



**PARKS AND RECREATION COMMISSION
Minutes of Regular Meeting of April 3, 2019
City Council Chambers, One Twin Pines Lane, Belmont, CA**

CALL TO ORDER: 7:00 PM.

ROLL CALL

Commissioners Present: Block, Cotten, Foehr, Lyford, Michaels, Mittelstadt

Youth Commissioners Present: Dai, Sanders

Commissioner Absent: Fox

Staff Present: Parks and Recreation Director Shearer, Office Assistant II Gonzalez

PLEDGE OF ALLEGIANCE

Led by Chair Mittelstadt

COMMISSIONER ANNOUNCEMENTS / AGENDA AMENDMENTS

Commissioner Michaels attended the annual California Parks and Recreation Society conference; highlights included previewing play equipment applicable to current city projects, attending a session on the science of play, and learning about Oakland-based nonprofit Change Labs.

CONSENT CALENDAR

March 6, 2019 Draft Minutes

ACTION: On a motion by Commissioner Foehr seconded by Commissioner Cotten the minutes were unanimously approved.

March 19, 2019 Special Meeting Draft Minutes

ACTION: On a motion by Commissioner Lyford seconded by Commissioner Michaels the minutes were unanimously approved.

ITEMS OF BUSINESS

Parks & Recreation Department Fees

Director Shearer clarified that moving forward, youth commissioners will be non-voting commissioners.

Shearer presented the FY19 Master Revenue Schedule with changes from FY18 highlighted in yellow. She does not anticipate rental fee adjustments for FY20, but will revisit fees for FY21. There will be no changes to park in-lieu and park impact fees for FY20 either, but the Finance Department is looking into other kinds of development fees such as a public art fee. Shearer confirmed park in-lieu fees are a one-time fee paid by the developer that must be spent by the city within five years and mentioned there are large developments (e.g., Windy Hill and Firehouse Square) coming through the Planning Department in the next few months.

In response to Commissioner Foehr, Shearer confirmed the department's recreation fees are in line with the surrounding cities.

In response to Commissioner Lyford, Shearer said player registration fee revenues will be impacted by the turf renovation at the Sports Complex since some games cannot be relocated to Belmont fields.

In response to Commissioner Michaels, Shearer said rates of facility utilization can be analyzed soon since indoor rentals have been entered into the ActiveNet database for approximately one year. Shearer will also investigate why nonprofits are the only organizations charged a rental setup fee.

Commissioner Mittelstadt recommended taking a high-level look at other department's revenue and expenditures to compare program subsidies.

Per Commissioner Block's inquiry, Director Shearer will look into how much open space Belmont has relative to the population. Block also suggested developers be required to put funds toward open space or incorporate it into their developments.

Selection of Commission Chairperson and Vice-Chairperson

VOTE: Commissioner Mittelstadt nominated Commissioner Michaels as the Commission Chair; Commissioner Foehr seconded, and the commission unanimously approved.

VOTE: Commissioner Mittelstadt nominated Commissioner Fox as the Commission Vice Chair; Commissioner Cotten seconded, and the commission unanimously approved.

Liaison, Park, and Committee Assignments

Commissioner Michaels reviewed all liaison and committee assignments, giving commissioners a chance to make any changes. The O'Donnell Park and Twin Pines Master Plan Committees were dissolved and new technology liaison positions were created.

Summer Meeting Schedule

The July meeting was rescheduled to July 24, 2019 and the August meeting was cancelled.

Commission Calendar

Director Shearer announced the Belmont Community Center Conceptual Design presentation will occur closer to September and a presentation from the Fire Marshal will be added to the calendar. Commissioner Block suggested adding the solar library roof as well.

OTHER BUSINESS / UPDATES

Department Reports

Director Shearer announced the old O'Donnell Park playground equipment was removed and the new equipment was delivered and will be installed shortly.

Shearer said the final design for the Sports Complex will be presented to City Council by mid-May, then go out to bid, contingent on final permit approvals. The plan was presented to the Planning Commission, who inquired about adding a ramp instead of raising the dugouts and relocating the scoreboard. Callander Associates is looking into this option.

Shearer attended the annual California Parks and Recreation Society conference and enjoyed sessions on CEQA (California Environmental Quality Act) guidelines, pickleball, and aquatic safety.

Shearer mentioned Administrative Assistant Clark returned from maternity leave part-time, Office Assistant II Gonzalez did a great job covering while she was away, and City Manager Scoles is retiring. Shearer thanked Commissioner Mittelstadt for his help over the past year.

Shearer presented the Monthly Highlights: the Teen Zone held several successful Friday night events and a field trip, kurapia groundcover was installed behind the Lodge, the Egg Adventure Hunt will occur April 20, 2019, Parks Manager Daniel Ourtiague gave a presentation to a group of Brownies at Water Dog Lake, and Summer program registration opened Monday.

Shearer said outreach is going well for the Belmont Community Center design. A presentation and open house were hosted at Barrett Community Center last week; all residents within 1,000 feet were notified by mail and feedback was generally supportive. Future outreach will occur at the farmer's market, Senior and Community Center, Earth Day event, Egg Adventure Hunt, Carlmont Shopping Center, a Youth Advisory Committee meeting, and through a Community Advisory Committee meeting on Monday (which is open to the public).

Commissioner Questions and Comments

Commissioner Michaels shared the Youth Advisory Committee's Talent Show had a great turnout.

In response to Commissioner Michaels' inquiry about the status of off-leash dog hours at Barrett, Director Shearer said morning hours are in effect and evening hours will begin June 15, 2019, when the department will hold a kick-off event. No public comments have been received on this program recently, but Shearer discussed organizing resident-led site clean-ups with one dog owner.

Commissioner Michaels welcomed the new commission members and thanked former Commissioner Bortoli for his years of service.

ADJOURNMENT: 7:57 PM.

Brigitte Shearer
Parks and Recreation Director