

PARKS AND RECREATION COMMISSION AGENDA

**Thursday, October 10, 2013
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 September 12, 2013

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions
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. Review of Elements and Design of the Oak Woodland Area Adjoining and Associated with the Bernal Community Park, Phase II
5. Selection of Two Commissioners to Serve on the Pioneer Cemetery Master Plan Oversight Committee

COMMUNICATIONS

COMMISSION REPORTS

6. Committee Meetings
 - A. Bernal Community Park Phase II
 - B. Bicycle, Pedestrian and Trails Committee
 - C. Community of Character
 - D. City/East Bay Regional Park District Liaison Committee
 - E. East Pleasanton Specific Plan Task Force
 - F. Heritage Tree Review Board

- G. Kottinger Place/Kottinger Village Park
- H. Lions Wayside Park
- I. Parks and Recreation Master Plan Steering Committee
- J. Cultural Plan Update Steering Committee
- K. Public Art Selection Sub-committee
- L. Sports Council

- 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: November 14, 2013

FUTURE AGENDA TOPICS

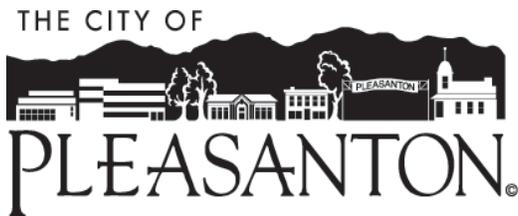
- A.
- B.
- C.

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 Chambers – 200 Old Bernal Avenue, Pleasanton, CA
September 12, 2013 – 7:00 p.m.

CALL TO ORDER

Chairperson Streng called the meeting to order at 7:00 p.m.

Pledge of Allegiance

The Pledge of Allegiance to the flag was recited.

Roll Call

Commissioners Present: Jack Balch Sophie Brown, Teddy Kinzer, David Lambert, Deborah Wahl, and Chairperson Joe Streng.

Commissioners Absent: Commissioner Brad Hottle.

Staff Present: Susan Andrade-Wax, Director of Community Services; Craig Higgins, Assistant Director of Operation Services; Terry Snyder, Administrative Assistant; and Edith Caponigro, Recording Secretary.

AGENDA AMENDMENTS

There were none.

MINUTES

1. Approve regular meeting minutes of August 8, 2013

Correction: Page 2, para.3: seconded by Commissioner ~~Balch~~ Hottle, to approve...

A motion was made by Chairperson Streng, seconded by Chairperson Lambert, to approve the minutes of the August 8, 2013 meeting as amended. **The motion was approved unanimously.**

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions

Ms. Andrade-Wax introduced the Commission to Mike Patrick, Analyst for Community Services Department.

3. Public Comment from the audience regarding items not listed on the agenda

There were none.

MATTERS BEFORE THE COMMISSION

There were none.

COMMUNICATIONS

There were none.

Commission Lambert discussed the lack of an agenda item to discuss dog parks, but was advised by Chairperson Streng that he should discuss the matter under Commission Comments.

COMMISSION REPORTS

4. Committee Meetings

A. Bernal Community Park Phase II - No report.

B. Bicycle, Pedestrian and Trails Committee - Chairperson Streng advised that the Committee had received a report on the Old Vineyard Avenue Trails and had reviewed an initial plan for the trail and collected input from the public. He advised that residents in the vicinity of the trail and the Committee had discussed extensively the possible moving of a gate on the east side of the trail, and safety and traffic issues in the area. Staff will consider the comments and recommendations received and provide an amended plan.

The Committee also revisited bike rack usage in the downtown area and reviewed a graph showing how they had been used during the summer months.

Commissioner Balch suggested Chairperson Streng ask the Committee to look at signage in the vicinity of the Callippe Trail. Chairperson Streng confirmed with Commissioner Balch the locations he was referencing and indicated he would bring this matter to the attention of the Bicycle, Pedestrian and Trails Committee.

C. Community of Character - Chairperson Kinzer advised that the group had discussed General business items as well as revising criteria for the scholarship award program, and refreshing the website.

- D. City/East Bay Regional Park District Liaison Committee – No report.
 - E. East Pleasanton Specific Plan Task Force - No report.
 - F. Heritage Tree Review Board - No report.
 - G. Kottinger Place/Kottinger Village Park - Chairperson Streng advised that MidPen presented the Task Force with three (3) scenarios for the layout of housing. Positive input was received from neighbors and most issues discussed by residents have been resolved. Every effort is being made to balance the needs for units, open space, etc. Discussions included the possibility of including a small community garden on the site and how best to connect the Kottinger Place and Pleasanton Gardens properties. Another meeting is scheduled for September 25, 2013.
 - H. Lions Wayside Park - No report.
 - I. Parks and Recreation Master Plan Steering Committee - Ms. Andrade-Wax advised that the next meeting of the Committee is planned for September 24, 2013.
 - J. Cultural Plan Update Steering Committee – Commissioner Kinzer discussed a rough draft copy of the Cultural Plan and advised that people were in agreement with the draft, and another Draft will be available for review in October. He advised that some discussions are taking place regarding starting a Foundation for Arts.
 - K. Public Art Selection Sub-committee - Chairperson Streng advised that the Sub-committee is still searching for a suitable location for the Rock/Paper/Scissors piece. The Chamber of Commerce is being contacted to determine if it can be placed on their property which is across from Barone’s Restaurant. The “Three Dancing Sheep” sculpture is no longer being pursued. City Council has decided to put a hold on the purchase of additional public art.
 - L. Sports Council - Commissioner Kinzer advised that further discussions were held by the Sports Council regarding the \$2M funding gap for the Bernal project. The good news is that they have all agreed in spirit to move forward on this with an agreement being made by the groups to work together to raise the funds. Terms for this are being put together to be presented to the City Manager for review and consideration.
5. **Other brief reports on any meetings, conferences, and/or seminars attended by the Commission members**

There were none.

COMMISSION COMMENTS

A. Commissioner Lambert thanked Ms. Andrade-Wax for providing the Commission with dog parks information. He suggested this matter be brought to the “front-burner” and existing parks be looked at as suitable locations for dog parks, with consideration being given to new parks as they are built. Commissioner Lambert felt that since a considerable amount of work had already been accomplished on this matter that consideration could be given to adding dog parks in the Mission Hills, Creekside and Muirwood Parks. He felt it would be a benefit to have a dog park on the east side of the city and noted that the Master Plan shows a preference for having dog parks near trails.

Ms. Andrade-Wax noted that as requested by the Commission at the last meeting, staff had provided them with information regarding dog parks. She suggested the Commission consider waiting until after the Parks and Recreation Master Plan has been presented before considering suitable dog park locations.

Chairperson Streng questioned staff on whether the Creekside Park was being identified in the Master Plan as a suitable location for a dog park. Ms. Andrade-Wax noted that Creekside Park is a hybrid park and not a community park, which means it does not have some required amenities. She also commented that several years ago the Commission had considered the park as a suitable location for either an off-leash dog area or tennis court, but eventually the idea was dropped. Commissioner Balch also mentioned that a portion of the Iron Horse Trail was also now being constructed and included within the boundaries of the park thus reducing the space needed for an off-leash dog area.

Commissioner Kinzer noted that at the last meeting the Commission had requested staff provide information about dog parks and suitable locations, and had suggested waiting to take steps until after receiving the Master Plan. He indicated he was still okay with doing this and felt recommended dog park locations should be in alignment with the Master Plan.

Commissioner Wahl agreed, and didn't think it was necessary to jump on anything until the Master Plan had been presented.

Ms. Andrade-Wax discussed deficiencies that have been noted in the Master Plan and the fact that the final design of Bernal Community Park will be coming before the Commission at the next meeting. She advised that a joint workshop of City Council and the Commission is planned for later this year to discuss the Parks and Recreation Master Plan.

Chairperson Streng concurred that it made sense for the Commission to wait for the Master Plan before taking action pertaining to dog parks.

Commissioner Lambert questioned whether any existing parks were being identified in the Master Plan as possible dog park sites. Ms. Andrade-Wax advised that Creekside and Amador Valley Parks were identified during the process, as well as the Bernal

Phase II and East Park projects. Commissioner Lambert asked about the possibility of including the Sports Park. Ms. Andrade-Wax felt the Parks and Recreation Master Plan workshop would be the time to ask such questions. Commissioner Balch suggested the area adjacent to the Marilyn Murphy Trail as another possible suitable location.

Chairperson Streng confirmed that it was the consensus of the Commission to wait until after receiving the Parks & Recreation Master Plan before taking any action pertaining to dog parks.

Commissioner Lambert indicated his frustration that it takes so long for things to take place. Ms. Andrade-Wax advised that project prioritizations and the directions to be taken will be discussed at the workshop.

Chairperson Streng noted that it was important for the Commission to continue to discuss this topic so that City Council knows it is a "hot topic" item for the Commission.

- B. Commissioner Lambert questioned whether "floating lights" would be installed at street crossings for the Iron Horse Trail. Commissioner Wahl provided information about this project including details regarding mid-crossings and the plan layout.
- C. Commissioner Kinzer provided information about a park he visited recently in Chicago and Chairperson Streng commented on great parks in Boston.
- D. Commissioner Lambert commented on a giant chess game site in a Seattle plaza and wondered if something could be considered for the downtown as a means of attracting people to the area. Chairperson Streng thought this was something that could be considered for Lions Wayside Park.
- E. Commissioner Wahl discussed with staff the possibility of providing doggie-bags at the dog park.

STAFF COMMENTS

6. Schedule of Upcoming Meetings and Events of Interest.

The Schedule of Upcoming Meetings and Events of Interest were reviewed by Commissioners and staff.

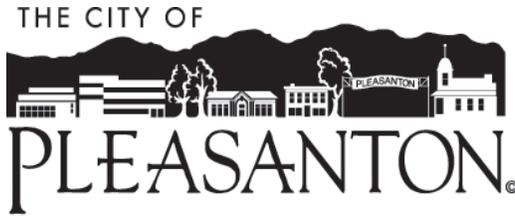
Mr. Higgins provided information about permission received from Zone 7 to use the Arroyo for improving the trail at Denker/Stoneridge. He advised that work should be completed within the next week and will help with traffic into Val Vista Park.

Ms. Andrade-Wax provided information about:

- a) the Mayor's Award Celebration and the 30th Anniversary with Pleasanton's sister-city, Tulancingo.
- b) the Tri-Valley Commissioners dinner planned for October 28
- c) a presentation to be made at the October meeting on the final design for Bernal Community Park Phase II
- d) the formation of a Master Plan Committee for the cemetery being handled by Kathleen Yurchak, and a request for a member of the Commission to be a member of the Committee
- e) Information about Co-Sponsorship Policies and Fees to be presented to the Commission by Mike Patrick and Ms. Andrade-Wax for discussion with the possibility of a workshop.
- f) Possible ribbon-cutting at Stoneridge Creek Park on September 30, or sometime in October.

ADJOURNMENT

There being no further business, the meeting was adjourned by Chairperson Streng at 7:46 p.m.



Parks and Recreation Commission Staff Report

October 10, 2013
Item 4

**SUBJECT: REVIEW OF ELEMENTS AND DESIGN OF THE OAK WOODLAND AREA
ADJOINING AND ASSOCIATED WITH THE BERNAL COMMUNITY PARK,
PHASE II**

SUMMARY

In response to an August 2012 recommendation from the Parks and Recreation Commission; at its meeting of September 18, 2012, the City Council approved the Schematic Plan for the Bernal Phase II Community Park and the adjacent Oak Woodland area, recommended that Harris Design (Harris) continue preparation of park design and construction documents, approved a preliminary project financing plan, and authorized staff to work with the local sports groups to further develop a financial plan that may involve the formation of a 501 (c) (3) non-profit organization as a vehicle to coordinate public fund raising for park development. In June 2013, the City Council approved the City Four Year Capital Improvement Program (CIP) Budget appropriating \$14.3 million in funding for the \$16.5 million project. The City Council also approved an amendment to the Harris Design contract to include preparation of design and construction documents for the Oak Woodland area of the Bernal property.

Since the authorization to begin design work on the Oak Woodland area, staff has been meeting with Harris to discuss overall design elements that are consistent with what the Commission reviewed previously and the Bernal Property Phase II Specific Plan. As a result of that effort, staff and Harris are presenting the Commission with a more refined Oak Woodland area plan and are requesting comment on the overall plan and the inclusion of some of the area's features including the interpretive area, park signage and artistic structural elements in order to provide direction for preparation of the final plans that will be presented to the City Council in early 2014.

RECOMMENDATION

1. Review and confirm the Schematic Plan for the Oak Woodland area of the Bernal Property
2. Provide staff and the design consultant with inclusion of certain open space elements including interpretive area, park interpretive signage, and artistic structural elements

BACKGROUND

As indicated above, the City Council has allocated funding for the Bernal Community Park, Phase II Lighted Multi-Purpose Sports Fields and the Oak Woodland area with the expectation that additional funding will be provided through cooperative arrangement with the sports groups that will use the park most heavily. At the time this matter was presented to the Commission in August 2012, there was uncertainty regarding the inclusion of the 38-acre Oak Woodland area, however, the City Council's funding allocation assumes full development of this area. Notwithstanding this matter, staff and the project landscape architect, Harris Design, remain focused on the project budget in an effort to assure that both the park and the Oak Woodlands area will be developed with the amenities needed to assure programming efficiency and with the understanding that additional amenities may need to be added at some time after the initial critical amenities are constructed. A project summary budget is attached to this report.

The Oak Woodland area is the grand open space at the heart of the Bernal property. Occupying nearly 40 acres immediately west of the developed Phase 1 and Phase 2 park areas, the Oak Woodland will provide a passive open space not found in many city parks. This area generally adheres to the 800-foot buffer for the homes on Oak Vista Way.

The foundation for the design is the transformation of an existing, level agricultural field into an undulating natural landscape populated with native trees, shrubs, grasses, and wildflowers. Native plant communities to be introduced include Valley grassland, Valley Woodland, and Valley Foothill Riparian. There will be no irrigated ornamental landscape in the Oak Woodland.

The Oak Woodland is also a place for people. There will be an extensive network of pathways that provide a variety of experiences. The pathway system has a three-part hierarchy. There is a continuous, multi-use perimeter path that circumnavigates the open space, a creek walk path, and paths that will provide access from both Phase 1 and Phase 2 to the residential neighborhood to the west. The pathways provide a sequence of experiences as one travels along them.

Pedestrian park entrances will be provided at three locations along Oak Vista Way. The entrances will include small plazas with seating areas and informational and identification signage.

Site drainage will be directed to the long, narrow swale (shown in blue) which will filter out pollutants and assist with ground water recharge.

There are ample opportunities to place public art in the Oak Woodland. The artwork could create focal points at key locations terminating the strong view corridors that the plan for Phase 2 has created. In this way the more developed park will be visually tied to the less developed natural area.

An interpretive area will occupy the southeast corner of the Oak Woodland. It will include nature trails, group gathering areas, and interpretive signage. The area will be suitable for docent-led tours, and for educational field trips.

Other amenities include benches, seating areas, a small boardwalk, interesting landforms, footbridges, and overlooks. Custom-designed interpretive signage will occur at key locations to explain the site's cultural and natural history.

Discussion

At the October 10, 2013 Parks and Recreation Commission meeting, Bill Harris will present an overview of the Oak Woodland area so that he and staff can receive feedback as we prepare the final project design documents. As such, staff is interested in general feedback/comment and specific feedback regarding the following elements:

- The current design anticipates interpretive signage at key locations throughout the area that provide information about vegetation and wildlife in the area. This feature enhances the overall park experience with an estimated cost of approximately \$25,000 for design and \$25,000 for fabrication and installation for a total of \$50,000.
- The current design anticipates three primary locations that could accommodate artistic structural elements and as with the interpretive signage, these could eventually enhance a user's experience. However, there is no funding anticipated for these structural elements in the budget and staff does not anticipate funding in the near future. However, if the Commission values the inclusion of these structures, the landscape architect could incorporate design to facilitate their installation at a later date. One concern with these elements is they could distract from the wilderness/natural setting of the Oak Woodland area.
- Staff and the project landscape architect have also discussed inclusion of an interpretive area that would provide a structured setting for natural history education. It would include a nature trail, interpretive displays, parking for ten vehicles, a group gathering/staging area, benches, and boardwalk. This would be an interesting facility that would allow people to track the establishment of the native plant communities in addition to learning about the area.

Respectfully submitted,

/s/

Steve Bocian
Assistant City Manager

Attachments: 1.Revised Oak Woodland Schematic
 2. Project Description
 2. Current Project Overall Budget



BERNAL COMMUNITY PARK, PHASE II LIGHTED MULTI-PURPOSE SPORTS FIELDS



PROJECT DESCRIPTION: In September 2012, the City Council approved the draft financing plan for development of the Bernal Community Park, Lighted Sports Fields and Oak Woodland areas and reauthorized preparation of project design specifications. The project consists of three lighted multi-purpose sports fields, restroom, parking, pathways and open spaces on the Bernal Property adjacent to the existing lighted baseball fields. The project will be bid in late winter 2014.

Projects costs are estimated at \$16,500,000 of which \$12,559,000 is for the multi-purpose sport field area. Identified funding to date includes an existing reserve of \$7,500,000, a \$3,175,000 East Bay Regional Parks Measure WWW grant that will release funding used for the Aquatic Renovation project, a combined \$2,300,000 General Fund CIP transfer occurring in FY2013-14 and FY2014-15, and \$843,171 of In-Lieu Park Dedication Fees and \$843,171. Staff estimates that the additional future funding will be provided by the transfer of In-Lieu Park dedication fees made available through approved development agreements, contributions from local sports groups and additional City sources.

PROJECT JUSTIFICATION: This project is a City Council priority that will address the needs for additional lighted sports fields.

PROJECT COST ESTIMATE

Item	Cost	Funding Source	Amount
Park Development	\$16,500,000	Existing Reserves	\$10, 675,000
		FY 2013-14/14-15 Funding	\$3,646,482
		Additional Future Revenue Sources	\$2,178,518
TOTAL	\$16,500,000	Total	\$16,500,000

CIP #: 017045 **CATEGORY:** Parks **RECOMMENDATION:** Fund in 2013-14

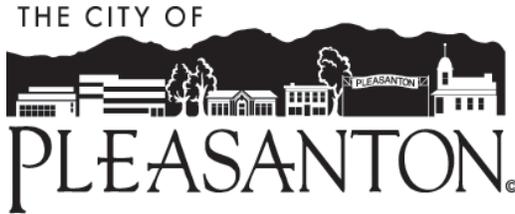
**BERNAL COMMUNITY PARK PHASE II
LIGHTED MULTI-PURPOSE SPORTS FIELDS (Including Oak Woodland Area)
PRELIMINARY FUNDING AND DEVELOPMENT COST ESTIMATES**

Revised 5/24/2013

<u>Source of Funds</u>	<u>Estimate</u>
Bernal Community Park Phase II Reserve	\$7,558,317
East Bay Regional Parks Measure WW	\$3,116,683
Projected FY 2013-14/14-15 in this CIP	<u>\$3,646,482</u>
Sub-Total	\$14,321,482
Additional Funding (Yet to be Identified)	<u>\$2,178,518</u>
Total	\$16,500,000
 EXPENDITURES	
<u>Multi-Purpose Sports Fields and Related Amenities</u>	
Mobilization and Site/Earth Work	\$1,991,000
Electrical/Utilities	\$1,131,000
Landscaping	\$935,000
Parking and Roads	\$638,000
Restroom Building	\$300,000
Concession Building (Plumbing Only)	\$50,000
Refuse Enclosure	\$75,000
Pathways, Plaza Paving, Mow Strip	\$762,000
Three Synthetic Multi-Purpose Fields with Lighting	\$3,539,000
Scoreboard, Grandstand, etc	\$538,000
Amenities (benches, picnic area, play area, etc)	\$325,000
Storage/Maintenance Building	\$150,000
Architectural Fees	<u>\$675,000</u>
Sub-Total	\$11,109,000
Contingency	<u>\$1,450,000</u>
Total Multi-Purpose Sports Fields and Related Amenities	\$12,559,000
 <u>Oak Woodland Area (1)</u>	
Mobilization and Site Work	\$1,798,000
Pathway System	\$770,000
Site Amenities (benches, signage, etc)	\$197,000
Revegetation	\$679,000
Misc. construction	<u>\$150,000</u>
Sub-Total	\$3,594,000
Contingency	<u>\$347,000</u>
Total Oak Woodland	\$3,941,000
 Total Bernal Park Phase II Development Cost	 \$16,500,000

Notes.

1. This aspect of the project has not yet been designed and costs are conceptual.



Parks and Recreation Commission Agenda Report

October 10, 2013
Item 5

SUBJECT: SELECTION OF TWO COMMISSIONERS TO SERVE ON THE PIONEER CEMETERY MASTER PLAN OVERSIGHT COMMITTEE

SUMMARY

The City of Pleasanton is starting the Pioneer Cemetery Master Plan process that will consider landscape improvements, opportunity for a privately funded veteran's memorial, public/private partnerships and maintenance and operational rules and regulations. Over the past few years, the City has developed a model for using "ad-hoc" and/or "steering" committees to achieve desired outcomes; recent examples include the Youth Master Plan Implementation Committee, the Human Services Needs Assessment Update Steering Committee, the Parks and Recreation Master Plan Steering Committee and the Cultural Plan Steering Committee. 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. At its meeting on September 17, 2013, the City Council approved the formation of the seven (7) – member Pioneer Cemetery Master Plan Oversight Committee to assist with the Pioneer Cemetery Master Plan process.

RECOMMENDATION

It is recommended that the Commission designate two members to serve on the Pioneer Cemetery Master Plan Oversight Committee.

FINANCIAL STATEMENT

There is none.

BACKGROUND

The City of Pleasanton is starting the Pioneer Cemetery Master Plan process that will consider improvements to the Pioneer Cemetery that may include, but is not limited to the following; irrigation, landscaping, public/ private partnerships, a veterans' memorial (art acquisition) and maintenance and operation rules and regulations.

Over the past few years, the City has developed a model for using "ad-hoc" and/or "steering" committees to achieve desired outcomes; recent examples include the Youth Master Plan Implementation Committee, the Human Services Needs Assessment Update Steering Committee, the Parks and Recreation Master Plan Steering Committee and the Cultural Plan Steering Committee. 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 help develop the Master Plan, the City will be hiring a consultant to work with City staff and community members to develop the Cemetery Master Plan that will include site analysis and existing conditions, landscape improvements, while meeting Pleasanton's park standards and landscape design guidelines, public/private partnerships, a veteran's memorial/art acquisition, and the development of maintenance and operation rules and regulations and all costs associated with the recommendations.

To assist with the project, at its meeting on September 17, 2013, the City Council approved the formation of a seven (7) member ad-hoc community based Oversight Committee consisting of the following members:

Oversight Committee Composition

- Two (2) Parks and Recreation Commissioners
- One (1) Civic Arts Commissioner
- One (1) Veterans Organization of Pleasanton representative
- One (1) Cemetery Committee (community group) representative
- One (1) Catholic Funeral and Cemetery Services representative
- One (1) Member at Large

The preparation of the Pioneer Cemetery Master Plan is likely to take 6 to 8 months. It is anticipated that the Steering Committee will hold its first meeting in October or November 2013, with subsequent meetings through May 2014.

ALTERNATIVE ACTION

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

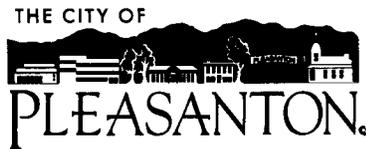
Submitted by:

/s/

Kathleen P. Yurchak
Assistant Director of Operations Services

Attachment:

1. 9-17-13 City Council Staff Report: Approve the Formation of a 7-member Pioneer Cemetery Master Plan Oversight Committee



CITY COUNCIL AGENDA REPORT

14

September 17, 2013
Operations Services

TITLE: RECEIVE UPDATE ON THE PIONEER CEMETERY MASTER PLAN AND APPROVE THE FORMATION OF A SEVEN (7) MEMBER CEMETERY MASTER PLAN OVERSIGHT COMMITTEE

SUMMARY

At its May 7, 2013 meeting, the City Council adopted its two-year work plan, including the development of the Pleasanton Pioneer Cemetery Master Plan. The project will consider landscape improvements to the Pioneer Cemetery and include opportunity for a privately funded veteran's memorial. To assist with this master planning process, staff is proposing establishment of a 7-member Ad Hoc Pioneer Cemetery Master Plan Oversight Committee (Committee) to provide adequate public participation and guidance during the process.

RECOMMENDATION

Approve the formation of a 7-member Ad Hoc Pioneer Cemetery Master Plan Oversight Committee from the commissions and organizations detailed in this report.

FINANCIAL STATEMENT

Fifty thousand dollars (\$50,000) is the estimated budget for completing the Cemetery Master Plan. This will be confirmed once the RFP is out for bid and a consultant selection is made. Funding is available for consultant services to develop the Pioneer Cemetery Master Plan in a combination of funds including the Cemetery fund, CIP reserve and contingency operating funds.

BACKGROUND

On March 25, 2013, the Council conducted a public workshop for the purpose of prioritizing City Council projects for the upcoming year. During the workshop several community members requested that the City Council consider improvements to the City's Pioneer Cemetery.

At its meeting on May 7, 2013, the City Council adopted its two-year work plan, which included the development of the Pleasanton Pioneer Cemetery Master Plan. The project shall consider improvements to the Pioneer Cemetery that may include irrigation, landscaping, public/private partnerships, a veterans' memorial and maintenance and operation rules and regulations.

To assist with the project staff has determined it beneficial to have ongoing community participation, dialogue and direction. Similar to past large scale community based planning efforts; staff is recommending a seven (7) member ad hoc community based oversight committee to help direct the process.

Oversight Committee Composition

- Two (2) Parks and Recreation Commissioners
- One (1) Civic Arts Commissioner
- One (1) Veterans Organization of Pleasanton representative
- One (1) Cemetery Committee (community group) representative
- One (1) Catholic Funeral and Cemetery Services representative
- One (1) Member at Large

The Parks and Recreation Commission and Civic Arts Commission representatives will be selected from their respective memberships. The other advisory groups and/or organizations will each select a representative. The Member at Large position will be selected using a similar process to the Commission/Committee recruitment/selection procedures. Interested resident applicants will complete an application for consideration.

Committee Roles and Expectations

To assure a successful and timely process, it is important to define the role of the Committee. Similar to other recently formed committees, staff has identified the following roles and responsibilities:

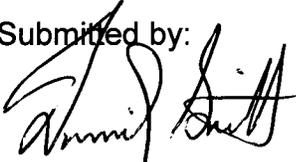
- **Be informed, collaborative and solution oriented.** Be committed to attending meetings, reading staff information, and being prepared to balance individual and minority interests for the overall good of the community.
- **Provide a forum for community discussion.** Actively engage the community in a constructive dialogue about the options discussed. Be open to varied comment and viewpoints.

- **Provide input on draft products.** Review and provide input on draft documents as requested by staff.
- **Keep commission and/or agency informed and up to date regarding Committee activity.** Keeping the lines of communication open at your commission or agency assures that there is collective collaboration throughout the process which helps lead to a successful conclusion.
- **Provide recommendations as requested by City staff.** Providing recommendations to the City Council and/or commissions is important to assure they receive guidance prior to making decisions needed to adopt the Master Plan.

DISCUSSION

Upon approval of the seven (7) member ad hoc community oversight committee, staff will develop a Request for Proposals to hire an experienced and knowledgeable consultant in cemetery design to develop the Pioneer Cemetery Master Plan. The Plan shall include consideration for improvements to the landscape to bring the Pioneer Cemetery to better maintenance standards as possible while incorporating the City's new Landscape Design Guidelines; however all options shall be considered. Additionally, public/private partnerships shall be explored, in addition to a veteran's memorial component. Maintenance and operation rules and regulations should also be considered during this process.

Preparation of the Pioneer Cemetery Master Plan is likely to take seven to nine months. It is anticipated that the Oversight Committee will hold its first meeting in November 2013, with subsequent monthly meetings through May 2014, or as determined by the consultant.

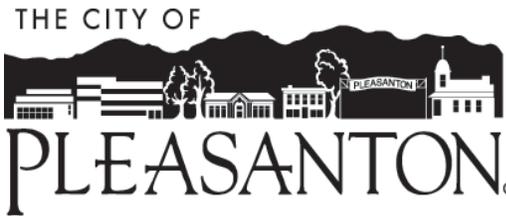
Submitted by:

 Daniel Smith
 Operations Services Director

Fiscal Review:

 Emily Wagner
 Director of Finance

Approved by:

 Nelson Fialho
 City Manager



MEMORANDUM

Date: October 10, 2013
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
October 7	7:00 pm	Civic Arts Commission	City Council Chamber, 200 Old Bernal Avenue, Pleasanton
October 9	7:00 pm	Planning Commission	City Council Chamber, 200 Old Bernal Avenue, Pleasanton
October 9	7:00 pm	Youth Commission	Operations Services Center, Remilard Conference Room 3333 Busch Road, Pleasanton
October 10	7:00 pm	Parks & Recreation Commission	City Council Chamber, 200 Old Bernal Avenue, Pleasanton
October 15	7:00 pm	City Council	City Council Chamber, 200 Old Bernal Avenue, Pleasanton
October 23	7:00 pm	Human Services Commission	City Council Chamber, 200 Old Bernal Avenue, Pleasanton
October 28	6:00 pm	Tri-Valley Commissioners' Dinner	Firehouse Arts Center, 4444 Railroad Avenue
October 28	6:30 pm	Bicycle, Pedestrian and Trails Committee	Senior Center, Classroom, 5353 Sunol Boulevard, Pleasanton
October 30	6:30 pm	Kottinger Place Redevelopment Task Force	Senior Center, Classroom, 5353 Sunol Boulevard, Pleasanton
November 4	7:00 pm	Civic Arts Commission	City Council Chamber, 200 Old Bernal Avenue, Pleasanton
November 5	7:00 pm	City Council	City Council Chamber, 200 Old Bernal Avenue, Pleasanton
November 6	7:00 pm	Human Services Commission	City Council Chamber, 200 Old Bernal Avenue, Pleasanton
November 7	6:30 pm	East Pleasanton Specific Plan Task Force	Operations Services Center, Remilard 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.