



DRAFT

**MINUTES
PARKS & RECREATION COMMISSION
December 16, 2008
City Hall
250 Hamilton Ave**

Commissioners Present: Deirdre Crommie, Paul Losch, Pat Markevitch, Alex Panelli, Daria Walsh, Joel Davidson

Commissioners Absent: Carl King

Others Present:

Staff Present: Greg Betts, Catherine Bourquin, Rob de Geus,

I. ROLL CALL CONDUCTED BY: Catherine Bourquin

II. AGENDA CHANGES, REQUESTS, and DELETIONS: Commissioner Davidson requested that a brief synopsis on the Composting meeting that was held last night, December 15th be added to the Agenda. There was discussion on where to place the item on the Agenda; either as a business item or under Comments and Announcements. It was concluded that for tonight's meeting it would be added under Comments and Announcements.

III. ORAL COMMUNICATIONS: Mary Anne Michael, 850 Webster St PA a member of the Palo Alto Bicycle Action Committee, spoke on the possibility of a bicycle/pedestrian bridge from San Antonio to East Bayshore Road. She urged the Commission to assist them with getting this passed through VTA.

IV. BUSINESS:

- 1. Approval of Draft Minutes of October 28, 2008 regular meeting** – The Draft Minutes of the October 28, 2008, were approved with one correction. **Approved 6:0**
- 2. Approval of Draft Minutes of November 18,-2008 retreat meeting** - The Draft Minutes of the November 18, 2008, retreat were approved with one correction. **Approved 6:0**



3. **Continued Item from November retreat Development of a Community Services Department Strategic Plan for 2010 – 2020** – Staff de Geus introduced the item with a brief overview of what was discussed from the retreat and what was requested from the commissioners for this meeting. The commission was requested to assist with defining the scope of services for the needs assessment, which is the first step in developing the Community Services Department Strategic Plan. Staff de Geus suggested that the commission first have a question and answer session then move on to attachment “A” the Draft Scope of Services.

Chair Markevitch asked the commission if they had any questions. Questions from the commission consisted of topics such as private ownership/partnerships, having staff do the upfront work before hiring a consultant, cost, values vs. needs, benchmarking other cities, minimizing the areas to concentrate on using a “GAP” assessment, and time constraints related to the City’s Comprehensive Plan.

The commission moved on to the selection of needs using attachment “A” as a base. The commission added a few additional needs to the existing fourteen included on attachment “A”, they were:

15. Alternative partnerships – partner readiness
16. Explore coordination between different departments to facilitate the City’s assets.
17. Regional cooperation

Text included in number 3 was “What is the cost to the city for our services?”

After the discussion and comments, the commission then voted on the top three out of the seventeen goals associated with the needs assessment. It was concluded that the following were the top three choices among the commissioners that staff can bring to the consultants for review:

- Number 3 – Identify what levels of spending are acceptable via fees and charges, for CSD programs, park and facility improvements.
- Number 8 – Obtain general demographic characteristics and identify perceptions of the various market segments of both users and non-users of the CSD programs, parks and facilities.
- Number 14 – To afford residents the opportunity to offer suggestions, comments, and concerns about the opportunities provided to them by CSD.

It was agreed by the commissioners to combine number 9 with 8. It reads as follows:

- Number 9 – Identify what prohibits non-users from taking advantage of agency services and do they participate in other similar non-CSD activities.

4. **Preparation for Joint Council and Commission Study Session** – Staff de Geus reminded the commissioners that a study session with Council is scheduled once a year. The date scheduled for the study session held for 2009 is January 26, 2009. In preparation for this meeting the commissioners were asked to come up with items to be considered as discussion. The commissioners spent time brainstorming ideas and decided on the following:

A. What we accomplished:

- Baylands Master Plan Update
- Fields Allocation policy – Commissioner King to present to Council
- Dedicated park land/Composting
- Review of a smoking ban in parks
- Partnership presentations
- Civic engagement i.e.: community meetings, CSD special events
- Mitchell Park Library/Community Center Conceptual Plan
- Review of a conceptual plan for Lytton Plaza

B. What we will focus on for 2009:

- Access to the Baylands – update of Baylands Master Plan policies
- Community Services Department Strategic Plan
- Dog park areas
- Golf Course flood control
- Cooperation with City's i.e. PAUSD

C. What would the Council like to see the Parks and Recreation Commission focus on for 2009?

Staff de Geus, Chair Markevitch will meet with the Mayor to create the Agenda for the Study session.

5. **Commissioner feedback to staff on the Lets Go Palo Alto** – An update on the program “Lets Go Palo Alto” was provided by staff de Geus. Feedback on the commissions experience with the website was asked of the commissioners. Commissioner Losch recommended having some type of email reminder. Commissioner Walsh was concerned with how the “team” part was supposed to work. The Bay Trail challenge begins on January 1, 2009. Commissioner Crommie inquired how the amount of team members and the miles will be calculated. Commissioner Panelli suggested a *facebook* widget be implemented into the program. This would be a helpful tool to upload steps. Commissioner Davidson came across an error message saying “your card has expired”. Commissioner Panelli recognized Amy French for her assistance with implementing the program. Staff de Geus thanked the commissioners for their feedback.

V. COMMENTS AND ANNOUNCEMENTS

1. Commissioner Crommie with the guidance of staff Betts gave a brief update on the Composting issue that was brought up at the Monday, December 15th Council meeting. The issue will come back to Council on January 12, 2009, under unfinished business.
2. Staff de Geus announced the upcoming Senior New Years Bash to be held on December 31, 2008 from 11:00 am – 2pm. 200 attendees have participated in the past.
3. Staff de Geus acknowledged the service of Commissioner Panelli and presented him with a cake and card. Commissioner Panelli thanked everyone. Commissioner Davidson gave a special thanks to Commissioner Panelli for the value he added to the commission. Commissioner Losch also added that Commissioner Panelli's experience and knowledge will be thoroughly missed.

VI. TENTATIVE AGENDA FOR JANUARY REGULAR MEETING:

Staff de Geus proposed moving the regularly scheduled meeting from January 27th to January 26, 2008 so as to minimize the commissioners time as they will be meeting with the Council on January 26th. Chair Markevitch asked a show of hands from the commissioners. It was agreed that all the commissioners present were in acceptance of the change.

1. The nomination of a new Chair and Vice Chair
2. Discussion of the needs assessment
3. Wildland Fire

Commissioner Panelli acknowledged Chair Markevitch as doing a great job as Chair for 2008.

VII. ADJOURNMENT

The meeting was adjourned at 9:07pm in honor of Commissioner Panelli.