

**Regular Meeting
Parks, Recreation, Marina and Cultural Commission
March 15, 2011
Martinez, CA**

APPROVED April 26, 2011

A regular meeting of the Parks, Recreation, Marina and Cultural Commission was called to order by Chair Radke at 7:00 p.m. on March 15, 2011, at Council Chambers, 525 Henrietta Street, Martinez, California 94553.

I. ROLL CALL

PRESENT: Karen Bell-Patten, Commissioner, John Fuller, Commissioner, Gay Gerlack, Commissioner, Ingemar Olsson, Commissioner, Richard Patchin, Commissioner, Donald Pallotta, Commissioner, Dylan Radke, Chair, and Marta Van Loan, Commissioner.

EXCUSED: Brian Eychner, Commissioner.

ABSENT: None.

STAFF: Mitch Austin, Recreation Manager
Tim Tucker, City Engineer
Patty Lorick, Recreation Supervisor

II. PUBLIC COMMENT

None.

III. CONSENT CALENDAR

a. Minutes of February 15, 2011

Commissioner Van Loan made a motion to approve the minutes of the February 15, 2011 meeting, seconded by Commissioner Bell-Patten. 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. Susana Park - Senor Del Encino Gathering

Mitch Austin, Recreation Manager, reported there is a special request for the rental of Susana Park for the Senor Del Encino on Sunday, March 26, 2011, from 3 p.m. to 6:45 p.m. M. Austin noted there is a fee waiver request, but that the requesting party does not meet any of the four criteria of the Fee Waiver Policy.

Commissioner Patchin made a motion to approve the special request with no fee waiver,

seconded by Commissioner Pallotta. The motion was approved by the following vote: All ayes.

ii. Waterfront Park - King of the County BBQ

M. Austin reported that Cynthia Murdough, of the Chamber of Commerce, submitted a special request for uses in Waterfront Park for the King of the County BBQ on Sunday, June 18-19, 2011, from 11 a.m. - 6 p.m. He noted they are asking for a fee waiver.

Commissioner Van Loan said she would not be in support of a fee waiver since the City is already giving the group substantial support. She asked how the City is going to maintain their facilities if fees continue to be waived.

There was a brief discussion whether the Chamber of Commerce should receive a fee waiver.

Commissioner Bell-Patten recommended that those groups who fall under the Park Use Fee Waiver Policy criterion #4 (City Co-Sponsored Groups/Events) be identified for the future.

Commissioner Gerlack made a motion to accept the special request as presented, seconded by Commissioner Olsson. The motion was approved by the following vote: 6 ayes, 2 nos.

iii. Waterfront Park - Excandalow Car Club

M. Austin said Melissa Skaggs, representative for the Excandalow Car Club, has submitted a special request for use of amplified music at Waterfront Park and the reservation of the parking lot on Saturday, July 23, 2011, from 8 a.m. - 5 p.m.

There was a brief discussion about the problems the parking lot reservation may pose in relation to bocce ball league play. Following Commissioner Pallotta's suggestion that a neutral party monitor the lot, Ms. Skaggs said she would look into security and send a letter to the Martinez Bocce Federation notifying them that parking may be limited.

Commissioner Gerlack made a motion to accept the special request with the suggestion that a courtesy note be sent to the Martinez Bocce Federation, seconded by Commissioner Van Loan. The motion was approved by the following vote: All ayes.

iv. Ignacio Plaza - Parish Festival and Car Show

M Austin reported that Annette Liberty, representative for St. Catherine's of Sienna School, submitted a special request for the use of Ignacio Plaza on Saturday, October 1, 2011, from 9 a.m. to 5 p.m. for the Parish Festival and Car Show. He noted that the group qualifies for a fee waiver.

Commissioner Patchin inquired about the neighbor notification provision. Mitch said that the policy states that plaza neighbors "may have to be notified".

Commissioner Pallotta asked if the music could be limited from 12 to 5 p.m. An

unidentified representative for St. Catherine's of Sienna School agreed to limit the music to the hours suggested.

Commissioner Pallotta made a motion to approve the special request with the fee waiver with the condition that the group is in compliance with the park standards and that neighbors are notified of the amplified music, seconded by Commissioner Olsson.

Chair Radke pointed out that the notice to the neighbors of the plaza is to include the date of which the event will be approved at the PRMCC meeting. Commissioner Pallotta withdrew his motion. **for use of the plaza is to include the date of the event and will be considered at the PRMCC meeting.**

The PRMCC directed the group to notify the neighbors and return to the Commission with the special request in June for approval.

v. Waterfront Park Lawn Area - Universal Fighting Club Community Day

M. Austin said Jason Constanza of Universal Fighting Club is requesting the use of the Waterfront Park Lawn for a free community event on Saturday, May 21, 2011, from 9 a.m. - 4 p.m.

*Commissioner Olsson left the meeting at 8:14 pm.

Commissioner Gerlack made a motion to approve the special request with a fee waiver, seconded by Commissioner Pallotta. The motion was approved by the following vote: All ayes.

Patty Lorick reminded Mr. Contanza that he will need to obtain insurance.

On motion of Chair Radke, the PRMCC adjourned for a break at 8:19 p.m.

At 8:28 p.m. the PRMCC reconvened.

vi. Waterfront Park - Boy Scouts

M. Austin reported there is a special request from the Cub Scouts for the use of the Waterfront Park lawn area on Saturday, August 13, 2011, from 8 a.m. to 4 p.m. He noted that the organization is asking ~~that they consider~~ for a fee waiver.

The PRMCC briefly discussed whether to waive all of the fees for the group.

Commissioner Pallotta made a motion to accept the special request with the fee waiver, seconded by Commissioner Gerlack. The motion was approved by the following vote: 6 ayes, 1 no, and 1 abstained.

IV. PRMCC SUB-COMMITTEE REPORTS

a. Measure H Updates

Tim Tucker, City Engineer, provided an overview of construction for all the areas of the Rankin Aquatic Area and Martinez Public Library. He said the ribbon cutting for the pool could take place on July 9, 2011. T. Tucker said that Rankin Park and Holiday Highlands are close to being put out to bid. He noted they are on target for a May groundbreaking.

T. Tucker suggested that the PRMCC discuss a replacement member for the Parks Subcommittee since Vice Chair Hern left the Commission.

Chair Radke asked if Rankin Park is still scheduled to finish in August. T. Tucker said after he finds out the number of construction days he can provide the Commission with an estimated completion date.

b. Library Subcommittee Update, Mitch Austin

M. Austin reported that the project is on time and under budget. He noted that the project will include the installation of cameras and that the downstairs and upstairs will be secured from each other. M. Austin also noted that soon the City and County will be meeting regarding the installation of technical equipment.

***Marina Update (Item taken out of order)**

M. Austin provided the Commission with a presentation reviewing the phases of the marina projects, funding sources, and how the City will coordinate the projects within a timeline. He also discussed key considerations, next steps, and Measure WW funds.

M. Austin reported that following the Geo-tech studies they have determined that costs have not gone up. He said they were not approved for the Boating Infrastructure Grant, but have the option to apply for next year. He noted that donations are going through the approval process. M. Austin stated the City submitted an application for the Legislative Land Grant, which would give 58 acres to the City for public use. If the application is approved, it could free up \$10,000 the City pays in rent to the state.

M. Austin explained that phase 1-3 must be completed together. He outlined the funding sources, funding allocation to phases, and application submittal times. He said their funding model helps meet Department of Boating and Waterway requirements and supports re-scoping the \$3.11 million loan. He noted that there is very little room for debt. He discussed the critical path to marina reconstruction, which includes a long term lease agreement with State Lands, a Martinez Marina LP long term agreement, DBW loans, permits, and reconstruction.

Chair Radke inquired about the donation sources. M. Austin said that the donations are in the approval process and cannot be disclosed publicly at this point.

Commissioner Fuller asked when the City would start generating cash flow. M. Austin said in about 10 or 15 years. Commissioner Fuller asked if DBW would be willing to take over the marina from the City. M. Austin said they will be discussing that option.

Commissioner Gerlack expressed concerns about and opposition to using Measure WW funds for the marina since they continue to sink money into a marina with recurrent problems related to its location.

Commission Bell-Patten said that the marina has an impact on the image and identity of Martinez and its citizens. She said citizens want to retain their historical image and the marina is part of that.

V. NEW BUSINESS

a. Aquatic Program fees

Commissioner Fuller requested that a letter from Commissioner Eychner regarding pool fees be submitted into the minutes.

Patty Lorick reported that the Subcommittee met in March and discussed recreational swim admission fees, lap swimming, discount passes, swim lessons, and private lessons at the aquatic center. She outlined the admission fees discussed, which included a \$5 entrance fee, 10 punch pass at a 25% discount, and 20 punch pass at a 30% discount. P. Lorick also reviewed the group swim lesson, Mom & Me class, and private lesson rates. M. Austin advised the PRMCC to consider who they are in competition with and the rates of neighboring cities.

Commissioner Van Loan requested a schedule overlaid with a fee structure for their review. M. Austin noted that programming will come before the PRMCC for discussion.

There was an extensive discussion about admission and lesson fees. The Commission and Staff discussed the reasoning behind the fee amounts, different fee structures, the schedule of events, pool programming, and marketing.

Chair Radke expressed concern that the admission fee of \$5, which is higher than other cities, would run the risk of pricing themselves out of use.

Commissioner Fuller suggested Staff send out a flyer to elementary schools offering pre-sale punch passes at a 25% discount if purchased before June 1st.

Commissioner Gerlack made a motion to propose setting a flat entrance fee of \$5 and offer a pre-sale special on punch passes at 5 ~~passes~~ **admissions** for \$20, 10 ~~passes~~ **admissions** for \$40, and 20 ~~passes~~ **admissions** for \$80, if purchased by a certain date, seconded by Commissioner Van Loan. The motion was approved by the following vote: All ayes.

Commissioner Van Loan made a motion to recommend setting private swim lessons at \$26/lesson and 4 lessons for \$90, seconded by Commissioner Gerlack. The motion was approved by the following vote: All ayes.

Commissioner Fuller made a motion to propose setting Mom and Me lessons at \$30/lesson for residents and \$35 for non-residents, seconded by Commissioner Gerlack. The motion was approved by the following vote: All ayes.

Commissioner Patchin made a motion to set group swimming lessons at \$57/ lesson for residents and \$62/lesson for non-residents, seconded by Commissioner Fuller. The motion was approved by the following vote: All ayes.

Commissioner Bell-Patten recommended that a rationale behind the fee setting be

provided when fee rate recommendations are given to City Council. Commissioner Fuller encouraged staff to do a PowerPoint presentation to summarize the information. M. Austin said staff will present the information to City Council and attempt to summarize the fee discussions and reflect the reason behind their logic.

Commissioner Bell-Patten noted that the next critical point in the process is scheduling and time. She requested that the item come before the full Commission rather than the subcommittee for recommendations.

Due to time constraints, Commissioner Fuller made a motion to defer the CIP Budget Update and Pine Meadows Golf Course Update, seconded by Commissioner Patchin. The motion was approved by the following vote: All ayes.

b. CIP Budget Update

The item was deferred.

c. Pine Meadows Golf Course Update

The item was deferred.

d. Bocce Court Rental

M. Austin discussed the issues surrounding the rental and subletting of courts by the Martinez Bocce Federation. He noted that there seems to be some inconsistencies in how the Federation rents and charges courts. He said their rental should fall in line with other City policies. He said the Bocce Federation should come forward with an annual report, which they are supposed to do in accordance with their agreement with the City.

Commissioner Patchin said the agreement states that the City owns and operates the courts. He said if anything should be rented, it should be rented through the City. He also suggested that the City send a letter to the Federation to desist all rentals.

VI. OLD BUSINESS

a. Casual Use of Library Downstairs

M. Austin reviewed the options for casual use of the downstairs. He said there were some concerns about the number of volunteers and training. He stated that they must develop an outline of duties for the position and that the Friends of the Library (FOL) would put out a letter to members to solicit volunteers.

M. Austin discussed funding sources for the casual use program. He said FOL would entertain funding the part-time supervisory position if the cost of library furniture they have been saving for is covered by Measure H funds. He noted that the \$150,000 cost savings the City has with the County cannot be used to fund the program because it qualifies as a gift of funds.

M. Austin explained that funding ongoing costs with one-time funding is not the best fiscal management practice because it sets a precedent of a higher service level. He

said it is a service level that they may not be able to maintain long term because ongoing funding for the service is not secured.

Following an inquiry from Chair Radke regarding the \$150,000 in cost savings, Gail McPartland, County Deputy Librarian, outlined how the money may be spent. She said possibilities include funding additional open hours, enhancing the library collection, and purchasing furniture or equipment.

Chair Radke asked that they receive an opinion from the County and Council on how to use the funds.

b. Marina Update

*See page 4, under Library Subcommittee Update.

VII. FUTURE AGENDA ITEMS

a. Review Agenda Plan for 2011

VIII. COMMISSIONER & STAFF COMMENTS

Commissioner Gerlack thanked Staff for the excellent reports they provided to the PRMCC.

M. Austin said the roof of the smaller Zocchi building caved in and that the resistance beams that help hold up the walls are ~~damage~~ **damaged**. He said it is very likely that the Shell ~~fund~~ **amount** will be used for the repair and that it may use the entire funds.

Commissioner Patchin said the building should come down and a parking lot should be built. Chair Radke expressed concern about spending money on a building they may tear down to build a parking lot.

Commissioner Bell-Patten inquired when the retreat concepts will be worked on (e.g. communication with City Council and what is expected of the PRMCC). M. Austin said they are looking to do a joint meeting with Council in July, at which time the retreat notes will come to light.

Commissioner Van Loan asked about the new deadline for Proposition 84. M. Austin said the deadline is July 1st and that he will be attending a workshop for it on March 25th.

IX. CORRESPONDENCE

None.

X. NEXT MEETING DATE: April 26, 2011

XI. ADJOURNMENT

On motion of Commissioner Pallotta, seconded by Commissioner Fuller, the Commission unanimously voted to adjourn at 10:31 p.m.