



CITY OF DUBLIN
PARKS & COMMUNITY SERVICES COMMISSION
MEETING AGENDA

MONDAY, NOVEMBER 16, 2015, 7:00 P.M.
DUBLIN CIVIC CENTER, 100 CIVIC PLAZA

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ORAL COMMUNICATIONS**
 - 3.1 **Brief Informational Only Reports from the Youth Advisory and Senior Center Advisory Committees**
 - 3.2 **Public Comments**

At this time, the public is permitted to address the Parks and Community Services Commission on non-agendized items. The Commission must, however, comply with all State Laws in regard to items not appearing on the posted agenda. The Commission may respond to statements made or questions asked, or may request Staff to report back at a future meeting concerning the matter. Any member of the public may contact the Office of the Parks and Community Services Department related to the proper procedure to place an item on a future Parks and Community Services Commission agenda. The exceptions under which the Parks and Community Services Commission MAY discuss and/or take action on items not appearing on the agenda are contained in GC 54954.2(b)(1)(2)(3).
4. **MINUTES**
 - 4.1 **Minutes of the July 20, 2015 Regular Meeting**

The Commission will consider approval of the minutes of the July 20, 2015 Regular Meeting.
STAFF RECOMMENDATION:
Approve the minutes of the July 20, 2015 Regular Meeting.
 - 4.2 **Minutes of the September 10, 2015 Joint Meeting**

The Commission will consider approval of the minutes of the September 10, 2015 Joint Meeting.
STAFF RECOMMENDATION:
Approve the minutes of the September 10, 2015 Joint Meeting.
5. **WRITTEN COMMUNICATIONS - None**
6. **PUBLIC HEARING - None**
7. **UNFINISHED BUSINESS - None**
8. **NEW BUSINESS**
 - 8.1 **Summer Quarterly Report**

The Commission will receive a report on the programs, activities and events conducted during the summer of 2015.
STAFF RECOMMENDATION:
Receive the Report.
 - 8.2 **Parks and Community Services Strategic Plan Annual Report**

The Commission will receive a report on the Strategic Plan Accomplishments for the past two years.
STAFF RECOMMENDATION:
Receive the Report.

This AGENDA is posted in accordance with Government Code Section 54954.2(a)

If requested, pursuant to Government Code Section 54953.2, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation, please contact the Office of Parks and Community Services (925) 556-4500 at least 72 hours in advance of the meeting.

A complete packet of information containing Staff Reports (Agenda Statements) and attachments related to each item is available for public review at least 72 hours prior to a Parks & Community Services Commission Meeting or, in the event that it is delivered to the Commission less than 72 hours prior to a Parks & Community Services Commission Meeting, as soon as it is so delivered. The packet is available in the Parks & Community Services Department at Civic Center.

8.3 Change to Action Based Minutes for Commissions and Advisory Committees

The Commission will receive a report on the proposal to change the format of meeting minutes.

STAFF RECOMMENDATION:

Receive the Report.

9. **OTHER BUSINESS** – Brief_Informational Only Reports from Commissioners and/or Staff, including Reports by Commission related to Meetings Attended at City Expense (AB 1234).

10. **ADJOURNMENT**



STAFF REPORT

PARKS & COMMUNITY SERVICES COMMISSION

DATE: November 16, 2015

TO: Honorable Chair and Commissioners

FROM: Micki Cronin, Assistant Director of Parks and Community Services *Micki Cronin*

SUBJECT: Minutes of the July 20, 2015 Meeting of the Parks & Community Services Commission
By: Jennifer Kransky, Senior Office Assistant

EXECUTIVE SUMMARY:

The Parks & Community Services Commission will consider approval of the minutes of the July 20, 2015, meeting of the Parks & Community Services Commission.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Approve the minutes of the July 20, 2015 meeting of the Parks & Community Services Commission.

DESCRIPTION:

The Parks & Community Services Commission will consider approval of the minutes of the July 20, 2015 meeting of the Parks & Community Services Commission.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

None.

ATTACHMENTS:

1. Draft Minutes of the July 20, 2015 meeting of the Parks & Community Services Commission.



PARKS AND COMMUNITY SERVICES COMMISSION

REGULAR MEETING

Minutes

CITY OF DUBLIN

July 20, 2015

The July 20, 2015, Regular Meeting of the Parks and Community Services Commission was called to order at 7:00 PM at the Dublin Civic Center, Dublin, California, by Chair Totaro.

PLEDGE OF ALLEGIANCE

Chair Totaro led the Pledge of Allegiance.

ROLL CALL

Commissioners (Cm.) Present: Giannini, Thalblum, Totaro and Tucker

Commissioner Absent: Ballesteros

Commissioner-Elect Present: Tabaracci

ORAL COMMUNICATIONS

3.1 Administration of Oath of Office to newly appointed Student Representative

Ms. Caroline Soto, City Clerk, administered the Oath of Office to newly appointed Student Representative, Ms. Sabrina Tabaracci.

3.2 BRIEF INFORMATIONAL ONLY REPORTS FROM THE SENIOR CENTER AND YOUTH ADVISORY COMMITTEES

Senior Center Advisory Committee

Ms. Ramona Krausnick, Senior Center Advisory Committee Member, reported on the July 2, 2015, Advisory Committee meeting. The Advisory Committee received a report on the recap of the recent tours the Advisory Committee took of the Pleasanton Senior Center and the San Ramon Senior & Community Center. Cm. Krausnick informed the Commission of the Senior Center 10th Anniversary Gala on August 1, 2015 at 6:00 PM.

Youth Advisory Committee

Ms. Micki Cronin, Assistant Director of Parks and Community Services, informed the Commission that the July 22, 2015, Youth Advisory Committee meeting has been cancelled.

3.3 PUBLIC COMMENTS – None

APPROVAL OF MINUTES

4.1 Regular Meeting June 15, 2015

On a motion by Cm. Thalblum, seconded by Cm. Tucker and by a vote of 3-0-2 with Commissioners Giannini and Tabaracci abstaining and Cm. Ballesteros absent, the Commission voted to approve the minutes of the regular meeting of June 15, 2015 as presented. Commissioners Giannini and Tabaracci abstained as they were not present for the Commission meeting.

WRITTEN COMMUNICATIONS – None

PUBLIC HEARING – None

UNFINISHED BUSINESS – None

NEW BUSINESS

8.1 Spring Quarterly Report

Ms. Lisa McPherson, Recreation Supervisor, presented the specifics of the item as outlined in the Staff Report pertaining to the Recreational and Leisure Activities, Preschool Program, Family Services and Special Events.

Cm. Tucker asked how many Dublin residents attended the Teen Job Fair. Ms. McPherson estimated about 50% of the attendees were Dublin residents.

Cm. Giannini commented on the anticipated increase of students at the Dublin middle schools and asked if the capacity in the Student Union program would increase to accommodate the additional students. Ms. McPherson stated the capacity of the program is dependent on the space the schools can provide.

Chair Totaro stated he was pleased with the Youth Benefit Concert attendance. Chair Totaro asked for clarification about the reduction in classes offered due to the Preschool program being held in the Shannon Community Center Multipurpose Room (MPR) and the effects on average attendance per class. Ms. Cronin stated the average class attendance is based on total registration and classes held. Classes that have not run in the past due to a lack of participants were not offered. Since fewer classes were offered, the average class attendance was up.

Mr. Rich Jochner, Recreation Supervisor, presented the specifics of the item as outlined in the Staff Report pertaining to the Sports Programs, Aquatics and the Senior Center.

Cm. Thalblum suggested offering a women's basketball league. Mr. Jochner stated a women's basketball league was offered many years ago, but the league ended as teams were not able to meet the minimum player requirement.

Cm. Tucker commented on the decrease in teams for the bocce ball league. Mr. Jochner stated Staff has always offered two separate weeknight leagues. The last two spring quarters, the league has been one team short of holding a second night.

Cm. Tabaracci stated she ran the Shamrock 5K Fun Run and Walk and was happy to see the registration increase. Cm. Thalblum noted that sections of the path are now tight due to the increase in attendance.

Chair Totaro asked about the significant decrease in recreational swimming. Ms. Cronin stated the decrease in attendance has been attributed to the cooler weather during the spring season compared to the same nine days last year.

OTHER BUSINESS

9.1 BRIEF INFORMATION ONLY REPORTS FROM PARKS & COMMUNITY SERVICES COMMISSIONERS AND/OR STAFF

Cm. Tabaracci reported she has attended the Farmers' Market multiple times and was a judge for the Dublin Idol at the recent Farmer's Market.

Cm. Tucker reported he visited Emerald Glen Park and stated the field conditions were very good, and noted there was an old pest control sign in the Park. Cm. Tucker asked about impacts on the "splatter" festival from the construction. Ms. Cronin stated there will only be minor impacts to the layout.

Chair Totaro informed Cm. Tabaracci that, as a soccer player, her feedback on the soccer fields would be beneficial to share with the Commission.

Cm. Giannini informed the Commission that the Dublin Green Gators Swim Team is undefeated and participating in the League championships on Saturday, July 25, 2015.

Cm. Thalblum reported she attended the July Senior Center Advisory Committee meeting, visited the Fallon Sports Park fields and heard many compliments on the field conditions.

Chair Totaro asked about the status of the Recycled Water Project. Ms. Cronin stated the construction is on schedule to be completed toward the end of summer and that Staff anticipates the turf will recover when regular watering resumes.

Chair Totaro asked about the Fallon Sports Complex timeline. Ms. Cronin stated the City is considering bidding the project in the fall.

Ms. Cronin informed the Commission that Staff will be sending the Agenda Packets electronically beginning in August.

ADJOURNMENT

Being no further business, the meeting adjourned at 7:36 PM.

Minutes prepared by Jennifer Kransky, Senior Office Assistant.

Antony Totaro
Chairperson

ATTEST: _____
Micki Cronin
Assistant Director of Parks and Community Services



STAFF REPORT

PARKS & COMMUNITY SERVICES COMMISSION

DATE: November 16, 2015

TO: Honorable Chair and Commissioners

FROM: Micki Cronin, Assistant Director of Parks and Community Services *Micki Cronin*

SUBJECT: Minutes of the September 10, 2015 Special Joint Meeting of the Parks & Community Services Commission and the Heritage & Cultural Arts Commission
By: Jennifer Kransky, Senior Office Assistant

EXECUTIVE SUMMARY:

The Parks & Community Services Commission will consider approval of the minutes of the September 10, 2015, Special Joint meeting of the Parks & Community Services Commission and the Heritage & Cultural Arts Commission.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Approve the minutes of the September 10, 2015 Special Joint Meeting of the Parks & Community Services Commission and the Heritage & Cultural Arts Commission.

DESCRIPTION:

The Parks & Community Services Commission will consider approval of the minutes of the September 10, 2015 Special Joint Meeting of the Parks & Community Services Commission and the Heritage & Cultural Arts Commission.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

None.

ATTACHMENTS:

1. Draft Minutes of the September 10, 2015 Special Joint Meeting of the Parks & Community Services Commission and the Heritage & Cultural Arts Commission.



**CITY OF DUBLIN
JOINT MEETING**

**PARKS AND COMMUNITY SERVICES COMMISSION
AND
HERITAGE AND CULTURAL ARTS COMMISSION**

Minutes

September 10, 2015

The September 10, 2015, Special Joint Meeting of the Parks and Community Services Commission and Heritage and Cultural Arts Commission was called to order at 6:32 PM at the Dublin Civic Center, Dublin, California, by Heritage and Cultural Arts Commission Chair Iharosi.

PLEDGE OF ALLEGIANCE

Heritage and Cultural Arts Commission Chair Iharosi led the Pledge of Allegiance.

ROLL CALL

Commissioners (Cm.) Present: Parks and Community Services Commissioners: Ballesteros, Giannini, Tabaracci, Thalblum, and Totaro

Heritage and Cultural Arts Commissioners: Blackburn, Deets, Iharosi, Minniear, Szollos, and Tutino

Commissioners Absent: Parks and Community Services Commissioners: Tucker

Heritage and Cultural Arts Commissioners: He

ORAL COMMUNICATIONS

3.1 Public Comments

Mr. Rich Guarienti, Dublin resident, encouraged the Commissioners to write Dublin news articles.

APPROVAL OF MINUTES None

WRITTEN COMMUNICATIONS None

PUBLIC HEARING None

UNFINISHED BUSINESS None

NEW BUSINESS

8.1 Trumark Homes Wallis Ranch Public Art Proposal

Ms. Tegan McLane, Cultural Arts and Heritage Manager, presented the specifics of the item as outlined in the Staff Report.

Mr. Garrett Hinds with Trumark Homes ("Trumark") and Mr. Eric Powell, sculptor, presented the Wallis Ranch Public Art Proposal.

Cm. Minniear asked if the sculpture would be in a public or private park. Mr. Hinds stated the sculpture would be located at a public park, on Homeowners Association property. Cm. Minniear asked about parking. Mr. Hinds stated the parking configuration would be part of the park design. Mr. Paul McCreary,

Parks and Community Services Director, added that, in addition to a parking lot, the west edge of the park parcel would also have street parking.

Cm. Minniear asked Mr. Powell how the sculpture relates to Dublin's identity. Mr. Powell stated the sculpture, Globe, is inspired by a universal theme. Cm. Minniear asked if the benches and gate are considered art pieces. Mr. Hinds stated the benches and gate are considered art pieces. The benches would be located along the trails, accessible to the public.

Vice Chair Tutino asked about pedestrian access to the Anton School House. Mr. Hinds stated the trailhead is located next to the school at the Anton Pavilion. Vice Chair Tutino stated the sculpture looks like trees and would blend in nicely with the landscape.

Chair Iharosi asked if the area would be a gated community or if it would be open to the public. Mr. Hinds stated it is a gated community. However, the gate would be open during peak hours for automobiles and the trails would always remain open for public pedestrian access. Mr. McCreary added the art pieces would be in the public areas on the trails and in the parks, which would always be accessible to the public.

Chair Iharosi, Cm. Szollos and Cm. Thalblum asked about the material and safety of the sculptures. Mr. Powell stated that a majority of the sculptures would be made of steel and are all structurally engineered. They would not have any sharp edges and would abide by the "four inch rule" to reduce the risk of anyone's hands stuck in the sculpture.

Chair Iharosi asked about the historic Antone School building on the property. Mr. Hinds stated they are unable to save the structure of the school building, but they would be able to save the wood to incorporate with the Antone Pavilion structure. Cm. Minniear asked if they would be able to incorporate the metal tools from the area into the pavilion panels. Mr. Powell stated they would not be able to use the metal tools in the panels, but the panels are inspired by the found tools.

Cm. Tabaracci stated she likes the plan to use the house's old wood in the new pavilion.

Cm. Thalblum stated she likes the artistic gate, benches and the art aspect in the Antone Pavilion structure. She also said she liked that the art would be in the public areas for everyone to appreciate.

Cm. Giannini stated he likes the proposed plan and asked about the Antone Pavilion's orientation. Mr. Hinds stated the building would be easily visible for police officers driving by. Cm. Giannini suggested installing something to help prevent bird droppings in the pavilion area.

Vice Chair Ballesteros asked about the plans for the inside of the Antone Pavilion. Mr. Hinds stated story boards showing the history of the Antone School are planned for the inside of the Antone Pavilion. Vice Chair Ballesteros asked about the flooring of the pavilion. Mr. Hinds stated it would be a smooth concrete material. Vice Chair Ballesteros stated she likes the gate, the branch aspect on the benches and that the Globe sculpture is on a base to help make it stand out.

Chair Totaro asked if any sports fields are planned for the Wallis Ranch Park. Mr. McCreary stated sports fields and tennis courts are planned for the park. Staff intends for Wallis Ranch Park be a developer-built park. The proposal is scheduled to be presented to City Council in October.

Chair Totaro stated he likes that a local artist was selected and that the art pieces are in the public areas.

Cm. Minniear suggested incorporating the artistic benches and the gate design throughout the park to tie the whole area together.

Cm. Thalblum asked if the sculptures would have a plaque with their title and artist listed. Mr. Powell stated he would include a plaque with the sculptures.

Mr. Kane Wong, Dublin resident, suggested that the art pieces be located within the park. Mr. Wong continued that the artistic gate appears more as a barrier than a public art piece. He said the Globe sculpture would cause unnecessary congestion for the community and would be contrary to the Park Master Plan in regards to lighting.

Mr. Rich Gaurienti, Dublin resident, commented on access to the Tassajara Creek Trail and asked if Trumark would consider giving the historic tools found in the area to the City to display at the Heritage Museum.

Ms. Sandra Louie, Dublin resident, commented on her concern with the Globe sculpture's lighting impact on her home and the loitering it may cause. Ms. Louie suggested that the sculpture be moved back further from the street.

Cm. Minniear asked for clarification on the location of the Globe sculpture. Mr. Hinds stated that the sculpture's planned location is near the public park on Tassajara Road, 75 feet back from the curb. Mr. McCreary stated the location of the sculpture was based on the Heritage and Cultural Arts Commission's recommendation to have high visibility sites for public art.

Cm. Minniear asked about the sculpture's lighting. Mr. McCreary stated the lighting would be within the building code for energy and light pollution restrictions. Mr. Hinds stated the sculpture would have soft lighting, and lighting can be directed away from the neighbors, toward the creek.

Commissioners Deets, Szollos, Tutino, Thalblum and Ballesteros attended the Wallis Ranch Public Art Preview, hosted by Trumark. The Commissioners appreciated Trumark's efforts to reduce the residents concern with the Globe sculpture's lighting discussed at the Preview meeting.

Chair Totaro stated he likes the idea of integrating the community with the public art pieces and is pleased that the project would be completed within a year.

On a motion by Cm. Giannini and by a vote of 5-0-0, with Cm. Tucker absent, the Parks and Community Services Commission voted to recommend the City Council approve the proposed Wallis Ranch Public Art Project.

On a motion by Cm. Deets, seconded by Vice Chair Tutino and by a vote of 6-0-0, with Cm. He absent, the Heritage and Cultural Arts Commission voted to recommend the City Council approve the proposed Wallis Ranch Public Art Project.

OTHER BUSINESS

None

ADJOURNMENT

Being no further business, the meeting adjourned at 7:45 PM.

Minutes prepared by Jennifer Kransky, Senior Office Assistant.

ATTEST: _____

Tegan McLane
Cultural Arts and Heritage Manager

Timea Iharosi
Heritage and Cultural Arts
Commission Chairperson

ATTEST: _____

Micki Cronin
Assistant Director of Parks and Community Services

Anthony Totaro
Parks and Community Services
Commission Chairperson



STAFF REPORT

PARKS & COMMUNITY SERVICES COMMISSION

DATE: November 16, 2015

TO: Honorable Chair and Commissioners

FROM: Micki Cronin, Assistant Director of Parks and Community Services *Micki Cronin*

SUBJECT: Summer 2015 Quarterly Report
By: Rich Jochner, Recreation Supervisor and Lisa McPherson, Recreation Supervisor

EXECUTIVE SUMMARY:

The Parks and Community Services Department develops and implements quality programs that strengthen community image, provide recreational experiences, encourage healthy lifestyles and preserve the City's heritage. The Parks and Recreation Division provides innovative recreation programs in the areas of family services, preschool, teens, sports, special events, recreational activities, seniors and aquatics. Following is a summary of summer 2015 programs and events.

FINANCIAL IMPACT:

None

RECOMMENDATION:

Receive Report

DESCRIPTION:

RECREATIONAL ACTIVITIES

Recreational Activities are various classes and specialized activities taught by contracted instructors. These offerings provided positive recreational experiences to the participants with opportunities to enhance their health and well-being. There were a total of 1,213 registrations this summer, which is a 14% increase from the previous summer. Popular camps were My Frist Sewing; Girl Powered Engineering; and cooking camps such as Bravo Brunch, Healthy American Classics, and Exploring Europe. This increase is largely due to higher participation averages per camp due to the addition of the Camp Connector program. Following is a summary of registration:

Recreational Activities Registration Comparison

Registration Type	2015	2014	2013	2012	2011
Resident	1,105	949	664	780	680
Non-Resident	108	118	123	132	184
Total Registration	1,213	1,067	787	912	864
Classes/Camps Held	116	114	102	108	105
<i>Avg. Registration per Class</i>	<i>10.5</i>	<i>9.4</i>	<i>7.7</i>	<i>8.4</i>	<i>8.2</i>
Classes Offered	143	135	121	144	143
<i>Cancellation Rate</i>	<i>19%</i>	<i>16%</i>	<i>16%</i>	<i>25%</i>	<i>27%</i>

SUMMER CAMP PROGRAMS

Camp Connector

The Camp Connector program was offered at four program hubs: the Shannon Community Center, Dublin Library, Stager Gym/Dublin High/Dublin Swim Center and Fallon Sports Park/Passatempo Park. A total of 752 participants utilized the program. This year, the program offered parents the opportunity to register for morning extended care from 7:30 to 9:00 AM, Noon care from 12:00 to 1:00 pm and afternoon extended care from 4:00 to 6:00 PM. There was also an afternoon extended care option including a daily swim lesson at the Dublin Swim Center. The Camp Connector program provided campers with extended care options each week plus the ability to combine morning and afternoon camps into a full day experience. Recreation staff provided supervision during extended care and also transitioned campers between morning and afternoon camps. Following is a summary of registration:

Camp Connector Registration Comparison

	2015	2014	2013	2012	2011
AM	132	--	---	--	--
Noon	333	294	207	254	120
PM	239	--	---	---	--
PM w/swim lesson	48	--	---	---	---
Total Registration	752	294	207	254	151

Camp Shamrock and Camp Dublin

Camp Shamrock is a half day camp for children three to five years of age and was offered at the Shannon Community Center. There were 86 preschool age children registered for the six weekly sessions held at the Shannon Community Center, which revolved around themes and play. During Camp Shamrock, children were able to explore many activities including crafts, songs and stories.

Camp Dublin offered two weekly camps at Dublin Heritage Park and Museums. A half day camp was offered for preschool age children and a full day camp was offered for children six to 12 years of age. This summer, Camp Shamrock and the Nature Day Camp were not offered during the weeks of Camp Dublin. A total of 76 participants registered in Camp Dublin with 39 preschool age campers and 37 six to twelve years of age campers. Children experienced a traditional style day camp and participated in nature exploration, outdoor activities, crafts and demonstrations.

Following is a summary of registration for the both camps:

Camp Shamrock and Camp Dublin Registration Comparison

Registration Type	2015	2014	2013	2012	2011
Resident	154	154	204	373	465
Non-Resident	8	6	10	45	56
Total Registration*	162	160	214	418	521

*Prior to 2014, Camp Shamrock was offered at two sites (Emerald Glen Activity Center and Shannon Community Center). With the close of Emerald Glen Preschool, Camp Shamrock is offered at one site (Shannon Community Center).

Nature Day Camp

This full-day camp is for children in 1st through 6th grades and includes crafts, games, sports, excursions and special projects all with a focus on ecology and nature studies. The camp provides participants with a firsthand experience of nature through hiking, storytelling, scientific observations, and interpretive nature walks. Campers gain perspectives about themselves, learn about interacting respectfully with nature and discover that they are indeed an important part of nature.

Nature Day Camp took place Monday through Friday from 9:00 AM to 4:00 PM for eight weeks. The program was based in the “Nature Nook” at the Shannon Community Center. The program included weekly excursions to regional parks and open space areas such as Martin Canyon Creek, Coyote Hills, Ardenwood, Crab Cove, Sulphur Creek, Black Diamond Mines, Tilden Nature Area and Garin Park. On Fridays, campers went to the Dublin Swim Center for a day at the pool.

A total of 234 youth participated in Nature Day Camp this summer. Participation numbers per camp were up by at least a full participant per camp. Following is a summary of registration:

Nature Day Camp Registration Comparison

Registration Type	2015	2014	2013	2012	2011
Resident	231	274	259	167	121
Non-Resident	3	10	20	19	22
Total Registration*	234	284	279	186	143
<i>Extended Care Registration</i>	<i>62</i>	<i>105</i>	<i>108</i>	<i>54</i>	<i>48</i>

*In 2015, Nature Day Camp was offered for eight weeks instead of ten weeks as in previous years due to two weeks of Camp Dublin. Camp Dublin had 37 1st through 6th graders registered, in an effort to create a special tradition.

Camp Kolb, Camp Passatempo and Camp Sunrise

These summer camp programs are half-day camps held at park sites for children entering 1st through 5th grades. The camps provide a fun and healthy alternative for children to be outdoors and play in a safe and supervised environment. Camp Sunrise at Shannon Park (206 participants) took place Monday through Friday from 9:00 AM to 12:00 PM, and Camp Passatempo at Passatempo Park (45 participants) and Camp Kolb at Kolb Park (149 participants) took place Monday through Friday from 1:00 to 4:00 PM. A total of 400 participants enjoyed activities which included games, sports, and special events. The decrease of 34% is due to two factors: Camp Emerald Glen was moved to Camp Passatempo this summer due to construction of the Recreation and Aquatic Complex at Emerald Glen Park and was not popular as a new site. Also, many participants now utilizing the Camp Connector program opted to attend more specialized contracted camps rather than traditional afternoon camps. Following is a summary of registration:

Camp Kolb, Camp Passatempo, and Camp Sunrise Registration Comparison

Registration Type	2015	2014	2013	2012	2011
Full Summer *	-	-	-	81	80
Campers – Sports Camps**	-	42	42	18	-
Weekly Registrations	400	568	532	260	197
Total Registration	400	610	574	359	277

* Prior to 2013, campers had the option of registering for individual weeks or for the entire summer.

** Beginning in 2015, the Camp Connector program is now tracked independently. Sports campers are now individually counted in their respective camps.

PRESCHOOL PROGRAM

“Little Lovies” Story Time

The Little Lovies program took place for one eight-week session, Monday through Thursday from 9:00 to 11:00 AM. There were a total of 48 children registered for the summer. Following is a summary of registration:

“Little Lovies” Registration Comparison

Registration Type	2015	2014
Resident	46	45
Non-Resident	2	4
Total Registration	48	49

TEEN PROGRAMS

Dublin L.E.A.D. Program

The Dublin L.E.A.D. (Leadership-Experience-And-Development) program was open to teens entering 7th grade or higher. The program combines the Junior Leader Program and the Junior Aquatic Water Safety Program. Participants had the opportunity to assist with camps and swim lessons throughout the summer. They received training on a variety of job-related skills including: resume writing, job search techniques and interview skills. Additional topics included how to lead an activity, how to engage participants, water safety skills, playground park safety and supervising participants. Teens who participated in past teen volunteer programs for more than two summers had an active role in coordinating and implementing weekly camp activities and coordinating weekly trainings.

This summer 65 L.E.A.D. Leaders logged a total of 3,230 hours. The L.E.A.D. Leaders each gave an average of 49 hours this summer to the various camps offered by the Department. The program currently has a maximum capacity of 80 participants, based on the camp schedule and available opportunities to assist with camps. This year, 76 applications were received by the deadline and six applications were received after the deadline. All 76 applicants were invited to interview, however six of the applicants did not showed up for their interview. Out of the 70 applicants interviewed 65 registered. Following is a summary of registration:

L.E.A.D. Participation Comparison

Registration Type	2015	2014
Resident	61	75
Non Resident	4	0
Total Registration	65	75
<i>Total Volunteer Hours</i>	<i>3,230</i>	<i>3,646</i>

ADULT SPORTS

Adult Bocce Leagues

Two Coed Bocce Ball leagues were held on Wednesday and Friday evenings with a total of nine teams participating. The leagues began in July and ended in September and were held at Emerald Glen Park. Following is a summary of registration:

Adult Bocce League Registration Comparison

Teams	2015	2014	2013	2012	2011
Coed	9	8	8	8	8

Adult Softball Leagues

A Men's "D" league was held on Tuesday nights and a Coed "D" league was held on Thursday nights at Fallon Sports Park. The leagues began in June and concluded in August. Following is a summary of registration:

Adult Softball League Registration Comparison					
Registration Type	2015	2014	2013	2012	2011
Coed / Business Coed "D"	11	9	n/a	11	8
Men's "D"	10	10	9	14	8
Total Registration	21	19	9	25	16

YOUTH SPORTS

Contracted Sports and Fitness Programs

There was an 11% increase in overall registration (contracted sport camps, classes and clinics) this summer. Each quarter the City offers several sports programs by utilizing contracted instructors. Contracted sports camps and classes offered during the summer included Arora Tennis, California Player Development Academy, Challenger Soccer, Club VIP Volleyball, CORE Volleyball, Dublin Basketball, Dublin Ranch Golf, Dublin United Soccer, Kidz Love Soccer, Make Me a Pro, Skyhawks Sports Academy, and Wee Hoop. New programming added this summer was from Cadence Basketball, Take 1 Sports and World Cup Soccer. Following is a summary of registration:

Contracted Sports Registration Comparison					
Camp/Program	2015	2014	2013	2012	2011
Sports Campers*	-	294	207	154	210
(continuing for full-day camp)					
Arora Tennis (adult)	23	46	35	26	12
Arora Tennis (youth)	644	467	379	315	191
Arora Tennis (cardio fitness)	33	28	-	-	6
Arora Tennis (privates)	28	50	-	-	-
Cadence Basketball	39	-	-	-	-
CALPDA Basketball	29	14	13	-	14
Challenger Sports (British Soccer)	28	13	22	15	26
Club VIP Volleyball	48	21	32	28	28
Core Volleyball (previously Velocity)	20	49	26	11	16
Dublin Basketball	124	76	45	46	41
Dublin Fighting Irish	-	-	18	14	29
Dublin Ranch Golf (adult)	4	23	18	13	24
Dublin Ranch Golf (youth)	14	24	14	25	25
Dublin United Soccer	54	41	33	33	30
Kidz Love Soccer	202	169	181	207	152
Make Me a Pro	133	84	64	71	74
Rockin' Jump	-	-	-	19	-
Skyhawks Sports	376	239	227	106	119
Take 1 Sports	9	-	-	-	-
Wee Hoop	47	55	34	27	40
World Cup Soccer	23	-	-	-	-
Total Registration	1,878	1,693	1,348	1,110	1,037

* Beginning in 2015, the Camp Connector program is now tracked independently. Sports campers are now individually counted in their respective camps.

Junior Warriors Summer Youth Basketball Leagues

The six-week season of the Junior Warriors Youth Basketball program offered divisions for those completing kindergarten through 7th grade. A total of 219 youth participated in the program. Girls were invited to register and play within any existing boys divisions. All divisions had one clinic and one game per week, except for the Boys 5th through 7th grade division which had no clinic and two games per week. All activities were held at Stager Community Gymnasium. Following is a summary of registration:

Divisions	2015	2014	2013	2012	2011
Coed K	43	45	21	18	22
Boys 1 st Grade	43	44	37	28	32
Boys 2 nd Grade	45	44	34	21	22
Boys 3 rd & 4 th Grades	45	42	43	45	45
Boys 5 th – 7 th Grades	43	46	41	42	30
Total Registration	219	221	176	154	151

AQUATICS PROGRAMS

The City operates the Dublin Swim Center which features two pools, a waterslide, diving board, group picnic area, heated showers and locker rooms. The main pool consists of a free-form shallow area, 25-yard lap lanes and a diving area. A one-foot deep wading pool is also available for toddlers and parents.

Swim Lessons

The swim lesson program offers group and individual lessons for all ages. This year the aquatics programs were included in the Summer Camp and Aquatics Activity Guide that was distributed at the Dublin Swim Center, Dublin Civic Center, Shannon Community Center, Dublin Library, and mailed to all Dublin residents. Following is a summary of registration:

Level	2015	2014	2013	2012	2011
Parent/Infant	158	140	169	148	121
Preschool	399	434	478	460	381
Youth	793	906	894	807	630
Adult & Teen	54	54	50	40	40
Private Lessons	75	78	80	77	40
Camp Connector	48	-	-	-	-
Day Care Lessons	638	541	469	461	496
Total Registration	2,117	2,153	2,140	1,993	1,708

Swim Camps

Campers participating in morning sports camps at Dublin High School, Kolb Park, and Stager Community Gymnasium had the option to also sign up for the Swim Camp in the afternoon and have the camp leaders escort them to the Dublin Swim Center. Campers then enjoyed the afternoon participating in Recreational Swimming and camp activities. Under the supervision of Aquatic Camp Leaders, the participants learned about water safety and enjoyed organized games in the water and on land.

Participants were also able to register for the afternoon swim camp only, without participating in a morning camp. This summer, ten weeks of Swim Camps were offered compared to nine weeks last summer. There was a 13% decrease in overall total Swim Camp attendance. This may be explained by a change in the program hours. This year the program ended an hour earlier to provide consistency for the afternoon camp connector program; however, a separate two-hour extended care option was added that could include a swim

lesson. This new swim lesson option had 48 registered participants (as shown above). Following is a summary of registration:

Swim Camp Registration Comparison

	2015	2014	2013	2012	2011
Campers – from Sports Camps*	n/a	252	165	236	210
Campers for Swim Camp Only	336	136	135	88	39
Total Registration	336	388	300	224	249

* Beginning in 2015, the Camp Connector program is now tracked independently. Swim campers are now individually counted.

Recreational Swimming

The Swim Center was open for recreational swimming Monday through Friday from 1:00 to 4:30 PM., Saturday and Sunday from 1:00 to 5:00 PM, and on Monday and Wednesday from 7:00 to 9:00 PM. The attendance during recreational swimming decreased 7% from last season. There was a decrease in group admissions because two groups, Tri-Valley YMCA and Valley Christian School, did not schedule time at the Dublin Swim Center this summer. Another part of the decrease may be attributed to a maintenance closure on May 30 – 31. Following is a summary of registration for summer:

Recreational Swimming Attendance Comparison

Admission Type	2015	2014	2013	2012	2011
Preschool Admission	595	1,127	1,153	1,239	1,162
Youth Admission	4,664	3,923	4,333	4,794	4,301
Adult Admission	1,958	1,963	2,045	2,311	1,807
Senior Admission	78	184	190	164	106
Punch Pass Use	56	85	179	378	439
Family Pass Use	321	440	584	1,192	801
Group Admissions	332	920	1,920	2,406	2,327
Total Attendance	8,004	8,642	10,404	12,484	10,943

Competitive Stroke Lessons

Four sessions of Competitive Stroke Lessons were held during the summer. The summer competitive stroke program offers extra instruction in competitive stroke technique, starts, turns and finishes. Following is a summary of registration for summer:

Competitive Stroke Lesson Registration Summary

Registration Type	2015	2014	2013	2012	2011
Resident	56	52	38	33	30
Non-Resident	7	14	3	6	5
Total Registration	63	66	41	39	35

Fitness Programs

The City's aquatic fitness programs included Lap Swimming and Water Walking.

Lap Swimming and Water Walking are drop-in programs that included morning and evening sessions on weekdays. Participants could pay a daily admission fee or purchase a punch pass at a discounted rate. Lap swimming and water walking attendance increased by 62%. This can be attributed to an increase in participation for the Tri-Valley Triathlon Club which practices during the lap swim times. Following is a summary of registration for summer:

Lap Swimming Attendance Comparison

Registration Type	2015	2014	2013	2012	2011
Daily Adult Admission	353	240	282	95	96
Daily Senior Admission	11	3	5	13	12
Lap Pass Uses	54	15	69	110	66
Total Registration	418	258	356	218	147

Dublin Junior Green Gator Swim Team

The Junior Green Gator swim team gives participants the opportunity to learn about competitive swimming in a non-competitive environment. Practices were scheduled three days a week and participants showcased their improvement during two non-competitive practice swim meets. Following is a summary of registration for summer:

Swim Team Registration Comparison

Registration Type	2015	2014	2013	2012	2011
Resident	80	80	73	47	41
Non-Resident	16	10	11	10	5
Total Registration	96	90	84	57	46

Dublin Green Gator Swim Team

The Dublin Green Gator Swim Team was open to any child who had not reached their 19th birthday by June 1st. The Green Gators participate in the Tri-Valley Swim League and the team is dedicated to improving stroke technique, building endurance, creating teamwork, and providing a fun experience to boost swimmer confidence. Practices were held daily from Memorial Day through the last week in July.

The season culminates with the league championship meet. The Green Gator Swim Team finished the dual meet season with a perfect record of six wins and zero losses and placed first at the league championship meet. This was the first time the team has won the League Championship in their history. Following is a summary of registration:

Swim Team Registration Comparison

Registration Type	2015	2014	2013	2012	2011
Resident	146	142	143	141	135
Non-Resident	3	5	1	5	13
Total Registration	149	147	144	146	148

Party Program

The group picnic area at the Swim Center can be reserved to hold a party during recreational swimming hours. There is a fee to reserve the party area and the swimming admission fees are the same as Recreational Swimming fees. This summer, the number of parties decreased 29% compared to last year and overall party attendance decreased by 34%. Party attendance is determined by the party host. Following is a summary of registration for summer:

Party Program Attendance Comparison

	2015	2014	2013	2012	2011
Number of Parties	15	21	21	24	18
Total Registration	477	717	570	707	501

Private Pool Rentals

Community groups, businesses and individuals can rent the Swim Center for private functions. The Swim Center is available for private rentals when it is not in use for programs or recreational swimming. This summer, the number of rentals decreased by 33% as compared to last year. Rental attendance is determined by the party host. Following is a summary of registration for summer:

Private Pool Rental Attendance Comparison

	2015	2014	2013	2012	2011
Number of Parties	4	6	6	10	8
Total Registration	725	1,104	850	1,555	1,480

SPECIAL EVENTS

Family Campout at Alamo Creek Park

The Family Campout provides an opportunity for participants to experience outdoor camping with their families without traveling a long distance. Only minutes from their homes yet it felt like miles away. The Campout took place Saturday, July 11 through Sunday, July 12 at Alamo Creek Park. A variety of activities and entertainment were planned as well as a barbeque dinner (cooked by the Dublin Lions Club) and a light continental breakfast. There were 235 registrants that participated in a variety of activities that included kickball, dodge ball, relay games, arts and crafts, s'mores and campfire songs by "Cowboy Jared and Band." Families had plenty of opportunities to make new friends. The Campout event also helps strengthen community image and create a sense of place for participants. The increase in attendance was 15% this summer. A second Family Campout at Emerald Glen Park occurred in the fall session and will be included in the Fall Quarterly Report. Following is a summary of registration:

Family Campout Attendance

	2015	2014	2013	2012	2011
Total Registration	235	205	205	192	184

Picnic Flix

The City presented the popular outdoor "Picnic Flix" Friday evening movie series on June 26, July 24 and August 21. The series included three films (Dolphin Tale 2, When the Game Stands Tall, and Big Hero 6) and drew an estimated 2,500 people in combined attendance. A new addition to this year's event was the inclusion of food trucks, offering movie viewers a variety of dining options.

Picnic Flix Attendance*

	2015	2014	2013	2012	2011
Total Estimated Attendance	2,500	3,200	*	*	1,500

*Picnic Flix events were held in these years; however, Staff did not track the attendance.

Concerts at the Farmers' Market

This summer, the Sham Rock'n concert series was held during the City sponsored Farmers Market on Thursday nights at Emerald Glen Park. The Sham Rock'n concerts had previously been held on Sundays. Five free concerts were held the first Thursday of each month beginning in May and ending in September. The concert series featured the cover bands: Stealin' Chicago, Tom Rigney & Flambeau, Caravanseri (Santana Tribute Band), The Fundamentals, and Department of Rock. These bands played a variety of pop and dance hits from assorted genres. Each concert in conjunction with the Farmers Market drew an estimated 1,000 in attendance.

Concerts at Farmers Market (formerly Sham Rock'n Sundays)

	2015	2014	2013	2012	2011
Total Estimated Attendance	5,000	750*	**	**	**

*In 2014 three Sham Rock'n concerts were held at Emerald Glen Park on July 13, August 10 and September 7, 2014. This concert series featured the cover bands: TW-Party band, Take 2- Dance band, and Solsa- Top 40 band.

**Attendance was not tracked in 2013 and the concert series was not held in 2011 and 2012.

SENIOR CENTER

The Dublin Senior Center offers activities and events that promote healthy living for seniors, and the opportunity to build new friendships through recreation. Following is a summary of registration for summer:

Senior Center Attendance Comparison

Attendance Type	2015	2014	2013	2012	2011
Drop-In	2,694	3,074	2,624	2,646	2,145
Programs and Activities	11,685	11,764	11,460	10,709	10,431
Total Attendance	14,379	14,838	14,084	13,355	12,576
<i>Avg. Daily Attendance</i>	221	228	220	205	193
	(65 days)	(65 days)	(64 days)	(65 days)	(65 days)
Total Volunteer Hours	3,209	3,360	4,087	4,004	3,714

The Senior Center experienced a 12% decrease in Drop-In attendance. The main reason for this was a drop in participation in both Bingo and Hula. There was a slight increase in Programs and Activities attendance. Healing Yoga class (137%), afternoon Ballroom dance (78%), and the daily Lunch program (50%) showed larger attendance. Overall there was a 3% decrease in total Senior Center attendance.

The Senior Center's 10th Anniversary was celebrated on August 1st with a Gala. The theme was a "Night at the Copa" featuring heavy hors d'oeuvres and live musical entertainment in the spirit and style of a 1950s Las Vegas headliner show reprising the unforgettable music of Frank Sinatra, Dean Martin, Bobby Darin, Louie Prima, Perry Como, Frankie Avalon, and others. There were 90 paid attendees and overall positive feedback from attendees.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

None

ATTACHMENTS:

None



STAFF REPORT

PARKS & COMMUNITY SERVICES COMMISSION

DATE: November 16, 2015

TO: Honorable Chair and Commissioners

FROM: Micki Cronin, Assistant Director of Parks and Community Services *Micki Cronin*

SUBJECT: Parks and Community Services Strategic Plan Annual Report
By: Micki Cronin, Assistant Director of Parks and Community Services

EXECUTIVE SUMMARY:

In November 2008 the City Council adopted the Parks and Community Services Strategic Plan. This long range planning document identified seven strategies to focus on over ten years in relation to park, facility and program development. As of June 30, 2015, the Strategic Plan Accomplishments have been updated to reflect the changes in the department for the past two years.

FINANCIAL IMPACT:

None

RECOMMENDATION:

Receive Report

DESCRIPTION:

The Strategic Plan recommends creating an annual report showing the progress on the plan. The strategies include:

- STRATEGY #1** Develop unique, aesthetically appealing parks and facilities that provide flexible spaces and safe environments to recreate.
- STRATEGY #2** Promote and support environmental stewardship and protect environmental resources.
- STRATEGY #3** Implement programs that are popular with the core customer market segments and are responsive to community and industry trends.
- STRATEGY #4** Position programs and service delivery to be unique, competitive and responsive to customer needs and expectations.
- STRATEGY #5** Reduce barriers to participation in Department programs and services.

STRATEGY #6 Maximize effectiveness of communication with existing and potential customers.

STRATEGY #7 Create social connections and strong sense of community within neighborhoods.

Comprehensive listings of strategic objectives accomplished since adoption of the Strategic Plan are included in the Strategic Plan update attached.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

None

ATTACHMENTS:

2013-2014 and 2014-2015 Strategic Plan update.



PARKS & COMMUNITY SERVICES STRATEGIC PLAN ACCOMPLISHMENTS

As of June 30, 2015

STRATEGY #1: Develop unique, aesthetically appealing parks and facilities that provide flexible spaces and safe environments to recreate.

A. SUPPORT OPPORTUNITIES TO DEVELOP TRAILS AND PASSIVE PARK AMENITIES, AND WHEN FEASIBLE PROVIDE PUBLIC ACCESS TO PRIVATELY HELD OPEN SPACE AREAS

Updated the Parks and Recreation Master Plan to include new park category of Community Nature Park	FY 2014-2015
Entered into a Letter of Intent with a landowner to acquire approximately ten-acres of land for community nature park purposes.	FY 2014-2015
Begin design of Phase I of the Dublin Crossing Community Park, which includes watershed and woodland areas with trails and interpretive opportunities	FY 2014-2015
Completed construction of Passatempo Park and conducted dedication event on May 3, 2014	FY 2013-2014
Begin the design of the Jordan Ranch Park	FY 2013-2014
Completed Iron Horse Nature Park & Open Space Master Plan	FY 2013-2014
Construction of Schaefer Ranch Park and dedication event on November 2, 2013	FY 2013-2014
Explored future opportunities for a large dog park in eastern Dublin.	FY 2012-2013
Completed construction of Positano Hills Park adjacent to preserved Open Space and conducted dedication event on April 20, 2013	FY 2012-2013
Dublin Hills Regional Park opened and work began on connections to Martin Canyon Creek Trail	FY 2010-2011

B. PROVIDE LIGHTING FOR PARK FACILITIES WHERE APPROPRIATE TO EXPAND ACCESS AND USE.

Completed installation of new lighting control system to allow for remote programming and control of the field lights at Dublin Sports Grounds	FY 2014-2015
Completed installation of brighter LED lighting at Shannon, Kolb and Dolan Parks.	FY 2011-2012
Completed construction of lighted pathways at Heritage Park and Museums.	FY 2010-2011
Completed construction of Fallon Sports Park including lighted basketball and tennis courts, as well as soccer and softball fields.	FY 2009-2010
Applied for and received grant for park pathway light replacement project.	FY 2009-2010

C. INCORPORATE SHADE STRUCTURES INTO EXISTING AND NEW PARKS.

Completed design of Jordan Ranch Neighborhood Park with shade for the playground and picnic area.	FY 2014-2015
Completed construction for Schaefer Ranch Park that includes a rentable shaded	FY 2013-2014

group picnic area.	
Installation of solar panels at Shannon Park that act as shade structures for an expanded picnic area.	FY 2012-2013
The Kolb Hay Barn was moved to the Heritage Park & Museums to be used as a shelter for heritage programs and summer camps.	FY 2010-2011
A new playground with shade covers was installed at Stagecoach Park.	FY 2009-2010
Shade structures were installed for the Fallon soccer and ball fields.	FY 2009-2010

D. COMPLETE CONSTRUCTION OF THE SHANNON COMMUNITY CENTER AND PLAN FOR RE-USE OF THE ACTIVITY CENTER

Received an "Award of Excellence" for design from the California Parks and Recreation Society.	FY 2009-2010
Completed study which recommended continuing to use the Activity Center as a Preschool; doubling the capacity of the program.	FY 2009-2010

E. PLAN FOR THE ONGOING RENOVATION AND MODERNIZATION OF EXISTING PARKS AND FACILITIES, AND IDENTIFY FUNDING SOURCES TO MAKE IMPROVEMENTS.

Began construction of the Emerald Glen Recreation and Aquatic Complex, and remaining park improvements including the amphitheater, event plaza and additional parking.	FY 2014-2015
Began planning for the Dougherty Hills Dog Park Renovation	FY 2014-2015
Began the Master Plan for the Dublin Pioneer Cemetery Renovation and Expansion Project	FY 2014-2015
Began the design of the Youth Phase of the Dublin Library Expansion Project	FY 2014-2015
Completed renovation of the Shannon Park Water Play Area	FY 2013-2014
Addition of picnic tables at Shannon Park.	FY 2012-2013
Installed automated locking devices on the restroom doors at most parks.	FY 2012-2013
Began renovation of the Shannon Park Water Play Area.	FY 2012-2013
Conducted a comprehensive review of the Dublin Swim Center buildings, pools and mechanical systems, and developed a long-range plan for modernization.	FY 2011-2012
Completed update to Library Master Plan and studied potential for food and beverage service in the Library.	FY 2011-2012
Completed renovation of Dublin Sports Grounds.	FY 2010-2011
Installed new flooring in Emerald Glen Preschool Building	FY 2010-2011
Began renovation of Dublin Sports Grounds using Measure WW grant funds from the East Bay Regional Park District (EBRPD).	FY 2009-2010
Submitted grant applications for: <ul style="list-style-type: none"> • Tree Replacement Project (awarded) • Energy Block Grant to replace park lighting with LED lights (awarded) • Shannon Park parking lot improvements (not awarded) • Dublin Heritage Park and Museums "Fresh Water Corner" (not awarded) 	FY 2009-2010
Replaced playground equipment at Emerald Glen and Stagecoach parks.	FY 2009-2010

F. DEVELOP THE DUBLIN HERITAGE PARK AND MUSEUMS AND RELOCATE THE HISTORIC KOLB RANCH BUILDINGS TO THE SITE	
Completed construction and conducted dedication event on July 2, 2011	FY 2010-2011
Commenced construction and moved the buildings	FY 2009-2010

G. MONITOR OPPORTUNITIES TO DEVELOP AND/OR OPERATE FACILITIES IN PARTNERSHIP WITH OTHER PUBLIC OR PRIVATE ORGANIZATIONS.	
Entered into a Memorandum of Understanding with the U.S. Army to utilize space at the base for a Dublin Military History Center.	FY 2015-2015
Met with the Dublin Unified School District and discussed the possibility for a high-functioning special needs Preschool Program at Dublin Elementary	FY 2014-2015
Began discussion with Dublin Unified School District on joint use of the Dublin High School Performing Arts Center	FY 2014-2015
Transformed Dublin Sports Grounds soft ball field #2 into a 50/70 baseball field.	FY 2013-2014
Developed Joint Funding and Operations Agreement with Dublin Unified School District for renovation of Dublin High School tennis courts	FY 2012-2013
Conducted workshops and meetings with Dublin Unified School District to plan for construction of new Swim Center at Dublin High School	FY 2012-2013
Began discussions with Dublin Unified School District on a new joint-use competitive pool at the Dublin High School	FY 2011-2012
Dublin Hills Regional Park opened and work began on connections to Martin Canyon Creek Trail	FY 2010-2011
Completed update to Joint Use Agreement with Dublin Unified School District	FY 2010-2011

STRATEGY #2: Promote and support environmental stewardship and protect environmental resources.

A. IMPLEMENT THE CITY'S GREEN BUILDING ORDINANCE IN RELATION TO FACILITY DEVELOPMENT.	
Designing Emerald Glen Recreation and Aquatic Complex for Silver LEED certification	FY2014-2015
Installation of solar panels at Shannon Park and the Dublin Senior Center.	FY 2012-2013
Prepared documentation for Shannon Community Center LEED certification.	FY 2009-2010

B. MODEL BEST PRACTICES IN HOW TO BEST MANAGE FACILITIES AND PROGRAMS IN AREAS SUCH AS WASTE REDUCTION, RECYCLING, WATER AND ENERGY CONSERVATION, INDOOR AIR QUALITY, GREEN CLEANING PRACTICES AND ENVIRONMENTALLY FRIENDLY SUPPLY AND EQUIPMENT REQUISITION.	
Working with Dublin San Ramon Service District to begin recycled water installation to five parks and facilities in the western area of Dublin.	FY 2014-2015

Completed optimization project for all parks on the central irrigation system and upgrade irrigation controllers for street median landscape to communicate with the central irrigation system.	FY 2013-2014
Installed paperless hand dryers in the restrooms at Senior Center.	FY 2012-2013
Completed expansion of the central irrigation control system in all parks to monitor and reduce water consumption.	FY 2012-2013
Worked with the Dublin San Ramon Services District on expanding use of recycled water for irrigation at Kolb, Stagecoach and Alamo Creek Parks.	FY 2011-2012
Increased the number of recycling containers in key locations in parks.	FY 2011-2012
Installed central irrigation control system at various parks to monitor and reduce water consumption.	FY 2009-2010
Received grant funding to replace park lighting with LED lights.	FY 2009-2010

C. SUPPORT IMPLEMENTATION OF THE CITY'S BIKEWAYS MASTER PLAN.

Offered free valet bike parking on both days of the St. Patrick's Day Festival	FY 2013-2014
Offered Adult and Family Bicycle Workshops.	FY 2012-2013
Opening of the Alamo Canal 580 Freeway undercrossing to Pleasanton.	FY 2012-2013
Offered new biking class for cruisers.	FY 2010-2011
Promoted Bicycle Safety Classes and Bike to Work Month Activities.	FY 2009-2010
Conducted Bike Rodeo for Fun in the Sun Camp in partnership with Dublin Police Services.	FY 2009-2010

D. FACILITATE CARPOOLING TO CITY SPONSORED PROGRAMS, CLASSES AND EVENTS.

Offered shuttle rides from parking lots to the St. Patrick's Day Festival.	FY 2014-2015
Offered shuttle rides from parking lots to "splatter" Festival.	FY 2013-2014
Promoted access to St. Patrick's Day Festival from BART station by offering free Wheels shuttle passes to and from the Festival and the (east) Dublin/Pleasanton BART station.	FY 2012-2013
Promoted access to St. Patrick's Day Festival from BART station	FY 2010-2011
Established Senior Center Ride Match Program.	FY 2009-2010

E. FACILITATE LEARNING ABOUT THE ENVIRONMENT AND INVITE THE PUBLIC TO BE ACTIVE PARTICIPANTS IN STEWARDSHIP PROGRAMS.

Offered new hands-on projects for youth which expanded the nature activities at summer camps.	FY 2014-2015
Offered "Camp Dublin" for youth which included nature exploration activities	FY 2013-2014
Offered Camp Connector transportation from one camp to another.	FY 2012-2013
Offered a Camp Out for youth in a regional park as part of the Glen the Guide Nature Day Camp program	FY 2011-2012
Received Award of Excellence from the California Park and Recreation Society for the Nature Day Camp Program	FY 2010-2011

Expanded Family Camp Out Program to Emerald Glen Park and Tassajara Creek	FY 2010-2011
Implemented a new Nature Day Camp Program.	FY 2009-2010

STRATEGY #3: Implement programs that are popular with the core customer market segments and are responsive to community and industry trends. Re-align existing programs and create new offerings to promote and support the following outcomes:

A. EFFECTIVE COMMUNICATIONS WITH RESIDENTS AND MARKETING STRATEGIES THAT CONSIDER PRODUCT, POSITIONING, PLACE, PRICE AND TARGETED PROMOTION.	
Activity Guide was restructured to reflect new City branding and focus on specific market segments.	FY 2014-2015
Realigned electronic and paper promotional campaigns to reflect new City branding and newly created market segments.	FY 2014-2015
Met with consultant to begin an upgrade and new installation of the recreation software.	FY 2014-2015
Began planning for installation of an electronic marquee at the Dublin Senior Center	FY 2014-2015
Conducted market research and needs assessment and developed a Parks and Community Services Department Marketing and Communications Plan.	FY 2012-2013
Received the 2012 California Park & Recreation Society Award of Excellence for the “splatter” Marketing Campaign.	FY 2012-2013
Added new Summer Camp grid to the Activity Guide	FY 2012-2013
Developed and launched an online booking option for the Emerald Glen group picnic area using the CLASS registration system	FY 2011-2012
Expanded The Department Activity Guide from three to four issues	FY 2011-2012
Created new web pages for Department on new City website	FY 2010-2011
Implemented new quarterly e-Newsletters for three market segments	FY 2010-2011
Expanded use of electronic promotions and email blasts using Vertical Response	FY 2009-2010
Created new branding and marketing strategy for annual St Patrick’s Day Celebration	FY 2009-2010
Implemented new special event “Sponsorship Packages”	FY 2009-2010

B. POSITIVE YOUTH DEVELOPMENT AND STRONG FAMILIES.	
Expanded the “Camp Connector” program to four different sites	FY2014-2015
Created partnership with Dublin Unified School District to create a mainstream preschool program that crosses-over with the District’s program for children with special needs.	FY 2014-2015
Offered the Youth Mini Grant program	FY 2013-2014
Expanded “Little Lovies” program	FY 2013-2014
Offered “Camp Dublin” a tradition day camp experience	FY 2012-2013

Offered a “Camp Connector” to included supervised transitions between morning camps and afternoon camps for full day program option	FY 2012-2013
Introduced “Little Lovies” Story Time for ages 18 months to four years old	FY 2012-2013
Reduced the number of Teen Special Events and expanded Department contracted classes in camps and sports programs. Programs increased 6% in 2011	FY 2011-2012
Implemented new Family Camp Out at Emerald Glen Park	FY 2010-2011
Expanded Preschool Program to both Shannon and Emerald Glen Parks, with 120% increase in registration	FY 2009-2010
Developed Super Sitters Program	FY 2009-2010

C. HEALTHY LIFESTYLES AND WELLNESS

Conducted a community –wide event “Live Healthy Dublin- Activ-8 Challenge	FY 2014-2015
Conducted a community –wide event “Live Healthy Dublin-Step 2 It Challenge”	FY 2013-2014
Implemented a successful ten-week “Live Healthy Dublin” 10 week Health and Wellness Challenge that attracted over485 participants on 102 teams.	FY 2012-2013
Selected a Healthy Living Campaign and Contest. Implementing a 10-week Health and Wellness Challenge utilizing Live Healthy America web based program to be launched in March of 2013	FY 2011-2012
Implemented new “Fit Hour” in After School Recreation and Fun in the Sun	FY 2010-2011
Created new series of cooking and nutrition classes	FY 2009-2010
Expanded cooking and nutrition classes	FY 2009-2010

D. ACTIVE LIFESTYLES INVOLVING SPORTS AND FITNESS

Expanded contracted tennis classes to include small group and private lessons	FY 2014-2015
Expanded contract tennis classes	FY 2012-2013
Implemented new Adult Soccer Leagues	FY 2010-2011
Expanded Adult Softball Leagues	FY 2010-2011
Implemented new USTA Sanctioned Adult Tennis Tournament	FY 2010-2011
Expanded fitness classes	FY 2009-2010

E. EVENTS TO CELEBRATE COMMUNITY MILESTONES, ENHANCE COMMUNITY PRIDE, ENCOURAGE SHARING OF CULTURAL TRADITIONS AND CONTRIBUTE TO ECONOMIC DEVELOPMENT

Held Groundbreaking Ceremony for Emerald Glen Recreation and Aquatic Complex on Friday, March 6, 2015	FY 2014-2015
Held 23 Farmer’s Markets on Thursday nights from April through September	FY 2014-2015
Held three free movies in the park events at Emerald Glen Park and the Heritage Park and Museums	FY 2013-2014
Conducted three free concert in the park events at Emerald Glen Park	FY 2012-2013
Held the first annual “splatter” Festival that attracted over 15,000 participants	FY 2012-2013
Held Third Annual Community Car Show at the Heritage Park and Museums	FY 2012-2013
Conducted dedication event for the Positano Hills Park	FY 2012-2013

Conducted dedication event for the Dublin Heritage Park and Museums	FY 2011-2012
Developed event and marketing plan for new “splatter” Festival.	FY 2011-2012
Conducted dedication event for Fallon Sports Park	FY 2010-2011

F. FUN AND SAFETY IN AND ABOUT THE WATER

Developed and offered the Junior Green Gators Swim Team. There were 46 participants in the inaugural season	FY 2011-2012
Participated in the Guinness Book of World Record’s Largest Swimming Lesson	FY 2010-2011

G. PERSONAL ENRICHMENT AND PARTICIPATION IN HOBBIES, LEISURE PURSUITS, AND SELF-HELP ACTIVITIES.

Expanded the Picnic Area Rentals to include two more sites at Emerald Glen, one at Schaefer Ranch and one at Kolb	FY 2014-2015
Expanded the Tennis Court Rental Facilities	FY 2014-2015
Focused on offering more cultural arts classes.	FY 2012-2013
Expanded the number of classes offered on Saturdays. The summer of 2011, Saturday classes offered increased 34% compared to prior summer	FY 2011-2012
Reinstated Senior Center Trips and Tours program. Trips were reinstated with two trips being offer each month	FY 2011-2012
Expanded use of the Senior Center on Saturday mornings	FY 2009-2010

H. PRESERVATION AND INTERPRETATION OF DUBLIN’S CULTURE AND HERITAGE.

Developed an Exhibition Management Plan for the Camp Parks historical artifact collection and entered into an MOU with the U.S. Army to develop a Dublin Military History Center at the base.	FY 2014-2015
Public Art Collection: Conduct Inventory and Maintenance	FY 2014-2015
Participated in the Conservation Assessment Program (CAP)	FY 2012-2013
Expanded the Volunteer Program for the Heritage Park and Museums	FY 2012-2013
Completed Museum Assessment Program (MAP) Phase III process	FY 2011-2012
Created new Volunteer Guild to support expanded facilities, programs and events	FY 2011-2012
Implemented expanded programs and monthly events at new Heritage Park and Museums	FY 2011-2012
Assumed ownership of the Camp Parks Collection and opened an exhibit on the collection	FY 2011-2012
Initiated Phase III of Museum Assessment Program-Consultant Review	FY 2010-2011
Produced a book on the Kolb Family	FY 2010-2011
Set up the Collections Research Room in Kolb House with volunteer researchers	FY 2010-2011
Expanded school and group tour curriculum to include the Kolb facilities	FY 2010-2011
Preserved the Kolb Tractor for viewing and tractor rides	FY 2010-2011
Conducted exhibit on the Donlon family history	FY 2010-2011
Developed Education Curriculum Packet for DUSD	FY 2009-2010

Completed Phase II of Museum Assessment Program	FY 2009-2010
Produced exhibit and book on Martin Family	FY 2009-2010
Worked with DHPA/Camp Parks to preserve history	FY 2009-2010
Coordinated Oral Histories project	FY 2009-2010

I. APPRECIATION OF NATURE AND PARTICIPATION IN UNIQUE AND ADVENTUROUS OUTDOOR RECREATIONAL ACTIVITIES.	
Offered "Camp Dublin" at Heritage Park	FY 2013-2014
Offered Dublin residents an opportunity to attend Dublin Family Camp at a South Lake Tahoe Resident Camp in partnership with Camp Concord	FY 2012-2013
Implemented new Family Camp Out at Emerald Glen Park with a nature theme	FY 2011-2012
Offered a Camp Out for youth in a regional park as part of the Glen the Guide Nature Day Camp program	FY 2011-2012
Implemented new Nature Day Camp Program	FY 2009-2010

J. EXPANSION OF ACTIVITIES AVAILABLE FOR TEENS	
Youth Advisory and Senior Center Advisory Committees offered an inter-generational Benefit Concert	FY 2014-2015
Offered the Youth Mini Grant Program, designed to provide funding assistance to Dublin-based youth organizations.	FY 2013-2014
Youth Advisory Committed and Senior Advisory Committee offered the Car Show	FY 2013-2014
Youth Advisory Committee offered a Youth Benefit Concert	FY 2013-2014
Developed and implemented the Youth Mini Grant Program, designed to provide funding assistance to Dublin-based youth organizations.	FY 2012-2013
Offered Teen Improv in the Barn	FY 2011-2012
Implemented new Teen/Senior Car Show	FY 2010-2011
Implemented Teen Circuit Program	FY 2009-2010

STRATEGY #4: Position programs and service delivery to be unique, competitive and responsive to customer needs and expectations.

A. PROVIDE HIGH-QUALITY, EXPERIENCED STAFFING AND INDEPENDENT CONTRACTORS TO PROVIDE FIRST RATE INSTRUCTION, SUPERVISION AND CUSTOMER SERVICE.	
Implemented program to process credit cards payments for activity registrations at outdoor events	FY 2013-2014
Extended customer service hours at the Shannon Community Center to 7:00 PM on Thursdays and 9:00 AM to 12:00 Noon on Saturdays	FY 2012-2013
Conducted Disney Institute Customer Service Training for all Department Staff	FY 2009-2010

B. EDUCATE PUBLIC THAT DEPARTMENT ACTIVITIES ARE THE MOST FUN, EFFECTIVE WAY TO IMPROVE HEALTH AND WELLNESS.	
Live Healthy Dublin Activ-8 Challenge	FY 2014-2015
Promoted Department camps, programs and activities at the weekly Farmers' Markets	FY 2013-2014
Step Up 2 It Challenge	FY 2013-2014
Hosted Senior Resource Fair	FY 2012-2013
Hosted and participated in the Tri Valley Preschool Information Fair	FY 2012-2013
Promoted Department programs and activities at the weekly Farmers' Markets	FY 2012-2013
Participated in a Health Fair at Shaklee, a local employer	FY 2012-2013
Implemented quarterly "DublinDiRECT" e-Newsletter including articles	FY 2010-2011
Participated in two Community Resource Fairs at Camp Parks	FY 2010-2011
Participated in Health Fair at Shaklee	FY 2010-2011
Implemented "Parks Make Life Better" Marketing Campaign	FY 2009-2010

C. BECOME A RESOURCE FOR FINDING OTHER RESIDENTS WITH SIMILAR RECREATIONAL INTERESTS TO FORM SOCIAL GROUPS FOR WALKING, HIKING, BIKING AND PLAYING SPORTS.	
Two social walks as a part of the Step Up 2 It Challenge	FY 2013-2014
Act as a resource for garnering interest in local walking groups such as Dublin Path Wanderers and Tri-Valley Trail Trekkers	FY 2012-2013
Conducted drop in sports events for seniors	FY 2010-2011
Expanded use of "free agent" player lists for all adult sports leagues	FY 2009-2010

D. PACKAGE DEPARTMENT PROGRAMS TO SERVE AS WELLNESS PROGRAMS FOR LOCAL EMPLOYERS.	
Farmers' Market Fitness Fair for local employers	FY 2014-2015
Free Fitness Fridays	FY 2014-2015
Live Healthy Dublin Health and Fitness Fair and Expo	FY 2014-2015
Participated in Ross Health and Wellness Fair	FY 2014-2015
Participated in Camp Parks Health Fair	FY 2014-2015
Step Up 2 It Challenge	FY 2013-2014
Participated in Health Fair at Shaklee Corporation	FY 2012-2013
Participated in Health Fair at Shaklee Corporation	FY 2011-2012
Participated in Health Fair at Shaklee Corporation	FY 2010-2011
Participated in Health Fair at Zeiss Meditec	FY 2009-2010

E. DEVELOP A COST RECOVERY POLICY TO PROVIDE A METHOD FOR DETERMINING APPROPRIATE PRICING FOR PROGRAMS BASED ON MARKET COMPARISONS, QUALIFICATIONS OF THE INSTRUCTOR, ESTIMATED REGISTRATION AND REVENUE, OVERHEAD COSTS AND COMMUNITY BENEFIT	
Began a Department Focused Business Plan	FY 2014-2015
Updated and adopted the Tennis Use Policy	FY 2014-2015
Updated and adopted the Sports Fields Use Policy and Fee Schedule	FY 2011-2012

Developed and adopted Parks and Community Services Pricing Policy	FY 2010-2011
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F. POSITION THE SHANNON COMMUNITY CENTER AS A PREMIER REGIONAL RENTAL FACILITY FOR SOCIAL EVENTS.	
Hosted the Chevron Cleantech Event at Shannon Community Center	FY 2012-2013
Created rental brochure	FY 2009-2010
Attended bridal fair	FY 2009-2010
Posted information on various websites	FY 2009-2010

G. POSITION THE FALLON SPORTS PARK AS A PREMIER TOURNAMENT FACILITY	
Worked with Dublin Untied Soccer to become an approved playoff venue for the Youth Soccer State Cup	FY 2013-2014
Worked with Dublin Sister City Association on an international soccer tournament involving the Dublin Sister Cities. Tournament was cancelled due to teams not being able to travel at this time.	FY 2011-2012
Attended conference on promoting facilities for tournaments	FY 2010-2011
Updated sports field marketing and inventory information with Tri-Valley Convention and Visitors Bureau	FY 2010-2011

STRATEGY #5: Reduce barriers to participation in Department programs and services.

A. EXPAND THE NUMBER OF FULL-DAY PROGRAMS WHEN SCHOOL IS NOT IN SESSION.	
Offered the new and improved "Camp Connector" program at four sites	FY 2014-2015
Implemented the "No School Day Camp" for children in 1 st through 5 th grades on Dublin Unified School District's non-student attendance days	FY 2013-2014
Expanded Sports and Swim Camp Program to Spring Break	FY 2010-2011
Expanded the number of Sports and Swim Camp combinations for summer	FY 2010-2011
Implemented new Nature Day Camp Program	FY 2009-2010
Implemented new Sports and Swim Camp Program	FY 2009-2010
Implemented the Camp Connector	FY 2009-2010

B. PROVIDE YOUTH PROGRAMS OR CHILD CARE IN TANDEM WITH ADULT CLASSES TO INCREASE PARTICIPATION BY PARENTS.	
Implemented Super Sitter Program	FY 2009-2010
Offered tandem parent and child tennis classes	FY 2009-2010

C. PROVIDE FEE ASSISTANCE FOR YOUTH PROGRAMS FOR HOUSEHOLDS WITH LOWER INCOME.	
The Youth Fee Assistance program awarded 60 scholarships and \$8,886 was given as part of the program.	FY 2014-2015
The Youth Fee Assistance program awarded 94 scholarships and \$5,435 was given as part of the program.	FY 2013-2014
The Youth Fee Assistance program awarded 35 scholarships and \$7,000 was given as part of the program. A total of 95 scholarships were received during FY 2012-2013 and funds will be available to award additional scholarships in FY 2013-2014	FY 2012-2013
Identified \$5,000 matching funds funding source for Youth Fee Assistance Program	FY 2012-2013
The Youth Fee Assistance program awarded 43 scholarships and \$3,774 were given as part of the program	FY 2011-2012
49 applications received and \$5,206 in scholarships was disbursed as part of the Youth Fee Assistance Program.	FY 2010-2011
Partnered with Dublin United Soccer League to offer spring break soccer clinics with proceeds benefitting the DUSL scholarship fund and the City's Youth Fee Assistance Program.	FY 2010-2011
33 applications received and \$2,100 is scholarships were awarded as part of the Youth Fee Assistance Program.	FY 2009-2010

STRATEGY #6: Maximize effectiveness of communication with existing and potential customers.

A. MONITOR TRENDS IN CONSUMER ADAPTATION OF TECHNOLOGY AND EXPAND USE OF ELECTRONIC PROMOTIONS WHEN FEASIBLE.	
Implemented use of QR codes for promotion of events and programs	FY 2011-2012
Developed mobile app for festivals	FY 2011-2012
Implemented quarterly e-Newsletters for three market segments	FY 2010-2011
Implemented use of notify me, calendar and newsflash modules on City website	FY 2010-2011
Expanded use of Vertical Response mass emails	FY 2009-2010

B. EXPAND DEPARTMENT OUTREACH AND PROMOTIONS AT CITY EVENTS TO GAIN NEW CUSTOMERS.	
Promoted Department programs at the St. Patrick's Day Festival	FY 2014-2015
Promoted Department programs at Splatter	FY 2014-2015
Promoted Department information at the Senior Resource Fair	FY 2011-2012
Promoted Department programs at the Farmers' Market	FY 2010-2011
Created Department Event Promotions Committee	FY 2009-2010
Created partnership with Dublin Police Services to cross promote Department services at Police events	FY 2009-2010

STRATEGY #7: Create social connections and strong sense of community within neighborhoods.

A. DEVELOP ABILITY TO FIND OTHERS IN THE COMMUNITY WITH SIMILAR RECREATIONAL INTERESTS.

Expanded free agent lists for adult sports leagues	FY 2009-2010
Offered drop-in golf and tennis programs for older adults	FY 2009-2010

B. CONDUCT PROGRAMS AND EVENTS IN NEIGHBORHOOD PARKS.

Conducted Family Camp Outs at Emerald Glen Park and Alamo Creek	FY 2011-2012
Expanded Family Camp Out program to Emerald Glen Park	FY 2010-2011
Conducted Senior Picnic at Emerald Glen Park	FY 2010-2011
Conducted Camp Out at Alamo Creek Park	FY 2009-2010
Conducted Senior Center luncheon at Bray Commons	FY 2009-2010



STAFF REPORT

PARKS & COMMUNITY SERVICES COMMISSION

DATE: November 16, 2015

TO: Honorable Chair and Commissioners

FROM: Micki Cronin, Assistant Director of Parks and Community Services *Micki Cronin*

SUBJECT: Change to Action Based Minutes for Commissions and Advisory Committees
By: Rhonda Franklin, Management Analyst

EXECUTIVE SUMMARY:

The Parks and Community Services Commission will receive a report on the proposal to change the format of meeting minutes from summary minutes to action minutes for the Department's Commissions and Advisory Committees.

FINANCIAL IMPACT:

None

RECOMMENDATION:

Receive report.

DESCRIPTION:

In October 2015, the Human Services Division, which includes the City's Community Development Block Grant (CDBG) and Human Services Grant programs, and the Human Services Commission, was assigned to the Parks and Community Services Department. The Parks and Community Services Department is now providing Staff support to five (5) advisory bodies: Heritage and Cultural Arts Commission, Human Services Commission, Parks and Community Services Commission, Senior Center Advisory Committee, and Youth Advisory Committee. As a result, Staff has developed a plan to streamline processes and gain efficiencies Department-wide while continuing to meet established requirements.

Staff is required to keep a record of minutes of Commission and Advisory Committee meetings. This requirement, however, is not specific as to the format or content of the minutes. There are generally three formats for meeting minutes: action, summary, or verbatim. Action minutes usually contain only the motion and the vote(s) with very little, if any, narrative. Summary minutes include a narrative of Commission, Staff, and public comments. Verbatim minutes are a word-for-word transcript of the meeting.

Staff currently prepares summary minutes for the Commission and Advisory Committee meetings. The minutes are prepared within a week of the meeting and presented to the Commission for approval at the following meeting. The preparation of summary minutes is very time-consuming and requires dedicated time for accurate transcription. It takes up to three (3) hours for each hour of the meeting to prepare the detailed summary minutes that are currently being provided. Staff that prepare minutes are non-exempt employees. In order to maintain this schedule and level of detail with the addition of another Commission, it is estimated that overtime hours to prepare the meeting minutes may be required on an ongoing basis.

In addition to the written meeting minutes that are prepared, the Commission discussions and actions are also captured by a full digital audio recording of the meeting. The action minutes would be presented to the Commission for approval, and then placed on the website along with the audio recording which can be referenced by Staff or the public to hear the Commission's discussion and direction for each item.

By accepting action minutes as the official record for all of the Department's Commission and Advisory Committee meetings, the City would realize the following benefits:

- Staff would be able to prepare action minutes that would be available to the public the next business day.
- The action minutes would be posted to the City's website with a link to the audio recording for each item providing easier access to the details of the meeting.
- Action minutes would save Staff time to focus on other high priority projects and initiatives.

As required by the City's Record Retention Schedule, meeting minutes are permanent records. The City's website contains up to four years of meeting minutes. Meeting minutes that are older than four years are contained in the City's records repository and are available to the public, as needed.

At the December 20, 2011 City Council meeting, the City Council unanimously voted to approve the move to accept action minutes for City Council meetings.

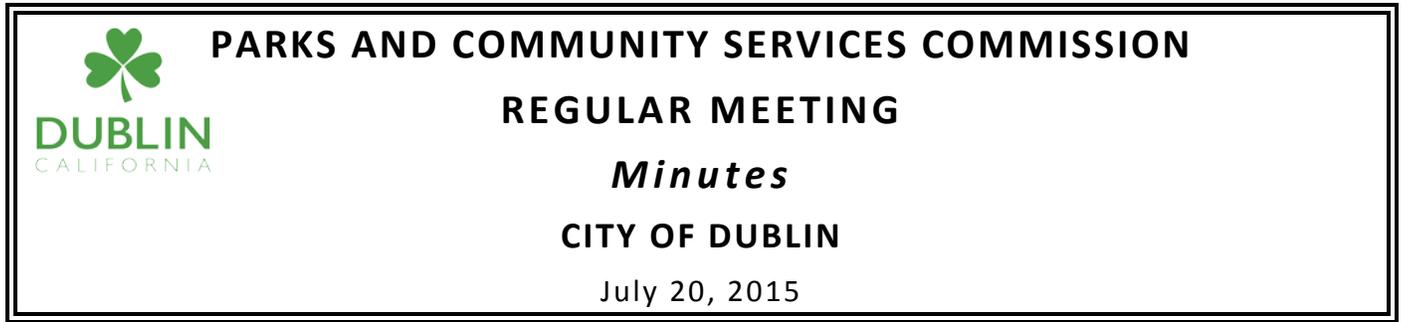
NOTICING REQUIREMENTS/PUBLIC OUTREACH:

None

ATTACHMENTS:

1. Sample Action Minutes
2. Current Summary Minutes Format

SAMPLE OF ACTION MINUTES



The July 20, 2015, Regular Meeting of the Parks and Community Services Commission was called to order at 7:00 PM at the Dublin Civic Center, Dublin, California, by Chair Totaro.

PLEDGE OF ALLEGIANCE

Chair Totaro led the Pledge of Allegiance.

ROLL CALL

Commissioners (Cm.) Present: Giannini, Thalblum, Totaro and Tucker

Commissioner Absent: Ballesteros

Commissioner-Elect Present: Tabaracci

ORAL COMMUNICATIONS

3.1 Administration of Oath of Office to newly appointed Student Representative

Ms. Caroline Soto, City Clerk, administered the Oath of Office to newly appointed Student Representative, Ms. Sabrina Tabaracci.

3.2 BRIEF INFORMATIONAL ONLY REPORTS FROM THE SENIOR CENTER AND YOUTH ADVISORY COMMITTEES

Senior Center Advisory Committee

Ms. Ramona Krausnick, Senior Center Advisory Committee Member, reported on the July 2, 2015, Advisory Committee meeting.

Youth Advisory Committee

Ms. Micki Cronin, Assistant Director of Parks and Community Services, informed the Commission that the July 22, 2015, Youth Advisory Committee meeting has been cancelled.

The Commission received the reports.

3.3 PUBLIC COMMENTS – None

APPROVAL OF MINUTES

4.1 Regular Meeting June 15, 2015

On a motion by Cm. Thalblum, seconded by Cm. Tucker and by a vote of 3-0-2 with Commissioners Giannini and Tabaracci abstaining and Cm. Ballesteros absent, the Commission voted to approve the minutes of the regular meeting of June 15, 2015 as presented. Commissioners Giannini and Tabaracci abstained as they were not present for the Commission meeting.

WRITTEN COMMUNICATIONS – None

PUBLIC HEARING – None

UNFINISHED BUSINESS – None

NEW BUSINESS

8.1 Spring Quarterly Report

Ms. Lisa McPherson, Recreation Supervisor, presented the specifics of the item as outlined in the Staff Report pertaining to the Recreational and Leisure Activities, Preschool Program, Family Services and Special Events.

The Commission received the report.

OTHER BUSINESS

**9.1 BRIEF INFORMATION ONLY REPORTS FROM PARKS & COMMUNITY SERVICES
COMMISSIONERS AND/OR STAFF**

Brief information only reports were provided by Commissioners and Staff, including committee reports and reports by Parks and Community Services Commission related meetings attended at City Expense (AB1234).

ADJOURNMENT

Being no further business, the meeting adjourned at 7:36 PM.

Minutes prepared by Jennifer Kransky, Senior Office Assistant.

Antony Totaro
Chairperson

ATTEST: _____
Micki Cronin
Assistant Director of Parks and Community Services

CURRENT SUMMARY MINUTES FORMAT

**PARKS AND COMMUNITY SERVICES COMMISSION****REGULAR MEETING***Minutes***CITY OF DUBLIN**

July 20, 2015

The July 20, 2015, Regular Meeting of the Parks and Community Services Commission was called to order at 7:00 PM at the Dublin Civic Center, Dublin, California, by Chair Totaro.

PLEDGE OF ALLEGIANCE

Chair Totaro led the Pledge of Allegiance.

ROLL CALL

Commissioners (Cm.) Present: Giannini, Thalblum, Totaro and Tucker
 Commissioner Absent: Ballesteros
 Commissioner-Elect Present: Tabaracci

ORAL COMMUNICATIONS**3.1 Administration of Oath of Office to newly appointed Student Representative**

Ms. Caroline Soto, City Clerk, administered the Oath of Office to newly appointed Student Representative, Ms. Sabrina Tabaracci.

3.2 BRIEF INFORMATIONAL ONLY REPORTS FROM THE SENIOR CENTER AND YOUTH ADVISORY COMMITTEES**Senior Center Advisory Committee**

Ms. Ramona Krausnick, Senior Center Advisory Committee Member, reported on the July 2, 2015, Advisory Committee meeting. The Advisory Committee received a report on the recap of the recent tours the Advisory Committee took of the Pleasanton Senior Center and the San Ramon Senior & Community Center. Cm. Krausnick informed the Commission of the Senior Center 10th Anniversary Gala on August 1, 2015 at 6:00 PM.

Youth Advisory Committee

Ms. Micki Cronin, Assistant Director of Parks and Community Services, informed the Commission that the July 22, 2015, Youth Advisory Committee meeting has been cancelled.

3.3 PUBLIC COMMENTS – None**APPROVAL OF MINUTES****4.1 Regular Meeting June 15, 2015**

On a motion by Cm. Thalblum, seconded by Cm. Tucker and by a vote of 3-0-2 with Commissioners Giannini and Tabaracci abstaining and Cm. Ballesteros absent, the Commission voted to approve the minutes of the regular meeting of June 15, 2015 as presented. Commissioners Giannini and Tabaracci abstained as they were not present for the Commission meeting.

WRITTEN COMMUNICATIONS – None

PUBLIC HEARING – None

UNFINISHED BUSINESS – None

NEW BUSINESS

8.1 Spring Quarterly Report

Ms. Lisa McPherson, Recreation Supervisor, presented the specifics of the item as outlined in the Staff Report pertaining to the Recreational and Leisure Activities, Preschool Program, Family Services and Special Events.

Cm. Tucker asked how many Dublin residents attended the Teen Job Fair. Ms. McPherson estimated about 50% of the attendees were Dublin residents.

Cm. Giannini commented on the anticipated increase of students at the Dublin middle schools and asked if the capacity in the Student Union program would increase to accommodate the additional students. Ms. McPherson stated the capacity of the program is dependent on the space the schools can provide.

Chair Totaro stated he was pleased with the Youth Benefit Concert attendance. Chair Totaro asked for clarification about the reduction in classes offered due to the Preschool program being held in the Shannon Community Center Multipurpose Room (MPR) and the effects on average attendance per class. Ms. Cronin stated the average class attendance is based on total registration and classes held. Classes that have not run in the past due to a lack of participants were not offered. Since fewer classes were offered, the average class attendance was up.

Mr. Rich Jochner, Recreation Supervisor, presented the specifics of the item as outlined in the Staff Report pertaining to the Sports Programs, Aquatics and the Senior Center.

Cm. Thalblum suggested offering a women's basketball league. Mr. Jochner stated a women's basketball league was offered many years ago, but the league ended as teams were not able to meet the minimum player requirement.

Cm. Tucker commented on the decrease in teams for the bocce ball league. Mr. Jochner stated Staff has always offered two separate weeknight leagues. The last two spring quarters, the league has been one team short of holding a second night.

Cm. Tabaracci stated she ran the Shamrock 5K Fun Run and Walk and was happy to see the registration increase. Cm. Thalblum noted that sections of the path are now tight due to the increase in attendance.

Chair Totaro asked about the significant decrease in recreational swimming. Ms. Cronin stated the decrease in attendance has been attributed to the cooler weather during the spring season compared to the same nine days last year.

OTHER BUSINESS

**9.1 BRIEF INFORMATION ONLY REPORTS FROM PARKS & COMMUNITY SERVICES
COMMISSIONERS AND/OR STAFF**

Cm. Tabaracci reported she has attended the Farmers' Market multiple times and was a judge for the Dublin Idol at the recent Farmer's Market.

Cm. Tucker reported he visited Emerald Glen Park and stated the field conditions were very good, and noted there was an old pest control sign in the Park. Cm. Tucker asked about impacts on the “splatter” festival from the construction. Ms. Cronin stated there will only be minor impacts to the layout.

Chair Totaro informed Cm. Tabaracci that, as a soccer player, her feedback on the soccer fields would be beneficial to share with the Commission.

Cm. Giannini informed the Commission that the Dublin Green Gators Swim Team is undefeated and participating in the League championships on Saturday, July 25, 2015.

Cm. Thalblum reported she attended the July Senior Center Advisory Committee meeting, visited the Fallon Sports Park fields and heard many compliments on the field conditions.

Chair Totaro asked about the status of the Recycled Water Project. Ms. Cronin stated the construction is on schedule to be completed toward the end of summer and that Staff anticipates the turf will recover when regular watering resumes.

Chair Totaro asked about the Fallon Sports Complex timeline. Ms. Cronin stated the City is considering bidding the project in the fall.

Ms. Cronin informed the Commission that Staff will be sending the Agenda Packets electronically beginning in August.

ADJOURNMENT

Being no further business, the meeting adjourned at 7:36 PM.

Minutes prepared by Jennifer Kransky, Senior Office Assistant.

Antony Totaro
Chairperson

ATTEST: _____

Micki Cronin

Assistant Director of Parks and Community Services