

**Recreation and Park Commission Minutes
Davis Senior Center
646 A Street
Wednesday, November 1, 2006**

Commission Members Present: Michael Beckman, Lorraine Hwang, Charlie Russell (Chair), Susan Sabatier, Nicole Slaton, Matt Houck, Cyril Juanitas

Commission Members Absent: Michael Bartolic

Council Liaison Present: Absent

Staff Present: Jerilyn Cochran, Michelle Wierschem

Others Present: AYSO President and Coach

Chairperson Charlie Russell called the meeting to order at 7:02 p.m.

1. Approval of the Agenda

Approved by consensus

2. New Commissioner Oath

Matt Houck was sworn in at the Recreation and Park Commissioner (Alternate).

3. Approval of July 20, 2006 and September 21, 2006 Commission Minutes

The minutes were approved by consensus.

4. Commissioner Comments

Commissioners welcomed Matt Houck to the Recreation and Park Commission.

6. Public Communications

AYSO President explained to the Commission the contributions of the organization to the Community, numbers of youth served and in-kind projects entered into with the City and requested that future consideration of fees include a provision for in-kind services accepted and credited toward fees owed.

7. Written Communications

None

8. Appointment of Liaison to the Finance and Budget Commission

None recommended and deferred to December meeting.

9. Review and Approve Recreation Program Fees for 2007/08

Lorraine Hwang motioned and Charles Russell seconded the motion to approve staff recommendations #1-4.

Motion: Passed Unanimously

Note to Council: This action item was addressed at the November 14, 2006 Council Meeting.

8. Traditional Users of City Facilities, Co-sponsored Guidelines and Principles

The Commission approved by consensus the draft guidelines and principles for developing a co-sponsored user group policy.

Note to Council: This item was addressed at a future Council Meeting.

10. Verbal Updates

Liaison Reports - Michael Bartolic gave update from the Open Space Commission
Parks and Community Service Staff-

- Review of Long Range Calendar

The meeting was adjourned by Chairperson Russell at 9:35 p.m.

Respectfully submitted:

Michelle Wierschem
Community Services Superintendent



Staff Report

January 9, 2007

TO: City Council

FROM: Donna Silva, Parks & Community Services Director
Michelle Wierschem, Community Services Superintendent

SUBJECT: Recreation and Park Commission Minutes - December 14, 2006

Recommendation

Receive the minutes from December 14, 2006 (**Attachment A**) as information, except for the action items listed below:

1. Approve appointment of Cyril Juanitas as Liaison to the Finance and Budget Commission
2. Approve the 2007 Goals for the Recreation and Park Commission as shown in **Attachment C**.

Fiscal Impact

None.

Council Goal(s)

The recommendation to **appoint a Liaison to the Finance and Budget Commission as well as establishing goals for the Recreation and Park Commission** help provide the support and structure to continue fulfilling the Council goal of providing a comprehensive parks and recreation system with both passive and active features, addressing the needs of resident youth and adults.

Background and Analysis

1. Appointment of the Liaison the Finance and Budget Commission:

Background: The Liaison to the Finance and Budget Commission was vacated with the election of Lamar Heystek to the Council. Therefore, the Commission is recommending Cyril Juanitas for appointment as the Liaison to the Finance and Budget Commission to represent the Recreation and Park Commission.

2. 2007 Recreation and Park Commission Goals:

Background: As part of the on-going City Council governance of the City, Council asks each Commission to perform the following tasks annually:

- Develop and approve goals for the coming year
- Report progress on goals from the previous year

The Recreation and Park Commission has performed the above tasks annually for the past ten years. The approval of annual goals and objectives guides the development of the Commission's agenda and facilitates creation of work plans to accomplish the goals identified by the Commission.

Staff has reviewed the 2006 goals and reported progress on each goal, as appropriate as shown in **Attachment B**. While the Commission agenda was very busy in 2006, there were many significant accomplishments of the Commission which included:

- Review of the Toad Hollow Dog Park Master Plan
- Completion of the System of Pools Report, including guiding principles for development of new aquatics facilities
- Review of the proposed Davis Tennis Club Clubhouse for Community Park
- Review of Fire Ring Amenity in Community Parks
- Moratorium of Structures in Community Park
- Disturbances in Parks Assessment of the Alternative Recreation Program.
- Approval of key elements of the Facilities Fee study including guiding principles for fees, field use and co-sponsored groups
- Review and monitoring of the implementation of the Recreation Fees, including recommendation of updating fees for 2007-2008.

2007 Recommended Goals

Staff drafted recommended goals for 2007 based on business items carried over from 2006 and new projects that are pending within the city. These draft goals are included in the report as **Attachment C, 2007 Recreation and Park Commission Goals and Objectives**. As in previous years, the Commission-approved goals will serve as the basis for future Commission agendas. The draft goals for 2007 shown in **Attachment C** are organized around three types of goals:

1. **Commission Operations Standards:** These goals, on page one of draft goals are not subject-specific and refer to the overall charge of the Commission.
2. **On-going goals:** These goals, also on page one of the draft goals, are subject-specific and occur either periodically or on a continual basis.
3. **2007 Goals:** These subject-specific goals, beginning on the second page of draft goals, have an identified outcome. For example, the goal called "Develop a Memorial Donations Policy" will culminate in a recommendation to Council on a new policy for the acceptance of memorial donations for City facilities.

One additional source is used in drafting the Commission goals: the City Council Goals and Objectives. Several of the Council goals have been met; however a few of the remaining objectives correlate with the 2007 Commission goals. Once Council completes revision of Council goals, staff will review them to see if additional Recreation and Park Commission items should be added to the goals for 2007. The Recreation and Park Commission recommend the goals as shown for in **Attachment C** for approval.

Attachments:

Attachment A: Commission Minutes for December 14, 2006

Attachment B: 2006 Goals and Objectives Summary

Attachment C: 2007 Recreation and Park Commission Goals and Objectives

Attachment A

**Recreation and Park Commission Minutes
Davis Joint Unified School District
526 B Street
East Conference Room
Thursday, December 14, 2006**

Commission Members Present: Michael Bartolic, Michael Beckman, Lorraine Hwang, Charlie Russell (Chair), Susan Sabatier, Nicole Slaton

Commission Members Absent: Cyril Juanitas, Matt Houck

Council Liaison Present: Lamar Heystek

Staff Present: Michelle Wierschem, Kelly Stachowicz

Others Present: None

Chairperson Charlie Russell called the meeting to order at 7:02 p.m.

1. **Approval of the Agenda**
Approved by consensus
2. **Approval of October 19, 2006 Minutes**
Approved by consensus
3. **Commissioner Comments**
There was a request by Commission to have informational update on the February agenda for development of fields behind Harper Junior High School to replace Nugget Soccer fields.
4. **Public Communications**
Lacrosse organizers made a request to be appointed as a co-sponsored group and expressed concerns that field needs were not being adequately met.
5. **Written Communications**
None
6. **Appointment of Chair/Vice-Chair and Liaison the Finance and Budget Commission**
Charlie Russell nominated Susan Sabatier for Chair and Michael Beckman seconded the motion.

Motion: Passed Unanimously

Michael Bartolic nominated Lorraine Hwang for Vice-Chair and Susan Sabatier seconded the motion.

Motion: Passed Unanimously

Susan Sabatier nominated Cyril Juanitas for Liaison to the Finance and Budget Commission and Michael Bartolic seconded the motion.

Motion: Passed Unanimously

7. **Setting Commission Goals for 2007**

Lorraine Hwang motioned and Michael Bartolic seconded the motion to approve the goals as amended with the addition of goal #13 “Review the program and fee changes made to the Alternative Recreation Program”.

Motion: Passed Unanimously

8. **Review of Refund Policy Changes and Proposed Fee**

Informational Item- The Commission reviewed preliminary staff recommendations for changes to the City’s refund policy for Recreation programs and provided staff with feedback.

9. **Open Container Ordinance Review Update**

Informational Item- The Commission reviewed the Open Container Ordinance Subcommittee findings and preliminary recommendations in preparation for joint meeting with the City Council.

10. **Verbal Updates**

Liaison Reports - Michael Bartolic gave update from the Open Space Commission
Parks and Community Service Staff-

- Joint Meeting discussion
- Update on progress of field cost analysis methodology

The meeting was adjourned by Chairperson Russell at 11:06 p.m.

Respectfully submitted:

Michelle Wierschem
Community Services Superintendent

2006 Recreation and Park Commission Goals and Objectives				<u>ATTACHMENT B</u>
Type of Goal	#	Goal	Objective	Status
Commission Operating Standards	1	Receive, evaluate and act upon public input concerning the City's park and recreation facilities and services.	<ul style="list-style-type: none"> • Read and consider all communications to the Recreation and Park Commission. • Carefully consider all public comments at the Recreation and Park Commission. 	Ongoing
Commission Operating Standards	2	Provide recommendations on supplemental budget requests when appropriate.	<ul style="list-style-type: none"> • Review supplemental budget requests in conjunction with recreation and park related items as needed. 	None Requested
Commission Operating Standards	3	Be informed about recreation programs and the city's park and recreation facilities.	<ul style="list-style-type: none"> • Review informational materials as distributed by staff and fellow Commissioners. • Read all staff reports on programs and facilities. • Read program information and publicity regarding recreational programs and facilities. 	Reviewed program changes to Movies in the Park, Camp Putah and summary of Summer enrollment.
On-going Goals	1	Provide input to the development and implementation of all Parks & Recreation Master Plans to meet needs of all Davis citizens.	<ul style="list-style-type: none"> • Participate in preliminary revision of the Recreation and Park Master Plan (see 2006 Goal #5) 	Participated in the Master Planning of Toad Hollow Dog Park and Central Park Garden Renovation.
On-going Goals	2	Provide recommendations on fees and charges for programs and services.	<ul style="list-style-type: none"> • Provide recommendations on fees for recreation programs in accordance with the Recreation Activities Cost Recovery Policy. • Provide recommendations on fees for facility use. • Provide annual recommendation for fees to be included in the City's budget. 	Completed review and recommendations of Recreation Activities Fee Policy for recreation programs. Began review of facility fees and reviewed 2007/08 program fees.

2006 Recreation and Park Commission Goals and Objectives				<u>ATTACHMENT B</u>
Type of Goal	#	Goal	Objective	Status
On-going Goals	3	Take proactive steps to ensure that the needs of the less organized users of park and recreation services are identified and addressed by the Commission.	<ul style="list-style-type: none"> • Individually discuss recreational interests and needs with community members and report information on unmet needs to the entire Commission. 	Proactive direction was given to staff for notification protocol required for major impacts to parks which would increase more casual users of park knowledge of action items.
2006 Goals	1	Review and provide recommendations on the City's Capital Improvement Program.	<ul style="list-style-type: none"> • Five year Capital Improvement Plan (CIP) planning period has concluded. The Commission will participate in the review of the last plan and assist in the formation of a new five year CIP plan. 	Incomplete -This item has not yet come before the Commission and will come forward once the Master Facilities Plan has been revised.
2006 Goals	3	Work with the Community to design a complex in Walnut Park that best meets the needs of the City and complements the City's "system of pools."	<ul style="list-style-type: none"> • Provide feedback on the "system of pools" • Provide outreach to community regarding facility needs and interests • Make recommendations to Council regarding an aquatics complex in South Davis. 	In Progress -The feedback on the System of Pools report has been completed. The Council subcommittee has resumed it's discussions on this item and when and how to bring to the Commission.
2006 Goals	4	Revise the field use policy.	<ul style="list-style-type: none"> • Appoint a Subcommittee to work with staff and user groups in revising the City's field use policy. • Make recommendations to Council regarding a field use policy. 	In Progress - Next report to Commission in February 2007.

2006 Recreation and Park Commission Goals and Objectives				<u>ATTACHMENT B</u>
Type of Goal	#	Goal	Objective	Status
2006 Goals	5	Update the Parks and Recreation Facilities Master Plan.	<ul style="list-style-type: none"> The Parks and Recreation Facilities Master Plan was last updated in December of 1998. Since the 1988 report, various facilities have been added and some have not been built according to plan. The Commission will begin review of the plan to provide any appropriate revision to address the needs of the Community. 	Incomplete- Staff is requesting fund from the City Council to hire a consultant to work with City staff and the Commission to update the Parks and Recreation Facilities Master Plan.
2006 Goals	6	Develop a Memorial Donations policy	<ul style="list-style-type: none"> Review policy and make recommendations to Council regarding a Memorial Donation Policy. 	In Progress- The Commission has reviewed preliminary information and given staff direction in forming a Park Amenities Donation Policy and Plan which address Memorial Donations.
2006 Goals	7	Develop Guidelines for Noticing for Parks/Facilities	<ul style="list-style-type: none"> Appoint a Subcommittee to work with staff to identify community outreach notification standards for City parks and facilities, and develop guidelines for when to use these standards. Make recommendations to Council for Guidelines for Noticing for Parks/Facilities. 	Completed
2006 Goals	8	Make recommendations on long-term solutions for disturbances in parks.	<ul style="list-style-type: none"> Appoint Subcommittee to work with staff to review incidents of disturbances and provide input on potential mitigations to reduce or prevent disturbances in parks. Make recommendations to Council regarding long term solutions prevention and reduction of disturbances in parks. 	Completed

2006 Recreation and Park Commission Goals and Objectives				<u>ATTACHMENT B</u>
Type of Goal	#	Goal	Objective	Status
2006 Goals	9	Provide recommendations for revision of the Alternative Recreation Program.	<ul style="list-style-type: none"> • Appoint Subcommittee to work with staff to complete community outreach to participants and caregivers and provide recommendations for changes to program components and to the program fee structure. • Make Recommendations to Council regarding program changes and fees. 	Completed
2006 Goals	10	Review impact of fee increases on recreation programs for summer 2006.	<ul style="list-style-type: none"> • Review staff report in July on enrollment comparisons and utilization of scholarship program. 	Completed

2007 Proposed Recreation and Park Commission Goals and Objectives			
Type of Goal	#	Goal	Objective
Commission Operating Standards	1	Receive, evaluate and act upon public input concerning the City's park and recreation facilities and services.	<ul style="list-style-type: none"> • Read and consider all communications to the Recreation and Park Commission. • Carefully consider all public comments at the Recreation and Park Commission.
Commission Operating Standards	2	Provide recommendations on supplemental budget requests when appropriate.	<ul style="list-style-type: none"> • Review supplemental budget requests in conjunction with recreation and park related items as needed.
Commission Operating Standards	3	Maintain effective standards for ongoing management of the Commission.	<ul style="list-style-type: none"> • Regularly elect commission officers. • Attend commission training and citywide meeting as requested.
Commission Operating Standards	4	Be informed about recreation programs and the city's park and recreation facilities.	<ul style="list-style-type: none"> • Review informational materials as distributed by staff and fellow Commissioners. • Read all staff reports on programs and facilities. • Read program information and publicity regarding recreational programs and facilities.
On-going Goals	1	Provide input to the development and implementation of all Parks & Recreation Master Plan to meet needs of all Davis citizens.	<ul style="list-style-type: none"> • Participate in preliminary revision of the Recreation and Park Master Plan (see 2006 Goal #5)
On-going Goals	2	Provide recommendations on fees and charges for programs and services.	<ul style="list-style-type: none"> • Provide recommendations on fees for recreation programs in accordance with the Recreation Activities Cost Recovery Policy. • Provide recommendations on fees for facility use.
On-going Goals	3	Take proactive steps to ensure that the needs of the less organized users of park and recreation services are identified and addressed by the Commission.	<ul style="list-style-type: none"> • Individually discuss recreational interests and needs with community members and report information on unmet needs to the entire Commission.
2007 Goals	1	Review and provide recommendations on fiscal matters impacting the Recreation Division and recreational facilities.	<ul style="list-style-type: none"> • Explore participation in the review of the budget for the Recreation and Park Divisions as part of the City's budget process.
2007 Goals	3	Work with the Community to design a complex in Walnut Park that best meets the needs of the City and complements the City's "system of pools."	<ul style="list-style-type: none"> • Provide outreach to community regarding facility needs and interests. • Make recommendations to Council regarding an aquatics complex in Walnut Community Park.

2007 Proposed Recreation and Park Commission Goals and Objectives			
Type of Goal	#	Goal	Objective
2007 Goals	4	Revise the field use policy.	<ul style="list-style-type: none"> • Appoint a Subcommittee to work with staff and user groups in revising the City's field use policy. • Make recommendations to Council regarding a field use policy.
2007 Goals	5	Update the Parks and Recreation Facilities Master Plan.	<ul style="list-style-type: none"> • The Commission work with City staff to begin updating the City's Parks and Facilities Master Plan.
2007 Goals	6	Develop a Memorial Donations policy.	<ul style="list-style-type: none"> • Review policy and make recommendations to Council regarding a Memorial Donation Policy.
2007 Goals	7	Explore changes to the City's smoking ordinance to include parks and greenbelts.	<ul style="list-style-type: none"> • Appoint a Subcommittee to work with staff to solicit community input and determine the need/desire of the community to restrict smoking in Parks.
2007 Goals	8	Complete the Fee Studies for Facilities.	<ul style="list-style-type: none"> • Appoint a Subcommittee to work with staff to review cost allocation findings and potential recommendations. • Determine fee policies for athletic fields, picnic areas and pools.
2007 Goals	9	Create a Master Plan for Community Park.	<ul style="list-style-type: none"> • Create a plan for use of Community Park and amenities/structures that should remain in the park.
2007 Goals	10	Review the Recreation Activities Cost Recovery Policy.	<ul style="list-style-type: none"> • Review the Recreation Activities Cost Recovery Policy and make recommendations for programs not meeting their cost minimum cost recovery goals to the City Council.
2007 Goals	11	Proactively support the expeditious development of the Howatt Sports Complex as a high priority and participate in the development of the structure and policies governing the use and maintenance of the Howatt Sports Complex.	
2007 Goals	12	Review and assess current teen recreation programming to determine if the needs of teens and pre-teens are being met.	

2007 Proposed Recreation and Park Commission Goals and Objectives			
Type of Goal	#	Goal	Objective
2007 Goals	13	Review the effectiveness of the program and fee changes for the Alternative Recreation program.	