

## STAFF REPORT

**DATE:** March 29, 2011

**TO:** City Council

**FROM:** Elvia Garcia-Ayala, Community Services Director  
Christine Helweg, Community Services Superintendent

**SUBJECT:** Recreation and Park Commission Minutes of January 20, 2011

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### **Recommendation**

Receive the minutes for the January 20, 2011 Commission meeting (**Attachment A**) as informational. Commission recommendations on Items #6 and #7 require specific action by the City Council to approve recommended Liaison positions for 2011, and the detailed 2011 Work Plan for the Recreation and Park Commission.

### **Attachment**

- A. Recreation and Parks Commission Meeting Minutes from January 20, 2011
- B. 2011 Work Plan – Final
- C. 2011 Work Plan – Final Calendar

**Recreation and Park Commission**  
**Davis Senior Center Valente Room, 646 A Street**  
**Thursday, January 20, 2011**  
**MINUTES**

Commission Members Present: Charlie Russell (Chair), Michael Bartolic (Vice Chair), Ira Bray, Robert Glassburner, Amul Purohit, Nicole Slaton and Travie Westlund

Commission Members Absent: None

Council Liaison Present: None

Staff Present: Elvia Garcia-Ayala and Christine Helweg

Public Present: None

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Chair C. Russell called the meeting to order at 7:00 p.m.

1. **Approval of the Agenda**  
Agenda was approved as presented by consensus.
2. **Approval of Meeting Minutes**  
Minutes for November 18, 2010 were approved as presented by consensus.
3. **Public Comments**  
None.
4. **Written Communications**  
Staff distributed email correspondence dated December 9, 2010 from Christina Young, former Recreation and Park Commissioner, regarding her resignation from the Commission due to the acceptance of a new job.
5. **Designate the Chair and Vice Chair Positions for the Recreation and Park Commission for 2011 Calendar Year**  
M. Bartolic made a motion, seconded by A. Purohit, to nominate Charles Russell as the Chair and Nicole Slaton as the Vice Chair for the 2011 calendar year. The motion passed unanimously.

**6. Designate Commission Representatives to Serve as Liaisons to the Finance and Budget Commission and the Open Space and Habitat Commission for the 2011 Calendar Year**

The Commission nominated Charles Russell as the new liaison to the Finance and Budget Commission, with Robert Glassburner as the designated alternate liaison and Michael Bartolic as the new liaison to the Open Space and Habitat Commission for the 2011 calendar year. The motion passed unanimously.

**7. Development and Approval of 2011 Work Plan for the Recreation and Park Commission**

The Commission modified Item #2 under the Proposed 2011 Goals to state “Participate in discussions for the upcoming Parks Tax that expires in June 2012 in context of overall operations, maintenance, and services of Community Services.” A second objective was also added to this section “to encourage a public education campaign.” Commissioner M. Bartolic moved and Commissioner T. Westlund seconded to recommend approval of the amended 2011 Work Plan. The motion passed unanimously.

The Commission made the following amendments to their ongoing Work Plan Calendar:

- Add Sports Complex Project Update (Feb. 2011)
- Add Information & Scoping for Public Education Campaign for Parks Tax Expiration (Feb. 2011)
- Delete discussion on Parks Tax Renewal at Joint Meeting in March 2011
- Add Parks & Facilities Master Plan Review (April 2011)
- Add a secondary place holder for Parks & Facilities Master Plan Review (May 2011)
- Add a secondary place holder for subsequent Parks Tax discussion if needed (May 2011)

Commissioner I. Bray moved and Commissioner M. Bartolic seconded to recommend approval of the amended ongoing Work Plan Calendar. The motion passed unanimously.

**8. Commissioner Announcements/Comments**

R. Glassburner commended staff for suggesting the agreement/collaboration with the Davis Tennis Club for the use of the old Costume Guild Building. The Tennis Club had a work party this past weekend and began making modifications to the facility. The club is very excited about this new opportunity.

**9. Liaison Reports/Updates**

- City Council Liaison (Stephen Souza): None
- Finance & Budget Commission Liaison: C. Russell shared information related to the looming Unfunded Liabilities for the City, and the need to address these in the very near future.
- Open Space & Habitat Commission Liaison: None

**10. Staff Reports/Updates**

- Superintendent Helweg announced that program staff was still looking for judges for the upcoming Golden Heart Awards.
- Superintendent Helweg also announced the current Chair, Charlie Russell, and the former Chair, Susan Sabatier, will be honored in March at the California Park and Recreation Society's annual Awards Banquet for the "Champion of the Community" award. The Commission requested that reservation information be sent to all commissioners in case they want to attend.
- Review of Long Range Planning Calendar: Staff stated that the Aquatics, Facility, Field, and Miscellaneous Equipment Fees for FY11-12 were presented to the Finance and Budget Commission on Monday, January 10, and are scheduled to go before the Council at a Public Hearing on Tuesday, February 15.
- Upcoming Commission Meetings – Thursday, February 17, 2011 Regular Meeting

The meeting was adjourned by Chair C. Russell at 9:00 p.m.

Respectfully submitted:

Christine Helweg  
Community Services Superintendent

**2011 Proposed Work Plan  
Recreation and Park Commission**

**Attachment B**

Policy Area	Goals	Work Plan Objectives	Current Status
<b>Commission Operating Standards</b>	<ol style="list-style-type: none"> <li>1. Maintain effective standards for ongoing management of the Commission</li> <li>2. Receive, evaluate and act upon public input related to City park and recreation programs and facilities</li> <li>3. Be knowledgeable of the various types of recreation programs and facilities provided by the City</li> </ol>	<ul style="list-style-type: none"> <li>* Elect commission officers annually</li> <li>* Attend commission &amp; citywide trainings as requested</li> <li>* Review &amp; develop annual goals and work plan calendar for Council approval</li> <li>* Read &amp; consider all communications to the RPC</li> <li>* Carefully consider all public comments at RPC meetings</li> <li>* Read informational and marketing materials as distributed by staff and fellow commissioners</li> <li>* Read all staff reports on proposed policies, operating standards, programs and facilities</li> </ul>	<p>Ongoing</p> <p>As needed</p> <p>Ongoing</p>
<b>Carryover/ Continuing Goals</b>	<ol style="list-style-type: none"> <li>1. Continue participating in the development and implementation of the Parks &amp; Facilities Master Plan Update</li> <li>2. Provide recommendations on proposed fees and charges related to recreation programs and facilities pursuant to Council approved cost recovery policies</li> <li>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 RPC</li> <li>4. Assist in the development of a Master Plan for Community Park</li> <li>5. Provide input on the development and operation of a sports complex that is maintained and operated by a foundation</li> <li>6. Provide recommendations on parks and facilities planning, renovations, and/or design as needed</li> <li>7. Receive and review revised recommendations from Youth Advisory Task Force related to Teen Programming</li> </ol>	<ul style="list-style-type: none"> <li>* Participate in community planning workshops</li> <li>* Review &amp; provide feedback on proposed changes or policies relative to updating the Master Plan document</li> <li>* Assist staff in prioritizing and developing strategies to guide future planning decisions related to the development of parks and recreation facilities</li> <li>* Provide recommendations &amp; feedback on proposed fees for recreation programs and services</li> <li>Provide recommendations &amp; feedback on proposed fees for rental facilities, fields &amp; misc. equipment</li> <li>* Provide recommendations &amp; feedback on proposed fees for aquatic facilities</li> <li>Individually discuss recreational interests and needs with community members and report information on unmet needs to the whole Commission</li> <li>Assist staff in developing a Master Plan of amenities/structures for use in Community Park</li> <li>* Appoint commissioners to Ad Hoc committee to work with staff and Council to review EIR, scheduling, operation and maintenance requirements</li> <li>* Provide feedback on EIR scope and findings</li> <li>* Provide recommendations &amp; feedback on proposed park and/or facilities planning and design</li> <li>Provide recommendations &amp; feedback on proposed park and/or facility renovations</li> <li>* Provide recommendations &amp; feedback on proposed changes for teen recreation programs and community advisory participation</li> </ul>	<p>In progress - estimated completion Spring 2011</p> <p>Annual review - TBD</p> <p>As needed</p> <p>TBD</p> <p>As needed</p> <p>As needed</p> <p>As needed</p> <p>4/11</p>

**2011 Proposed Work Plan  
Recreation and Park Commission**

**Attachment B**

<b>Policy Area</b>	<b>Goals</b>	<b>Work Plan Objectives</b>	<b>Current Status</b>
<b>Proposed 2011 Goals</b>	<ol style="list-style-type: none"> <li>1. Conduct a joint meeting with the Finance &amp; Budget Commission to review Cost Recovery policies for Recreation programs, Aquatics, Facilities, Fields &amp; Misc. Equipment</li> <li>2. Participate in the discussions for the upcoming Parks Tax that expires in June 2012 in the context of the overall operations, maintenance and services of Community Services</li> <li>3. Receive and review evaluation report on implementation of Nutritional Standards at concessions/vending machines at parks and recreation facilities</li> </ol>	<ul style="list-style-type: none"> <li>* Provide recommendations &amp; feedback on changes to existing cost recovery policies</li> <li>* Assist in the development of strategies and recommendations for City Council to consider related to the upcoming expiration of the Parks Tax in June 2012</li> <li>* Encourage a citywide public education campaign</li> <li>* Provide recommendations &amp; feedback on changes to existing policy for implementation of Nutritional Standards at concessions and vending machines</li> </ul>	<p align="center">3/11</p> <p align="center">2/11</p> <p align="center">10/11</p>

**2011 Work Plan for Agenda Items**  
**of the Recreation and Park Commission (01/24/11)**

**FEBRUARY 17 (Parks) - Packet Mailed (2/11)**

- Slide Hill Storage Container – DYSA (JN)
- Explorit Science Center 2010 Annual Report (CH)
- Update on Sports Complex project (AB)
- Info & Scoping Discussion on Parks Tax Public Education Campaign (EG)

**MARCH 17 (Rec) - Packet Mailed (3/11)**

- Joint Mtg with Finance & Budget Commission – Review of Cost Recovery Policies (CH)

**APRIL 21 (Parks) - Packet Mailed (4/15)**

- Review of revisions to Strategic Plan for Teen Services (CH)
- Review of Parks & Facilities Master Plan Draft (AB)

**MAY 19 (Rec) - Packet Mailed (5/13)**

- Continuing review of Parks & Facilities Master Plan Draft as needed (AB)
- Continuing discussion on expiring Parks Tax (EG)

**JUNE 16 (Parks) - Packet Mailed (6/10)**

- Preview Proclamation July 2011 is National Recreation & Park Month (CH/JN)

**JULY 21 (Rec) - Packet Mailed (7/15)**

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**AUGUST TBD -**

**(Typically no meeting)**

**SEPTEMBER 15 (Parks/Rec) - Packet Mailed (9/9)**

- Summer 2011 Enrollment Summary Report
- 2012-2013 Recreation Activity Fee Recommendations (CH)

**OCTOBER 20 (Parks) - Packet Mailed (10/14)**

- New Rec. and Park Members Orientation
- Evaluation Report on Implementation of Nutrition Standards at Concessions/Vending Machines
- 2012-2013 Aquatic, Facility and Field Rental Fee Recommendations (CH)

**NOVEMBER 17 (Rec) - Packet Mailed (11/10)**

**DECEMBER TBD**

**JANUARY 19 (Rec) - Packet Mailed (1/12)**

- Chair/Vice-Chair Selection for 2012
- Commission Liaison Selection for 2012
- Review and Approve 2012 Goals and Objectives (CH)

**Future Agenda Items**

- Field User Group Calculation/Scheduling (CH)
- Facility Fee Rates – Commercial User % (CH)
- UCD/High School Representatives (CH)
- Master Planning Community Park (TBD)
- Picnic and Tennis Court Fee and Use Policies (CH)
- Park Ordinances Proposed Changes/Additions (CS Staff)