



**CITY OF DUBLIN
PARKS & COMMUNITY SERVICES COMMISSION
REGULAR MEETING AGENDA**

**MONDAY, MARCH 21, 2016, 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 January 11, 2016 Adjourned Regular Meeting**

The Commission will consider approval of the minutes of the January 11, 2016 Adjourned Regular Meeting.

STAFF RECOMMENDATION:
Approve the minutes of the January 11, 2016 Adjourned Regular Meeting.
5. **WRITTEN COMMUNICATIONS** – None.
6. **PUBLIC HEARING** – None.
7. **UNFINISHED BUSINESS** – None.
8. **NEW BUSINESS**
 - 8.1 **Dublin Sports Grounds Renovation Master Plan Project**

The Commission shall receive a report on the progress of the Dublin Sports Grounds Renovation Master Plan project.

STAFF RECOMMENDATION:
Receive the Report.
 - 8.2 **Ad-hoc Selection Recommendation Subcommittee for the Youth Advisory Committee and Student Representative to the Parks and Community Services Commission**

The Commission shall receive a report on the creation of an ad-hoc Selection Recommendation Subcommittee for the Youth Advisory Committee and Student Representative to the Parks and Community Services Commission.

STAFF RECOMMENDATION:
Appoint two Commissioners, preferably the current Student Representative and another Commissioner, to the Selection Recommendation Subcommittee.

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.

9. **OTHER BUSINESS**

9.1 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: March 21, 2016

TO: Honorable Chair and Commissioners

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

SUBJECT: Minutes of the January 11, 2016 Adjourned Regular Meeting of the Parks & Community Services Commission
By: Rhonda Franklin, Management Analyst

EXECUTIVE SUMMARY:

The Parks & Community Services Commission will consider approval of the minutes of the January 11, 2016, Adjourned Regular Meeting of the Parks & Community Services Commission.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Approve the minutes of the January 11, 2016 Adjourned Regular Meeting of the Parks & Community Services Commission.

DESCRIPTION:

The Parks & Community Services Commission will consider approval of the minutes of the January 11, 2016, Adjourned Regular Meeting of the Parks & Community Services Commission.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

None.

ATTACHMENTS:

1. Draft Minutes of the January 11, 2016 Adjourned Regular Meeting of the Parks & Community Services Commission.



PARKS AND COMMUNITY SERVICES COMMISSION

ADJOURNED REGULAR MEETING

Draft Minutes

CITY OF DUBLIN

January 11, 2016

An adjourned regular meeting of the Dublin Parks and Community Services Commission was held on Monday, January 11, 2016, in the City Council Chamber of the Dublin Civic Center. The meeting was called to order at 7:00 PM, by Chair Totaro.

PLEDGE OF ALLEGIANCE

The pledge of allegiance to the flag was recited by the Commission, Staff and those present.

ROLL CALL

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

Commissioner Absent: Tabaracci

ORAL COMMUNICATIONS

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

Senior Center Advisory Committee

Senior Center Advisory Committee Member Eddie Jo Mack reported on the January 7, 2016 Senior Center Advisory Committee meeting and provided recaps on recent holiday events held at the Senior Center.

Youth Advisory Committee

Ms. Lisa McPherson, Recreation Supervisor, reported on the December 9, 2015 Youth Advisory Committee meeting and the upcoming meetings being held in January 2016.

3.2 PUBLIC COMMENTS – None.

APPROVAL OF MINUTES

4.1 Adjourned Regular Meeting December 14, 2015

On a motion by Cm. Giannini, seconded by Cm. Tucker, and by a vote of 5-0-0 with Cm. Tabaracci absent, the Commission took the following action:

ACTION

Approved minutes of the December 14, 2015 Adjourned Regular Commission Meeting.

WRITTEN COMMUNICATIONS – None.

PUBLIC HEARING – None.

UNFINISHED BUSINESS – None.

NEW BUSINESS

8.1 Election of Officers

Ms. Rhonda Franklin, Management Analyst, presented the specifics of the item as outlined in the Staff Report pertaining to the election of Officers for the Parks and Community Services Commission.

Chair Totaro opened the floor to nominations for Chairperson. Cm. Giannini nominated Cm. Ballesteros.

ACTION

On a motion by Cm. Giannini, seconded by Cm. Tucker, and by a vote of 5-0-0 with Cm. Tabaracci absent, the Commission voted to elect Cm. Ballesteros as Chairperson.

Cm. Totaro opened the floor to nominations for Vice Chairperson. Cm. Giannini nominated Cm. Thalblum.

ACTION

On a motion by Cm. Giannini, seconded by Chair Ballesteros, and by a vote of 5-0-0 with Cm. Tabaracci absent, the Commission voted to elect Cm. Thalblum as Vice Chairperson.

8.2 Committee Appointments

Ms. Franklin presented the specifics of the item as outlined in the Staff Report pertaining to Committee Appointments for the Parks and Community Services Commission.

ACTIONS

On a motion by Cm. Giannini, seconded by Cm. Totaro, and by a vote of 5-0-0 with Cm. Tabaracci absent, the Commission voted to re-appoint Cm. Thalblum as the Representative and re-appoint Cm. Tucker as the Alternate for the Senior Center Advisory Committee.

On a motion by Cm. Thalblum, seconded by Cm. Tucker, and by a vote of 5-0-0 with Cm. Tabaracci absent, the Commission voted to re-appoint Cm. Tabaracci as the Representative and re-appoint Cm. Giannini as the Alternate for the Youth Advisory Committee.

On a motion by Chair Ballesteros, seconded by Cm. Thalblum, and by a vote of 5-0-0 with Cm. Tabaracci absent, the Commission voted to re-appoint Cm. Giannini as the Representative and appoint Cm. Totaro as the Alternate for the Youth Sports Liaison Committee.

8.3 Fall 2015 Quarterly Report

Ms. Anna Hudson, Recreation Coordinator, and Ms. McPherson, presented the specifics of the item as outlined in the Staff Report pertaining to the classes, activities, and events conducted during the fall of 2015.

ACTION

The Commission received the report.

OTHER BUSINESS

The Commissioners provided brief informational reports on events and meetings attended over the past month.

Ms. Cronin provided program and project updates.

ADJOURNMENT

There being no further business to come before the Parks and Community Services Commission, the meeting was adjourned at 7:57 PM.

Minutes prepared by Rhonda Franklin, Management Analyst.

Mona Lisa Ballesteros
Chairperson

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



STAFF REPORT

PARKS & COMMUNITY SERVICES COMMISSION

DATE: March 21, 2016

TO: Honorable Chair and Commissioners

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

SUBJECT: Dublin Sports Grounds Renovation Master Plan
By: Meghan Tiernan, Facilities Development Manager

EXECUTIVE SUMMARY:

The Parks and Community Services Commission shall receive a report on the progress of the Dublin Sports Grounds Renovation Master Plan project.

FINANCIAL IMPACT:

The Dublin Sports Grounds Renovation Master Plan project will be funded by two Housing-Related Parks Grants totaling \$599,025. A first phase project will expend at least \$432,500 in grant funds that expire at the end of FY 2015-16. The second grant in the amount of \$166,575 expires at a later date and can be used to fund installation of items purchased but not yet installed after the June 2016 deadline.

RECOMMENDATION:

Receive the Report.

DESCRIPTION:

The Dublin Sports Grounds Renovation Master Plan project provides for the review and planning for renovation of the Dublin Sports Grounds located at Dublin Boulevard and Civic Plaza. A renovation master plan will be prepared to identify improvements to be phased over time and as funding becomes available. The proposed renovation project will address site accessibility issues, replace the playground surfacing, future upgrades to the play equipment, provide shade at baseball dugouts, and provide signage. Additionally, approximately 180,000 square feet west of Soccer Field #3 has not been previously improved and modifications in that area may include installation of a sand channel drainage system, irrigation upgrades and new turf.

The landscape architectural firm of RRM Design Group has been hired to prepare the park renovation master plan. RRM has conducted interviews with primary stakeholders including representatives from Dublin-based

sports groups, and City and maintenance Staff to gather information regarding usage and priorities for improvements. Additionally, a community meeting was held on Wednesday, February 3 in which invitations were sent to Dublin-based sports groups and nearby neighbors within a 1200-foot radius. Staff intends to schedule future community meetings to gather additional input for the renovation master plan and anticipates that the renovation master plan will be complete by the end of December 2016.

The City has received two grants Housing-Related Parks Grants totaling \$599,025. The first grant in the amount of \$432,500 expires in June 2016 and must be expended by the City prior to that date. The terms of the grant allow the funds to be used for a variety of expenditures including consultant fees, site improvements and equipment with a useful life of more than 2 years. Based on information gathered to date from the stakeholder interviews, Staff and RRM are working on a list of potential improvements to expend the grant funds prior to the expiration date. The draft list includes:

- Consultant fees
- Dugout shade structures
- Drinking Fountains (ADA accessible)
- Prefabricated Score Booths
- Trash & Recycling Containers
- Planting & Irrigation modifications
- Electrical upgrades (new conduit and wiring on west side)
- Maintenance equipment

Staff and RRM are working to define the final list of eligible grant funded improvements to be purchased and /or installed prior to the expiration date of the first grant. The second grant in the amount of \$166,575 expires at a later date and can be used to fund installation of items purchased but not yet installed after the June 2016 deadline.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

None.

ATTACHMENTS:

None.



STAFF REPORT

PARKS & COMMUNITY SERVICES COMMISSION

DATE: March 21, 2016

TO: Honorable Chair and Commissioners

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

SUBJECT: Ad-hoc Selection Recommendation Subcommittee for the Youth Advisory Committee and Student Representative to the Parks and Community Services Commission
By: Rhonda Franklin, Management Analyst

EXECUTIVE SUMMARY:

The Commission shall receive a report on the creation of an ad-hoc Selection Recommendation Subcommittee for the Youth Advisory Committee and Student Representative to the Parks and Community Services Commission, and consider the appointment of two Commissioners to the Subcommittee.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Receive the Report and appoint two Commissioners, preferably the current Student Representative and another Commissioner, to the Selection Recommendation Subcommittee.

DESCRIPTION:

The Youth Advisory Committee (YAC) is a 16-member advisory body to the Parks and Community Services Commission and the City Council. The YAC recruitment process for the 2015-2016 term generated 60 applications, which was over double the number of applications received in the prior year. The large number of applications prompted the Mayor and City Council to request Staff to look into potential alternatives to the composition and structure of the Youth Advisory Committee. At the City Council meeting of June 16, 2015, Staff presented several ideas for potential alternatives. After discussion, the City Council directed Staff to 1) leave the YAC composition unchanged, and 2) amend the existing process of Staff submitting all applications to the Mayor for review and recommendation to the City Council, to having Staff review all applications and make selection recommendations to the Mayor.

As a part of that discussion, Councilmembers also suggested ideas to enhance the application process that included encouraging potential applicants to attend a YAC or other advisory body meeting; adding an

interview component for all applicants, and requiring a letter(s) of recommendation for all positions, including the Student Representative. Staff has implemented all three of these suggestions for the 2016-2017 recruitment process.

For the interview component of the application process, Staff would like to convene an ad-hoc Selection Recommendation Subcommittee to assist Staff in reviewing applications and conducting interviews, if needed, for the purpose of selecting the best applicants to recommend to the Mayor and City Council. The Subcommittee would only need to meet in the event a large number of applications are received. Should a small number of applications be received, it may not be necessary to conduct interviews. The five-member Subcommittee would consist of the following members:

- Parks and Community Services Commissioners (2)
- Police Department School Resource Officer (1)
- City of Dublin Staff (2)

Staff values the knowledge and familiarity the Commissioners and School Resource Officers have regarding the City's parks and recreational programs, and issues affecting youth, and would like to incorporate their input into the application review and interview process, if needed, depending on the number of applications received.

In the event there are a large number of applicants, the interview process for selected applicants is tentatively scheduled for a weekday evening during the week of April 18 through April 22, 2016. This tentative date was stated on the applications for both the YAC and Student Representative positions.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

None.

ATTACHMENTS:

None.