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MINUTES



**PARKS & RECREATION COMMISSION
REGULAR MEETING
September 27, 2005
Council Conference Room
250 Hamilton Avenue**

Roll Call by: Catherine Bourquin

Commissioners Present: Jennifer Hagan, Edie Keating, Jeanette Marquess, Judith Steiner, Paul Losch

Commissioners Absent: Anne Warner Cribbs, Ellie Gioumousis

Others Present: Jack Morton, Council Liaison

Staff Present: Greg Betts, Catherine Bourquin, Rob de Geus, Paul Dias, Richard James

CALL TO ORDER: Meeting called to order by Vice Chair, Jeannette Marquess

AGENDA CHANGES, REQUESTS, and DELETIONS: None

ORAL COMMUNICATIONS: Kay Carey, President of Palo Alto Tennis Club requested the project of lighting at the Cubberley tennis courts placed on a future PARC meeting Agenda. Chuck Bradley, PA Tennis Club, spoke on behalf of the club to briefly explain the purpose of the proposal of tennis court lighting at Cubberley.

BUSINESS:

1. **Approval of Draft Minutes of July 28, 2005.** The Commissioners approved the minutes with three corrections. *Motion Approval of Minutes: 6:approved 1:abstention*
2. **Summer Programs ROSS**
Rob de Geus reported on the 2005 Summer Camp and Aquatics programs. The report included in the commissioner's packets consisted of five areas.



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- A. Summary of the 2005 Summer Camp & Aquatic Registration process
- B. Summer 2005 Camp Idea Survey
- C. Summer Camp and Aquatic Enrollment Data
- D. List of Summer Programs Offered
- E. Evaluation Form & overall participation satisfaction

Commissioner Losch spoke on his concern of making sure that the classes we are offering are the right classes to offer. Staff de Geus replied that the reason he feels the public attends our classes is:

- 1. Classes are reasonably priced
- 2. Classes are local.
- 3. Strengthens the community

He also commented on the planning of classes and how it's very difficult to plan because we don't have the budget to offer all the classes they would like to. In the planning, they do partner with other local organizations, as well as, neighboring cities to insure that they are not offering similar classes. The concern for recovering cost was discussed in brief. Staff de Geus assured the commissioners that we do recover our costs for the classes offered.

The Commissioners discussed the possibility of getting more data on fees, enrollments, etc. Staff James interjected that the City Auditor is putting together their Audit on CSD Classes. This would include this information and will come forward to City Council who will make some decisions on subsidizing classes.

Liaison Morton commented on what should be included in reports. All program evaluations should include "Span of Control". This should not only include direct costs but also the calculated cost of sub-contracted activities, volunteer efforts, etc. This information should be included to demonstrate that a lean department is run.

Commissioner Keating felt that more comparison data from what other cities are providing would be beneficial. Staff Dias said it would probably be best to wait until the Auditors report is available. This would avoid any discrepancies in interpretation. The timeline for the Auditors report should be out sometime in the beginning of 2006.

Commissioner Losch asked to have the scope of the auditors report defined. Staff James answered:

"To examine Community Services class/programs and determine cost vs. revenue and whether or not classes should be subsidized".

Commissioner Hagan asked if we have a balance sheet of the classes offered. Staff de Geus said "Yes, we do," He offered to provide this information to the commission annually.

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Halloween Announcement – Ranger Erin Bennett provided information on the upcoming Halloween Haunt event at Foothills Park in their 16th year.

When: October 28 and 29

Where: Foothill Park

Time: 6:30 pm – 9:30 pm

Cost: \$7per person (under 3 free) \$8 non residents who are with a resident

Cater to families with children in grades K – 6. Early registration is suggested.

3. **Greer Park Committee update**

Commissioner Marquess informed the commission that the committee is in the process of preparing their report which will be brought to the commission next month.

4. **CSD Strategic Plan**

Staff James briefly provided some background on how the strategic plan was developed. The department began working on this around a year ago. During the process considerations were made towards the issues facing the department currently, such as; loosing seasoned management, resources, etc. This all contributed to low morale in the department. The old strategic plan was outdated also. The strategic plan was developed using our own staff and information obtained from the whole department.

Staff James touched on the highlights of the report, starting with the CSD’s Mission Statement:

“Engaging individuals and families to create a strong and healthy community, through parks, recreation, social services, arts and sciences.”

After reviewing the report with the commissioners, Staff James requested comments/suggestions from the commissioners. Comments/Suggestions provided:

Liaison Morton

- Under “MANDATES” pg. 9 the word “Enforce” is inconsistent with what you do. The word takes away from what your department is all about.
- Staff James answered that it came directly out of the municipal code in that order.
- Staff Dias spoke on the fact that it actually is a big part of Parks and Open spaces’ jobs. It’s reality to them. They ensure the safety of the users at the parks by enforcing the laws.

Commissioner Keating



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- On page 16, under Action Long Term – would like to see the wording changed to reflect renters not just “distributed through local real estate agents.” Commissioner Keating suggested using the school systems to distribute this information.

Commissioner Hagan

- Commented on the document being very interesting. But, had a problem with the wording of “partnerships” displayed throughout the report. She requested CSD’s definition of partnerships.
- Staff James replied that the majority of the time the word “partnerships” reflects the relationship we have with our friends groups, non-profit organizations. When partnered with organizations, it’s for sponsorships only.

Commissioner Losch

- Concerned with the infrastructure pg. 15.
- Staff James asked if his concerns were answered on page 18. Commissioner Losch reviewed and answered “yes”.
- Commissioner Losch wanted to emphasize the importance of having the platform or other areas would suffer. Staff James, agreed that funding is becoming an issue.

Commissioner Steiner

- Requested using more pictures within the report with people of color.

If any other comments or suggestions wanted to be included, please send to Staff James directly.

5. Parks CityWorks Update

Kate Rooney from Public Works gave an update on her current CIP projects. Included in her update was a detailed report on what is being done at Briones Park.

- Briones construction started on July 1st, completion date Nov 1st. On schedule.
- Removed a lot of trees. One big Oak tree was considered unsafe by the city’s arborist and was removed. Part of the tree was saved and being used in the historical section of the park.
- Many ideas being used in the park were obtained from the neighborhood meetings.
- The famous “Briones Train” will be upgraded for the third time.
- Everything in the park is being upgraded for accessibility.
- New “Boulder” will be installed for a climbing structure for children 5 -12.

- Monkey rings will be installed.
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6. **POST/Arastradero property Closing**

Staff Betts gave a brief report on the Council approved purchase of the POST property.

- Approved advance of the \$850,000 to pay back on the property.
- Pursuing grant opportunities to replenish the \$859,000.
- Gateway trail, no plans to change alignments.
- Actera nursery – Open House this Sunday, 3pm -5pm.
- Hiring a planner to get rid of thistle.
- Resolution next month on the dedication of the property
- Conservation easements on the property – must always be maintained and have public access available at all times.
- Middle of October the Arastradero Gateway Educational facility to be completed. Celebration.
- Signs will start to come down. Some removal of fencing for safety reasons will start being removed tomorrow. Too much thistle, until the creek gets planted the fencing around the perimeter will continue to stay up.

7. **Golf Course Playing Fields status**

Staff Dias reported on the status of the Golf course playing fields. Last spring, the council directed the city to do a feasibility study on playing fields at the golf course. The Planning Department took the lead on this project. The Planning department has retained the services of Robert Trent Jones Corporation a golf course architectural firm on pro-bona basis. There has been a meeting so far to discuss the design options at the golf course. They have yet to find anyone who would be willing to invest 40 million to do a project of this magnitude.

The Planning department is putting their report together with their findings. Staff Dias said he would have information to bring to the commission before the report goes to Council.

Commissioner Keating asked Staff Dias if he could refresh her memory on the issues of flood control that would impact this project. Staff Dias replied that Joint Power Authority was in the process of looking at San Francisquito Creek for flood control measures. Since this creek is adjacent to the golf course, the JPA was concerned with the City conducting a study while they would be conducting theirs.

Staff Dias also added that during the review by Robert Trent Jones, the corporation pointed out that with the new golf course technology, balls go further, golfers instead

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of hitting 230 yards they are hitting 300 yards. You need more land to accommodate for this. For safety reasons, you would need 100 – 150 acres for golf courses.

COMMUNICATIONS AND ANNOUNCEMENTS

1. Council/Commission Study Session – Date set for October 17, 2005. The Agenda will stay the same as we discussed.
2. Commissioner Adopt A Park feedback – Staff Dias received only two cards from commissioners. He asked if the commissioners could get some more in before winter.
3. Discussion on placing the Cubberley Tennis Court Lighting proposal on an upcoming commission agenda. Palo Alto Tennis Club will be contacted to come and give a presentation to the commission.
4. Commissioner Keating requested that an item of “Other” be placed under Communications and Announcements.
5. Commissioner Keating announced a meeting to be held at Cubberley on Growth and Housing at 7pm, Thursday the September 29th.

TENTATIVE AGENDA ITEMS

1. Greer Sub-committee update
2. Debrief on Council/Study Session
3. Friends of Junior Museum
4. Mitchell Teen Center
5. Retreat Nov and Dec – Priorities for next year
6. Park Audit status
7. Greg Betts – Partnerships
8. Summer Issues
9. Cubberley Lighting proposal

ADJOURNMENT

Adjourned at 9:20pm

