletter was received from the San Mateo County Historical Association.

#### **ITEM 1 – 2009 WORK PLAN DEVELOPMENT**

Director Centeno asked the Commission to consider various items for their 2009 Work Plan including updating their Strategic Plan, taking the Park Needs Assessment into the General Plan process, KABOOM Projects, and Field Use Policy. Superintendents Beth and Hover spoke about establishing a sub-committee to explore how our existing synthetic fields could be replaced in 10 years.

Director Centeno reviewed the five new General Plan elements:

- 1.) The Built Environment (includes land use, economic development, vision)
- 2.) Housing
- 3.) Quality of Life (includes human services, community gathering, recreation, parks, culture & arts, public facilities)
- 4.) Public Safety
- 5.) Natural Resources (includes habitat, water supply)

Director Centeno explained that sustainability is an umbrella over all new elements and is not a separate section. She stated the General Plan consultants will be meeting with each of our department's commissions to develop policies and goal statements before going to the Planning Commission. She also noted the consultants have received a copy of the Park Needs Assessment.

The Commissioners developed a list of goals for their 2009 Work Plan and as well as new sub-committee assignments.

- 1.) Strategic/Visioning (Slusser and Swope)
  - a.) Strategic Plan
  - b.) General Plan
  - c.) Needs Assessment
- 2.) Fields/Facilities (White, Wright, Joseph-Hover)
  - a.) Usage Policy
  - b.) Fees
  - c.) Sustainability
- 3.) Capital Projects (Lynch, Joseph-Hover, Slusser)
  - a.) Park renovations
  - b.) Dog park, bike park, handball court
  - c.) CIP Prioritization
- 4.) Veterans Memorial Senior Center (Truscelli, Lynch, Swope; alternate Joseph-Hover)

Chairperson White requested that each sub-committee chose a chairperson.

## **ITEM 2 – JOINT SESSION WITH PLANNING COMMISSION**

Director Centeno stated the Planning Commission would like to have a joint meeting with our Commission at our February 25 meeting. She explained that the intent of the joint meeting was to discuss the findings of our Park Needs Assessment. She asked if the Commission would like our consultant or staff to present the Park Needs Assessment at the meeting. The Commissioners discussed the matter and decided to have our consultant attend the meeting to help respond to any questions from the Planning Commission.

## **ITEM 3 –RECOMMENDATION ON REVISED PICNIC RESERVATION FEES**

Superintendent Beth explained that this will be the 5<sup>th</sup> year of accepting picnic reservations in our parks and noted that the original recommendation was approved by the Commission and the City Council in 2004. Superintendent Beth provided the Commissioners with a report containing picnic reservation data from 2004-2008 and a comparison of our picnic reservation rates with those of surrounding cities. He said that our fee of \$5.00 per table was well below the minimum and recommended that the Commission increase our fee from \$5.00 to \$10.00 per table. He also recommended that we institute a cancellation policy where if a cancellation is made less than one month away from the reserved date, a \$5.00 cancellation fee would be assessed. Superintendent Beth noted that \$6,210.00 in picnic refunds were processed last year and that many times staff is unable to re-book the picnic site for another user because renters wait until the last minute to cancel their reservation.

The Commission discussed the recommendations and asked about having a 2-tier cancellation policy; continue to provide refunds due to weather; issue a credit rather than a refund to customers.

**M/S Swope/Truscelli: To approve an increase in the picnic reservation rates by \$5.00 per table; to charge a \$5.00 cancellation fee when reservation is cancelled between two and four weeks before the reserved date; and forfeiture of full picnic reservation fee when reservation is cancelled less than two weeks before reserved date.**

**Motion passed unanimously.**

#### **ITEM 4 – SUB-COMMITTEE REPORTS**

*-Park Rules Enforcement*

Superintendent Beth reported the Council did not take action on the No Smoking report at the January 26 Council meeting due to time constraints, but the item has been re-scheduled to the February 9 Council meeting.

*-Sub-Committee Assignments*

This matter was discussed under Item 1.

#### **ITEM 5 – STAFF UPDATES**

*-Hoover Field Turf Replacement and Field Renovation*

Superintendent Hover reported the Hoover turf replacement and park renovation are moving ahead as scheduled. Superintendent Beth reported that Juventus Soccer has requested that blue lines be added on the artificial turf for U10 Soccer games. Juventus is working with other soccer groups to pay for this project at a cost of \$22,000.00. Superintendent Beth mentioned that he attended a recent event at the Boys and Girls Club and received many compliments about the Hoover Park renovation project.

*-KABOOM Park Renovation Project*

Superintendent Hover reported that KABOOM approached staff about renovating a playground in Redwood City and Mezes Park was selected. The renovation project was approved by Council on January 12 and the build date is Saturday, March 7. The renovation project is being sponsored by Amgen and will be built by volunteers. Staff held a community meeting with Centennial Neighborhood to select the design features of the play equipment; the three final designs have been emailed to neighbors so they can vote for the design and color they like. At least 150 volunteers will be needed to help install the play equipment at Mezes Park on March 7, and the Commissioners were encouraged to participate and let others know that help is needed on that date.

#### **Items for February Agenda**

-Joint meeting with the Planning Commission

#### **ANNOUNCEMENTS**

- Director Centeno said the City Clerk is advertising for openings on several boards and commissions and the applications are due by February 27.
- Superintendent Beth announced the CPRS Conference will be held on March 4-6 in Santa Clara and that our department will be receiving three Statewide awards. He will also be installed as CPRS President on Friday, March 6.
- Chairperson White stated that PACT is beginning soon and encouraged people to sign up for this valuable program.

The regular meeting of the Park and Recreation Commission was adjourned at 9:24pm to be reconvened at 7:30pm on Wednesday, February 25, 2009 at the Community Activities Building, 1400 Roosevelt Avenue, Redwood City, California.