

**Regular Meeting
Parks, Recreation, Marina and Cultural Commission
May 4, 2010
Martinez, CA**

A regular meeting of the Parks, Recreation, Marina and Cultural Commission was called to order by Chair Radke at 7:02 p.m. on May 4, 2010, at Council Chambers, 525 Henrietta Street, Martinez, California 94553.

I. ROLL CALL

PRESENT: Karen Bell-Patten, Commissioner, Brian Eychner, Commissioner, John Fuller, Commissioner, Gay Gerlack, Commissioner, Katherine Hern, Vice Chair, Donald Pallotta, Commissioner, Richard Patchin, Commissioner, Dylan Radke, Chair, and Marta Van Loan, Commissioner.

EXCUSED: Ingemar Olsson, Commissioner

ABSENT: None.

STAFF: Michelle Wierschem, Recreation Manager
Tim Tucker, City Engineer

II. PUBLIC COMMENT

None.

III. CONSENT CALENDAR

a. Minutes of April 6, 2010

The Commissioners requested the following corrections to the minutes of April 6, 2010:

Page 5: Under New Business, Item c, paragraph 1, line 2: Replace the abbreviation "PRCMCC" with the abbreviation "PRMCC".

Page 6: Item b, paragraph 1, line 3: After the word "lease" insert the following " , which does not give the City enough time to spread out the cost".

Commissioner Pallotta made a motion to approve the minutes with the changes of the April 6, 2010 meeting, seconded by Commissioner Gerlack. The motion was approved by the following vote: All Ayes.

b. Staff Updates

i. Recreation

ii. Parks Maintenance

c. Special Requests for Uses in Parks

i. Worth A Dam, Use of Park for Beaver Festival

Michelle Wierschem, Recreation Manager, stated they expect about 500 people total to attend the event throughout the day.

An unidentified man spoke on behalf of Worth-A-Dam. He stated the event will be 5 hours long and there will be no amplified music or alcohol. He also noted that they received insurance and will be cleaning up the park before and after the event.

Commissioner Pallotta noted that the tile program produced some wonderful results on the bridge.

Commissioner Patchin made motion to approve the Worth A Dam special request for the use of the park at Alhambra and Marina Vista on August 7, 2010, seconded by Commissioner Pallotta. The motion was approved by the following vote: All Ayes.

IV. PRMCC SUB-COMMITTEE REPORTS

a. Playground Subcommittee Update, Tim Tucker, City Engineer.

Tim Tucker, City Engineer, informed the Commission that they have primarily been working on Rankin Park and have received preliminary layouts for the park. He noted the subcommittee is working with Brian Killian, Landscape Architect, to finish the layout of the park.

*Enter Vice Chair Hern (7:15 p.m.).

Mr. Tucker said Tavan Field needs an ADA path from the parking lot to the fields and explained the drainage issues of the park.

Commissioner Pallotta inquired about replacing "Humpty Dumpty". Mr. Tucker said it was beyond the point of repair.

b. Pool Subcommittee Update, Tim Tucker, City Engineer

Mr. Tucker reported that the architect is moving on to the final construction plans. He stated they are starting to focus on the public art component of the project and drafting an RFP to interview artists.

Chair Radke asked if they are keeping up with the time schedule. Mr. Tucker replied that they have fallen a little behind but should have construction drawings in a couple of weeks.

Vice Chair Hern asked if they are going to do a ground breaking. Mr. Tucker said there has been some discussion among staff and suggested there will be a ground breaking.

V. NEW BUSINESS

a. Summer Preview

M. Wierschem provided the Commissioners with a summer program brochure and outlined the new programs and summer activities. She also explained the revised aquatic programming for the summer.

Commissioner Bell-Patten asked if people must sign up for all the aquatic programs or if

the public is able to drop in at the pool. M. Wierschem stated that the public can drop in at a cost of \$3.

Vice Chair Hern expressed some concern about the pool activities schedule. M. Wierschem replied that Patty Lorick will be monitoring the schedule to ensure that it functions well.

Commissioner Pallotta inquired about the progress of the Measure H projects and whether there would be an online posting to track progress as was agreed. Mr. Tucker said some updates can be found on the engineering page. He noted the front page links often change, but said he can talk to the web designer about putting a quick link to project updates on the front page.

b. Park Use Fee Waiver Policy

M. Wierschem informed the Commission that a fee waiver policy already exists, but that they are attempting to provide more information to the Commission as they go about deciding whether or not to grant a fee waiver. She stated it will also serve as a formal guide for people who apply for a fee waiver.

M. Wierschem discussed the suggestive eligibility of users, which they have broken down into 4 different types of users (Martinez School Use, Non-Profit Community Groups, City Co-sponsored Groups/Events, and Community Fundraiser).

In reference to the eligibility requirements for Non-profit Community Groups, Vice Chair Hern asked how these groups will be providing proof that paying a fee would cause a financial hardship. M. Wierschem replied that the group would have to testify and describe how it creates hardship.

There was a lengthy discussion regarding the 25% Martinez Resident membership eligibility requirement for Non-profit Community Groups. The Commission discussed the abuse of the requirement, making the requirement more stringent, and possibly increasing the Martinez resident percentage to 50%.

Commissioner Gerlack pointed out that the requirements make these groups eligible to *apply* for a fee waiver, but that the Commission still has the right to actually grant or deny the fee waiver.

Commissioner Pallotta made a motion to accept the Park Use Fee Waiver Draft Policy with the change of the Martinez Resident requirement percentage from 25% to 50%, seconded by Commissioner Van Loan.

Commissioner Patchin noted that the Commission should look at the guidelines as something they can always change if they no longer work.

The Motion was approved by the following vote: 8 Ayes, 1 Abstain (Commissioner Bell-Patten).

c. Policies Needing Upgrading

M. Wierschem informed the Commission that the City does not have a park naming

policy and that a policy will be drafted in June so that they may name the park on the corner of Alhambra and Marina Vista.

M. Wierschem said the Park Donation Policy needs to be brought forward to the PRMCC so that the Commission can include any changes or considerations. Chair Radke clarified that these donations are for amenities in the park, not cash donations. Commissioner Patchin said the last time they looked at the policy they were going to identify the parks where amenities were needed.

Commissioner Pallotta asked if donations are turned down if amenities are not available in certain parks. M. Wierschem explained that it is a common practice in cities to turn down donations. Commissioner Patchin noted that with those gifts it becomes a responsibility of the City to maintain the donated amenity.

M. Wierschem discussed the Special Event Permit Policy. Staff suggests the implementation of an application processing fee to cover the administrative and implementation costs incurred when processing an event permit.

Commissioner Van Loan suggested that the Police Department costs incurred by the City for the police work done for events may be useful information. She asked that numbers on the police department work be gathered. M. Wierschem said she would gather some information regarding those figures.

Commissioner Patchin asked if a non-refundable application fee will be part of the consideration. M. Wierschem said yes.

Commissioner Bell-Patten asked how old the base fees are and suggested that they review the fee rates.

VI. OLD BUSINESS

a. Use of Grants and Next Cycle of Proposition 84 Grant Funding

M. Wierschem told the Commission that the next step in the Use of Grants is getting together a Grant Use Subcommittee in the next 8 weeks. If the PRMCC is interested in pursuing Measure WW funds, M. Wierschem stated that the application deadline is March 1, 2011. She noted that they will be notified whether their Proposition 84 grant application was granted or not in September or October.

M. Wierschem reminded the Commission that a second round to apply for Proposition 84 funding will be available. She asked if the Commission would like to go forward with applying for Measure WW funds or if they would like to wait until they hear back regarding their Proposition 84 grant application. M. Wierschem also asked for the Commissions strategic thoughts and feedback on the next steps for grant applications and whether they would like to apply for Measure WW or Proposition 84 funds. If they choose to apply for Proposition 84 funds again they will need to determine what projects they would like to see in the second application cycle.

Commissioner Van Loan suggested they develop a project priority list, which will serve as a priority order regardless of the source of funds. The Commission discussed the possibility of a priority list and the difficulties in developing one because the fund sources have different conditions of use for a project.

Vice Chair Hern asked if they were willing to postpone getting Measure WW funding again. Commissioner Van Loan noted that they are not penalized for putting off applying Measure WW funds. She stated that they can postpone doing so at no risk, whereas, for Measure 84 they only get 2 chances at apply for the funds.

After some discussion about whether to delay applying for Measure WW funding, the Commission seemed to agree that they should focus more of their efforts on round 2 of the Proposition 84 application. M. Wierschem said it would be helpful to identify projects that they know they are not going to use for Measure WW. She stated they will convene the Grant Subcommittee to discussion their options.

Commissioner Pallotta inquired about the Ferry Point Plan and whether staff was able to firm up cost estimates for the project. Mr. Tucker said he met with Mr. Ciaramitaro and found that his improvement estimates were very low. Commissioner Pallotta said he would like to know a ballpark estimate of the project cost. M. Wierschem said she will bring those estimates to the subcommittee.

b. Discussion of Possibly Changing PRMCC Meeting Schedule

Commissioner Bell-Patten made a motion to change the PRMCC Meeting Schedule from the Tuesday of the month to the Tuesday of the month, Seconded by Commissioner Gerlack. The motion was approved by the following vote: All Ayes.

c. Kellogg Wal-Mart Award Update

After an inquiry from Commissioner Patchin, Mr. Tucker explained how the Kellogg Grant Process started and how they received the funds. Mr. Tucker stated the project has become more organized now that they have begun working with the Martinez Little League and the contractor assigned to the project by Kellogg. He reviewed each item on the priority needs list for the park in which the funds will be used.

Commissioner Fuller clarified that any changes must come before the PRMCC before any changes are made.

Commissioner Pallotta asked about the size the sign that will be put up acknowledging the funding source. Mr. Tucker said they have not discussed signs and said they would never agree to a permanent sign for improvements that are only going to last a few years.

Chair Radke noted that no one has been able to provide them with a definitive answer regarding the size of the sign.

Vice Chair Hern asked how the other projects will be coordinated with these improvements. Mr. Tucker replied that at this point there are no other projects scheduled. Chair Radke asked if Measure H is putting in irrigation. Mr. Tucker said they will be but not for about 5 years, so the suggested irrigation improvements for these funds will be seen as a good short term improvement until the Measure H improvements are done.

VII. FUTURE AGENDA ITEMS

a. Revised Agenda Plan

M. Wierschem said she will update the Revised Agenda Plan with new dates. She noted that the Library Project is going to result in a longer closure than was previously expected (about 8 months). She said the subcommittee will need to meet to determine what an interim library service will look like and to also discuss the updates and equipment purchases.

M. Wierschem said she is open to suggestions for facilitators for the Fall Retreat.

Commissioner Bell-Patten recommended they create a separate list of follow up items for the agenda plan.

Commissioner Pallotta noted that the Arts and Cultural Subcommittee has been postponed because they have found that they need a new engineer.

Commission Van Loan asked if Barry and Volkmann will be present at the Library Subcommittee meeting to address why the library will be closed longer than was previously estimated. M. Wierschem said yes.

Commissioner Pallotta said that the Friends of Library has sent out a letter looking for a temporary facility because they are worried about losing their library base during the long closure.

Commissioner Pallotta inquired about the savings costs of the library now that it will be closed even longer. M. Wierschem replied that the head librarian is working on new cost estimates.

Chair Radke requested a new gant chart for the schedule of updates on Measure H projects.

VIII. COMMISSIONER & STAFF COMMENTS

Commissioner Pallotta said the Friends of the Library fundraiser was success. They raised \$3700.

M. Wierschem informed the Commission that City Hall has been certified as a green business, which has come out of an action plan to become greener. She noted that the PRMCC Bylaws will be voted on tomorrow at the City Council meeting. The Cemetery clean up has been set up for May . M. Wierschem said The Joint Powers Authority meeting will take place on May 6th and provided an overview of what will be discussed at the meeting. She also noted that the COPS program at the waterfront has started to curb vandalism.

Commissioner Bell-Patten urged the commissioners to sign up with up with the Martinez Police Department to receive email alerts.

IX. CORRESPONDENCE

a. Email from Mr. Ogden Requesting BMX Park

Commissioner Fuller suggested that the email be forwarded to Councilmember Delaney

and Councilmember Ross.

Chair Radke stated that the item does not appear to fit in with what the PRMCC is charged with focusing and working on.

X. NEXT MEETING DATE: June 15, 2010

XI. ADJOURNMENT

On motion of Commissioner Patchin, seconded by Commissioner Eychner, the Commission unanimously voted to adjourn at 9:10 p.m.