

PARKS AND RECREATION COMMISSION AGENDA

**Thursday, July 31, 2014
7:00 P.M.**

City Council Chamber, 200 Old Bernal Avenue

CALL TO ORDER

- Pledge of Allegiance
- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve regular meeting minutes of June 12, 2014

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations
 - Annual Review of Callippe Preserve Golf Course – Kathleen Yurchak
3. Public Comment from the audience regarding items not listed on the agenda. *Speakers are encouraged to limit comments to 3 minutes.*

MATTERS BEFORE THE COMMISSION

If necessary to assure completion of the following items, the Chairperson may establish time limits for the presentations by individual speakers.

4. Selection of One (1) Commissioner to serve on the Alviso Adobe Task Force
5. Review and Selection of Committee Assignments

COMMUNICATIONS

COMMISSION REPORTS

6. Committee Meetings
 - Bicycle, Pedestrian and Trails Committee
 - Community of Character
 - City/East Bay Regional Park District Liaison Committee
 - Heritage Tree Review Board
 - Public Art Selection Sub-Committee
 - Sports Council
 - East Pleasanton Specific Plan Task Force
 - Pioneer Cemetery Master Plan Oversight Committee

7. Other brief reports on any meetings, conferences, and/or seminars attended by the Commission members.

COMMISSION COMMENTS

STAFF COMMENTS

8. Schedule of Upcoming Meetings and Events of Interest

ADJOURNMENT

NEXT MEETING:

FUTURE AGENDA TOPICS

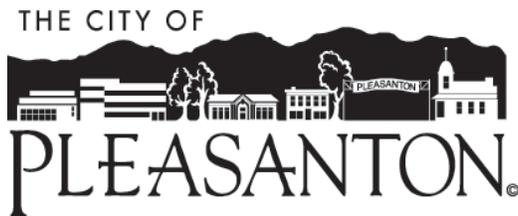
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Notice

Under Government Code §54957.5, any writings/documents regarding an open session item on this agenda provided to a majority of the Commission after distribution of the agenda packet are available for public inspection at the Community Services Department, 200 Old Bernal Avenue, Pleasanton.

Accessible Public Meetings

The City of Pleasanton will provide special assistance for citizens with disabilities to participate in public meetings upon advance notice. If you need an auxiliary hearing aid or sign language assistance at least two working days advanced notice is necessary. Please contact the Community Services Department, PO Box 520, Pleasanton, CA 94566 or (925) 931-5340.



Parks and Recreation Commission Minutes

City Council Chamber – 200 Old Bernal Avenue, Pleasanton, CA
June 12, 2014 – 7:00 p.m.

CALL TO ORDER / PLEDGE OF ALLEGIANCE

Chairperson Kinzer called the meeting to order at 7:00 p.m. The Pledge of Allegiance to the flag was recited.

Roll Call

Commissioners Present: Sophia Brown, Brad Hottle, David Lambert, Joe Streng, Deborah Wahl, and Chairperson Ted Kinzer

Commissioners Absent: None

Staff Present: Susan Andrade-Wax, Director of Community Services; Mike Fulford, Landscape Architect; Kathleen Yurchak, Assistant Director of Operations Services; Mark Spiller, Community Services Manager; Terry Snyder, Administrative Assistance; and Suzanne Katz, Recording Secretary, (Edith Caponigro, Transcribing Secretary).

AGENDA AMENDMENTS

None.

MINUTES

1. Approve regular meeting minutes of May 8, 2014

A motion was made by Commissioner Streng, seconded by Commissioner Hottle, to approve the minutes from the May 8, 2014 meeting. **The motion was approved unanimously.**

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations

Ms. Andrade-Wax and members of the Commission recognized Commissioner Streng for receiving approval from City Council to continue serving another term as a member of the Commission. Commissioner Streng was sworn in by Chairperson Kinzer.

3. Public comment from the Audience regarding items not listed on the agenda

There were none.

MATTERS BEFORE THE COMMISSION

4. Review of Schematic Design for the Development of Main Street Green Park

Mr. Fulford reviewed with the Commission a request the City of Pleasanton had received from the three Rotary Clubs present in Pleasanton for renaming Main Street Green as “Rotary Park and that with the redesign/renovation of this park, that permission be allowed for them to include a clock as a centerpiece.

The Commission was advised that to commemorate the 50-year anniversary of Rotary in Pleasanton, the City plans to develop Main Street Green Park and possibly rename it “Rotary Park”. A detailed schematic Plan has been created by the City’s Landscape Architectural consultant, Keller Mitchell and Company, for the renovation of the park that follows the Master Plan adopted in 2002 in the Downtown Parks and Trails System Master Plan. Support in the development of the Plan was provided by the Rotary Clubs of Pleasanton.

Mr. Fulford introduced the Commission to Jackie Keller, who reviewed with them the Schematic Design Plans for the Main Street Green Park. Ms. Keller advised that the Main Street and Vervais corner of the Park will be developed into a plaza with a clock being mounted in a raised seat wall with recognition plaques being embedded. Other aspects of the park plan include: 1) two bocce ball courts; 2) a modest parking lot; 3) drought tolerant plants; 4) gathering spaces; 5) game tables; 6) BBQ/picnic areas; and 7) a place for public art.

Mr. Fulford advised that staff was seeking comments and input from the Commission on the design, and approval of the Schematic Plan so it can be forwarded to City Council

Commissioner Streng discussed with Mr. Fulford the possibility of planting native California bent grass at this park since it would remain green and only require mowing twice a year to remove seed heads.

Commissioner Wahl was advised by staff that the use of recycled was not being considered for this park, but that piping required for using recycled water could be included at the time of the renovation.

Ms. Keller provided additional information on items in the schematic plan, including the sizes of the bocce courts and the installation of a fence to minimize vandalism. She also advised that picnic tables would be a concrete material to help reduce maintenance.

Mr. Fulford noted that comments and recommendations on the design plans for the park have been received from a Design Committee that included members of various City departments and members of Rotary.

Commissioner Streng commented on a Master Plan notation referencing land on the opposite side of Main Street. Mr. Fulford indicated the land would likely be developed in the future, but he had no information on this.

Commissioner Lambert suggested that a drinking fountain be included in the plans. Mr. Fulford agreed and felt that a connection could be made into existing plumbing near the bocce courts.

Commissioner Streng felt the parking area would be good for people wanting to park to take dogs on the trail. With this in mind, he suggested that a “doggy pick-up station” be included.

Commissioner Wahl discussed with the Consultant and Mr. Fulford the kind of trees to be planted. She was advised that some area would require new plantings and consideration has been given to using more native trees. Commissioner Wahl questioned whether Poplar trees in the park would be considered heritage trees. Mr. Fulford advised that some are heritage and that staff is working with an arborist on this. Ms. Keller indicated that the Plan calls for using a variety of trees, that would not become overwhelming, like the Poplars.

Chairperson Kinzer asked whether the City had any plans to develop the trail-head in the area, and Commissioner Streng questioned whether the retaining wall in the area would need to be replaced. Mr. Fulford advised that the wall could be addressed by Park Maintenance staff.

Chairperson Kinzer commented on a resident living at the end of the park area. Mr. Fulford advised that the property owner is well known to City staff and has been very cooperative. Commissioners agreed that to be respectful of this property owner, that dawn-to-dusk hours would be instituted at this park.

Chairperson Kinzer discussed traffic concerns near this park with Ms. Keller.

Chairperson Kinzer opened the meeting for public comment at 7:35 p.m.

Larry Annis – Rotary member and Co-Chair of their 50th Anniversary Committee. Mr. Annis commented on other park projects that the Rotary has been involved in within the City of Pleasanton. He made reference to Bob’s Bench made by a Rotarian for the park, and asked the Commission to consider approving the Schematic Design so renovation of the park can be completed by April 2015.

Bob Silva –Past-President of Rotary. Mr. Silva showed the Commission designs of clock towers Rotary is considering for this site, advising that it would be approximately 12 feet tall with a rotary emblem on the clock face and that the clock face would also illuminated at night. He advised that the clock would be mounted on a 2-foot granite base.

Brad Hirst – thanked the Commission for recommending the renaming of this park, and asked them to approve this Schematic Design so the project can move forward. Mr. Hirst emphasized that this project is a collaboration of all three Pleasanton Rotary Clubs and that

April 1, 2015 is a very important date for its completion, since international visitors will be in Pleasanton on May 8, 2015.

Gary Harrington – commented on the fact that the location of this park is a prominent entrance to the downtown area of the City of Pleasanton and the renovation and its amenities would be a great benefit for the city.

Chairperson Kinzer closed the meeting for public comment at 7:45 p.m.

Commissioner Wahl was concerned about having to move a Canary tree and was opposed it being removed from the park. She also felt that the proposed 4-foot fence around the bocce courts was too low.

Commissioner Streng recommended the Commission approve the Schematic Design as presented with the Commission's comments on modifications being taken into account.

Commissioner Lambert liked the idea of including gaming boards on top of the picnic tables, and felt the City should also consider installing a life-size chess board in a park.

Commissioner Hottle liked the design and indicated he had not been anticipating that it would include bocce courts. He questioned whether the recycling trash receptacles would also be included.

Further discussions included the location of Bob's Bench and no storage facility for bocce equipment. Ms. Keller advised that bocce players would need to bring their own equipment, and no storage facility was being included in the design.

Mr. Fulford discussed lighting of the bocce courts and that the Pleasanton Downtown Association had wanted the courts to be lit at night. Commissioners agreed that in consideration of the neighbor, the courts should not be lighted.

Chairperson Kinzer thanked Ms. Keller for the time spent with him to look at this park and her proposed design. He indicated that after visiting the site he understood why some trees were being considered for removal. Mr. Fulford advised that trees at this park are being evaluated by arborist, James Clark. He also noted that the Palm Tree has damage to the trunk and a number of people who have seen the design think it should be removed and does not fit with the character of Pleasanton.

Chairperson Kinzer and Commissioner Hottle commented on the trail-head needing to be spruced up. Mr. Fulford advised it would look very different with improvements being made to the park.

Chairperson Kinzer liked the idea of art being commissioned for this park.

Ms. Keller suggested signage could be included for native plants that would tie-in with the trail.

A motion was made by Commissioner Hottle, seconded by Commissioner Lambert, recommending approval of the Schematic Plan and Commission comments be considered by City Council.

ROLL CALL VOTE:

AYES: Commissioners Hottle, Lambert, Streng, Wahl, and Chairperson Kinzer.
NOES: None
ABSENT: None
ABSTAIN: None

5. Review of Operations and Proposed Fee Changes for the Pleasanton Tennis Complex

Mr. Spiller introduced the Commission to representatives from Lifetime Tennis and provided background information regarding the operation of the Tennis Complex by Lifetime Tennis. He advised that Lifetime Tennis acts as the City's agent in all matters related to tennis operation, including staffing the facility, taking activity registration, processing payments and handling all customer service matter. With Lifetime Tennis take over these responsibilities since 2009, has resulted in approximately \$60,000 in annual savings to the City's general fund.

Mr. Spiller commented on services Lifetime Tennis provides that include the pro shop, sale and repair of tennis racquets, general tennis supplies and snacks/refreshments. Additionally, he noted that Lifetime Tennis has made contributions that include new flooring for the front lobby, office and pro shop and City improvements have included restrooms, benches, and shade structures.

The Commission reviewed with Mr. Spiller terms of the Lifetime Tennis Services Agreement that was established on January 1, 2011 and continues through December 31, 2015. They were advised that in the initial year of the agreement, Lifetime Tennis was obligated to pay the City 10% of all gross revenues up to \$400,000, and 5% of gross revenue over \$400,000. In subsequent years the fee the City receives increases throughout the term of the Agreement as the baseline for gross revenues is increased by \$25,000 annually

Mr. Spiller noted that as part of a fee review process for the Tennis Complex, a survey of 12 Bay Area community-based tennis programs and that of the Pleasanton Unified School District's court rental fees were compared. This survey showed that the level of customer service being provided at the Pleasanton Tennis Complex surpasses those in other areas, and even with a fee increase, Lifetime Tennis would be providing an outstanding program at an impressive value.

Commissioners reviewed the 2014 Tennis Program Fee Survey and discussed the proposed fee increases.

Commissioner Wahl felt that after comparing fees at other locations, the City of Pleasanton could charge more, and thought court use and reservations could also be increased.

Commissioner Streng questioned whether raising the ball machine fees would raise resistance within the community, and was advised that it would not.

Ms. Andrade-Wax noted that some of the fees remained status quo for several years and it was until recently that they have been increased.

Chairperson Kinzer opened the meeting for public comment at 8:20 p.m.

There were no public comments.

Commissioner Lambert indicated he was in favor of the fee increases recommended by staff and suggested additional increases be looked at later. Commissioners Hottle, Streng and Wahl agreed.

Chairperson Kinzer also agreed with the fee increases and suggested the Commission revisit other increases in 2015.

A motion was made by Commissioner Streng, seconded by Commissioner Lambert, to approve the proposed fee changes for the Pleasanton Tennis Complex with an effective date of September 1, 2014.

ROLL CALL VOTE:

AYES: Commissioners Hottle, Lambert, Streng, Wahl, and Chairperson Kinzer.
NOES: None
ABSENT: None
ABSTAIN: None

Ms. Andrade-Wax thanked Lifetime Tennis for being great advocates and an exceptional partnership for the City of Pleasanton and for providing excellent service.

COMMUNICATIONS

6. None.

Ms. Andrade-Wax suggested the Commission consider canceling their July 10 and August 14 meeting, and reschedule a meeting for July 31 at which time all topics could be discussed. Commissioners discussed this recommendation and agreed with staff.

A motion was made by Commissioner Streng, seconded by Commissioner Lambert, to cancel the July 10 and August 14, 2014 meetings and hold one meeting on July 31, 2014.

ROLL CALL VOTE:

AYES: Commissioners Hottle, Lambert, Streng, Wahl, and Chairperson Kinzer.
NOES: None
ABSENT: None
ABSTAIN: None

COMMISSION REPORTS

7. Committee Meetings

Bicycle, Pedestrian and Trails Committee – No report.

Community of Character – No report.

City/East Bay Regional Park District Liaison Committee – No report.

Heritage Tree Review Board – No report.

Public Art Selection Sub-Committee – No report.

Sports Council – Chairperson Kinzer advised that the Sports Council reviewed general business, field maintenance, and field assignments.

East Pleasanton Specific Plan Task Force – Commissioner Hottle advised that the Task Force has reviewed and provided feedback on four options provided by the consultants commencing with 500 residential units and increasing. Further discussions with the Consultants will be held at the next meeting.

Pioneer Cemetery Master Plan Oversight Committee – Commissioners Hottle and Wahl advised that the Committee has been provided a lot of great detail from the consultant and a public mini workshop is planned for July 17, 2014.

8. Other brief reports on any meetings, conferences, and/or seminars attended by the Commission Members

None.

COMMISSION COMMENTS

A. Commissioner Wahl discussed the Iron Horse Trail with Ms. Andrade-Wax who advised that construction is now finished and staff is hoping to hold a dedication for this segment of the trail sometime in August/September.

B. Commissioner Lambert questioned whether he should be taking over some of the Committee meetings that former Commissioner Balch had been attending. Ms. Andrade-Wax advised that City Council would be looking to appoint an Alternate to the Commission at their July meeting, after this has taken place the Commission could review Committee and Task Force appointments at the July 31 meeting and consider any changes necessary.

STAFF COMMENTS

Ms. Yurchak reminded Commissioners about the Val Vista Park BBQ at 6:00 p.m. on June 14, 2014 to celebrate the use of recycled water. She also noted that meter readings for water usage at parks indicate that city targets are being met.

Commissioner Streng commented on fields starting to turn brown, but not being as bad as he had anticipated.

Ms. Yurchak also advised that the Callipe Golf Course has begun trucking in recycled water for use that is being dumped into the pond. Eighteen trips of recycled water will allow the City to use more water for irrigation. She advised that the City will likely be taking another position on water usage and she will keep the Commission advised.

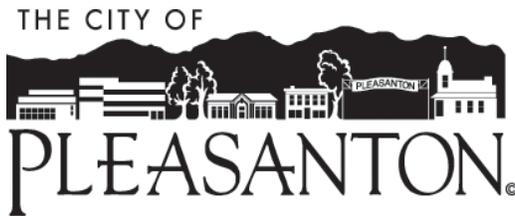
Ms. Andrade-Wax advised that the Parks & Recreation Master Plan has been approved by City Council. Commissioners were invited to attend the City Council meeting at which additional items being presented in the Capital Improvement Budget include the funding for the design of two new additional tennis courts at the Tennis and Community Park and an off-leash Dog Park at the Bernal Property.

12. Schedule of Upcoming Meetings and Events of Interest

Reviewed – no comment.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:47 p.m.



Parks and Recreation Commission Agenda Report

July 31, 2014

Item 4

SUBJECT: SELECTION OF ONE (1) COMMISSIONER TO SERVE ON THE ALVISO ADOBE TASK FORCE

SUMMARY

The City of Pleasanton is about to begin the process of developing a plan to address the short- and long-term needs of the Alviso Adobe Community Park. The plan may reaffirm or modify the City's existing approach to programming the facility, as well as address whether the need exists for modest capital improvements or enhanced operational resources within the existing financial constraints of the City.

Over the past few years, the City has developed a model for using "ad-hoc" task force and/or committees to achieve desired outcomes; recent examples include the Youth Master Plan Implementation Committee, the East Pleasanton Specific Plan Task Force, the Parks and Recreation Master Plan and Cultural Plan Steering Committee(s). This model of City and public collaboration has served well to address the issues in a timely manner while allowing for a participatory community process.

To commence this process, on July 15, 2014 the City Council approved the formation of a nine member Alviso Adobe Task Force to provide adequate public participation and guidance during the study. This report outlines the recommended purpose and composition of the Task Force, as well as the planning process.

RECOMMENDATION

It is recommended that the Commission designate one (1) member to serve on the Alviso Adobe Task Force.

FINANCIAL STATEMENT

There is no financial impact as a result of Task Force formation. However, staff intends to utilize professional services to lead the facilitation and planning process. Staff will provide a professional services agreement and related costs to the City Council at a subsequent meeting.

BACKGROUND

The City of Pleasanton is about to begin the process of developing a plan to address the short- and long-term needs of the Alviso Adobe Community Park. The plan may reaffirm or modify the City's existing approach to programming the facility, as well as address whether the need exists for modest capital improvements or enhanced operational resources within the existing financial constraints of the City.

Over the past few years, the City has developed a model for using "ad-hoc" task force and/or committees to achieve desired outcomes; recent examples include the Youth Master Plan Implementation Committee, the East Pleasanton Specific Plan Task Force, the Parks and Recreation Master Plan and Cultural Plan Steering Committee(s). This model of City and public collaboration has served well to address the issues in a timely manner while allowing for a participatory community process.

The planning process is intended to provide guidance and direction for the future of the Alviso Adobe Community Park and its programming. A clear vision and mission for the Park will help determine whether the Park is currently being fully utilized and if not, identify resource requirements and availability of these resources to increase utilization. To assist with the process, staff has determined that it is beneficial to have broad community participation, dialogue and input.

Given the strong support for the Alviso Adobe, and similar to past community based planning efforts, the City Council approved the formation of a nine (9) member Task Force to provide input throughout the process. Further, staff anticipates that it would secure facilitation and planning services to lead the effort.

DISCUSSION

Task Force Membership

At its meeting of July 15, 2014, the City Council approved the formation of a nine member Alviso Adobe Task Force consisting of the following members:

- One (1) Parks and Recreation Commissioner
- One (1) Civic Arts Commissioner
- One (1) Youth Commissioner
- One (1) Bicycle, Pedestrian and Trails Committee Member
- One (1) Friends of the Alviso Adobe Representative
- One (1) Pleasanton Unified School District Representative (Teacher)
- One (1) Museum on Main Representative
- Two (2) Community Members-at-Large Representatives (Note: one of these two seats will be selected from an adjacent neighborhood).

Representatives from the Parks & Recreation, Civic Arts and Youth Commissions will be selected from their respective membership. The remaining groups and/or organizations will also select a representative. A press release will be distributed to the local press to solicit participation from interested community members. An application and interview process will be used to help determine the two Community Members-at-Large Representatives. The Mayor will be responsible

for holding interviews and providing recommendations to the City Council. The City Council will review and ratify the appointments at a public meeting.

Task Force Roles and Expectations

To ensure a successful and timely process, it is important to define the role of the Task Force. City staff envisions this as a collaborative group, which would be comprised of commissioners, representatives from partner agencies as well as community members (including neighbors). As with other recently formed committees, staff has identified the following roles and responsibilities:

Be informed, collaborative and solution oriented. Be committed to attending meetings, reading staff information, valuing partnerships and working together, and be prepared to balance individual and minority interests for the overall good of the community.

Provide input on draft products. Review and provide input on draft documents as requested by staff.

Keep commission, agency and/or stakeholder groups informed and up-to-date regarding Task Force activity. Keep the lines of communication open at their commission, agency or stakeholder groups to ensure that there is collective collaboration throughout the process which helps lead to a successful conclusion.

Provide recommendations as part of the process. Provide recommendations as part of the process, which will assist the City Council and/or commissions as they make decisions about the Alviso Adobe Community Park.

Task Force Planned Activities

During the Task Force meetings, members would engage in the following activities:

- Discuss and understand the role of the Task Force
- Review and provide feedback on information gathered from an environmental scan
- Review and provide input on questions contained in an online Community Opinion
- Survey and subsequently review the data received from that survey
- Review and provide feedback on information gathered during focus groups meetings
- Review and provide feedback on vision and mission statements, and business plan objectives (e.g. short- and long-term)
- With City Council direction, the Task Force potentially will review and discuss the integration of the Castleridge and Austin properties into the planning process

Public Process Summary

In addition to planned Task Force activities and meetings, there will be opportunities for public input, including surveys and discussions with stakeholders. Some of this process includes:

Online Community Opinion Survey: The purpose of the survey will be to assess the Pleasanton audience, profile their participation in environmental education and cultural history activities and determine their needs and preferences.

Stakeholder Input Meetings: Focus group meetings with selected stakeholders such as key City personnel, community leaders, school district personnel, etc., to gain valuable perspective regarding needs, issues, expectations, constraints and current conditions and opportunities.

City website: All meeting information and materials will be available "on-line" and City staff will encourage participants to provide the City with their e-mail addresses in order to keep them informed of the progress and upcoming meetings and events.

The first Task Force meeting will be scheduled in fall 2014, with an estimated completion date of spring 2015.

ALTERNATIVE ACTION

Any other action as determined by the Parks and Recreation Commission.

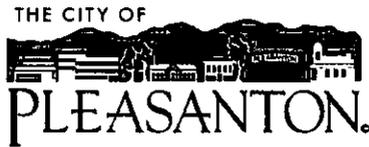
Submitted by:

/s/

Susan Andrade-Wax
Director of Community Services

Attachment:

1. 7-15-14 City Council Staff Report: Approve the Formation of a nine-member Alviso Adobe Task Force



CITY COUNCIL AGENDA REPORT

20

July 15, 2014
City Manager

TITLE: APPROVE THE FORMATION OF A NINE MEMBER ALVISO ADOBE TASK FORCE TO DEVELOP A SHORT- AND LONG-TERM PLAN FOR THE ALVISO ADOBE COMMUNITY PARK AND DISCUSS AND PROVIDE DIRECTION REGARDING THE INTEGRATION OF THE CASTLERIDGE AND AUSTIN PROPERTIES INTO THE PLANNING PROCESS

SUMMARY

One of the goals included in the 2013-2014 City Council Annual Work plan is to develop a plan to address the short- and long-term needs of the Alviso Adobe Community Park. The plan may reaffirm or modify the City's existing approach to programming the facility, as well as address whether the need exists for modest capital improvements or enhanced operational resources within the existing financial constraints of the City.

To commence this process, staff recommends establishment of a nine member Alviso Adobe Task Force to provide adequate public participation and guidance during the study. This report outlines the recommended purpose and composition of the Task Force, as well as alternatives for how to approach integration of adjacent, publically-owned properties (e.g. Austin and Castleridge) into the planning process.

RECOMMENDATION

1. Approve the formation of a nine member Alviso Adobe Task Force comprised from representatives from the Parks and Recreations, Civic Arts and Youth Commissions, interest groups, including the Pleasanton Unified School District, Museum on Main, Friends of Alviso Adobe, and East Bay Regional Park, and two at-large members as detailed later in this report.
2. Provide direction on the desired approach for addressing the short- and long-term integration of the Austin and Castleridge properties into the planning process, including whether to partner with EBRPD to allow interim access to Castleridge Open Space.

FINANCIAL STATEMENT

There is no financial impact as a result of Task Force formation. However, staff intends to utilize professional services to lead the facilitation and planning process. Staff will provide a professional services agreement and related costs to the City Council at a subsequent meeting.

BACKGROUND

Pleasanton is unique among municipalities in having the Alviso Adobe Community Park, which houses an original adobe that was built in 1854 and registered as a California historical landmark. The Park serves both as a historical and an environmental resource, offering interpretive and interactive programs. As evidenced by the popularity of the diverse events at the Park, this distinctive facility is clearly appreciated by the general public, members of the educational system, and all those who participate in the programs.

While the Alviso Adobe recently celebrated its fifth year of operations and enjoys a large measure of success, some Park advocates and community members have expressed the view that the facility may not be maximizing its full potential in terms of utilization. This perspective, and questions regarding possible enhancements to the Park, was brought up during the process for the recently approved Parks & Recreation Master Plan. Additionally, in response to stakeholder interests, the City Council included a study of the Alviso Adobe in its 2014 Work Plan to evaluate the possibility of enhancing activities through modest capital improvements and/or improved operational resources. Undertaking such a study at this time is therefore appropriate and timely.

Staff recommends that this study take the form of an inclusive community process with an outcome which includes a vision statement that sets the focus for the future and a mission statement that defines the future purpose of the facility. These statements will be developed based on two key components – data analysis and input from interested stakeholders. The data analysis portion will involve an environmental scan incorporating financial data, utilization analysis of existing programming, service demand drivers, existing and potential partnerships, and other information and benchmarks as necessary. A final component of the study is the development of a business plan related to facility improvements, program enhancements, potential expansions and other matters to address the desired vision and mission for the facility.

With regard to stakeholders, the Alviso Adobe enjoys broad support from many sectors. Incorporating the insights and perspectives of all interested stakeholders will be critical to establishing the focus for the facility, determining the best use of limited resources to maximize its potential, and outlining partnerships that may be advantageous to vibrant and successful programming.

In addition, the recent acquisition by the East Bay Regional Parks District (EBRPD) of the Castleridge property, which is situated directly adjacent to the Alviso Adobe Community Park, creates another element for consideration. With this acquisition, visitors will eventually have access from the Alviso Adobe Community Park to the East Bay Regional Park District lands. Also, on the agenda tonight for the City Council's consideration is the acceptance of 22 acres of permanent open space as part of the Austin project. This land is also adjacent to the Alviso Adobe and Castleridge property.

The above referenced land acquisitions present opportunities for joint programming between the City and the EBRPD. Thus, the City Council may wish to consider

including prospective collaboration with EBRPD (as well as the Austin property) in the planning process. Alternatively, the Alviso Adobe planning process may be kept separate from Castleridge and Austin projects, to allow greater flexibility in accomplishing individual goals (i.e. the interim access). However, the Alviso Adobe planning process and the two adjacent properties are closely associated with one another and therefore, monitoring to ensure integration and coordination of all three projects is critical, regardless of the policy approach taken by the City Council.

If the Council chooses the interim approach regarding Castleridge property, it is important to note that in advance of any opening, EBRPD and the City would minimally need to reach agreement on all immediate concerns, including but not limited to, interim staging and circulation improvements at the Alviso Adobe Community Park, funding, neighborhood impacts, trail access, public safety, as well as short- and long-term commitments to fund, design and construct the Garms Staging Area in northwest Pleasanton within a reasonable and predictable timeframe.

DISCUSSION

The planning process is intended to provide guidance and direction for the future of the Alviso Adobe Community Park and its programming. A clear vision and mission for the Park will help determine whether the Park is currently being fully utilized and if not, identify resource requirements and availability of these resources to increase utilization. To assist with the process, staff has determined that it is beneficial to have broad community participation, dialogue and input. Given the strong support for the Alviso Adobe, and similar to past community based planning efforts, staff is recommending the formation of a Task Force to provide input throughout the process. Further, staff anticipates that it would secure facilitation and planning services to lead the effort.

Task Force Roles and Expectations

To ensure a successful and timely process, it is important to define the role of the Task Force. City staff envisions this as a collaborative group, which would be comprised of commissioners, representatives from partner agencies as well as community members (including neighbors). As with other recently formed committees, staff has identified the following roles and responsibilities:

- *Be informed, collaborative and solution oriented.* Be committed to attending meetings, reading staff information, valuing partnerships and working together, and be prepared to balance individual and minority interests for the overall good of the community.
- *Provide input on draft products.* Review and provide input on draft documents as requested by staff.
- *Keep commission, agency and/or stakeholder groups informed and up to date regarding Task Force activity.* Keep the lines of communication open at their commission, agency or stakeholder groups to ensure that there is collective collaboration throughout the process which helps lead to a successful conclusion.

- *Provide recommendations as part of the process.* Provide recommendations as part of the process, which will assist the City Council and/or commissions as they make decisions about the Alviso Adobe Community Park.

Task Force Planned Activities

During the Task Force meetings, members would engage in the following activities:

- Discuss and understand the role of the Task Force
- Review and provide feedback on information gathered from an environmental scan
- Review and provide input on questions contained in an online Community Opinion Survey and subsequently review the data received from that survey
- Review and provide feedback on information gathered during focus groups meetings
- Review and provide feedback on vision and mission statements, and business plan objectives (e.g. short- and long-term)
- OPTIONAL: With City Council direction, integrate the Castleridge and Austin properties into the planning process

Task Force Membership

Staff recommends that the City Council approve the formation of a nine member task force comprised of the following members:

- One (1) Parks and Recreation Commissioner
- One (1) Civic Arts Commissioner
- One (1) Youth Commissioner
- One (1) Friends of the Alviso Adobe Representative
- One (1) Pleasanton Unified School District Representative
- One (1) Museum on Main Representative
- One (1) East Bay Regional Parks District Representative
- Two (2) Community Members-at-Large Representatives (Note: emphasis should be placed on reserving one of these two seats for a surrounding neighborhood representative).

Representatives from the Parks & Recreation, Civic Arts and Youth Commissions will be selected from their respective membership. The remaining groups and/or organizations will also select a representative. A press release will be distributed to the local press to solicit participation from interested community members. An application and interview process will be used to help determine the two Community Members-at-Large Representatives. The Mayor will be responsible for holding interviews and providing recommendations to the City Council. The City Council then review and ratify the appointments at a public meeting.

Public Process Summary

In addition to planned Task Force activities and meetings, there will be opportunities for public input, including surveys and discussions with stakeholders. Some of this process includes:

- Online Community Opinion Survey: The purpose of the survey will be to assess the Pleasanton audience, profile their participation in environmental education and cultural history activities and determine their needs and preferences.
- Stakeholder Input Meetings: Focus group meetings with selected stakeholders such as key City personnel, community leaders, school district personnel, etc., to gain valuable perspective regarding needs, issues, expectations, constraints and current conditions and opportunities.
- City website: All meeting information and materials will be available "on-line" and City staff will encourage participants to provide the City with their e-mail addresses in order to keep them informed of the progress and upcoming meetings and events.

The first Task Force meeting will be scheduled in fall 2014. The anticipated completion of the Alviso Adobe planning process is in spring 2015.

Submitted by:

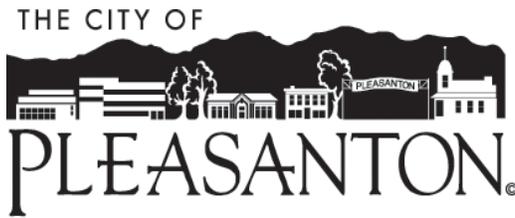

Julie Yuan-Miu
Assistant City Manager

Approved by:


Nelson Fialho
City Manager

Exhibits:

- 1 Map of the Area
2. Communications from the public regarding the planning process



Parks and Recreation Commission Agenda Report

July 31, 2014
Item 5

SUBJECT: REVIEW AND SELECTION OF COMMITTEE ASSIGNMENTS

SUMMARY

Each year, City commissions review committee assignments and the rotation of officers. The latest list of committee appointments and project representatives is attached for the Commission's review. Commissioners should be prepared at the meeting to discuss any amendments to the committee assignments and project representatives for the period July – December 2014.

RECOMMENDATION

It is recommended that the Commission review and appoint committee assignments and project representatives for the period July – December 2014.

FINANCIAL STATEMENT

There is none.

BACKGROUND

Each year, City commissions review committee assignments and the rotation of officers. The latest list of committee appointments and project representatives is attached for the Commission's review. Commissioners should be prepared at the meeting to discuss any amendments to the committee assignments and project representatives for the period July – December 2014.

ALTERNATIVE ACTION

Any other action as determined by the Parks and Recreation Commission.

Submitted by:

/s/

Susan Andrade-Wax
Director of Community Services

Attachment

1. Parks and Recreation Commission Committee Appointments: January – December 2014

PARKS AND RECREATION COMMISSION APPOINTMENTS

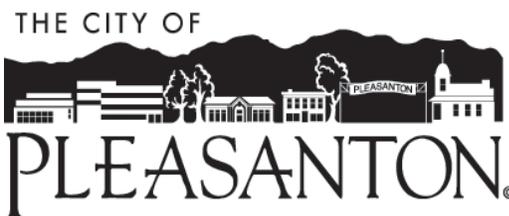
January – December 2014

Committee Appointments

- Community of Character – Ted Kinzer; **Jack Balch** Alternate
Meets the 1st Tuesday of each month at 1:30-3:00 p.m., Chamber of Commerce, 777 Peters Ave.
- East Bay Regional Park District/City Liaison Committee – Brad Hottle; Deborah Wahl, Alternate
- Heritage Tree Board of Appeals – Joe Streng; David Lambert, Alternate
- Sports Council – Ted Kinzer; David Lambert, Alternate
Meets Quarterly the 2nd Monday at 7:00 p.m., Softball Complex
- Bicycle, Pedestrian and Trails Committee – Joe Streng; Deborah Wahl, Alternate
Meets the 4th Monday of each month at 6:30 p.m., City Council Conf. Rm.

Project Representatives

- Alviso Adobe Task Force –
- ~~Bernal Community Park~~ – Ted Kinzer; Brad Hottle, Alternate
- Co-Sponsorship Policy Review – **Herb Ritter**; Ted Kinzer
- ~~Kottinger Place Redevelopment Task Force~~ – Jack Balch; Joe Streng, Alternate
- Lions Wayside and Delucchi Parks – Deborah Wahl; Brad Hottle, Alternate
- Public Art Selection Sub-Committee (PASS) – Joe Streng; Brad Hottle & Sophia Brown, Alternates
- East Pleasanton Specific Plan Task Force – Brad Hottle; **Jack Balch** & David Lambert, Alternates
- ~~Parks and Recreation Master Plan Steering Committee~~ – Jack Balch; Joe Streng
- ~~Cultural Plan Update Steering Committee~~ – Ted Kinzer; Brad Hottle, Alternate
- Pioneer Cemetery Master Plan Oversight Committee – Brad Hottle, Deborah Wahl
- ~~Main Street Green Renovation Project~~ – Jack Balch; Ted Kinzer Alternate



MEMORANDUM

Date: July 31, 2014
To: Parks and Recreation Commission
From: Susan Andrade-Wax, Director of Community Services
Subject: Schedule of Upcoming Meetings and Events of Interest

Date	Time	Meeting/Event	Location
August 4	7:00 pm	Civic Arts Commission	City Council Chamber, 200 Old Bernal Avenue, Pleasanton
August 7	6:30 pm	East Pleasanton Specific Plan Task Force	Operations Services Center, Remillard Conference Room 3333 Busch Road, Pleasanton
August 13	7:00 pm	Planning Commission	City Council Chamber, 200 Old Bernal Avenue, Pleasanton
August 19	7:00 pm	City Council	City Council Chamber, 200 Old Bernal Avenue, Pleasanton
August 20	7:00 pm	Human Services Commission	City Council Chamber, 200 Old Bernal Avenue, Pleasanton
August 21	7:00 pm	Housing Commission	City Council Chamber, 200 Old Bernal Avenue, Pleasanton
August 25	6:30 pm	Bicycle, Pedestrian and Trails Committee	Senior Center, Classroom, 5353 Sunol Boulevard, Pleasanton
August 27	7:00 pm	Planning Commission	City Council Chamber, 200 Old Bernal Avenue, Pleasanton
September 2	7:00 pm	City Council	City Council Chamber, 200 Old Bernal Avenue, Pleasanton
September 4	6:30 pm	East Pleasanton Specific Plan Task Force	Operations Services Center, Remillard Conference Room 3333 Busch Road, Pleasanton

Civic Arts Commission – normally meets on the first Monday of each month.

Human Services Commission – normally meets on the first Wednesday of each month.

Parks and Recreation Commission – normally meets on the second Thursday of each month.

Youth Commission – normally meets on the second Wednesday of each month during the school year.

Planning Commission – normally meets on the second and fourth Wednesdays of each month.

Bicycle, Pedestrian and Trails Committee – normally meets on the fourth Monday of each month.